



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: 02-04-2026

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 2519 MIS1475603A 2	Procurement Folder:	1475603
Document Name:	TECHNICAL TEMPORARY STAFFING SERVICES	Reason for Modification:	Change Order No 01- To Renew Contract
Document Description:	TECHNICAL TEMPORARY STAFFING SERVICES		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-03-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-02-28

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000047197	Requestor Name:	Kimberly A Beckett
A LAST MINUTE RESOURCE INC 856 TAILSMAN DR		Requestor Phone:	(304) 558-5854
MARTINSBURG WV 25403 US		Requestor Email:	kimberly.a.beckett@wv.gov
Vendor Contact Phone:	4434132873	<div style="font-size: 48px; font-weight: bold; margin: 0;">2026</div> <div style="margin: 0;">FILE LOCATION _____</div>	
Extension:			
Discount Details:			
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

CR 2-20-26

Purchasing Division's File Copy

Total Order Amount:	Open End
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JO 2/4/2026
PURCHASING DIVISION AUTHORIZATION
 DATE: *Tarah 2/19/26*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *[Signature]*
 ELECTRONIC SIGNATURE ON FILE
2/25/2026

ENCUMBRANCE CERTIFICATION
[Signature]
 DATE: *2-25-26*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

CHANGE ORDER 1

TO RENEW THE ORIGINAL CONTRACT ACCORDING TO ALL TERMS, CONDITIONS, PRICES AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS. THE CHANGE ORDER IS ALSO INTENDED TO CHANGE THE NAME OF THE VENDOR FROM ALMR STAFFING INC. (VS0000047197) TO A LAST MINUTE RESOURCE STAFFING DBA ALMR STAFFING INC. (VS0000047197).

EFFECTIVE DATE OF RENEWAL: 03/01/2026 THROUGH 02/28/2027

RENEWAL YEARS REMAINING: 2

EFFECTIVE DATE OF NAME CHANGE: 01/08/2024

NO OTHER CHANGES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111608			hour	56.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Senior Web Application Analyst

Extended Description:

4.1.1 Senior Web Application Analyst

Award Level 5

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80111608			hour	58.000000
	Service From	Service To		Service Contract Amount	
	2026-03-01	2027-02-28		0.00	

Commodity Line Description: Senior Web Application Analyst Renewal Year 1

Extended Description:

4.1.1 Senior Web Application Analyst

Award Level 5



DATE: 01/05/2025

FROM: Almrstaffing
Lea.Harvey@almrstaffing.com

TO: The Office of Shared Administration,
Office of Management Information Services
cc osamispurchasing@wv.gov

RE: Contract CMA MIS1475603A

Dear Kimberly Beckett

Almrstaffing agrees to renew Contract CMA MIS1475603A with The Office of Shared Administration, Office of Management Information Services for an additional year under the same terms, conditions, prices per original pricing page, and specifications effective 03/01/2026 to 02/28/2027. All insurance documents have been attached to original documents sent and are still in force. I have attached another set for your convenience

Lea Harvey, CEO

Almrstaffing.com
01/05/2026

Agreed

Heather White



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Eric L. Householder
Cabinet Secretary

Heather D. Abbott
Chief Information Officer

**TO: Curtis Burress, Information Systems Consultant 2
DHHR, Office of Shared Information - OMIS**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
WVOT Number 2026-0373**

DATE: January 13, 2026

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 purchase a 1 year renewal for contract: CMA MIS1475603A, the Office of Technology has determined:

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.



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Aug 15, 2025



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May 21, 2025



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e.g. 123456789, Smith Corp

"ALMR Staffing" ×

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Business and Licensing

Online Data Services Help

Business Organization Detail

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ALMRCORP

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	10/7/2024		10/7/2024	Domestic	Profit			
Not in compliance. Check to see if you've filed your annual report.								

Organization Information			
Business Purpose	8129 - Other Services (except Public Administration) - Personal and Laundry Services - Other Personal Services (pet care, photofinishing, one-hour, parking lots & garages)		Capital Stock 25.0000
Charter County	Berkeley	Control Number	
Charter State	WV	Excess Acres	
At Will Term	Member Managed		
At Will Term Years	Par Value		25.000000
Authorized Shares	1	Young Entrepreneur	No

Addresses	
Type	Address
Designated Office Address	856 TALISMAN DR 856 TALISMAN DRIVE MARTINSBURG, WV, 25403
Notice of Process Address	ALMRCORP 856 TALISMAN DR 856 TALISMAN DRIVE MARTINSBURG, WV, 25403
Principal Office Address	856 TALISMAN DR 856 TALISMAN DRIVE MARTINSBURG, WV, 25403 USA
Principal Office Mailing Address	856 TALISMAN DR 856 TALISMAN DRIVE MARTINSBURG, WV, 25403 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	LEA THOMPSON-HARVEY 856 TALISMAN DR MARTINSBURG, WV, 25403
President	LEA THOMPSON-HARVEY 856 TALISMAN DR MARTINSBURG, WV, 25403
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
ALMRSTAFFING	TRADENAME	10/7/2024	
DBA Name	Description	Effective Date	Termination Date

