



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: 02-12-2026

CORRECT ORDER NUMBER MUST  
 APPEAR ON ALL PACKAGES, INVOICES,  
 AND SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CMA 0511 2519 MIS1475603P 2	<b>Procurement Folder:</b>	1623358
<b>Document Name:</b>	TECHNICAL TEMPORARY STAFFING SERVICES	<b>Reason for Modification:</b>	Change Order 01 To renew contract
<b>Document Description:</b>	TECHNICAL TEMPORARY STAFFING SERVICES		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2025-03-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2027-02-28

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	VC0000025037	<b>Requestor Name:</b>	Stephanie F Pettry	
TEKSYSTEMS INC		<b>Requestor Phone:</b>	(304) 356-4011	
7437 RACE RD		<b>Requestor Email:</b>	stephanie.f.pettry@wv.gov	
HANOVER	MD			
US	21076			
<b>Vendor Contact Phone:</b>	5407251023	<b>Extension:</b>		
<b>Discount Details:</b>		<div style="font-size: 48px; font-weight: bold; margin: 0;">2026</div> <div style="margin: 0;">FILE LOCATION _____</div>		
<b>Discount Allowed</b>	<b>Discount Percentage</b>			<b>Discount Days</b>
#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

<b>Total Order Amount:</b>	Open End
----------------------------	----------

*JR*  
**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Tara J...* 2/19/26  
 ELECTRONIC SIGNATURE ON FILE

*2/19/2026*  
**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *[Signature]*  
 ELECTRONIC SIGNATURE ON FILE  
*2/25/2026*

**ENCUMBRANCE CERTIFICATION**  
*Cody...*  
 DATE: *2-25-26*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 01 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 date of renewal 3/1/2026 through 2/28/2027

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	80111608			HOUR	27.380000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Help Desk Analyst

**Extended Description:**

4.1.5 Help Desk Analyst

Award Level 5

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	80111608			HOUR	28.200000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2026-03-01	2027-02-28		0.00	

**Commodity Line Description:** Help Desk Analyst

**Extended Description:**

4.1.5 Help Desk Analyst

Award Level 5



Date: February 6, 2026

Stephanie Pettry  
Procurement Specialist – Team Lead  
Office of Management Information Services  
Office of Shared Administration  
West Virginia Departments of Health, Health Facilities, and Human Services  
One Davis Square, Suite 200  
(321 Capitol Street)  
Charleston, West Virginia 25301-1785

Re: Contract Renewal – Contract No. CMA MIS1475603P

Dear Ms. Pettry,

This letter serves as formal confirmation that TEKsystems, Inc. agrees to renew Contract CMA MIS1475603P for an additional one-year term.

TEKsystems, Inc. agrees to renew Contract CMA MIS1475603P for another year, effective 03/01/2026 to 02/28/2027, under the same terms, conditions, prices, and specifications as the original contract, including any change orders.

Please let us know if you require any additional documentation to complete the renewal process.

Sincerely,  
Nicole Yanez

A handwritten signature in cursive script that reads "Nicole Yanez".

Digitally signed by Nicole Yanez,  
Senior Manager of Operations  
Support  
Date: 2026.02.06 14:31:52 -05'00'

TEKsystems, Inc.

Agreed

A handwritten signature in cursive script that reads "Heather White".



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: Ashley Huffman, Information Services Consultant 1  
DHHR, Office of Shared Administration - OMIS**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
WVOT Number 2026-0460**

**DATE: February 12, 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 MIS1475603P with TEKsystems Inc., 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](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** [Show Details](#)  
Aug 15, 2025



[See All Alerts](#)

**Records Retention Policy Impacts Old SAM Registration Data** [Show Details](#)  
May 21, 2025



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words

e.g. 1606N020Q02

Filter By

**Keyword Search**

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

- Any Words [i](#)
- All Words [i](#)
- Exact Phrase [i](#)

e.g. 123456789, Smith Corp

"Teksystems Inc" ×

Entity ▼

Location ▼

Status ▲

- Active
- Inactive

[Reset](#)

[Entity Information](#) ^



[All Entity Information](#)

[Entities](#)

[Disaster Response Registry](#)

[Responsibility / Qi](#)



# No matches found

Your search did not return any results for active records.  
Would you like to include inactive records in your search results?

## Our Website

- [About This Site](#)
- [Our Community](#)
- [Release Notes](#)
- [System Alerts](#)

## Policies

- [Terms of Use](#)
- [Privacy Policy](#)
- [Restricted Data Use](#)
- [Freedom of Information Act](#)
- [Accessibility](#)

## Our Partners

- [Acquisition.gov](#)
- [USASpending.gov](#)
- [Grants.gov](#)
- [More Partners](#)

## Customer Service

- [Help](#)
- [Check Entity Status](#)
- [Federal Service Desk](#)
- [External Resources](#)
- [Contact](#)



### WARNING

This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY!"** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

This system contains Controlled Unclassified Information (CUI). All individuals viewing, reproducing or disposing of this information are required to protect it in accordance with 32 CFR Part 2002 and GSA Order CIO 2103.2 CUI Policy.

SAM.gov

An official website of the U.S. General Services Administration

You are viewing this page over a secure connection. Click here for more information.

## 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.*

#### TEKSYSTEMS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	8/11/1999		8/11/1999	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	5613 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs)		<b>Capital Stock</b> 0.0000
<b>Charter County</b>		<b>Control Number</b>	14278
<b>Charter State</b>	MD	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	0.000000
<b>Authorized Shares</b>	0	<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Designated Office Address</b>	209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 808 GREENBRIER STREET CHARLESTON, WV, 25311
<b>Principal Office Address</b>	7437 RACE ROAD HANOVER, MD, 21076 USA
<b>Principal Office Mailing Address</b>	7437 RACE ROAD ATTENTION: LEGAL DEPARTMENT HANOVER, MD, 21076 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	CHARLES D. GREENSFELDER 7437 RACE ROAD HANOVER, MD, 21076
<b>Director</b>	MARK COLLINS 7437 RACE ROAD HANOVER, MD, 21076
<b>President</b>	MARK COLLINS 7437 RACE ROAD HANOVER, MD, 21076
<b>Secretary</b>	IRVIN DEANDREI DRUMMOND 7437 RACE ROAD HANOVER, MD, 21076
<b>Treasurer</b>	CHARLES D. GREENSFELDER 7437 RACE ROAD HANOVER, MD, 21076
<b>Vice-President</b>	CHARLES D. GREENSFELDER 7437 RACE ROAD HANOVER, MD, 21076
<b>Type</b>	<b>Name/Address</b>

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

2025
2024
2023
2022
2021
2020
2019
2018
2017x
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
2007
2006
2005
2004
2003
2002
2001
<b>Date filed</b>

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

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

Thursday, February 19, 2026 — 2:29 PM

© 2026 State of West Virginia

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>2/19/2026</u>	Agency: OSA OMIS
Solicitation No. <u>MIS MIS 1475603P</u>  <span style="font-size: 1.5em; color: blue;">Cot #1 Renew</span>	Procurement Officer Submitting Requisition: Stephanie Pettry
	Requisition No. CMA MIS1475603P
	PF No.: 1623358

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				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input 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: \_\_\_\_\_

