



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: 08-04-2025

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 0506 2837 BHS2400000001 2	Procurement Folder:	1398235
Document Name:	CO 1 DRUG AND ALCOHOL TESTING SERVICES	Reason for Modification:	
Document Description:	DRUG AND ALCOHOL TESTING SERVICES	Change Order No. 1 To renew contract.	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-05-31
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-05-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000012883 RN EXPERTISE INC 214 HICKMAN DR STE 102 SANFORD FL 32771 US Vendor Contact Phone: 407-321-8611 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: Jennifer L Fletcher Requestor Phone: 304-352-5598 Requestor Email: jennifer.l.fletcher@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
PURCHASING AGENT - 304-356-4802 HEALTH AND HUMAN RESOURCES BBH/HF 350 CAPITOL ST, RM 350 CHARLESTON WV 25301-3702 US	PURCHASING AGENT - 304-356-4802 HEALTH AND HUMAN RESOURCES BBH/HF 350 CAPITOL ST, RM 350 CHARLESTON WV 25301-3702 US

CR 8-7-25

Total Order Amount:

Open End

Purchasing Division's File Copy

CL 8/15/25

PURCHASING DIVISION AUTHORIZATION

DATE: *Tamara 8/16/25*
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *9-2-25*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *8-13-25*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 1 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: 05/31/2025 - 05/30/2026

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	85121810			EA	31.330000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: All inclusive price drug & alcohol observed MOBILE screening

Extended Description:

Observed

All inclusive price drug and alcohol observed screening for each specimen to include, collection, supplies, transportation, screening, etc. and sharing results per specifications 4.1.1-4.1.19.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	85121810			EA	31.330000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: All inclusive price drug & alcohol unobserved MOBILE screeni

Extended Description:

Unobserved

All inclusive price drug and alcohol unobserved screening for each specimen to include, collection, supplies, transportation, screening, etc. and sharing results per specifications 4.1.1-4.1.19.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	85121810			HOUR	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Hourly rate for witness testimony by collection expert

Extended Description:

Hourly rate for witness testimony by collection expert in person.
Spec section 4.1.21.1

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	85121810			HOUR	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Hourly rate for witness testimony by Laboratory expert

Extended Description:

Hourly rate for witness testimony by laboratory expert in person.
Spec section 4.1.21.2

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	85121810			HOUR	0.000000
	Service From	Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Hourly rate for witness testimony by MRO expert

Extended Description:
Hourly rate for witness testimony by MRO expert in person.
Spec Section 4.1.21.3

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	85121810			EA	31.330000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: All inclusive price drug & alcohol observed MOBILE screening

Extended Description:
Observed

All inclusive price drug and alcohol observed MOBILE screening for each specimen to include, collection, supplies, transportation, screening, etc. and sharing results per specifications 4.1.1-4.1.19.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	85121810			EA	31.330000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: All inclusive price drug & alcohol unobserved MOBILE screeni

Extended Description:
Unobserved

All inclusive price drug and alcohol unobserved MOBILE screening for each specimen to include, collection, supplies, transportation, screening, etc. and sharing results per specifications 4.1.1-4.1.19.



RN Expertise, Inc.

" Convenient and Quality Service "

June 27, 2025

West Virginia Department of Human Services,

RN Expertise, Inc agrees to renew our contract for another year from 05/31/2025 - 05/30/2026 with the same terms, conditions, and pricing as contained in the original agreement and change orders. Master agreement - CMA BHS24*01.

Sincerely,

A handwritten signature in cursive script that reads 'Christine Steele'.

Christine Steele

Agree to renew.

A handwritten signature in cursive script that reads 'Althea Greenhow'.



STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR BEHAVIORAL HEALTH

Alex J. Mayer,
Cabinet Secretary

Nicholas Stuchell
Interim Commissioner

Date: July 14, 2025
To: Bryan Rosen, OSA Deputy Secretary of Administration
From: Jennifer Fletcher, Procurement Specialist
Subject: Justification for Late Submission of Renewal

On behalf of the Bureau for Behavioral Health, the late submittal of this renewal is due to staffing issues within the bureau.

As I was recently hired in the Procurement Specialist position, this should not be an issue going forward. Thank you!

*Backlog
agf*





ERIC L. HOUSEHOLDER
CABINET SECRETARY

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 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.

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

[Signature] DAMIAN TACCHI
Agency Head

7-21-25
Date

[Signature] A. J. M.
Cabinet Secretary/Department Head

7-30-25
Date

Governor's Office Representative

Date

Status

☒ Active☐ InactiveReset 

All Domains

Contracting

Federal Assistance

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Federal Hierarchy

Wage De

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RN EXPERTISE, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	7/11/2017		7/11/2017	Foreign	Profit			

Organization Information		
Business Purpose	6215 - Health Care and Social Assistance - Ambulatory Health Care Services - Medical and Diagnostic Laboratories	
Charter County		Control Number 0
Charter State	FL	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	214 HICKMAN DRIVE STE 102 SANFORD, FL, 32771
Mailing Address	214 HICKMAN DR STE 102 SANFORD, FL, 32771 USA
Notice of Process Address	RN EXPERTISE INC 214 HICKMAN DR STE 102 SANFORD, FL, 32771
Principal Office Address	214 HICKMAN DR STE 102 SANFORD, FL, 32771 USA
Type	Address

Officers	
Type	Name/Address
Director	CHRISTINE STEELE 214 HICKMAN DRIVE STE 102 SANFORD, FL, 32771
President	CHRISTINE STEELE 214 HICMAN DR STE 102 SANFORD, FL, 32771
Type	Name/Address

Annual Reports	
Filed For	
2025	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
Date filed	

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

Monday, July 14, 2025 — 1:52 PM

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West Virginia Secretary of State
Office of the Secretary of State
1000 Bankers Building
Martinsburg, WV 26150
Phone: (304) 251-3000
Fax: (304) 251-3001
www.sos.wv.gov

West Virginia Secretary of State

Office of the Secretary of State

1000 Bankers Building

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>8/5/25</u> Solicitation No. <u>CMA BHS24*01</u>	Agency: OSA Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CMA 0506 BHS24*1 PF No.: 1398235
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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				
	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"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____

Crystal Husted