



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: 08-28-2025

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 2754 CSE2400000001 3	Procurement Folder:	1266377
Document Name:	Change Order 2	Reason for Modification:	Change Order 2 To Renew Contract
Document Description:	NEW HIRE SERVICES		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-11-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-10-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000187090 STELLARWARE CORPORATION 140 NORTH FRANKLIN ST STE 2-1  HOLBROOK MA 02343 US Vendor Contact Phone: 999-999-9999 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: Virginia G Hill Requestor Phone: (304) 558-3780 Requestor Email: virginia.g.hill@wv.gov  <b>2026</b> <b>FILE LOCATION</b>
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV 25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV 25301-3703 US

CR 9-2-25

Total Order Amount:

Open End

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION

DATE: 9/2/25  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 9/2/25  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 9/2/25  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order:

Change Order No.2 is issued to renew the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders.

Effective date of renewal: November 1, 2025 through October 31, 2026.

Renewal year remaining: 1

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80101604			EA	0.102500
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Rate per each record Year 1

**Extended Description:**

Rate per each New Hire record or resubmit - initial year

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80101604			EA	0.102500
	Service From	Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Rate per each record Opt Renewal Yr 1

**Extended Description:**

Rate per each New Hire record or resubmit - Optional Renewal Year 1

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80101604			EA	0.107500
	Service From	Service To	Service Contract Amount		
				0.00	

Commodity Line Description: Rate per each record Opt Renewal Yr 2

**Extended Description:**

Rate per each New Hire record or resubmit - Optional Renewal Year 2



June 26, 2025

Dear Virginia,

Please accept this letter as acceptance of Stellarware agreement to renewing WV New Hire Services Contract. Stellarware will be renewing our contract for the period of November 1, 2025, through October 31, 2026, under the same terms, pricing and conditions as the original contract. Contract number CMA CSE24\*1

Thank you for your time and business.

Regards,

George French

Agree to renew



STATE OF WEST VIRGINIA  
DEPARTMENT OF HUMAN SERVICES  
BUREAU FOR CHILD SUPPORT ENFORCEMENT

Alex J. Mayer  
Cabinet Secretary

Garrett Jacobs  
Commissioner

Date: July 25, 2025

To: Purchasing

From: Virginia Hill

A handwritten signature in black ink, appearing to read "Virginia Hill", written over the printed name.

Reference: Renewal for CMA CSE24\*1

The West Virginia Bureau for Child Support Enforcement is respectfully requesting permission to renew the above CMA CSE24\*1 with Stellarware Corporation from November 1, 2025 through October 31, 2026. This is an open-ended contract to provide data entry, employer outreach, compliance monitoring, and reporting services of newly hired or rehired employees, those employees returning to work from extended leave, and independent contractors of the employers. The Agency is mandated to establish and maintain a New Hire Program by West Virginia State Code §48-18-125 in order to comply with the provisions of Personal Responsibility Work Opportunity and Reconciliation Act of 1996. This information enables the Agency to establish paternity and support orders and to withhold court-ordered support from the individual's income. This information is shared with the State's Bureau of Employment Programs, the Title IV-A Agency, and other State benefit programs to assist in verifying eligibility for these programs. We are requesting to keep Stellarware Corporation as the Vendor as their service has been excellent.

The rate per record is \$0.1075 which estimated to \$25,915.67 for the year.

There is one (1) renewal remaining.

Thank you.

Handwritten initials "OK" at the top, followed by a signature that appears to be "Allan Green" in black ink.





STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF TECHNOLOGY

Eric L. Householder  
Cabinet Secretary

State Capitol  
Charleston, West Virginia 25305

Heather D. Abbott  
Chief Information Officer

**TO:** Christopher Itson, Information Systems Consultant  
Office of Shared Administration, Information Systems

**FROM:** Heather D. Abbott, Chief Information Officer  
Office of Technology *Heather D. Abbott*

**SUBJECT:** INFORMATION TECHNOLOGY PROCUREMENT  
WVOT Number 2026-0023

**DATE:** July 30, 2025

West Virginia Code §5A-6-4(a) permits the Chief Information Officer to review and approve technology purchases for suitability to ensure such purchases comport with the State of West Virginia's overall strategic information technology goals.

West Virginia Code §5A-6-4c requires the Chief Information Officer to review and approve "technology projects."

