



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

State of West Virginia  
**Contract**

Order Date: 04-21-2026

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

<b>Order Number:</b>	CCT 0203 3810 CPR2400000001 4	<b>Procurement Folder:</b>	1306483
<b>Document Name:</b>	Imaging System Software Maintenance & Support Year 2 Renewal	<b>Reason for Modification:</b>	Change Order 03 To Renew Contract
<b>Document Description:</b>	Imaging System Software Maintenance & Support		
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	Melissa Pettrey		
<b>Telephone:</b>	(304) 558-0094		
<b>Email:</b>	melissa.k.pettrey@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2024-02-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2028-01-31

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	VS0000018643	<b>Requestor Name:</b>	Amber R Hawkins
REVOLUTION DATA SYSTEMS LLC 70161 HWY 59 STE G ABITA SPRINGS LA 70420 3706 US		<b>Requestor Phone:</b>	(304) 558-3570
<b>Vendor Contact Phone:</b>	9855028364	<b>Requestor Email:</b>	amber.r.hawkins@wv.gov
<b>Extension:</b>		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION</div>	
<b>Discount Details:</b>			

INVOICE TO	SHIP TO
CONSOLIDATED PUBLIC RETIREMENT 601 57th Street, SE Suite 5 CHARLESTON WV 25304 US	CONSOLIDATED PUBLIC RETIREMENT 601 57th Street, SE Suite 5 CHARLESTON WV 25304 US

*4/30/26 bc*

**Total Order Amount:** \$698,885.11

Purchasing Division's File Copy

<i>JP</i> <b>PURCHASING DIVISION AUTHORIZATION</b> <i>Tara</i> <b>DATE:</b> 4/29/26 <b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> <i>John S. Gray</i> <b>DATE:</b> <b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ENCUMBRANCE CERTIFICATION</b> <i>Cody</i> <b>DATE:</b> 5-5-26 <b>ELECTRONIC SIGNATURE ON FILE</b>
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*546006*

**Extended Description:**

Change Order

Change Order No. 03 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 date of renewal 2/1/2027 through 1/31/2028.

Renewal Years: 0  
No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112200	0.00000		0.000000	\$188,092.27
Service From	Service To	Manufacturer	Model No		
2024-02-01	2025-01-31				

**Commodity Line Description:** Software maintenance and support Year 1

**Extended Description:**

Software maintenance and support Year 1  
Additional support years will be added as yearly renewals upon mutual agreement between the Purchasing Division and the Vendor.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112200	0.00000		0.000000	\$170,264.28
Service From	Service To	Manufacturer	Model No		
2025-02-01	2026-01-31				

**Commodity Line Description:** Software maintenance and support Year 2 Renewal

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112200	0.00000		0.000000	\$170,264.28
Service From	Service To	Manufacturer	Model No		
2026-02-01	2027-01-31				

**Commodity Line Description:** Software maintenance and support Year 3 Renewal

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81112200	0.00000		0.000000	\$170,264.28
Service From	Service To	Manufacturer	Model No		
2027-02-01	2028-01-31				

**Commodity Line Description:** Software maintenance and support Year 4 Renewal

**Extended Description:**



# Consolidated Public Retirement Board

601 57th Street SE, Suite 5  
Charleston, West Virginia 25304  
Telephone: 304-558-3570 or 800-654-4406  
Fax: 304-957-7522  
Email: [cprb@wv.gov](mailto:cprb@wv.gov)  
[www.wvretirement.com](http://www.wvretirement.com)

BOARD CHAIRMAN  
Joseph G. Burr

EXECUTIVE DIRECTOR  
Jeffrey E. Fleck

March 30, 2026

Robin Jourdan  
Revolutions Data Systems  
70161 Highway 59, Suite G  
Abita Springs, LA 70420

Subject: CPR2400000001 - Imaging System Software Maintenance and Support

Dear: Ms. Jourdan:

The West Virginia Consolidated Public Retirement Board (CPRB) is offering to renew the subject contract under the same terms, conditions and pricing as contained in the original contract including all authorized change orders. The renewal dates are February 1, 2027, thru January 31, 2028. If your company agrees to this renewal, please sign below and return to my attention. Should you have any questions about this letter, please feel free to give me a call.

