



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: 09-01-2022

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 MIS776701M 3	Procurement Folder:	803357
Document Name:	CO 2 TEMPORARY IT STAFFING FOR WVDHHR/OMIS	Reason for Modification:	
Document Description:	CO 2 to renew	Change Order 2 To renew contract.	
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: VS0000012616 VECTOR CONSULTING INC 6455 E JOHNS CROSSING STE 250  DULUTH GA 30097 US Vendor Contact Phone: 770-246-0968 Extension: 128  Discount Details: <table><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			Requestor Name: Stephanie F Pettry Requestor Phone: (304) 356-4011 Requestor Email: stephanie.f.pettry@wv.gov  <b>23</b> FILE LOCATION
	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 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

Total Order Amount: Open End

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION  
DATE: *Don Clum* 9-2-22  
ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION  
DATE: *Melvin Skiles* SEP 02 2022  
ELECTRONIC SIGNATURE ON FILE

**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
18	80111608			HOUR	27.000000
	Service From	Service To			

Commodity Line Description: Help Desk Analyst

**Extended Description:**

Help Desk Analyst-Award Level 5

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	80111608			HOUR	28.000000
	Service From	Service To			

Commodity Line Description: CO 1 Help Desk Analyst

**Extended Description:**

CO 1 Renewal Year 1

Help Desk Analyst-Award Level 5

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	80111608			HOUR	29.000000
	Service From	Service To			

Commodity Line Description: CO 2 Help Desk Analyst

**Extended Description:**

CO 2 Renewal Year 2

Help Desk Analyst-Award Level 5

August 16, 2022



Stephanie Pettry  
West Virginia DHHR  
Office of Management Information Services  
One Davis Square, Suite 200  
(321 Capital Street)  
Charleston, West Virginia 25301-1785

6455 East Johns Crossing  
Suite 250  
Duluth, GA 30097 USA  
Tel. 770.246.0968  
Fax 770.246.0609  
[www.vectorconsulting.com](http://www.vectorconsulting.com)

Dear Stephanie,

Vector Consulting Inc. agrees to renew Contract number CMA MIS776701M 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.

Established in 1990, Vector Consulting is a full-service IT services company, with its Information System Personnel working in diverse areas of industry and commerce. Vector has offices in Atlanta (Georgia) and in Fairfax (Virginia). During the past 32 years, Vector has been involved with both, providing IT Staff Augmentation and, the design, development, implementation and maintenance of various computer applications.

Should you require any additional information from our company, please do not hesitate to contact the undersigned.

Sincerely,  
Vector Consulting, Inc.

Manbir Khurana  
CEO  
[Manbir.khurana@vectorconsulting.com](mailto:Manbir.khurana@vectorconsulting.com)

Agree to renew.



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 2, 2022  
TO: Althea Greenhowe, DHHR Purchasing  
FROM: Stephanie Pettry, OMIS Procurement Associate *SP*  
SUBJECT: Renewal CMA MIS776701M

The WV Department of Health and Human Resources, Office of the Secretary would like to renew their contract CMA MIS776701M with Vector Consulting Inc. for another year under the same terms, conditions, prices, and specifications effective 11/15/22-11/14/23.




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:** Ron Courtney, Procurement Associate  
Department of Health and Human Resources

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

**SUBJECT:** INFORMATION TECHNOLOGY PROCUREMENT  
HR003309 CMA MIS776701M IS&C NUMBER: 2022-8225

**DATE:** August 22, 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 MIS776701M, the Office of Technology has determined:

☒ 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).