



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: 04-25-2025

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 0907 0907 RNB2300000001 3	Procurement Folder:	1209847
Document Name:	NURSE HEALTH PROGRAMS EXPANSION INITIATIVE "CARE FOR NURSE	Reason for Modification:	
Document Description:	NURSE HEALTH PROGRAMS EXPANSION INITIATIVE "CARE FOR NURSES"	Change Order No. 2 To renew contract.	
Procurement Type:	Central Sole Source		
Buyer Name:			
Telephone:			
Email:		Effective Start Date:	2023-04-21
Shipping Method:	Best Way	Effective End Date:	2026-04-20
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000019670 BIRCHWOOD SOLUTIONS LLC PO Box 254  Franklin TN 37065-0254 US Vendor Contact Phone: 813-334-5070 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: Margaret E Alston Requestor Phone: (304) 558-3596 Requestor Email: margaret.e.alston@wv.gov  <b>2025</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV 25309 US	WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV 25309 US

CR 4-29-25

Total Order Amount:	Open End
---------------------	----------

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION

DATE: 4/28/25  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 5/1/25  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 5-2-25  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

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 04/21/2025 through 4/20/2026

Renewal Years Remaining: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	85121700			MO	13033.000000
Service From				Service To	Service Contract Amount
					0.00

**Commodity Line Description:** Care For Nurses Health Program Expansion Initiative

**Extended Description:**

Provide weekly facilitated support groups for up to 250 WV Nurses

Dr. Sue Painter, DNP, RN  
Executive Director

email: [rnboard@wv.gov](mailto:rnboard@wv.gov)  
web address: [wvnrnboard.wv.gov](http://wvnrnboard.wv.gov)



TELEPHONE:

(304) 744-0900

FAX (304) 744-0800

STATE OF WEST VIRGINIA  
**BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES**  
5001 MacCorkle Avenue, SW  
South Charleston, WV 25309

April 2, 2025

Elizabeth Temple  
CEO  
Birchwood Solutions, LLC  
342 B Main St. Ste 204  
Franklin, TN 37064

Subject: RENEWAL OF CMA RNB2300000001 – Nurse Health Programs Expansion Initiative  
“Care For Nurses”.

Dear Ms. Temple:

The WV Board of Registered Nurses is informing Birchwood Solutions, LLC that we would like to continue receiving the valuable services offered under the above-referenced contract.

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 4/21/2025 through 4/20/2026.

Renewal Years Remaining: One (1)

No other changes.

Signed: \_\_\_\_\_

Handwritten signature of Margaret Alston in blue ink.

Margaret Alston  
Director of Finance and Operations  
WV Board Registered Nurses

Handwritten signature of Elizabeth Temple in blue ink.

Elizabeth Temple  
CEO  
Birchwood Solutions

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 *SLW*  
Date: January 23, 2025  
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey 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.

*CMA RNB 2.3 \*1*

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

*Shirley Painter*  
Agency Head

*3-25-2025*  
Date

Cabinet Secretary/Department Head

Date

*John C. ...*  
Governor's Office Representative

*3/31/2025*  
Date

You are viewing this page over a secure connection. Click here for more information.

## 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.*

### BIRCHWOOD SOLUTIONS, LLC

*see attached*

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC   Limited Liability Company	12/19/2019		12/19/2019	Foreign	Profit				

Organization Information			
Business Purpose	6117 - Educational Services - Educational Services - Educational Support Services		Capital Stock
Charter County		Control Number	
Charter State	TN	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years	Par Value		
Authorized Shares	Young Entrepreneur		No

Addresses	
Type	Address
Designated Office Address	99 E MAIN STREET STE 200 FRANKLIN, TN, 37064
Mailing Address	PO BOX 361 ARRINGTON, TN, 37014 USA
Notice of Process Address	BRIAN BOYD 214 OVERLOOK CIRCLE STE 275 BRENTWOOD, TN, 37027

<b>Principal Office Address</b>	99 E MAIN ST STE 200, BOX 15 FRANKLIN, TN, 37064 USA
Type	Address

<b>Officers</b>	
Type	Name/Address
<b>Member</b>	ELIZABETH TEMPLE 1363 CAROLINE CIRCLE FRANKLIN, TN, 37064
Type	Name/Address

