



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: 10-22-2025

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 1300 1300 STO2000000001 9	Procurement Folder:	558719
Document Name:	Web based Unclaimed Property System	Reason for Modification:	Change Order 8 - Admin. Change To adjust end date for three (3) commodity lines.
Document Description:	Web based Unclaimed Property System		
Procurement Type:	Central Sole Source		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2019-08-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-07-12

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000100899 KELMAR ASSOCIATES LLC 500 EDGEWATER DR STE 525  WAKEFIELD MA 01880 US Vendor Contact Phone: 781-213-6926 Extension: 207  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: Kevin L Bowling Requestor Phone: 304-558-5000 Requestor Email: lee.bowling@wvsto.gov  <b>2026</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE  CHARLESTON WV 25304  US	WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE  CHARLESTON WV 25304  US

CR 10-30-25

Total Order Amount: Open End

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION  
DATE: *10/30/2025*  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
DATE: *10/31/2025*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: *10-31-25*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 8 is issued as an Administrative Change to adjust end date for three (3) commodity lines, CL24, CL25, and CL28 which were missed during the last renewal.

Effective date of renewal 07/13/2025 through 07/12/2026

Renewal Years Remaining: as extended by mutual agreement by both parties.

No other changes.

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81112201				0.000000
Service From		Service To		Service Contract Amount	
2020-07-13		2021-07-12		0.00	

**Commodity Line Description:** Maintenance or support fees

**Extended Description:**

First Year Contract

Annual Fee \$250,000

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81112201				0.000000
Service From		Service To		Service Contract Amount	
2021-07-13		2022-07-12		0.00	

**Commodity Line Description:** Maintenance or support fees

**Extended Description:**

Second Year Contract

Annual Fee \$257,500

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81112201				0.000000
Service From		Service To		Service Contract Amount	
2022-07-13		2023-07-12		0.00	

**Commodity Line Description:** Maintenance or support fees

**Extended Description:**

Third Year Contract

Annual Fee: \$265,225

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	81112201				0.000000
Service From		Service To		Service Contract Amount	
2023-07-13		2024-07-12		0.00	

**Commodity Line Description:** Maintenance or support fees

**Extended Description:**

Fourth Year Contract

Annual Fee \$273,181.75

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	81112201				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2024-07-13	2025-07-12		0.00	

**Commodity Line Description:** Maintenance or support fees

**Extended Description:**  
Fifth Year Contract

Annual Fee \$281,377.20

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	81112201				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2019-08-15	2020-07-12		0.00	

**Commodity Line Description:** Data Conversion and Implementation Services

**Extended Description:**  
Implementation and Integration Services

One Time Charge: \$50,000

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	43232202				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2019-08-15	2026-07-12		0.00	

**Commodity Line Description:** Document management software

**Extended Description:**  
Integration of the State's Existing Imaging System

\$2,800 which represents 16 hours of development work at \$175.00 per hour.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	81112205				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2020-07-13	2021-07-12		0.00	

**Commodity Line Description:** Document management software support

**Extended Description:**  
OnBase Imaging Solution. KAPS Imaging & Document Management module

First Year \$35,000

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	81112205				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2021-07-13	2022-07-12		0.00	

**Commodity Line Description:** Document management software support

**Extended Description:**  
OnBase Imaging Solution. KAPS Imaging & Document Management module

Year 2 \$36,050.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	81112205				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2022-07-13	2023-07-12		0.00	

**Commodity Line Description:** Document management software support

**Extended Description:**

OnBase Imaging Solution. KAPS Imaging & Document Management module

Year 3 \$37,131.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	81112205				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-07-13	2024-07-12		0.00	

**Commodity Line Description:** Document management software support

**Extended Description:**

OnBase Imaging Solution. KAPS Imaging & Document Management module

Year 4 \$38,245.45

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	81112205				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2024-07-13	2025-07-12		0.00	

**Commodity Line Description:** Document management software support

**Extended Description:**

OnBase Imaging Solution. KAPS Imaging & Document Management module

Year 5 \$39,392.81

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	81112205				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2020-07-13	2021-07-12		0.00	

**Commodity Line Description:** Document management software support

**Extended Description:**

Document storage in excess of 1 Terabyte

First Year \$500.00/month

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	81112205				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2021-07-13	2022-07-12		0.00	

