



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: 08-19-2026

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 0802 5020 DMV2600000005 3	Procurement Folder:	1698045
Document Name:	Mainframe Application Programmer Technical Staffing Services	Reason for Modification:	CO2 To renew Contract
Document Description:	Mainframe Application Programmer Technical Staffing Services		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-11-07
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-11-06

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000009860 SMART SHARED SERVICES LLC PO Box 1187 Charleston WV 25324-1187 US Vendor Contact Phone: 855-807-6278 Extension: 229 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: Timothy L Rutherford Requestor Phone: 304-352-5394 Requestor Email: timothy.l.rutherford@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
MANAGER ACCOUNTS PAYABLE DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200 CHARLESTON WV 25304 US	304-926-3960 DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200 CHARLESTON WV 25317 US

CR 8-21-26

Purchasing Division's File Copy

Total Order Amount: Open End

PURCHASING DIVISION AUTHORIZATION

DATE: 8.20.26
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 02

Change Order 2 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: 11/7/26-11/6/27

Renewal Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81111600			HOUR	139.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Mainframe Application Programmer

Extended Description:

Mainframe Application Programmer Technical Staffing Services. This will be an open-end services contract that will provide the services of mainframe application programmer analysts on an hourly rate basis to provide technical expertise to meet agency needs. These services will be utilized to develop modifications and enhancements to the mainframe computer systems currently utilized by the DMV.



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Motor Vehicles

5707 MacCorkle Avenue, Southeast

Post Office Box 17300

Charleston, West Virginia 25317-0010 • (304) 558-3900

TDD: (800) 742-6991 • (800) 642-9066

Everett J. Frazier
Commissioner

Division of Motor Vehicles

Stephen T. Rumbaugh, P.E.
Secretary of Transportation
Commissioner of Highways

August 13, 2026

Smart Shared Services, LLC
PO Box 1187
Charleston, WV 25324

RE: CMA DMV2600000005 – Mainframe Application Programmer Services - Renewal Notice

The West Virginia Division of Motor Vehicles is requesting to renew our current contract under the same terms, conditions and pricing as stated in the original contract. The renewal effective dates are November 7, 2026 through November 6, 2027. If you agree to this renewal, please sign below and return to me.

You can return the signed document to me at Georgina.davis@wv.gov. Please let me know if you have any questions.

Thank You.

Georgie Davis

We agree to renew the contract for the period stated above under the same terms and conditions as in the original purchase order and any change orders thereto.

Smart Shared Services, LLC

Eva Kordusky/ 
Name/Signature

VP of Business Operations
Title

8-13-2026
Date

WV Division of Motor Vehicles

Everett J. Frazier/ 
Name/Signature

Commissioner
Title

8/13/2026
Date

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.

SMART SHARED SERVICES LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	6/27/2014		6/27/2014	Domestic	Profit			

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

Addresses

Type	Address
Designated Office Address	P O 1187 CHARLESTON, WV, 25324
Notice of Process Address	RICH EDWARDS P O 243 SCOTT DEPOT, WV, 25560
Principal Office Address	P O 1187 CHARLESTON, WV, 25324 USA
Principal Office Mailing Address	P O 1187 CHARLESTON, WV, 25324 USA
Type	Address

Officers

Type	Name/Address
Member	RICH EDWARDS P O 7318 CHARLESTON, WV, 25356
Organizer	RICH EDWARDS P O 7318 CHARLESTON, WV, 25356
Type	Name/Address

Annual Reports

Filed For
2026
2025
2024
2023
2022
2021

2020
2019
2018
2017
2016
2015
Date filed

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

Thursday, August 20, 2026 — 9:12 AM

© 2026 State of West Virginia

Search

All Words ▼

e.g. 1606N020Q02



Filter By

Entity Information ^



All Entity Information

Entities

Disaster Response Registr

Keyword Search

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

Simple Search

Search Editor

Go Back

☐ Any Words ☒ All Words ☐ Exact Phrase 

e.g. 123456789, Smith Corp

Smart Shared Services LLC



Entity



Location



Status

☒ Active☒ InactiveReset 

No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use: Buyer: <u>J. ESTEP</u> Date: <u>8/20/26</u>	Agency: WV Division of Motor Vehicles
Solicitation No. <u>CMA 26*05</u> <u>DMV</u> <u>CO#2</u>	Procurement Officer Submitting Requisition: Kristy James
	Requisition No. CMA DMV2600000005 CO2
	PF No.: 1698045

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: _____

[Handwritten Signature]