



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: 12-03-2024

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:	CMA 0506 2818 HHR1341025C 3	Procurement Folder:	1362811
Document Name:	ACCOUNTING TECHNICIAN IV TEMPORARY STAFFING	Reason for Modification:	Change Order 1 To Renew Contract and Add CL2 to allow for Overtime/Holiday Pay
Document Description:	ACCOUNTING TECHNICIAN IV TEMPORARY STAFFING		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-02-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-02-14

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	VS0000027455	Requestor Name:	Tara L Buckner		
SONUS SOFTWARE SOLUTIONS INC 504 W 800 N		Requestor Phone:	(304) 558-9138		
		Requestor Email:	tara.l.buckner@wv.gov		
OREM	UT	<div style="font-size: 2em; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
US	84057				
Vendor Contact Phone:	8017703133			Extension:	
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES FINANCE ONE DAVIS SQUARE, STE 300 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES ADMINISTRATION AND FINANCE ONE DAVIS SQUARE, RM 300 CHARLESTON WV 25301 US

CR 12-5-24

Total Order Amount:	Open End
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Purchasing Division's File Copy

CH 12/4/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara L. Buckner 12/5/24*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray 12/6/2024*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
Cody Reese
 DATE: *12-6-24*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 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. CL2 is also being added to add payment options for overtime/holiday pay

Effective date of renewal 2/15/2025 through 2/14/2026.

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111605			HOUR	27.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Accounting Technician IV

Extended Description:

Accounting Technician IV-Award Level 3

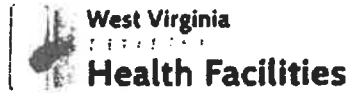
Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80111605			HOUR	40.500000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Accounting Technician IV - Overtime/Holiday

Extended Description:

Accounting Technician IV-Overtime/Holiday

To be paid at 1.5 times the hourly rate per 3.1.2 of specifications



Sherri A. Young, D.O., MBA, FAAFP
DH Cabinet Secretary

Michael J. Caruso
DHF Cabinet Secretary

Cynthia A. Persily, Ph.D.
DoHS Cabinet Secretary

STATE OF WEST VIRGINIA
DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES

Office of Shared Administration
Tara L. Buckner, CPA, MBA
Chief Financial Officer

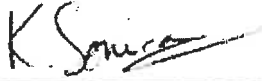
October 31, 2024

Sonus Software Solutions, Inc.
504 W 800 N
Orem, UT 84057

Dear Vendor:

Office of Shared Administration would like to renew Contract CMA HHR 1341025C for the period of February 15, 2025 through February 14, 2026 under the same pricing, terms and conditions as the original contract including any subsequent change orders or modifications. We will need an insurance certificate showing a minimum of \$1 million general liability insurance with the State listed as the certificate holder and an additional insured.

Please sign, date and print your name and title below in acceptance of the renewal. Please return this letter to email Elizabeth.A.Webb@wv.gov.

Accepted:		11/27/2024
	Signature	Date
	Sonica Kommu	11/27/2024
	Printed Name	Date

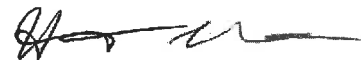
If you have any questions or need additional information, please contact Ms. Webb via email.

Sincerely,



Tara L. Buckner, Chief Financial Officer
Office of Shared Administration

Agreed





Sherri A. Young, D.O., MBA, FAAFP
DH Cabinet Secretary



Michael J. Caruso
DHF Cabinet Secretary



Cynthia A. Persily, Ph.D.
DoHS Cabinet Secretary


STATE OF WEST VIRGINIA
DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES

Office of Shared Administration
Tara L. Buckner, CPA, MBA
Chief Financial Officer

MEMORANDUM

DATE: December 3, 2024

TO: Robert Price, CPPO, CPPB, WVDHHR Buyer Supervisor
WVDHHR – Office of Purchasing

FROM: Tara L. Buckner, Chief Financial Officer 
Office of Shared Administration

SUBJECT: Renewal of Contract for Accounting Technician IV Staff

We are requesting that Contract Number CMA 0506 2818 HHR1341025C be renewed because the need still exists for additional staff in order to maintain timely processing.

Attached is the result of the letter going to the Sonus Software Solutions, Inc. for renewal. If you have any questions, please do not hesitate to contact me at (304) 558-9138.

TB/eaw

Attachment



- Any Words (i)
- All Words (i)
- Exact Phrase (i)

e.g. 123456789, Smith Corp

"sonus software" ×

- Classification ▼
- Excluded Individual ▼
- Excluded Entity ▼
- Federal Organizations ▼
- Exclusion Type ▼
- Exclusion Program ▼
- Location ▼
- Dates ▼

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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.

SONUS SOFTWARE SOLUTIONS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	8/11/2020		8/11/2020	Foreign	Profit			

Organization Information	
Business Purpose	5415 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Computer Systems Design and Related Services (design, programming, facilities mgmt)
Capital Stock	
Charter County	Kanawha
Control Number	
Charter State	UT
Excess Acres	
At Will Term	Member Managed
At Will Term Years	Par Value
Authorized Shares	Young Entrepreneur No

Addresses	
Type	Address
Local Office Address	504 W 800 N OREM, UT, 84057-3746
Mailing Address	504 W 800 N OREM, UT, 84057-3746 USA
Notice of Process Address	REGISTERED AGENTS, INC. 110 MAIN ST BECKLEY, WV, 25801
Principal Office Address	504 W 800 N OREM, UT, 84057-3746 USA
Type	Address

Officers	
Type	Name/Address
Director	SONICA KOMMU 504 W 800 N OREM, UT, 84057
President	SONICA KOMMU 504 W 800 N OREM, UT, 84057
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
Date filed	

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

Tuesday, December 3, 2024 — 3:04 PM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Hushead</u> Date: <u>12/4/24</u> Solicitation No. <u>CMA HHR1341025C</u>	Agency: WV Office of Shared Administration Procurement Officer Submitting Requisition: Heather White Requisition No. CMA HHR1341025C CO1 PF No.: 1362811
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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: _____

Christine Husted