



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: 05-31-2022

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 0511 2754 CSE2000000002 4	Procurement Folder:	573043
Document Name:	Change order 3	Reason for Modification:	Change Order No. 3: Renewal of contract from 11/1/2022 to 10/31/2023. Renewals remaining: (0)
Document Description:	Open-End Contract- newhire		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2019-11-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-10-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000187090 STELLARWARE CORPORATION 140 NORTH FRANKLIN ST STE 2-1 HOLBROOK MA 02343 US Vendor Contact Phone: 999-999-9999 Extension:	Requestor Name: Virginia G Hill Requestor Phone: (304) 558-3780 Requestor Email: virginia.g.hill@wv.gov																				
Discount Details: <table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			<div style="font-size: 48px; font-weight: bold;">22</div> <div style="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
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV 25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV 25301-3703 US

John
6/6/2022

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

ENTERED

CA 5/31/22

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tanya 6/1/2022*
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
Beverly Tolson
 DATE: *6-6-2022*
 ELECTRONIC SIGNATURE ON FILE

6/6/2022

Extended Description:

CHANGE ORDER

Change Order No.3 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: 11/1/2022 through 10/31/2023.

Renewal Remaining: (0)

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	80101604			EA	0.000000
	Service From	Service To			

Commodity Line Description: Transitional Cost

Extended Description:

Transitional Cost (fixed fee) from current Vendor

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80101604			EA	0.104900
	Service From	Service To			

Commodity Line Description: Rate per each record Year 1

Extended Description:

Rate per each New Hire record or resubmit - initial year

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80101604			EA	0.104900
	Service From	Service To			

Commodity Line Description: Rate per each record Optional Renewal Year 1

Extended Description:

Rate per each New Hire record or resubmit - Optional year 1

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80101604			EA	0.108600
	Service From	Service To			

Commodity Line Description: Rate per each record Optional Renewal Year 2

Extended Description:

Rate per each New Hire record or resubmit - optional year 2

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80101604			EA	0.112400
	Service From	Service To			

Commodity Line Description: Rate per each record Optional Renewal Year 3

Extended Description:
Rate per each New Hire record or resubmit - optional year 3



March 28, 2022

Dear Virginia,

Please accept this letter as acceptance of Stellarware agreement to renewing WV New Hire Services Contract. Stellarware will be renewing our contract for the period of November 1, 2022 through October 31, 2023 under same terms, pricing and conditions as the original contract. Contract number CMA CSE20*2.

Thank you for your time and business.

Regards,

George French

Kimberly S. Jobe

ok to renew



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bureau for Child Support Enforcement
350 Capitol Street, Room 147
Charleston, WV 25301
T-304-558-0909 F-304-558-2445

Bill J. Crouch
Cabinet Secretary

Garrett Jacobs
Commissioner

Date: May 23, 2022

To: Purchasing

From: Virginia Hill *Virginia Hill*

Reference: CMA CSE20*2

The West Virginia Bureau for Child Support Enforcement is respectfully requesting permission to renew the current contract with Stellarware Corporation from November 1, 2022, through October 31, 2023. This is an open-end contract to provide data entry, employer outreach, compliance monitoring, and reporting services of newly hired or rehired employees, those employees returning to work from extended leave, and independent contractors of the employer. The Agency is mandated to establish and maintain a New Hire Program by West Virginia State Code §48-18-125 in order to comply with the provisions of Personal Responsibility Work Opportunity and Reconciliation Act of 1996. This information enables the Agency to establish paternity and support orders and to withhold court-ordered support from the individual's income. This information is shared with the State's Bureau for Employment Programs, the Title IV-A Agency, and other State benefit programs to assist in verifying eligibility for these programs. We are requesting to keep Stellarware Corporation as the Vendor as their service has been excellent.

The estimated total cost for the year is \$27,096.94. No renewals remaining.

Thank you.

Kimberly S. Jobe
ok to renew




STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

Joshua D. Spence
Chief Information Officer

M E M O R A N D U M

TO: Bonnie Brady, Procurement Associate
Department of Health and Human Resources

FROM: Joshua D. Spence, Chief Information Officer
Office of Technology 

SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
HR003012 CMA CSE20*2 IS&C NUMBER: 2022-9072

DATE: May 26, 2022

West Virginia Code §5A-6-4(a)(3) permits the Chief Technology Officer to "evaluate the economic justification, system design and suitability of information equipment and related services, and review and make recommendations on the purchase, lease or acquisition of information equipment and contracts for related services by the state spending units."

West Virginia Code §5A-6-4c requires that the Chief Technology Officer review and approve "a major information technology project."

West Virginia Code §5A-6-5 requires that "any state spending unit that pursues an information technology purchase that does not meet the definition of a 'major technology project' and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Technology Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems."

After conducting a review of your request for Stellarware Contract Renewal, the Office of Technology has determined:

X That your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

This memorandum constitutes this office's official review and a copy should be attached to your purchase order and any other correspondence related to this request.

If you have questions, or need additional information, please contact Consulting Services at Consulting.Services@wv.gov.