



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: 08-25-2021

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:	CMA 0511 2519 MIS776701F 2	Procurement Folder:	801552
Document Name:	CO 1 TEMPORARY IT STAFFING FOR WVDHHR/OMIS	Reason for Modification:	CO 1 - To renew contract from 11/15/2021 to 11/14/2022. Renewals Remaining: 2 No other changes.
Document Description:	CO 1 to renew		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2020-11-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-11-14

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000026551	Requestor Name:	Stephanie F Pettry
Insource Tech LLC		Requestor Phone:	(304) 356-4011
1 Marion Rd		Requestor Email:	stephanie.f.pettry@wv.gov
Westport	CT		
US			
Vendor Contact Phone:	571-551-9617		
Extension:			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

22
FILE LOCATION _____

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Purchasing Division's File Copy

Total Order Amount:	Open End
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9-20-21
BMT

CH 9/15/21

ENTERED

PURCHASING DIVISION AUTHORIZATION
Lunda Harper
 DATE: 9-20-2021
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
John S. Granger
 DATE: 9/23/2021
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
Beverly Tolson
 DATE: 9-23-21
 ELECTRONIC SIGNATURE ON FILE

9/23/2021

Extended Description:

Change Order

Change Order No. 1 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 11/15/2021 through 11/14/2022.

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80111608			HOUR	49.800000
	Service From	Service To			

Commodity Line Description: Web Application Analyst

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	80111608			HOUR	44.800000
	Service From	Service To			

Commodity Line Description: Software Test Analyst

Extended Description:

Software Test Analyst-Award Level 4

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	80111608			HOUR	44.800000
	Service From	Service To			

Commodity Line Description: Business Analyst

Extended Description:

Business Analyst-Award Level 4

InSource Tech

We Deliver Digital Solutions



Date: 8/15/2021

To Whom It May Concern

Insource Tech LLC agrees to renew Contract number CMA MIS776701F for another year, effective 11/15/2021 to 11/14/2022 under the same terms, conditions, prices and specifications as the original contract including any change orders.

Thank You,

Sri Teja B

Sri Teja Bodempudi

Agree to renew.

Althea Greenhouse

info@insourcetechsolutions.com

1 Marion Rd
Westport,CT-06880

www.insourcetechsolutions.com

P: (203) 635-2613
(703) 988-5925
F: (206) 338-0782



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Office of Management Information Services
One Davis Square, Suite 200
Charleston, WV 25301

Bill J. Crouch
Cabinet Secretary

Shaun L. Charles
Chief Information Officer

DATE: July 27, 2021
TO: Althea Greenhowe, DHHR Purchasing
FROM: Stephanie Pettry, OMIS Procurement Associate *SP*
SUBJECT: Renewal CMA MIS776701F

The WV Department of Health and Human Resources, Office of the Secretary would like to renew their contract CMA MIS776701F with Insource Tech, LLC for another year under the same terms, conditions, prices, and specifications effective 11/15/2021 to 11/14/2022.



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Allan L. McVey
Cabinet Secretary

Joshua D. Spence
Chief Information Officer

M E M O R A N D U M

**TO: Alicia Sodder, Administrative Services Manager 1
Department of Health and Human Resources**

**FROM: Joshua D. Spence, Chief Information Officer
Office of Technology**

A handwritten signature in black ink, appearing to read "JDS", written over the printed name "Joshua D. Spence, Chief Information Officer".

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
HR002171; IS&C NUMBER: 2021-8139**

DATE: August 30, 2021

West Virginia Code §5A-6-4(a)(3) permits the Chief Technology Officer to "evaluate the economic justification, system design and suitability of information equipment and related services, and review and make recommendations on the purchase, lease or acquisition of information equipment and contracts for related services by the state spending units."

West Virginia Code §5A-6-4c requires that the Chief Technology Officer review and approve "a major information technology project."

West Virginia Code §5A-6-5 requires that "any state spending unit that pursues an information technology purchase that does not meet the definition of a 'major technology project' and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Technology Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems."

After conducting a review of your request for RFQ for Multivendor IT temp contract, OT approval was missed during COVID, the Office of Technology has determined:

X That your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

This memorandum constitutes this office's official review and a copy should be attached to your purchase order and any other correspondence related to this request.

If you have questions, or need additional information, please contact Consulting Services at Consulting.Services@wv.gov.

STATE OF WEST VIRGINIA
Purchasing Division
PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: InSourceTech LLC

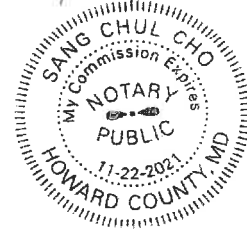
Authorized Signature: [Signature] Date: 08/23/2021

State of Maryland

County of Howard, to-wit:

Taken, subscribed, and sworn to before me this 23 day of August, 2021.

My Commission expires November 22, 2021.



AFFIX SEAL HERE

NOTARY PUBLIC [Signature]

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.

INSOURCE TECH, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	3/5/2020		3/5/2020	Foreign	Profit			

Organization Information			
Business Purpose	5191 - Information - Data Processing, Hosting, and Related Services - Other Information Services (news syndicates, libraries, archives, internet publishing, broadcasting, web search portals)		
Charter County	Capital Stock		
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years	Par Value		
Authorized Shares	Young Entrepreneur		No

Addresses	
Type	Address
Designated Office Address	1 MARION RD WESTPORT, CT, 06880
Mailing Address	1 MARION RD WESTPORT, CT, 06880 USA
Notice of Process Address	INSOURCE TECH LLC 1 MARION RD WESTPORT, CT, 06880
Principal Office Address	1 MARION RD WESTPORT, CT, 06880 USA
Type	Address

Officers	
Type	Name/Address
Member	MATHEW POOVATHANY 1 MARION RD WESTPORT, CT, 06880
Type	Name/Address

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

Wednesday, August 25, 2021 — 12:54 PM

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