



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

State of West Virginia
Contract

Order Date: 11-14-2024

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:	CCT 0323 9612 WWV2200000001 13	Procurement Folder:	908846
Document Name:	CO #3 Decrease and Close Contract Management and Business	Reason for Modification:	Change Order No. 3 to decrease and close this contract in its entirety and liquidate the remaining funds associated with the contract.
Document Description:	CO #3 Management and Business Professionals & Admin. Service		
Procurement Type:	Central Sole Source		
Buyer Name:	Toby L Welch		
Telephone:	(304) 558-8802		
Email:	toby.l.welch@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-09-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-08-31

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000038412	Requestor Name:	Debra K Morgan
THE CENTER FOR EMPLOYMENT SECURITY EDUCATION AND RESEARCH IN 444 N CAPITOL ST NW WASHINGTON DC 20001 US		Requestor Phone:	(304) 558-2631
Vendor Contact Phone:	202-434-8010	Requestor Email:	debra.k.morgan@wv.gov
Discount Details:		<h1>2025</h1> <p>FILE LOCATION _____</p>	
Discount Allowed	Discount Percentage Discount Days		
#1 No	0.0000 0		
#2	Not Entered		
#3	Not Entered		

INVOICE TO	SHIP TO
FISCAL AND ADMINISTRATIVE MANAGEMENT - 5301 WORKFORCE WEST VIRGINIA 1900 KANAWHA BLVD, EAST BLDG 3, 3RD FLOOR, SUITE 300 CHARLESTON WV 25305 US	OFFICE OF ADMIN SUPPORT - 5302 WORKFORCE WEST VIRGINIA 1900 KANAWHA BLVD E BLDG 3, 8TH FLOOR CHARLESTON WV 25305 US

CR 11-19-24

Total Order Amount:	\$15,355.04
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 11/19/2024 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 11/21/2024 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 11-21-24 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 3 is issued to decrease and close this contract in its entirety and liquidate the remaining funds associated with the contract.

Effective date of decrease and close: 10/31/24

Original delivery order amount: \$119,454.58

Total amount released: \$104,099.54

New total: \$15,355.04

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80000000	0.00000		0.000000	\$7,463.01
Service From	Service To	Manufacturer		Model No	
2021-09-01	2022-08-31				

Commodity Line Description: Project Manager -First Year

Extended Description:

First Year Project Manager

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80000000	0.00000		0.000000	\$2,364.08
Service From	Service To	Manufacturer		Model No	
2021-09-01	2022-08-31				

Commodity Line Description: Business Analyst-First Year

Extended Description:

First Year Business Analyst

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80000000	0.00000		0.000000	\$2,969.37
Service From	Service To	Manufacturer		Model No	
2022-09-01	2023-08-31				

Commodity Line Description: Project Manager -Second Year

Extended Description:

Second Year Project Manager

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80000000	0.00000		0.000000	\$755.73
Service From	Service To	Manufacturer		Model No	
2022-09-01	2023-08-31				

Commodity Line Description: Business Analyst-Second . Year

Extended Description:

Second Year Business Analyst

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80000000	0.00000		0.000000	\$1,802.85
Service From	Service To	Manufacturer		Model No	
2023-09-01	2024-08-31				

Commodity Line Description: Project Manager -Third Year

Extended Description:
Third Year Project Manager

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80000000	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	
2023-09-01	2024-08-31				

Commodity Line Description: Business Analyst-Second . Third Year

Extended Description:
Third Year Business Analyst

June 13, 2024

The Center for Employment Education and Research
444 N Capitol Street NW
Washington, DC 20001

Re: CCT WWV2200000001 Notice of Cancellation

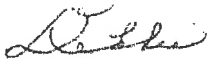
Our records indicate that CCT WWV2300000001 contract held by you will expire on 8-31-24.

This letter is to notify you that the contract will not be renewed and any services provided after 8-31-24 will not be processed for payment.

Please sign below and return by email to debra.k.morgan@wv.gov.

Should you have questions please contact me via email or 304-352-3879.

Sincerely,



Debbie Morgan
Procurement Manager

We understand that CCT WWV2300000001 will not be renewed after 8-31-24 and that services cannot be rendered after that date for payment.

 Contracts Administrator 6/17/24
Name Title Date

1900 Kanawha Blvd. East * Building 3 Suite 300 * Charleston, WV 25305

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10-Brandon Barr</u> Date: <u>11/19/2024</u> Solicitation No. <u>CCT WWV22*01</u>	Agency: WorkForce West Virginia Procurement Officer Submitting Requisition: Debbie Morgan Requisition No. CCT WWV2200000001 PF No.: 908846
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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 www.state.wv.us/admin/purchase/TCP.pdf	<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:

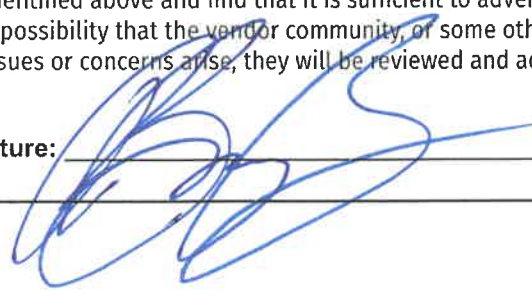
1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____



11/19/2024

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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.

THE CENTER FOR EMPLOYMENT SECURITY EDUCATION AND RESEARCH, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	8/20/2021		8/20/2021	Foreign	Non-Profit			

Organization Information	
Business Purpose	Capital Stock
Charter County	Control Number
Charter State VA	Excess Acres
At Will Term	Member Managed
At Will Term Years	Par Value
Authorized Shares	Young Entrepreneur No

Addresses	
Type	Address
Local Office Address	444 N CAPITOL ST NW SUITE 300 WASHINGTON, DC, 20001
Mailing Address	444 N CAPITOL ST NW SUITE 300 WASHINGTON, DC, 20001 USA
Notice of Process Address	CT CORPORATION SYSTEM 5098 WASHINGTON ST W

	STE 407 CHARLESTON, WV, 25313-1561
Principal Office Address	444 N CAPITOL ST NW SUITE 300 WASHINGTON, DC, 20001 USA
Type	Address

Officers	
Type	Name/Address
President	SCOTT SANDERS 444 N CAPITOL ST NW SUITE 300 WASHINGTON, DC, 20001-_____
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
Date filed	

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

Thursday, November 14, 2024 — 8:44 AM

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