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: 01-22-2026

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 MIS1475603J 2	**Procurement Folder:**	1626254
Document Name:	TECHNICAL TEMPORARY STAFFING SERVICES	**Reason for Modification:**	
Document Description:	TECHNICAL TEMPORARY STAFFING SERVICES	Change Order No. 01- To renew contract	
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

Vendor Customer Code: VS0000009860
SMART SHARED SERVICES LLC
PO Box 1187

Charleston WV 25324-1187
US
Vendor Contact Phone: 855-807-6278 **Extension:** 229

Discount Details:

	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

DEPARTMENT CONTACT

Requestor Name: Stephanie F Pettry
Requestor Phone: (304) 356-4011
Requestor Email: stephanie.f.pettry@wv.gov

2026
FILE LOCATION

INVOICE TO

BUYER - 304-957-0209
HEALTH AND HUMAN RESOURCES

MANAGEMENT INFORMATION SERVICE

ONE DAVIS SQUARE, RM 211

CHARLESTON WV 25301

US

SHIP TO

BUYER - 304-957-0209
HEALTH AND HUMAN RESOURCES

MANAGEMENT INFORMATION SERVICE

321 CAPITOL ST, STE 200

CHARLESTON WV 25301

US

2-3-26 GC

Total Order Amount: Open End

Purchasing Division's File Copy

1/29/2026

PURCHASING DIVISION AUTHORIZATION
DATE: 2/2/2026
ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
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
9	80111608			HOUR	58.000000
	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 5

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	80111608			HOUR	59.160000
	Service From	**Service To**		**Service Contract Amount**	
	2026-03-01	2027-02-28		0.00	

Commodity Line Description: Senior Application DB2 Database Administrator- Renewal YR 1

Extended Description:
4.1.3 Senior Application DB2 Database Administrator

Award Level 5

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

Eric L. Householder
Cabinet Secretary

Heather D. Abbott
Chief Information Officer

TO: **Christopher Itson, Information Systems 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 2026-0379

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 MIS1475603J with Smart Shared Services, the Office of Technology has determined:

X 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.

You are viewing this page over a secure connection. Click here for more information.

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.

SMART SHARED SERVICES LLC

Organization Information

Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC | Limited Liability Company	6/27/2014		6/27/2014	Domestic	Profit			

Organization Information

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

Addresses

Type	Address
Designated Office Address	P O 1187 CHARLESTON, WV, 25324
Notice of Process Address	RICH EDWARDS P O 243 SCOTT DEPOT, WV, 25560
Principal Office Address	P O 1187 CHARLESTON, WV, 25324 USA
Principal Office Mailing Address	P O 1187 CHARLESTON, WV, 25324 USA
Type	Address

Officers

Type	Name/Address
Member	RICH EDWARDS P O 7318 CHARLESTON, WV, 25356
Organizer	RICH EDWARDS P O 7318 CHARLESTON, WV, 25356
Type	Name/Address

Annual Reports

Filed For
2025
2024
2023
2022
2021

2020
2019
2018
2017
2016
2015
Date filed

File Your Current Year Annual Report Online Here

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

Friday, January 30, 2026 — 9:58 AM

© 2026 State of West Virginia

An official website of the United States government Here's how you know

Revolutionary FAR Overhaul Impacts to SAM.gov Show Details
Aug 15, 2025

Records Retention Policy Impacts Old SAM Registration Data Show Details
May 21, 2025

See All Alerts

SAM.GOV

Sign In

Home Search Data Bank Data Services Help

Search All Words e.g. 1606N020Q02

Filter By

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

Smart Shared Services

Entity

Location

Status

- ✓ Active
- ✓ Inactive

Reset

Entity Information All Entity Information Entities Disaster Response Registry Responsib

No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

Go Back

COMPLIANCE VERIFICATION CHECKLIST
FOR REQUISITION SUBMISSION

Purchasing Division Use: Buyer: #13 Date: 1/22/2026 Solicitation No. MISMIS1475603J CO# 1	Agency: OSA OMIS
	Procurement Officer Submitting Requisition: Stephanie Pettry
	Requisition No. CMA MIS1475603J
	PF No.: 1626254

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	☑	☐	☐	☐
2	Use of correct specification template	☑	☐	☐	☐
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	☑	☐	☐	☐
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	☑	☐	☐	☐
5	Maximum budgeted amount in *wv*OASIS	☑	☐	☐	☐
6	Suggested vendors in *wv*OASIS	☑	☐	☐	☐
7	Capitol Building Commission pre-approval	☐	☐	☐	☐
8	Financing (Governor's Office) pre-approval	☐	☐	☐	☐
9	Fleet Management Division pre-approval	☐	☐	☐	☐

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	☐	☐	☐	☐
	Automobile Liability	☐	☐	☐	☐
	Workers' Compensation/Employer's Liability	☐	☐	☐	☐
	Cyber Liability	☐	☐	☐	☐
	Builder's Risk/Installation Floater	☐	☐	☐	☐
	Professional Liability	☐	☐	☐	☐
	Other (specify)	☐	☐	☐	☐
11	Office of Technology CIO pre-approval	☐	☐	☐	☐
12	Treasurer's Office (banking) pre-approval	☐	☐	☐	☐

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	☑	☑	☐	☑
2	Standard change order language	☑	☑	☐	☑
3	Office of Technology CIO approval	☐	☐	☐	☑
4	Justification for price increases/backdating/other	☐	☐	☐	☐
5	Bond Rider (Construction)	☐	☐	☐	☐
6	Secretary of State Verification	☑	☑	☐	☑
7	State debarment verification	☑	☑	☐	☑
8	Federal debarment verification	☑	☑	☐	☑

**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: _____