



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

State of West Virginia
Delivery Order

Order Date: 09-29-2022

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:	CDO 0506 3722 HHR2300000005 1	Procurement Folder:	1111848
Document Name:	Accounting Technician II Temporary Staffing	Reason for Modification:	
Document Description:	Accounting Technician II Temporary Staffing		
Procurement Type:	Central Delivery Order		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0506 HHR2000000007 1
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	00000228419			Requestor Name:	Elizabeth Webb
EXPRESS SERVICES INC				Requestor Phone:	(304) 558-2996
47 RHL BLVD				Requestor Email:	elizabeth.a.webb@wv.gov
SOUTH CHARLESTON	WV	25309			
US				<div style="text-align: center; font-size: 2em; font-weight: bold;">23</div> <div style="text-align: center; font-weight: bold;">FILE LOCATION _____</div>	
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				

INVOICE TO	SHIP TO
BUYER - 304-957-0209	PURCHASING DIRECTOR 304-356-4116
HEALTH AND HUMAN RESOURCES	HEALTH AND HUMAN RESOURCES
FINANCE	BPH - ENVIRONMENTAL HEALTH SERVICES
ONE DAVIS SQUARE, STE 300	350 CAPITOL ST, RM 313
CHARLESTON WV 25301	CHARLESTON WV 25301-1757
US	US

Total Order Amount:	\$84,000.00
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Purchasing Division's file copy

ENTERED

CH 9/29/22
 PURCHASING DIVISION AUTHORIZATION
 DATE: Tara H 9/30/2022
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: Beverly Tolar 9-30-22
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Accounting Technician II Temporary Staffing

Prospective Delivery Order - 10/03/2022 through 02/09/2023

Laura Taylor - Estimated 688 hours (688 regular hrs. 112 overtime hrs.) - BPH Finance
Kristen Cremeans - Estimated 688 hours (688 regular hrs. 112 overtime hrs.) - BPH Finance
Alexandria Shoffner - Estimated 688 hours (688 regular hrs. 112 overtime hrs.) - BPH Finance
Laura Rader - Estimated 688 hours (688 regular hrs. 112 overtime hrs.) - BPH Finance
Gary Stewart - Estimated 688 hours (688 regular hrs. 112 overtime hrs.) - BPH Finance

Quantities listed in this delivery order are approximations only, based on agency estimates. It is understood and agreed that the Contract shall cover the quantities worked during the term of this delivery order, whether more or less than the quantities shown.

Payment will only be made for actual commodities and/or services rendered.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111605	688.00000	HOUR	\$21.0000	\$14,448.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-10-03	2023-02-09				2022-10-03

Commodity Line Description: Accounting Technician II - Laura Taylor

Extended Description:

Accounting Technician II - BPH Finance

Laura Taylor - Estimated Regular Hours - 688 hrs x \$21.00 = \$14,448

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80111605	688.00000	HOUR	\$21.0000	\$14,448.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-10-03	2023-02-09				2022-10-03

Commodity Line Description: Accounting Technician II - Kristen Cremeans

Extended Description:

Accounting Technician II - BPH Finance

Kristen Cremeans - Estimated Regular Hours - 688 hrs x \$21.00 = \$14,448

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80111605	688.00000	HOUR	\$21.0000	\$14,448.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-10-03	2023-02-09				2022-10-03

Commodity Line Description: Accounting Technician II - Alexandria Shoffner

Extended Description:

Accounting Technician II - BPH Finance

Alexandria Shoffner - Estimated Regular Hours - 688 hrs x \$21.00 = \$14,448

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80111605	688.00000	HOUR	\$21.0000	\$14,448.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-10-03	2023-02-09				2022-10-03

Commodity Line Description: Accounting Technician II - Laura Rader

Extended Description:

Accounting Technician II - BPH Finance

Laura Rader - Estimated Regular Hours - 688 hrs x \$21.00 = \$14,448

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80111605	688.00000	HOUR	\$21.0000	\$14,448.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-10-03	2023-02-09				2022-10-03

Commodity Line Description: Accounting Technician II - Gary Stewart

Extended Description:

Accounting Technician II - BPH Finance

Gary Stewart - Estimated Regular Hours - 688 hrs x \$21.00 = \$14,448.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80111605	112.00000	HOUR	\$21.0000	\$2,352.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-10-03	2023-02-09				2022-10-03

Commodity Line Description: Accounting Technician II - Laura Taylor

Extended Description:

Accounting Technician II - BPH Finance

Laura Taylor - Estimated OT Hours 112hrs x \$21.00 = \$2,352.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	80111605	112.00000	HOUR	\$21.0000	\$2,352.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-10-03	2023-02-09				2022-10-03

Commodity Line Description: Accounting Technician II - Kristen Cremeans

Extended Description:

