



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: 09-17-2021

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 MIS776701K 2	Procurement Folder:	803263
Document Name:	CO 1 TEMPORARY IT STAFFING FOR WVDHHR/MIS	Reason for Modification:	
Document Description:	CO 1 to renew	CO 1 - To renew contract from 11/15/2021 to 11/14/2022. Renewals Remaining: 2 No other changes.	
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:	VS0000009860			Requestor Name:	Stephanie F Pettry
SMART SHARED SERVICES LLC				Requestor Phone:	(304) 356-4011
PO Box 1187				Requestor Email:	stephanie.f.pettry@wv.gov
Charleston	WV	25324-1187		<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-size: 24pt; font-weight: bold;">FILE LOCATION _____</div>	
US					
Vendor Contact Phone:	304-720-5151	Extension:	229		
Discount Details:					
	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 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

9-20-21  
BAT

Purchasing Division's File Copy

Total Order Amount:	Open End
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ENTERED

CH 9/17/21

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

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

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

**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
9	80111608			HOUR	62.340000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Senior Application Oracle Database Administrator

**Extended Description:**

Senior Application Oracle Database Administrator-Award Level 4

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	80111608			HOUR	57.980000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Senior SQL Server Database Administrator

**Extended Description:**

Senior SQL Server Database Administrator-Award Level 5

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	80111608			HOUR	24.990000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Help Desk Analyst

**Extended Description:**

Help Desk Analyst-Award Level 3

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	80111608			HOUR	47.610000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Business Analyst

**Extended Description:**

Business Analyst-Award Level 5

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	80111608			HOUR	37.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Systems Programmer

**Extended Description:**

Systems Programmer-Award Level 2

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	80111608			HOUR	62.960000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** CO 1 Senior Application Oracle Database Administrator

**Extended Description:**

CO 1 Renewal Year 1  
Senior Application Oracle Database Administrator-Award Level 4

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	80111608			HOUR	58.560000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** CO 1 Senior SQL Server Database Administrator

**Extended Description:**

CO 1 Renewal Year 1  
Senior SQL Server Database Administrator-Award Level 5

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
27	80111608			HOUR	25.240000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** CO 1 Help Desk Analyst

**Extended Description:**

CO 1 Renewal Year 1  
Help Desk Analyst-Award Level 3

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	80111608			HOUR	48.170000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** CO 1 Business Analyst

**Extended Description:**

CO 1 Renewal Year 1  
Business Analyst-Award Level 5

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
29	80111608			HOUR	37.370000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** CO 1 Systems Programmer

**Extended Description:**

CO 1 Renewal Year 1  
Systems Programmer-Award Level 2



PO Box 1187  
Charleston WV 25324  
855-807-6278 phone  
888-680-6555 fax

August 16, 2021

Agree to renew.

*Althea Greenhow*

**RE: Renewal of CMA MIS776701K**

To Whom It May Concern:

Smart Shared Services agrees to renew Contract number CMA MIS776701K 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.

Please feel free to call or email with any questions. I can be reached at 855-807-6278 x 229 or [eva.kordusky@ssslc.email](mailto:eva.kordusky@ssslc.email).

Regards,

*Eva Kordusky*

Eva Kordusky  
VP of Business Operations



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: August 10, 2021  
TO: Althea Greenhowe, DHHR Purchasing  
FROM: Stephanie Pettry, OMIS Procurement Associate *SP*  
SUBJECT: Renewal CMA MIS776701K

The WV Department of Health and Human Resources, Office of the Secretary would like to renew their contract CMA MIS776701K with Smart Shared Services LLC for another year under the same terms, conditions, prices, and specifications effective 11/15/21-11/14/22.



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 

**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:

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](mailto: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: Smart Shared Services, LLC

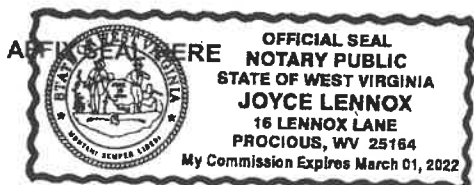
Authorized Signature: *Eva Korakusky* Date: 8-16-2021

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 16<sup>th</sup> day of August, 2021.

My Commission expires March 1, 2022, 20  .



NOTARY PUBLIC

*Joyce Lennox*

Purchasing Affidavit (Revised 01/19/2018)



## 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.*

### SMART SHARED SERVICES LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	6/27/2014		6/27/2014	Domestic	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>
<b>Charter County</b>	Kanawha		<b>Control Number</b>
<b>Charter State</b>	WV		<b>Excess Acres</b>
<b>At Will Term</b>	A		<b>Member Managed</b> MBR
<b>At Will Term Years</b>	<b>Par Value</b>		
<b>Authorized Shares</b>	<b>Young Entrepreneur</b>		Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Designated Office Address</b>	P O 1187 CHARLESTON, WV, 25324
<b>Mailing Address</b>	P O 1187 CHARLESTON, WV, 25324 USA
<b>Notice of Process Address</b>	RICH EDWARDS P O 243 SCOTT DEPOT, WV, 25560
<b>Principal Office Address</b>	P O 1187 CHARLESTON, WV, 25324 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Member</b>	RICH EDWARDS P O 7318 CHARLESTON, WV, 25356
<b>Organizer</b>	RICH EDWARDS P O 7318 CHARLESTON, WV, 25356
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2021	
2020	
2019	
2018	
2017	
2016	
2015	
<b>Date filed</b>	

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

8/10/2021

WV SOS - Business and Licensing - Corporations - Online Data Services

Tuesday, August 10, 2021 — 8:55 AM

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