**Commodity Line Description:** Document management software support

**Extended Description:**

Document storage in excess of 1 Terabyte

Second Year \$515.00/month

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	81111902				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2020-07-13	2026-07-12		0.00	

**Commodity Line Description:** Online database information retrieval service

**Extended Description:**

LexisNexis Authentication/ID Verification

\$1.25 per claimant and

\$0.04 per unique owner record when processed in a batch or:

\$0.25 Property Owner Identification Verification Services when processed individually.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	81111902				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2019-08-15	2025-07-12		0.00	

**Commodity Line Description:** Online database information retrieval service

**Extended Description:**

Tax Department Batch Job

One time fee \$4,800 which represents 16 hours of development work at \$175 per hour and 16 hours of Quality Assurance at \$125 per hour.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	81111902				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2019-08-15	2026-07-12		0.00	

**Commodity Line Description:** Online database information retrieval service

**Extended Description:**

Child Services "Intercept" file

One time fee of \$4,800 which represents 16 hours of development work at a cost of \$223.00 per hours and 16 hours of Quality Assurance at a cost of \$190.00 per hour.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	81112205				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2022-07-13	2023-07-12		0.00	

**Commodity Line Description:** Document management software support

**Extended Description:**

Document storage in excess of 1 Terabyte

Third Year \$530.45/month

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	81112205				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-07-13	2024-07-12		0.00	

**Commodity Line Description:** Document management software support

**Extended Description:**

Document storage in excess of 1 Terabyte

Fourth Year \$546.36/month

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	81112205				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2024-07-13	2025-07-12		0.00	

**Commodity Line Description:** Document management software support

**Extended Description:**

Document storage in excess of 1 Terabyte

Fifth Year \$562.75/month

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	81111902				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2019-08-15	2020-08-14		0.00	

**Commodity Line Description:** Online database information retrieval service

**Extended Description:**

Law Enforcement Reports

One time fee of \$5,200 which represents 24 hours of development work at a cost of \$175 per hour and 8 hours of Quality Assurance at a cost of \$125 per hour.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	81112201				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2019-08-15	2025-07-12		0.00	

**Commodity Line Description:** Maintenance or support fees

**Extended Description:**

New Work / Additional Interface & Integration

Project Manager - \$300 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	81112201				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2019-08-15	2026-07-12		0.00	

**Commodity Line Description:** Maintenance or support fees

**Extended Description:**

New Work / Additional Interface & Integration

Software Development / Technical Developer - \$175 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	81112201				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2019-08-15	2026-07-12		0.00	

**Commodity Line Description:** Maintenance or support fees

**Extended Description:**

New Work / Additional Interface & Integration

Software Developer / Business Analyst - \$150 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	81112201				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2019-08-15	2026-07-12		0.00	

**Commodity Line Description:** Maintenance or support fees

**Extended Description:**

New Work / Additional Interface & Integration

Testing Lead - \$125 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
27	81112201				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2019-08-15	2026-07-12		0.00	

**Commodity Line Description:** Maintenance or support fees

**Extended Description:**

New Work / Additional Interface & Integration

Training Lead - \$125 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	81112201				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2019-08-15	2026-07-12		0.00	

**Commodity Line Description:** Maintenance or support fees

**Extended Description:**

New Work / Additional Interface & Integration

Technical Support Team - \$125 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
30	81112201				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2019-11-07	2026-07-12		0.00	

**Commodity Line Description:** Maintenance or support fees

**Extended Description:**

NCOA Claims Validation

Cost per hit to Melissa Data's NCOA \$.05/Hit

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
31	81112201				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2019-11-07	2026-07-12		0.00	

**Commodity Line Description:** Maintenance or support fees

**Extended Description:**

Owner Outreach Mailings

Acquiring best address & deceased indicator \$.50/owner

Outreach batch processing \$100/hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
32	84111502				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Implementation - Penalties & Interest Module

**Extended Description:**

Development for WV specific code on penalties and interest; development of invoice(s)

65 Hours @ \$175/Hour \$11,375.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
33	84111502				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Implementation Services - QA - Penalty & Interest Module

**Extended Description:**

Quality Assurance

85 Hours @ \$125/Hour \$10,625.00 (Estimate)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
34	81112201				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2019-11-07	2026-07-12		0.00	

**Commodity Line Description:** Fraud Index Verifications

**Extended Description:**

Kelmar Fraud Index - enable on website and in KAPS

\$ .50 per Claim filed online

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
35	81111902				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2021-11-15	2025-07-12		0.00	

