



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: 11-19-2021

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 1300 1300 STO180000002E 6	Procurement Folder:	330243
Document Name:	Professional Auditing Services for UP	Reason for Modification:	Change Order #05 Add Optional Services per Section 5.1
Document Description:	Professional Auditing Services for UP		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Vendor	Effective Start Date:	2017-10-06
Free on Board:		Effective End Date:	2022-10-05

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	000000100899	Requestor Name:	Shelly Murray		
KELMAR ASSOCIATES LLC		Requestor Phone:	(304) 341-7089		
500 EDGEWATER DR STE 525		Requestor Email:	shelly.murray@wvsto.com		
WAKEFIELD	MA				
US					
Vendor Contact Phone:	781-213-6926	Extension:	207		
Discount Details:		<div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION _____</div>			
	Discount Allowed			Discount Percentage	Discount Days
#1	No			0.0000	0
#2	No				
#3	No				
#4	No				

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

11-22-21
 BMS

Purchasing Division's file copy

Total Order Amount:	Open End
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ENTERED

PURCHASING DIVISION AUTHORIZATION
Linda Harper
 DATE: 11-22-2021
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
[Signature]
 DATE: 11/23/2021
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
Beverly Toler
 DATE: 11-24-2021
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 5 is issued to add optional services that wasn't available at the time of the original award per Section 5- Additional Optional Services. Change order is in accordance with all pricing, specifications, and terms and conditions of the original contract.

Effective date of services shall co-term with the current contract dates of services through 10/5/2022

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	84111600			LS	0.000000
	Service From	Service To			

Commodity Line Description: Audit services, 11.5 percent of net unclaimed property

Extended Description:

Flat 11.5 percent (11.5%) of net unclaimed property remitted per Section 4.1.21.1 of the specifications

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	84111600			LS	0.000000
	Service From	Service To			

Commodity Line Description: Vendor-Assisted Self-Audits, 9 percent of net unclaimed prop

Extended Description:

Flat 9 percent (9%) of the net unclaimed property remitted per Section 5.1.9 of the specifications



State of West Virginia

OFFICE OF THE STATE TREASURER

PHONE: 304-558-5000 or 1-800-422-7498

www.wvtreasury.com

RILEY MOORE
STATE TREASURER

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

Memorandum

To: Toby Welch, Buyer
DoA – Purchasing Division

From: Alberta Kincaid, Asst. Director
State Treasurer’s Office *Alberta Kincaid*

Date: October 28, 2021

Re: CMA 1300 STO18*02E – Kelmar Associates LLC - Justification – Change Order #5
Optional Service Approval Request – Section 5 of Contract

*Increase OK
Lunda Harper
11-19-2021*

The WV State Treasurer’s Office, Unclaimed Property Division, would like to request that Kelmar Associates, LLC. be approved to provide “additional optional services” under their current Professional Audit Services contract (CMA STO18*02E). This optional service of vendor self-audits (VSA’s) identifies potential holders through their propriety software that have not reported unclaimed property to West Virginia. In addition, it also allows Kelmar to provide education and outreach to holders on how to report unclaimed property to prevent a full-blown audit in the future.

At the time of the original solicitation/RFQ, Kelmar did not have their VSA component system (called STACS - State Targeted Audit and Compliance System) developed which integrates this propriety software. This application was finalized in September 2020 and is now functional.

The Agency has advised the vendor that the reimbursable rate for the VSA audits will be limited to 9% upon approval to allow the services to the current contract.

In addition, the State of WV is among 30 states, that also uses Kelmar’s Unclaimed Property System – called KAPS. WV went live with this system in July 2020 and that contract is CMA 1300 STO20*01. This system is managed by a different division of the company than the division that oversees Audit Services. Since Kelmar manages our data in our unclaimed property system – KAPS – it is a natural fit for them to provide this service because they can integrate STACS reporting into our system. The end result will be that more holders report unclaimed property to West Virginia.

Currently, we have seven (7) CMA contracts awarded to audit vendors, including Kelmar, to offer audit services. All met mandatories on solicitation CRFQ STO17*06.

If you have any questions, please let me know. Thank you.

Attachments



KELMAR

Kelmar Associates, LLC
500 Edgewater Drive
Suite 525
Wakefield, MA 01880
781-213-6926
www.kelmarassoc.com

VIA ELECTRONIC MAIL

October 20, 2021

Laura Goins,
Deputy Treasurer
West Virginia State Treasurer's Office
322 70th Street SE
Charleston, WV 25304

RE: Request for Consideration

Dear Ms. Goins:

Please accept this letter as a formal written request for consideration from Kelmar Associates, LLC ("Kelmar" or the "Company") of its self-audit, outreach, and voluntary compliance services as a supplement to Kelmar's proposed service offerings provided under Contract CMA STO 180000002E, Professional Auditing Services for UP resulting from West Virginia Solicitation Number CRFQ 1300 STO1700000006, Request for Quotation for Professional Auditing Services for UP issued on May 12, 2017 (hereinafter the "RFQ").

Kelmar offers its self-audit, outreach, and voluntary compliance services to further assist its client states in increasing rates of holder unclaimed property compliance. Combining its 20 years of experience providing unclaimed property examination and consulting services with its extensive unclaimed property system and operational expertise, Kelmar assists its client states in the identification, outreach, education and notification of potential holders of unclaimed property regarding the subject of unclaimed property and the holders' obligation to file unclaimed property reports and remit funds to each respective client state (in this instance, the West Virginia State Treasurer's Office ("STO")). Kelmar's self-audit, outreach, and voluntary compliance services offer state unclaimed property programs the technological and operational tools and related service support to improve compliance through a logical, transparent, and non-invasive approach with the holder community. These services are delivered as part of a three-pronged holistic solution which includes the use of a proprietary software application developed exclusively by Kelmar called "STACS," the State Targeted Audit and Compliance System.

Kelmar completed the development of its STACS application and first began providing its vendor-assisted self-audit and voluntary compliance services in February 2019 with expanded holder outreach services beginning in September 2020. Given the timing of the RFQ (i.e. May 2017), Kelmar was unable to propose these services in response to Section 5 - "Additional Optional Services Which Contractor May Provide". With the passage of time and successful delivery of its STACS services, Kelmar now seeks to offer the same to the STO in response to Section 5 of the RFQ and in compliance with all terms and conditions included therein.

To further discuss this service offering and/or to address any questions or concerns, please do not hesitate to contact Kelmar's Managing Director, Michael Gizzi at 781-928-9231.





KELMAR

Kelmar Associates, LLC
500 Edgewater Drive
Suite 525
Wakefield, MA 01880
781-213-6926
www.kelmarassoc.com

Thank you in advance for your consideration of Kelmar's vendor-assisted self audit, holder outreach, and voluntary compliance services.

Very truly yours,

David P. Kennedy,
General Counsel

DPK/cgz

cc: Michael Gizzi, Managing Director



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: Kelmar Associates, LLC

Authorized Signature:  Date: November 10, 2021

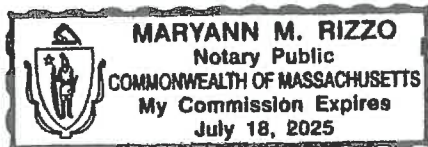
State of Massachusetts

County of Middlesex, to-wit:

Taken, subscribed, and sworn to before me this 10 day of November, 2021.

My Commission expires July 18, 2025.

AFFIX SEAL HERE



NOTARY PUBLIC



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.

KELMAR ASSOCIATES, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	11/6/2007		11/6/2007	Foreign	Profit			

Organization Information			
Business Purpose	5416 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Management, Scientific and Tech Consulting Services (administrative, general, HR, marketing, process, physical distribution, logistics, environmental)		Capital Stock
Charter County	Kanawha	Control Number	98004
Charter State	DE	Excess Acres	
At Will Term	A	Member Managed	MBR
Par Value			

At Will Term Years	
Authorized Shares	Young Entrepreneur Not Specified

Addresses	
Type	Address
Designated Office Address	500 EDGEWATER DRIVE, SUITE 525 WAKEFIELD, MA, 01880
Mailing Address	500 EDGEWATER DRIVE, STE 525 WAKEFIELD, MA, 01880 USA
Notice of Process Address	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 Charleston, WV, 25313-1561
Principal Office Address	500 EDGEWATER DRIVE, STE 525 WAKEFIELD, MA, 01880 USA
Type	Address

Officers	
Type	Name/Address
Member	DAVID P KENNEDY 500 EDGEWATER DRIVE, STE 525 WAKEFIELD, MA, 01880
Member	MICHAEL J LEBLANC 500 EDGEWATER DRIVE, STE 525 WAKEFIELD, MA, 01880
Member	MARK S. MCQUILLEN 500 EDGEWATER DRIVE, STE 525 WAKEFIELD, MA, 01880
Member	MARK X RUSSO 500 EDGEWATER DRIVE, SUITE 525 WAKEFIELD, MA, 01880
Type	Name/Address

Annual Reports
Filed For
2021
2020
2019
2018
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
Date filed

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

Friday, November 12, 2021 — 9:37 AM

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