



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: 09-07-2022

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 2519 MIS776701B 3	Procurement Folder:	801712
Document Name:	CO 2 TEMPORARY IT STAFFING FOR WVDHHR/OMIS	Reason for Modification:	Change Order 2 To renew contract.
Document Description:	CO 2 to renew		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2020-11-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-11-14

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	VS0000013323	Requestor Name:	Stephanie F Pettry		
B E S TECHNOLOGY INC 21918 WINDOVER DR  BROADLANDS VA 20148 US		Requestor Phone:	(304) 356-4011		
Vendor Contact Phone:	304-362-6262	Requestor Email:	stephanie.f.pettry@wv.gov		
Extension:	104	<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
<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				

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

*9/8/2022*

Total Order Amount: \_\_\_\_\_ Open End

Purchasing Division's File Copy

**ENTERED**

*CH 9/17/22*

PURCHASING DIVISION AUTHORIZATION  
 DATE: *9-7-22*  
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION  
 DATE: *9/9/2022*  
 ELECTRONIC SIGNATURE ON FILE

*9/9/2022*

**Extended Description:**

Change Order

Change Order No. 2 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 11/15/2022 through 11/14/2023.

Renewal Years Remaining: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	80111608			HOURL	58.580000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** CRM Application Analyst

**Extended Description:**

CRM Application Analyst-Award Level 5

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	80111608			HOURL	24.150000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Help Desk Analyst

**Extended Description:**

Help Desk Analyst-Award Level 1

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	80111608			HOURL	39.730000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Technical Writer

**Extended Description:**

Technical Writer-Award Level 4

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	80111608			HOURL	25.350000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Information Systems Assistant

**Extended Description:**

Information Systems Assistant-Award Level 3

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	80111608			HOURL	26.350000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Imaging Operator

**Extended Description:**

Imaging Operator-Award Level 4

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	80111608			HOUR	25.350000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Computer Operator

**Extended Description:**  
Computer Operator-Award Level 4

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	80111608			HOUR	59.370000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** CO 1 CRM Application Analyst

**Extended Description:**  
CO 1 - Renewal Year 1  
CRM Application Analyst-Award Level 5

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
27	80111608			HOUR	24.460000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** CO 1 Help Desk Analyst

**Extended Description:**  
CO 1 - Renewal Year 1  
Help Desk Analyst-Award Level 1

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	80111608			HOUR	40.270000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** CO 1 Technical Writer

**Extended Description:**  
CO 1 - Renewal Year 1  
Technical Writer-Award Level 4

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
29	80111608			HOUR	25.690000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** CO 1 Information Systems Assistant

**Extended Description:**  
CO 1 - Renewal Year 1  
Information Systems Assistant-Award Level 3

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
30	80111608			HOUR	25.690000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** CO 1 Imaging Operator

**Extended Description:**  
CO 1 - Renewal Year 1  
Imaging Operator-Award Level 4

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
31	80111608			HOUR	25.690000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** CO 1 Computer Operator

**Extended Description:**  
CO 1 - Renewal Year 1  
Computer Operator-Award Level 4

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
32	80111608			HOUR	60.170000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** CO 2 CRM Application Analyst

**Extended Description:**  
CO 2 - Renewal Year 2  
CRM Application Analyst-Award Level 5

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
33	80111608			HOUR	24.810000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** CO 2 Help Desk Analyst

**Extended Description:**  
CO 2 - Renewal Year 2  
Help Desk Analyst-Award Level 1

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
34	80111608			HOUR	40.810000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** CO 2 Technical Writer

**Extended Description:**  
CO 2- Renewal Year 2  
Technical Writer-Award Level 4

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
35	80111608			HOUR	26.040000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** CO 2 Information Systems Assistant

**Extended Description:**  
CO 2 - Renewal Year 2  
Information Systems Assistant-Award Level 3

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
36	80111608			HOUR	26.040000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** CO 2 Imaging Operator

**Extended Description:**  
CO 2- Renewal Year 2  
Imaging Operator-Award Level 4

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
37	80111608			HOURL	26.040000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** CO 2 Computer Operator

**Extended Description:**

CO 2 - Renewal Year 2  
Computer Operator-Award Level 4



**B.E.S. Technology, Inc.**

203 S. George St.  
Charles Town, WV 25414

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August 30, 2022

WV Dept. of Health and Human Resources  
One Davis Square, Suite 200  
Charleston, WV 25301

Via email: [Stephanie.f.pettry@wv.gov](mailto:Stephanie.f.pettry@wv.gov)

Dear Stephanie,

I am writing to advise that B.E.S. Technology, Inc agrees to renew Contract number CMA MIS776701B for another year, effective 11/15/2022 to 11/14/2023 under the same terms, conditions, prices and specifications as the original contract including any change orders.

We look forward to working with you.

Very truly yours,

*Margaret Davis*

Margaret Davis  
Subcontract Administrator

Agree to renew.  
*Althea Greenhow*



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Office of Management Information Services  
One Davis Square, Suite 200  
Charleston, WV 25301

**Bill J. Crouch**  
Cabinet Secretary

**Shaun L. Charles**  
Chief Information Officer

DATE: August 1, 2022  
TO: Althea Greenhowe, DHHR Purchasing  
FROM: Stephanie Pettry, OMIS Procurement Associate *SP*  
SUBJECT: Renewal CMA MIS776701B

The WV Department of Health and Human Resources, Office of the Secretary would like to renew their contract CMA MIS776701B with B E S Technology Inc for another year under the same terms, conditions, prices, and specifications effective 11/15/2022 to 11/14/2023.



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: Malena Harding, Administrative Services Manager 1  
Department of Health and Human Resources**

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

A handwritten signature in black ink, appearing to read "J. Spence", written over the printed name of the sender.

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
HR003353 BES Technology CMA MIS776701B IS&C NUMBER:  
2022-8229**

**DATE: September 6, 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 contract renewal CMA MIS776701B, 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](mailto:Consulting.Services@wv.gov).