



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: 08-12-2022

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 0506 2818 HHR874721B 2	Procurement Folder:	930580
Document Name:	Change Order # 1, Acct/Auditor II, III, IV Temp Staffing	Reason for Modification:	Change Order #1 issued to renew the contract per the attached
Document Description:	ORIGINAL PROCUREMENT FOLDER: 874721 - Temp Staffing		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-09-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-09-14

VENDOR		DEPARTMENT CONTACT																			
Vendor Customer Code:	000000208791	Requestor Name:	Tara L Buckner																		
MANPOWER		Requestor Phone:	(304) 558-9138																		
58 MISSION WAY SUITE 100		Requestor Email:	tara.l.buckner@wv.gov																		
SCOTT DEPOT	WV 25560	<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																			
US																					
Vendor Contact Phone:	304-525-0391 Extension:																				
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		
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#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

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

Total Order Amount: _____ **Open End**

Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara L Buckner 8/12/2022*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray 8/16/2022*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *8/17/2022*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 1 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 09/15/2022 through 09/14/2023.

Renewals Remaining: Two (2)

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111605			HOUR	37.230000
	Service From	Service To			

Commodity Line Description: Accountant/Auditor II

Extended Description:

Accountant/Auditor II - 1 position

Award Level 2

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80111605			HOUR	39.450000
	Service From	Service To			

Commodity Line Description: Accountant/Auditor III

Extended Description:

Accountant/Auditor III - 4 positions

Award Level 2

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80111605			HOUR	41.440000
	Service From	Service To			

Commodity Line Description: Accountant/Auditor IV

Extended Description:

Accountant/Auditor IV - 5 positions

Award Level 2



**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) 352-6634 Fax: (304) 558-1003

**Bill J. Crouch
Cabinet Secretary**

MEMORANDUM

DATE: August 9, 2022

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 Accountant/Auditor II, III and IV Staff

We are requesting that Contract Number CMA HHR874721B 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 Manpower for renewal. If you have any questions, please do not hesitate to contact me at (304) 558-9138.

TB/eaw

Attachment

Kimberly S. Jobe
renewal approved



**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) 352-6634 Fax: (304) 558-1003**

**Bill J. Crouch
Cabinet Secretary**

August 4, 2021

Manpower
58 Mission Way, Suite 100
Scott Depot, WV 25560

Dear Vendor:

DHHR Finance would like to renew Contract Number CMA 874721B for the period of September 15, 2022 through September 14, 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. Please return the insurance certificate and this letter to email Elizabeth.A.Webb@wv.gov.

Accepted: *Maria Lewis* 8/4/22
 Signature Date

Maria Lewis
 Printed Name 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
renewal approved

Attachments