



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: 08-12-2026

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

Order Number:	CMA 0225 0225 PEI2500000001 5	Procurement Folder:	1425853
Document Name:	PRINTING/MAILING SERVICES	Reason for Modification:	Change Order No. 4 - to remove Invoice - Full VDP, Commodity Line 4 from the contract per the attached documentation.
Document Description:	PRINTING/MAILING SERVICES		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-07-10
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-07-09

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000218518 V G REED AND SONS INCORPORATED 1002 S 12TH ST LOUISVILLE KY 40210 US Vendor Contact Phone: 502-560-0123 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: Samuel H Revercomb Requestor Phone: (304) 558-7850 Requestor Email: Samuel.H.Revercomb@wv.gov 2027 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
PUBLIC EMPLOYEES INSURANCE STE 2 601 57TH ST SE CHARLESTON WV 25304 US	PUBLIC EMPLOYEES INSURANCE STE 2 601 57TH ST, SE CHARLESTON WV 25304 US

CR 8-21-26
Purchasing Division's File Copy

Total Order Amount: Open End

PURCHASING DIVISION AUTHORIZATION

DATE: 8/21/2026
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 8/25/2026
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 8-26-26
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 4 is issued to remove the INVOICE - FULL VDP services, Commodity Line 4 , as outlined in Section 3.1.2.4 in the original specifications from the contract per the attached documentation.

All terms, conditions, and specifications contained in the original contract and all authorized change orders remain the same.

Commodity Line 4 "Invoice - Full VDP" will be discontinued and no longer be used under this contract.

Effective date of Change Order 07/31/2026

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

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82121506			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: BENEFIT BOOKS - BASIC VDP

Extended Description:

See Exhibit A Pricing Pages for all lines.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82121506			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: LETTERS - BASIC VDP

Extended Description:

SPECIFICATIONS - 3.1.2.2

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	82121506			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: LETTERS - FULL VDP

Extended Description:

SPECIFICATIONS - 3.1.2.3

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	82121506			EA	0.000000
Service From		Service To		Service Contract Amount	
		2026-07-31		Commodity Ln Discontinued	0.00

Commodity Line Description: INACTIVE LINE - INVOICE - FULL VDP

Extended Description:

To relinquish printing responsibilities under SPECIFICATION - 3.1.2.4.

This commodity line has been discontinued for use effective 07/31/2026

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	82121506			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: NEWSLETTERS - BASIC VDP

Extended Description:
SPECIFICATIONS - 3.1.2.5

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	82121506			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: PREMIUM AND BENEFIT ASSISTANCE APPLICATIONS - BASIC VDP

Extended Description:
SPECIFICATIONS - 3.1.2.6

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	82121506			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: POSTCARDS - BASIC VDP

Extended Description:
SPECIFICATIONS - 3.1.2.7

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	82121506			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: ADD-ON OPTIONS

Extended Description:
SPECIFICATIONS - 3.1.2.9

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	82121506			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: BENEFIT BOOKS - BASIC VDP (ONE TIME JOB)

Extended Description:
See Amendment 1 Memorandum

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	82121506			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: POSTAGE REIMBURSEMENT/FREIGHT (ONE TIME REIMBURSEMENT)

Extended Description:
See Amendment 1 Memorandum

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	82121506			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: POSTAGE REIMBURSEMENT/FREIGHT (ONGOING)

Extended Description:

See Amendment 2 Memorandum. Pricing as billed.

	Document Phase	Document Description	Page 5
PEI2500000001	Pending	PRINTING/MAILING SERVICES	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

CHANGE ORDER MEMORANDUM
CMA PEI2500000001

TO: V.G. Reed & Sons, Inc.
FROM: Sam Revercomb, PEIA Procurement Officer
RE: CMA PEI2500000001 Change Order No. 4

PEIA submits this change order to adjust the scope and pricing of CMA PEI2500000001 to relinquish the printing commodity job outlined in the original contract for the retiree invoices, which include both the CPRB and Direct Pay Statements. As part of this agreement, V.G. Reed & Sons has agreed to relinquish printing responsibilities to another contracted vendor, Telus Health US LTD., and their in-house printing service, RR Donnelley (RRD).

