



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

State of West Virginia  
**Delivery Order**

Order Date: 02-01-2024

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>	CDO 0506 0506 HHR2300000008 22	<b>Procurement Folder:</b>	1175385
<b>Document Name:</b>	Accounting Technician II Temporary Staffing	<b>Reason for Modification:</b>	CHANGE ORDER 16
<b>Document Description:</b>	Accounting Technician II Temporary Staffing	To replace staff, add staff, and release funds	
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	Crystal G Hustead		
<b>Telephone:</b>	(304) 558-2402		
<b>Email:</b>	crystal.g.hustead@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b> CMA 0506 HHR2000000007 22	
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	000000228419	<b>Requestor Name:</b>	Elizabeth Webb	
EXPRESS SERVICES INC 47 RHL BLVD		<b>Requestor Phone:</b>	(304) 558-2996	
SOUTH CHARLESTON WV 25309		<b>Requestor Email:</b>	elizabeth.a.webb@wv.gov	
US		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION _____</div>		
<b>Vendor Contact Phone:</b>	999-999-9999			<b>Extension:</b>
<b>Discount Details:</b>				
<b>Discount Allowed</b>	<b>Discount Percentage</b>			<b>Discount Days</b>
#1 No	0.0000	0		
#2 No				
#3 No				
#4 No				

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES FINANCE ONE DAVIS SQUARE, STE 300 CHARLESTON WV 25301 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

**Total Order Amount:** \$628,320.43

Purchasing Division's File Copy

CH 2/15/24  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: Tara J. 2/15/24  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: 2-13-24  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order 16 to replace Julie Longstreet with Gerardo Jerry Trevino and Natasha Felton with Hannah Estep effective 12/5/23 through 02/09/24. Replacing Victoria Sprague with Daniel Carpenter effective 12/11/23 through 2/09/24.

Gerardo Jerry Trevino - Estimated 568 hours (368 regular Hours estimated 200 overtime)  
Daniel Carpenter - Estimated 568 hours (368 regular Hours estimated 200 overtime)  
Hannah Estep - Estimated 568 hours (368 regular Hours estimated 200 overtime)

Quantities listed in this delivery order are approximations only, based on agency estimates. It is understood and agreed that the Contract shall cover the quantities worked during the term of this delivery order, whether more or less than the quantities shown.

Payment will only be made for actual commodities and/or services rendered.

Administrative changes to release funds for individuals no longer working for the agency have been made as well.

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111605	127.00000	HOUR	\$21.0000	\$2,667.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-10	2023-06-30				

**Commodity Line Description:** Accounting Technician II - Justine M. Keaton

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Justine M. Keaton - Estimated regular hours - 950 hrs X \$21.00 = \$19,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80111605	754.12500	HOUR	\$21.0000	\$15,836.63
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-10	2023-06-30				

**Commodity Line Description:** Accounting Technician II - Jared Nelson

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Jared Nelson - Estimated regular hours - 950 hrs X \$21.00 = \$19,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80111605	112.00000	HOUR	\$21.0000	\$2,352.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-10	2023-06-30				

**Commodity Line Description:** Accounting Technician II - Maranda Gilkeron

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Maranda Gilkeron - Estimated regular hours - 950 hrs X \$21.00 = \$19,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80111605	145.00000	HOUR	\$21.0000	\$3,045.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

**Commodity Line Description:** Accounting Technician II - Victoria Bishop

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Victoria Bishop - Estimated regular hours - 950 hrs X \$21.00 =  
\$19,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

**Commodity Line Description:** Accounting Technician II - Anthony Badger

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Anthony Badger - Estimated regular hours - 950 hrs X \$21.00 =  
\$19,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80111605	380.00000	HOUR	\$21.0000	\$7,980.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

**Commodity Line Description:** Accounting Technician II - Alice Burgess

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Alice Burgess - Estimated regular hours - 950 hrs X \$21.00 =  
\$19,950

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	80111605	16.00000	HOUR	\$21.0000	\$336.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

**Commodity Line Description:** Accounting Technician II - Gary Stewart

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Gary Stewart - Estimated regular hours - 950 hrs X \$21.00 =  
\$19,950

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	80111605	0.00000	HOUR	\$21.0000	\$0.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

**Commodity Line Description:** Accounting Technician II - Justine M. Keaton

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Justine M. Keaton - Estimated regular hours - 1330 hrs X \$21.00 =  
\$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	80111605	87.12500	HOUR	\$21.0000	\$1,829.63
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

**Commodity Line Description:** Accounting Technician II - Jared Nelson

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Jarad Nelson - Estimated regular hours - 1330 hrs X \$21.00 =  
\$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	80111605	0.00000	HOUR	\$21.0000	\$0.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

**Commodity Line Description:** Accounting Technician II - Maranda Gilkeron

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Maranda Gilkeron - Estimated regular hours - 1330 hrs X \$21.00 =  
\$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	80111605	0.00000	HOUR	\$21.0000	\$0.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

**Commodity Line Description:** Accounting Technician II - Victoria Bishop

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance  
Victoria Bishop - Estimated regular hours - 1330 hrs X \$21.00 =  
\$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

**Commodity Line Description:** Accounting Technician II - Anthony Badger

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Anthony Badger - Estimated regular hours - 1330 hrs X \$21.00 =  
\$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	80111605	0.00000	HOUR	\$21.0000	\$0.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

**Commodity Line Description:** Accounting Technician II - Alice Burgess

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Alice Burgess - Estimated regular hours -1330 hrs X \$21.00 =  
\$27,930

Line <sup>a</sup>	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

**Commodity Line Description:** Accounting Technician II - Michelle Sooy

**Extended Description:**

Accounting Technician II Temporary Staffing - ODCP

Michelle Sooy - Estimated regular hours - 950 hrs X \$21.00 = \$19,950

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
18	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

**Commodity Line Description:** Accounting Technician II - Michelle Sooy

**Extended Description:**

Accounting Technician II Temporary Staffing - ODCP

Michelle Sooy - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
19	80111605	0.00000	HOUR	\$21.0000	\$0.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

**Commodity Line Description:** Accounting Technician II - Gary Stewart

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Gary Stewart - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
20	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

**Commodity Line Description:** Accounting Technician II - Krystin Booher

**Extended Description:**

Accounting Technician II Temporary Staffing -DHHR A/R

Kristin Booher - Estimated regular hours - 950 hrs X \$21.00 = \$19,950

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
21	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

**Commodity Line Description:** Accounting Technician II - Krystin Booher

**Extended Description:**

Accounting Technician II Temporary Staffing - DHHR A/R

Krystin Booher - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
22	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

**Commodity Line Description:** Accounting Technician II - Denise Chaber

**Extended Description:**

Accounting Technician II Temporary Staffing - P-Card

Denise Chaber - Estimated regular hours - 950 hrs X \$21.00 =  
\$19,950

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
23	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

**Commodity Line Description:** Accounting Technician II - Denise Chaber

**Extended Description:**

Accounting Technician II Temporary Staffing - P-Card

Denise Chaber - Estimated regular hours -1330 hrs X \$21.00 =  
\$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
24	80111605	48.00000	HOUR	\$21.0000	\$1,008.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-21	2024-02-09				

**Commodity Line Description:** CO 1 Accounting Technician II - Barry Lisenbee

**Extended Description:**

Change Order 1

Accounting Technician II Temporary Staffing - BPH Finance

Barry Lisenbee - Estimated regular hours - 2280 hrs X \$21.00 =  
\$47880

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
25	80111605	126.83000	HOUR	\$21.0000	\$2,663.43
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-03-28	2024-02-09				