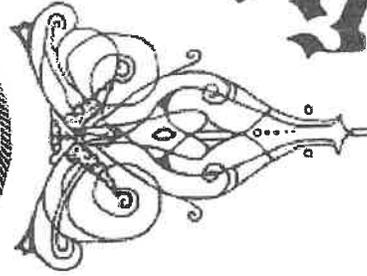
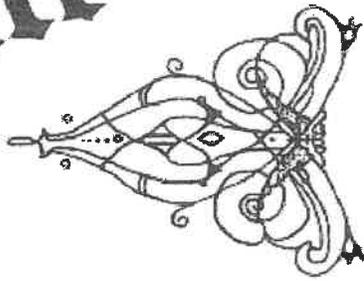
[File Your Current Year Annual Report Online Here](#)

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

Friday, February 6, 2026 — 1:03 PM

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State of West Virginia



Certificate

*I, Mac Warner, Secretary of State,
of the State of West Virginia, hereby certify that*

A LAST MINUTE RESOURCE, INC

has filed the appropriate registration documents in my office according to the provisions of the West Virginia Code and hereby declare the organization listed above as duly registered with the Secretary of State's Office.

*Given under my hand and
the Great Seal of West Virginia
on this day of
January 08, 2024*



Mac Warner

Secretary of State

State of West Virginia



Certificate

*I, Mac Warner, Secretary of State,
of the State of West Virginia, hereby certify that*

A Last Minute Resource, Inc

has filed a "Certificate of Registration of Trade Name" in my office according to the provisions of Chapter 47 of the West Virginia Code and was found to conform to law.

Therefore, I hereby issue this

CERTIFICATE OF REGISTRATION OF TRADE NAME

authorizing it to transact business in West Virginia under the assumed name of

ALMR Staffing, Inc

*Given under my hand and
the Great Seal of West Virginia
on this day of*

January 08, 2024



Mac Warner

Secretary of State



STATE OF WEST VIRGINIA
State Tax Department, Taxpayer Services Division
P.O. Box 3784
Charleston, WV 25337-3784



Matthew R. Irby, State Tax Commissioner

ALMR STAFFING, INC
856 TALISMAN DR
MARTINSBURG WV 25403-2283

Letter Id: L0703490208
Issued: 01/08/2024
Account #: 2454-2253

RE: Withholding Account

To Whom It May Concern:

The records of the West Virginia State Tax Department indicate that A LAST MINUTE RESOURCE, INC is registered to submit withholding tax payments on a monthly basis using form WV/IT-101V. A separate quarterly return is required for each quarter using form WV/IT-101Q.

You may pay and file your withholding taxes online by visiting our website, <https://mytaxes.wvtax.gov>.

Should you need further assistance concerning this matter, please contact the Taxpayer Services Division at (304) 558-3333 or toll free (800) 982-8297.



STATE OF WEST VIRGINIA
 State Tax Department, Taxpayer Services Division
 P.O. Box 3784
 Charleston, WV 25337-3784



Matthew R. Irby, State Tax Commissioner

ALMR STAFFING, INC
 856 TALISMAN DR
 MARTINSBURG WV 25403-2283

Letter Id: L1391224992
 Issued: 01/08/2024
 Account #: 2454-2250

RE: Business Registration Certificate

The West Virginia State Tax Department would like to thank you for registering your business. Enclosed is your Business Registration Certificate. This certificate shall be permanent until cessation of business or until suspended, revoked or cancelled. Changes in name, ownership or location are considered a cessation of business; a new Business Registration Certificate and applicable fees are required. Please review the certificate for accuracy.

This certificate must be prominently displayed at the location for which issued. Engaging in business without conspicuously posting a West Virginia Business Registration Certificate in the place of business is a crime and may subject you to fines per W.Va. Code § 11-9.

When contacting the State Tax Department, refer to the appropriate account number listed on the back of this page. The taxes listed may not be all the taxes for which you are responsible. Account numbers for taxes are printed on the tax returns mailed by the State Tax Department. Failure to timely file tax returns may result in penalties for late filing.

Should the nature of your business activity or business ownership change, your liability for these and other taxes will change accordingly.

To learn more about these taxes and the services offered by the West Virginia State Tax Department, visit our web site at www.tax.wv.gov.

Enclosure

atL006 v.19



1120

OGDEN UT 84201-0046

In reply refer to: 0423631427
Dec. 31, 2024 LTR 147C 0
45-4746584 000000 00
00011229
BODC: SB

A LAST MINUTE RESOURCE INC
ALMR STAFFING INC
856 TALISMAN DR
MARTINSBURG WV 25403-2283



009151

Employer identification number: 45-4746584

Dear Taxpayer:

Thank you for your Inquiry dated May 06, 2024.

We have updated your account information as requested.

You can get any of the forms or publications mentioned in this letter by visiting our website at IRS.gov/forms or by calling 800-TAX-FORM (800-829-3676).

If you have questions, you can call us at 800-829-0115.

If you prefer, you can write to us at the address at the top of the first page of this letter.

When you write, include a copy of this letter, and provide your telephone number and the hours we can reach you in the spaces below.

Telephone number () _____ Hours _____

Keep a copy of this letter for your records.

Thank you for your cooperation.

Sincerely yours,

Ms. Secrist

Ms. Secrist
Department Manager, Entity

Enclosures:
Copy of this letter

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>2/6/2026</u> Solicitation No. <u>MIS1475603A</u> <u>Cat 1 Renew</u>	Agency: OSA OMIS Procurement Officer Submitting Requisition: Stephanie Petry Requisition No. CRQM MIS2500000001 PF No.: 1475603
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input checked="" 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 checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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: 