



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: 12-09-2024

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>         | CMA 0613 9905 VNF23000001A 3                                 | <b>Procurement Folder:</b>      | 1145731                                  |
| <b>Document Name:</b>        | Prequalified Vendors for Direct Care Staffing Servic         | <b>Reason for Modification:</b> | Change Order No. 02<br>To Renew Contract |
| <b>Document Description:</b> | Prequalified Vendors for Direct Care Nurse Staffing Services |                                 |  |
| <b>Procurement Type:</b>     | Central Master Agreement                                     |                                 |  |
| <b>Buyer Name:</b>           |  |                                 |  |
| <b>Telephone:</b>            |  |                                 |  |
| <b>Email:</b>                |  |                                 |  |
| <b>Shipping Method:</b>      | Best Way   | <b>Effective Start Date:</b>    | 2023-01-01                               |
| <b>Free on Board:</b>        | FOB Dest, Freight Prepaid                                    | <b>Effective End Date:</b>      | 2025-12-31                               |

| VENDOR                       |                         |                            |                      | DEPARTMENT CONTACT   |                          |
|------------------------------|-------------------------|----------------------------|----------------------|--|--------------------------|
| <b>Vendor Customer Code:</b> | VS0000036772            |                            |                      | <b>Requestor Name:</b>   | Peggy L. Alexander       |
| CAREERSTAFF UNLIMITED LLC    |                         |                            |                      | <b>Requestor Phone:</b>  | (304) 626-1600           |
| PO BOX 121356                |                         |                            |                      | <b>Requestor Email:</b>  | peggy.l.alexander@wv.gov |
| DALLAS                       | TX                      | 75312                      | 1356                 |  |                          |
| US                           |                         |                            |                      |  |                          |
| <b>Vendor Contact Phone:</b> | 2487437142              | <b>Extension:</b>          |                      |  |                          |
| <b>Discount Details:</b>     |                         |                            |                      |  |                          |
|                              | <b>Discount Allowed</b> | <b>Discount Percentage</b> | <b>Discount Days</b> | <div style="font-size: 2em; font-weight: bold;">2025</div> FILE LOCATION _____ |                          |
| #1                           | No                      | 0.0000                     | 0                    |  |                          |
| #2                           | No                      |                            |                      |  |                          |
| #3                           | No                      |                            |                      |  |                          |
| #4                           | No                      |                            |                      |  |                          |

| INVOICE TO                   | SHIP TO                    |
|------------------------------|----------------------------|
| DIVISION OF VETERANS AFFAIRS | VETERAN'S NURSING FACILITY |
| 1 FREEDOMS WAY               | 1 FREEDOMS WAY             |
| CLARKSBURG WV 26301          | CLARKSBURG WV 26301        |
| US                           | US                         |

*CR 12-18-24*

|                            |          |
|----------------------------|----------|
| <b>Total Order Amount:</b> | Open End |
|----------------------------|----------|

Purchasing Division's File Copy

*DMP 12/11/24*  
**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *JA 12-17-24*  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *John S. Gray*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
 DATE: *12-20-24*  
 ELECTRONIC SIGNATURE ON FILE

*12/19/2024*

**Extended Description:**

Change Order

Change Order No. 02 is issues 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 1/1/2025 through 12/31/2025.

Renewal Years Remaining: 0

No other changes.

| Line | Commodity Code      | Manufacturer      | Model No | Unit                           | Unit Price |
|------|---------------------|-------------------|----------|--------------------------------|------------|
| 1    | 85101601            |                   |          | HOUR                           | 0.000000   |
|      | <b>Service From</b> | <b>Service To</b> |          | <b>Service Contract Amount</b> |            |
|      | 2023-01-01          | 2025-12-31        |          | 0.00                           |            |

**Commodity Line Description:** Registered Nurse (RN)

**Extended Description:**

Registered Nurse (RN) to be billed using Delivery Order

| Line | Commodity Code      | Manufacturer      | Model No | Unit                           | Unit Price |
|------|---------------------|-------------------|----------|--------------------------------|------------|
| 2    | 85101601            |                   |          | HOUR                           | 0.000000   |
|      | <b>Service From</b> | <b>Service To</b> |          | <b>Service Contract Amount</b> |            |
|      | 2023-01-01          | 2025-12-31        |          | 0.00                           |            |

**Commodity Line Description:** Licensed Practical Nurse (LPN)

**Extended Description:**

Licensed Practical Nurse (LPN) to be billed using Delivery Order

| Line | Commodity Code      | Manufacturer      | Model No | Unit                           | Unit Price |
|------|---------------------|-------------------|----------|--------------------------------|------------|
| 3    | 85101601            |                   |          | HOUR                           | 0.000000   |
|      | <b>Service From</b> | <b>Service To</b> |          | <b>Service Contract Amount</b> |            |
|      | 2023-01-01          | 2025-12-31        |          | 0.00                           |            |

**Commodity Line Description:** Health Service Worker (HSW)

**Extended Description:**

Health Service Worker (HSW) to be billed using Delivery Order



*West Virginia Veterans Nursing Facility  
One Freedoms Way  
Clarksburg WV 26301*

December 3, 2024

Brittany Bianchini  
Career Staff Unlimited LLC  
7925 Jones Branch Dr., Suite 1100  
McLean, VA 22102

RE: Renewal CMA 0613 9905 VNF23\*01A

Dear Ms. Bianchini,

Provisions were included in the original contract documents to renew the referenced contract under the same terms, conditions, and pricing. The renewal dates are 1/1/2025 to 12/31/2025. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

If you have any questions or concerns, feel free to contact me at (304) 626-1600 .

