



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: 12-12-2024

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 DEBT23E 3	<b>Procurement Folder:</b>	1149413
<b>Document Name:</b>	DEBT23E -Statewide Contract for Debt Collection Services	<b>Reason for Modification:</b>	Change Order No.: 02 To Renew Contract.
<b>Document Description:</b>	Statewide Contract for Debt Collection Services		
<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>	2023-01-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-12-31

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	VS0000041813			<b>Requestor Name:</b>	Mark A Atkins
THE CBE GROUP INC 1309 TECHNOLOGY PKWY				<b>Requestor Phone:</b>	(304) 558-2307
CEDAR FALLS IA 50613 US				<b>Requestor Email:</b>	mark.a.atkins@wv.gov
<b>Vendor Contact Phone:</b>	3198836611	<b>Extension:</b>		<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
<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
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER
No City WV 99999 US	No City WV 99999 US

*CR 12-19-24*

<b>Total Order Amount:</b>	Open End
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Purchasing Division's File Copy

MA 10/10/2024  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: 12/18/24  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: 12/20/2024  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: 12/20/2024  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**  
CHANGE ORDER

Change Order No. 02 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 01/01/2025 through 12/31/2025.

Renewals Remaining: 1 YEAR.

NO OTHER CHANGES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	84101704				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Debt Collection - Colleges and Universities

**Extended Description:**  
Colleges and Universities  
Type of Account - Per Debt  
% of Amount Collected - NO AWARD  
See attached Usage Schedule prior to issuing delivery order.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	84101704				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Debt Collection - Workers' Compensation

**Extended Description:**  
Workers' Compensation  
Type of Account - Default Account  
% of Amount Collected - 4.25%  
See attached Usage Schedule prior to issuing delivery order.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	84101704				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Debt Collection - WV Department of Tax and Revenue

**Extended Description:**  
WV Department of Tax and Revenue  
Type of Account - New Accounts  
% of Amount Collected - NO AWARD  
See attached Usage Schedule prior to issuing delivery order.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	84101704				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Debt Collection - WV Department of Tax and Revenue

**Extended Description:**

WV Department of Tax and Revenue  
 Type of Account - Levy Account  
 % of Amount Collected - NO AWARD  
 See attached Usage Schedule prior to issuing delivery order.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	84101704				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Debt Collection - Div. of Environmental Protection

**Extended Description:**

Div. of Environmental Protection  
 Type of Account - Per Debt  
 % of Amount Collected - NO AWARD  
 See attached Usage Schedule prior to issuing delivery order.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	84101704				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Debt Collection - Other Spending Units

**Extended Description:**

Other Spending Units  
 Type of Account - Per Debt  
 % of Amount Collected - NO AWARD  
 See attached Usage Schedule prior to issuing delivery order.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	84101704				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Debt Collection - Rate of Second Placement

**Extended Description:**

Rate of Second Placement  
 Type of Account - Per Debt  
 % of Amount Collected - NO AWARD  
 See attached Usage Schedule prior to issuing delivery order.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	84101704				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Debt Collection - Rate of Second Placement - Colleges

**Extended Description:**

Rate of Second Placement  
 Type of Account - Colleges  
 % of Amount Collected - NO AWARD  
 See attached Usage Schedule prior to issuing delivery order.



**JOHN McHUGH**  
ACTING CABINET SECRETARY

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

**SAMANTHA L.WILLIS**  
DIRECTOR

December 5, 2024

Ms. Lynn Reynolds, Chief Sales Officer  
The CBE Group Inc.  
1309 Technology Parkway  
Cedar Falls, IA 50613

Subject: WV Statewide Contract No.: DEBT23E

Dear Mr. Reynolds:

The State of West Virginia is offering to renew the subject contract under the same terms, conditions, and pricing. The renewal dates are January 01, 2025 through December 31, 2025. If your company agrees to this renewal, please sign below and return via email to [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov).

*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.*

Nick Michael  
*Printed Name*

*Nick Michael*  
*Signature*

Chief Risk Officer  
*Title*

12/10/2024  
*Date*

Please call if you have any questions.

Very truly yours,

*Mark A. Atkins, CPPB*

**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**

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THE CBE GROUP, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	6/22/2001		6/22/2001	Foreign	Profit				

Organization Information		
<b>Business Purpose</b>	5614 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Business Support Services (document prep, call centers, telemarketing, collection agencies, credit, repossession, court reporting, stenotype)	
<b>Charter County</b>		<b>Capital Stock</b>
<b>Charter State</b>	IA	<b>Control Number</b> 41063
<b>At Will Term</b>		<b>Excess Acres</b>
<b>At Will Term Years</b>		<b>Member Managed</b>
<b>Authorized Shares</b>		<b>Par Value</b>
		<b>Young Entrepreneur</b> Not Specified

Addresses	
Type	Address
<b>Local Office Address</b>	1309 TECHNOLOGY PARKWAY CEDAR FALLS, IA, 50613
<b>Mailing Address</b>	P.O. BOX 900 WATERLOO, IA, 50704 USA
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Principal Office Address</b>	1309 TECHNOLOGY PARKWAY CEDAR FALLS, IA, 50613 USA
Type	Address

Officers	
Type	Name/Address
<b>Director</b>	THOMAS R. PENKALUNA 1309 TECHNOLOGY PARKWAY CEDAR FALLS, IA, 50613
<b>President</b>	ERICA A PARKS 1309 TECHNOLOGY PARKWAY CEDAR FALLS, IA, 50613
<b>Secretary</b>	NICK MICHAEL 1309 TECHNOLOGY PARKWAY CEDAR FALLS, IA, 50613
<b>Treasurer</b>	ERICA A. PARKS 1309 TECHNOLOGY PARKWAY CEDAR FALLS, IA, 50613
Type	Name/Address

Annual Reports	
Filed For	Date filed
2024	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, December 12, 2024 — 10:19 AM

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