



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

State of West Virginia
Master Agreement

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Date: 11-15-2021

Order Number:	CMA 1300 1300 STO2000000001 7	Procurement Folder:	558719
Document Name:	Web based Unclaimed Property System	Reason for Modification:	
Document Description:	Web based Unclaimed Property System		Change Order #06
Procurement Type:	Central Sole Source		Adding Data Match Services that wasn't fully functional upon contract award.
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2019-08-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-07-12

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000100899	Requestor Name:	Alberta Kincaid
KELMAR ASSOCIATES LLC 500 EDGEWATER DR STE 525		Requestor Phone:	(304) 341-0723
WAKEFIELD MA 01880 US		Requestor Email:	alberta.kincaid@wvsto.com
Vendor Contact Phone:	781-213-6926	<div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION _____</div>	
Extension:	207		
Discount Details:			
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

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

Purchasing Division's File Copy

Total Order Amount:	Open End
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ENTERED

TW 11/18/21
PURCHASING DIVISION AUTHORIZATION
Lunda Harper
DATE: 11-18-2021
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
John S. Gray
DATE:
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
Beverly Tolson
DATE: 11-22-2021
ELECTRONIC SIGNATURE ON FILE

11/19/2021

Extended Description:

Change Order

Change Order No. 6 is issued to add data matching functionality that wasn't available upon system implementation. This change is according to all terms, conditions, and specifications contained in the original contract, all authorized change orders, and per the attached documentation.

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81112201				0.000000
	Service From	Service To			
	2020-07-13	2021-07-12			

Commodity Line Description: Maintenance or support fees

Extended Description:

First Year Contract

Annual Fee \$250,000

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81112201				0.000000
	Service From	Service To			
	2021-07-13	2022-07-12			

Commodity Line Description: Maintenance or support fees

Extended Description:

Second Year Contract

Annual Fee \$257,500

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81112201				0.000000
	Service From	Service To			
	2022-07-13	2023-07-12			

Commodity Line Description: Maintenance or support fees

Extended Description:

Third Year Contract

Annual Fee: \$265,225

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	81112201				0.000000
	Service From	Service To			
	2023-07-13	2024-07-12			

Commodity Line Description: Maintenance or support fees

Extended Description:

Fourth Year Contract

Annual Fee \$273,181.75

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	81112201				0.000000
	Service From	Service To			
	2024-07-13	2025-07-12			

Commodity Line Description: Maintenance or support fees

Extended Description:
Fifth Year Contract

Annual Fee \$281,377.20

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	81112201				0.000000
	Service From	Service To			
	2019-08-15	2020-07-12			

Commodity Line Description: Data Conversion and Implementation Services

Extended Description:
Implementation and Integration Services

One Time Charge: \$50,000

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	43232202				0.000000
	Service From	Service To			
	2019-08-15	2025-07-12			

Commodity Line Description: Document management software

Extended Description:
Integration of the State's Existing Imaging System

\$2,800 which represents 16 hours of development work at \$175.00 per hour.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	81112205				0.000000
	Service From	Service To			
	2020-07-13	2021-07-12			

Commodity Line Description: Document management software support

Extended Description:
OnBase Imaging Solution. KAPS Imaging & Document Management module

First Year \$35,000

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	81112205				0.000000
	Service From	Service To			
	2021-07-13	2022-07-12			

Commodity Line Description: Document management software support

Extended Description:
OnBase Imaging Solution. KAPS Imaging & Document Management module

Year 2 \$36,050.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	81112205				0.000000
	Service From	Service To			
	2022-07-13	2023-07-12			

Commodity Line Description: Document management software support

Extended Description:

OnBase Imaging Solution. KAPS Imaging & Document Management module

Year 3 \$37,131.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	81112205				0.000000
	Service From	Service To			
	2023-07-13	2024-07-12			

Commodity Line Description: Document management software support

Extended Description:

OnBase Imaging Solution. KAPS Imaging & Document Management module

Year 4 \$38,245.45

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	81112205				0.000000
	Service From	Service To			
	2024-07-13	2025-07-12			

Commodity Line Description: Document management software support

Extended Description:

OnBase Imaging Solution. KAPS Imaging & Document Management module

Year 5 \$39,392.81

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	81112205				0.000000
	Service From	Service To			
	2020-07-13	2021-07-12			

Commodity Line Description: Document management software support

Extended Description:

Document storage in excess of 1 Terabyte

First Year \$500.00/month

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	81112205				0.000000
	Service From	Service To			
	2021-07-13	2022-07-12			

Commodity Line Description: Document management software support

Extended Description:

Document storage in excess of 1 Terabyte

Second Year \$515.00/month

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	81111902				0.000000
	Service From	Service To			
	2020-07-13	2025-07-12			

Commodity Line Description: Online database information retrieval service

Extended Description:

LexisNexis Authentication/ID Verification

\$1.25 per claimant and

\$0.04 per unique owner record when processed in a batch or:

\$0.25 Property Owner Identification Verification Services when processed individually.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	81111902				0.000000
	Service From	Service To			
	2019-08-15	2025-07-12			

Commodity Line Description: Online database information retrieval service

Extended Description:

Tax Department Batch Job

One time fee \$4,800 which represents 16 hours of development work at \$175 per hour and 16 hours of Quality Assurance at \$125 per hour.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	81111902				0.000000
	Service From	Service To			
	2019-08-15	2025-07-12			

Commodity Line Description: Online database information retrieval service

Extended Description:

Child Services "Intercept" file

One time fee of \$4,800 which represents 16 hours of development work at a cost of \$175 per hours and 16 hours of Quality Assurance at a cost of \$125 per hour.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	81112205				0.000000
	Service From	Service To			
	2022-07-13	2023-07-12			

Commodity Line Description: Document management software support

Extended Description:

Document storage in excess of 1 Terabyte

Third Year \$530.45/month

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	81112205				0.000000
	Service From	Service To			
	2023-07-13	2024-07-12			

Commodity Line Description: Document management software support

Extended Description:

Document storage in excess of 1 Terabyte

Fourth Year \$546.36/month

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	81112205				0.000000
	Service From	Service To			
	2024-07-13	2025-07-12			

Commodity Line Description: Document management software support

Extended Description:

Document storage in excess of 1 Terabyte

Fifth Year \$562.75/month

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	81111902				0.000000
	Service From	Service To			
	2019-08-15	2020-08-14			

Commodity Line Description: Online database information retrieval service

Extended Description:

Law Enforcement Reports

One time fee of \$5,200 which represents 24 hours of development work at a cost of \$175 per hour and 8 hours of Quality Assurance at a cost of \$125 per hour.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	81112201				0.000000
	Service From	Service To			
	2019-08-15	2025-07-12			

Commodity Line Description: Maintenance or support fees

Extended Description:

New Work / Additional Interface & Integration

Project Manager - \$300 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	81112201				0.000000
	Service From	Service To			
	2019-08-15	2025-07-12			

Commodity Line Description: Maintenance or support fees

Extended Description:

New Work / Additional Interface & Integration

Software Development / Technical Developer - \$175 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	81112201				0.000000
	Service From	Service To			
	2019-08-15	2025-07-12			

Commodity Line Description: Maintenance or support fees

Extended Description:

New Work / Additional Interface & Integration

Software Developer / Business Analyst - \$150 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	81112201				0.000000
	Service From	Service To			
	2019-08-15	2025-07-12			

Commodity Line Description: Maintenance or support fees

Extended Description:

New Work / Additional Interface & Integration

Testing Lead - \$125 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
27	81112201				0.000000
	Service From	Service To			
	2019-08-15	2025-07-12			

Commodity Line Description: Maintenance or support fees

Extended Description:

New Work / Additional Interface & Integration

Training Lead - \$125 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	81112201				0.000000
	Service From	Service To			
	2019-08-15	2025-07-12			

Commodity Line Description: Maintenance or support fees

Extended Description:

New Work / Additional Interface & Integration

Technical Support Team - \$125 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
30	81112201				0.000000
	Service From	Service To			
	2019-11-07	2025-07-12			

Commodity Line Description: Maintenance or support fees

Extended Description:

NCOA Claims Validation

Cost per hit to Melissa Data's NCOA \$.05/Hit

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
31	81112201				0.000000
	Service From	Service To			
	2019-11-07	2025-07-12			

Commodity Line Description: Maintenance or support fees

Extended Description:

Owner Outreach Mailings

Acquiring best address & deceased indicator \$.50/owner

Outreach batch processing \$100/hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
32	84111502				0.000000
	Service From	Service To			

Commodity Line Description: Implementation - Penalties & Interest Module

Extended Description:

Development for WV specific code on penalties and interest; development of invoice(s)

65 Hours @ \$175/Hour \$11,375.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
33	84111502				0.000000
	Service From	Service To			

Commodity Line Description: Implementation Services - QA - Penalty & Interest Module

Extended Description:

Quality Assurance

85 Hours @ \$125/Hour \$10,625.00 (Estimate)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
34	81112201				0.000000
	Service From	Service To			

Commodity Line Description: Fraud Index Verifications

Extended Description:

