



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: 07-03-2024

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 2602 HHR2400000001 4	Procurement Folder:	1252555
Document Name:	Career Framework and Compensation Structure Design	Reason for Modification:	Change Order 3 To Modify Service From Date for Commodity Line 3 to facilitate invoice payment per the State Auditor's Office.
Document Description:	Career Framework and Compensation Structure Design		
Procurement Type:	Central Emergency Purchase		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-07-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-10-01

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000017083			Requestor Name:	Erica B Harper
KORN FERRY US 1900 AVENUE OF THE STARS STE 1500				Requestor Phone:	(304) 558-6813
LOS ANGELES CA 90067 US				Requestor Email:	erica.b.harper@wv.gov
Vendor Contact Phone:	703-841-3101	Extension:		<div style="font-size: 48px; font-weight: bold;">25</div> FILE LOCATION _____	
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 HEALTH AND HUMAN RESOURCES OFFICE OF HUMAN RESOURCES MGMT ONE DAVIS SQUARE, STE 400 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF HUMAN RESOURCES MGMT ONE DAVIS SQUARE, STE 400 CHARLESTON WV 25301 US

7/9/24 6L

Total Order Amount:	Open End
----------------------------	----------

Purchasing Division's File Copy

CH 7/8/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara K 7/8/24*
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: *7-9-24*
 ELECTRONIC SIGNATURE ON FILE

7/9/2024

Extended Description:

Change Order 3

Change Order No. 3 is issued to modify the service from date for commodity line 3 to 09/01/2023 to facilitate invoice payment per the State Auditor's Office.

No other changes.

All provision of the original contract and subsequent change orders not modified herein shall remain in full force and effect.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80101511				0.000000
	Service From	Service To		Service Contract Amount	
	2023-07-01	2023-11-30		125966.00	

Commodity Line Description: Professional Fees

Extended Description:

Professional Fee - \$110,496
Administrative Charge - \$15,470

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80101511				0.000000
	Service From	Service To		Service Contract Amount	
	2023-07-01	2023-11-30		15000.00	

Commodity Line Description: Expenses

Extended Description:

Travel Expenses \$15,000

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80101511				0.000000
	Service From	Service To		Service Contract Amount	
	2023-09-01	2024-10-01		114034.00	

Commodity Line Description: Subscription Fees

Extended Description:

Profile Manager (Silver) \$61,380
KF Architect \$22,500
KF Pay \$ 7,150
Implementation Fee \$ 9,000
Administrative Fee \$14,004

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husband</u> Date: <u>7/8/24</u>	Agency: Office of Shared Administration DH/DoHS
Solicitation No. <u>CMA H/R 24*01</u>	Procurement Officer Submitting Requisition: Robert Price
	Requisition No. N/A
	PF No.: 1252555

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 (www.state.wv.us/admin/purchase/TCP.pdf)	<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
10	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"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

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

Cynthia A. Hester

Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

Any Words 

All Words 

Exact Phrase 

e.g. 123456789, Smith Corp

"KORN FERRY US" 

Entity 

Location 

Status 

Active

Inactive

Reset 



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

Search inactive

Go back

You are viewing this page over a secure connection. Click here for more information.

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.

KORN FERRY HAY GROUP, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	9/19/2014		9/19/2014	Foreign	Profit			

Organization Information			
Business Purpose	5419 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Other Professional/Scientific/Technical Services (marketing research, public opinion polling, photographic, translation & interpretation, veterinary services)		
Capital Stock			
Charter County		Control Number	9A79B
Charter State	DE	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified



Addresses

Type	Address
Mailing Address	1900 AVENUE OF THE STARS SUITE 1500 LOS ANGELES, CA, 90067 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	1900 AVENUE OF THE STARS SUITE 1500 LOS ANGELES, CA, 90067 USA
Type	Address

Officers

Type	Name/Address
Director	JONATHAN KUAI 1900 AVENUE OF THE STARS SUITE 1500 LOS ANGELES,, CA, 90067
Director	ROBERT ROZEK 1900 AVENUE OF THE STARS SUITE 2600 LOS ANGELES,, CA, 90067
President	ROBERT ROZEK 1900 AVENUE OF THE STARS SUITE 2600 LOS ANGELES,, CA, 90067
Secretary	JONATHAN KUAI 1900 AVENUE OF THE STARS SUITE 1500 LOS ANGELES,, CA, 90067
Treasurer	ANDREW KATZ 33 SOUTH SIXTH STREET SUITE 4900 MINNEAPOLIS, MN, 55402
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
LUCAS GROUP	TRADENAME	9/16/2022	
DBA Name	Description	Effective Date	Termination Date

Name Changes

Date	Old Name
8/4/2016	KORN FERRY LEADERSHIP CONSULTING CORPORATION
Date	Old Name

Mergers

Merger Date	Merged	Merged State	Survived	Survived State
8/26/2016	HAY GROUP HOLDINGS, INC.	DE	KORN FERRY HAY GROUP, INC.	DE
Merger Date	Merged	Merged State	Survived	Survived State

Date	Amendment
8/26/2016	MERGER: MERGING HAY GROUP HOLDINGS, INC., A NON-QUALIFIED DE ORGANIZATION WITH AND INTO KORN FERRY HAY GROUP, INC., A QUALIFIED DE CORPORATION, THE SURVIVOR
8/4/2016	NAME CHANGE: FROM KORN FERRY LEADERSHIP CONSULTING CORPORATION
Date	Amendment

Annual Reports

Filed For

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

Date filed

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

Wednesday, July 3, 2024 — 4:51 PM

© 2024 State of West Virginia