



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: 04-09-2025

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 0702 7813 TAX2400000006 2	Procurement Folder:	1421820
Document Name:	Valuation of reserve/producing coal, oil, and gas properties	Reason for Modification:	Change Order 01 To Renew Contract
Document Description:	Valuation of reserve/producing coal, oil, and gas properties		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-06-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-05-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000003275 RTC GIS INC PO Box 242 State College PA 16804 0242 US Vendor Contact Phone: 814-237-4009 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: Anthony W Cooper Requestor Phone: (304) 558-8614 Requestor Email: anthony.w.cooper@wv.gov 2025 52955 FILE LOCATION SCANNED
	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	PROPERTY TAX DIVISION TAX DIVISION OF 1001 LEE STREET EAST CHARLESTON WV 25301 US

CR 4-16-25

Total Order Amount:	Open End
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
DATE: 4.15.25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 4/22/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 4-23-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 01 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 June 1, 2025 through May 31, 2026

Renewal Years/Months Remaining: 2 years remain

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	94131501			HOUR	300.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Valuation Services

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	94131501			HOUR	275.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Geotechnical Services

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	94131603			HOUR	300.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Pre-rail Preparation

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	81111811			HOUR	150.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Technical Services

Extended Description:



Eric Nelson
Secretary of Revenue

STATE TAX DEPARTMENT

Matthew Irby
State Tax Commissioner

January 8, 2025

Resource Technologies Corp.
Attn: April Saldana
PO Box 242
State College PA 16804

Ref: TAX24*06 CMA

Dear Ms. Saldana,

The West Virginia State Tax Division, Property Tax Division would like to "renew" their contract with RTC GIS, Inc for an additional year. If you agree and approve, the date of service for this renewal will be June 1, 2025 through May 31, 2026.

Please sign below in acceptance of the renewal of this contract for one year at the same terms and conditions as the original contract. Also, attached is a copy of the Purchasing Affidavit which must be signed, notarized, and returned with this renewal letter and Addendum to Vendor's Standard Contractual Form which must also include a signature and date.

Upon acceptance, please return documents via email to nora.m.adams@wv.gov or via U.S. Mail at WV State Tax Division, Attn: Operations Division PO Box 11748, Charleston WV 25301-1748.

If you have any questions or need additional information, please contact me at (304) 558-8699.

Sincerely,

Nora Adams

Nora Adams, Procurement Specialist
Operations Division

Accepted by: Jeffrey Kern

Company Name: RTC GIS, Inc.

Signature: *Jeffrey Kern*

Title: President

Date: 4/11/2025

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

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

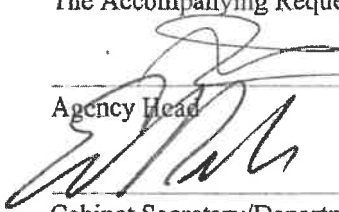
Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which 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.

*Day 24*06*

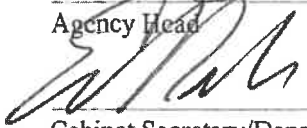
The Accompanying Request has been reviewed and approved by the following:



Agency Head

3/28/25

Date



Cabinet Secretary/Department Head

3-31-25

Date

Governor's Office Representative

Date

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>4/9/25</u> Solicitation No. <u>CMA TAX24*06</u>	Agency: WV State Tax Department <hr/> Procurement Officer Submitting Requisition: Nora Adams <hr/> Requisition No. TAX24*06 CMA Valuation Services <hr/> PF No.: 1421820
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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				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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 checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: David Pauline

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Business Organization Detail

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RTC GIS INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	5/30/2008		5/30/2008	Foreign	Profit			

Organization Information		
Business Purpose	5416 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Management, Scientific and Tech Consulting Services (administrative, general, HR, marketing, process, physical distribution, logistics, environmental)	
Capital Stock		
Charter County		Control Number 999BL
Charter State	PA	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	204 EAST CALDER WAY SUITE 205 STATE COLLEGE, PA, 16801
Mailing Address	PO BOX 242 STATE COLLEGE, PA, 16804 USA
Notice of Process Address	JEFFREY R KERN PO BOX 242 STATE COLLEGE, PA, 16804
Principal Office Address	204 EAST CALDER WAY, STE 205 STATE COLLEGE, PA, 16801 USA
Type	Address

Officers	
Type	Name/Address
President	JEFFREY R KERN PO BOX 242 STATE COLLEGE, PA, 16804
Type	Name/Address

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

Wednesday, April 9, 2025 — 7:02 AM

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Federal Organizations

RTC GIS, INC



Status

- ☒ Active
- ☐ Inactive

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