**Commodity Line Description:** CO 2 Accounting Technician II - Brenton Davis

**Extended Description:**

Change Order 2

Accounting Technician II Temporary Staffing - BPH Finance

Brenton Davis - Estimated regular hours - 1800 hrs X \$21.00 = \$37,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
26	80111605	0.00000	HOUR	\$21.0000	\$0.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-03-28	2024-02-09				

**Commodity Line Description:** CO 2 Accounting Technician II - Kristina Hudnall

**Extended Description:**

Change Order 2

Accounting Technician II Temporary Staffing - BPH Finance

Kristina Hudnall - Estimated regular hours - 1800 hrs X \$21.00 = \$37,000.00

Line <sup>1</sup>	Commodity Code	Quantity	Unit	Unit Price	Total Price
27	80111605	0.00000	HOUR	\$21.0000	\$0.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-21	2024-02-09				

**Commodity Line Description:** CO 1 Accounting Technician II John Beard

**Extended Description:**

Change Order 1  
Accounting Technician II Temporary Staffing - BPH Finance

John Beard - Estimated regular hours - 2280 hrs X \$21.00 = \$47880

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
28	80111605	136.50000	HOUR	\$21.0000	\$2,866.50
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-04-11	2024-02-09				

**Commodity Line Description:** CO 3 Accounting Technician II Jeanine Cameron

**Extended Description:**

Change Order 3  
Accounting Technician II Temporary Staffing - BPH Finance

Jeanine Cameron - Estimated regular hours - 1736 hrs x \$21.00 = \$36,456.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
29	80111605	1696.00000	HOUR	\$21.0000	\$35,616.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-04-18	2024-02-09				

**Commodity Line Description:** CO 4 Accounting Technician II - Sara Burdette

**Extended Description:**

Change Order 4  
Accounting Technician II Temporary Staffing - BPH Finance

Sara Burdette - Estimated regular hours - 1696 hrs x \$21.00 = \$35,616

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
30	80111605	659.82000	HOUR	\$21.0000	\$13,856.22
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-04-18	2024-02-09				

**Commodity Line Description:** CO 4 Accounting Technician II - Brittany Gray

**Extended Description:**

Change Order 4  
Accounting Technician II Temporary Staffing - BPH Finance

Brittany Gray - Estimated regular hours - 1696 hrs x \$21.00 = \$35,616

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
31	80111605	1696.00000	HOUR	\$21.0000	\$35,616.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-04-18	2024-02-09				

**Commodity Line Description:** CO 4 Accounting Technician II - Kayla McCallister

**Extended Description:**

Change Order 4  
Accounting Technician II Temporary Staffing - BPH Finance

Kayla McCallister - Estimated regular hours - 1696 hrs x \$21.00 = \$35,616

Line <sup>3</sup>	Commodity Code	Quantity	Unit	Unit Price	Total Price
32	80111605	1656.00000	HOUR	\$21.0000	\$34,776.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>
2023-04-25	2024-02-09				

**Commodity Line Description:** CO 5 Accounting Technician II - Lora Kuhn

**Extended Description:**

Change Order 5  
Accounting Technician II Temporary Staffing - BPH Finance

Lora Kuhn - Estimated regular hours - 1656 hrs x \$21.00 = \$34,776.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
33	80111605	125.25000	HOUR	\$21.0000	\$2,630.25
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>
2023-04-25	2024-02-09				

**Commodity Line Description:** CO 5 Accounting Technician II - Jeffrey Lunsford

**Extended Description:**

Change Order 5  
Accounting Technician II Temporary Staffing - BPH Finance

Jeffrey Lunsford- Estimated regular hours - 1656 hrs x \$21.00 = \$34,776.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
34	80111605	684.76000	HOUR	\$21.0000	\$14,379.96
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>
2023-05-11	2024-02-09				

**Commodity Line Description:** CO 6 Accting Tech II - Alexandra Taylor

**Extended Description:**

Change Order 6  
Accounting Technician II Temporary Staffing - BPH Finance

Alexandra Taylor - Estimated regular hours - 1600 hrs x \$21.00 = \$33,600.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
35	80111605	1536.00000	HOUR	\$21.0000	\$32,256.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>
2023-05-23	2024-02-09				

**Commodity Line Description:** CO 7 Accting Tech II - Laura Taylor

**Extended Description:**

Change Order  
Accounting Technician II Temporary Staffing - BPH Finance

Laura Taylor - Estimated regular hours - 1536 hrs x \$21.00 = \$32,256.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
36	80111605	242.96000	HOUR	\$21.0000	\$5,102.16
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>
2023-05-23	2024-02-09				

**Commodity Line Description:** CO 7 Accting Tech II - Janay Stockton

**Extended Description:**

Change Order 7  
Accounting Technician II Temporary Staffing - BPH Finance

Janay Stockton - Estimated regular hours - 1536 hrs x \$21.00 = \$32,256.00



Line <sup>3</sup>	Commodity Code	Quantity	Unit	Unit Price	Total Price
37	80111605	1536.00000	HOUR	\$21.0000	\$32,256.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>
2023-05-23	2024-02-09				

**Commodity Line Description:** CO 7 Accting Tech II - Erin Mattocks

**Extended Description:**

Change Order 7  
Accounting Technician II Temporary Staffing - BPH Finance

Erin Mattocks - Estimated regular hours - 1536 hrs x \$21.00 = \$32,256.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
38	80111605	817.40000	HOUR	\$21.0000	\$17,165.40
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>
2023-02-10	2024-02-09				

**Commodity Line Description:** CO 8 Accting Tech II - Laura Rader

**Extended Description:**

Change Order 8  
Accounting Technician II Temporary Staffing - BPH Finance

Laura Rader - Estimated regular hours - 2280 hrs x \$21.00 = \$47880

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
39	80111605	1448.00000	HOUR	\$21.0000	\$30,408.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>
2023-06-26	2024-02-09				

**Commodity Line Description:** CO 9 Accting Tech II for BSS - Laurie A. West

**Extended Description:**

Change Order 9  
Accounting Technician II Temporary Staffing - Bureau of Social Services

Laurie West - Estimated hours - 1448 hrs x \$21.00 = \$30,408.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
40	80111605	1352.00000	HOUR	\$21.0000	\$28,392.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>
2023-07-13	2024-02-09				

**Commodity Line Description:** CO 10 Accting Tech II for BSS - Melanie Jackson

**Extended Description:**

Change Order 10  
Accounting Technician II Temporary Staffing - Bureau of Social Services

Melanie Jackson - Estimated hours - 1352 hrs x \$21.00 = \$28392.00

Line <sup>n</sup>	Commodity Code	Quantity	Unit	Unit Price	Total Price
41	80111605	1384.00000	HOUR	\$21.0000	\$29,064.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>
2023-07-18	2024-02-09				

**Commodity Line Description:** CO 11 Accting Tech II - Jean Ann Humphreys

**Extended Description:**  
Change Order 12

Accounting Technician II Temporary Staffing

Jean Humphreys - Estimated hours - 1384 hrs x \$21.00 = \$29064.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
42	80111605	1208.00000	HOUR	\$21.0000	\$25,368.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>
2023-08-08	2024-02-09				

**Commodity Line Description:** CO 12 Accting Tech II - Alexis Eads

**Extended Description:**  
Change Order 12

Accounting Technician II Temporary Staffing for BPH

Alexis Eads - Estimated hours - 1208 hrs x \$21.00 = \$25368

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
43	80111605	281.25000	HOUR	\$21.0000	\$5,906.25
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>
2023-08-15	2024-02-09				

