



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 TEMP24F 2	Procurement Folder:	1473775
Document Name:	TEMPORARY STAFFING SERVICES	Reason for Modification:	
Document Description:	STATEWIDE CONTRACT	CO#01: Issued to renew the original Contract per the attached documents.	
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:	VS0000041470	Requestor Name:	Mark A Atkins	
Digit Outsource Inc		Requestor Phone:	(304) 558-2307	
1201 N Orange Street, Suite #820		Requestor Email:	mark.a.atkins@wv.gov	
Wilmington	DE			
US	19801			
Vendor Contact Phone:	3022612920			
Extension:				
Discount Details:		<h1>2026</h1> <p>FILE LOCATION _____</p>		

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

CR 7-9-25
Purchasing Division's File Copy

Total Order Amount: Open End

PURCHASING DIVISION AUTHORIZATION

DATE: 7/8/25

ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 7/10/2025

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 may 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			HOURL	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

Mr. David Maradona
Digit Outsource Inc.
1201 N Orange Street, Suite #820
Wilmington, DE 19801

Subject: WV Statewide Contract No.: CMA 0212 TEMP24F Temporary Staffing Services

Dear Mr. Maradona:

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.

Ranjith Ravula

Ranjith Ravula

CEO

06/02/2025

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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DIGIT OUTSOURCE, INC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	7/29/2024		7/29/2024	Foreign	Profit			

Organization Information		
Business Purpose	5415 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Computer Systems Design and Related Services (design, programming, facilities mgmt)	Capital Stock
Charter County		Control Number
Charter State	DE	Excess Acres
At Will Term		Member Managed
At Will Term Years		Par Value
Authorized Shares		Young Entrepreneur No

Addresses	
Type	Address
Local Office Address	1201 N ORANGE STREET SUITE 820 WILMINGTON, DE, 19801
Mailing Address	13390 POINT RIDER LN HERNDON, VA, 20171 USA
Notice of Process Address	REGISTERED AGENTS INC 110 MAIN ST BECKLEY, WV, 25801
Principal Office Address	1201 N ORANGE STREET SUITE 820 WILMINGTON, DE, 19801 USA
Type	Address

Officers	
Type	Name/Address
President	RANJITH RAVULA 13390 POINT RIDER LN HERNDON, VA, 20171
Type	Name/Address

Annual Reports	
Filed For	
2025	
Date filed	

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

Wednesday, July 2, 2025 — 10:02 AM

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"Digit Outsource Inc."



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