Retiree Invoices

These print communications currently take place through PEIA's external vendor, V.G. Reed and Sons Incorporated (V.G. Reed). The process includes PEIA/OT manually running the billing detail, formatting it appropriately for V.G. Reed, and sending it to V.G. Reed for processing, printing, and mailing. By contrast, the system maintained by Telus can automatically send billing info to their printer for invoice creation, printing, and mailing through existing integrations. PEIA's pricing comparison determines this to be a net benefit to the State. V.G. Reed is in favor of transitioning this job, as the small volume has a higher overhead cost for them than other projects and it is a profit inefficient job for them to perform for us. The attached pricing comparison sheet shows the cost decrease for monthly invoices that PEIA should see by utilizing Telus in-house vendor rather than our existing printing vendor for these mailings.

The shifting of the printing and mailing services from V.G. Reed to Telus will take effect on August 1, 2026 when PEIA formally accepts the new system.

Change Order No. 4 Cost Decrease: (\$8,754.08)

No other changes.

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



601 57th Street SE
Suite 2
Charleston, WV 25304
888-680-7342
peia.help@wv.gov
www.peia.wv.gov

Attachment: Pricing Comparison Sheet

WV PEIA

Sam Revercomb

Signed

Sam Revercomb

Name

Procurement Officer

Title

7/27/26

Date

V.G. Reed & Sons, Inc.

Jon M. Atherton

Signed

Jon M. Atherton

Name

Senior Account Executive

Title

7/27/26

Date



(888) 680-7342
601 57th Street SE • Suite 2 • Charleston, WV 25304

Attachment: Pricing Comparison Sheet

V.G. Reed

V.G. Reed CPRB Statements:

- Annual Invoice Cost: \$6,761.88
- Annual Postage Cost: \$3,137.82

V.G. Reed Direct Pay Statements:

- Annual Invoice Cost: \$15,922.35
- Annual Postage Cost: \$21,654.11

Total V.G Reed Printing & Mailing Costs: \$47,476.16

Telus/RRD

Description	Estimated Annual Quantity	Single Sheet Print Cost	Print Cost Per Additional Sheets, (\$0.09)	Print Total Estimate	Postage Estimate	Postage Total Cost Estimate	Mailing Estimate
Retiree Invoices (2 sheet mailing)	35,383	\$0.32	\$0.09	\$14,507.03	\$0.55	\$19,460.65	\$33,967.68
Retiree Invoices (3 sheet mailing)	4,528	\$0.32	\$0.18	\$2,264.00	\$0.55	\$2,490.40	\$4,754.40

Total Telus/RRD Printing & Mailing Costs: \$38,722.08

Total Estimated Contract Cost Decrease: \$8,754.08



Lyle, Tara L <tara.l.lyle@wv.gov>

Re: Telus & V.G. Reed

1 message

Revercomb, Samuel H <samuel.h.revercomb@wv.gov>

Wed, Aug 5, 2026 at 4:10 PM

To: "Lyle, Tara L" <tara.l.lyle@wv.gov>, Jessica L Riley <jessica.l.riley@wv.gov>

Cc: "Virtz, Jessica L" <jessica.l.virtz@wv.gov>

Hi Tara and Jessica,

I wanted to let you both know that the Oasis contract documents for both Telus and V.G. Reed are updated. I left them as drafts as you suggested in your previous email. I apologize for the delay, getting the signed change order from one of the vendors took longer than expected.

- Telus: CMA 0225 PEI2300000002

- V.G. Reed: CMA 0225 PEI2500000001

I think the V.G. Reed document is pretty straightforward, so I don't anticipate many issues with it. The only extra change I made was adding an end service date for the "Invoice - Full VDP" commodity.

The Telus contract is a different story. That one is significantly more complicated, so I anticipate some changes before final submission.

Sticking with Telus, I do have a question about the updated contract date. Currently, I've updated the effective begin date and expiration date on the Header Line to include the new contract dates: 8/1/26-7/31/31. While preparing the document with Jessica Virtz, she mentioned that updating the contract dates on the Header Line could cause issues paying any outstanding implementation fees that we have not yet paid since those service dates would precede the contract start date in Oasis.