**Commodity Line Description:** CO 13 Accting Tech II - Alyssa McGowan

**Extended Description:**  
Change Order 13

Accounting Technician II Temporary Staffing for BSS

Alyssa McGowan - Estimated hours - 1168 hrs x \$21.00 = \$24,528.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
44	80111605	840.00000	HOUR	\$21.0000	\$17,640.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>
2023-10-20	2024-02-09				

**Commodity Line Description:** CO 14 Accting Tech II - Randolph Wyatt III

**Extended Description:**  
Change Order 14

Accounting Technician II Temporary Staffing for BSS

Randolph Wyatt - Estimated hours 840 x \$21 - \$17,640

Line <sup>1</sup>	Commodity Code	Quantity	Unit	Unit Price	Total Price
45	80111605	0.00000	HOUR	\$21.0000	\$0.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-12-05	2024-02-09				

**Commodity Line Description:** CO 15 Accting Tech II - Julie Longstreet

**Extended Description:**  
Change Order 15

Accounting Technician II Temporary Staffing for BSS

Julie Longstreet - Estimated hours 540 x \$21 - \$11,928

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
46	80111605	0.00000	HOUR	\$21.0000	\$0.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-12-05	2024-02-09				

**Commodity Line Description:** CO 15 Accting Tech II - Victoria Sprague

**Extended Description:**  
Change Order 15

Accounting Technician II Temporary Staffing for BSS

Victoria Sprague - Estimated hours 540 x \$21 - \$11,928

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
47	80111605	0.00000	HOUR	\$21.0000	\$0.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-12-05	2024-02-09				

**Commodity Line Description:** CO 15 Accting Tech II - Natasha Felton

**Extended Description:**  
Change Order 15

Accounting Technician II Temporary Staffing for BSS

Natasha Felton - Estimated hours 540 x \$21 - \$11,928

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
48	80111605	568.00000	HOUR	\$21.0000	\$11,928.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-12-05	2024-02-09				

**Commodity Line Description:** CO 16 Accting Tech II - Gerardo Jerry Trevino

**Extended Description:**  
Change Order 16

Accounting Technician II Temporary Staffing for BSS

Gerardo Jerry Trevino - Estimated hours 540 x \$21 - \$11,928

Line*	Commodity Code	Quantity	Unit	Unit Price	Total Price
49	80111605	568.00000	HOUR	\$21.0000	\$11,928.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-12-11	2024-02-09				

**Commodity Line Description:** CO 16 Accting Tech II - Daniel Carpenter

**Extended Description:**  
Change Order 16

Accounting Technician II Temporary Staffing for BSS

Daniel Carpenter - Estimated hours 540 x \$21 - \$11,928

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
50	80111605	568.00000	HOUR	\$21.0000	\$11,928.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-12-05	2024-02-09				

**Commodity Line Description:** CO 16 Accting Tech II - Hannah Estep

**Extended Description:**  
Change Order 16

Accounting Technician II Temporary Staffing for BSS

Hannah Estep - Estimated hours 540 x \$21 - \$11,928

**Carroll, Shelly D.**

---

**From:** Webb, Elizabeth A <elizabeth.a.webb@wv.gov>  
**Sent:** Tuesday, December 12, 2023 3:20 PM  
**To:** Carroll, Shelly D.  
**Subject:** Additional Ten Temporary Staff

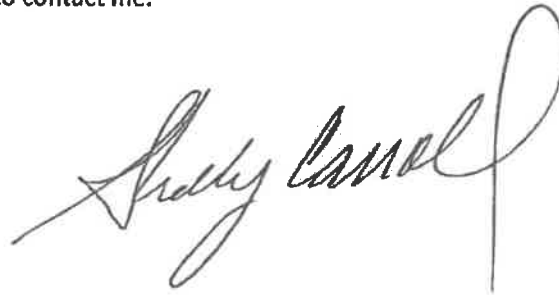
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**CAUTION:** This email originated from a sender external to Express. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you suspect this email could be phishing, please report it by using the "Report Message" button at the top of your screen.

Pursuant to CMA 0506 HHR2000000007, DHHR seeks three additional Accounting Technician II staff in the Bureau for Public Health with an effective date of 1/2/24. This position will fulfill a 40 hour work week and may include overtime. The position is expected to last at least through February 9, 2024. As per the contract, please provide DHHR with a response of an available staff person within 48 hours of receipt of this request.

If you have any questions, please do not hesitate to contact me.

--  
Elizabeth A. Webb  
Finance  
One Davis Square, Suite 403  
Charleston, West Virginia 25301  
E-Mail Address: [Elizabeth.A.Webb@wv.gov](mailto:Elizabeth.A.Webb@wv.gov)  
Telephone (304) 352-6667 (New)



Agreed

*Hester White*

## Tracy Collins

### Work Experience

---

#### **Store Manager**

Life Storage -

Eagleville, PA

October 2022 to September 2023

I over saw the daily tasks of the site . Ensuring the building was cleaned . Responsible for scheduling for the site. I was number one in my district for KPI .

#### **Assistant Manager**

Life Storage -

King of Prussia, PA

August 2021 to October 2022

I was part of running the site . Sending out emails daily to communicate with tenants to let them know when their rent was due , helped them to avoid late fees. Making and receiving calls. Selling units , cleaning and preparing units for the next tenant. Setting up all auctions from start to finish.

#### **Head Cashier**

Lowe's Home Improvement -

Oaks, PA

September 2020 to August 2021

I over saw the front end. Ensuring cashiers were trained and understood their responsibilities and knew their day to day schedules . As well as over saw the customer service desk. Engaging with customers to be able to assist them.

#### **Project Manager**

Five Star Painting

March 2017 to July 2020

sent welcome emails to all landed sales

collected all deposits

received paint colors by area from the customer

put in paint colors by area into the work order

ordered the paint

walked project with the customer and the painter to ensure all the customers concerns were met.

Closed the project out collecting final payment

### Education

**High school diploma**

## nelesha cyrus

Authorized to work in the US for any employer

### Work Experience

#### **Lead**

Loomis Armored LLC - Charleston, WV  
August 2021 to Present

I pull off the orders, pack, image checks, count vaults.

#### **Manager**

one stop - Charleston, WV  
January 2011 to May 2021

I worked there for 3-4 years before I became a assistant manager. I became the manager a couple years afterwards. My responsibilities were ringing up customers, running lottery slips, doing chores (trash, stocking, sweep and mop floors, and doing paperwork at the end of the shift). As a manager I had the responsibilities of opening the store at 5am, do paperwork, audits, Scheduling, inventory, order for the entire store, order change from loomis, Payroll, scan vendors in, submit maintenance tickets, and hire people in.

### Education

#### **High school diploma**

Capital High School - Charleston, WV  
August 2005 to 2009

### Skills

- Assistant Manager Experience (3 years)
- Retail Sales (10+ years)
- Payroll (3 years)
- Cash handling (10+ years)
- Customer service (10+ years)
- Leadership (6 years)
- Management (4 years)
- Inventory Control
- Store Management Experience
- Reliability

- **Cleaning**
- **Retail Management**
- **Management**
- **Supervising experience**
- **Cashiering (10+ years)**



## Isabella Henline

### Work Experience

---

#### **Phlebotomist/Lab Assistant**

Thomas Memorial Hospital - Charleston, WV  
October 2020 to December 2022

ER phlebotomist. Collect all labs/specimens in timely manner, trauma/code calls, weekend outpatient labs, documentation, ordering test in Medialab, verification/labeling specimens accurately

#### **Crew Member**

Firehouse Subs - Charleston, WV  
May 2020 to October 2020

#### **Beauty Consultant**

SALLY'S BEAUTY SUPPLY - Clarksburg, WV  
May 2018 to October 2018

#### **Behavioral Health Technician**

Highland Hospital - Clarksburg, WV  
January 2017 to January 2018

I was responsible for monitoring and reporting of patient behaviors, following daily scheduled patient activities, basic behavior management and intervention, assisting in daily care, crisis situations, and medical emergencies as needed

#### **Resident Monitor**

Dismas Charities Inc - Clarksburg, WV  
September 2016 to January 2017

My responsibilities are to keep accountability on every resident in and out of the facility. I log each movement and keep all information up to date in the computer system and on paper throughout my shift. I also ensure the facility is kept clean and keep the residents in order.

