



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: 04-04-2025

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 0704 7892 INS2300000002 4	Procurement Folder:	1202681
Document Name:	Prior Authorization Reporting	Reason for Modification:	Change Order #2 is being issued to renew the original contract.
Document Description:	Prior Authorization Reporting		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-05-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-05-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000129068 INS REGULATORY INSURANCE SERVICES INC 419 S 2ND ST PHILADELPHIA PA 19147 US Vendor Contact Phone: 2156252927 Extension: 8902 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: Beverley Toney Requestor Phone: 304-414-8473 Requestor Email: beverley.a.toney@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
ACCOUNTS PAYABLE MANAGER OFFICES OF THE INSURANCE COMMISSIONER PO BOX 50540 CHARLESTON WV 25305-0540 US	OFFICES OF THE INSURANCE COMMISSIONER 900 PENNSYLVANIA AVE CHARLESTON WV 25302 US

4/1/25 bcl

Purchasing Division's File Copy

Total Order Amount: Open End

PURCHASING DIVISION AUTHORIZATION
DATE: *Mar 2025 - 4/07/2025*
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: *4-9-25*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *4-9-25*
ELECTRONIC SIGNATURE ON FILE

4/9/2025

Extended Description:

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 of renewal: 5/15/25 through 5/14/26

Renewal Years Remaining: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	84000000			HOUR	160.000000
	Service From	Service To	Service Contract Amount		
	2023-05-15	2026-05-14	0.00		

Commodity Line Description: Financial and Insurance Services

Extended Description:



STATE OF WEST VIRGINIA
Offices of the Insurance Commissioner

Allan L. McVey
Insurance Commissioner

February 18, 2025

Annette M. Knief, Managing Director
INS Regulatory Insurance Services, Inc.
419 South 2nd Street
New Market, Suite 206
Philadelphia, PA 19147

Subject: CMA INS2300000002 Renewal – Prior Authorization Reporting

Dear Ms. Knief:

The State of West Virginia, Offices of the Insurance Commissioner is offering to renew the subject contract according to the same terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Effective date of the 2nd renewal: May 15, 2025 through May 14, 2026

If your company agrees to this renewal, please sign below, return the original letter and updated Certificates of Insurance by email as soon as possible.

If you have any questions, please do not hesitate to give me a call at (304) 414-8473 or by email at beverley.a.toney@wv.gov.

Sincerely,

Beverley Toney
Procurement Specialist

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

Annette Knief

02/26/2025

Name/Signature

Date

President and Managing Partner

Title





Toney, Beverley A <beverley.a.toney@wv.gov>

Fwd: Message from KM_C458

1 message

Hughes, Debbie M <debbie.m.hughes@wv.gov>

Thu, Apr 3, 2025 at 4:45 PM

To: Beverley A Toney <beverley.a.toney@wv.gov>

Approved! No approval needed by Governor. Thanks

Debbie Hughes

----- Forwarded message -----

From: **Torlone, Kathy A** <kathy.a.torlone@wv.gov>

Date: Thu, Apr 3, 2025 at 4:27 PM

Subject: Fwd: Message from KM_C458

To: Debbie M Hughes <Debbie.M.Hughes@wv.gov>

This is approval for the INS Regulatory Insurance Services contract.

Even though Sec. Nelson approved it today, he dated it 3/31/25.

Thanks

----- Forwarded message -----

From: <13613@wv.gov>

Date: Thu, Apr 3, 2025 at 4:23 PM

Subject: Message from KM_C458

To: <Kathy.a.torlone@wv.gov>

 **SKM_C45825040317010.pdf**
130K

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.

