



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: 03-21-2025

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 0210 4472 ISC2400000004 3	Procurement Folder:	1379271
Document Name:	CO#1 Professional Database Engineer (OT24116)	Reason for Modification:	
Document Description:	CO#1 Professional Database Engineer (OT24116)	Change order 1 is issued to renew for another year	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-04-03
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-04-02

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000009860 SMART SHARED SERVICES LLC PO Box 1187 Charleston WV 25324-1187 US Vendor Contact Phone: 304-720-5151 Extension: 229 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: Andrew C Lore Requestor Phone: 304-352-4944 Requestor Email: andrew.c.lore@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV 25305 US	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

3-31-25

Purchasing Division's File Copy

Total Order Amount:

Open End

TLV 3/21/25

PURCHASING DIVISION AUTHORIZATION

DATE: *M. X. [Signature]* 3/31/2025
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *[Signature]*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *[Signature]* 4-2-25
ELECTRONIC SIGNATURE ON FILE

4/2/2025

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 04/03/25 through 04/02/26

Renewal Years/Months Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111609			HOUR	103.410000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Professional Database Engineer - YR1

Extended Description:

Professional Database Engineer:

\$103.41 hourly rate.

The actual hours used may vary depending on usage.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80111609			HOUR	105.480000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Professional Database Engineer - YR2

Extended Description:

Professional Database Engineer:

\$105.48 hourly rate.

The actual hours used may vary depending on usage.



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Eric L. Householder
Cabinet Secretary

Heather Abbott
Chief Information Officer

February 24, 2025

Eva Kordusky
Smart Shared Services LLC
eva.kordusky@ssslc.email

Subject: Renewal of agreement CMA ISC24*04, Database Engineer Renewal

Dear Mr./Ms. Kordusky:

Provisions were included, in the original contract documents, to renew subject contract under the same terms, conditions and pricing. The renewal dates are April 3, 2025 through April 2, 2026. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

Please contact me if you have any questions.

Sincerely,

Meghan S. Shears

Meghan S. Shears
Chief Financial Officer
West Virginia Office of Technology
1900 Kanawha Blvd. E., Bldg. 5, 10th Floor
Charleston, WV 25305

Attachment

We agree to renew the contract for the period as stated above under the same terms, conditions and pricing as in the original purchase order and any change orders thereto.

Eva Kordusky
Name/Signature

2-24-2025
Date

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Business and Licensing

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Business Organization Detail

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SMART SHARED SERVICES LLC

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC Limited Liability Company	6/27/2014		6/27/2014	Domestic	Profit				

Organization Information									
Business Purpose		5613 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs)							
Capital Stock									
Charter County	Kanawha			Control Number					
Charter State	WV			Excess Acres					
At Will Term	A			M					
At Will Term Years				Ma					
Authorized Shares				Pa					
					Young Entrepreneur	Not Specified			

Addresses

Type	Address
Designated Office Address	P O 1187 CHARLESTON, WV, 25324
Mailing Address	P O 1187 CHARLESTON, WV, 25324 USA
Notice of Process Address	RICH EDWARDS P O 243 SCOTT DEPOT, WV, 25560
Principal Office Address	P O 1187 CHARLESTON, WV, 25324 USA
Type	Address

Officers

Type	Name/Address
Member	RICH EDWARDS P O 7318 CHARLESTON, WV, 25356
Organizer	RICH EDWARDS P O 7318 CHARLESTON, WV, 25356
Type	Name/Address

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2023
2022
2021
2020
2019
2018
2017

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2015

Date filed

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

Friday, March 21, 2025 — 10:16 AM

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**STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY**

State Capitol

Charleston, West Virginia 25305

**Eric L. Householder
Cabinet Secretary**

**Heather Abbott
Chief Information Officer**

TO: Toby Welch
Senior Buyer, Purchasing Division

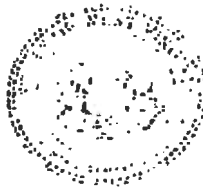
FROM: Meghan S. Shears
Chief Financial Officer, West Virginia Office of Technology

SUBJECT: CMA ISC24*04 Change Order 1 – Database Engineer

DATE: March 5, 2025

The WVOT is requesting the above Change Order to renew the subject contract under the same pricing, terms and conditions, and specification contained in the Original Contract and subsequent Change Orders not modified herein.

Please let me know if you need anything further to support this request.



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division

From: Samantha Willis, Director & General Counsel

WV Purchasing *SW*

Date: January 23, 2025

Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

DBA Engineer Services
SMART Shared Services \$215,093.00

The Accompanying Request has been reviewed and approved by the following:

Heather D. Abbott

Agency Head

2/24/2025

Date

Eric Householder

Cabinet Secretary/Department Head

3/25/25

Date

Governor's Office Representative

Date