<b>DBA</b>			
DBA Name	Description	Effective Date	Termination Date
BIRCHWOOD SOLUTIONS	TRADENAME	12/19/2019	
DBA Name	Description	Effective Date	Termination Date

<b>Annual Reports</b>	
Filed For	
2024	
2023	
2022	
2021	
2020	
Date filed	

[File Your Current Year Annual Report Online Here](#)

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

Thursday, April 24, 2025 — 11:28 AM

© 2025 State of West Virginia



Vendor/Customer

## Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
Payment	342 B MAIN ST STE 204	FRANKLIN	TN	37064	
Ordering	342 B MAIN ST STE 204	FRANKLIN	TN	37064	
Billing	PO Box 254	Franklin	TN	37065-0254	Elizabeth Temple
Payment	PO Box 254	Franklin	TN	37065-0254	Elizabeth Temple
Ordering	PO Box 254	Franklin	TN	37065-0254	Elizabeth Temple
Web Registrar	PO Box 254	Franklin	TN	37065-0254	Elizabeth Temple
Billing	99 E Main Ste., Ste 200	Franklin	TN	37064	Elizabeth Temple
Ordering	99 E MAIN ST., STE 200	FRANKLIN	TN	37064	Elizabeth Temple
Payment	PO BOX 361	ARRINGTON	TN	37014	ELIZABETH TEMPLE

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : VSD000019670

Active From : 09/13/2022



Active To :



Address Type : Billing

Division/Department :

Default Record :

Additional Address Info. :

Mail Returned :

Prevent New Spending :

Active Address : Yes

Default Currency : USD - US Dollar

## Address Information

Address ID : AD000032  
Street 1 : 99 E Main Ste., Ste 200  
Street 2 :  
City : Franklin  
State/Province : TN  
Zip/Postal Code : 37064  
DUNS :  
Extended DUNS :  
Unique Entity Identifier :  
CAOE Code :

CountryPhone Code : 1  
Phone : 613-334-5070  
Phone Extension :  
County :  
County Name :  
Country : US

Prenote/EFT

Remittance Advice

Contact Information

Contact Address Information

Geographic Designation

Change Management

Top

[Modify Existing Record](#) [Add New Address](#)[Master Address](#)[Master Contacts](#)[Languages](#)[Vendor Transaction History](#)



[Home](#)   [Search](#)   [Data Bank](#)   [Data Services](#)   [Help](#)

Search

All Words

e.g. 1606N020Q02




Filter By

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

- ☐ Any Words 
- ☒ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"BIRCHWOOD SOLUTIONS" 

Classification 

Excluded Individual 

Excluded Entity 

Federal Organizations 

Exclusion Type 

- ☒ Ineligible (Proceedings Pending)
- ☒ Ineligible (Proceedings Complete)
- ☒ Prohibition/Restriction
- ☒ Voluntary Exclusion

Exclusion Program 

Location 

Dates 

Reset 



# No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

[Go Back](#)

Feedback

## Our Website

[About This Site](#)[Our Community](#)[Release Notes](#)[System Alerts](#)

## Policies

[Terms of Use](#)[Privacy Policy](#)[Restricted Data Use](#)[Freedom of Information Act](#)[Accessibility](#)

## Our Partners

[Acquisition.gov](#)[USASpending.gov](#)[Grants.gov](#)[More Partners](#)

## Customer Service

[Help](#)[Check Entity Status](#)[Federal Service Desk](#)[External Resources](#)[Contact](#)

### WARNING

This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

This system contains Controlled Unclassified Information (CUI). All individuals viewing, reproducing or disposing of this information are required to protect it in accordance with 32 CFR Part 2002 and GSA Order CIO 2103.2 CUI Policy.

**SAM.gov**

An official website of the U.S. General Services Administration

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry McDermott</u> Date: <u>4/24/25</u>  Solicitation No. <u>CMA RNB23*01 c/o 3</u>	Agency: <u>West Virginia Board of Registered Nurses</u> Procurement Officer Submitting Requisition: Margaret Alston Requisition No. CMA RNB23*01 PF No.: 1209847
---	--

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 <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>	<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
<b>10 Insurance requirements</b>				
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"/>
<b>11 Office of Technology CIO pre-approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12 Treasurer's Office (banking) pre-approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### FOR CHANGE ORDERS/RENEWALS:

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	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: \_\_\_\_\_

