Purchase Order



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State of West Virginia Department of Administration **Purchasing Division** 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

PURCHASE ORDER NO. CPHONE 07A

PAGE 1

BLANKET RELEASE 00

CORRECT PURCHASE ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS PURCHASE ORDER SHOULD BE DIRECTED TO THE BUYER AS NOTED BELOW.

1

SEE REVERSE SIDE FOR **TERMS AND CONDITIONS**

AGENCY COPY

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304-353-8908 *C20134352 NTELOS 500 SUMMERS STREET

AND POLITICAL SUBDIVISIONS

VARIOUS LOCALES AS INDICATED

CHARLESTON WV 25301

ALL STATE AGENCIES

BY ORDER

ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER

[220002]		(minima)	
DATE PRINTED 06/11/2007	TERMS OF SALE NET 30	FEIN/SSN 541859455	FUND
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	CHANGE ORD	ER #01	
RESPONDED TO APPLICABLE F WERE NOT INC	ORDER IS TO CLARIF PART 2, SECTION 8 EES THAT WOULD BE LUDED ON THE COST ICE CHARGE FOR INF	.15 OF THE RFP WIT CHARGED. THESE FE SHEET BUT SHOULD F	TH THE ZES
INFORMA 2) NTELOS I PRICE:	LS: \$1.49 PER CAL TION. EFFECTIV S ADDING THE MOTOR \$0.00 WITH ONE YEA IN FEES BASED ON	E DATE 11/01/06 COLLA 315 MOBILE PI AR CONTRACT.	*
THROUGH THE NEW FEES E911 FEE USF/RECOVERY	S ARE AS FOLLOWS:	EFFECTIVE: 04,	/01/2007 PURCHASING DIVISION CERTIFIED ENCUMBERED JUN 122007
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^	QUIRED BY ATTORNEY GENERAL,	CHECK HERE 12 6/11	OPEN END
Dange Tu	afeeld	JO ANN AD	KINS 304-588-8802

BY_

APPROVED AS TO FORM BY ASSISTANT ATTORNEY GENERAL PURCHASING DIVISION AUTHORIZED SIGNATURE

GENERAL TERMS & CONDITIONS PURCHASE ORDER/CONTRACT

- 1. ACCEPTANCE: Seller shall be bound by this order and its terms and conditions upon receipt of this order.
- 2. APPLICABLE LAW: The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
- 3. NON-FUNDING: All services performed or goods delivered under State Purchase Orders/
 Contracts are to be continued for the terms of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/
 Contract becomes void and of no effect after June 30.
- 4. **COMPLIANCE:** Seller shall comply with all Federal, State and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
- 5. MODIFICATIONS: This writing is the parties final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
- **6. ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
- 7. WARRANTY: The Seller expressly warrants that the goods and/or services covered by this order will: {a} conform to the specifications, drawings, samples or other description furnished or specified by the Buyer {b} be merchantable and fit for the purpose intended and/or {c} be free from defect in material and workmanship.
- 8. CANCELLATION: The Director or Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
- 9. SHIPPING, BILLING & PRICES: Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
- 10. LATE PAYMENTS: Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
- 11. TAXES: The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes.
- **12. RENEWAL:** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
- 13. BANKRUPTCY: In the event the vendor / contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
- 14. HIPAA Business Associate Addendum The West Viginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR ü160.103) and will be disclosing Protected Health Information (45 CFR ü160.103) to the vendor.



5/14/07

JoAnn Adkins Senior Buyer State Purchasing Division 2019 Washington Street, East Charleston, WV 25301

Ms. Adkins:

This is a Change Order to notify the state of West Virginia the following additions to what NTELOS included in CELPHONE07 RFQ.

In section 8.15 we included two fees but did not include the service charge for information calls.

When and individual dials 411 from the mobile – they will be billed \$1.49 per call for enhanced information. This charge is per call and will be billed to the mobile number that it originates from.

We would also like to include in this Change Order:

The introduction for the Motorola 315 mobile phone- Price:

\$0.00 with one year contract

Please approve/add the above changes into the CELPHONE07 Purchase Agreement so that we can assure billing accuracy.

