



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: 07-02-2025

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 0212 0212 TEMP24E 2 | Procurement Folder: | 1473774 |
| Document Name: | TEMPORARY STAFFING SERVICES | Reason for Modification: | CO#01: Issued to renew the original Contract per the attached documents. |
| Document Description: | STATEWIDE CONTRACT | | |
| Procurement Type: | Statewide MA (Open End) | | |
| Buyer Name: | | | |
| Telephone: | | | |
| Email: | | | |
| Shipping Method: | Best Way | Effective Start Date: | 2024-08-15 |
| Free on Board: | FOB Dest, Freight Prepaid | Effective End Date: | 2026-08-14 |

| VENDOR | DEPARTMENT CONTACT | | | | | | | | | | | | | | | | | | | | |
|--|--------------------|---------------------|---------------------|---------------|----|----|--------|---|----|----|--|--|----|----|--|--|----|----|--|--|---|
| Vendor Customer Code: VS0000022655 EXCELSIOR CONSULTING SERVICES INC 1236 CONNAMARA CT WESTMONT IL 60559 US Vendor Contact Phone: 9734472575 Extension: 1 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: Mark A Atkins Requestor Phone: (304) 558-2307 Requestor Email: mark.a.atkins@wv.gov 2026 FILE LOCATION _____ |
| | Discount Allowed | Discount Percentage | Discount Days | | | | | | | | | | | | | | | | | | |
| #1 | No | 0.0000 | 0 | | | | | | | | | | | | | | | | | | |
| #2 | No | | | | | | | | | | | | | | | | | | | | |
| #3 | No | | | | | | | | | | | | | | | | | | | | |
| #4 | No | | | | | | | | | | | | | | | | | | | | |

| INVOICE TO | SHIP TO |
|---|---|
| VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US | STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US |

CR 7-9-25

Total Order Amount:

Open End

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION

DATE: 7/8/25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 7/10/25
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 7-10-25
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: 08/15/2025 through 08/14/2026.

Renewal Years Remaining: (2)

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

NO OTHER CHANGES

ORDERING INSTRUCTIONS:
An agency may request use of the TEMP24A through TEMP24F Statewide Contracts for any order as-needed.

Agencies will review the Synopsis Award spreadsheet attached to the contract to identify the lowest cost supplier for each classification. If the lowest ranked vendor cannot fill the position, the State Agency my then go to the next lowest bidder to fill the temporary position after receiving a waiver from the vendor stating that staffing for the position is unavailable.

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|----------------|--------------|-------------------------|------|------------|
| 1 | 80111600 | | | HOUR | 0.000000 |
| | Service From | Service To | Service Contract Amount | | |
| | | | 0.00 | | |

Commodity Line Description: TEMPORARY EMPLOYEE STAFFING SERVICES

Extended Description:
TEMPORARY EMPLOYEE STAFFING SERVICES:

SEE ATTACHED CMA TEMP24 SYNOPSIS FOR CONTRACT PRICING.



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
CHARLESTON, WEST VIRGINIA 25305-0130

SAMANTHA L. WILLIS
DIRECTOR

May 20, 2025

Sudhashree Kota
Excelsior Consulting Services Inc.
1236 Connamara CT
Westmont, IL 60559

Subject: WV Statewide Contract No.: CMA 0212 TEMP24E Temporary Staffing Services

Dear Sudhashree:

The State of West Virginia is offering to renew the subject contract under the same terms, conditions and pricing. The renewal dates are **August 15, 2025** through **August 14, 2026**. If your company agrees to this renewal, please sign below, and return this document to my attention via email to Mark.A.Atkins@wv.gov.

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

Sudhashree Kota

K.S. Sudha

President

5/21/2025

Print Name

Signature

Title

Date

Please call if you have any questions.

Regards,

Mark A. Atkins, CPPB
Buyer Supervisor

West Virginia Department of Administration
Purchasing Division
2019 Washington Street, East
POB 50130
Charleston, WV 25305-0130

Phone: 304.558.2307

Email: Mark.A.Atkins@wv.gov

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Business Organization Detail

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EXCELSIOR CONSULTING SERVICES, INC

| Organization Information | | | | | | | | |
|--------------------------|----------------|------------------|-------------|---------|--------|----------|------------------|--------------------|
| Org Type | Effective Date | Established Date | Filing Date | Charter | Class | Sec Type | Termination Date | Termination Reason |
| EC Exempt Corporation | 7/13/2020 | | 7/13/2020 | Foreign | Profit | | | |

| Organization Information | | |
|---------------------------|---|------------------------------|
| Business Purpose | 5619 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs) | Capital Stock |
| Charter County | | Control Number 8AV7E |
| Charter State IL | | Excess Acres |
| At Will Term | | Member Managed |
| At Will Term Years | | Par Value |
| Authorized Shares | | Young Entrepreneur No |

| Addresses | |
|----------------------------------|---|
| Type | Address |
| Notice of Process Address | SUDHASHREE KOTA 845 E 22ND STREET, UNIT 117 LOMBARD, IL, 60148 USA |
| Principal Office Address | 845 E 22ND STREET, UNIT 117 LOMBARD, IL, 60148 USA |
| Type | Address |

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

Wednesday, July 2, 2025 — 9:48 AM

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