She mentioned that we may need to remove those dates from the Header Line and instead update the service dates for each commodity on the Commodity Line to include the new contract dates, excluding the commodities related to implementation. Let me know if that makes sense and what you think.

I appreciate you and all your help!

On Mon, Jul 27, 2026 at 1:13 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Sounds good.

When you get the letters/approvals back just leave the OASIS documents in DRAFT. We can review them and make any adjustments before submission.

Let us know if you need anything!

Tara

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



WEST VIRGINIA
PURCHASING DIVISION

On Mon, Jul 27, 2026 at 12:18 PM Revercomb, Samuel H <samuel.h.revercomb@wv.gov> wrote:
Thank you Tara, and thank you for all your help!

I sent the updated change order memos with the additional language to both vendors and am awaiting their signatures. I've also sent the Cabinet Secretary Approvals for final approval. Hopefully I will get everything back today or early tomorrow and be able to update and submit the Oasis documents tomorrow.

On Fri, Jul 24, 2026 at 4:02 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:
Sam,

I think these changes will do it. Looks good to me.

Thanks for all of your hard work on these two contracts.

Have a great weekend!

Tara

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



WEST VIRGINIA
PURCHASING DIVISION

On Fri, Jul 24, 2026 at 2:25 PM Revercomb, Samuel H <samuel.h.revercomb@wv.gov> wrote:
Good afternoon Tara,

I've updated the change order letters that I originally sent to the vendors. I want to send these to you for review before sending them to the vendors. If they look good, I'll send them to the vendors and replace the previous change order letters once they are fully executed. The only change involved adding language regarding the contract term changes and our acceptance of the new system.

In the Telus letter, you will find the updated language directly below the Retiree Invoices paragraph and before the Personify paragraph, and it includes some additional language regarding the updated contract dates.

In the V.G. Reed letter, you will find the updated language also directly below the Retiree Invoices paragraph. This additional language only mentions shifting the printing and mailing once PEIA accepts the new system since no contract dates are affected for V.G. Reed.

Let me know what you think when you have a moment. I appreciate your help!

On Tue, Jul 21, 2026 at 10:20 AM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:
Thanks Jessica.

Sam - please either add language regarding the contract term change to the current letter or draft a separate one to explain the update. Be sure to note that PEIA has accepted the system, shifting the term dates. This will also require a two-party signature.

If you can combine everything into a single letter, that also works. Either way is fine with me.

Thanks,

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Tue, Jul 21, 2026 at 8:35 AM Virtz, Jessica L <jessica.l.virtz@wv.gov> wrote:

Yes, as the 5 years of support and maintenance need to begin on 8/1, the contract start date should change to 8/1.

Jessica Virts

WV RHBT Controller



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On Mon, Jul 20, 2026 at 4:35 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:
Good afternoon,

I reviewed the contract and noticed that the term is for five (5) years from the acceptance of the system, with three (3) one-year renewals. The contract term is listed as 4/1/23 to 3/31/2028.

Since the official system acceptance is 8/1/26, do we need to change the contract dates to 08/1/2026 through 07/31/2031?

Jessica, could you please provide some history on this for us?

Thanks,

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Thu, Jul 16, 2026 at 2:18 PM Revercomb, Samuel H <samuel.h.revercomb@wv.gov> wrote:
Hi Tara and Jessica,

Reaching out again regarding Telus & V.G. Reed interconnected printing & mailing change orders. We will officially transition to the Telus system on 8/1/26. Now that I have an official transition date, I can submit the change orders for both contracts with an effective date of 8/1/26.

Jessica Virtz also mentioned needing to formally accept the Telus contract now that we are transitioning to the new system. I'm unfamiliar with that process. Should I submit the change orders in Oasis first and wait for them to finalize before formally accepting the contract?

Appreciate any help or advice you can provide!

