



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: 10-09-2024

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 1300 1300 STO230000001G 3	<b>Procurement Folder:</b>	1141037
<b>Document Name:</b>	Professional Audit Services for Unclaimed Property	<b>Reason for Modification:</b>	Change Order 02 To Renew Contract
<b>Document Description:</b>	Audit Services for Unclaimed Property		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2022-12-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-11-30

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000100899			<b>Requestor Name:</b>	Kevin L Bowling
KELMAR ASSOCIATES LLC				<b>Requestor Phone:</b>	304-558-5000
500 EDGEWATER DR STE 525				<b>Requestor Email:</b>	lee.bowling@wvsto.com
WAKEFIELD	MA	01880			
US					
<b>Vendor Contact Phone:</b>	781-213-6926	<b>Extension:</b>	207	<div style="font-size: 2em; 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
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE  CHARLESTON WV 25304  US	WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE  CHARLESTON WV 25304  US

*CR 10-29-24*

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

*TW 10/24/24*

<b>PURCHASING DIVISION AUTHORIZATION</b>
DATE: <i>Mandy [Signature]</i> 10/29/2024
ELECTRONIC SIGNATURE ON FILE

<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>
DATE: <i>John S. Gray</i>
ELECTRONIC SIGNATURE ON FILE

<b>ENCUMBRANCE CERTIFICATION</b>
DATE: <i>Colby [Signature]</i> 10-30-24
ELECTRONIC SIGNATURE ON FILE

*10/30/2024*

**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 12/01/2024 through 11/30/2025

Renewal Years Remaining: 2

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	84111600				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Audit services

**Extended Description:**

Audit/Collection of Property per section 4.1.21 of Specifications. Rate shall not exceed 10.5% As per vendors affirmation on Exhibit A Pricing Page as attached.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	84111600				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Audit services

**Extended Description:**

Audit / Voluntary Compliance Program per section 4.2.10 of Specifications. Rate shall be flat rate of 9% As per vendors affirmation on Exhibit A Pricing Page as attached.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	84111600				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Audit services

**Extended Description:**

Audit /Other Services per section 4.3.1 of Specifications. Rate shall not exceed \$100 per hour. As per vendors affirmation on Exhibit A Pricing Page as attached.



# State of West Virginia

OFFICE OF THE STATE TREASURER  
PHONE: 304-558-5000 or 1-800-422-7498  
www.wvtreasury.com

STATE CAPITOL, ROOM E-145  
1900 KANAWHA BOULEVARD, EAST  
CHARLESTON, WV 25305

RILEY MOORE  
STATE TREASURER

September 13, 2024  
Via Electronic Communication

David Kennedy, General Counsel & Member ([David.Kennedy@kelmarassoc.com](mailto:David.Kennedy@kelmarassoc.com))  
**Kelmar Associates, LLC.**  
500 Edgewater Dr., STE 525  
Wakefield, MA 01880

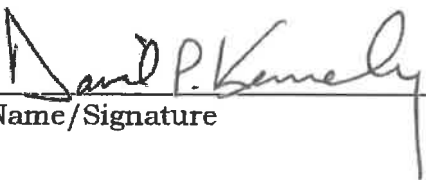
Subject: Audit Services for Unclaimed Property – Contract Renewal Request – Contract CMA STO23\*001

The WV State Treasurer’s Office is offering to renew subject contract for an additional One Year period under the same terms, conditions as contained in the original contract. The dates of renewal will be 12/01/2024 through 11/30/2025. If your company agrees to this renewal, please sign below and return to my attention as soon as possible for processing (email, fax, or US Postal Service).

Sincerely,

Lee Bowling  
Purchasing Agent  
Phone: 304-341-0752 / Fax: 304-340-1518  
Email: [lee.bowling@wvsto.gov](mailto:lee.bowling@wvsto.gov) / [purchasing@wvsto.gov](mailto:purchasing@wvsto.gov)

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

  
\_\_\_\_\_  
Name/Signature

9/18/2024  
\_\_\_\_\_  
Date

General Counsel & Member  
\_\_\_\_\_  
Title

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

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### KELMAR ASSOCIATES, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	11/6/2007		11/6/2007	Foreign	Profit			

Organization Information								
<b>Business Purpose</b>	5416 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Management, Scientific and Tech Consulting Services (administrative, general, HR, marketing, process, physical distribution, logistics, environmental)			<b>Capital Stock</b>				
<b>Charter County</b>				<b>Control Number</b>	98004			
<b>Charter State</b>	DE			<b>Excess Acres</b>				X Close
<b>At Will Term</b>	A			<b>M</b>	Hi, I'm SOLO! I can help you file your Annual Report.			
<b>At Will Term Years</b>				<b>Pa</b>				

**Authorized  
Shares**

**Young  
Entrepreneur**

Not Specified

## Addresses

Type	Address
<b>Designated Office Address</b>	500 EDGEWATER DRIVE, SUITE 525 WAKEFIELD, MA, 01880
<b>Mailing Address</b>	500 EDGEWATER DRIVE, STE 525 WAKEFIELD, MA, 01880 USA
<b>Notice of Process Address</b>	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
<b>Principal Office Address</b>	500 EDGEWATER DRIVE, STE 525 WAKEFIELD, MA, 01880 USA
Type	Address

## Officers

Type	Name/Address
<b>Member</b>	DAVID P KENNEDY 500 EDGEWATER DRIVE, STE 525 WAKEFIELD, MA, 01880
<b>Member</b>	MICHAEL J LEBLANC 500 EDGEWATER DRIVE, STE 525 WAKEFIELD, MA, 01880
<b>Member</b>	MARK S. MCQUILLEN 500 EDGEWATER DRIVE, STE 525 WAKEFIELD, MA, 01880
<b>Member</b>	MARK X RUSSO 500 EDGEWATER DRIVE, SUITE 525 WAKEFIELD, MA, 01880
Type	Name/Address

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

Tuesday, October 29, 2024 — 9:06 AM

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you file your Annual  
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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>TW-09</u> Date: <u>10/28/24</u>  Solicitation No. <u>CMA STO 23' 01 G</u>	Agency: State Treasurer's Office  Procurement Officer Submitting Requisition: Kevin "Lee" Bowling, Jr.  Requisition No. CMA 1300 STO23*001G - Change Order No. 02  PF No.: 1141037
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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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

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