Regards,

Michael Clevenger  
Procurement Supervisor

We agree to renew the contract for the period stated above under the same terms, conditions, and pricing as in the original Purchase Order and any subsequent Change Orders.

X Brittany Bianchini  
SIGNATURE

12/3/2024  
DATE

Brittany Bianchini  
PRINT NAME

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

|   |  |
|---|--|
| <i>Purchasing Division Use:</i><br>Buyer: <u>8</u> Date: <u>12/11/2024</u><br><br>Solicitation No. <u>CMA VNF23*01A</u> | Agency:<br>WV/NF<br><hr/> Procurement Officer Submitting Requisition:<br>Michael Clevenger<br><hr/> Requisition No.<br>CMA VNF23*01A<br><hr/> PF No.:<br>1145731 |
|---|--|

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 checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 2 | Use of correct specification template  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 3 | Use of correct requisition type<br>[CRQS → CCT or CPO] or [CRQM → CMA]   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 4 | Use of most current terms and conditions<br>( <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 checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 5 | Maximum budgeted amount in wvOASIS   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 6 | Suggested vendors in wvOASIS   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input 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 |
|-----------|--|--------------------------|--------------------------|-------------------------------------|--------------------------|
| <b>10</b> | Insurance requirements                     |                          |                          |                                     |                          |
|           | Commercial General Liability               | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|           | Automobile Liability                       | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|           | Workers' Compensation/Employer's Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|           | Cyber Liability                            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|           | Builder's Risk/Installation Floater        | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|           | Professional Liability                     | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|           | Other (specify)                            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <b>11</b> | Office of Technology CIO pre-approval      | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <b>12</b> | Treasurer's Office (banking) pre-approval  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**FOR CHANGE ORDERS/RENEWALS:**

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

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**Business Organization Detail**

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**CAREERSTAFF UNLIMITED, LLC**

| Organization Information        |                |                  |             |         |        |          |                  |                    |  |
|---------------------------------|----------------|------------------|-------------|---------|--------|----------|------------------|--------------------|--|
| Org Type                        | Effective Date | Established Date | Filing Date | Charter | Class  | Sec Type | Termination Date | Termination Reason |  |
| LLC   Limited Liability Company | 12/30/1994     |                  | 12/30/1994  | Foreign | Profit |          |                  |                    |  |

| Organization Information  |  |                           |                      |
|---------------------------|--|---------------------------|----------------------|
| <b>Business Purpose</b>   | 6231 - Health Care and Social Assistance - Nursing and Residential Care Facilities - Nursing Care Facilities (skilled nursing) |                           | <b>Capital Stock</b> |
| <b>Charter County</b>     | Fayette  | <b>Control Number</b>     | 0                    |
| <b>Charter State</b>      | DE   | <b>Excess Acres</b>       | 0                    |
| <b>At Will Term</b>       | A  | <b>Member Managed</b>     | MBR                  |
| <b>At Will Term Years</b> |  | <b>Par Value</b>          |                      |
| <b>Authorized Shares</b>  |  | <b>Young Entrepreneur</b> | Not Specified        |

| Addresses                        |   |
|----------------------------------|---|
| Type                             | Address   |
| <b>Mailing Address</b>           | 7925 JONES BRANCH DR<br>#1100<br>MCLEAN, VA, 22102                    |
| <b>Notice of Process Address</b> | FILEJET INC.<br>232 CAPITOL ST.<br>STE. 100A<br>CHARLESTON, WV, 25301 |
| <b>Principal Office Address</b>  | 7925 JONES BRANCH DR<br>#1100<br>MCLEAN, VA, 22102<br>USA             |
| Type                             | Address   |

| Officers      |   |
|---------------|---|
| Type          | Name/Address  |
| <b>Member</b> | ETHAN WALRATH<br>7925 JONES BRANCH DR<br>#1100<br>MCLEAN, VA, 22102 |
| Type          | Name/Address  |

| DBA                  |             |                |                  |
|----------------------|-------------|----------------|------------------|
| DBA Name             | Description | Effective Date | Termination Date |
| TRAVELCARE UNLIMITED | TRADENAME   | 1/4/1999       |                  |
| DBA Name             | Description | Effective Date | Termination Date |

| Name Changes |                              |
|--------------|------------------------------|
| Date         | Old Name                     |
| 7/17/2019    | CAREERSTAFF UNLIMITED, INC.  |
| 5/31/2005    | CAREERSTAFF MANAGEMENT, INC. |
| Date         | Old Name                     |

| Date      | Amendment  |
|-----------|--|
| 7/17/2019 | NAME CHANGE: FROM CAREERSTAFF UNLIMITED, INC.                            |
| 5/31/2005 | NAME CHANGE: FROM CAREERSTAFF MANAGEMENT, INC. TO CAREERSTAFF UNLIMITED, |
| Date      | Amendment  |

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

Wednesday, December 11, 2024 — 7:18 AM

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