



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: 03-18-2026

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 0511 3117 BMS2300000006 5	Procurement Folder:	1117410
Document Name:	SCHOOL BASED HEALTH SERVICES	Reason for Modification:	Change Order 4 To Renew Contract
Document Description:	SCHOOL BASED HEALTH SERVICES		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-06-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-04-30

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000100824			Requestor Name:	Stuart Sellears
PUBLIC CONSULTING GROUP LLC				Requestor Phone:	304-352-4319
148 STATE ST 10TH FLR				Requestor Email:	stuart.sellears@wv.gov
BOSTON		MA	02109-2510	<h1>2026</h1> <p>FILE LOCATION _____</p>	
US					
Vendor Contact Phone:	999-999-9999	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
PROCUREMENT OFFICER: 304-352-4286	PROCUREMENT OFFICER: 304-352-4286
HEALTH AND HUMAN RESOURCES	HEALTH AND HUMAN RESOURCES
BUREAU FOR MEDICAL SERVICES	BUREAU FOR MEDICAL SERVICES
350 CAPITOL ST, RM 251	350 CAPITOL ST, RM 251
CHARLESTON	CHARLESTON
US	US
WV 25301-3709	WV 25301-3709

*CR 3-20-26*

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

*CH 3/19/26*

PURCHASING DIVISION AUTHORIZATION
DATE: <i>3/19/26</i>
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: <i>3/23/2026</i>
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: <i>3-24-26</i>
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 04 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 05/01/2026 through 04/30/2027.

Renewal Years Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	85100000				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-08-01	2024-04-30		573750.00	

**Commodity Line Description:** Base Year One (1) Mandatory Svc 4.1.1 through 4.1.8.8

**Extended Description:**

Mandatory Services for Base Year One (1) Section 4.1.1 through 4.1.8.8, all-inclusive annual cost. Service from 9/01/2023 to 05/31/2024 (9 months)

Total Amount: \$573,750.00

Original Service Period:  
09/01/2023-05/31/2024

Change Order 1:  
08/01/2023-04/30/2024

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	85100000				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-08-01	2024-04-30		0.00	

**Commodity Line Description:** Add Svc Base Year One (1) - 1000 Hours (4.1.9-4.1.9.2)

**Extended Description:**

Additional Services Base Year One (1) Section 4.1.9-4.1.9.2 ) Service from 09/01/2023-05/31/2024 (9 months)

Per Hour Rate: \$200.00

Original Service Period:  
09/01/2023-05/31/2024

Change Order 1:  
08/01/2023-04/30/2024

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	85100000				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-06-01	2024-04-30		9785.00	

**Commodity Line Description:** Pr Yr Settlement-11 BY1 (4.1.10-4.1.10.1)

**Extended Description:**

Prior year settlement Base Year One (1). Section 4.1.10-4.1.10.1.

Total Cost: \$9,785.00

Original Service Period:  
06/01/2023-05/31/2024

Change Order 1:  
06/01/2023-04/30/2024

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	85100000				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-06-01	2023-07-31		0.00	

**Commodity Line Description:** Start Up Costs (4.1.8.9-4.1.8.10)

**Extended Description:**

Year 1 Start Up Costs Section 4.1.8.9-4.1.8.10-(3 Months)

Total Cost: \$0.00

**Original Service Period:**

06/01/2023-08/31/2023

**Change Order 1:**

06/01/2023-07/31/2023

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	85100000				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2024-05-01	2025-04-30		800000.00	

**Commodity Line Description:** Optional Renewal Year 1 Mandatory Svc. 4.1.1 though 4.1.8.8

**Extended Description:**

Mandatory Services for Optional Renewal Year One (1) Mandatory Requirements Section 4.1.1 through 4.1.8.8, all-inclusive annual cost. Service from 5/01/2024 to 04/30/2025

Total Amount: \$800,000.00

Change Order 2

Service Period 05/01/2024-04/30/2025

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	85100000				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2024-05-01	2025-04-30		0.00	

**Commodity Line Description:** Add Svc Optional Renewal Year 1-1000 hours (4.1.9-4.1.9.2)

**Extended Description:**

Additional Services Optional Renewal Year One (1). Section 4.1.9-4.1.9.2 (Enter Total Cost (Cost Per Hour x1000 estimated hours for bid evaluation.)) Service from 05/01/2024-04/30/2025.

