



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: 07-01-2024

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 0511 2754 CSE2400000001 2	<b>Procurement Folder:</b>	1266377
<b>Document Name:</b>	Change Order 1	<b>Reason for Modification:</b>	Change Order 1 To Renew Contract
<b>Document Description:</b>	NEW HIRE SERVICES		
<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>	2023-11-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-10-31

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000187090			<b>Requestor Name:</b>	Virginia G Hill
STELLARWARE CORPORATION				<b>Requestor Phone:</b>	(304) 558-3780
140 NORTH FRANKLIN ST STE 2-1				<b>Requestor Email:</b>	virginia.g.hill@wv.gov
HOLBROOK	MA	02343		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION</div>	
US					
<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				

INVOICE TO	SHIP TO
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES  CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147  CHARLESTON WV 25301-3703  US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES  CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147  CHARLESTON WV 25301-3703  US

7/2/24 60

<b>Total Order Amount:</b>	Open End
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Purchasing Division's File Copy

CH 7/1/24

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Tara [Signature]* 7/1/2024  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *John S. Gray [Signature]*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
 DATE: *[Signature]* 7-3-24  
 ELECTRONIC SIGNATURE ON FILE

7/2/2024

**Extended Description:**

Change Order:

Change Order No.1 is issued to renew the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders.

Effective date of renewal: November 1, 2024 through October 31, 2025.

Renewal year remaining: 2

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80101604			EA	0.102500
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Rate per each record Year 1

**Extended Description:**

Rate per each New Hire record or resubmit - initial year

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80101604			EA	0.102500
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Rate per each record Opt Renewal Yr 1

**Extended Description:**

Rate per each New Hire record or resubmit - Optional Renewal Year 1



May 29, 2024

Dear Virginia,

Please accept this letter as acceptance of Stellarware agreement to renewing WV New Hire Services Contract. Stellarware will be renewing our contract for the period of November 1, 2024, through October 31, 2025, under the same terms, pricing and conditions as the original contract. Contract number CMA CSE24\*1

Thank you for your time and business.

Regards,

George French

Agree to Renew



**STATE OF WEST VIRGINIA  
DEPARTMENT OF HUMAN SERVICES  
- BUREAU FOR CHILD SUPPORT ENFORCEMENT -**

**December 28, 2023**

Date: May 31, 2024  
To: Purchasing  
From: Virginia Hill *Virginia Hill*  
Reference: Renewal for CMA CSE24\*1

The West Virginia Bureau for Child Support Enforcement is respectfully requesting permission to renew the above CMA CSE24\*1 with Stellarware Corporation from November 1, 2024 through October 31, 2025. This is an open-end contract to provide data entry, employer outreach, compliance monitoring, and reporting services of newly hired or rehired employees, those employees returning to work from extended leave, and independent contractors of the employers. The Agency is mandated to establish and maintain a New Hire Program by West Virginia State Code §48-18-125 in order to comply with the provisions of Personal Responsibility Work Opportunity and Reconciliation Act of 1996. This information enables the Agency to establish paternity and support orders and to withhold court-ordered support from the individual's income. This information is shared with the State's Bureau of Employment Programs, the Title IV-A Agency, and other State benefit programs to assist in verifying eligibility for these programs. We are requesting to keep Stellarware Corporation as the Vendor as their service has been excellent.

The rate per record is \$0.1025 which estimated to \$24,710.29 for the year.  
There are two (2) renewals remaining.

Thank you.

*OK*  
*Al Green*



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF TECHNOLOGY

Mark D. Scott  
Cabinet Secretary

State Capitol  
Charleston, West Virginia 25305

Heather D. Abbott  
Chief Information Officer

**TO: Curtis Burress, Procurement Associate  
Department of Human Services**

**FROM: Heather D. Abbott, Chief Information Officer  
Office of Technology**

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
HR005518 IS&C NUMBER: 2024-2384**

**DATE: June 24, 2024**

West Virginia Code §5A-6-4(a) permits the Chief Information Officer to review and approve technology purchases for suitability to ensure such purchases comport with the State of West Virginia's overall strategic information technology goals.

