



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: 09-26-2025

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 0704 7887 INS2500000002 2	Procurement Folder:	1557949
Document Name:	Actuarial Rate Review of Life & Health Related Products	Reason for Modification:	Change Order 1
Document Description:	Actuarial Rate Review of Life & Health Related Products		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-12-20
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-12-19

VENDOR

Vendor Customer Code: 000000192019
INS CONSULTANTS INC
419 S. 2ND STREET

PHILADELPHIA PA 19147
US

Vendor Contact Phone: 3092516042 Extension:

Discount Details:

	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

DEPARTMENT CONTACT

Requestor Name: Jodi R Hash
Requestor Phone: 304-414-8405
Requestor Email: jodi.r.hash@wv.gov

2026
FILE LOCATION _____

INVOICE TO

ACCOUNTS PAYABLE MANAGER
OFFICES OF THE INSURANCE COMMISSIONER
PO BOX 50540

CHARLESTON WV 25305-0540
US

SHIP TO

OFFICES OF THE INSURANCE COMMISSIONER
900 PENNSYLVANIA AVE

CHARLESTON WV 25302
US

CR 9-30-25
Purchasing Division's File Copy

Total Order Amount:

Open End

PURCHASING DIVISION AUTHORIZATION

DATE: JA 9.30.25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 10/2/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 10-2-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:
Change Order 1

Change order 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 dates of renewal: December 20, 2025 through December 19, 2025

Renewals remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80101512			HOUR	220.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Actuarial consulting services

Extended Description:
Number of hours for bid purposes only, actual hours will vary.



STATE OF WEST VIRGINIA
Offices of the Insurance Commissioner

Allan L. McVey
Insurance Commissioner

September 26, 2025

Annette Knief
INS Consultants
419 S. 2nd Street
Philadelphia, PA 19147

SUBJECT: CMA INS2500000002

Dear Ms. Knief:

The State of West Virginia, Offices of the Insurance Commissioner is offering to renew the subject contract according to all terms and conditions and specifications contained in the original contract including all authorized change orders.

Effective dates of renewal – December 20, 2025 through December 19, 2026

If you agree to this renewal, please sign and return to my attention as soon as possible.

If you should have any questions, please feel free to contact me at 304-414-8405.

Sincerely,

Jodi Hash
Procurement Specialist

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

Signature

09/26/2025

Date

President and Managing Partner

Title



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Business Organization Detail

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INS CONSULTANTS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	3/7/2014		3/7/2014	Foreign	Profit			

Organization Information								
Business Purpose		5416 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Management, Scientific and Technical Consulting Services (administrative, general, HR, marketing, process, physical distribution, logistics, environmental)						
Charter County		Capital Stock						
Charter State		Control Number						
At Will Term		Excess Acres						
At Will Term Years		Member Managed						
Authorized Shares		Par Value						
		Young Entrepreneur						
		Not Specified						

Addresses

Type	Address
Local Office Address	419 S. 2ND STREET, STE 206 PHILADELPHIA, PA, 19147
Mailing Address	419 S. 2ND STREET SUITE 206 PHILADELPHIA, PA, 19147 USA
Notice of Process Address	REGISTERED AGENTS INC. 110 MAIN STREET BECKLEY, WV, 25801
Principal Office Address	419 S. 2ND STREET SUITE 206 PHILADELPHIA, PA, 19147 USA
Type	Address

Officers

Type	Name/Address
Director	ALAN E. SHAW 1 TANBARK COURT VOORHEES, NJ, 08043
President	ANNETTE M. KNIEF 419 S. 2ND STREET # 206 PHILADELPHIA, PA, 19147
Secretary	RYAN E. SHAW 419 S. 2ND STREET, SUITE 206 PHILADELPHIA, PA, 19147
Treasurer	RYAN E. SHAW 419 S. 2ND STREET, SUITE 206 PHILADELPHIA, PA, 19147
Type	Name/Address

Annual Reports**Filed For**

2025

2024

2023

2022
2021
2020
2019
2018
2017x
2017
2016
Date filed

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

Tuesday, September 30, 2025 — 9:08 AM

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e.g. 1606N020Q02




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- ☐ Exact Phrase 

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"INS CONSULTANTS, INC." Entity Location Status 

- ☒ Active
- ☐ Inactive

Reset Entity Information 

All Entity Information

Entities

Disaster Response Registry

Responsibility / Q



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use: Buyer: <u>12</u> Date: <u>9/30/25</u> Solicitation No. <u>C0#1</u>	Agency: <u>Offices of the Insurance Commissioner</u> Procurement Officer Submitting Requisition: <u>Jodi Hosh</u> Requisition No. <u>CMA INS2500000002</u> PF No.: <u>1557949</u>
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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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> N/A
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> N/A
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> N/A
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: 