Per Hour Rate: \$210.00

Change Order 2

Service Period 05/01/2024-04/30/2025

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	85100000				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2024-05-01	2025-04-30		9785.00	

**Commodity Line Description:** Pr Yr Settlement-11 OY1 (4.1.10-4.1.10.1)

**Extended Description:**

Prior year settlement Optional Renewal Year One (1). Section 4.1.10-4.1.10.1. (Enter Total Cost (Cost Per Settlement x11 estimated settlements for bid evaluation.)) Service from 05/01/2024-04/30/2025.

Total Amount: \$ 9,785.00

Change Order 2

Service Period: 05/01/2024-04/30/2025

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	85100000				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2025-05-01	2026-04-30		840000.00	

**Commodity Line Description:** Optional Renewal Year 2 Mandatory Svc. 4.1.1 though 4.1.8.8

**Extended Description:**

Mandatory Services for Optional Renewal Year Two (2) Mandatory Requirements Section 4.1.1 through 4.1.8.8 all-inclusive annual cost. Service from 05/01/2025 to 04/30/2026

Total Amount: \$840,000.00

Change Order 3

Service Period 05/01/2025-04/30/2026

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	85100000				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2025-05-01	2026-04-30		0.00	

**Commodity Line Description:** Add Svc Optional Renewal Year 2-1000 hours (4.1.9-4.1.9.2)

**Extended Description:**

Additional Services Optional Renewal Year Two (2). Section 4.1.9 -4.1.9.2 (Enter Total Cost (Cost Per Hour x1000 estimated hours for bid evaluation.)) Service from 05/01/2025-04/30/2026.

Per Hour Rate: \$220.00

Change Order 3

Service Period 05/01/2025-04/30/2026

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	85100000				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2025-05-01	2026-04-30		9785.00	

**Commodity Line Description:** Pr Yr Settlement-11 OY2 (4.1.10-4.1.10.1)

**Extended Description:**

Prior year settlement Optional Renewal Year Two (2). Section 4.1.10-4.1.10.1. (Enter Total Cost (Cost Per Settlement x11 estimated settlements for bid evaluation.)) Service from 05/01/2025-04/30/2026.

Total Amount: \$ 9,785.00

Change Order 3

Service Period: 05/01/2025-04/30/2026

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	85100000				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2026-05-01	2027-04-30		885000.00	

**Commodity Line Description:** Optional Renewal Year 3 Mandatory Svc. 4.1.1 though 4.1.8.8

**Extended Description:**

Mandatory Services for Optional Renewal Year Three (3) Mandatory Requirements Section 4.1.1 through 4.1.8.8 all-inclusive annual cost. Service from 05/01/2026 to 04/30/2027

Total Amount: \$885,000.00

Change Order 4

Service Period 05/01/2026-04/30/2027

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	85100000				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2026-05-01	2027-04-30		0.00	

**Commodity Line Description:** Add Svc Optional Renewal Year 3-1000 hours (4.1.9-4.1.9.2)

**Extended Description:**

Additional Services Optional Renewal Year Three (3). Section 4.1.9 -4.1.9.2 (Enter Total Cost (Cost Per Hour x1000 estimated hours for bid evaluation.))  
Service from 05/01/2026-04/30/2027.

Per Hour Rate: \$230.00

Change Order 4

Service Period 05/01/2026-04/30/2027

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	85100000				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2026-05-01	2027-04-30		9785.00	

**Commodity Line Description:** Pr Yr Settlement-11 OY3 (4.1.10-4.1.10.1)

**Extended Description:**

Prior year settlement Optional Renewal Year Three (3). Section 4.1.10-4.1.10.1. (Enter Total Cost (Cost Per Settlement x11 estimated settlements for bid evaluation.)) Service from 05/01/2026-04/30/2027.