West Virginia Code §5A-6-4c requires the Chief Information Officer to review and approve "technology projects."

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 '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 Information 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 Renew CMA CSE24\*1 New Hire Services Contract, 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).

e.g. 123456789, Smith Corp

"STELLARWARE CORPORATION" ×

- Classification ∨
- Excluded Individual ∨
- Excluded Entity ∨
- Federal Organizations ∨
- Exclusion Type ∨
- Exclusion Program ∨
- Location ∨
- Dates ∨

Reset 



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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

### STELLARWARE CORPORATION

*\*See Attached\**

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	10/9/2019		10/9/2019	Foreign	Profit			

Organization Information		
<b>Business Purpose</b>	5415 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Computer Systems Design and Related Services (design, programming, facilities mgmt)	
<b>Capital Stock</b>		
<b>Charter County</b>	<b>Control Number</b>	
<b>Charter State</b>	MA	<b>Excess Acres</b>
<b>At Will Term</b>	<b>Member Managed</b>	
<b>At Will Term Years</b>	<b>Par Value</b>	
<b>Authorized Shares</b>	<b>Young Entrepreneur</b>	Not Specified



<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Local Office Address</b>	600 LONGWATER DR. SUITE 202 NORWELL, MA, 02061
<b>Mailing Address</b>	600 LONGWATER DR. SUITE 202 NORWELL, MA, 02061 USA
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON ST. CHARLESTON, WV, 25302
<b>Principal Office Address</b>	600 LONGWATER DR. SUITE 202 NORWELL, MA, 02061 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>President</b>	GEORGE FRENCH 600 LONGWATER DR. SUITE 202 NORWELL, MA, 02061
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2024	
2023	
2022	
2021	
2020	
<b>Date filed</b>	

For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, July 1, 2024 — 10:54 AM

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Close

## Vendor/Customer

### Vendor/Customer

✓ **Address**

Address Information

Prenote/EFT

Remittance Advice

Contact Information

Contact Address Information

Geographic Designation

Change Management

**Business Type**

Service Area

Commodity

W-8 Form

Authorized Dept.

Prevent Spending

Prevent Orders

Certification

Disclosures

Vendor User Information

Vendor Attachments

### Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	
✓ Payment	600 LONGWATER DRIVE SUITE 202	NORWELL	MA	02061	G
Ordering	600 LONGWATER DR	NORWELL	MA	02061	M
Payment	140 NORTH FRANKLIN ST STE 2-1	HOLBROOK	MA	02343	G
Ordering	140 NORTH FRANKLIN ST STE 2-1	HOLBROOK	MA	02343	G

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000187090

STELLARWARE CORPORATION

Address Type : Payment

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Active Fro

Active

Default Reco

Mail Return

Active Addre

▼ **Address Information**

Address ID : AD000001

Street 1 : 600 LONGWATER DRIVE SU

Street 2 :

City : NORWELL

State/Province : MA

Zip/Postal Code : 02061

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

Country Phone Code : 1

Phone : 781-347-3633

Phone Extension :

County : MA023

County Name : Plymouth

Country : US

▶ Prenote/EFT

▶ Remittance Advice

▶ Contact Information

▶ Contact Address Information

▶ Geographic Designation

▶ Change Management

Top

Modify Existing Record Add New Address

Master Address

Master Contacts

Languages

Vendor Transaction History

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husband</u> Date: <u>7/1/24</u>  Solicitation No. <u>CMA CSE24*01</u>	Agency: WV BCSE  Procurement Officer Submitting Requisition: Virginia Hill  Requisition No. CMA CSE24*1  PF No.: 1266377
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b>	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

*For Purchasing Division Use Only:*

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: \_\_\_\_\_

*Crystal Husted*