--

Sam Revercomb

Fiscal & Procurement Officer



☎ 304-352-0298
🌐 www.peia.wv.gov
📍 601 57th Street SE, Suite 2
Charleston, WV 25304

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Sam Revercomb

Fiscal & Procurement Officer



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Sam Revercomb

Fiscal & Procurement Officer



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Sam Revercomb

Fiscal & Procurement Officer



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Lyle, Tara L <tara.l.lyle@wv.gov>

Telus Change Orders

1 message

Revercomb, Samuel H <samuel.h.revercomb@wv.gov>

Thu, Jun 4, 2026 at 9:00 AM

To: Tara L Lyle <tara.l.lyle@wv.gov>, Jessica L Riley <jessica.l.riley@wv.gov>

Cc: Jessica L Virtz <jessica.l.virtz@wv.gov>

Good morning Tara & Jessica,

I know it's been awhile since we last spoke about the Telus/RRD/V.G. Reed interconnected change order regarding moving the printing and mailing from V.G. Reed to Telus/RRD. I just wanted to provide an update. We have finally settled on the language for the storage costs, and Telus has added a unit cost for them, so I think we're in good shape with that change order.

However, as we've been working through the process of switching our Benefit Administration System to Telus, we discovered that we did not identify a key element during our initial scope of the engagement.

For this reason, we are requesting a change order to add two new products to the contract: Personify and \$500 HSA Employer OASIS Files. As part of this change, Telus will create new eligibility files as described below which were not previously identified as part of the scope:

Personify:

- Personify inbound interface to load cash redeemed to Telus system. Add cash redeemed amounts to Loji reporting dashboard for non-state agencies to use for reporting.
- Personify outbound interface to Oasis with custom xml translation for state agencies.
- Outbound interface to Personify that contains eligible participants, previously identified.
- Convert 14 months of data values into the system, as requested by WV PEIA.
- Updates to the Admin Portal to allow a display of cash earned.

\$500 HSA:

- Create wvOASIS outbound file for employer HSA contribution of \$500.
- Update HSA calculator to retain \$500 employer HSA amounts.
- Update Decision Support Tool to account for new \$500 employer HSA contribution.

The total cost of this change order is \$90,900.

Additionally, we received three different change order documents from Telus requesting to be paid for Cloud Hosting & 3rd Party Software Fees for the months of April, May, and June 2026. For our purposes I will consider them one change order to keep it as simple as possible.

As you know, this implementation is way behind schedule. When we entered into the contract with Telus, we did not foresee it taking this long. Jason negotiated with Telus and agreed to an additional \$92,357 per month, totalling \$277,071. See the monthly cost breakdown for this change order below:

Cloud Hosting Fees: \$67,318

3rd Party Software Fees: \$24,039

I wanted to reach out to you and get your thoughts on everything before proceeding. Is it possible to do this all as one change order for Telus? Due to the short window we have until we go live with Telus and the V.G. Reed contract renewal coming up on 7/9/26, I feel like we have to try to get this all incorporated into one change order for Telus and submit it. I have the change order request documents from Telus, and I can send them if you would like to review them. Just let me know.

Thank you,

--

Sam Revercomb

Fiscal & Procurement Officer



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Lyle, Tara L <tara.l.lyle@wv.gov>

Re: Telus Change Orders

Revercomb, Samuel H <samuel.h.revercomb@wv.gov>

Mon, Jun 22, 2026 at 5:03 PM

To: "Lyle, Tara L" <tara.l.lyle@wv.gov>

Cc: Jessica L Vitz <jessica.l.vitz@wv.gov>, Jessica L Riley <jessica.l.riley@wv.gov>

Good evening Tara,

I apologize for the delay in responding. Once the integration date with Telus was postponed again, I had to shift gears and submit the standard renewal for V.G. Reed so we could get it renewed before the term date. I was able to revisit these change orders today and have hopefully come up with something that works for both contracts.

See the attached first drafts for both Telus and V.G. Reed change orders for your review.

Have a good night!

On Tue, Jun 9, 2026 at 1:46 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Sam,

Thanks for sending over the documentation. Frank and Sam reviewed the documentation and the request. Here's what we'll need:

1. From your email *"However, as we've been working through the process of switching our Benefit Administration System to Telus, we discovered that we did not identify a key element during our initial scope of the engagement."*

Can you explain this element further? Additionally, you and the vendor, Telsus, to agree and sign a memo/letter (similar to what we do for a renewal with a two-party agreement) confirming that this was missed on the original scope. If both parties agree, we can accept it.