Total Amount: \$9,785.00

Change Order 4

Service Period: 05/01/2026-04/30/2027



February 26, 2026

Mr. Stuart Sellears  
Procurement Specialist  
Bureau for Medical Services  
Office of Procurement Services  
West Virginia Department of Human Services  
350 Capital Street  
Charleston, WV 25301

**Re: Renewal of Contract CMA BMS23\*06**

Dear Mr Sellears,

Public Consulting Group LLC (PCG) is pleased to respond to your inquiry regarding the renewal of contract CMA BMS23\*06. As you requested in your email on February 23, 2026, PCG is agreeing to renew the contract according to all terms, conditions, prices, and specifications contained in the original contract, including all authorized change orders. We understand the effective dates of the renewal will be from 05/01/2026 through 04/30/2027 and the number of remaining renewals is zero. As requested we have attached a copy of the requested Certificate of Insurance.

Please contact me at (312) 253-3742 or [pgilles@pcgus.com](mailto:pgilles@pcgus.com) address with any questions or if you need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Gillés'.

Peter Gillés  
Manager  
Public Consulting Group LLC

Agree to renew.

A handwritten signature in black ink, appearing to read 'Althea Greenhowe'.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Base Year One (1) Mandatory Svc 4.1.1 through 4.1.8.8				573750.00

Comm Code	Manufacturer	Specification	Model #
85100000			

**Commodity Line Comments:** Maintaining current pricing, prorated for a nine month period

**Extended Description:**

Mandatory Services for Base Year One (1) Section 4.1.1 through 4.1.8.8, all-inclusive annual cost. Service from 8/01/2023 to 04/30/2024 (9 months)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Optional Renewal Year 1 Mandatory Svc. 4.1.1 though 4.1.8.8				800000.00

Comm Code	Manufacturer	Specification	Model #
85100000			

**Commodity Line Comments:**

**Extended Description:**

Mandatory Services for Optional Renewal Year One (1) Mandatory Requirements Section 4.1.1 through 4.1.8.8, all inclusive annual cost. Service from 5/01/2024 to 04/30/2025

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Optional Renewal Year 2 Mandatory Svc. 4.1.1 though 4.1.8.8				840000.00

Comm Code	Manufacturer	Specification	Model #
85100000			

**Commodity Line Comments:**

**Extended Description:**

Mandatory Services for Optional Renewal Year Two (2) Mandatory Requirements Section 4.1.1 through 4.1.8.8 all inclusive annual cost. Service from 05/01/2025 to 04/30/2026

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
* 4	Optional Renewal Year 3 Mandatory Svc. 4.1.1 though 4.1.8.8				885000.00

Comm Code	Manufacturer	Specification	Model #
85100000			

**Commodity Line Comments:**

**Extended Description:**

Mandatory Services for Optional Renewal Year Three (3) Mandatory Requirements Section 4.1.1 through 4.1.8.8, all inclusive hourly cost. Service from 05/01/2026 to 04/30/2027

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Add Svc Base Year One (1) - 1000 Hours (4.1.9-4.1.9.2)				200000.00

Comm Code	Manufacturer	Specification	Model #
85100000			

**Commodity Line Comments:** Hourly rate of \$200/hour.

**Extended Description:**

Additional Services Base Year One (1) Section 4.1.9-4.1.9.2 (Enter Total Cost (Cost Per Hour x1000 estimated hours for bid evaluation.))  
Service from 08/01/2023-04/30/2024 (9 months)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Add Svc Optional Renewal Year 1-1000 hours (4.1.9-4.1.9.2)				210000.00

Comm Code	Manufacturer	Specification	Model #
85100000			

**Commodity Line Comments:** Hourly rate of \$210/hour.

**Extended Description:**

Additional Services Optional Renewal Year One (1). Section 4.1.9-4.1.9.2 (Enter Total Cost (Cost Per Hour x1000 estimated hours for bid evaluation.))  
Service from 05/01/2024-04/30/2025.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Add Svc Optional Renewal Year 2-1000 hours (4.1.9-4.1.9.2)				220000.00