#### **Sales Associate**

Kohls - Clarksburg, WV  
March 2016 to January 2017

My responsibilities are to engage with the customers, run the register, make sure the customers are completely satisfied, identify problems and try to solve them, keeping a clean maintained area, soliciting credit, and assisting with other tasks when need.

#### **Room Attendant**

Super 8 Motel - Weston, WV  
September 2015 to October 2015

My responsibilities are to make beds, dust all furniture, clean mirrors, stock motel room items, clean bathroom (sink, toilet, bathtub), sweep and mop the floor, vacuuming, change trash can liners, clean stairs, clean laundry room, etc..

### **Caregiver**

Private Employer - Private Pay - Weston, WV  
December 2013 to October 2014

My responsibilities consisted of basic cleaning, yard work, assisting my client in her daily activities, and preparing meals.

### **Shift Supervisor**

Dairy Queen - Weston, WV  
April 2012 to July 2013

My responsibilities were to supervise my crew, helped review new applications, assign daily performance tasks, train new employees, enforce rules and requirements, always encouraging the crew members during my shift, required paperwork, taking inventory, managing money in the cash registers and safe, running cash registers, receiving and preparing orders, meeting sale goals, stocking, and routine cleaning.

### **Student Phlebotomist - Clinical Rotation**

SJMH - Weston, WV  
October 2012 to May 2013

### **Student Phlebotomist - Clinical Rotation**

Dr. Khan - Buckhannon, WV  
October 2012 to May 2013

## **Education**

---

### **High school diploma**

Lewis County High School - Weston, WV  
2009 to 2013

Fred Eberle Technical Center - Buckhannon, WV  
2011 to 2012

## **Skills**

---

- I have a high proficiency in Microsoft Word, Microsoft Excel as well as Microsoft office.
- Behavior Management
- Phlebotomy
- Caregiving
- Patient Care
- Laboratory Experience
- Vital Signs
- Meal Preparation

- Triage
- EMR Systems
- Medical terminology
- Venipuncture
- Patient service
- Hospital experience
- Anatomy knowledge
- Patient care
- Medical collection
- Pediatrics
- Medical office experience
- HIPAA
- Medical Records
- Specimen collection / processing
- Laboratory experience
- Hospital experience
- Shift management
- Customer service
- EMR systems
- Cash register
- Sales
- HIPAA
- Cash handling
- Vital signs
- Medical records
- Medical terminology
- Anatomy knowledge

## Certifications and Licenses

---

**First Aid Certification**

**CPR Certification**

## Sara Fisher

Authorized to work in the US for any employer

### Work Experience

---

#### **Caregiver/Personal Assistant**

Right At Home Healthcare - Charleston, WV  
February 2021 to Present

- Take client to doctor appointments
- Shop for client/ transportation
- Assist using the restroom/bathing, etc.
- Prepare meals
- Light housekeeping/laundry

#### **Tech Support Agent**

IBEX GLOBAL, Frontier - Charleston, WV  
August 2018 to February 2021

- Typing
- Quality control
- Time management
- Customer service
- Empathy skills
- Utilization of computer programs

#### **Cashier/Customer Service**

Dollar General - Saint Albans, WV  
April 2016 to June 2018

- Customer service
- Counting money
- Unloading trucks
- Knowledge POS system
- Minor cleaning
- Inventory

#### **Wendy's Crew Member/Cashier**

Wendy's - Nitro, WV  
December 2014 to January 2016

- Money management
- Food handling
- Customer service

## Education

**12**

Poca High School - Poca, WV

August 2012 to June 2016

### **High school diploma**

## Skills

- Desktop Support (3 years)
- Help Desk (3 years)
- LAN (3 years)
- Network Support (3 years)
- Technical Support (3 years)
- Troubleshooting (3 years)
- Microsoft Windows (3 years)
- Active Directory (3 years)
- Operating Systems (3 years)
- VPN
- WAN (3 years)
- DHCP
- Information Security (3 years)
- TCP/IP
- DNS (3 years)
- Remote Access Software (3 years)
- Microsoft Windows Server
- Customer service
- Quality control
- Operating systems

## Certifications and Licenses

### **Medical Billing and Coding**

Present

# Brian Flynn

---

## Professional Skills:

Communication	Data Analysis
Training	Inventory
Budgeting	Production Control
Accounting	Inventory Auditing

## Technical Skills:

Windows	SQL Server
Excel	
MS Word	
Access	

## Education:

---

<b>Associate of Applied Business</b> <i>Information Technology</i> Central Ohio Technical College	May 2018, GPA - 3.9
<b>MBA</b> <i>Business Administration</i> Eastern Michigan University	1991
<b>BA</b> <i>Telecommunications</i> Michigan State University	1985

## Professional Experience:

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<b>CSR Corp./Robert Half</b> <i>Inventory Audit Coordinator</i> Coordinate spot checks of inventory within various Distribution Centers for a variety of clients.	January 2023 - Present
<b>CVG Industries/Robert Half</b> <i>Accounts Payable</i> Assisted Shared Services Director with automation of front-end Accounts Payable. Worked on front end processing of invoices.	June 2022 – Nov. 2022
<b>The Village Network/Robert Half</b> <i>Administrator</i> Front office administration of medical counseling office. Manage full cycle of patient care: keep Outlook calendars for clinicians, appointment reminders, intake paperwork, scheduling, discharge paperwork. Meet compliance requirements.	January 2022 – April 2022
<b>Gathered Foods Corp./Robert Half</b> <i>Online Order Administrator</i> Processing and shipping of all online Direct to Consumer orders	September 2021 – November 2021

<b>Park National Bank/Robert Half</b>	June 2020 – August 2021
<i>Compliance Administration-Funding</i>	
Compliance review of Indirect Loans for Park National Bank. (Automobiles, RVs, Motorcycles, Boats) Checking Loan, Buyers Order, Application, Credit Report, Service Warranty, GAP Warranty, Request for Lien and NADA collateral documents. Verification of loan paperwork with approval requirements	
<i>Collateral Administration</i>	
Review of paid off Indirect Loans, release of liens	
<i>Maintenance Administration</i>	
Auditing of new loans	
<b>Denison University</b>	2011- August 2021
<i>Administrator</i>	
- Budgeting, billing, payroll, and enrollment for Suzuki Music program	
<b>Central Ohio Technical College</b>	January 2019 – May 2019
<i>Faculty Instructor</i>	
- Instructor for Java programming language	
<b>Central Ohio Technical College</b>	
<i>Tutor</i>	2016 – April 2018
- Tutoring for all IT classes	
- Tutoring services for C++, HTML, CSS, PHP, Access, Excel, Financial Management courses as well as math for IT classes	
<i>Help Desk</i>	
- IT help desk support	Fall 2016
- Account verifications, password resets, respond to phone and emails to troubleshoot Windows 7, MS Office 2013	
- Use of Active Directory for password resets and setting up temporary privileges	
- Use of ticketing system to assign work to specialists within the IT department for complex problems	
<b>Park National Bank/Buckeye Skilled Trades</b>	Summer 2017
<i>Seasonal Associate</i>	
- IT system administration for Security Administration Dept.	
- Enter new employees into security training application	
- Creation of database to compile list of applications in compliance with scheduled upgrade to 64-bit OS	
- Physical inventory of back-up tapes	
<b>Granville Exempted Village Schools</b>	2010 – 2018
<i>Substitute Teacher</i>	
- Teacher for all grades	
<b>Bon Secours DePaul Medical Center</b>	2007 – 2008
<i>Financial Analyst</i>	
- Analysis and implementation of insurance contracts	
<b>New Vista Montessori School</b>	2001 – 2004
<i>Treasurer</i>	
- Budgeting, payroll, and accounting functions	

**Salem Montessori School**

1999 – 2001

*Administrator*

- Enrollment, billing, and collections

**Actual of America**

1994 – 1996

*Assistant to VP of Manufacturing*

- Managed inventory and production control





## Kayla D

### Licensed Phlebotomist/ CNA/ Caretaker

---

I am an experienced licensed phlebotomist who enjoys the work and what it consist of, I believe I am a assest to the organization and can be very successful in achieving the task at hand.

