



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: 04-15-2026

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 0803 0081 DOT2600000016 3	Procurement Folder:	1741827
Document Name:	Adobe Software Products Y2 CO2	Reason for Modification:	
Document Description:	Adobe Software Products (81260190)		Change Order 1
Procurement Type:	Central Master Agreement		To Renew Contract
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-10-10
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-06-24

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000008697			Requestor Name:	Gabrielle B Selbe
AKA COMP SOLUTIONS INC				Requestor Phone:	304-414-7187
5875 N LINCOLN AVE STE 132				Requestor Email:	gabby.selbe@wv.gov
CHICAGO	IL	60659-4614		<div style="font-size: 48px; font-weight: bold; margin: 0;">2026</div> <div style="margin: 5px 0;">FILE LOCATION _____</div>	
US					
Vendor Contact Phone:	3127538276	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	30		
#2	No		0		
#3	No		0		
#4	No		0		

INVOICE TO	SHIP TO
INFORMATION TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV 25305 US	INFORMATION TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV 25305 US

CR 4-17-26

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

JE 4/15/26

PURCHASING DIVISION AUTHORIZATION
DATE: <i>JA 4-16-24</i>
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: <i>4/20/2026</i>
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: <i>4-21-26</i>
ELECTRONIC SIGNATURE ON FILE

Extended Description:

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 date of renewal 6/25/2026 through 6/24/2027.

Renewal Years Remaining: (2)

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	43232100			EA	938.770000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Creative Cloud All Apps - new license

Extended Description:

3.1.6.1 Adobe Creative Cloud All Apps - new license

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	43232100			EA	132.140000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Acrobat Pro DC - new licenses

Extended Description:

3.1.6.2 Adobe Acrobat Pro DC - new licenses

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	43232100			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Stock(10 Assets) - new license

Extended Description:

3.1.6.3 Adobe Stock (10 Assets) - new license

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	43232100			EA	390.020000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Photoshop CC - new licenses

Extended Description:

3.1.6.4 Adobe Photoshop CC - new licenses

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	43232100			EA	390.020000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Premiere Pro CC - new licenses

Extended Description:

3.1.6.5 Adobe Premiere Pro CC - new licenses

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	43232100			EA	938.770000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Creative Cloud All Apps - new license, Yr 2

Extended Description:

3.1.6.1 Adobe Creative Cloud All Apps - New License, Year 2

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	43232100			EA	132.140000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Acrobat Pro DC - new license, Yr 2

Extended Description:

3.1.6.2 Adobe Acrobat Pro DC - new license. Year 2

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	43232100			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Stock (10 Assets) - new license, Yr 2

Extended Description:

3.1.6.3 Adobe Stock (10 Assets) - new license, Year 2

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	43232100			EA	390.020000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Photoshop CC - new license, Yr 2

Extended Description:

3.1.6.4 Adobe Photoshop CC- new license, Year 2

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	43232100			EA	390.020000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Premiere Pro CC - new license, Yr 2

Extended Description:

3.1.6.5 Adobe Premiere Pro CC - new license, Year 2

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	43232100			EA	938.770000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Creative Cloud All Apps - new license, Yr 3

Extended Description:

3.1.6.1 Adobe Creative Cloud All Apps - New License, Year 3

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	43232100			EA	132.140000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Acrobat Pro DC - new license, Yr 3

Extended Description:

3.1.6.2 Adobe Acrobat Pro DC - new license. Year 3

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	43232100			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Stock (10 Assets) - new license, Yr 3

Extended Description:

3.1.6.3 Adobe Stock (10 Assets) - new license, Year 3

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	43232100			EA	390.020000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Photoshop CC - new license. Yr 3

Extended Description:

3.1.6.4 Adobe Photoshop CC- new license, Year 3

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	43232100			EA	390.020000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Premiere Pro CC - new license, Yr 3

Extended Description:

3.1.6.5 Adobe Premiere Pro CC - new license, Year 3

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	43232100			EA	938.770000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Creative Cloud All Apps - new license, Yr 4

Extended Description:

3.1.6.1 Adobe Creative Cloud All Apps - New License, Year 4

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	43232100			EA	132.140000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Acrobat Pro DC - new license, Yr 4

Extended Description:

3.1.6.2 Adobe Acrobat Pro DC - new license. Year 4

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	43232100			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Stock (10 Assets) - new license, Yr 4

Extended Description:

3.1.6.3 Adobe Stock (10 Assets) - new license, Year 4

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	43232100			EA	390.020000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Photoshop CC - new license. Yr 4

Extended Description:

3.1.6.4 Adobe Photoshop CC- new license, Year 4

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	43232100			EA	390.020000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Premiere Pro CC - new license, Yr 4

Extended Description:

3.1.6.5 Adobe Premiere Pro CC - new license, Year 4

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	43232100			EA	938.770000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Creative Cloud All Apps - Renewal, Yr 2

Extended Description:

3.2.4.1 Adobe Creative Cloud All Apps - renewal, Year 2

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	43232100			EA	132.140000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Acrobat Pro DC - Renewal, Yr 2

Extended Description:

3.2.4.2 Adobe Acrobat Pro DC - Renewal, Year 2

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	43232100			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Stock (10 Assets) - Renewal, Yr 2

Extended Description:

3.2.4.3 Adobe Stock (10 Assets) - Renewal, Year 2

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	43232100			EA	390.020000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Photoshop CC - Renewal, Yr 2

