



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: 07-07-2026

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 2520 MIS2400000001 5	Procurement Folder:	1234820
Document Name:	ATTENDANCE CASELOAD MANAGEMENT SOFTWARE	Reason for Modification:	
Document Description:	ATTENDANCE CASELOAD MANAGEMENT SOFTWARE	Change Order 04 To Renew Contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-09-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-08-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000043256 QCERA INC 1525 S SEPULVEDA BLVD STE A LOS ANGELES CA 90025 US Vendor Contact Phone: 8184895448 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: Stephanie F Pettry Requestor Phone: (304) 356-4011 Requestor Email: stephanie.f.pettry@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
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF HUMAN RESOURCES MGMT ONE DAVIS SQUARE, STE 400 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF HUMAN RESOURCES MGMT ONE DAVIS SQUARE, STE 400 CHARLESTON WV 25301 US

CR 7-8-26

Total Order Amount:	Open End
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Purchasing Division's File Copy

CH 7/7/26
PURCHASING DIVISION AUTHORIZATION
DATE: 7/8/26
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 7/7/26
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 7-9-26
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change order No. 4 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 9-1-2026 through 8-31-2027

Renewal Years Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	43230000			EA	83700.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Attendance Caseload Management Software (FMLA/FLOA/PLA)

Extended Description:

3.1.2 Attendance Caseload Management Software (FMLA/FLOA/PLA)

Annual Fee: \$83,700.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	43230000			EA	195.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Additional Leave Administrator Users/Licenses

Extended Description:

3.1.2.21 Additional Users/Licenses- each add on user/license -- Additional Leave Administrator \$195 per user per month

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	43230000				0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Online Training for Licenses Holders

Extended Description:

3.1.2.22 Must provide online training for license holders at no cost. System upgrades, enhancements, and error corrections must be at no additional cost/charge when such upgrades, enhancements, and error corrections are generally made available to its other clients of similar systems at no additional cost/charge.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	43230000			EA	115.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Additional Users/Licenses - HR Administrator

Extended Description:

3.1.2.21 Additional Users/Licenses- each add on user/license - HR Administrator \$115 per user per month

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	43230000			EA	50.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Additional Users/Licenses - View only user account

Extended Description:

3.1.2.21 Additional Users/Licenses- each add on user/license - view only user account - \$50 per user per month



Confidential and Proprietary

Qcera, Inc.
1525 S Sepulveda Blvd, Suite A
Los Angeles, CA 90025

June 10, 2026

State of West Virginia
One Davis Square Ste 200
Charleston, WV 25301

RE: RENEWAL Contract number CMA MIS2400000001 9/1/2026 – 8/31/2027

To Whom it May Concern,

This letter is to confirm the following.

Qcera agrees to renew Contract number CMA MIS2400000001 for another year, effective 9/1/2026 to 8/31/2027 under the same terms, conditions, prices, and specifications as the original contract including any change orders.

Please let us know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Margaret Kahng', written over a faint circular stamp.

Margaret Kahng
President
Qcera, Inc.

mkahng@qcera.com

Agreed

A handwritten signature in black ink, appearing to read 'Heather White'.



FMLA and Leave Management
Software Services – **Enterprise**

West Virginia Department of Health and Human Resource
Price list

June 2026



Confidential and Proprietary

West Virginia DHHR

June 2026

LeaveSource®
FMLA and Leave Solutions



**FML and Leave of Absence Administration Software
Application Services**

Price Effective September 1, 2026

PRODUCT & SERVICES BASE PACKAGE		FEEs
LeaveSource® Enterprise Bundle FMLA, State, Employer Leave policy and Premium Payment tracking, automated load of employee census file from HRIS, including ADA Job Accommodation module, MyLeave Self Service, Document Management Module Includes up to 9 Leave Admin user accounts Estimated 5,000 – 6,000 employees active on payroll		Quote 2026 – 2027 \$83,700.00 Annual For employee count less than 6000 employees on payroll.
OPTIONAL ADD-ONS		FEEs FOR SELECTED SERVICES
Additional Leave Administrator accounts \$195.00 per user per month or \$2,340 per year		TBD
Additional HR Administrator user accounts \$115.00 per user per month or \$1,380.00 per year		TBD
Additional View Only user accounts \$50.00 per user per month or \$600 per year		TBD



West Virginia Department of
Arvin Singh, EdD, MBA, MPH, MS,
FACHE



West Virginia
DEPARTMENT OF
Health Facilities
Michael Caruso
Cabinet Secretary



WEST VIRGINIA DEPARTMENT OF
HUMAN
SERVICES
Christina Mullins, MA
Acting Cabinet Secretary

Date: 7/1/2026
To: OSA Purchasing
From: Stephanie Pettry
Office of Management Information Services
Subject: Renewal of CMA MIS2400000001

The Office of Shared Administration, Office of Management Information Services wishes to renew Contract CMA MIS2400000001 with Qcera Inc for an additional year under the same terms, conditions, prices per original pricing page, and specifications effective 9.1.26 to 8.31.27. Please note this is the last renewal remaining on this contract.





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: Christopher Itson, Information Systems Consultant
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 2026-0726

DATE: June 16, 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 to purchase a 1 year Contract Renewal: CMA MIS2400000001 for Qcera Leave & Absence Management Software Services, the Office of Technology has determined:

X 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.



Scheduled SAM Maintenance [Show Details](#)
Jul 7, 2026



[See All Alerts](#)

ISR Workspace: Increased Contract Volume [Show Details](#)
Jun 26, 2026



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Search

All Words

e.g. 1606N020Q02

Filter By

Keyword Search

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Simple Search

Search Editor

- ☐ Any Words 
- ☐ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"qcera inc" 

Entity

Location

Status

- ☒ Active
- ☐ Inactive

Reset 

[Entity Information ^](#)



[All Entity Information](#)

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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.

QCERA, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	8/15/2023		8/15/2023	Foreign	Profit			

Organization Information			
Business Purpose	5415 - Professional, Scientific and Techincal Servies - Professional, Scientific and Techincal Servies - Computer Systems Design and Related Services (design, programming, facilities mgmt)		Capital Stock
Charter County			Control Number
Charter State	CA	Excess Acres	
At Will Term			Member Managed
At Will Term Years			Par Value
Authorized Shares	Young Entrepreneur		No
			



Addresses

Type	Address
Designated Office Address	1525 S SEPULVEDA BLVD. STE A LOS ANGELES, CA, 90025
Principal Office Address	1525 S SEPULVEDA BLVD. STE. A LOS ANGELES, CA, 90025 USA
Principal Office Mailing Address	1525 S SEPULVEDA BLVD. STE A LOS ANGELES, CA, 90025 USA
Type	Address

Officers

Type	Name/Address
President	MARGARET KAHNG 1525 S SEPULVEDA BLVD. STE. A LOS ANGELES, CA, 90025
Type	Name/Address

Annual Reports

Filed For
2025
2024
Date filed

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

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

Tuesday, June 16, 2026 — 2:31 PM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>7/7/26</u> Solicitation No. <u>CMA MIS24*01</u>	Agency: OSA OMIS Procurement Officer Submitting Requisition: Stephanie Pettry Requisition No. CMA MIS2400000001 PF No.: 1234820
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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: 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: _____

Christine Husted