



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: 07-01-2025

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 0511 2662 BMS2400000003 3	Procurement Folder:	1187213
Document Name:	FEA SUPPORT TO SELF-DIRECTION MEMBERSP	Reason for Modification:	
Document Description:	FEA SUPPORT TO SELF-DIRECTION MEMBERS	CO 2 - To correct pricing page for Optional Renewal Year 1	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-01-02
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-01-01

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000009556 PALCO INC 17300 CHENAL PKWY STE 300 LITTLE ROCK AR 72223 US Vendor Contact Phone: 501-658-1075 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: Kelly (Jimmy) Dowden Requestor Phone: (304) 356-4861 Requestor Email: jimmy.k.dowden@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
PROCUREMENT OFFICER: 304-352-4286 HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV 25301-3709 US	PROCUREMENT OFFICER: 304-352-4286 HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV 25301-3709 US

CR 7-2-25

Total Order Amount:

Open End

Purchasing Division's File Copy

CH 7/1/25

PURCHASING DIVISION AUTHORIZATION
DATE: 7/1/25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 7/8/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 7-8-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 02 is issued to correct the pricing page for Optional Renewal Year 1.

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80000000				0.000000
	Service From	Service To		Service Contract Amount	
	2024-01-02	2024-04-01		0.00	

Commodity Line Description: Start-Up Costs (3 Months)**Extended Description:**

Start-Up Costs (3 Months)

Enter Total Start-Up Costs

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80000000				0.000000
	Service From	Service To		Service Contract Amount	
	2024-04-02	2025-01-01		0.00	

Commodity Line Description: Fiscal Agent Support BY 1 (9 Months)**Extended Description:**

Fiscal Agent Support Base Year One (9 Months)

Cost Per Member: \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80000000				0.000000
	Service From	Service To		Service Contract Amount	
	2024-04-02	2025-01-01		0.00	

Commodity Line Description: Fiscal Agency Supp for ADW Comm Trans Svc BY1-(9 Months)**Extended Description:**

Fiscal Agency Support for ADW Community Transition Services-Base Year 1-(9 Months)

Cost Per Member: \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80000000				0.000000
	Service From	Service To		Service Contract Amount	
	2024-04-02	2025-01-01		0.00	

Commodity Line Description: Fiscal Mgnt Svc for TBI Comm Trans Svc BY1-(9 Months)**Extended Description:**

Fiscal Management Services for TBI Community Transition Services-Base Year 1-(9 Months)

Cost Per Member: \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80000000				0.000000
Service From		Service To		Service Contract Amount	
2024-04-02		2025-01-01		0.00	

Commodity Line Description: Ad Hoc Reporting-Base Year 1 (9 Months)

Extended Description:
Ad Hoc Reporting-Base Year 1 (9 Months)

Cost Per Hour: \$100.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	80000000				0.000000
Service From		Service To		Service Contract Amount	
2024-04-02		2025-01-01		0.00	

Commodity Line Description: Additional Services-Base Year 1 (9 Months)

Extended Description:
Additional Services-Base Year 1 (9 Months)

Cost Per Hour: \$100.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	80000000				0.000000
Service From		Service To		Service Contract Amount	
2024-04-02		2025-01-01		0.00	

Commodity Line Description: Opt Svc-Resource Consulting (Waivers/TMH)-BY 1 (9 Mo)

Extended Description:
Optional Service-Resource Consulting (Waivers/TMH)-Base Year 1 (9 Months)

Cost Per Member: \$95.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	80000000				0.000000
Service From		Service To		Service Contract Amount	
2024-04-02		2025-01-01		0.00	

Commodity Line Description: Opt Svc-Pers Care Fiscal Agent Support -BY 1 (9 Mo)

Extended Description:
Optional Service-Personal Care Fiscal Agent Support -Base Year 1 (9 Mo)

Cost Per Member: \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	80000000				0.000000
Service From		Service To		Service Contract Amount	
2024-04-02		2025-01-01		0.00	

Commodity Line Description: Opt Svc-PC Resource Consulting -BY 1 (9 Mo)

Extended Description:
Optional Service-Personal Care Resource Consulting-Base Year 1 (9 Mo)

Cost Per Member: \$95.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	80000000				0.000000
	Service From	Service To	Service Contract Amount		
	2025-01-02	2026-01-01	0.00		

Commodity Line Description: Fiscal Agent Support OR 1

Extended Description:

Fiscal Agent Support Optional Renewal Year 1

Cost Per Member: \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	80000000				0.000000
	Service From	Service To	Service Contract Amount		
	2025-01-02	2026-01-01	0.00		

Commodity Line Description: Fiscal Agency Supp for ADW Comm Trans Svc OR 1

Extended Description:

Fiscal Agency Support for ADW Community Transition Services-Optional Renewal Year 1

Cost Per Member: \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	80000000				0.000000
	Service From	Service To	Service Contract Amount		
	2025-01-02	2026-01-01	0.00		

Commodity Line Description: Fiscal Mgnt Svc for TBI Comm Trans Svc OR 1

Extended Description:

Fiscal Management Services for TBI Community Transition Services-Optional Renewal Year 1

Cost Per Member: \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	80000000				0.000000
	Service From	Service To	Service Contract Amount		
	2025-01-02	2026-01-01	0.00		

Commodity Line Description: Ad Hoc Reporting-OR 1

Extended Description:

Ad Hoc Reporting-Optional Renewal Year 1

Cost Per Hour: \$100.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	80000000				0.000000
	Service From	Service To	Service Contract Amount		
	2025-01-02	2026-01-01	0.00		

Commodity Line Description: Additional Services-OR 1

Extended Description:

Additional Services-Optional Renewal Year 1

Cost Per Hour: \$100.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	80000000				0.000000
Service From		Service To		Service Contract Amount	
2025-01-02		2026-01-01		0.00	

Commodity Line Description: Opt Svc-Resource Consulting (Waivers/TMH)-OR 1

Extended Description:
Optional Service-Resource Consulting (Waivers/TMH)-Optional Renewal Year 1

Cost Per Member: \$95.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	80000000				0.000000
Service From		Service To		Service Contract Amount	
2025-01-02		2026-01-01		0.00	

Commodity Line Description: Opt Svc-Pers Care Fiscal Agent Support -OR 1

Extended Description:
Optional Service-Personal Care Fiscal Agent Support -Optional Renewal Year 1

Cost Per Member: \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	80000000				0.000000
Service From		Service To		Service Contract Amount	
2025-01-02		2026-01-01		0.00	

Commodity Line Description: Opt Svc-PC Resource Consulting -OR 1

Extended Description:
Optional Service-Personal Care Resource Consulting-Optional Renewal Year 1

Cost Per Member: \$95.00

Attachment A: Cost Sheet

Base Contract Year 1 (Mandatory Services)	Estimate	Price	Total
Start-up Cost (3 Months)			
Fiscal Agent Support (9 Months)	4900	\$70.00	\$0.00
			\$3,087,000.00
Fiscal Agency Support for ADW Community Transition Services (9 Months)	25	\$70.00	\$15,750.00
Fiscal Management Services for Processing TBIW Community Transition Services (9 Months)	5	\$70.00	\$3,150.00
*Ad Hoc Reporting (All-Inclusive Hourly Rate X 10 Hours) (9 Months)	10	\$100.00	\$1,000.00
*Additional Services (All-Inclusive Hourly Rate X 20 Hours) (9 Months)	20	\$100.00	\$2,000.00

Total Base Year 1 Mandatory Services

\$3,108,900.00

Base Contract Year 1 (Optional Services)	Estimate	Price	Total
Resource Consulting (Waivers/TMH) (9 Months)	4900	\$95.00	\$4,189,500.00
Personal Care Fiscal Agent Support (9 Months)	700	\$70.00	\$441,000.00
Personal Care Resource Consulting (9 Months)	700	\$95.00	\$598,500.00

Total Base Year 1 Optional Services

\$5,229,000.00

Total Base Year 1 Mandatory and Optional Services

\$8,337,900.00

Base Contract Optional Renewal Year 1 (Mandatory Services)	Estimate	Price	Total
Fiscal Agent Support	4900	\$70.00	\$4,116,000.00
Fiscal Agency Support for ADW Community Transition Services	25	\$70.00	\$21,000.00
Fiscal Management Services for Processing TBIW Community Transition Services	5	\$70.00	\$4,200.00
*Add Hoc Reporting (All-Inclusive Hourly Rate X 10 Hours)	10	\$100.00	\$1,000.00
*Additional Services (All-Inclusive Hourly Rate X 20 Hours)	20	\$100.00	\$2,000.00

Total Optional Renewal Year 1 Mandatory Services

\$4,144,200.00

Base Contract Optional Renewal Year 1 (Optional Services)	Estimate	Price	Total
Resource Consulting (Waivers/TMH)	4900	\$95.00	\$5,586,000.00
Personal Care Fiscal Agent Support	700	\$70.00	\$588,000.00
Personal Care Resource Consulting	700	\$95.00	\$798,000.00

Total Optional Renewal Year 1 Optional Services

\$6,972,000.00

Total Optional Renewal Year 1 Mandatory and Optional Services

\$11,116,200.00

OK
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Jm



Arvin Singh, EdD, MBA, MPH, MS,
FACHE
DH Cabinet Secretary



Michael J. Caruso
DHF Cabinet Secretary



Alex J. Mayer
DoHS Cabinet Secretary

STATE OF WEST VIRGINIA
DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES
OFFICE OF SHARED ADMINISTRATION

DATE: July 1, 2025

TO: Crystal Hustead, Senior Buyer
DOA Purchasing

FROM: Althea Greenhowe, Procurement Specialist, Senior
Office of Shared Administration Purchasing

RE: CO 2 CMA 0511 BMS24*3

Please accept this memo for the Change Order to the above referenced contract. When processing Change Order 1 to renew the contract the incorrect pricing page was attached to the Header. We are processing this change order to attach the correct pricing page and modify the Commodity Lines in accordance. Attached are the changes that have been made to the Commodity Lines.

If you have any questions, please feel free to contact me.

Thank you.



CL	Orig Ext Desc: Fiscal Agent Support Optional Renewal Year 1	Correction: Fiscal Agent Support Optional Renewal Year 1
10	Cost Per Hour: \$82.00 Fiscal Agency Support for ADW Community Transition Services-Optional Renewal Year 1	Cost Per Member: \$70.00 Fiscal Agency Support for ADW Community Transition Services- Optional Renewal Year 1
11	Cost Per Member: \$82.00 Fiscal Management Services for TBI Community Transition Services-Optional Renewal Year 1	Cost Per Member: \$70.00 Fiscal Management Services for TBI Community Transition Services- Optional Renewal Year 1
12	Cost Per Member: \$82.00 Ad Hoc Reporting-Optional Renewal Year 1	Cost Per Member: \$70.00 Ad Hoc Reporting-Optional Renewal Year 1
13	Cost Per Hour: \$125.00 Additional Services-Optional Renewal Year 1	Cost Per Hour: \$100.00 Additional Services-Optional Renewal Year 1
14	Cost Per Hour: \$125.00 Optional Service-Resource Consulting (Waivers/TMH)-Optional Renewal Year 1	Cost Per Hour: \$100.00 Optional Service-Resource Consulting (Waivers/TMH)- Optional Renewal Year 1
15	Cost Per Member: \$115.00 Optional Service-Personal Care Fiscal Agent Support -Optional Renewal Year 1	Cost Per Member: \$95.00 Optional Service-Personal Care Fiscal Agent Support -Optional Renewal Year 1
16	Cost Per Member: \$88.50 Optional Service-Personal Care Resource Consulting-Optional Renewal Year 1	Cost Per Member: \$70.00 Optional Service-Personal Care Resource Consulting-Optional Renewal Year 1
17	Cost Per Member: \$142.56	Cost Per Member: \$95.00

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 *SW*
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.

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

[Signature]
Agency Head

6/26/25
Date

[Signature]
Cabinet Secretary/Department Head

6/26/25
Date

Governor's Office Representative

Date

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Search

All Words




e.g. 1606N020Q02

Filter By


Keyword SearchFor 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

"PALCO INC" Classification Excluded Individual Excluded Entity Federal Organizations Exclusion Type Exclusion Program Location Dates Reset Entity Information 

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions **No matches found**

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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.

PALCO, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/20/2023		12/20/2023	Foreign	Profit			

Organization Information		
Business Purpose	6241 - Health Care and Social Assistance - Social Assistance - Individual and Family Services (child, youth, elderly, disabled)	Capital Stock
Charter County		Control Number
Charter State	AR	Excess Acres
At Will Term		Member Managed
At Will Term Years		Par Value
Authorized Shares		Young Entrepreneur No

Addresses	
Type	Address
Local Office Address	501 MILLWOOD CIR STE A MAUMELLE, AR, 72113
Mailing Address	PO BOX 13260 MAUMELLE, AR, 72113 USA
Notice of Process Address	NORTHWEST REGISTERED AGENT LLC 110 MAIN ST BECKLEY, WV, 25801
Principal Office Address	501 MILLWOOD CIR STE A MAUMELLE, AR, 72113 USA
Type	Address

Officers	
Type	Name/Address
President	ALICIA PALADINO 17300 CHENAL PKWY LITTLE ROCK, AR, 72223
Type	Name/Address

Annual Reports	
Filed For	
2025	
2024	
Date filed	

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

Tuesday, July 1, 2025 — 10:35 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husband</u> Date: <u>7/1/25</u> Solicitation No. <u>CMA BMS24*03</u>	Agency: OSA Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CMA 0511 BMS24*3 PF No.: 1187213
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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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 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: _____

Tara J. for Crystal H. H. H.