



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: 05-30-2025

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 0803 0081 DOT81220053B 5	Procurement Folder:	1049595
Document Name:	WVDOT IT Temporary Staffing Services 81220053B	Reason for Modification:	Change Order: 04 To Renew Contract (CO# 02 was for admin change.)
Document Description:	WVDOT IT Temporary Staffing Services -81220053B CO4		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-07-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-07-14

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: Sidney Oliver Requestor Phone: 304-414-7119 Requestor Email: jr.oliver@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
INFORMATION TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV 25305 US	INFORMATION TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV 25305 US

CR 6-26-25

Purchasing Division's File Copy

Total Order Amount:	Open End
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PURCHASING DIVISION AUTHORIZATION

DATE: *6-24-25*
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *6/27/2025*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *6-30-25*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 4 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: 7/15/25 - 7/14/26

Renewal Years Remaining: (0)

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111609				0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Senior Mainframe Application Analyst ON SITE

Extended Description:

Senior Mainframe Application Analyst
ON SITE
\$65.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	80111609				0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Senior Mainframe Application Analyst REMOTE

Extended Description:

Senior Mainframe Application Analyst
REMOTE
\$63.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	80111609				0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Senior Mainframe Application Analyst ON SITE Y2

Extended Description:

Senior Mainframe Application Analyst
ON SITE Y2
\$66.30 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Senior Mainframe Application Analyst REMOTE Y2

Extended Description:

Senior Mainframe Application Analyst
REMOTE Y2
\$64.26 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Senior Mainframe Application Analyst ON SITE Y3

Extended Description:

Senior Mainframe Application Analyst
ON SITE Y3
\$67.63 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Senior Mainframe Application Analyst REMOTE Y3

Extended Description:

Senior Mainframe Application Analyst
REMOTE Y3
\$65.55 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Senior Mainframe Application Analyst ON SITE Y4

Extended Description:

Senior Mainframe Application Analyst
ON SITE Y4
\$68.98 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	80111609				0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Senior Mainframe Application Analyst REMOTE Y4

Extended Description:
 Senior Mainframe Application Analyst
 REMOTE Y4
 \$66.86 per hour

See attached Synopsis and pricing page.



WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION
1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-0444

Michael J. DeMers
Deputy Secretary of Transportation

04/16/2025

Stephen T. Rumbaugh, P. E.
Secretary of Transportation
Commissioner of Highways

SMART SHARED SERVICES LLC
PO BOX 1187
CHARLESTON WV 25324-1187

Subject Contract Renewal: CMA DOT81220053B
Procurement folder: 1049595

The Department of Transportation of West Virginia is offering to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

The renewal dates are 7/15/25 through 7/14/26 . If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to dottechpurchasing@wv.gov

Please contact the email listed above if you have any questions.
Thank you,

JR Oliver

Information Technology Division, Procurement

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

Eva Kordusky / Eva Kordusky
Name/Signature

4-16-2025
Date

VP of Business Operations
Title

PROCUREMENT USE ONLY	
<u>Alyssa Chang / Alyssa Chang</u>	
Signature/Title/Date	



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

Mark D. Scott
Cabinet Secretary

Heather D. Abbott
Chief Information Officer

**TO: Lisa DiNallo, Procurement
Department of Transportation**

**FROM: Heather D. Abbott, Chief Information Officer
Office of Technology**

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
IS&C NUMBER: 2024-2262**

DATE: May 09, 2024

West Virginia Code §5A-6-4(a) permits the Chief Information Officer to review and approve technology purchases for suitability to ensure such purchases comport with the State of West Virginia's overall strategic information technology goals.

West Virginia Code §5A-6-4c requires the Chief Information Officer to review and approve "technology projects."

West Virginia Code §5A-6-5 requires that "any state spending unit that pursues an information technology purchase that does not meet the definition of a 'technology project' and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Information Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems.

After conducting a review of your request for Blanket approval for remaining contract renewals for WVDOT CMAs for IT Temporary Staffing Services, the Office of Technology has determined:

X That your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

This memorandum constitutes this office's official review and a copy should be attached

to your purchase order and any other correspondence related to this request.

If you have questions, or need additional information, please contact Consulting Services at Consulting.Services@wv.gov.

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

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.

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	Member Managed	MBR
At Will Term Years	Par Value		
Authorized Shares	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

Annual Reports**Filed For**

2024

2023

2022

2021

2020

2019

2018
2017
2016
2015
Date filed

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

Tuesday, June 3, 2025 — 11:30 AM

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Disaster Response Registry

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>6/3/25</u> Solicitation No. <u>CMA DOT81220053B</u> <u>CO#</u>	Agency: WVDOT Procurement Officer Submitting Requisition: JAMES MOFFATT Requisition No. CMA DOT81220053B PF No.: 1049595
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 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: _____