Regards,

Amber Hawkins, Procurement Assistant  
WV Consolidated Public Retirement Board  
Phone: (304) 352-6771  
Fax: (304) 558-6337  
Email: [Amber.R.Hawkins@wv.gov](mailto:Amber.R.Hawkins@wv.gov)

Please complete and return by email:

We agree to extend the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.

Robin Jourdan  
Signature

March 30, 2026  
Date

Robin Jourdan  
Print Name

ERIC L. HOUSEHOLDER  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION

SAMANTHA WILLIS  
PURCHASING DIRECTOR

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.

*Contract Number CG-CP 2400000001 Imaging System Software Maintenance Support*

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

*J. H. Fleck*  
Agency Head

*4/24/26*  
Date

*Eric Householder*  
Cabinet Secretary/Department Head

*4/27/26*  
Date

\_\_\_\_\_  
Governor's Office Representative

\_\_\_\_\_  
Date



EXECUTIVE DIRECTOR  
Jeffrey E. Fleck

## Consolidated Public Retirement Board

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Charleston, WV 25304  
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[www.wvretirement.com](http://www.wvretirement.com)



BOARD CHAIRMAN  
Joseph G. Bunn

April 24, 2026

### Approval Request for Renewal

#### Re: Contract Number CCT - CRP2400000001: Imaging System Software Maintenance & Support

Pursuant to Executive order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000.00 must be approved by the Governor's Office in advance. This includes the solicitation of, or renewal of, contracts that are expected to exceed \$100,000.00 in total.

In accordance with this requirement, the West Virginia Consolidated Public Retirement Board (CPRB) requests the approval from the Governor's Office and the Cabinet Secretary's Office to renew the contract with Revolution Data Systems (RDS). This contract is being renewed early for CPRB to remain current in our software licenses with RDS, and to avoid a lapse in maintenance that would result in a reinstatement fee.

Attached is a copy of the original contract, the latest renewal and the renewal agreement between CPRB and RDS.

If you have any questions, or need any additional information, please do not hesitate to contact me. Thank you.

Sincerely,

Amber R Hawkins  
WV CPRB  
304-352-6771  
[Amber.R.Hawkins@wv.gov](mailto:Amber.R.Hawkins@wv.gov)



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Search Editor

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- Exact Phrase

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Revolution Data Systems LLC ×

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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.*

### REVOLUTION DATA SYSTEMS LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	8/18/2019		8/18/2019	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services		<b>Capital Stock</b>
<b>Charter County</b>	Kanawha	<b>Control Number</b>	0
<b>Charter State</b>	LA	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MGR
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Designated Office Address</b>	70161 HWY 59 SUITE G ABITA SPRINGS, LA, 704203706
<b>Notice of Process Address</b>	REVOLUTION DATA SYSTEMS 70161 HWY 59 SUITE G ABITA SPRINGS, LA, 704203706
<b>Principal Office Address</b>	70161 HWY 59 SUITE G ABITA SPRINGS, LA, 704203706 USA
<b>Principal Office Mailing Address</b>	70161 HWY 59 SUITE G ABITA SPRINGS, LA, 704203706 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Manager</b>	SARAH RATHE 70161 HWY 59 SUITE G ABITA SPRINGS, LA, 704203706
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2026	
2025	
2024	
2023	
2022	
2021	
2020	
<b>Date filed</b>	

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>4/22/2024</u>	Agency: CPRB
Solicitation No. <u>CCT-CPR 24*01</u>	Procurement Officer Submitting Requisition: Amber Hawkins
<div style="font-size: 2em; color: blue; text-align: center;">                     CO# 3                      Renewal                 </div>	Requisition No. CCT-CPR240000001
	PF No.: 1306483

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:**      Provided, if Required      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 <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>	<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input 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         Jessica Riley