



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

State of West Virginia  
**Contract**  
 Order Date: 09-20-2021

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>	CCT 1300 1300 STO2100000004 3	<b>Procurement Folder:</b>	836406
<b>Document Name:</b>	Actuarial Services for Unclaimed Property	<b>Reason for Modification:</b>	Change Order #01
<b>Document Description:</b>	Actuarial Services for Unclaimed Property	Add Task Order 1 and adjust funding for Comm Line #2 for Agency work requested	
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	Toby L Welch		
<b>Telephone:</b>	(304) 558-8802		
<b>Email:</b>	toby.l.welch@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-04-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2022-03-31

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	VS0000016336			<b>Requestor Name:</b>	Alberta Kincaid
MADISON CONSULTING GROUP INC				<b>Requestor Phone:</b>	(304) 341-0723
200 N SECOND ST				<b>Requestor Email:</b>	alberta.kincaid@wvsto.com
MADISON	GA	30650			
US					
<b>Vendor Contact Phone:</b>	706-342-7750	<b>Extension:</b>			
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0	<div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION _____</div>	
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE	WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE
CHARLESTON WV 25304	CHARLESTON WV 25304
US	US

9-21-21  
BAT

<b>Total Order Amount:</b>	\$12,500.00
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Purchasing Division's File Copy

ENTERED

TJW 9/21/21

<b>PURCHASING DIVISION AUTHORIZATION</b> <i>Linda Harper</i> DATE: 9-21-2021 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> <i>John S. Gray</i> DATE: 9/23/2021 ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> <i>[Signature]</i> DATE: 9/23/2021 ELECTRONIC SIGNATURE ON FILE
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9/23/2021

**Extended Description:**

Change Order #01

The purpose of this change order is for authorizing additional work as permissible under Section 4.1.6a of the contract. The additional work is per Task Order 1 (attached) and expected to be up to 20 hours.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101512	1.00000	YR	7500.000000	\$7,500.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** Actuarial consulting services

**Extended Description:**

Year 1: Final Actuarial Report (Section 4.1.2.8 of the specifications)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101512	20.00000	HOUR	250.000000	\$5,000.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** Actuarial consulting services

**Extended Description:**

Additional Duties as specified in Section 4.1.6.a of the Specifications  
Original estimate of 20 hours; adjusting to add Task Order 1 and increasing funding.



## State of West Virginia

OFFICE OF THE STATE TREASURER  
Unclaimed Property Division  
Post Office Box 4228  
Charleston, WV 25364  
1-800-642-8687  
www.wvtreasury.com

RILEY MOORE  
STATE TREASURER

STATE CAPITOL ROOM E-145  
1900 KANAWHA BOULEVARD, EAST  
CHARLESTON WV 25305

September 13, 2021

John Gleba, FCAS, MAAA, FCA  
Madison Consulting Group, Inc.  
200 North Second Street  
Madison, Georgia 30650

RE: CCT STO21\*4 – Task Order 1

Dear John:

Per our conference call today reviewing the FY 2020 draft Actuary Report, it was noted that we now have additional data available to include FY 2021. Therefore, we are requesting that Madison Consulting Group provide additional services per 4.1.5.a. of the contract. The additional service is as follows:

**Task Order 1** - Update the draft 2020 Actuary Report to reflect FY 2021 data and as a result, the Actuary Report will be as of June 30, 2021. At the time of the original award, this data was not available and since the report has yet to be finalized, this task order will result in a more current report.

**Terms and Cost** – Per 4.1.6.a. of the contract, we are authorizing up to 20 hours at a cost of \$250 an hour. The hours invoiced will be on actual time incurred up to 20 hours.

If you agree to the terms, please sign, and return the document. We will then formalize with Purchasing.

Thank you,

  
Kristi Pritt, Executive Director  
Unclaimed Property Division

  
John Gleba, Madison Consulting Group

9/13/2021

Date