West Virginia Code §5A-6-5 requires that "any state spending unit that pursues an information technology purchase that does not meet the definition of a 'technology project' and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Information Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems.

A review has been conducted of your request for approval to renew the CMA CSE24\*1 with Stellarware Corporation from November 1, 2025 through October 31, 2026, the Office of Technology has determined:

X Your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

This memorandum constitutes this office's official review and a copy should be attached to your purchase order and any other correspondence related to this request.

If you have questions, or need additional information, please contact Consulting Services at [Consulting.Services@wv.gov](mailto:Consulting.Services@wv.gov).

An official website of the United States government: [Here's how you know](#)



### Revolutionary FAR Overhaul Impacts to SAM.gov Aug 15, 2025

The Revolutionary FAR Overhaul (RFO) is streamlining the FAR to its statutory roots and to policies necessary to support sound procurement. The effort will result in changes to provisions, clauses, and representations and certifications across FAR parts. These changes will impact SAM.gov, the official U.S. government website where entities register to do business with the federal government. [Select to read more.](#)

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e.g. 1606N020Q02

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- ☐ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp


stellarware 

Classification 

Excluded Individual 

Excluded Entity 

Federal Organizations 

Exclusion Type 

Exclusion Program 

Location 

Dates 

Entity Information ^



Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions



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## 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.*

### STELLARWARE CORPORATION

*\*See Attached\**

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	10/9/2019		10/9/2019	Foreign	Profit				

Organization Information		
<b>Business Purpose</b>	5415 - Professional, Scientific and Techincal Servies - Professional, Scientific and Techincal Servies - Computer Systems Design and Related Services (design, programming, facilities mgmt)	<b>Capital Stock</b>
<b>Charter County</b>		<b>Control Number</b>
<b>Charter State</b>	MA	<b>Excess Acres</b>
<b>At Will Term</b>		<b>Member Managed</b>
<b>At Will Term Years</b>		<b>Par Value</b>
<b>Authorized Shares</b>		<b>Young Entrepreneur</b> Not Specified

Addresses	
Type	Address
<b>Local Office Address</b>	600 LONGWATER DR. SUITE 202 NORWELL, MA, 02061
<b>Mailing Address</b>	600 LONGWATER DR. SUITE 202 NORWELL, MA, 02061 USA
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 808 GREENBRIER STREET CHARLESTON, WV, 25311
<b>Principal Office Address</b>	600 LONGWATER DR. SUITE 202 NORWELL, MA, 02061 USA
Type	Address

Officers	
Type	Name/Address
<b>President</b>	GEORGE FRENCH 600 LONGWATER DR. SUITE 202 NORWELL, MA, 02061
Type	Name/Address

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

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

Wednesday, August 27, 2025 — 10:21 AM

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## Vendor/Customer

### Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	600 LONGWATER DRIVE SUITE 202	NORWELL	MA	02061	GEORGE FRENCH
Ordering	600 LONGWATER DR	NORWELL	MA	02061	MELANIE L. GLEESON
Payment	140 NORTH FRANKLIN ST STE 2-1	HOLBROOK	MA	02343	GEORGE FRENCH
Ordering	140 NORTH FRANKLIN ST STE 2-1	HOLBROOK	MA	02343	GEORGE FRENCH

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000187090

Active From : 03/16/2020

STELLARWARE CORPORATION

Active To :

Address Type : Payment

Default Record :

Division/Department :

Mail Returned :

Additional Address Info. :

Active Address : Yes

Prevent New Spending :

Default Currency : USD - US Dollar

#### Address Information

Address ID : AD000001

Country Phone Code : 1

Street 1 : 600 LONGWATER DRIVE SL

Phone : 781-347-3633

Street 2 :

Phone Extension :

City : NORWELL

County : MA023

State/Province : MA

County Name : Plymouth

Zip/Postal Code : 02061

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

► Prenote/EFT

► Remittance Advice

► Contact Information

► Contact Address Information

► Geographic Designation

► Change Management

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Modify Existing Record Add New Address

Master Address

Master Contacts

Languages

Vendor Transaction History

# COMPLIANCE VERIFICATION CHECKLIST

## FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>9/2/25</u> Solicitation No. <u>CMA CSE24*01</u>	Agency: WV BCSE Procurement Officer Submitting Requisition: Virginia Hill Requisition No. CMA CSE24*1 PF No.: 1266377
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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 ( <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</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: \_\_\_\_\_

*Crystal Hustead*