



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: 02-19-2025

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 0402 0011 EDD2200000002 4	Procurement Folder:	961135
Document Name:	SCHOOL LAWS OF WEST VIRGINIA	Reason for Modification:	
Document Description:	SCHOOL LAWS OF WEST VIRGINIA	Change Order No. 2 To Renew Contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-01-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-01-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000105639 MATTHEW BENDER & CO INC 9443 SPRINGBORO PIKE MIAMISBURG OH 45342 US Vendor Contact Phone: 937-865-7927 Extension: 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: Marlene Price Requestor Phone: (304) 558-3667 Requestor Email: mprice@k12.wv.us 2025 FILE LOCATION
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
OFFICE OF FINANCE & INTERNAL OPERATIONS DEPARTMENT OF EDUCATION BLDG 6, RM 700 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	SECRETARY DEPARTMENT OF EDUCATION OFFICE OF LEGAL SERVICES 1900 KANAWHA BLVD E, BLDG 6 RM 650 CHARLESTON WV 25305 US

CR 2-20-25

Purchasing Division's File Copy

Total Order Amount:	Open End
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JA 2-20-25

PURCHASING DIVISION AUTHORIZATION
DATE: 2/20/2025
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 2/20/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 2-21-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

CHANGE ORDER No. 2

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 or Renewal: 01/15/2025 through 01/14/2026

Renewal Years/Months remaining: One (1)

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	55101530			EA	18.500000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 2022 Book

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	55101530			EA	18.500000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 2022 E-Book

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	55101530			EA	23.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Combo (Includes Book and Ebook)

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	55101530			EA	18.500000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 2024 Book

Extended Description:

2024 Book

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	55101530			EA	18.500000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: 2024 E-Book

Extended Description:
2024 E-Book

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	55101530			EA	23.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: 2024 Combo (Includes Book and Ebook)

Extended Description:
2024 Combo (Includes Book and Ebook)



1900 Kanawha Boulevard, East, Building 6 • Charleston, WV 25305
wvde.us

February 5, 2025

Matthew Bender & Co. Inc.
9443 Springboro Pike
Miamisburg, OH 45342

Subject: CMA EDD2200000002, Change Order 2 for Contract Renewal
School Laws of West Virginia

The West Virginia Department of Education is offering to renew subject contract under the same terms, conditions, pricing, and specifications as contained in the original contract and all approved change orders. The renewal period will be from January 15, 2025, through January 14, 2026. If your company agrees to this renewal, please sign below and return at your earliest convenience.

Remaining Renewals: One (1)

Please contact me with any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kelli Talbott".

Kelli Talbott
General Counsel
West Virginia Department of Education

**Vendor's signature below.*

Matthew Bender & Co. Inc. agrees to renew the contract for the period as stated above and according to the same terms and conditions as stipulated in the original contract and any change orders thereto.

A handwritten signature in cursive script, appearing to read "Leslie Matheney".

Name / Signature

February 14, 2025

Date

Director, Government Content

Title



*Approved
per Frank Whittaker
2-20-25*

1900 Kanawha Boulevard, East, Building 6 • Charleston, WV 25305
wvde.us

MEMORANDUM

TO: Josh Hager, Senior Buyer, West Virginia Purchasing Division
From: Michelle Childers, Coordinator, WVDE, Internal Operations *M. Childers*
Date: February 4, 2025
Subject: CMA EDD2200000002, Change Order 2 for Contract Renewal
School Laws of West Virginia

The renewal date for the Contract listed above is January 15, 2025. This renewal date was inadvertently logged for renewal incorrectly and missed. The Agency's tracking has been updated to ensure that the renewal will be timely next year.

mc

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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.

MATTHEW BENDER & COMPANY, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	7/16/2012		7/16/2012	Foreign	Profit			

Organization Information		
Business Purpose	5191 - Information - Data Processing, Hosting, and Related Services - Other Information Services (news syndicates, libraries, archives, internet publishing, broadcasting, web search portals)	
Charter County		Capital Stock
Charter State	NY	Control Number 99VV8
At Will Term		Excess Acres
At Will Term Years		Member Managed
Authorized Shares		Par Value
		Young Entrepreneur Not Specified

Addresses	
Type	Address
Mailing Address	1105 NORTH MARKET ST SUITE 501 - RELX WILMINGTON, DE, 19801 USA
Notice of Process Address	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
Principal Office Address	230 PARK AVE NEW YORK, NY, 10169 USA
Type	Address

Officers	
Type	Name/Address
Director	KENNETH THOMPSON 9443 SPRINGBORO PIKE MIAMISBURG, OH, 45342
President	MICHAEL WALSH 230 PARK AVE NEW YORK, NY, 10169
Secretary	IAN MCDUGALL 230 PARK AVE NEW YORK, NY, 10169
Treasurer	SUZANNE M PERRY 230 PARK AVE 8TH FLOOR 8TH FLOOR NEW YORK, NY, 10169

Vice-President

RENEE SIMONTON
1101 NORTH MARKET ST
WILMINGTON, DE, 19807

Type	Name/Address
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Mergers

Merger Date	Merged	Merged State	Survived	Survived State
10/7/2015	MATTHEW BENDER PROPERTIES INC.	DE	MATTHEW BENDER & COMPANY, INC.	NY
Merger Date	Merged	Merged State	Survived	Survived State

Date	Amendment
10/7/2015	MERGER: MERGING MATTHEW BENDER PROPERTIES INC., A NON-QUALIFIED DE ORGANIZATION WITH AND INTO MATTHEW BENDER & COMPANY, INC., A QUALIFIED NY CORPORATION, THE SURVIVOR
Date	Amendment

Annual Reports

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

Wednesday, February 19, 2025 — 11:29 AM

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- ☐ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"Matthew Bender & Co Inc" 

Classification

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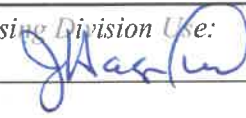
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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u></u> Date: <u>2.20.25</u> Solicitation No. <u>CMA EDD 22*02</u> <div style="text-align: center; font-size: 1.5em; margin-top: 10px;">C/O#2</div>	Agency: WV Dept. of Education <hr/> Procurement Officer Submitting Requisition: Michelle Childers <hr/> Requisition No. CMA EDD22*02_CO2 <hr/> PF No.: 961135
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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 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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	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: _____