Sincerely

Carter Brown

NTELOS Corporate Sales Manager

(434)465-0406

PURCHASHIS DIVISION

12:51 9 81 YAM FD0S

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STATE OF WEST VIRGINIA DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY

Joe Manchin III Governor State Capitol
Charleston, West Virginia 25305

Robert W. Ferguson, Jr. Cabinet Secretary

Kyle Schafer Chief Technology Officer

MEMORANDUM

TO:

JoAnn Adkins, Senior Buyer

Purchasing Division

FROM:

Kyle Schafer, Chief Technology Officer

Office of Technology

SUBJECT:

INFORMATION TECHNOLOGY PROCUREMENT

REQUISITION NUMBER: CPHONE07-A, C.O. 1 - IS&C NUMBER: 2007-456

DATE:

5/11/07

Subdivision 5-1B-4(a)(3) of the state code permits the chief technology officer to "evaluate, in conjunction with the information services and communications division [IS&C] of the department of administration, the economic justification, system design and suitability of information equipment and related services, and review and make recommendations on the purchase, lease or acquisition of information equipment and contracts for related services by the state spending units."

Your request for approval to implement changes to the State's agreement with NTelos has been reviewed and approved by the Office of Technology.

It is our understanding that the purpose of this Change Order is to clarify that the applicable fees were bid in Part 2, Section 8.15 of the RFP and should have been included in the final PO and increase the USF/Recover Fee to \$2.94 based on the pass-through cost.

This memorandum constitutes this office's official approval and a copy should be attached to your purchase order and any other correspondence related to this request.

If you have questions, or need information, please contact Sharon Lacey at 558-5472 x1355.

From:

Helen Wilson

To:

JoAnn Adkins

Date:

05/30/2007 12:22:54 PM

Subject:

CPHONE07A - Ntelos - CO1

On the buckslip, you said you needed something from the FCC stating the passthrough on the fees.

Attached are the two Public Notices regarding USF fees. When they responded to the bid (4th quarter of 2006) the USF contribution factor was 10.5. When they submitted their change oder (2nd quarter of 2007), the USF contribution factor had raised to 11.7 - an 11.5% increase.

When they submitted their bid, they bid \$2.32. Now they want to raise it to \$2.94 which is a 26% increase so I think their increase is appropriate.

My problem is the dollar amount for the USF. All of the others have percentages of the monthly access fees. I know you want to make them go to the dollar amount but I'm not sure how they could. I have no idea how Ntelos got theirs to a dollar amount. Let's just get these through and work out the USF fees later. The vendors are getting antsy because none have been paid.

Federal Communications Commission 445 12th St., S.W. Washington, D.C. 20554

News Media Information 202 / 418-0500 Internet: http://www.fcc.gov TTY: 1-888-835-5322

DA 06-1252

Released: June 9, 2006

Proposed Third Quarter 2006 Universal Service Contribution Factor

CC Docket No. 96-45

In this Public Notice, the Wireline Competition Bureau (Bureau) announces that the proposed universal service contribution factor for the third quarter of 2006 will decrease to 0.105 or 10.5 percent.

Rules for Calculating the Contribution Factor

Contributions to the federal universal service support mechanisms are determined using a quarterly contribution factor calculated by the Federal Communications Commission (Commission). The Commission calculates the quarterly contribution factor based on the ratio of total projected quarterly costs of the universal service support mechanisms to contributors' total projected collected end-user interstate and international telecommunications revenues, net of projected contributions ³

USAC Projections of Demand and Administrative Expenses

Pursuant to section 54.709(a)(3) of the Commission's rules,⁴ the Universal Service Administrative Company (USAC) submitted projections of demand and administrative expenses for the third quarter of 2006.⁵ Accordingly, the projected demand and expenses are as follows:

¹ See 47 C.F.R. § 54.709(a).

² See id.

³ See 47 C.F.R. § 54.709(a)(2).

⁴⁴⁷ CFR. § 54.709(a)(3)

⁵ See Federal Universal Service Support Mechanisms Fund Size Projections for the Third Quarter 2006, available at http://www.universalservice.org/overview/filings (filed May 2, 2006) (USAC Filing for Third Quarter 2006 Projections) See also Federal Universal Service Support Mechanisms Fund Size Quarterly Contribution Base for the Third Quarter 2006, available at http://www.universalservice.org/overview/filings (filed June 1, 2006) (USAC Filing for Third Quarter 2006 Contribution Base).

(\$ millions)

Program	Projected Program Support	Admin Expenses	Application Of Interest Income	Application of Periodic True-Ups	Total Program Collection
Schools and Libraries	546.201	16.299	(34,706)	6.540	534.334
Rural Health Care	7.292	0.946	(0.403)	1.826	9.661
High-Cost	1,033.192	5.280	(3.284)	(15.119)	1,020.069
Low Income	209.115	1.239	(1.122)	(10.760)	198.472
TOTAL	1,795.800	23.764	(39.515)	(17.513)	1,762.536

USAC Projections of Industry Revenues

USAC submitted projected collected end-user telecommunications revenues for July through September 2006 based on information contained in the Third Quarter 2006 Telecommunications Reporting Worksheet (FCC Form 499-Q) ⁶ The amount is as follows:

Total Projected Collected Interstate and International End-User Telecommunications Revenues for Third Quarter 2006: \$18.773679 billion.

Adjusted Contribution Base

To determine the quarterly contribution base, we decrease the third quarter 2006 estimate of projected collected interstate and international end-user telecommunications revenues by the projected revenue requirement to account for circularity, and decrease the result by one percent to account for uncollectible contributions. Accordingly, the quarterly contribution base for the third quarter of 2006 is as follows:

Adjusted Quarterly Contribution Base for Universal Service Support Mechanism

Third Quarter 2006 Revenues - Projected Revenue Requirement - 1% (\$18.773679 billion - \$1.762536 billion) * 0.99

\$ 16.841032 billion.

Unadjusted Contribution Factor

Using the above-described adjusted contribution base and the total program collection requirement from the table above, the proposed unadjusted contribution factor for the third quarter of 2006 is as follows:

⁶ USAC Filing for Third Quarter 2006 Contribution Base at 4

Contribution Factor for Universal Service Support Mechanisms

Total Program Collection / Adjusted Quarterly Contribution Base

\$1,762536 billion / \$16.841032 billion

0.104657

Unadjusted Circularity Factor

USAC will reduce each provider's contribution obligation by a circularity discount approximating the provider's contributions in the upcoming quarter. Accordingly, the proposed unadjusted circularity factor for the third quarter of 2006 is as follows:

Unadjusted Circularity Factor for Universal Service Support Mechanisms

1 - ((Third Quarter 2006 Revenues - Total Program Collection) / Third Quarter 2006 Revenues)

1-((\$18.773679 - \$1.762536)/\$18.773679 billion)

0 093883.

Proposed Contribution Factor

The Commission has directed the Bureau to announce the contribution factor as a percentage rounded to the nearest tenth of one percent. Accordingly, the proposed contribution factor for the third quarter of 2006 is as follows:

105

⁷ See Federal-State Joint Board on Universal Service, 1998 Biennial Regulatory Review — Streamlined Contributor Reporting Requirements Associated with Administration of Telecommunications Relay Service, North American Numbering Plan, Local Number Portability, and Universal Service Support Mechanisms, Telecommunications Services for Individuals with Hearing and Speech Disabilities, and the Americans with Disabilities Act of 1990, Administration of the North American Numbering Plan and North American Numbering Plan Cost Recovery Contribution Factor and Fund Size, Number Resource Optimization, Telephone Number Portability, Truth-in-Billing and Billing Format, CC Docket Nos. 96-45, 98-171, 90-571, 92-237, 99-200, 95-116, 98-170, Order and Second Order on Reconsideration, 18 FCC Rcd 4818, 4826, para 22 (2003) (Second Order on Reconsideration)

Proposed Circularity Factor

The Commission also has directed the Bureau to account for contribution factor rounding when calculating the circularity discount factor. Accordingly, the proposed circularity factor for the third quarter of 2006 is as follows:

 0.096841^9

Conclusion

If the Commission takes no action regarding the projections of demand and administrative expenses and the proposed contribution factor within the 14-day period following release of this Public Notice, they shall be deemed approved by the Commission. USAC shall use the contribution factor to calculate universal service contributions for the third quarter of 2006. USAC will reduce each provider's contribution obligation by a circularity discount approximating the provider's contributions in the upcoming quarter. USAC includes contribution obligations less the circularity discount in invoices sent to contributors. Contribution payments are due on the dates shown on the invoice. Contributors will pay interest for each day for which the payments are late. Contributors failing to pay contributions in a timely fashion may be subject to the enforcement provisions of the Communications Act of 1934, as amended, and any other applicable law. In addition, contributors may be billed by USAC for reasonable costs of collecting overdue contributions.

We also emphasize that carriers may not mark up federal universal service line-item amounts above the contribution factor. ¹³ Thus, carriers may not, during the third quarter of 2006, recover through a federal universal service line item an amount that exceeds 10.5 percent of the interstate telecommunications charges on a customer's bill.

For further information, contact Ted Burmeister in the Telecommunications Access Policy Division, Wireline Competition Bureau, at (202) 418-7400, TTY (202) 418-0484

⁸ Id.

⁹ The proposed circularity discount factor = 1 + [(unadjusted circularity discount factor - 1) * (unadjusted contribution factor)]. The proposed circularity discount factor is calculated in a spreadsheet program, which means that internal calculations are made with more than 15 decimal places.

¹⁰ See 47 C.F.R. § 54.709(a)(3).

¹¹ USAC will calculate each individual contributor's contribution in the following manner: (proposed contribution factor * contributor's projected collected revenues) – (proposed circularity discount factor * proposed contribution factor * contributor's projected collected revenues).

¹² See 47 C.F.R. § 54.713.

¹³ See 47 C.F.R. § 54.712.

CPHONE07 CHANGE ORDER WORKFLOW

- 1. Vendor sends in changes to Carlos for review and approval.
- 2. Carlos reviews the changes, compares them to the previous price list, insures that replacements are equal to or better than at an equal to or lower cost, insures that the addition is in scope, and that the vendor's offering still meet the RFP's requirements.
- 3 Carlos works with the vendor until the change order is correct.
- Carlos sends e-mail and vendor documents electronically to David Shingleton and Pat Wehrle.
- 5. Pat reviews the package and sends the package to Marc Coleman for approval.
- 6. Upon receipt of Marc's approval, the review package is completed and sent to Kyle for signature. JoAnn Adkins is the recipient of the approval package with a carbon copy to David Shingleton.
- 7. After Kyle's approval, Tammie will send the package to JoAnn Adkins with a copy to David Shingleton.
- 8. David Shingleton prepares a WV-35 for the change order and gets Bryan Hoffman's signature
- 9. David Shingleton sends WV-35 to JoAnn Adkins to put with approved package.

Federal Communications Commission 445 12th St., S.W. Washington, D.C. 20554

News Media Information 202 / 418-0500 Internet: http://www.fcc.gov TTY: 1-888-835-5322

DA-07-1330

Released: March 15, 2007

Proposed Second Quarter 2007 Universal Service Contribution Factor

CC Docket No. 96-45

In this Public Notice, the Office of Managing Director (OMD) announces that the proposed universal service contribution factor for the second quarter of 2007 will increase to 0.117 or 11.7 percent.

Rules for Calculating the Contribution Factor

Contributions to the federal universal service support mechanisms are determined using a quarterly contribution factor calculated by the Federal Communications Commission (Commission).² The Commission calculates the quarterly contribution factor based on the ratio of total projected quarterly costs of the universal service support mechanisms to contributors' total projected collected end-user interstate and international telecommunications revenues, net of projected contributions.³

USAC Projections of Demand and Administrative Expenses

Pursuant to section 54.709(a)(3) of the Commission's rules,⁴ the Universal Service Administrative Company (USAC) submitted projections of demand and administrative expenses for the second quarter of 2007.⁵ Accordingly, the projected demand and expenses are as follows:

¹ See 47 C.F.R. § 54.709(a).

² See id.

³ See 47 C.F.R. § 54.709(a)(2).

⁴ 47 C.F.R. § 54.709(a)(3).

⁵ See Federal Universal Service Support Mechanisms Fund Size Projections for the Second Quarter 2007, available at http://www.universalservice.org/overview/filings (filed January 31, 2007) (USAC Filing for Second Quarter 2007 Projections). See also Federal Universal Service Support Mechanisms Quarterly Contribution Base for the Second Quarter 2007, available at http://www.universalservice.org/overview/filings (filed March 2, 2007) (USAC Filing for Second Quarter 2007 Contribution Base).

(\$ millions)

Program Demand	Projected Program Support	Admin. Expenses	Application Of Interest Income	Application of Periodic True-Ups	Total Program Collection
Schools and Libraries	539.152	23.348	-47.395	-3.883	511.222
Rural Health Care	40.796	2.209	-0.643	-0.029	42.333
High-Cost	1,086.507	9.252	-6.048	13.680	1,103.391
Low Income	196.960	2.488	-2.798	2.734	199.384
TOTAL	1,863.415	37.297	-56.884	12.502	1,856.330

USAC Projections of Industry Revenues

USAC submitted projected collected end-user telecommunications revenues for April through June 2007 based on information contained in the Second Quarter 2007 Telecommunications Reporting Worksheet (FCC Form 499-Q).⁶ The amount is as follows:

Total Projected Collected Interstate and International End-User Telecommunications Revenues for Second Quarter 2007: \$18.013566 billion.

Adjusted Contribution Base

To determine the quarterly contribution base, we decrease the second quarter 2007 estimate of projected collected interstate and international end-user telecommunications revenues by the projected revenue requirement to account for circularity, and decrease the result by one percent to account for uncollectible contributions. Accordingly, the quarterly contribution base for the second quarter of 2007 is as follows:

Adjusted Quarterly Contribution Base for Universal Service Support Mechanism

Second Quarter 2007 Revenues - Projected Revenue Requirement - 1% (\$18.013566 billion - \$1.856330 billion) * 0.99

\$15,995664 billion.

Unadjusted Contribution Factor

Using the above-described adjusted contribution base and the total program collection requirement from the table above, the proposed unadjusted contribution factor for the second quarter of 2007 is as follows:

⁶ USAC Filing for Second Quarter 2007 Contribution Base at 7.

Contribution Factor for Universal Service Support Mechanisms

Total Program Collection / Adjusted Quarterly Contribution Base

\$1.826330 billion / \$15.995664 billion

0.116052

Unadjusted Circularity Factor

USAC will reduce each provider's contribution obligation by a circularity discount approximating the provider's contributions in the upcoming quarter. Accordingly, the proposed unadjusted circularity factor for the second quarter of 2007 is as follows:

Unadjusted Circularity Factor for Universal Service Support Mechanisms

1 - ((Second Quarter 2007 Revenues - Total Program Collection) / Second Quarter 2007 Revenues)

1 - ((\$18.013566 - \$1.856330) / \$18.013566 billion)

0.103052.

Proposed Contribution Factor

The Commission has directed OMD to announce the contribution factor as a percentage rounded up to the nearest tenth of one percent.⁷ Accordingly, the proposed contribution factor for the second quarter of 2007 is as follows:

11.7

⁷ See Federal-State Joint Board on Universal Service, 1998 Biennial Regulatory Review – Streamlined Contributor Reporting Requirements Associated with Administration of Telecommunications Relay Service, North American Numbering Plan, Local Number Portability, and Universal Service Support Mechanisms, Telecommunications Services for Individuals with Hearing and Speech Disabilities, and the Americans with Disabilities Act of 1990, Administration of the North American Numbering Plan and North American Numbering Plan Cost Recovery Contribution Factor and Fund Size, Number Resource Optimization, Telephone Number Portability, Truth-in-Billing and Billing Format, CC Docket Nos. 96-45, 98-171, 90-571, 92-237, 99-200, 95-116, 98-170, Order and Second Order on Reconsideration, 18 FCC Rcd 4818, 4826, para. 22 (2003) (Second Order on Reconsideration).

Proposed Circularity Factor

The Commission also has directed OMD to account for contribution factor rounding when calculating the circularity discount factor.⁸ Accordingly, the proposed circularity factor for the second quarter of 2007 is as follows:

 0.110319^9

Conclusion

If the Commission takes no action regarding the projections of demand and administrative expenses and the proposed contribution factor within the 14-day period following release of this Public Notice, they shall be deemed approved by the Commission. USAC shall use the contribution factor to calculate universal service contributions for the second quarter of 2007. USAC will reduce each provider's contribution obligation by a circularity discount approximating the provider's contributions in the upcoming quarter. USAC includes contribution obligations less the circularity discount in invoices sent to contributors. Contribution payments are due on the dates shown on the invoice. Contributors will pay interest for each day for which the payments are late. Contributors failing to pay contributions in a timely fashion may be subject to the enforcement provisions of the Communications Act of 1934, as amended, and any other applicable law. In addition, contributors may be billed by USAC for reasonable costs of collecting overdue contributions.

We also emphasize that carriers may not mark up federal universal service line-item amounts above the contribution factor. Thus, carriers may not, during the second quarter of 2007, recover through a federal universal service line item an amount that exceeds 11.7 percent of the interstate telecommunications charges on a customer's bill.

For further information, contact Kim Yee in Financial Operations, Office of Managing Director, at (202) 418-0805, TTY (202) 418-0484.

⁸ *Id*.

⁹ The proposed circularity discount factor = 1 + [(unadjusted circularity discount factor - 1) * (unadjusted contribution factor)]. The proposed circularity discount factor is calculated in a spreadsheet program, which means that internal calculations are made with more than 15 decimal places.

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¹² See 47 C.F.R. § 54.713.

¹³ See 47 C.F.R. § 54.712.

From:

Helen Wilson

To:

JoAnn Adkins

Date:

05/30/2007 12:22:54 PM

Subject:

CPHONE07A - Ntelos - CO1

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Purchase Order



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State of West Virginia Department of Administration **Purchasing Division** 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

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CHANGE ORDER 1

> SEE REVERSE SIDE FOR **TERMS AND CONDITIONS**

*C20134352 NTELOS

BY ORDER

304-353-8908

500 SUMMERS STREET

CHARLESTON WV 25301

S H P

T O

ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER

DATE PRINTED 06/11/2007	TERMS OF SALE NET 30	FEIN/SSN: 541859455	FUND
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