



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: 12-10-2021

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 HHR2200000003 1 | Procurement Folder: | 974291 |
| Document Name: | Accounting Technician II Temporary Staffing | Reason for Modification: | |
| Document Description: | Accounting Tech II temp staffing | | |
| Procurement Type: | Central Delivery Order | | |
| Buyer Name: | Crystal G Husted | | |
| Telephone: | (304) 558-2402 | | |
| Email: | crystal.g.husted@wv.gov | | |
| Shipping Method: | Best Way | Master Agreement Number: | CMA 0506 HHR2000000007 1 |
| Free on Board: | FOB Dest, Freight Prepaid | OK 2/09/2022 <i>[Signature]</i> | |

| VENDOR | | | | DEPARTMENT CONTACT | | | |
|------------------------------|-------------------------|----------------------------|----------------------|--|-------------------------|--|--|
| Vendor Customer Code: | 000000228419 | | | Requestor Name: | Elizabeth Webb | | |
| EXPRESS SERVICES INC | | | | Requestor Phone: | (304) 558-2996 | | |
| 47 RHL BLVD | | | | Requestor Email: | elizabeth.a.webb@wv.gov | | |
| SOUTH CHARLESTON | | WV | 25309 | <div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION</div> | | | |
| US | | | | | | | |
| Vendor Contact Phone: | 999-999-9999 | Extension: | | | | | |
| 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 | BUYER - 304-957-0209 |
| HEALTH AND HUMAN RESOURCES | HEALTH AND HUMAN RESOURCES |
| FINANCE | ADMINISTRATION AND FINANCE |
| ONE DAVIS SQUARE, STE 300 | ONE DAVIS SQUARE, RM 300 |
| CHARLESTON WV 25301 | CHARLESTON WV 25301 |
| US | US |

| | |
|----------------------------|--------------|
| Total Order Amount: | \$197,694.00 |
|----------------------------|--------------|

Purchasing Division's File Copy

CH 12/10/21
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Linda Harper 12/10/21*
 ELECTRONIC SIGNATURE ON FILE

ENTERED

ENCUMBRANCE CERTIFICATION
 DATE: *[Signature] 12/10/2021*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Accounting Technician II Temporary Staffing

Prospective Delivery Order

Lesley Kimbler - Estimated 1504 hours (1374 regular hrs. 130 overtime hrs.) - Coding for BPH
Carolyn Hager - Estimated 1504 hours (1374 regular hrs. 130 overtime hrs.) - Coding for BPH
Jaime Dery - Estimated 1504 hours (1374 regular hrs. 130 overtime hrs.) - Finance General Accounting & Reporting
Cory Riley - Estimated 1504 hours (1374 regular hrs. 130 overtime hrs.) - Finance - Accounts Payable
Tanya Caldwell - Estimated 1504 hours (1374 regular hrs. 130 overtime hrs.) - Finance - Accounts Payable
Dianna Cobb - Estimated 1504 hours (1374 regular hrs. 130 overtime hrs.) - Finance - EBT

Dates of service: 01/01/2022 thru 09/30/2022

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 | 1374.00000 | HOUR | \$21.0000 | \$28,854.00 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2022-01-01 | 2022-09-30 | | | 2021-12-31 | |

Commodity Line Description: Accounting Technician II - Lesley Kimbler

Extended Description:

Accounting Technician II -- Coding for BPH

Lesley Kimbler - Estimated Regular hrs. - 1374hrs x \$21.00 = \$28,854

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 2 | 80111605 | 1374.00000 | HOUR | \$21.0000 | \$28,854.00 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2022-01-01 | 2022-09-30 | | | 2021-12-31 | |

Commodity Line Description: Accounting Technician II - Carolyn Hager

Extended Description:

Accounting Technician II -- Coding for BPH

Carolyn Hager - Estimated regular hrs.: 1374 hrs x \$21.00 = \$28854.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 3 | 80111605 | 1374.00000 | HOUR | \$21.0000 | \$28,854.00 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2022-01-01 | 2022-09-30 | | | 2021-12-31 | |

Commodity Line Description: Accounting Technician II - Lesley Kimbler

Extended Description:

Accounting Technician II -- Coding for BPH

Lesley Kimbler - Estimated Regular hrs. - 1374hrs x \$21.00 = \$28,854

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 4 | 80111605 | 1374.00000 | HOUR | \$21.0000 | \$28,854.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2022-01-01 | 2022-09-30 | | | | 2021-12-31 |

Commodity Line Description: Accounting Technician II - Cory Riley

Extended Description:

Accounting Technician II -- Finance Accounts Payable

Cory Riley - Estimated Regular Hours - 1374hrs x \$21.00 = \$28,854.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 5 | 80111605 | 1374.00000 | HOUR | \$21.0000 | \$28,854.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2022-01-01 | 2022-09-30 | | | | 2021-12-31 |

Commodity Line Description: Accounting Technician II - Tanya Caldwell

Extended Description:

Accounting Technician II -- Finance Accounts Payable

Tanya Caldwell - Estimated Regular Hours 1374hrs x \$21.00 = \$28,854.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 6 | 80111605 | 1374.00000 | HOUR | \$21.0000 | \$28,854.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2022-01-01 | 2022-09-30 | | | | 2021-12-31 |

Commodity Line Description: Accounting Technician II - Dianna Cobb

Extended Description:

Accounting Technician II -- Finance General Accounting & Reporting

Diana Cobb- Estimated Reg Hours 1374hrs x \$21.00 = \$28,854.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 7 | 80111605 | 195.00000 | HOUR | \$21.0000 | \$4,095.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2022-01-01 | 2022-09-30 | | | | 2021-12-31 |

Commodity Line Description: Accounting Technician II - Lesley Kimbler

Extended Description:

Accounting Technician II -- Coding for BPH

Lesley Kimbler - Estimated OT Hours - 130hrs. x 1.5 = 195 x \$21.00 = \$4095.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 8 | 80111605 | 195.00000 | HOUR | \$21.0000 | \$4,095.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2022-01-01 | 2022-09-30 | | | | 2021-12-31 |

Commodity Line Description: Accounting Technician II - Carolyn Hager

Extended Description:

Accounting Technician II -- Coding for BPH

Carolyn Hager - Estimated OT hrs.: 195 hrs x \$21.00 = \$4,095.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 9 | 80111605 | 195.00000 | HOUR | \$21.0000 | \$4,095.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2022-01-01 | 2022-09-30 | | | | 2021-12-31 |

Commodity Line Description: Accounting Technician II - Jaime Dery

Extended Description:

Accounting Technician II -- Finance General Accounting & Reporting

Jaime Dery - Estimated OT Hours 1374 x \$21 = \$28854.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 10 | 80111605 | 195.00000 | HOUR | \$21.0000 | \$4,095.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2022-01-01 | 2022-09-30 | | | | 2021-12-31 |

Commodity Line Description: Accounting Technician II - Cory Riley

Extended Description:

Accounting Technician II -- Finance Accounts Payable

Cory Riley - Estimated OT Hours - 195 hrs x \$21.00 = \$4095.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 11 | 80111605 | 195.00000 | HOUR | \$21.0000 | \$4,095.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2022-01-01 | 2022-09-30 | | | | 2021-12-31 |

Commodity Line Description: Accounting Technician II - Tanya Caldwell

Extended Description:

Accounting Technician II -- Finance Accounts Payable

Tanya Caldwell - Estimated OT Hours 195 hrs x \$21.00 = \$4,095.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 12 | 80111605 | 195.00000 | HOUR | \$21.0000 | \$4,095.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2022-01-01 | 2022-09-30 | | | | 2021-12-31 |

Commodity Line Description: Accounting Technician II - Diana Cobb

Extended Description:

Accounting Technician II -- Finance Accounts Payable

Diana Cobb - Estimated OT Hours 195 hrs x \$21.00 = \$4,095.00

Carroll, Shelly D.

From: Carroll, Shelly D.
Sent: Wednesday, December 1, 2021 10:04 AM
To: 'Webb, Elizabeth A'
Subject: RE: [EXTERNAL] CMA 0506 HHR20*07
Attachments: scan.pdf

Express Employment will honor the terms, conditions and pricing through September 30 2022

From: Webb, Elizabeth A <elizabeth.a.webb@wv.gov>
Sent: Wednesday, December 1, 2021 9:52 AM
To: Carroll, Shelly D. <Shelly.Carroll@ExpressPros.com>
Subject: [EXTERNAL] CMA 0506 HHR20*07



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Pursuant to CMA 0506 HHR20*07, DHHR seeks to extend the employment for the follow staff (currently ending December 31, 2021) to January 1, 2022 through September 20, 2022:

- Lesley Kimbler (CDO 0506 HHR21*01)
- Carolyn Hager (CDO 0506 HHR21*02)
- Jamie Dery and Cory Riley (CDO 0511 HHR21*06)
- Tanya Caldwell (CDO 0511 HHR21*08)
- Dianna Cobb (CDO 0511 HHR21*09)

Please indicate if Express Employment will honor the current contract (CMA HHR20*07) terms, conditions and pricing through and including September 30, 2022.

Please provide your concurrence.

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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
Telephone (304) 558-2996