



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: 12-17-2021

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 0506 2818 HHR2000000007 4	Procurement Folder:	680589
Document Name:	Change Order No. 2	Reason for Modification:	Change Order No. 2 Contract renewal. Effective date of renewal 02/10/2022 through 02/09/2023 Renewal Years Remaining: One (1) No other changes.
Document Description:	Accounting Technician II Temporary Staffing		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2020-02-10
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-02-09

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000228419	Requestor Name:	Tara L Buckner
EXPRESS SERVICES INC		Requestor Phone:	(304) 558-9138
47 RHL BLVD		Requestor Email:	tara.l.buckner@wv.gov
SOUTH CHARLESTON	WV		
US	25309		
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		

22
 FILE LOCATION _____

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES FINANCE ONE DAVIS SQUARE, STE 300 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES ADMINISTRATION AND FINANCE ONE DAVIS SQUARE, RM 300 CHARLESTON WV 25301 US

12-21-21
 Bas

Purchasing Division's File Copy

Total Order Amount:	Open End
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CH 12/20/21

ENTERED

PURCHASING DIVISION AUTHORIZATION <i>Junda Harper</i> DATE: 12/20/2021 ELECTRONIC SIGNATURE ON FILE
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ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: ELECTRONIC SIGNATURE ON FILE
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ENCUMBRANCE CERTIFICATION <i>[Signature]</i> DATE: 1/05/2022 ELECTRONIC SIGNATURE ON FILE
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1/4/2022

Extended Description:

Change Order Change Order No. 2 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 02/10/2022 through 02/09/2023.

Renewal Years Remaining: One (1).

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111605			hour	21.000000
	Service From	Service To			

Commodity Line Description: Accounting Technician II

Extended Description:

Accounting Technician II



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Finance

Bill J. Crouch
Cabinet Secretary

Tara L. Buckner
Chief Financial Officer

December 1, 2021

Express Services, Inc.
47 RHL Blvd
South Charleston, WV 25309

Dear Vendor:

DHHR Finance would like to renew Contract Number CMA 0506 2818 HHR20*07 for the period of February 10, 2022 through February 9, 2023 under the same pricing, terms and conditions as the original contract including any subsequent change orders or modifications. We will need an insurance certificate showing a minimum of \$1 million general liability insurance with the State listed as the certificate holder and an additional insured.

Please sign, date and print your name and title below in acceptance of the renewal. A Purchasing Affidavit is also attached. Please return the affidavit, notarized along with this letter to email Elizabeth.A.Webb@wv.gov.

Accepted: Shelly Carroll 12/06/2021
 Signature Date

Shelly Carroll 12/06/2021
 Printed Name Senior Employment Specialist Date

If you have any questions or need additional information, please contact Ms. Webb via email.

Sincerely,

Tara L. Buckner

Tara L. Buckner, Chief Financial Officer
West Virginia Department of Health and Human Resources

Kimberly S. Jobe

Agree to Renew

Attachments



**STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

**Jim Justice
Governor**

**Chief Financial Officer
One Davis Square, Suite 300
Charleston, West Virginia 25301
Telephone: (304) 558-9918 Fax: (304) 558-1003**

**Bill J. Crouch
Cabinet Secretary**

MEMORANDUM

DATE: December 16, 2021

TO: Robert Price, CPPO, CPPB, WVDHHR Buyer Supervisor
WVDHHR – Office of Purchasing

FROM: Tara L. Buckner, Chief Financial Officer *Tara L. Buckner*
WV Department of Health and Human Resources

SUBJECT: Renewal of Contract for Accounting Technician II Staff

We are requesting that Contract Number CMA 0506 2818 HHR20*07 be renewed because the need still exists for additional staff in order to maintain timely processing.

Attached is the result of the letter going to the Express Services, Inc. for renewal. If you have any questions, please do not hesitate to contact me at (304) 558-9138.

TB/eaw

Attachment