



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia Master Agreement

Order Date: 12-17-2025

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CMA 0705 0705 LOT2500000003 2	Procurement Folder:	1528690
Document Name:	Microsoft Dynamics and Technology Implementation Services	Reason for Modification:	Change Order No. 1 - to renew contract
Document Description:	Microsoft Dynamics and Technology Implementation Services		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-02-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-01-31

VENDOR			DEPARTMENT CONTACT		
Vendor Customer Code:	VS0000043431		Requestor Name:	Thomas P Hymes	
ONACTUATE CONSULTING US INC 10900 NE 4TH ST UNIT 2300			Requestor Phone:	304-558-2350	
BELLEVUE WA 98004 US			Requestor Email:	thymes@wvlottery.com	
Vendor Contact Phone:	7018707690	Extension:	<h1>2026</h1> <p>FILE LOCATION _____</p>		
Discount Details:					
	Discount Allowed	Discount Percentage			Discount Days
#1	No	0.0000			0
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE LOTTERY PO BOX 2067 CHARLESTON WV 25327-2067 US	PURCHASING LOTTERY 900 PENNSYLVANIA AVE CHARLESTON WV 25302 US

CR 1-5-26

Total Order Amount:	Open End
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
 DATE: *1/5/26*
 ELECTRONIC SIGNATURE ON FILE *Max [Signature]*

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *1/7/2026*
 ELECTRONIC SIGNATURE ON FILE *[Signature]*

ENCUMBRANCE CERTIFICATION
 DATE: *1-7-26*
 ELECTRONIC SIGNATURE ON FILE *[Signature]*

Extended Description:

Change Order

Change Order No. 1 - is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective dates of renewal: 02/01/2026 - 01/31/2027

Renewals remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	43231500				0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Microsoft Dynamics and Technology Implementation Services

Extended Description:

See Attached Specifications Section 4.1.1 and Exhibit - A Pricing Page for details

Cost To Include Planning & Design, Configuration, Data Migration and Implementation of Interfaces, Training and Testing.

Hourly Rate: \$150.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	43231500			HOUR	150.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Support and Maintenance

Extended Description:

See Attached Specifications Section 4.1.2 and Exhibit - A Pricing Page for details



P.O. BOX 2067
CHARLESTON, WV 25327

DAVID R. BRADLEY
ACTING DIRECTOR

PHONE: 304.558.0500
wvlottery.com

December 1, 2025

Sharan Oberoi, Managing Partner & CEO
OnActuate Consulting US Inc.
10900 NE 4th Street, Unit 2300
Bellevue, WA 98004

Subject: Change Order # 1 – Renewal – CMA LOT2500000003 – Microsoft Dynamics and Technology Implementation Services

Subject to the approval of the West Virginia Purchasing Division and the Attorney General’s Office, the West Virginia Lottery is offering the first optional renewal of the subject contract under the same terms, conditions and pricing as the original contract. This renewal will be for a twelve (12) month period. The renewal dates are from February 1, 2026 through January 31, 2027.

If your company agrees to this renewal, please sign and date below and return to my attention as soon as possible.

Thank You,

Thomas Hymes
Procurement Specialist, Senior
West Virginia Lottery

Attachment

We agree to renew the subject contract for the period as stated above under the same terms and conditions in the original contract.

Name/Signature
Managing Partner

12/16/2025

Date

Title
sharan@onactuate.co

Phone Number

Email



Sign In

Home Search Data Bank Data Services Help

Search All Words e.g. 1606N020Q02

Filter By

Keyword Search
For more information on how to use our keyword search, visit our help guide

Simple Search Search Editor

Any Words *i*
 All Words *i*
 Exact Phrase *i*

e.g. 123456789, Smith Corp
 "ONACTUATE CONSULTING US INC." x

Entity v
 Location v
 Status ^

Active
 Inactive

Reset ↻

Entity Information ^ < All Entity Information Entities Disaster Response Registry Respon >

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

ONACTUATE CONSULTING US INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	7/24/2023		7/24/2023	Foreign	Profit				

Organization Information		
Business Purpose	5415 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Computer Systems Design and Related Services (design, programming, facilities mgmt)	Capital Stock
Charter County		Control Number
Charter State	WA	Excess Acres
At Will Term		Member Managed
At Will Term Years		Par Value
Authorized Shares		Young Entrepreneur No

Addresses	
Type	Address
Local Office Address	10900 NE, 4TH ST UNIT 2300 BELLEVUE, WA, 98004
Mailing Address	10900 NE, 4TH ST UNIT 2300 BELLEVUE, WA, 98004 USA
Notice of Process Address	NAEEM SHAFI 10900 NE, 4TH ST UNIT 2300 BELLEVUE, WA, 98004
Principal Office Address	10900 NE, 4TH ST UNIT 2300 BELLEVUE, WA, 98004 USA
Type	Address

Officers	
Type	Name/Address
Vice-President	DUSTIN KNUDSON 2306 VICTORIA ROSE DRIVE SOUTH FARGO, ND, 58104
Type	Name/Address

X Close

Hi, I'm SOLO! I can help you file your Annual Report.

Annual Reports

Filed For

2025

2024

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10 - Brandon Barr</u> Date: <u>1/5/26</u> Solicitation No. <u>CMA LOT25*03</u>	Agency: Lottery Procurement Officer Submitting Requisition: Thomas Hymes Requisition No. CMA LOT2500000003 (CRFQ LOT25*03) PF No.: 1528690
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

1/5/26

Thomas Hymes

From: Crystal Crouch
Sent: Friday, December 12, 2025 8:46 AM
To: Thomas Hymes
Subject: FW: FW: Revisit Governor's Directive

From: Willis, Samantha L <samantha.l.willis@wv.gov>
Sent: Tuesday, December 9, 2025 3:19 PM
To: Crystal Crouch <ccrouch@wvlottery.com>
Subject: Re: FW: Revisit Governor's Directive

Thank you very much for the update Crystal! I will make sure everyone on our end knows.

On Tue, Dec 9, 2025 at 3:18 PM Crystal Crouch <ccrouch@wvlottery.com> wrote:

Good afternoon Samantha! I wanted to provide you an update on information that I have received from our Lottery director, David Bradley. Eric Nelson, Revenue Secretary, met with his agency revenue heads and the Governor yesterday and told them that he did not need to see any renewal contracts that have already been approved. He only wants to see new contracts with a spend over \$100,000 going forward.

We will be submitting several renewal contracts this week based on his directive unless I hear from you otherwise.

If you need any further information or have knowledge of conflicting directives, please let me know. I appreciate your assistance with this matter.

Thank you!

Crystal Crouch

West Virginia Lottery

Budget & Accounting Manager

304-352-1816 Office



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION

SAMANTHA WILLIS
PURCHASING DIRECTOR

PURCHASING DIVISION

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SLW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

CMA LOT250000003 - Microsoft Dynamics and Technology Implementation Services

The Accompanying Request has been reviewed and approved by the following:

[Signature]

Agency Head

12/5/25

Date

Cabinet Secretary/Department Head

Date

Governor's Office Representative

Date