2. Regarding the \$500 HSA, can you explain this more? Is the \$500 per user or a one-time fee? The more this information is explained the better it will be. The AG's office likes to see all the information up front rather than searching around for it.

3. It would have been nice to have the cloud hosting and 3rd party fees in late March or April instead of backdating but we can process. PEIA does not have to sign Telsus's invoices. We'll include them with the change order.

4. What about the printing being removed from VG Reed and added to this one? Remember, a change order is needed for the VG Reed to remove the printing services.

If you can write all of this into one letter detailing all of the information with both parties signing, we can issue one change order.

If you have any questions, please let me know.

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Thu, Jun 4, 2026 at 11:21 AM Revercomb, Samuel H <samuel.h.revercomb@wv.gov> wrote:
Understood Tara. See the attached documentation for the new change requests and price increases.

Thank you

On Thu, Jun 4, 2026 at 10:46 AM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:
Good morning,

Let me reread your email again and refresh my memory from our previous emails. We'll probably have to get this in front of Frank and Sam; that will have to wait until Monday.

Do you have any documentation from the vendor for the price increases? If so, please send it by email.

Thanks,

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



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\$500 HSA:

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The total cost of this change order is \$90,900.

Additionally, we received three different change order documents from Telus requesting to be paid for Cloud Hosting & 3rd Party Software Fees for the months of April, May, and June 2026. For our purposes I will consider them one change order to keep it as simple as possible.

As you know, this implementation is way behind schedule. When we entered into the contract with Telus, we did not foresee it taking this long. Jason negotiated with Telus and agreed to an additional \$92,357 per month, totalling \$277,071. See the monthly cost breakdown for this change order below:

Cloud Hosting Fees: \$67,318

3rd Party Software Fees: \$24,039

I wanted to reach out to you and get your thoughts on everything before proceeding. Is it possible to do this all as one change order for Telus? Due to the short window we have until we go live with Telus and the V.G. Reed contract renewal coming up on 7/9/26, I feel like we have to try to get this all incorporated into one change order for Telus and submit it. I have the change order request documents from Telus, and I can send them if you would like to review them. Just let me know.

Thank you,

--

Sam Revercomb

Fiscal & Procurement Officer



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PUBLIC EMPLOYEES INSURANCE AGENCY

☎ 304-352-0298
🌐 www.peia.wv.gov
📍 601 57th Street SE, Suite 2
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--

Sam Revercomb

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2 attachments



Change Order 4 - VG Reed - First Draft.pdf
248K



Change Order 6 - Telus - First Draft.pdf
449K



Lyle, Tara L <tara.l.lyle@wv.gov>

Re: Telus Change Orders

1 message

Revercomb, Samuel H <samuel.h.revercomb@wv.gov>

Fri, Jun 26, 2026 at 10:25 AM

To: "Lyle, Tara L" <tara.l.lyle@wv.gov>

Cc: Jessica L Virtz <jessica.l.virtz@wv.gov>, Jessica L Riley <jessica.l.riley@wv.gov>

Good morning Tara and Jessica (Riley),

Jason asked me to follow up with you this morning to see if you've had a chance to review the change orders. I think Telus has asked him about them a couple of times this week, and he is now asking me for any updates. I know it's a busy time of year, so please just let me know once you've had a chance to review them.

As always, I appreciate your help with this!

On Mon, Jun 22, 2026 at 5:03 PM Revercomb, Samuel H <samuel.h.revercomb@wv.gov> wrote:

Good evening Tara,

I apologize for the delay in responding. Once the integration date with Telus was postponed again, I had to shift gears and submit the standard renewal for V.G. Reed so we could get it renewed before the term date. I was able to revisit these change orders today and have hopefully come up with something that works for both contracts.

See the attached first drafts for both Telus and V.G. Reed change orders for your review.

Have a good night!

On Tue, Jun 9, 2026 at 1:46 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Sam,

Thanks for sending over the documentation. Frank and Sam reviewed the documentation and the request. Here's what we'll need:

1. From your email *"However, as we've been working through the process of switching our Benefit Administration System to Telus, we discovered that we did not identify a key element during our initial scope of the engagement."*

Can you explain this element further? Additionally, you and the vendor, Telsus, to agree and sign a memo/letter (similar to what we do for a renewal with a two-party agreement) confirming that this was missed on the original scope. If both parties agree, we can accept it.

2. Regarding the \$500 HSA, can you explain this more? Is the \$500 per user or a one-time fee? The more this information is explained the better it will be. The AG's office likes to see all the information up front rather than searching around for it.

3. It would have been nice to have the cloud hosting and 3rd party fees in late March or April instead of backdating but we can process. PEIA does not have to sign Telsus's invoices. We'll include them with the change order.

4. What about the printing being removed from VG Reed and added to this one? Remember, a change order is needed for the VG Reed to remove the printing services.

If you can write all of this into one letter detailing all of the information with both parties signing, we can issue one change order.

If you have any questions, please let me know.

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov



On Thu, Jun 4, 2026 at 11:21 AM Revercomb, Samuel H <samuel.h.revercomb@wv.gov> wrote:
Understood Tara. See the attached documentation for the new change requests and price increases.

Thank you

On Thu, Jun 4, 2026 at 10:46 AM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:
Good morning,

Let me reread your email again and refresh my memory from our previous emails. We'll probably have to get this in front of Frank and Sam; that will have to wait until Monday.

Do you have any documentation from the vendor for the price increases? If so, please send it by email.

Thanks,

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Thu, Jun 4, 2026 at 9:00 AM Revercomb, Samuel H <samuel.h.revercomb@wv.gov> wrote:
Good morning Tara & Jessica,

I know it's been awhile since we last spoke about the Telus/RRD/V.G. Reed interconnected change order regarding moving the printing and mailing from V.G. Reed to Telus/RRD. I just wanted to provide an update. We have finally settled on the language for the storage costs, and Telus has added a unit cost for them, so I think we're in good shape with that change order.

However, as we've been working through the process of switching our Benefit Administration System to Telus, we discovered that we did not identify a key element during our initial scope of the engagement.

For this reason, we are requesting a change order to add two new products to the contract: Personify and \$500 HSA Employer OASIS Files. As part of this change, Telus will create new eligibility files as described below which were not previously identified as part of the scope:

Personify:

- Personify inbound interface to load cash redeemed to Telus system. Add cash redeemed amounts to Loji reporting dashboard for non-state agencies to use for reporting.
- Personify outbound interface to Oasis with custom xml translation for state agencies.
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I wanted to reach out to you and get your thoughts on everything before proceeding. Is it possible to do this all as one change order for Telus? Due to the short window we have until we go live with Telus and the V.G. Reed contract renewal coming up on 7/9/26, I feel like we have to try to get this all incorporated into one change order for Telus and submit it. I have the change order request documents from Telus, and I can send them if you would like to review them. Just let me know.

Thank you,

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Sam Revercomb

Fiscal & Procurement Officer



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--

Sam Revercomb

Fiscal & Procurement Officer



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Lyle, Tara L <tara.l.lyle@wv.gov>

Telus & V.G. Reed

1 message

Revercomb, Samuel H <samuel.h.revercomb@wv.gov>

Thu, Jul 16, 2026 at 2:18 PM

To: Tara L Lyle <tara.l.lyle@wv.gov>, Jessica L Riley <jessica.l.riley@wv.gov>

Hi Tara and Jessica,

Reaching out again regarding Telus & V.G. Reed interconnected printing & mailing change orders. We will officially transition to the Telus system on 8/1/26. Now that I have an official transition date, I can submit the change orders for both contracts with an effective date of 8/1/26.

Jessica Vitz also mentioned needing to formally accept the Telus contract now that we are transitioning to the new system. I'm unfamiliar with that process. Should I submit the change orders in Oasis first and wait for them to finalize before formally accepting the contract?

Appreciate any help or advice you can provide!

--

Sam Revercomb

Fiscal & Procurement Officer



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Lyle, Tara L <tara.l.lyle@wv.gov>

Re: Telus & V.G. Reed

1 message

Virtz, Jessica L <jessica.l.virtz@wv.gov>

Tue, Jul 21, 2026 at 8:34 AM

To: "Lyle, Tara L" <tara.l.lyle@wv.gov>

Cc: "Revercomb, Samuel H" <samuel.h.revercomb@wv.gov>

Yes, as the 5 years of support and maintenance need to begin on 8/1, the contract start date should change to 8/1.

Jessica Virtz

WV RHBT Controller



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On Mon, Jul 20, 2026 at 4:35 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Good afternoon,

I reviewed the contract and noticed that the term is for five (5) years from the acceptance of the system, with three (3) one-year renewals. The contract term is listed as 4/1/23 to 3/31/2028.

Since the official system acceptance is 8/1/26, do we need to change the contract dates to 08/1/2026 through 07/31/2031?

Jessica, could you please provide some history on this for us?

Thanks,

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Thu, Jul 16, 2026 at 2:18 PM Revercomb, Samuel H <samuel.h.revercomb@wv.gov> wrote:
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Appreciate any help or advice you can provide!

--

Sam Revercomb

Fiscal & Procurement Officer



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Business Organization Detail

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V. G. REED & SONS, INCORPORATED

Organization Information

Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	10/1/2012		10/1/2012	Foreign	Profit			

Organization Information

Business Purpose	3231 - Manufacturing - Printing and Related Support Activities - Printing and Related Support Activities (commercial printing, books)			Capital Stock
Charter County				Control Number
Charter State	KY			Excess Acres
At Will Term				Member Managed
At Will Term Years				Par Value
Authorized Shares				Young Entrepreneur Not Specified



Addresses

Type	Address
Designated Office Address	1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210
Notice of Process Address	ROBERT REED JR 1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210
Principal Office Address	1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210 USA
Principal Office Mailing Address	1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210 USA
Type	Address

Officers

Type	Name/Address
Director	ROBERT REED, SR 1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210
Director	ROBERT REED JR 1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210
President	ROBERT REED, SR 1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210
Secretary	ROBERT REED JR 1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210
Vice-President	CHRISTOPHER G REED 1002 S 12TH STREET LOUISVILLE, KY, 40210
Type	Name/Address

Annual Reports**Filed For**

2026

2025

2024

2023
2022
2021
2020
2019
2018
2017x
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2016
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Date filed

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

Friday, August 7, 2026 — 2:59 PM

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Jul 30, 2026

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- ☒ All Words 
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e.g. 123456789, Smith Corp

"v. g. reed and sons incorporated" 

Entity ▼

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>TC/JR</u> Date: <u>8/12/24</u> Solicitation No. <u>CO#4</u>	Agency: WV PEIA Procurement Officer Submitting Requisition: Sam Rev Requisition No. CMA PEI25*01 - CO#4 PF No.: 1425853
---	--

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	☒	☐	☐	☐
2	Use of correct specification template	☒	☐	☐	☐
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	☒	☐	☐	☐
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	☒	☐	☐	☐
5	Maximum budgeted amount in wvOASIS	☒	☐	☐	☐
6	Suggested vendors in wvOASIS	☒	☐	☐	☐
7	Capitol Building Commission pre-approval	☐	☐	☐	☐
8	Financing (Governor's Office) pre-approval	☐	☐	☐	☐
9	Fleet Management Division pre-approval	☐	☐	☐	☐

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	☐	☐	☐	☐
	Automobile Liability	☐	☐	☐	☐
	Workers' Compensation/Employer's Liability	☐	☐	☐	☐
	Cyber Liability	☐	☐	☐	☐
	Builder's Risk/Installation Floater	☐	☐	☐	☐
	Professional Liability	☐	☐	☐	☐
	Other (specify)	☐	☐	☐	☐
11	Office of Technology CIO pre-approval	☐	☐	☐	☐
12	Treasurer's Office (banking) pre-approval	☐	☐	☐	☐

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	☒	☐	☐	☒
2	Standard change order language	☒	☐	☐	☒
3	Office of Technology CIO approval	☐	☐	☐	☒
4	Justification for price increases/backdating/other	☐	☐	☐	☒
5	Bond Rider (Construction)	☐	☐	☐	☒
6	Secretary of State Verification	☒	☐	☐	☒
7	State debarment verification	☒	☐	☐	☒
8	Federal debarment verification	☒	☐	☐	☒

**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: _____

Tara Hfe