### Work Experience

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Kayla Licensed phlebotomist technician Feb. 8, 2022- Oct. 10, 2022  
St Marys Medical

✓ My position at St Marys consist of impatient lab specimens, data entry and transport.

St Thomas Hospital July.8, 2018 - Feb 8, 2019  
Licensed phlebotomist technician

✓ My position at St Thomas Hospital consist of impatient lab specimens, data entry and transport.

### References

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- ✓ Stephanie - St Tomas Hospital Impatient supervisor. 304.766.3600
- ✓ Staesha- Nurse supervisor 681.489.8924
- ✓ Inga- Phlebotomist instructor and test director.
- ✓ Bridgevalley tech. 304.205.6600

### Education

---

Bridge valley Community and Technical college March/2019- April 2019  
Community College

✓ 4-6 week training course learning of the heart and blood structure order of draw covering all aspects how to draw.

South Charleston High School Aug.2009 - May 2011  
High School

✓ 3 years completed and GED certification from West Virginia RESA III Program.

### Other Activities

---

Parenting and continuing my education. Reading and writing.



## Nancy Short

### Store Manager

Authorized to work in the US for any employer

### Work Experience

---

#### **Inventory Manager**

Trulieve - Belle, WV

August 2022 to March 2023

Run inventory department. Track incoming deliveries and transfers. Daily inventory counts. Run reports. Check and respond to emails. Continuous training. Run register as needed.

#### **Assistant Manager**

Drug Emporium - Charleston, WV

October 2021 to August 2022

Open and close store. Run daily reports. Order merch and supplies. Receive freight and in person vendor receipts. Wine and beer deliveries and special orders. Count and verify tills and lottery. Change kegs and set displays. Input schedules.

#### **Store Manager**

Notoriously Morbid - Charleston, WV

November 2020 to July 2021

Open and close store. Responsible for profit and loss. I interview, hire, train and discipline employees. Responsible for stock. I make schedules and stay within reasonable hours.

#### **Store Manager**

Stage Stores - Saint Albans, WV

July 2016 to September 2020

Operate Goody's Retail Store. Interview, hire, train employees. Open and close store. Count and deposit money daily. Run register. Accept freight delivery. Perform online orders. Make schedules. Delegate tasks. Oversee 13 employees. Execute monthly and quarterly VMI's. Oversee P&L. Attend training in VA and Houston TX yearly. Perform yearly audits. Main auditor at other Stage locations when required. Respond to daily email. Conduct productivity reports.

#### **Asst. Manager**

Dollar General - Sissonville, WV

March 2016 to July 2016

Open and closing operations. Run shift and daily activity reports. Responsible for counting/verifying till counts. Scan on hand counts. Order and stock freight. Supervise key holders and cashiers. Interview and hire cashiers. Train new employees. Help make weekly schedules. Assign and follow through with employees on daily activities. Clean, front and face the store. Scan in vendors. Issue feedback.

### **Asst. Manager of Operations**

Dollar Tree - Charleston, WV

November 2015 to February 2016

Oversee the front end store operations and in charge of the cashiers. Assign daily activities. Make daily bank deposits, count/verify money/tills. Open and close the store. Order and stock freight daily. Check in vendors. Issue discipline to cashiers and freight team. Help with weekly schedules. Inventory prep.

### **Acting Store Manager**

Rite Aid Pharmacy - Clendenin, WV

October 2012 to August 2015

Held many positions. Started as Supv. in Sissonville WV. Promoted after several months to Asst.Mgr and transferred to South Hills WV. Promoted to Acting Manager in Clendenin WV. Interviewed applicants, hired, disciplined, and fired employees. Counted and deposited money daily. Ordered supplies using computer and PDF gun. Received and stocked freight. Scanned in vendors. Opened and closed store. Worked as Acting Manager at last location. Responsible for Profit and Loss. Inventory prep and control. Hazmat training. Leadership training. Hipaa training.

### **Security Supervisor**

Andy Frain Security - Aurora, IL

July 2011 to September 2012

Interviewed, hired, trained and fired employees. Performed perimeter checks on foot and by company vehicle. Logged in/out persons and vehicles. Kept a DAR (Daily Activity Report). Performed persons and vehicle searches. Made schedules and submitted payroll.

### **Internship**

Raleigh County Sheriff - Beckley, WV

April 2011 to June 2011

Rode with police on calls concerning various occurrences. Trained in delivering summons. Sat in on court hearings and testified as a witness in one case. Took crime and accident photos. Cooperated with other agencies for juvenile care cases.

### **Residential Instructor**

FMRS Health Systems - Beckley, WV

January 2010 to May 2011

Cooked, cleaned and provided transportation for rehab and detox clients. Supervised clients when they were not in counseling sessions. Assisted nursing staff in body searches and room searches.

## **Education**

---

### **BS in Police Science**

Mountain State University - Beckley, WV

August 2009 to May 2011

## **Skills**

---

- Retail Management

- Key Holder
- Scheduling
- Merchandising
- Team Building
- Sales
- Inventory
- Store Management Experience
- Profit & Loss
- HIPAA
- Management
- Recruiting
- Cash Handling
- Freight Experience
- Interviewing
- Payroll
- Planograms
- Pricing
- Sales Management
- Security
- Loss Prevention
- Forecasting
- Assistant Manager Experience
- Human Resources
- Office Management
- Accounts Receivable
- Research
- Budgeting
- Bookkeeping
- POS
- Operations Management
- Retail Sales
- Leadership
- Supervising experience
- Inventory Control
- Supply Chain
- Logistics

## Assessments

---

**Supervisory skills: Motivating & assessing employees — Proficient**

May 2021

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: Proficient

**Customer focus & orientation — Proficient**

September 2021

Responding to customer situations with sensitivity

Full results: Proficient

**Filing & organization — Proficient**

September 2021

Arranging and managing information or materials using a set of rules

Full results: Proficient

**Management & leadership skills: Impact & influence — Proficient**

August 2021

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: Proficient

**Spreadsheets with Microsoft Excel — Proficient**

July 2022

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: Proficient

**Sales skills — Proficient**

February 2022

Influencing and negotiating with customers

Full results: Proficient

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

**Mercedes Dixon**



**304.746.8888**

**Other Skills & Experience**  
N/a, Receptionist

**Work History**

• **Loves Travel Center**

From June 2021 To October 2021

Job Title: training Shiftlead

Duties: cleaning restrooms, checking out customers, etc

• **Mcdonalds**

From October 2019 To August 2020

Job Title: Crew

Duties: cleaning restrooms, taking orders, Handling Cash and card payments, etc.

