



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: 2017-01-17

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

V2

Order Number: CMA 0511 0511 HHR1600000004	Procurement Folder: 87116
Document Name: Change Order #1	Reason for Modification:
Document Description: Renewal of Temporary IT Staffing Contract for WVDHHR/OMIS	To renew the original contract from 1/25/17 through 1/24/18.
Procurement Type: Statewide MA (Open End)	
Buyer Name: April Battle	
Telephone: (304) 558-0067	
Email: april.e.battle@wv.gov	
Shipping Method: Best Way	Effective Start Date: 2016-01-25
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2018-01-24

VENDOR	DEPARTMENT CONTACT
<b>Vendor Customer Code:</b> VS0000005409 Beacon Systems Inc 9900 W Sample Rd Ste 400A  Coral Springs FL 33065-4048  US <b>Vendor Contact Phone:</b> (954) 426-1171 <b>Extension:</b> <b>Discount Percentage:</b> 0.0000 <b>Discount Days:</b> 0	<b>Requestor Name:</b> Harriett (Jo) Bess <b>Requestor Phone:</b> (304) 558-0114 <b>Requestor Email:</b> jo.h.bess@wv.gov  <div style="text-align: center; font-size: 2em; font-weight: bold;">17</div> <div style="text-align: center; font-size: 1.5em; font-weight: bold;">FILE LOCATION 35487</div>

INVOICE TO	SHIP TO
ALL STATE AGENCIES  VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999  US	STATE OF WEST VIRGINIA  VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999  US

ENTERED

Total Order Amount	Open End
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Purchasing Division's Copy

SCANNED

1-14-17  
JGP  
Feb 11/17/17

<b>PURCHASING DIVISION AUTHORIZATION</b> SIGNED BY: <i>[Signature]</i> DATE: 1/19/17 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> SIGNED BY: <i>Edward M. Wenger</i> DATE: 1-18-17 ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> SIGNED BY: <i>Melissa Bess</i> DATE: JAN 20 2017 ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order #1 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: 1/25/17 through 1/24/18.

Renewals Remaining: 2

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

Releases from this Statewide Master Agreement are to be made in accordance with Section 4.3.1 of the Specifications and the attached spreadsheet entitled "Temporary IT Staffing Contract for WVDHHR/OMIS".

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111608			Hour	\$58.460000
	<b>Service From</b>	<b>Service To</b>			

Commodity Line Description: FACTS Technical Project Manager

**Extended Description:**

4.1.1 FACTS Technical Project Manager - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80111608			Hour	\$46.150000
	<b>Service From</b>	<b>Service To</b>			

Commodity Line Description: FACTS Senior Web Application Analyst

**Extended Description:**

4.1.2 FACTS Senior Web Application Analyst - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80111608			Hour	\$38.460000
	<b>Service From</b>	<b>Service To</b>			

Commodity Line Description: FACTS Web Application Analyst

**Extended Description:**

4.1.3 FACTS Web Application Analyst - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80111608			Hour	\$56.150000
	<b>Service From</b>	<b>Service To</b>			

Commodity Line Description: FACTS Application Architect

**Extended Description:**

4.1.4 FACTS Application Architect - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80111608			Hour	\$47.690000
	<b>Service From</b>	<b>Service To</b>			

Commodity Line Description: Web Team Senior Web Application Analyst

**Extended Description:**

4.1.5 Web Team Senior Web Application Analyst - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	80111608			HOUR	\$50.770000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** OSCAR Senior Application Programmer Analyst

**Extended Description:**

4.1.6 OSCAR Senior Application Programmer Analyst - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	80111608			HOUR	\$47.690000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** OSCAR Application Programmer Analyst

**Extended Description:**

4.1.7 OSCAR Application Programmer Analyst - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	80111608			HOUR	\$47.690000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** OSCAR Application Programmer

**Extended Description:**

4.1.8 OSCAR Application Programmer - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	80111609			HOUR	\$56.920000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Senior Application Oracle Database Administrator

