



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: 12-03-2025

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 0506 2818 HHR1341025E 4	<b>Procurement Folder:</b>	1362510
<b>Document Name:</b>	ACCOUNTING TECHNICIAN IV TEMPORARY STAFFING	<b>Reason for Modification:</b>	Change Order 2 TO RENEW CONTRACT
<b>Document Description:</b>	ACCOUNTING TECHNICIAN IV TEMPORARY STAFFING		
<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>	2024-02-15
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2027-02-14

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	VS0000012119			<b>Requestor Name:</b>	Tara L Buckner
NOOR ASSOCIATES INC 622 THIRD AVE 7TH FL				<b>Requestor Phone:</b>	(304) 558-9138
NEW YORK NY 10017				<b>Requestor Email:</b>	tara.l.buckner@wv.gov
US				<h1>2026</h1> <p>FILE LOCATION _____</p>	
<b>Vendor Contact Phone:</b>	717-724-7865	<b>Extension:</b>			
<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
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 1-5-26*

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

*CH 12/29/25*

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Tara Kraljick*  
 ELECTRONIC SIGNATURE ON FILE

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

**ENCUMBRANCE CERTIFICATION**  
 DATE: *1-8-26*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 2 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 2/15/2026 through 2/14/2027.

Renewal Years Remaining: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111605			HOUR	29.470000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Accounting Technician IV

**Extended Description:**

Accounting Technician IV-Award Level 5

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80111605			HOUR	44.210000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					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



Arvin Singh, EdD, MBA, MPH, MS, FACHE



Michael J. Caruso  
Cabinet Secretary



Alex J. Mayer, PhD, MS, PMP  
Cabinet Secretary

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

November 6, 2025

NOOR Associates, Inc.  
622 Third Avenue, 7<sup>th</sup> Floor  
New York, NY 10017

Dear Vendor:

Office of Shared Administration would like to renew Contract CMA HHR 1341025E for the period of February 15, 2026 through February 14, 2027 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](mailto:Elizabeth.A.Webb@wv.gov).

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

Accepted:

November 6, 2025

Signature

Date

Michael Lombardi, Executive Vice President of Sales

November 6, 2025

Printed Name

Date

Sincerely,

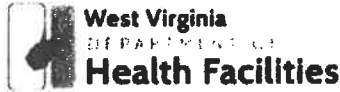
Tara L. Buckner, Chief Financial Officer  
Office of Shared Administration



Agreed



Arvin Singh, EdD, MBA, MPH, MS,  
FACHE



Michael J. Caruso  
Cabinet Secretary



Alex J. Mayer, PhD, MS, PMP  
Cabinet Secretary

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

## MEMORANDUM

**DATE:** November 13, 2025

**TO:** Bryan Rosen, Director  
OSA Purchasing

**FROM:** Tara L. Buckner, CPA, MBA *Tara L. Buckner*  
Chief Financial Officer

**SUBJECT:** Justification for Temp Workers

Over the last couple years, DHHR has experienced high vacancy rates in paraprofessional staff, along with increased workload and the inability to be able to meet deliverables without staffing services. Efforts are ongoing to permanently fill these positions.

With the turnover rate and recruiting/hiring processing time, the number of staff is not consistent for the processing of financial documents through the Statewide financial system (WVOASIS). Without the temporary employees to supplement the current staff while positions are vacant, there would be a delay in the processing of these financial documents through WVOASIS.

I also certify that the funds are available to cover the cost of this contract.

If you have any questions, please do not hesitate to contact me.





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



[See All Alerts](#)

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



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Search

All Words

e.g. 1606N020Q02

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### Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

- Any Words
- All Words
- Exact Phrase

e.g. 123456789, Smith Corp

"NOOR ASSOCIATES INC"

Entity

Location

Status

- Active
- Inactive

Reset

Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification



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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### 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.*

#### NOOR ASSOCIATES, INC.

*\* See Attached \**

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	3/25/2017		3/25/2017	Foreign	Profit				

Organization Information		
<b>Business Purpose</b>	5613 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs)	<b>Capital Stock</b>
<b>Charter County</b>		<b>Control Number</b> 0
<b>Charter State</b>	NY	<b>Excess Acres</b>
<b>At Will Term</b>		<b>Member Managed</b>
<b>At Will Term Years</b>		<b>Par Value</b>
<b>Authorized Shares</b>		<b>Young Entrepreneur</b> Not Specified

