



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: 12-04-2025

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 0203 3810 CPR2100000002 7	Procurement Folder:	881748
Document Name:	Third Party Administrator (TPA) Services for TDC	Reason for Modification:	Change Order 06 To Renew Contract
Document Description:	Third Party Administrator (TPA) Services for TDC		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-08-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-01-01

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000037932			Requestor Name:	Cynthia L Adkins
EMPOWER RETIREMENT LLC 8515 E ORCHARD RD				Requestor Phone:	(304) 558-3570
GREENWOOD VILLAGE CO 80111 US				Requestor Email:	cindy.l.adkins@wv.gov
Vendor Contact Phone:	7705473419	Extension:		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
CONSOLIDATED PUBLIC RETIREMENT 601 57th Street, SE Suite 5 CHARLESTON WV 25304 US	CONSOLIDATED PUBLIC RETIREMENT 601 57th Street, SE Suite 5 CHARLESTON WV 25304 US

CR 12-5-25
 Purchasing Division's File Copy

Total Order Amount: Open End

CH 12/4/25
PURCHASING DIVISION AUTHORIZATION
 DATE: *T. W. [Signature]* 12/4/25
 ELECTRONIC SIGNATURE ON FILE

[Signature]
ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *12/11/2025*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
[Signature]
 DATE: 12-11-25
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 06 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 01/02/2026 through 01/01/2027

Renewals Remaining: 1 years

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80161500				0.000000
	Service From	Service To		Service Contract Amount	
	2021-08-01	2027-01-01		0.00	

Commodity Line Description: Third Party Administrator Services (TPA)

Extended Description:

Third Party Administrator Services (TPA) for the Teachers Defined Contribution (TDC) Retirement Plan



EXECUTIVE DIRECTOR
Jeffrey E. Fleck

Consolidated Public Retirement Board

601 57th Street SE, Suite 5
Charleston, WV 25304
Telephone: 304-558-3570 or 800-654-4406
Fax: 304-957-7522
Email: cprb@wv.gov
www.wvretirement.com



BOARD CHAIRMAN
Joseph G. Bunn

Date: November 5, 2025

Empower Retirement LLC
8515 E Orchard Road
Greenwood Village, CO 80111

Subject: CPR2100000002 – Third Party Administrator (TPA) Services for TDC

Dear Ms. Daubenspeck:

The West Virginia Consolidated Public Retirement Board (CPRB) is offering to renew the subject contract under the same terms, conditions and pricing as contained in the original contract including all authorized change orders. The renewal dates are January 2, 2026 to January 1, 2027. If your company agrees to this renewal, please sign below in blue ink and return the original document to my attention.

Should you have any questions about this letter, please feel free to give me a call.

Very truly yours,

Cynthia Adkins/Procurement Officer
WV Consolidated Public Retirement Board
Phone: (304) 957-3528
Fax: (304) 558-6337
Email: cindy.l.adkins@wv.gov

Please complete and return (by fax or email):

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

Signature

Marybeth Daubenspeck

Print Name

November 5, 2025

Date



Revolutionary FAR Overhaul Impacts to SAM.gov [Show Details](#)
Aug 15, 2025



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Records Retention Policy Impacts Old SAM Registration Data [Show Details](#)
May 21, 2025



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All Words [i](#)

Exact Phrase [i](#)

e.g. 1606N020Q02

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Business Organization Detail

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EMPOWER RETIREMENT, LLC

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC Limited Liability Company	5/17/1994		5/17/1994	Foreign	Profit				

Organization Information			
Business Purpose	5242 - Finance and Insurance - Insurance Carriers and Related Activities - Agencies, Brokerages and Other Insurance Related Activities (claims adjusting, third-party administration)		Capital Stock
Charter County			Control Number 0
Charter State	CO	Excess Acres	
At Will Term	A	Member Managed	MGR
At Will Term Years	Par Value		
Authorized Shares	Young Entrepreneur		Not Specified

Addresses	
Type	Address
Designated Office Address	8515 EAST ORCHARD ROAD GREENWOOD VILLAGE, CO, 80111
Mailing Address	8515 E ORCHARD RD GREENWOOD VILLAGE, CO, 80111 USA
Notice of Process Address	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
Principal Office Address	8515 E ORCHARD RD GREENWOOD VILLAGE, CO, 80111 USA
Type	Address

Officers

Type	Name/Address
Manager	EDMUND MURPHY 8515 E ORCHARD RD GREENWOOD VILLAGE, CO, 80111
Manager	JAMES O'SULLIVAN 8515 E ORCHARD RD GREENWOOD VILLAGE, CO, 80111
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
FINANCIAL ADMINISTRATIVE SERVICES CORPORATION OF COLORADO	FORCED DBA	5/17/1994	
DBA Name	Description	Effective Date	Termination Date

Name Changes	
Date	Old Name
10/21/2019	FASCORE, LLC
Date	Old Name

Date	Amendment
10/21/2019	NAME CHANGE: FROM FASCORE, LLC
10/3/2005	CONVERSION FILED CHANGING FINANCIAL ADMINISTRATIVE SERVICES CORPORATION TO FASCORE, LLC 10/3/2005 CK
Date	Amendment

Annual Reports	
Filed For	
2025	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, December 4, 2025 — 10:22 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>C.ystal Husted</u> Date: <u>12/4/25</u> Solicitation No. <u>CMA-CPR21*02</u>	Agency: WV Consolidated Public Retirement Board Procurement Officer Submitting Requisition: Cynthia Adkins Requisition No. CMA - CPR2100000002 PF No.: 881748
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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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input 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: _____

Cynthia Husted