**Extended Description:**

4.1.9 Senior Application Oracle Database Administrator - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	80111609			HOUR	\$50.770000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Application Oracle Database Administrator

**Extended Description:**

4.1.10 Application Oracle Database Administrator - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	80111609			HOUR	\$53.850000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Senior SQL Server Database Administrator

**Extended Description:**

4.1.11 Senior SQL Server Database Administrator - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	80111609			HOUR	\$49.230000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** SQL Server Database Administrator

**Extended Description:**

4.1.12 SQL Server Database Administrator - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	80111608			HOUR	\$43.080000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Senior COGNOS Analyst/Project Manager

**Extended Description:**

4.1.13 Senior COGNOS Analyst/Project Manager - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	80111608			HOUR	\$40.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** COGNOS Analyst

**Extended Description:**

4.1.14 COGNOS Analyst - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	80111608			HOUR	\$38.460000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Software Test Analyst

**Extended Description:**

4.1.15 Software Test Analyst - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	80111616			HOUR	\$26.150000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Help Desk Analyst

**Extended Description:**

4.1.16 Help Desk Analyst - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	80111608			HOUR	\$41.540000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Business Analyst

**Extended Description:**

4.1.17 Business Analyst - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	80111608			HOUR	\$41.540000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Technical Writer

**Extended Description:**

4.1.18 Technical Writer- All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	80111608			HOUR	\$62.310000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Senior CRM Application Programmer Analyst

**Extended Description:**

4.1.19 Senior CRM Application Programmer Analyst - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	80111608			HOUR	\$58.460000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** CRM Application Programmer Analyst

**Extended Description:**

4.1.20 CRM Application Programmer Analyst - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	80111608			HOUR	\$50.770000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Senior SharePoint Application Programmer Analyst

**Extended Description:**

4.1.21 Senior SharePoint Application Programmer Analyst - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	80111608			HOUR	\$46.150000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** SharePoint Application Programmer Analyst

**Extended Description:**

4.1.22 SharePoint Application Programmer Analyst - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	80111608			HOUR	\$47.690000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Senior .NET Application Programmer Analyst

**Extended Description:**

4.1.23 Senior .NET Application Programmer Analyst - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	80111608			HOUR	\$46.150000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** .NET Application Programmer Analyst

**Extended Description:**

4.1.24 .NET Application Programmer Analyst - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	80111608			HOUR	\$49.230000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Senior Mainframe Application Programmer Analyst

**Extended Description:**

4.1.25 Senior Mainframe Application Programmer Analyst - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	80111608			HOUR	\$46.150000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Mainframe Application Programmer Analyst

**Extended Description:**

4.1.26 Mainframe Application Programmer Analyst - All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
27	80111608			HOUR	\$42.310000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Senior Application DB2 Database Administrator

**Extended Description:**

4.1.27 Senior Application DB2 Database Administrator- All-inclusive Hourly Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	80111608			HOUR	\$38.460000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Application DB2 Database Administrator

**Extended Description:**

4.1.28 Application DB2 Database Administrator- All-inclusive Hourly Rate



EARL RAY TOMBLIN  
GOVERNOR

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET, EAST  
CHARLESTON, WEST VIRGINIA 25305-0130

MARY JANE PICKENS  
ACTING CABINET SECRETARY  
DAVID TINCHER  
DIRECTOR

January 9, 2017

Vinod Reddi  
Beacon Systems Inc.  
9900 W Sample Rd Ste 400A  
Coral Springs FL 33065-4048

Subject: Renewal of Temporary IT Staffing Contract for WVDHHR/OMIS –  
CMA 0511 HHR1600000004

Dear Vinod Reddi,

The WV Purchasing Division is currently in the process of renewing the statewide contract for the period of 1/25/17 through 1/24/18.

The WV Purchasing Division would like your response on the continued participation for this contract. Please indicate by marking your response below:

Beacon Systems Inc. agrees to the renewal of this contract under the same terms, specifications, and conditions in accordance with the original contract.

Beacon Systems Inc. does not agree to renewal of this contract.

Signature and title of authorized representative: Madhu Reddi President, Beacon Systems, Inc

If you wish to renew, please complete the attached Purchasing Affidavit and return to me by Friday, January 13, 2017 by 10:00 AM. Email, Fax, or US Mail is acceptable.

We appreciate your participation in the state's competitive bid process and encourage your continued involvement.

Thank you.

April Battle, Senior Buyer  
West Virginia Purchasing Division

Cc: Purchase Order File  
PHONE: (304) 558-2306  
FAX: (304) 558-4115

WVPurchasing.gov

E.E.O./AFFIRMATIVE ACTION EMPLOYER



STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**MANDATE:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: BEACON SYSTEMS, INC

Authorized Signature: [Signature] Date: 1-17-17

State of FLORIDA

County of DUNEDON, to-wit:

Taken, subscribed, and sworn to before me this 17 day of January, 2017.

My Commission expires 08/26/19, 2019.

**AFFIX SEAL HERE**

**NOTARY PUBLIC**

[Signature]



Purchasing Affidavit (Revised 08/01/2015)

## 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.*

#### BEACON SYSTEMS, INC.

<b>Organization Information</b>									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	12/30/2015		12/30/2015	Foreign	Profit				

<b>Organization Information</b>	
<b>Business Purpose</b>	5415 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Computer Systems Design and Related Services (design, programming, facilities mgmt)
<b>Capital Stock</b>	
<b>Charter County</b>	
<b>Control Number</b>	
<b>Charter State</b>	FL
<b>Excess Acres</b>	
<b>At Will Term</b>	
<b>Member Managed</b>	
<b>At Will Term Years</b>	
<b>Par Value</b>	
<b>Authorized Shares</b>	

<b>Addresses</b>	
Type	Address

<b>Local Office Address</b>	9900 W SAMPLE ROAD SUITE 400A CORAL SPRINGS, FL, 33065
<b>Mailing Address</b>	9900 W SAMPLE ROAD SUITE 400A CORAL SPRINGS, FL, 33065 USA
<b>Notice of Process Address</b>	MARADA REDDI 9900 W SAMPLE ROAD, SUITE 400A CORAL SPRINGS, FL, 33065
<b>Principal Office Address</b>	9900 W SAMPLE ROAD SUITE 400A CORAL SPRINGS, FL, 33065 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>President</b>	MARADA REDDI 6404 W SAMPLE ROAD CORAL SPRINGS, FL, 33067
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>	
<b>Date filed</b>	
5/23/2016	
<b>Date filed</b>	

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

Tuesday, January 10, 2017 — 10:57 AM

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BEACSYS-01

MATERAT

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/12/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> License # 0E67768 Insurance Office of America, Inc. 4915 West Cypress Street Tampa, FL 33607	<b>CONTACT NAME:</b> Cathy Lewis		
	<b>PHONE (A/C, No, Ext):</b> (813) 262-2479 22509	<b>FAX (A/C, No):</b>	
<b>E-MAIL ADDRESS:</b> Cathy.Lewis@ioausa.com			
<b>INSURED</b>  Beacon Systems, Inc. 9900 W. Sample Road, Suite 400A Coral Springs, FL 33065	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Pacific Indemnity Company		20346
	<b>INSURER B:</b> Great Northern Insurance Company		20303
	<b>INSURER C:</b> Federal Insurance Company		20281
	<b>INSURER D:</b> Evanston Insurance Company		35378
	<b>INSURER E:</b> <b>INSURER F:</b>		

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			35906479ECE	12/02/2016	12/02/2017	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			99494368	12/02/2016	12/02/2017	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							\$	
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			79849172	12/02/2016	12/02/2017	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
							\$	
							\$	
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
							Ded. \$5,000	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

State of West Virginia  
 2019 Washington Street, East  
 Charleston, WV 25305-0130

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE