



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: 01-23-2026

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 2519 MIS1475603E 2	Procurement Folder:	1625357
Document Name:	TECHNICAL TEMPORARY STAFFING SERVICES	Reason for Modification:	Change Order No.01- To renew contract
Document Description:	TECHNICAL TEMPORARY STAFFING SERVICES		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-03-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-02-28

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000026551	Requestor Name:	Stephanie F Pettry
INSOURCE TECH LLC		Requestor Phone:	(304) 356-4011
1 MARION RD		Requestor Email:	stephanie.f.pettry@wv.gov
WESTPORT	CT		
US	06880		
Vendor Contact Phone:	571-551-9617	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

2026
 FILE LOCATION _____

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

2/3/26 GL Purchasing Division's File Copy

Total Order Amount:	Open End
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JP
 1/30/2026
PURCHASING DIVISION AUTHORIZATION
 DATE: *Jan 26/2026*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *2/5/2026*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
Cody Stone
 DATE: *2-6-26*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No.01 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 3/1/2026 through 2/28/2027

Renewal Years Remaining: 2

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111608			HOUR	41.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Senior Web Application Analyst

Extended Description:

4.1.1 Senior Web Application Analyst

Award Level 1

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80111608			HOUR	41.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Senior Application Oracle Database Administrator

Extended Description:

4.1.2 Senior Application Oracle Database Administrator

Award Level 1

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	80111608			HOUR	41.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Senior Application DB2 Database Administrator

Extended Description:

4.1.3 Senior Application DB2 Database Administrator

Award Level 1

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	80111608			HOUR	41.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: SQL Server Database Administrator

Extended Description:

4.1.4 SQL Server Database Administrator

Award Level 1

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	80111608			HOUR	41.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Business Analyst

Extended Description:
4.1.6 Business Analyst

Award Level 1

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
29	80111608			HOUR	41.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Programmer Analyst

Extended Description:
4.1.8 Programmer Analyst

Award Level 1

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
33	80111608			HOUR	44.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Senior Mainframe Application Analyst

Extended Description:
4.1.9 Senior Mainframe Application Analyst

Award Level 1

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
37	80111608			HOUR	41.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Mainframe Application Analyst

Extended Description:
4.1.10 Mainframe Application Analyst

Award Level 1

InSource Tech

We Deliver Digital Solutions



Date: 1/13/2026

Insource Tech LLC agrees to renew Contract CMA MIS1475603E for another year, effective 03/01/2026 to 02/28/2027, under the same terms, conditions, prices, and specifications as the original contract, including any change orders.

Thank You

Sri Teja B

Sri Teja Bodempudi



Agreed

Heather White

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Westport, CT-06880

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P: (203) 635-2613
(703) 988-5925
F: (206) 338-0782



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY

Eric L. Householder
Cabinet Secretary

State Capitol
Charleston, West Virginia 25305

Heather D. Abbott
Chief Information Officer

**TO: Christopher Itson, Information Services Consultant
DHHR, Office of Shared Administration - OMIS**

**FROM: Heather D. Abbott, Chief Information Officer
Office of Technology** *Heather D. Abbott*

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
WVOT Number 2026-0387**

DATE: January 21, 2026

West Virginia Code §5A-6-4(a) permits the Chief Information Officer to review and approve technology purchases for suitability to ensure such purchases comport with the State of West Virginia's overall strategic information technology goals.

West Virginia Code §5A-6-4c requires the Chief Information Officer to review and approve "technology projects."

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 '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 Information Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems.

A review has been conducted of your request for approval to purchase a 1 year renewal for Contract: CMA MIS1475603E with Insource Tech, the Office of Technology has determined:

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.



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INSOURCE TECH, LLC

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC Limited Liability Company	3/5/2020		3/5/2020	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					Control Number				
Charter State	CT				Excess Acres				
At Will Term	A				Member Managed	MBR			
At Will Term Years					Par Value				
Authorized Shares					Young Entrepreneur	No			

Addresses	
Type	Address
Designated Office Address	1 MARION RD WESTPORT, CT, 06880
Notice of Process Address	INSOURCE TECH LLC 1 MARION RD WESTPORT, CT, 06880
Principal Office Address	1 MARION RD WESTPORT, CT, 06880 USA
Principal Office Mailing Address	1 MARION RD WESTPORT, CT, 06880 USA
Type	Address

Officers	
Type	Name/Address
Member	MATHEW POOVATHANY 1 MARION RD WESTPORT, CT, 06880
Type	Name/Address

Annual Reports	
Filed For	
2026	<input type="checkbox"/>
2025	<input type="checkbox"/>
2024	<input type="checkbox"/>
2023	<input type="checkbox"/>
2022	<input type="checkbox"/>
2021	<input type="checkbox"/>
Date filed	

X Close

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

Friday, January 30, 2026 — 10:41 AM

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you file your Annual
Report.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>1/30/2026</u> Solicitation No. <u>CRFQ - MIS25*01</u> <div style="text-align: center; color: blue; font-size: 1.2em;"> Co# Review </div>	Agency: OSA OMIS Procurement Officer Submitting Requisition: Stephanie Pettry Requisition No. CMA MIS1475603E PF No.: 1625357
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input 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: Justin Kelly