



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: 08-18-2021

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

Order Number:	CDO 0506 3722 HHR2100000002 5	Procurement Folder:	881676
Document Name:	Change Order #1 - Accounting Tech Temp Staff	Reason for Modification:	CO 1 - To replace Lisa Fulk with Carolyn Hager effective start date 08/19/21.
Document Description:	Accounting Technician II Temporary Staffing - BPH Staff		
Procurement Type:	Central Delivery Order		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0506 HHR2000000007 5
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000228419 EXPRESS SERVICES INC 47 RHL BLVD  SOUTH CHARLESTON WV 25309 US Vendor Contact Phone: 999-999-9999 Extension:  Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Elizabeth Webb Requestor Phone: (304) 558-2996 Requestor Email: elizabeth.a.webb@wv.gov  <b>22</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#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	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES ADMINISTRATION AND FINANCE ONE DAVIS SQUARE, RM 300 CHARLESTON WV 25301 US

Total Order Amount: \$32,655.00

Purchasing Division's File Copy

ENTERED

CH 8/18/21

PURCHASING DIVISION AUTHORIZATION  
DATE: *Luncha Harper 8/18/2021*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: *Revela Khan 8-19-21*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order No. 1 - Accounting Technician II Temporary Staffing

To replace Lisa Fulk who's last day is 08/17/21 with Carolyn Hager assigned to Bureau for Public Health - start date is 08/19/21.

Dates of service: 08/19/21 thru 12/31/21

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.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111605	1555.00000	HOURL	\$21.0000	\$32,655.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-05-17	2021-12-31				

**Commodity Line Description:** Accting Technician II - Change Order 1 effective 08/19/21

**Extended Description:**

Accounting Technician II -- Finance Accounts Payable

Lisa Fulk - Estimated 1555 hrs (1360 regular hours; 130 overtime hrs.)

Change order no. 1 is to replace Lisa Fulk with Carolyn Hager effective 08/19/21.

## Carolyn Hager

Supervisor experience in customer service. Willing to learn new things & ready to provide a great experience for the client/ customer.

Authorized to work in the US for any employer

### Work Experience

#### **Tech Support Supervisor**

Kelly Services - Charleston, WV  
June 2020 to August 2021

Supervisor in tech support.  
Troubleshooting issues.  
Setting up appointments.  
Overview information.  
Answering calls.

#### **Retail Sales Associate**

Home Depot - Charleston, WV  
December 2018 to June 2020

Provided excellent customer service, inventory prep, accounting, resolved issues, communicated with vendors

#### **Breakfast Attendant**

Holiday Inn - Charleston, WV  
December 2017 to April 2018

#### **Front Desk Receptionist**

Holiday Inn Express - Portland, IN  
July 2016 to March 2017

Took reservations and assisted guests with general services.  
Checked guests in/out; dealt with cash and credit card payments of bills.  
Responded to complaints and situations that required immediate attention.  
Ensured that all wake up calls are handled promptly and properly.  
Concentrated on cleanliness and neatness of desk and office areas.  
Ensured transportation of guest to and from the hotel and managed their luggage.  
Available any time for guests to deal with their problems and complaints.

## Education

### **High school diploma**

Lincoln High School - Hamlin, WV

December 2007

## Skills

- TYPING
- Front Office
- Retail Sales
- English
- Event Planning
- Microsoft Excel
- Microsoft Outlook
- Microsoft Office
- Cash Handling
- Microsoft Word
- Office Management
- Phone Etiquette
- Technical Support
- Troubleshooting
- Software Troubleshooting
- Help Desk
- Microsoft Windows
- Operating Systems
- Computer literacy
- Customer service
- Computer Networking
- Remote Access Software
- Active Directory
- Desktop Support
- Network Support
- Mac OS

## Assessments

### **Filing & organization — Highly Proficient**

August 2018

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: Highly Proficient

## **Scheduling — Proficient**

June 2021

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: Proficient

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

## **Additional Information**

Professional Skills

Typing: Expert



## Hustead, Crystal G

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**From:** Webb, Elizabeth A <elizabeth.a.webb@wv.gov>  
**Sent:** Tuesday, August 17, 2021 8:00 AM  
**To:** Jobe, Kimberly S  
**Subject:** Fwd: [EXTERNAL] Replacement Temporary Employee  
**Attachments:** Hager, Carolyn.pdf

Sorry that I forgot to attach.

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

**From:** Carroll, Shelly D. <Shelly.Carroll@expresspros.com>  
**Date:** Tue, Aug 17, 2021 at 7:58 AM  
**Subject:** RE: [EXTERNAL] Replacement Temporary Employee  
**To:** Webb, Elizabeth A <elizabeth.a.webb@wv.gov>

Thanks – Carolyn Hager available Thursday Aug 19th

**From:** Webb, Elizabeth A <elizabeth.a.webb@wv.gov>  
**Sent:** Tuesday, August 17, 2021 7:56 AM  
**To:** Carroll, Shelly D. <Shelly.Carroll@ExpressPros.com>  
**Subject:** [EXTERNAL] Replacement Temporary Employee

**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 Phish" button at the top of your screen.

Pursuant to CMA 0506 HHR2000000007, DHHR seeks to place one additional and one new Accounting Technician II staff (total of two staff) in Finance with an effective date of August 19, 2021. These positions will fulfill a 40 hour work week and may include overtime. The positions are expected to last at least through December 31, 2021. As per the contract, please provide DHHR with a response of available staff person within 48 hours of receipt of this request.

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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) 558-2996

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Elizabeth A. Webb

Finance

One Davis Square, Suite 403

Charleston, West Virginia 25301

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Telephone (304) 558-2996

## 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



Addresses	
Type	Address
Local Office Address	9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
Mailing Address	9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162 USA
Notice of Process Address	5098 WASHINGTON ST W STE 407 Charleston, WV, 25313-1561
Principal Office Address	9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162 USA
Type	Address

Officers	
Type	Name/Address
Director	WILLIAM H. STOLLER 9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
Director	ROBERT A FUNK 9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
President	ROBERT A. FUNK 9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
Treasurer	W. ANTHONY BOSTWICK 9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
Type	Name/Address

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

Annual Reports	
Filed For	

2021
2020
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<b>Date filed</b>

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

Tuesday, August 17, 2021 — 1:50 PM

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## Vendor/Customer

[Menu](#)

## 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 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 : 000000228419

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 : ☐Mail 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 :

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](#)