Accounting Technician II - BPH Finance

Kristen Cremeans - Estimated Overtime Hours - 112 hrs x \$21.00 = \$2,352.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	80111605	112.00000	HOUR	\$21.0000	\$2,352.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-10-03	2023-02-09				2022-10-03

Commodity Line Description: Accounting Technician II - Alexandria Shoffner

Extended Description:

Accounting Technician II - BPH Finance

Alexandria Shoffner - Estimated Overtime hours - 112 hrs x \$21.00 = \$2,352.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	80111605	112.00000	HOUR	\$21.0000	\$2,352.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-10-03	2023-02-09			2022-10-03	

Commodity Line Description: Accounting Technician II - Laura Rader

Extended Description:

Accounting Technician II - BPH Finance

Laura Rader - Estimated Overtime Hours - 112 hrs x \$21.00 = \$2,352.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	80111605	112.00000	HOUR	\$21.0000	\$2,352.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-10-03	2023-02-09			2022-10-03	

Commodity Line Description: Accounting Technician II - Gary Stewart

Extended Description:

Accounting Technician II - BPH Finance

Gary Stewart - Estimated Overtime Hours - 112 hrs x \$21.00 = \$2,352.00

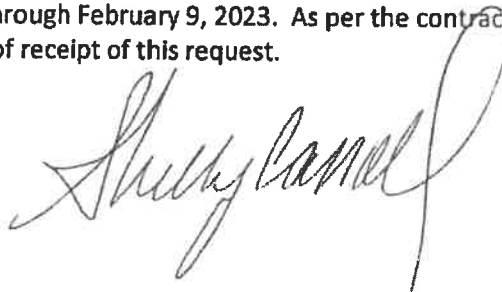
Carroll, Shelly D.

From: Webb, Elizabeth A <elizabeth.a.webb@wv.gov>
Sent: Tuesday, September 27, 2022 10:12 AM
To: Carroll, Shelly D.
Subject: Five Temporary Staff

CAUTION:This email originated from a sender external to Express. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you suspect this email could be phishing, please report it by using the "Report Message" button at the top of your screen.

Pursuant to CMA 0506 HHR2000000007, DHHR seeks to place five additional Accounting Technician II staff in Bureau for Public Health with an effective date of October 3, 2022. These positions will fulfill a 40 hour work week and may include overtime. These positions are expected to last at least through February 9, 2023. As per the contract, please provide DHHR with a response of available staff within 48 hours of receipt of this request.

--
Elizabeth A. Webb
Finance
One Davis Square, Suite 403
Charleston, West Virginia 25301
E-Mail Address: Elizabeth.A.Webb@wv.gov
Telephone (304) 352-6667 (New)



Agree
KSI

KRISTEN CREMEANS



Summary

Detail-oriented, efficient and organized with extensive background in the office setting seeks to bring strong work ethic and engaging interpersonal communication to a new company in our area.

Skills

- Microsoft Office proficiency
- Excel spreadsheets
- Results-oriented
- Self-directed
- Time management
- Strong problem solver
- Resourceful
- Strong interpersonal skills
- Resourceful
- Business writing
- Dedicated team player
- Understands grammar
- File/records maintenance
- Self-starter
- Quick learner

Experience

West Virginia Department of Environmental Protection

11/2019 to 4/2022

Charleston, WV

Payroll, reviewed all correspondence going out, reviewed all correspondence from inspector coming in, set up meeting and scheduled conference calls

West Virginia Department of Motor Vehicles

4/2017 to 11/2019

Charleston, WV

Special investigation department, background checks, Payroll

Hess Roofing

5/2010 to 4/2017

Charleston, WV

Processed payroll, credit card reconciliation, order equipment and supplies.

Education and Training

High School Diploma: Business

George Washington High School

Charleston, WV

Laura Taylor

Work Experience

Third Key Holder

Dollar General - Charleston, WV
November 2021 to Present

Cash handing
Running a register
Cleaning stocking

Labor Ready - South Charleston, WV
February 2012 to Present

Processor

Wvhdf
June 2021 to October 2021
Processing applications for rental assistance

Third Key

Goodwill Industries - Elkview, WV
August 2019 to October 2019
Ring up customer helping stock shelves and racks.

Service Agent

Enterprise Holdings
February 2015 to August 2019
Cleaned inside and out side of cars. Taking customers to and from the office

After School - Dunbar, WV
August 2007 to June 2008

September 2008 - December 2008

Early Morning Stock - Charleston, WV
April 2006 to September 2006

Education

High School Diploma

South Charleston High School - South Charleston, WV
May 2003

Skills

- Special Needs
- Records Management
- Autism Experience
- Pricing
- Experience with Children
- Developmental Disabilities Experience

Assessments

Customer Focus & Orientation — Highly Proficient

October 2020

Responding to customer situations with sensitivity

Full results: Highly Proficient

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Areas of Effectiveness

Customer Relations

- Greeting clients with a smile
- Maintaining a clean and safe work environment
- Working with people with special needs
- Running errands for clients

Retailing

- Returning merchandise to proper places
- Stocking designated merchandise to proper structures
- Pulling and pricing merchandise for mark downs
- Pricing clothes for shelves and racks

Records Management

- Creating and maintaining filing system and office
- Documenting payments and daily activities
- Verifying attendance records
- Tracking food use and disposal

ALEXANDRIA M. SHOFFNER

CAREER OBJECTIVE: Reliable, compassionate self-starter seeking a career opportunity in a professional environment wherein my skills and experience are fully utilized and can benefit my employer through patient interaction, excellent patient care and productivity.