Kelmar Fraud Index - enable on website and in KAPS

\$.50 per Claim filed online

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
35	81111902				0.000000
	Service From	Service To			
	2021-11-15	2025-07-12			

Commodity Line Description: Online database information retrieval service

Extended Description:

Data Match - LexisNexis Best Match, including deceased indicate

Per item price: .35 (thirty-five cents)



West Virginia Data Match for Check Issuance

Interested Parties:

Kelmar Associates, LLC to provide services to West Virginia Unclaimed Property

Date of Proposal:

May 5, 2021

Proposed Services:

Automatic check issuance using data obtained for reported owners of unclaimed property through LexisNexis

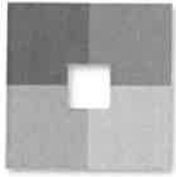
Description of Services:

Kelmar to obtain the 'Best Address' from LexisNexis on properties meeting criteria defined by West Virginia and creating a claim for such properties using the 'Best Address' and using that agency's information to create claims for properties.

Proposed Process:

LexisNexis Best Address Process

- Send file of property owner records with Tax Identifiers to LexisNexis
 - WV to choose amounts of properties and other inclusions/exclusions
- Remove owners who are deceased or where a Best Address could not be provided
- Send file to MelissaData for NCOA Validation
- Remove invalid mailing address from population
- Confirm that each property is still claimable and/or not on an open claim
- Consolidate properties by SSN and create claims



KELMAR

- Create claims from LexisNexis data, one per SSN using the reported name and best address for the claimant details
- Add Properties to Claims
- Close all workflow steps
- Send data to West Virginia to confirm
- Create payment batch or batches
- West Virginia can choose to send a letter to each claim before running payment file (optional)
 - Kelmar will create letter using WV template in Jasper, the payment batch ID can be used to generate the letters
 - WV to keep a spreadsheet of letters that are returned or should not be issued a check for other reasons, Kelmar can remove claims from batch or WV can remove claims from batch manually
- West Virginia to run payment file as normal when ready

Pricing:

LexisNexis Best Address Process

Cost	Description	Per
\$.35	LexisNexis Best Address with Deceased Indicator	SSN

Please contact Tanya Whitlow at (781) 928-9208 or tanya.whitlow@kelmarassoc.com for additional information.



State of West Virginia

OFFICE OF THE STATE TREASURER
PHONE: 304-558-5000 or 1-800-422-7498
www.wvtreasury.com

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

RILEY MOORE
STATE TREASURER

Memorandum

To: Toby Welch, Buyer
DoA Purchasing Division

From: Alberta Kincaid, Asst. Director
STO Purchasing Division *Alberta Kincaid*

Date: October 21, 2021

Re: Justification – Change Order #6 – Contract # CMA (1300) STO20*001

*OK
Linda Harper
11-18-2021*

The following is a justification for Change Order #6 for additional KAPS functionality as described in the attachment for WV Data Match for Check Issuance. No item included within this change order expands the scope of the contract but will increase the functionality of the state’s Unclaimed Property System – KAPS – that went live July 2020. This requested functionality did not exist at the contract date, therefore, could not have been included in the original contract.

WV Data Match for Check Issuance - The West Virginia State Treasurer’s Office, Unclaimed Property Division, plans to activate the KAPS functionality to perform a data match to determine the best address of the rightful owner for the property held within our office for owner claims. This functionality will help return more unclaimed property to the rightful owners without the requirement to file a claim, a goal in which to make this process easier on the claimant. WV will determine the criteria of those eligible property types and pay out claims from an agreed dollar range. WV chooses to use LexisNexis as the entity doing the data match since LexisNexis is currently used for other functions within KAPS. Currently, five (5) KAPS states have implemented this new functionality: North Carolina, Oregon, Rhode Island, Delaware, and Louisiana. The estimated annual cost per year will be approximately \$3,500 (10,000 owners/claims x \$.35 per hit).

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

Attachment

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: [Signature] Date: November 10, 2021

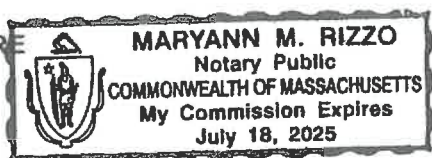
State of Massachusetts

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

[Signature]

Purchasing Affidavit (Revised 01/19/2018)

Web Based Unclaimed Property System Order
CMA 1300 1300 STO 200000001

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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
At Will Term Years		Par Value	
Authorized		Young	Not Specified

Shares**Entrepreneur****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.

Thursday, November 18, 2021 — 10:00 AM

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