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

William L. McVey

Agency Head

3-7-2025

Date

[Signature]

Cabinet Secretary/Department Head

3-31-25

Date

Governor's Office Representative

Date

Torlone, Kathy A <kathy.a.torlone@wv.gov>

2nd renewal of INS Regulatory Insurance Services Inc. contract

1 message

Hughes, Debbie M <debbie.m.hughes@wv.gov>

Mon, Mar 10, 2025 at 2:45 PM

To: Kathy A Torlone <kathy.a.torlone@wv.gov>, Peter Shirley <peter.shirley@wv.gov>
Cc: Beverley A Toney <beverley.a.toney@wv.gov>

Kathy,

I have attached OIC's request for approval to renew its INS Regulatory Insurance Services Inc. Contract. Since it was issued on May 15, 2023, the OIC has spent \$177,000 on this contract. This renewal will cost \$160 an hour for work under this second renewal period.

This contract is for health insurance prior authorization reporting/data collection requirements in W.Va. Code §§ 33-15-4s, 33-16-3dd, 33-24-7s, 33-25-8p, and 33-25A-8s for commercial insurers and at W.Va. Code §5-16-7f for PEIA. The law requires the OIC to request data every quarter, or more often as needed, to oversee compliance with the prior authorization law. The data shall include, but not be limited to, prior authorizations requested by health care providers, the total number of prior authorizations denied broken down by health care provider, the total number of prior authorizations appealed by health care providers, the total number of prior authorizations approved after appeal by health care providers, the name of each gold card status physician, and the name of each physician whose gold card status was revoked and the reason for revocation.

Please let me know if you have any questions or need additional information.

Thanks, Debbie.

-

Debbie Hughes

Assistant Commissioner, Operations

WV Insurance Commission

900 Pennsylvania Avenue

Charleston WV 25302

304-414-8400

Debbie.M.Hughes@wv.gov

*Continuance of
Contract
\$160/hr.*

 SKM_C450I25031012220.pdf
292K

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

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INS REGULATORY INSURANCE SERVICES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	3/25/2019		3/25/2019	Foreign	Profit			

Organization Information								
Business Purpose	5239 - Finance and Insurance - Security, Commodity Contracts and Similar Activity - Other Financial Investment Activities (misc. intermediation, portfolio mgmt, investment advice, trust, fiduciary, custody)			Capital Stock				
Charter County				Control Number	9AQ3X			
Charter State	DE			Excess Acres				
At Will Term				Member Managed	X Close			
At Will Term Years				Pa	Hi I'm SOLO I can help you file your Annual			
Authorized Shares				Entr	Report.			

Addresses

Type	Address
Local Office Address	419 SOUTH SECOND STREET, NEW MARKET, SUITE 206 PHILADELPHIA, PA, 19147
Mailing Address	419 SOUTH SECOND STREET, NEW MARKET, SUITE 206 PHILADELPHIA, PA, 19147 USA
Notice of Process Address	REGISTERED AGENTS INC. 110 MAIN ST BECKLEY, WV, 25801
Principal Office Address	419 SOUTH SECOND STREET SUITE 206 PHILADELPHIA, PA, 191471613 USA
Type	Address

Officers

Type	Name/Address
Director	CHRISTINE HAGGERTY 419 S. 2ND STREET # 306 PHILADELPHIA, PA, 19147
President	ANNETTE KNIFE 419 S. 2ND STREET # 306 PHILADELPHIA, PA, 19147
Secretary	CHRISTINE HAGGERTY 419 S. 2ND STREET # 306 PHILADELPHIA, PA, 19147
Type	Name/Address

Annual Reports

Filed For	
2024	
2023	
2022	Hi, I'm SOLO! I can help you file your Annual Report.
2021	
2020	
Date filed	

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All Entity Information

Entities

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- ☐ Any Words ⓘ
- ☐ All Words ⓘ
- ☐ Exact Phrase ⓘ

e.g. 123456789, Smith Corp

Classification



Excluded Individual



Excluded Entity



Entity Name

INS REGULATORY INSURANCE SERVICES, INC.



Unique Entity ID

e.g. HTYR9YJHK65L

CAGE / NCAGE

Federal Organizations



Exclusion Type



Exclusion Program



Location



Dates



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