Extended Description:

3.2.4.4 Adobe Photoshop CC- Renewal, Year 2

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	43232100			EA	390.020000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Premiere Pro CC - Renewal, Yr 2

Extended Description:

3.2.4.5 Adobe Premiere Pro CC - Renewal, Year 2

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	43232100			EA	938.770000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Creative Cloud All Apps - Renewal, Yr 3

Extended Description:

3.2.4.1 Adobe Creative Cloud All Apps - renewal, Year 3

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
27	43232100			EA	132.140000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Acrobat Pro DC - Renewal, Yr 3

Extended Description:

3.2.4.2 Adobe Acrobat Pro DC - Renewal, Year 3

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	43232100			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Stock (10 Assets) - Renewal, Yr 3

Extended Description:

3.2.4.3 Adobe Stock (10 Assets) - Renewal, Year 3

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
29	43232100			EA	390.020000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Photoshop CC - Renewal, Yr 3

Extended Description:

3.2.4.4 Adobe Photoshop CC- Renewal, Year 3

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
30	43232100			EA	390.020000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Premiere Pro CC - Renewal, Yr 3

Extended Description:

3.2.4.5 Adobe Premiere Pro CC - Renewal, Year 3

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
31	43232100			EA	938.770000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Creative Cloud All Apps - Renewal, Yr 4

Extended Description:

3.2.4.1 Adobe Creative Cloud All Apps - renewal, Year 4

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
32	43232100			EA	132.140000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Acrobat Pro DC - Renewal, Yr 4

Extended Description:

3.2.4.2 Adobe Acrobat Pro DC - Renewal, Year 4

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
33	43232100			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Stock (10 Assets) - Renewal, Yr 4

Extended Description:

3.2.4.3 Adobe Stock (10 Assets) - Renewal, Year 4

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
34	43232100			EA	390.020000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Photoshop CC - Renewal, Yr 4

Extended Description:

3.2.4.4 Adobe Photoshop CC- Renewal, Year 4

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
35	43232100			EA	390.020000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Premiere Pro CC - Renewal, Yr 4

Extended Description:

3.2.4.5 Adobe Premiere Pro CC - Renewal, Year 4

Quantity is an estimation and could be increased or decreased depending on need.



**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION
1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-0444**

Michael J. DeMers
Deputy Secretary of Transportation

04/09/2026

Stephen T. Rumbaugh, P. E.
Secretary of Transportation
Commissioner of Highways

AKA COMP SOLUTIONS INC
5875 N LINCOLN AVE STE 132
CHICAGO IL 60659

Subject Contract Renewal: CMA DOT2600000016
Procurement folder: 1741827

The Department of Transportation of West Virginia is offering to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

The renewal dates are 6/25/26 through 6/24/27 . If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to dottechpurchasing@wv.gov

Please contact the email listed above if you have any questions.
Thank you,

JR Oliver

Information Technology Division, Procurement

We agree to renew the contract for the period as state above under the same terms, conditions, prices, and specifications in the original purchase order and any change orders thereto.

ALI MUHAMMAD *ALI MUHAMMAD*
Name/Signature

04-14-2026
Date

SR SOLUTIONS SPECIALIST
Title

<p>PROCUREMENT USE ONLY</p> <p>Signature/Title/Date</p>

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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.

AKA COMP SOLUTIONS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	9/22/2016		9/22/2016	Foreign	Profit			

Organization Information		
Business Purpose	4431 - Retail Trade - Electronics and Appliance Stores - Electronics and Appliance Stores (electronics, appliances, household appliances)	Capital Stock
Charter County		Control Number
Charter State	IL	Excess Acres
At Will Term		Member Managed
At Will Term Years		Par Value
Authorized Shares		Young Entrepreneur Not Specified

Addresses	
Type	Address
Designated Office Address	5875 N LINCOLN AVE STE# 132 CHICAGO, IL, 60659
Notice of Process Address	ALI MUHAMMAD 5875 N LINCOLN AVE STE#132 CHICAGO, IL, 60659
Principal Office Address	5875 N LINCOLN AVE STE #132 CHICAGO, IL, 60659 USA
Principal Office Mailing Address	5875 N LINCOLN AVE STE #132 CHICAGO, IL, 60659 USA
Type	Address

Officers	
Type	Name/Address
Director	ABDUL AHMED 5875 N LINCOLN AVE #132 CHICAGO, IL, 60659
President	ABDUL AHMED 5875 N LINCOLN AVE #132 CHICAGO, IL, 60659
Secretary	BILAL RAZA 5875 N LINCOLN AVE #132 CHICAGO, IL, 60659
Type	Name/Address

Annual Reports	
Filed For	
2025	
2024	
2023	
2022	
2018	
2017	

Date filed

[File Your Current Year Annual Report Online Here](#)

For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, April 9, 2026 — 9:34 AM

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- Exact Phrase [i](#)

e.g. 123456789, Smith Corp

AKA Comp Solutions x

Entity ▼

Location ▼

Status ▼

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- Inactive

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>4/15/26</u>	Agency: WV DOT/DOH
Solicitation No. <u>CMA DOT 26*16</u> <u>CO# 1</u>	Procurement Officer Submitting Requisition: Amber Heath
	Requisition No. CMA DOT2600000016
	PF No.: 1741827

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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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: _____