• **Ross Dress For Less**

From June 2018 To January 2019

Job Title: Cashier

Duties: Checking out the costumers

• **Bolden Trucking**

From March 2017 To May 2019

Job Title: Receptionist

Duties: filling papers, keeping track of routes and loads, making a schedule

**Education & Training**

**High School**

Obtained high school diploma.

**Undergraduate/Graduate School**

• In Business

# Rachael E Puls

## SKILLS

- Adult and Pediatric First Aid/CPR/AED certified
- Community builder
- Creative
- Communication skills

## EXPERIENCE

### **Athens Community Music School - Teacher**

January 2022 - May 2023, a few hours a week

- Provided individual private lessons, helping develop musicianship & personal skills in young community members (ages 7-10)
- Planned lessons to fit each student and their needs
- Included interactive games to enhance learning

### **Housing & Residence Life, Athens, OH - Resident Advisor, Senior Resident Advisor (August 2022)**

March 2021 - May 2023, 20 hours/week

- Advised college students in the residence halls
- Sought training in diversity, equity, and inclusion to better help students
- Offered resources and information
- Cultivated an in-hall community by fostering relationships
- Held responsibility for working with the complex Resident Director in advising the complex council, coordinating complex programming efforts, and assisting with room changes
- Generated documents, including the use of Microsoft Office software suite, for students, fellow Resident and Senior Resident Advisors, and Resident Directors

### **College of Fine Arts, Athens, OH - Ambassador**

August 2019 - May 2023, 10 hours/week

- Proudly represented and promoted the college, its schools, and its divisions
- Managed receptionist duties at one of the CoFA facilities
- Directed students to the appropriate person/process for student services
- Advised students on courses to enroll in to complete degree requirements with the Degree Audit Reporting System (DARS)

- Made recruitment phone calls and oversaw the management of CoFA email accounts
- Provided tours of campus, CoFA facilities, and learning-community residential rooms
- Assisted with planning and attending various College events
- Coordinated with faculty and staff on special projects, such as social media takeovers

#### **Child Care, Parkersburg, WV - *Child Caregiver***

February 2018 - August 2019, 30 hours/week

- Nurtured and cared for a 4-month-old infant until they were 18-months-old
- Created a safe and educational environment for the child

#### **Legal Aid, Parkersburg, WV - *Intern***

Summer 2019, several hours/week

- Interned for a lawyer, learning how to communicate clearly with judges, lawyers, interns, and clients
- Edited legal documents

#### **West Virginia University, Parkersburg, WV - *Tutor***

August 2018 - April 2019, 20 hours/week

- Tutored math and English to community college students as a high school student

#### **OU Strings, Athens, OH - *Secretary, Vice President, President (August 2022)***

August 2020 - May 2023, a few hours/week

- Organized and led this on-campus organization
- Hosted several well-known musicians for lectures, masterclasses, and recitals to enrich the musical community at OU

#### **Volunteer**

- Performs for several local church events that serve the less fortunate - a few hours each season
- Helps present a local Special Arts Day which aims to include people with disabilities in the arts - one day a year for approximately ten years and counting
- Volunteered for Passion Works, a local art organization that seeks to include people with developmental differences in Athens, Ohio - a few hours during fall 2019
- Fed less fortunate in NYC & in Charleston, WV with a church group - a couple weeks each year for three years

## **EDUCATION**

#### **Ohio University, Athens, OH - *Bachelor of Arts in Music & Bachelor of Arts in Philosophy***

August 2019 - May 2023

GPA: 3.9

- Studied through the Honors Tutorial College, focussing on the British tutorial system



- Took courses to solidify pedagogical skills
- Worked on a senior thesis on feminist aesthetics, cementing a more inclusive and intersectional viewpoint of women
- Learned to think critically and logically through philosophy courses

### **Study Abroad, London**

March 2023

- Focused on the experience of women through learning more about women during the suffragette movement in London

## **AWARDS**

### **Wayne R. Spetnagel and Mary J Spetnagel Award, Ohio University - \$2,000**

May 2023

- Established by the five children of Wayne and Mary Spetnagel as a way of honoring their parents' legacy
- Awarded to the outstanding graduating senior in philosophy

### **Dean's List, Ohio University**

Fall 2019 – Spring 2023

### **Gilman Scholarship - \$4,000**

December 2022

- Awarded as a selective scholarship to students seeking to study abroad

### **Gilman Incentive Grant, Ohio University - \$1,000**

November 2022

### **Gamertsfelder Philosophy Prize, Ohio University - \$500**

April 2021

- Established as the oldest named prize in the Philosophy Department
- Awarded to an accomplished philosophy student during their junior year, recognizing the student's achievements and encouraging the pursuit of excellence

## Amy Adkins

To gain employment that permits the use of skills gained throughout my education and previous employment.

### Work Experience

---

#### **Office Assistant**

Professional Hearing Solutions - Sumerco WV  
May 2023 to Present

Organized inventory, scheduled appointments, and all other duties assigned by the owner.

#### **Finance Accounts Payable Executive Secretary**

Lincoln County Board of Education - Hamlin, WV  
July 2005 to May 2023

Data entry of all purchase orders, invoices, insurance reconciliation, P-Card reconciliation, telephone, mail, and all other duties as assigned by my director.

### Education

---

#### **Associate's Degree In Business Administration Accounting**

West Virginia Junior College - Morgantown, WV, US  
August 2021

#### **Associate's Degree in Technology**

Marshall University Community Technical College - Huntington, WV, US  
May 1994

#### **Diploma**

Guyan Valley High School - Branchland, WV, US  
June 1992

### Skills

---

- HIPAA
- Typing
- Windows
- Documentation review
- Bookkeeping

- Adobe Acrobat
- Cash register



White, Heather M <heather.m.white@wv.gov>

**Fwd: Replacement**

2 messages

**Webb, Elizabeth A** <elizabeth.a.webb@wv.gov>  
To: Heather M White <heather.m.white@wv.gov>

Fri, Dec 1, 2023 at 9:22 AM

Let me know if this is what you need.

----- Forwarded message -----

From: **Carroll, Shelly D.** <Shelly.Carroll@expresspros.com>  
Date: Fri, Dec 1, 2023 at 9:20 AM  
Subject: Replacement  
To: Elizabeth A Webb <elizabeth.a.webb@wv.gov>

Hello,

Please use this email as a replacement for Julie Longstreet

Gerado (Jerry) Trevino will be replacing Julie Longstreet.

**Shelly Carroll, MBA, CSP, SHRM-CP**

**Senior Employment Specialist**

47 RHL Blvd., South Charleston, WV 25309

304.746.8888 fax 304.746.1112

www.expresswv.com

Agreed



## Jerry Trevino

### **Skills:**

- **Bilingual in English & Spanish**
- **Able to manage time effectively, prioritize Tasks, set goals, and develop systems for achieving those goals.**
- **Excellent Customer Service skills**
- **Excellent Communication skills**

### **Education:**

**Bachelor's of Science Degree, University of North Texas.**

### **Experience:**

#### **Interview Clerk**

**Hospitality Staffing Solutions      February 2019 – August 2023**

**Working under contract with the State of Florida at the Department of Children and Families conducted telephone interviews for the Office of Economic Self-Sufficiency with the primary responsibilities of reviewing applications collecting demographic information and providing referral services.**

12/11/23, 8:43 AM

State of West Virginia Mail - Fwd: replacements



White, Heather M <heather.m.white@wv.gov>

**Fwd: replacements**

Webb, Elizabeth A <elizabeth.a.webb@wv.gov>  
To: Heather M White <heather.m.white@wv.gov>

Fri, Dec 1, 2023 at 3:34 PM

These are the other two replacements. Their effective date will be December 5, 2023.