Comm Code	Manufacturer	Specification	Model #
85100000			

**Commodity Line Comments:** Hourly rate of \$220/hour.

**Extended Description:**

Additional Services Optional Renewal Year Two (2). Section 4.1.9 -4.1.9.2 (Enter Total Cost (Cost Per Hour x1000 estimated hours for bid evaluation.))  
Service from 05/01/2025-04/30/2026.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
*8	Add Svc Optional Renewal Year 3-1000 hours (4.1.9-4.1.9.2)				230000.00

Comm Code	Manufacturer	Specification	Model #
85100000			

**Commodity Line Comments:** Hourly rate of \$230/hour

**Extended Description:**

Additional Services Optional Renewal Year Three (3) Section 4.1.9-4.1.9.2 (Enter Total Cost (Cost Per Hour x1000 estimated hours for bid evaluation.))  
Service from 05/01/2026-04/30/2027.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	Pr Yr Settlement-11 BY1 (4.1.10-4.1.10.1)				9785.00

Comm Code	Manufacturer	Specification	Model #
85100000			

**Commodity Line Comments:**

**Extended Description:**

Prior year settlement Base Year One (1). Section 4.1.10-4.1.10.1. (Enter Total Cost (Cost Per Settlement x11 estimated settlements for bid evaluation.))  
Service from 05/01/2023-04/30/2024. (12 months)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Pr Yr Settlement-11 OY1 (4.1.10-4.1.10.1)				9785.00

Comm Code	Manufacturer	Specification	Model #
85100000			

**Commodity Line Comments:**

**Extended Description:**

Prior year settlement Optional Renewal Year One (1). Section 4.1.10-4.1.10.1. (Enter Total Cost (Cost Per Settlement x11 estimated settlements for bid evaluation.))  
Service from 05/01/2024-04/30/2025.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	Pr Yr Settlement-11 OY2 (4.1.10-4.1.10.1)				9785.00

Comm Code	Manufacturer	Specification	Model #
85100000			

**Commodity Line Comments:**

**Extended Description:**

Prior year settlement Optional Renewal Year Two (2). Section 4.1.10-4.1.10.1. (Enter Total Cost (Cost Per Settlement x11 estimated settlements for bid evaluation.)) Service from 05/01/2025-04/30/2026.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
*12	Pr Yr Settlement-11 OY3 (4.1.10-4.1.10.1)				9785.00

Comm Code	Manufacturer	Specification	Model #
85100000			

**Commodity Line Comments:**

**Extended Description:**

Prior year settlement Optional Renewal Year Three (3). Section 4.1.10-4.1.10.1. (Enter Total Cost (Cost Per Settlement x11 estimated settlements for bid evaluation.)) Service from 05/01/2026-04/30/2027.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	Start Up Costs (4.1.8.9-4.1.8.10)				0.00

Comm Code	Manufacturer	Specification	Model #
85100000			

**Commodity Line Comments:** As the incumbent there is no implementation cost

**Extended Description:**

Year 1 Start Up Costs Section 4.1.8.9-4.1.8.10-(3 Months)  
Service from 05/01/2023 to 07/31/2023

Ok  
*Alison Greenhow*



STATE OF WEST VIRGINIA  
DEPARTMENT OF HUMAN SERVICES  
BUREAU FOR MEDICAL SERVICES

Cynthia D. Donohue, CMC  
Commissioner

DATE: March 18, 2026

TO: Crystal Husted  
Senior Buyer  
State of West Virginia Purchasing Division

FROM: Althea Greenhowe *Althea Greenhowe*  
Procurement Specialist, Senior  
Office of Shared Administration/Purchasing

RE: PF1117410, CMA BMS23\*06 – Change Order - 4  
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests the approval of the above-referenced change order with Public Consulting Group LLC. Change Order - 4 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.

The service period will be 05/01/2026 - 04/30/2027.

