



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: 03-30-2026

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 0210 4472 ISC2400000004 4	<b>Procurement Folder:</b>	1379271
<b>Document Name:</b>	CO#2 Professional Database Engineer (OT24116)	<b>Reason for Modification:</b>	CO#2 to Renew through 4/2/2027 for Yr 3 of contract
<b>Document Description:</b>	CO#2 Professional Database Engineer (OT24116)		
<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>	2024-04-03
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2027-04-02

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	VS0000009860	<b>Requestor Name:</b>	Derrick K Day
SMART SHARED SERVICES LLC		<b>Requestor Phone:</b>	(304) 957-8277
PO Box 1187		<b>Requestor Email:</b>	derrick.k.day@wv.gov
Charleston	WV 25324-1187		
US			
<b>Vendor Contact Phone:</b>	855-807-6278	<b>Extension:</b>	229
<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		

**2026**  
 FILE LOCATION

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION	WV OFFICE OF TECHNOLOGY
OFFICE OF TECHNOLOGY	BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR	1900 KANAWHA BLVD E
CHARLESTON WV 25305	CHARLESTON WV 25305
US	US

CR 4-1-26

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

TZW 3/30/26  
**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Murphy 3/31/2026*  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
*John S. Gray*  
 DATE: *4/2/2026*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
*4-2-26*  
 DATE: *4-2-26*  
 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 04/03/26 through 04/02/27

Renewal Years/Months Remaining: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111609			HOUR	103.410000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Professional Database Engineer - YR1

**Extended Description:**

Professional Database Engineer:

\$103.41 hourly rate.

The actual hours used may vary depending on usage.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80111609			HOUR	105.480000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Professional Database Engineer - YR2

**Extended Description:**

Professional Database Engineer:

\$105.48 hourly rate.

The actual hours used may vary depending on usage.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80111609			HOUR	107.590000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Professional Database Engineer - YR3

**Extended Description:**

Professional Database Engineer:

\$105.48 hourly rate.

The actual hours used may vary depending on usage.



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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

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### 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	
<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>	Kanawha
<b>Control Number</b>	
<b>Charter State</b>	WV
<b>Excess Acres</b>	<a href="#">X Close</a>
<b>At Will Term</b>	A
<b>At Will Term Years</b>	M M: Hi, I'm SOLO! I can help you file your Annual Report. Pa
<b>Authorized Shares</b>	Young Entrepreneur Not Specified

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

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Member</b>	RICH EDWARDS P O 7318 CHARLESTON, WV, 25356
<b>Organizer</b>	RICH EDWARDS P O 7318 CHARLESTON, WV, 25356
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2025	
2024	
2023	
2022	
2021	
2020	
2019	
2018	

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2017
2016
2015
<b>Date filed</b>

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

Tuesday, March 31, 2026 — 11:22 AM

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Mar 30, 2026



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Aug 15, 2025



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Search Editor

- Any Words <sup>i</sup>
- All Words <sup>i</sup>
- Exact Phrase <sup>i</sup>

e.g. 123456789, Smith Corp

"smart shared services" ×

Entity ∨

Location ∨

Status ∧

- Active
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ERIC L. HOUSEHOLDER  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION

SAMANTHA WILLIS  
PURCHASING  
DIRECTOR

To: All State Agencies Under Purchasing Division  
From: Samantha Willis, Director & General Counsel  
WV Purchasing  
Date: March 18, 2026  
Re: \$100,000 Spending Requests

**MEMORANDUM**

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

**Renewal of agreement CMA ISC24\*04, Database Engineer Renewal, approximate cost of \$149,760.00.**

The Accompanying Request has been reviewed and approved by the following:

  
Agency Head

3-18-26  
Date

  
Cabinet Secretary/Department Head

3/18/26  
Date

Hello,

[jeremy.j.boykin@wv.gov](mailto:jeremy.j.boykin@wv.gov) has submitted a new Google Form on workflow Purchasing Request Form (PR1) from the wvot\_cso domain.

Please review the form responses then complete the approval module below:

smar:11490

Timestamp:1/30/2026 10:34:53

Email Address:[jeremy.j.boykin@wv.gov](mailto:jeremy.j.boykin@wv.gov)

Unit::Network/Mainframe

Manager Name::

Estimated Annual/One Time Cost::215000

Year 2-4 Cost, if applicable::

Requested Date Due::3/27/2026

Purchase for:: Solution Development Services - Professional Data Services

Type of Purchase::Other (Change Order, Renewal, etc)

:

Contract Reference: APO/CPO, ACT/CCT, AMA/CMA, ISC/OOT#, NA if applicable::CMA  
0210 4472 ISC24\*04

Description of item(s) to be purchased::Professional Database Engineer

Vendor(s), if known::Smart Shared Services

Justification of Purchase::n

If being purchased for another agency, which?::

Alternate Shipping Address::

Backup::

Fiscal Year:

Best regards,

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The previous Step has been approved by [allison.m.plants@wv.gov](mailto:allison.m.plants@wv.gov) .

The previous reviewer comment is : 2220-0210-0231-4472-13000-3214-3558 2026