----- Forwarded message -----

From: Carroll, Shelly D. <Shelly.Carroll@expresspros.com>  
Date: Fri, Dec 1, 2023 at 2:09 PM  
Subject: replacements  
To: Elizabeth A Webb <elizabeth.a.webb@wv.gov>

Please replace the following associates

Natashia Felton with Hannah Estep

Victoria Sprague with Tammy Skaggs (starting Dec 6<sup>th</sup>)

Agreed

**Shelly Carroll, MBA, CSP, SHRM-CP**

**Senior Employment Specialist**

47 RHL Blvd., South Charleston, WV 25309

304.746.8888 fax 304.746.1112

www.expresswv.com



12/11/23, 8:43 AM

State of West Virginia Mail - Fwd: replacements

--  
Elizabeth A. Webb  
Finance  
One Davis Square, Suite 403  
Charleston, West Virginia 25301  
E-Mail Address: Elizabeth.A.Webb@wv.gov  
Telephone (304) 352-6667 (New)

---

**2 attachments**

 **Skaggs, Tammy.pdf**  
214K

 **Estep, Hannah.pdf**  
267K

## Hannah Estep

Authorized to work in the US for any employer

### Work Experience

---

#### **Records Specialist**

Halo Land Management - Canton, OH  
April 2023 to July 2023

- Draft Easement Contracts
- Deed Research
- Landowner Research
- Draft Acquisition Reports
- Draft Excel Spreadsheets

#### **Front Desk Receptionist**

Mountain State Justice - Charleston, WV  
January 2017 to March 2022

- Data entry
- Invoicing
- Processing payment
- Answering phone
- Directing calls
- Generate monthly attorney case lists
- Document drafting
- Maintaining client files
- Maintain client relations
- Deed Research
- Document prepping
- Filing/Scanning

#### **School Photographer**

Lifetouch - Cross Lanes, WV  
August 2016 to February 2017

- Traveling
- Data entry
- Equipment setup
- Customer relations
- Photography
- Posing



## Education

### **Diploma**

Ripley High School - Ripley, WV  
August 2012 to May 2016

## Skills

- Google Docs (2 years)
- Clerical Experience
- Photography
- Records Management
- Microsoft Excel (7 years)
- Research
- HIPAA
- Administrative Experience
- Microsoft Outlook

12/11/23, 8:46 AM

State of West Virginia Mail - Fwd: Replacement



White, Heather M <heather.m.white@wv.gov>

**Fwd: Replacement**

2 messages

Webb, Elizabeth A <elizabeth.a.webb@wv.gov>  
To: Heather M White <heather.m.white@wv.gov>

Tue, Dec 5, 2023 at 3:50 PM

Here is the replacement.

----- Forwarded message -----

From: Carroll, Shelly D. <Shelly.Carroll@expresspros.com>  
Date: Tue, Dec 5, 2023 at 3:48 PM  
Subject: Replacement  
To: Elizabeth A Webb <elizabeth.a.webb@wv.gov>

Please use Daniel Carpenter as a replacement for Tammy Skaggs.

Daniel will start on Monday 12/11

**Shelly Carroll, MBA, CSP, SHRM-CP**

**Senior Employment Specialist**

47 RHL Blvd., South Charleston, WV 25309

304.746.8888 fax 304.746.1112

www.expresswv.com

Agreed



12/11/23, 8:46 AM

State of West Virginia Mail - Fwd: Replacement

-

Elizabeth A. Webb  
Finance  
One Davis Square, Suite 403  
Charleston, West Virginia 25301  
E-Mail Address: Elizabeth.A.Webb@wv.gov  
Telephone (304) 352-6667 (New)

---

 **Carpenter, Daniel (2).pdf**  
255K

---

**Webb, Elizabeth A** <elizabeth.a.webb@wv.gov>  
To: Heather M White <heather.m.white@wv.gov>

Thu, Dec 7, 2023 at 6:26 AM

Last replacement. Wants to start on December 11, 2023. Thought that I sent this to you on Tuesday. If I have already sent this to you, I apologize for the repeat.

[Quoted text hidden]

---

 **Carpenter, Daniel (2).pdf**  
255K

## Daniel Carpenter

### EDUCATION

**Bachelor's in Business Administration Finance**

*June 2005*

*Marshall University*  
Minor in Economics  
3.4 GPA overall

### PROFESSIONAL EXPERIENCE

**Lendmark Financial Services / Springleaf Finance**

*December 2014-December 2022*

**Personal Loan Specialist**

*South Charleston, WV*

- Evaluate loan applications with authority to approve or deny.
- Offer new loan opportunities to existing customers through refinancing or deferring payments.
- Provide excellent customer service to existing and prospective customers.
- Manage non-collectible accounts by sending appropriate legal notifications and/or sending accounts to the company's legal team.
- Responsible for operating a cash drawer and safeguarding company assets.
- Strive to meet and exceed company standards and goals

**WV American Water**

*November 2012-December 2014*

**Cross Connections Specialist**

*Charleston, WV*

- Collected and analyzed survey results from WVDHHR certified testers and uploaded them into database.
- Responsible for communicating customer concerns and questions pertaining to the Cross Connections program.
- Worked with certified testers to improve the accuracy of test filing by identifying troublesome accounts and problems.

**BB&T (Branch Banking and Trust Company)**

*Oct. 2005-Oct. 2009*

**Collections and Customer Asset Adjuster II**

*Charleston, WV*

- Called/received calls from clients and offered payment solutions for delinquent loans.
- Assisted clients with many different aspects of customer service including billing explanation, late fees, due date changes, loan amortizations, and loan re-modifications.
- Achieved *Star Performer* status for seven quarters. The *Star Performer* achievement was allocated to the top 20<sup>th</sup> percentile collecting agents for a given quarter.

### SKILLS

Express Services Employees to  
Remove from CDO HHR23\*08

Justine A. Keaton
Jared Nelson
Maranda Gilkeron
Victoria Bishop
Alice Burgess
Gary Stewart
Justine M. Keaton
Jared Nelson
Barry Lisenbee
Brenton Davis
Kristina Hudnall
John Beard
Jeannie Cameron
Brittany Gray
Jeffrey Lunsford
Alexandra Taylor
Janay Stockton
Lara Rader
Alyssa McGowan

These people no longer work for the department.  
Hester White 12/14/2023

Agreed

Hester White



Hustead, Crystal G <crystal.g.hustead@wv.gov>

**Re: CDO HHR23\*08 CO 16**

1 message

**White, Heather M** <heather.m.white@wv.gov>

Mon, Feb 5, 2024 at 9:56 AM

To: "Hustead, Crystal G" <crystal.g.hustead@wv.gov>

Cc: Bryan D Rosen <bryan.d.rosen@wv.gov>, Robert L Price <robert.l.price@wv.gov>, Althea M Greenhowe <althea.m.greenhowe@wv.gov>, Kimberlie K Debolt <kimberlie.k.debolt@wv.gov>

Due to how long it took to get the budget issues on earlier lines sorted out, individuals who were added got remove put on a separate ADO so payment could be processed for them.

On Mon, Feb 5, 2024 at 9:50 AM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:

Can you advise what the resumes on the CO 16 attachment are for (pages 2-23)

The extended description has that the below employees are being added, but there are resumes that are not related to these individuals

**Extended Description:**

Change Order 16 to replace Julie Longstreet with Gerardo Jerry Trevino and Nalasha Feiton with Hannah Estep effective 12/5/23 through 02/09/24 Replacing Victoria Sprague with Daniel Carpenter effective 12/11/23 through 2/09/24

Gerardo Jerry Trevino - Estimated 568 hours (368 regular Hours estimated 200 overtime)  
Daniel Carpenter - Estimated 568 hours (368 regular Hours estimated 200 overtime)  
Hannah Estep - Estimated 568 hours (368 regular Hours estimated 200 overtime)

--

*Thank you,*

*Crystal Hustead, CPPB*

Senior Buyer

State of West Virginia Purchasing Division

2019 Washington Street, East

Charleston, WV 25305

Email:Crystal.G.Hustead@wv.gov

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husband</u> Date: <u>12/4/23</u>	Agency: WV Department of Health & Human Resources
Solicitation No. <u>CDO HHR 23*08</u>	Procurement Officer Submitting Requisition: Heather White
	Requisition No. CDO HHR23*08 CO16
	PF No.: 1175385

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 ( <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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: Crystal Husted



## REFERENCE:

### **FOR ALL SOLICITATION TYPES:**

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOIs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at [www.state.wv.us/admin/purchase/forms.html](http://www.state.wv.us/admin/purchase/forms.html).
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at [www.state.wv.us/admin/purchase/TCP.pdf](http://www.state.wv.us/admin/purchase/TCP.pdf). **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** **RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**
11. **Office of Technology CIO pre-approval.** In accordance with the Office of Technology's CIO-19-001 policy, all technology procurement requests, unless exempted, require Chief Information Officer (CIO) approval. **Purchasing Division Procedures Handbook, Section 7.3.**
12. **Treasurer's Office (banking) pre-approval.** Pre-approval is required by the State Treasurer's Office for the acquisition of banking goods or services, which includes but may not be limited to accepting payments and receiving funds via electronic commerce. **W. Va. Code §§ 12-1-7 and 12-3A-6.**

## FOR CHANGE ORDERS/RENEWALS:

1. **Two-party agreement.** This agreement, confirming the need for the change order, must be signed by both the agency and the vendor. A single letter of agreement with both signatures is standard.
2. **Standard change order language.** The Purchasing Division maintains standard language to be used in the Extended Description field when issuing a change order in wvOASIS. There are various descriptors available to address the change to the original contract, including but not limited to a standard renewal, a renewal with an increase or decrease, a construction extension for time only or time and increase, a cancellation, and an administrative change. **Purchasing Division Procedures Handbook, Appendix D.**
3. **Office of Technology CIO pre-approval.** See #11.
4. **Justification for price increases/backdating/other.** Any change order request that increases the amount of the contract, is backdated more than 20 days past the submission date of the change order, or otherwise affects provisions of the contract not typically seen in a change order requires justification.
5. **Bond rider.** A bond rider allows bonded principals to request changes to be made to their original surety bond agreements. The bond rider is the only valid way of making changes to a bond agreement which does not invalidate the agreement.
6. **Secretary of State verification.** Unless a waiver is obtained from the Secretary of State's Office, every vendor organized as a business entity must have a certificate of authority and be in good standing with the Secretary of State's Office. To search for a business with the Secretary of State's Office, visit <http://apps.sos.wv.gov/business/corporations>. Any vendor that cannot be found or shows a status of "revoked" or "dissolved" is not eligible for award until the issue is resolved. Agencies must verify this compliance manually prior to award and include a copy of the relevant record in the agency file. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. E. Secretary of State.**
7. **State debarment verification.** Pursuant to *West Virginia Code* §5A-3-33c and 33d, the State of West Virginia and its political subdivisions may not solicit offers from, award contracts to, or consent to subcontract with a debarred vendor during the debarment period. A list of vendors debarred by the West Virginia Purchasing Division can be seen online at [www.state.wv.us/admin/purchase/debar.html](http://www.state.wv.us/admin/purchase/debar.html). **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. D. State Debarment.**
8. **Federal debarment verification.** Vendors must verify that a vendor is not debarred by the federal government prior to awarding a contract by visiting Sam.gov. Instructions for manually checking a vendor's federal debarment status can be found online at [https://www.fsd.gov/qsafsd\\_sp?id=kb\\_article\\_view&sysparm\\_article=KB0036199&sys\\_kb\\_id=b372dadb1b4ac5d40ca4a97ae54bcbb2&spa=1](https://www.fsd.gov/qsafsd_sp?id=kb_article_view&sysparm_article=KB0036199&sys_kb_id=b372dadb1b4ac5d40ca4a97ae54bcbb2&spa=1). **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. C. Federal Debarment.**

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Questions regarding this *Compliance Verification Checklist for Requisition Submission* may be directed to your assigned Purchasing Division buyer. If you're unsure who your buyer is, see the Agency-Buyer assignments published online at [www.state.wv.us/admin/purchase/byrassign.pdf](http://www.state.wv.us/admin/purchase/byrassign.pdf).

## Keyword Search

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

Simple Search

Search Editor

Any Words <sup>(i)</sup>

All Words <sup>(i)</sup>

Exact Phrase <sup>(i)</sup>

e.g. 123456789, Smith Corp

"express services inc" ×

Entity ∨

Location ∨

Status ∧

Active

Inactive

Reset 



## No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

**Search inactive**

**Go back**

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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.*

### EXPRESS SERVICES, INC.

*\*See Attached\**

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	4/17/1995		4/17/1995	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	5613 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs)		<b>Capital Stock</b> 0.0000
<b>Charter County</b>		<b>Control Number</b>	0
<b>Charter State</b>	CO	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	0.000000
<b>Authorized Shares</b>	0	<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Local Office Address</b>	9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
<b>Mailing Address</b>	9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162 USA
<b>Notice of Process Address</b>	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
<b>Principal Office Address</b>	9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	WILLIAM H. STOLLER 9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
<b>Director</b>	ROBERT A FUNK 9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
<b>President</b>	ROBERT A. FUNK 9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
<b>Secretary</b>	D. KEITH MCFALL 9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
<b>Treasurer</b>	W. ANTHONY BOSTWICK 9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
<b>Type</b>	<b>Name/Address</b>

<b>DBA</b>			
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>
EXPRESS EMPLOYMENT PROFESSIONALS	TRADENAME	10/31/2015	
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>

## Annual Reports

### Filed For

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2011

2010

2009

2006

2005

2004

2003

2002

2001

2000

1999

### 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.

Monday, February 5, 2024 — 10:14 AM

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Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	9701 BOARDWALK BLVD	OKLAHOMA CITY	OK	73162-6029	
Ordering	9701 BOARDWALK BLVD	OKLAHOMA CITY	OK	73162-6029	
Payment	PO BOX 945434	ATLANTA	GA	30394	Kristen Miller
Payment	PO BOX 535434	ATLANTA	GA	303535434	Tom Wirts
Payment	PO BOX 281533	ATLANTA	GA	303841533	BECKY
Ordering	47 RHL BLVD	SOUTH CHARLESTON	WV	25309	TOM WIRTS

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 00000228419  
EXPRESS SERVICES INC

Address Type : Payment

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 11/15/2020

Active To :

Default Record :

Mall Returned :

Active Address : Yes

Address Information

Address ID : AD000002 Country Phone Code : 1  
 Street 1 : 9701 BOARDWALK BLVD Phone : 000-000-0000  
 Street 2 : Phone Extension :  
 City : OKLAHOMA CITY County :  
 State/Province : OK County Name :  
 Zip/Postal Code : 73162-6029 Country : US  
 DUNS :  
 Extended DUNS :  
 Unique Entity Identifier :  
 CAGE Code :

▶ Prenote/EFT

▶ Remittance Advice

▶ Contact Information

▶ Contact Address Information

▶ Geographic Designation

▶ Change Management

Top

Modify Existing Record Add New Address

Master Address Master Contacts Languages

Vendor Transaction History