WORK EXPERIENCE

Mountaineer Rental Assistance
April 2021-July 2022
5710 MacCorckle Ave Wv 25304

August 2019 –April 2021
Traci Carr
2106 Kanawha Boulevard, East
Apt. 214
Charleston, WV 25311
304-444-6598

Position: Private Caregiver

Professional Experience and duties:

- 1. Assisting with personal care; bathing and grooming, dressing, toileting and exercises;**
- 2. Basic food prep, laundering, shopping, housekeeping, and other errands as requested;**
- 3. General healthcare;**

May 2020–April 2021
Exxon One Stop
129 Lee Street, W
Charleston, WV 25302
304-346-4201

Position: Sales Associate/Cashier

Experience & Duties:

- 1. Customer Service**
- 2. Cashier**
- 3. Stocker**

November 2011 – August 2019
Chick-FILA
3000 Charleston Town Center #3011
Charleston, WV 25389
304-344-0868

Position: Cashier

Experience & Duties:

- 1. Customer Service**
- 2. Cashier**
- 3. Stocker**

Additional Skills:

Organizational Skills, Computer, Sterilization of dental Instruments, Instructing patients with proper oral hygiene, Infection control, dental Impressions, charting, x-rays, blood pressure readings, front desk management, OSHA 10 and CPR

Education:

2016-2020 Capitol High School Charleston, WV General Studies/College Prep

2018-2020 Carver Career and Technical Center – Dental Assistant



GARY W STEWART



304.746.8888

PROFESSIONAL SUMMARY

My goal is to continue serving the community during my retirement utilizing my lifetime of skills and experience.

SKILLS

- Detail oriented
- Excellent communication skills
- years of experience dealing with the public over the telephone, in person and in the virtual environment
- Analytical
- Goal-oriented

EXPERIENCE

RPM Coordinator, Mountaineer Challenge Academy South, May 2020 - Apr 2022, Montgomery, WV

As the Recruitment, Placement and Mentorship Coordinator my responsibility was to ensure residential cadets received adequate life skills training sufficient to take the next step in achieving his/her long-term goals. We also tracked each graduate's progress monthly for 12 months after they have left the program.

Chief Financial Officer, WV Division of Homeland Security and Emergency Management, Sep 2018 - May 2020, Charleston, WV

As the Chief Financial Officer, I was responsible for the agency's multi-million-dollar budget. My duties also included but were not limited to submitting quarterly financial reports to federal agencies.

Operations Manager, WV Military Authority, Mar 2017 - Sep 2018, Charleston, WV

My responsibilities as an Operations Manager included but, were not limited to perform as a liaison between agency management and operations staff. I also participated in upper management briefings that were presented to the Adjutant General of WV.

Chief Financial Officer, WV Division of Justice and Community Services, Feb 2009 - Mar 2017, Charleston, WV

As the Chief Financial Officer I was responsible for the agency's multi-million-dollar budget. My duties also included but, were not limited to preparing and submitting quarterly financial reports to outside federal agencies.

C-130 Navigator, WV Air National Guard, May 1992 - Apr 2004, Charleston, WV

Aircrew member conducting tactical and non-tactical training and operational flights worldwide. I was also a navigator instructor and evaluator.

EDUCATION

Bachelor of Science, Accounting
WV Institute of Technology - Montgomery, WV

May 1992

Laura Taylor

Work Experience

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April 2006 to September 2006

Education

High School Diploma

South Charleston High School - South Charleston, WV
May 2003

Exhibit A

Cost Sheet for Accounting Technician II

Contract Item	Description			Price per Hour	
Section 4	Temporary Services - Accounting Technician II			\$ 21	

- Estimated Hours per Employee are for estimation purposes only for the cost proposal.
- To calculate the Extended Price Vendor will multiply Number of Employees by Estimated Hours Per Employee by Price per Hour. Vendor should carry this amount down to the Estimated Total.
- The per hour rate is an all- of withholding, overhead rates, and any other associated costs necessary to provide the services required in this solicitation.

Skills

- Special Needs
- Records Management
- Autism Experience
- Pricing
- Experience with Children
- Developmental Disabilities Experience

Assessments

Customer Focus & Orientation — Highly Proficient

October 2020

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