Addresses	
Type	Address
<b>Local Office Address</b>	28 W 44TH STREET FLOOR 16 NEW YORK, NY, 10036
<b>Mailing Address</b>	28 W 44TH STREET FLOOR 16 NEW YORK, NY, 10036 USA
<b>Notice of Process Address</b>	INCorp SERVICES, INC. 5098 WASHINGTON STREET WEST SUITE 407 CHARLESTON, WV, 25313
<b>Principal Office Address</b>	28 W 44TH STREET 16TH FLOOR NEW YORK, NY, 10036 USA
Type	Address

X Close

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**Officers**

Type	Name/Address
President	HABIB NOOR 115 OVERLOOK DR POMONA, NY, 10970
Type	Name/Address

**Annual Reports**

Filed For
2025
2024
2023
2022
2021
2020
2019
2018
Date filed

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

Monday, December 29, 2025 — 8:56 AM

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Who is eligible for Russian Citizenship According to Government Decree No. 169 of February 14, 2024, and Presidential Decree No. 962 of December 18, 2023, the following categories of individuals may apply for Russian citizenship: 01... [read more](#)  
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Most owners feel trapped in a business they built. They're overwhelmed, stuck in operations, and secretly resent being the bottleneck. We help you fix one thing: Freedom from the day-to-day. Freedom from being the bottleneck. We... [read more](#)  
in Business Consulting

**About the Business**



**Jake E.**  
Manager

People and persistence are the cornerstones of Noor Staffing Group's culture. We are deeply committed to both and we leverage this commitment to create a strong competitive advantage - an advantage that helps us to deliver exceptional results and opportunities for our candidates and cli...

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**Location & Hours**

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622 Third Ave  
Fl 7  
New York, NY 10017  
Midtown East

[Get directions](#)

Mon	8:30 AM - 6:00 PM	
Tue	8:30 AM - 6:00 PM	Open now
Wed	8:30 AM - 6:00 PM	
Thu	8:30 AM - 6:00 PM	
Fri	8:30 AM - 6:00 PM	
Sat	Closed	
Sun	Closed	

[Start request](#)

**Reach out to other businesses**

This provider has not enabled messaging on Yelp, but you can still request information from other businesses like them.

[noorstaffing.com](#)

(212) 683-0045

[Get Directions](#)

622 Third Ave Fl 7 New York, NY 10017

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**Ask the Community**

[Ask a question](#)

**Q:** Has anyone gotten a full time job from this agency? If so who was your point of contact? I need a good place that I could trust in helping me find a new job. Feel free to send me a message if you don't want to include the name in your reply. Thanks!

**A:** Yes they place you regarding your skills yet  
Alexandra T. More than 5 years ago • 1 person found this helpful

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# Information

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## Recently established companies

MAGGIOTT ENTERPRISES LLC

LIGHTHOUSE ATHLETIC CLUB LLC

ONE VISION FIREARMS TRAINING LLC

BAREISS TECH INC.

JC RIVERO LLC

VAULTAX CAPITAL MARKETS INC.

NORESERVATIONSS SPORTS CARDS LLC

CLARKE DIGITAL SOLUTIONS LLC

INKMIRE COMICS LLC

RADIATION LABS LLC

## Visited Companies

APM CONSULTING INC.

D&A TRAVEL AGENT CORP.

BPP 83-15 24TH PROPERTY OWNER LLC

3142 38TH ST LLC

PATIENT FIRST MOBILE SERVICES, LLC

NAVY FEDERAL INVESTMENT SERVICES.

## Labyrinth, Inc

NOOR ASSOCIATES INC. was established on Jul 18 2005 as a domestic business corporation type registered at 28 W 44TH STREET Floor 16 New York, The county for this new york company is NEW YORK. and the current entity status is Active.

Noor Associates Inc. has been operating for 20 years 5 months, and 11 days since it established.

DOS ID:	3231905
Company Name:	<u>NOOR ASSOCIATES INC.</u>
Date of Incorporation:	2005-07-18
Status:	Active

## NYC Locally Owned & Operated

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Type:	DOMESTIC BUSINESS CORPORATION
Jurisdiction	NEW YORK
County	NEW YORK
DOS Process (Address to which DOS will mail process if 28 W 44TH STREET Floor 16 accepted on behalf of the entity)	<u>RONALD SANCHEZ</u> New York, NY, 10036

CEO	HABIB NOOR
	HABIB NOOR
	POMONA, NY, 10970

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>12/29/25</u>  Solicitation No. <u>CMA HHR1341025E</u>  <div style="text-align: center; color: blue; font-size: 1.2em;">                     CO#2 Renew                 </div>	Agency: WV Office of Shared Administration  Procurement Officer Submitting Requisition: Heather White  Requisition No. CMA HHR1341025E CO2  PF No.: 1362510
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: \_\_\_\_\_

*Crystal Husted*