



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: 07-31-2024

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 0702 7804 TAX2400000001 2	Procurement Folder:	1248038
Document Name:	Open End Contract for Employee Assistance Program	Reason for Modification:	Change Order 1 To renew contract for an additional year
Document Description:	Open End Contract for Employee Assistance Program		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-08-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-08-14

VENDOR		DEPARTMENT CONTACT																					
Vendor Customer Code:	000000197451	Requestor Name:	George C Mitchell																				
INOVA HEALTH CARE SERVICES 8110 GATEHOUSE RD		Requestor Phone:	(304) 558-2554																				
FALLS CHURCH VA 22042 US		Requestor Email:	george.c.mitchell@wv.gov																				
Vendor Contact Phone:	703-776-3505	<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																					
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		
	Discount Allowed			Discount Percentage	Discount Days																		
#1	No	0.0000	0																				
#2	No																						
#3	No																						
#4	No																						

INVOICE TO	SHIP TO
OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748 CHARLESTON WV 25339-1748 US	OPERATIONS DIVISION TAX DIVISION OF REVENUE CENTER 1001 LEE ST E, STE 1 CHARLESTON WV 25301-1725 US

8/1/24 CL

Purchasing Division's File Copy

Total Order Amount:	Open End
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PURCHASING DIVISION AUTHORIZATION
 DATE: *JA 7-31-24*
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: *8-6-24*
 ELECTRONIC SIGNATURE ON FILE

8/5/2024

Extended Description:

Change Order
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 8/15/24 through 8/14/25.
Renewal Years Remaining: 2 year.
No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	84131609			EA	2.830000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Open End Contract for Employee Assistance Program

Extended Description:

Open End Contract for Employee Assistance Program



Larry Pack
Acting Secretary of Revenue

Matthew Irby
State Tax Commissioner

STATE TAX DEPARTMENT

June 10, 2024

INOVA
Attn: Amanda Grabliauskas
8095 Innovation Park Drive
Fairfax, VA 22031

Re: Renewal CMA TAX24*1 Employee Assistance Program

Dear Ms. Grabliauskas,

The West Virginia State Tax Department, Operations Division would like to renew our Employee Assistance Program contract with you for another year. If agreed and approved, the dates of services will be August 15, 2024, through August 14, 2025.

Please sign below in acceptance of the renewal of this contract for one year at the same terms and conditions as the original contract.

Upon acceptance, please return all documents to me via email to George.C.Mitchell@wv.gov or via U.S. Mail at: WV State Tax Department, Attn: Operations Division, P.O. Box 11748, Charleston, WV 25301-1748. If you should have any questions or need additional information, please contact me at (304) 558-2554.

Sincerely,

George Mitchell
Procurement Specialist
WV State Tax Department
Operations Division

Accepted by:

Company Name: InovEmployee Assistance

Signature: Brian Petz

Title: Senior Director

Date: 7/8/2024

State Tax Department, Operations Division
1001 Lee Street, East, 3rd Floor Revenue Center
Charleston, West Virginia 25301
Telephone (304) 558-3834 or Fax (304) 558-3947

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>7/31/24</u> Solicitation No. <u>CMA TAX 24*01</u>	Agency: WV State Tax Department Procurement Officer Submitting Requisition: George Michell Requisition No. CMA TAX24*1 PF No.: <u>1248038</u>
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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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: 

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Business Organization Detail

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INOVA HEALTH CARE SERVICES

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	4/10/2017		4/10/2017	Foreign	Non-Profit			

Organization Information			
Business Purpose	6214 - Health Care and Social Assistance - Ambulatory Health Care Services - Outpatient Care Centers (family planning, mental health, substance abuse, HMO, kidney dialysis, freestanding ambulatory surgical & emergency centers)		
Charter County		Control Number	0
Charter State	VA	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses

Type	Address
Local Office Address	3949 PENDER DRIVE SUITE 310 F FAIRFAX, VA, 22030
Mailing Address	8110 GATEHOUSE ROAD SUITE 200, EAST TOWER FALLS CHURCH, VA, 22042 USA
Notice of Process Address	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
Principal Office Address	8110 GATEHOUSE ROAD SUITE 200, EAST TOWER FALLS CHURCH, VA, 22042 USA
Type	Address

Officers

Type	Name/Address
Director	J. STEPHEN JONES MD 8110 GATEHOUSE ROAD SUITE 200, EAST TOWER FALLS CHURCH, VA, 22042
President	J. STEPHEN JONES MD 8110 GATEHOUSE ROAD SUITE 200, EAST TOWER FALLS CHURCH, VA, 22042
Secretary	JOHN GAUL 8110 GATEHOUSE ROAD SUITE 200, EAST TOWER FALLS CHURCH, VA, 22042
Treasurer	ALICE POPE 8110 GATEHOUSE ROAD SUITE 200, EAST TOWER FALLS CHURCH, VA, 22042
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
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INOVA



Federal Organizations

INOVA HEALTH CARE SERVICES INC.	FORCED DBA	4/10/2017	
DBA Name	Description	Effective Date	Termination Date

Annual Reports
Filed For
2024
2023
2022
2021
2020
2019
2018
Date filed

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

Thursday, July 25, 2024 — 11:24 AM

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