



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: 08-26-2022

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

<b>Order Number:</b>	CMA 0433 4728 LIB1900000001 5	<b>Procurement Folder:</b>	493467
<b>Document Name:</b>	Open-End Contract for Print Library Materials	<b>Reason for Modification:</b>	Change Order #4 - ADMINISTRATIVE CHANGE ORDER to add department code 0432 per the attached documents
<b>Document Description:</b>	Open-End Contract for Print Library Materials		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2019-02-15
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2023-02-14

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000184362	<b>Requestor Name:</b>	Heather S Campbell-Shock
FOLLETT SCHOOL SOLUTIONS INC 1340 RIDGEVIEW DR		<b>Requestor Phone:</b>	(304) 558-2041
MCHENRY IL 60050 US		<b>Requestor Email:</b>	heather.s.campbell@wv.gov
<b>Vendor Contact Phone:</b>	999-999-9999	<b>Extension:</b>	
<b>Discount Details:</b>			
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

# 23

FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
LIBRARY COMMISSION CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0620 US	LIBRARY COMMISSION CULTURE CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0620 US

Purchasing Division's File Copy

<b>Total Order Amount:</b>	Open End
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**ENTERED**

*JM* 8.31.2022

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *8-31-22*  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *9/1/2022*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
*Melissa Stiles*  
 DATE: **SEP 02 2022**  
 ELECTRONIC SIGNATURE ON FILE

*9/1/2022*

**Extended Description:**

Change Order #4 - ADMINISTRATIVE CHANGE ORDER to add department code 0432 per the attached documents. All terms, conditions, prices and specifications contained in the original contract remain in full force and effect.

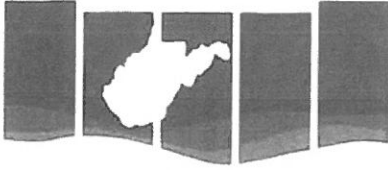
No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	14111536			EA	0.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Print Library Materials

**Extended Description:**

Please see Exhibit A Pricing Page.



West Virginia Department of  
**ARTS, CULTURE  
AND HISTORY**  
August 26, 2022

The Culture Center  
1900 Kanawha Blvd., E.  
Charleston, WV 25305-0300

**Randall Reid-Smith, Curator**  
Phone 304.558.0220 • www.wvculture.org  
Fax 304.558.2779 • TDD 304.558.3562  
EEO/AA Employer

West Virginia Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305

To Whom It May Concern:

As you know, the Library Commission has been merged into the Department of Arts Culture and History as a unit/department. This change was prompted by West Virginia Code §29-1-8c, House Bill 524. The change was under legislative action during regular session of 2022 and was not issued an executive order number. The new name of the Library Commission is the Library Section of the Department of Arts Culture and History ("Library Section"). In addition to the name change, the department code for the Library Commission has been changed from 0433 to 0432. Accordingly, we are requesting a unilateral change order to the contract identified as CMA LIB1900000001, to add the new department code and memorialize the agency name change. I understand that complexities in wvOASIS, e-rate, and others can be problematic should the State issue an entirely new contract number in wvOASIS, which would normally be the standard procedure for this type of change. As a result, the Library Department would request that we maintain the existing contract number. The Library Department is less concerned about the face of the change order reflecting the new name as long as the new department code is added and the name change is memorialized somewhere in the change order.

Sincerely,

*Cara M. Suppa 8/26/22*

Cara M. M. Suppa  
Procurement Officer, WVDACH