Please feel free to contact me if additional documentation or details are needed. I can be reached at 304-352-3924 or [althea.m.greenhowe@wv.gov](mailto:althea.m.greenhowe@wv.gov). Thank you for your time and consideration in this matter.






STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF TECHNOLOGY  
State Capitol  
Charleston, West Virginia 25305

Mark D. Scott  
Cabinet Secretary

Joshua D. Spence  
Chief Information Officer

**TO: Christopher Itson, Procurement Associate  
Department of Health and Human Resources**

**FROM: Joshua D. Spence, Chief Information Officer**   
**Office of Technology**

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
HR004092 CRFQ BMS 23\*02 IS&C NUMBER: 2023-2183 Expedite**

**DATE: March 27, 2023**

West Virginia Code §5A-6-4(a)(3) permits the Chief Technology Officer to “evaluate the economic justification, system design and suitability of information equipment and related services, and review and make recommendations on the purchase, lease or acquisition of information equipment and contracts for related services by the state spending units.”

West Virginia Code §5A-6-4c requires that the Chief Technology Officer review and approve “a major information technology project.”

West Virginia Code §5A-6-5 requires that “any state spending unit that pursues an information technology purchase that does not meet the definition of a ‘major technology project’ and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Technology Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems.

After conducting a review of your request for award CRFQ BMS 23\*02 to Public Consulting Group LLC for School Based Health Services blanket approval for renewals, the Office of Technology has determined:

X That your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

This memorandum constitutes this office's official review and a copy should be attached to your purchase order and any other correspondence related to this request.

If you have questions, or need additional information, please contact Consulting Services at [Consulting.Services@wv.gov](mailto:Consulting.Services@wv.gov).



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Mar 16, 2026



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e.g. 1606N020Q02

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e.g. 123456789, Smith Corp

"public consulting group llc" [x](#)

Entity [v](#)

Location [v](#)

Status [^](#)

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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.*

#### PUBLIC CONSULTING GROUP LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	9/28/1994		9/28/1994	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	5419 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Services - Other Professional/Scientific/Technical Services (marketing research, public opinion polling, photographic, translation & interpretation, veterinary services)		<b>Capital Stock</b>
<b>Charter County</b>		<b>Control Number</b>	0
<b>Charter State</b>	DE	<b>Excess Acres</b>	0
<b>At Will Term</b>	A	<b>Member Managed</b>	MGR
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Notice of Process Address</b>	C. T. CORPORATION SYSTEM 1627 QUARRIER ST CHARLESTON, WV, 253112124
<b>Principal Office Address</b>	148 STATE STREET BOSTON, MA, 02109 USA
<b>Principal Office Mailing Address</b>	148 STATE STREET BOSTON, MA, 02109 USA
Type	Address

Officers	
Type	Name/Address

<b>Manager</b>	WILLIAM S. MOSAKOWSKI 148 STATE STREET BOSTON, MA, 02109
<b>Manager</b>	STEPHEN P. SKINNER 148 STATE STREET BOSTON, MA, 02109
<b>Member</b>	Y
<b>Type</b>	<b>Name/Address</b>

<b>Name Changes</b>	
<b>Date</b>	<b>Old Name</b>
<b>2/23/2021</b>	PUBLIC CONSULTING GROUP, INC.
<b>Date</b>	<b>Old Name</b>

<b>Date</b>	<b>Amendment</b>
<b>2/23/2021</b>	NAME CHANGE: FROM PUBLIC CONSULTING GROUP, INC.
<b>Date</b>	<b>Amendment</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2025	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017x	
2017	
2016	
2015	
2014	
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1999	
<b>Date filed</b>	

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

Thursday, March 19, 2026 — 9:12 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>3/19/26</u>	Agency: DoHS-BMS
Solicitation No. <u>CMA BMS23*06</u>	Procurement Officer Submitting Requisition: Althea Greenhowe
Catty Renew	Requisition No. CRFQ BMS23*02 CMA BMS 23*06
	PF No.: 1117410

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: \_\_\_\_\_

*Christal Husted*