**Commodity Line Description:** Online database information retrieval service

**Extended Description:**

Data Match - LexisNexis Best Match, including deceased indicate

Per item price: .35 (thirty-five cents)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
36	81112205				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2025-07-13	2026-07-12		0.00	

**Commodity Line Description:** Document management software support

**Extended Description:**

OnBase Imaging Solution. KAPS Imaging & Document Management module

Year 6 \$41,791.83

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
37	81112205				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2025-07-13	2026-07-12		0.00	

**Commodity Line Description:** Document management software support

**Extended Description:**

Document storage in excess of 1 Terabyte

Sixth Year \$597.02/month

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
38	81112201				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2025-07-13	2026-07-12		0.00	

**Commodity Line Description:** Maintenance or support fees

**Extended Description:**

New Work / Additional Interface & Integration

Project Manager - \$218 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
39	81112201				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2025-07-13	2026-07-12		0.00	

**Commodity Line Description:** Maintenance or support fees

**Extended Description:**

New Work / Additional Interface & Integration

Software Development / Technical Developer - \$223.00 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
40	81112201				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2025-07-13	2026-07-12		0.00	

**Commodity Line Description:** Maintenance or support fees

**Extended Description:**

New Work / Additional Interface & Integration

Software Developer / Business Analyst - \$218.00 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
41	81111902				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2025-07-13	2026-07-12		0.00	

**Commodity Line Description:** Online database information retrieval service

**Extended Description:**

Data Match - LexisNexis Best Match, including deceased indicate

Per item price: \$1.25

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
42	81112201				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2025-07-13	2026-07-12		0.00	

**Commodity Line Description:** Maintenance or support fees

**Extended Description:**

New Work / Additional Interface & Integration

Software Development / Quality Assurance - \$190.00 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
43	81112201				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2025-07-13	2026-07-12		0.00	

**Commodity Line Description:** Maintenance or support fees

**Extended Description:**

New Work / Additional Interface & Integration

Software Development / Business Intelligence - \$218.00 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
44	81112201				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2025-07-13	2026-07-12		0.00	

**Commodity Line Description:** Maintenance or support fees

**Extended Description:**

New Work / Additional Interface & Integration

Software Development / Executive Management - \$354.00 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
45	81112201				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2024-07-13	2025-07-12		0.00	

**Commodity Line Description:** Maintenance or support fees

**Extended Description:**

Sixth Year Contract

Annual Fee \$289,818.57

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

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### KELMAR ASSOCIATES, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	11/6/2007		11/6/2007	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	5416 - Professional, Scientific and Techincal Servies - Professional, Scientific and Techincal Servies - Management, Scientific and Tech Consulting Services (administrative, general, HR, marketing, process, physical distribution, logistics, environmental)		<b>Capital Stock</b>
<b>Charter County</b>		<b>Control Number</b>	98004
<b>Charter State</b>	DE	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MBR
<b>At Will Term Years</b>		<b>Par Value</b>	

<b>Authorized Shares</b>	<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
Type	Address
<b>Designated Office Address</b>	500 EDGEWATER DRIVE, SUITE 525 WAKEFIELD, MA, 01880
<b>Mailing Address</b>	500 EDGEWATER DRIVE, STE 525 WAKEFIELD, MA, 01880 USA
<b>Notice of Process Address</b>	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
<b>Principal Office Address</b>	500 EDGEWATER DRIVE, STE 525 WAKEFIELD, MA, 01880 USA
Type	Address

<b>Officers</b>	
Type	Name/Address
<b>Member</b>	DAVID P KENNEDY 500 EDGEWATER DRIVE, STE 525 WAKEFIELD, MA, 01880
<b>Member</b>	MICHAEL J LEBLANC 500 EDGEWATER DRIVE, STE 525 WAKEFIELD, MA, 01880
<b>Member</b>	MARK S. MCQUILLEN 500 EDGEWATER DRIVE, STE 525 WAKEFIELD, MA, 01880
<b>Member</b>	MARK X RUSSO 500 EDGEWATER DRIVE, SUITE 525 WAKEFIELD, MA, 01880
Type	Name/Address

<b>Annual Reports</b>	
<b>Filed For</b>	
2025	

2024
2023
2022
2021
2020
2019
2018
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
<b>Date filed</b>

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

Wednesday, October 29, 2025 — 9:05 AM

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"kelmar associates" 

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Entity Information ^



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