



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: 05-11-2022

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 0212 0212 TRAVEL21 2	Procurement Folder:	893063
Document Name:	SWC: CMA 0212 TRAVEL21	Reason for Modification:	CO#01: Issued to renew the original Contract per the attached documents.
Document Description:	Statewide Contract: Travel Management Services		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-07-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-06-30

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000203044	Requestor Name:	Mark A Atkins	
NATL TRAVEL SERVICE INC 100 CHASE TOWER		Requestor Phone:	(304) 558-2307	
CHARLESTON WV 25301		Requestor Email:	mark.a.atkins@wv.gov	
US		<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-size: 18pt; font-weight: bold;">FILE LOCATION _____</div>		
Vendor Contact Phone:	999-999-9999			Extension:
Discount Details:				

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER
No City WV 99999	No City WV 99999
US	US

*MS 5/12/2022*

Total Order Amount:	Open End
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Purchasing Division's File Copy

ENTERED

*JH 5/11/2022*

PURCHASING DIVISION AUTHORIZATION
DATE: <i>Mark Atkins 5/10/2022</i>
ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
DATE: <i>5/18/2022</i>
ELECTRONIC SIGNATURE ON FILE

*5/18/2022*

**Extended Description:**

STATEWIDE CONTRACT: CMA 0212 TRAVEL21: TRAVEL MANAGEMENT SERVICES

CHANGE ORDER:

CHANGE ORDER No. 01:

Change Order No. 01 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 07/01/2022 through 06/30/2023.

Renewal Years Remaining: (2)

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

NO OTHER CHANGES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	90121502				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-07-01	2023-06-30			

**Commodity Line Description:** Travel Management Services

**Extended Description:**

CONTRACT PRICING:

See the attached Exhibit\_A Pricing Page for Contract Pricing.



MARK D. SCOTT  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET, EAST  
CHARLESTON, WEST VIRGINIA 25305-0130

W. MICHAEL SHEETS  
DIRECTOR

May 9, 2022

Ann Hoskins, Vice President of Operations  
National Travel Service Inc.  
100 Chase Tower, 707 Virginia Street E.  
Charleston, WV 25301

Subject: WV Statewide Contract No.: CMA 0212 TRAVEL21 Travel Management Services

Dear Ms. Hoskins:

The State of West Virginia is offering to renew subject contract under the same terms, conditions and pricing. The renewal dates are July 01, 2022 through June 30, 2023. Please mark your response below and complete the signature information, then return to my attention as soon as possible. You may return all renewal documents via email to [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov).

*We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.*

*We do not agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.*

B. Ann Hoskins		Vice President, Operations	10 May 2022
<i>Print Name</i>	<i>Signature</i>	<i>Title</i>	<i>Date</i>

Please call if you have any questions.

Very truly yours,

*Mark A. Atkins, CPFS*

**Buyer Supervisor**  
West Virginia Department of Administration  
Purchasing Division  
2019 Washington Street, East  
POB 50130  
Charleston, WV 25305-0130  
Phone: 304.558.2307  
Email: [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov)