



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: 04-18-2024

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

<b>Order Number:</b>	CMA 0212 0212 TRAVEL21 4	<b>Procurement Folder:</b>	893063
<b>Document Name:</b>	SWC: CMA 0212 TRAVEL21	<b>Reason for Modification:</b>	
<b>Document Description:</b>	Statewide Contract: Travel Management Services	CO#03: Issued to renew the original Contract per the attached documents.	
<b>Procurement Type:</b>	Statewide MA (Open End)		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-07-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-06-30

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000203044	<b>Requestor Name:</b>	Mark A Atkins
NATL TRAVEL SERVICE INC 100 CHASE TOWER		<b>Requestor Phone:</b>	(304) 558-2307
CHARLESTON WV 25301		<b>Requestor Email:</b>	mark.a.atkins@wv.gov
US		<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
<b>Vendor Contact Phone:</b>	999-999-9999 Extension:		
<b>Discount Details:</b>			
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

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

4-18-24 66

**Total Order Amount:** Open End

Purchasing Division's File Copy

MA 04/18/2024

PURCHASING DIVISION AUTHORIZATION  
 DATE: *[Signature]* 4/18/24  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *[Signature]*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *[Signature]* 4-23-24  
 ELECTRONIC SIGNATURE ON FILE

4/22/2024

**Extended Description:**

STATEWIDE CONTRACT: CMA 0212 TRAVEL21: TRAVEL MANAGEMENT SERVICES

CHANGE ORDER:

CHANGE ORDER No. 03:

Change Order No. 03 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 07/01/2024 through 06/30/2025.

Renewal Years Remaining: (0)

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	90121502				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2021-07-01	2025-06-30		0.00	

**Commodity Line Description:** Travel Management Services

**Extended Description:**

CONTRACT PRICING:

See the attached Exhibit\_A Pricing Page for Contract Pricing.



MARK D. SCOTT  
CABINET SECRETARY

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

SAMANTHA L. WILLIS  
DIRECTOR

April 9, 2024

Ann Hoskins, Vice President of Operations  
National Travel Service Inc.  
100 Chase Tower, 707 Virginia Street E.  
Charleston, WV 25301

Subject: WV Statewide Contract No.: CMA 0212 TRAVEL21 Travel Management Services

Dear Ms. Hoskins:

The State of West Virginia is offering to renew the subject contract under the same terms, conditions and pricing. The renewal dates are July 01, 2024 through June 30, 2025. Please mark your response below and complete the signature information, then return to my attention as soon as possible. You may return all renewal documents via email to [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov).

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

<u>  B. Ann Hoskins  </u>	<u>  Ann Hoskins  </u>	<u>  Vice President, Operations  </u>	<u>  April 16, 2024  </u>
<i>Print Name</i>	<i>Signature</i>	<i>Title</i>	<i>Date</i>

Please call if you have any questions.

Regards,

*Mark A. Atkins, CPAS*  
**Buyer Supervisor**

West Virginia Department of Administration  
Purchasing Division  
2019 Washington Street, East  
POB 50130  
Charleston, WV 25305-0130  
Phone: 304.558.2307  
Email: [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov)

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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.

NATIONAL TRAVEL SERVICE, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	12/9/1976		12/9/1976	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	5615 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Travel Arrangement and Reservation Services (travel, tour, convention & visitors bureaus)	<b>Capital Stock</b>	75200.0000
<b>Charter County</b>	Kanawha	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	100.000000
<b>Authorized Shares</b>	752	<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Local Office Address</b>	707 VIRGINIA ST. EAST, SUITE 100 CHARLESTON, WV, 25301 ✓ SEE ATTACHED
<b>Mailing Address</b>	707 VIRGINIA STREET EAST, SUITE 100 CHARLESTON, WV, 25301 USA
<b>Notice of Process Address</b>	TEDDY R. LAWSON 707 VIRGINIA ST. EAST STE 100 CHARLESTON, WV, 25301
<b>Principal Office Address</b>	707 VIRGINIA ST EAST, STE 100 CHARLESTON, WV, 25301 USA
Type	Address

Officers	
Type	Name/Address
<b>President</b>	TEDDY R. LAWSON 707 VIRGINIA ST STE 100 CHARLESTON, WV, 25301
<b>Secretary</b>	BEVERLY A. HOSKINS 707 VIRGINIA ST STE 100 CHARLESTON, WV, 25301
Type	Name/Address

Date	Amendment
11/3/1995	INCREASE #1 AUTH. CAP. STK FROM \$72,000 WITH 720 SHARES AT \$100.00 PAR TO \$75,200.00 WITH 752 SHARES AT \$100.00 PAR
Date	Amendment

Annual Reports	
Filed For	Date filed
2024	
2023	
2022	
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Date filed	



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### Vendor/Customer

#### Vendor/Customer

#### Address

- Address Information
- Prenote/EFT
- Remittance Advice
- Contact Information
- Contact Address Information
- Geographic Designation
- Change Management

#### Business Type

#### Service Area

#### Commodity

#### W-8 Form

#### Authorized Dept.

#### Prevent Spending

#### Prevent Orders

#### Certification

#### Disclosures

#### Vendor User Information

#### Vendor Attachments

#### Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal
Payment	100 CHASE TOWER	CHARLESTON	WV	25301	Default Con
Ordering	100 CHASE TOWER	CHARLESTON	WV	25301	Default Con

Save [Undo](#) Delete Insert [Copy](#) Paste

Vendor/Customer : 000000203044 Active I  
 NATL TRAVEL SERVICE INC Acti  
 Address Type : Payment Default Re  
 Division/Department : Mail Retu  
 Additional Address Info. : Active Adc  
 Prevent New Spending :   
 Default Currency : USD - US Dollar

#### Address Information

Address ID : CV40001 Country Phone Code : 1  
 Street 1 : 100 CHASE TOWER Phone : 00-304-357-0872  
 Street 2 : 707 VIRGINIA ST E Phone Extension :  
 City : CHARLESTON County :  
 State/Province : WV County Name :  
 Zip/Postal Code : 25301 Country : US  
 DUNS :  
 Extended DUNS :  
 CAGE Code :

- ▶ Prenote/EFT
- ▶ Remittance Advice
- ▶ Contact Information
- ▶ Contact Address Information
- ▶ Geographic Designation
- ▶ Change Management

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e.g. 1606N02Q02



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All Words 

Exact Phrase 

e.g. 123456789, Smith Corp

"national travel service" 

Entity 

Location 

Entity Status 

Active

Inactive

ID Assigned

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>    <i>CO</i>    </u> Date: <u>    <i>4/14/2009</i>    </u>  Solicitation No. <u>    <i>CO#3</i>    </u>	Agency: WV Purchasing Division  Procurement Officer Submitting Requisition: Mark Atkins  Requisition No. CO#3 CMA TRAVEL21  PF No.: 893063
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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:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

**FOR CHANGE ORDERS/RENEWALS:**

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*\*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: \_\_\_\_\_

