



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
**Delivery Order**

Order Date: 04-14-2026

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>	CDO 0506 3722 BPH2000000001 12	<b>Change Order No:</b>	2	<b>Procurement Folder:</b>	722338
<b>Document Name:</b>	WV Assoc. of Rehabilitation Facilities PR # FIN20-078			<b>Reason for Modification:</b>	
<b>Document Description:</b>	Administrative Services Assistant I 05/28/20 - 05/27/21			CO 2 - To cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.	
<b>Procurement Type:</b>	Central Delivery Order				
<b>Buyer Name:</b>	Mark A Atkins				
<b>Telephone:</b>	(304) 558-2307				
<b>Email:</b>	mark.a.atkins@wv.gov				
<b>Shipping Method:</b>	Best Way			<b>Master Agreement Number:</b> CMA 0212 TEMP16A 12	
<b>Free on Board:</b>	FOB Dest, Freight Prepaid				

VENDOR		DEPARTMENT CONTACT			
<b>Vendor Customer Code:</b>	000000204796	<b>Requestor Name:</b>	Erin C Basham		
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 400 PATTERSON LN		<b>Requestor Phone:</b>	304-356-4097		
CHARLESTON WV 25311		<b>Requestor Email:</b>	erin.c.basham@wv.gov		
US					
<b>Vendor Contact Phone:</b>	681-661-0143			<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
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH CENTRAL FINANCE 350 CAPITOL ST, RM 206 CHARLESTON WV 25301-3717 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH CENTRAL FINANCE 350 CAPITOL ST, RM 206 CHARLESTON WV 25301-3717 US

<b>Total Order Amount:</b>	\$14,604.42
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Purchasing Division's File Copy

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *4/20/2026*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
 DATE: *4-20-26*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change order 2 is to cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Original Contract Total: \$33,289.21  
Change Order # Decrease: (\$ 18,684.79)  
New Contract Total: \$14,604.42

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111613	512.50000	HOUR	\$15.4600	\$7,923.25
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-05-28	2020-09-13				

**Commodity Line Description:** Administrative Services Assistant I

**Extended Description:**

CO 2 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

\*\*\*Administrative Services Assistant I- Jordan Cole\*\*\*  
Central Finance  
05/28/20 - 09/13/20  
TEMP16A

See Synopsis Award Pages (Revised 07/15/2019) for contract pricing.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80111613	0.00000	HOUR	\$23.1900	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-05-28	2020-09-13				

**Commodity Line Description:** Administrative Services Assistant I - Overtime Worked

**Extended Description:**

CO 2 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Line item is for the Overtime Rate based on CL1 Unit price x 1.5 (time and a half)  
\*\*\*Administrative Services Assistant - Jordan Cole\*\*\*  
Central Finance  
05/28/20-09/13/20  
TEMP16A

See Synopsis Award Pages (Revised 07/15/2019) for contract pricing.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80111613	422.59139	HOUR	\$15.8100	\$6,681.17
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-09-14	2021-05-27				

**Commodity Line Description:** Administrative Services Assistant II

**Extended Description:**

CO 2 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

\*\*\*Administrative Services Assistant II- Jordan Cole\*\*\*  
Central Finance  
09/14/20 - 05/27/21  
TEMP16A

See Synopsis Award Pages (Revised 07/15/2019) for contract pricing.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80111613	0.00000	HOUR	\$23.7200	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-09-14	2021-05-27				

**Commodity Line Description:** Administrative Services Assistant 2 - Overtime Worked

**Extended Description:**

CO 2 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Line item is for the Overtime Rate based on CL3 Unit price x 1.5 (time and a half)

\*\*\*Administrative Services Assistant 2 - Jordan Cole\*\*\*

Central Finance  
09/14/20-05/27/21  
TEMP16A

See Synopsis Award Pages (Revised 07/15/2019) for contract pricing.



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH  
CENTRAL FINANCE OFFICE

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

March 27, 2026

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC  
400 PATTERSON LN  
Charleston, WV 25311

Re: Cancellation of Balance  
PO#: CDO BPH2000000001

Dear Vendor:

The above referenced Purchase Order in the amount of \$33,289.21 was issued on April 22, 2020. We are requesting your approval to cancel the remaining balance of \$18,684.79 that still exists on purchase order CDO BPH2000000001.

Your signature on the line below will acknowledge that you concur with this action and there are no outstanding invoices against this purchase order. Please mail this letter back to my attention at 350 Capitol Street Room 206, Charleston, WV 25301, or email to me at [erin.c.basham@wv.gov](mailto:erin.c.basham@wv.gov). Failure to receive written exception to this cancellation by April 10, 2026, will also constitute your concurrence with our cancellation plan.

This cancellation does not impact current or future contracts which you may have with this office. It pertains to this specific contract only.

If you have questions or need additional information, please email me at [erin.c.basham@wv.gov](mailto:erin.c.basham@wv.gov).

Sincerely,

Erin Basham  
Bureau for Public Health

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Signature

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Date

Agreed

*Heather White*

4/14/26, 10:22 AM

State of West Virginia Mail - Re: Requesting Cancellation of Balance multiple ADOs



Basham, Erin C <erin.c.basham@wv.gov>

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## Re: Requesting Cancellation of Balance multiple ADOs

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Basham, Erin C <erin.c.basham@wv.gov>

Fri, Mar 27, 2026 at 8:24 AM

To: Jessica Osbin <josbin@wvarf.org>

Cc: Sabrina Jones <Sjones@wvarf.org>, Trey R Morris <trey.r.morrisiii@wv.gov>, DH CFU Invoices <dhcfuinvoices@wv.gov>

Hello,

Thank you Jessica, I'll get these processed asap

I just noticed that I made a mistake on the memo for CDO BPH20\*001, do you mind signing the corrected version please

Thanks,

Erin

[Quoted text hidden]

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 **CDO\_BPH20\_001\_Close\_out.docx.pdf**  
138K

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**Business Organization Detail**

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**THE WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC.**

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	5/8/1973		5/8/1973	Domestic	Non-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> 0.0000
<b>Charter County</b>	Kanawha	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	0.000000
<b>Authorized Shares</b>	0	<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Designated Office Address</b>	400 PATTERSON LANE CHARLESTON, WV, 25311
<b>Notice of Process Address</b>	NITA HOBBS 400 PATTERSON LANE CHARLESTON, WV, 25311
<b>Principal Office Address</b>	400 PATTERSON LANE CHARLESTON, WV, 25311 USA
<b>Principal Office Mailing Address</b>	PO BOX 6764 CHARLESTON, WV, 25362 USA
Type	Address

Officers	
Type	Name/Address
<b>Director</b>	NITA HOBBS 563 BURROUGHS STREET MORGANTOWN, WV, 26505
<b>Incorporator</b>	GEORGE W. KESSINGER 1018 WILKIE DR CHARLESTON, WV, 25301 USA
<b>Incorporator</b>	TIMOTHY J. ATKINSON 180 B. ST KEYSER, WV, 26726 USA
<b>President</b>	JOHN EMPSON 22 CAPITOL STREET CHARLESTON, WV, 25301
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
CROSSROADS INDUSTRIES	TRADENAME	8/28/1995	
WVARF	TRADENAME	9/30/2004	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
3/21/2014	AMENDMENT FILED: SEE IMAGE
6/4/2010	FILED AMENDING BY-LAWS
5/26/2009	AMEND FILED ADDING 501C3 LANGUAGE AND AMENDING BYLAWS
11/18/1985	AMEND; BY LAWS
Date	Amendment

Annual Reports	
Filed For	
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For more information, please contact the Secretary of State's Office at 304-556-8000.

Monday, April 20, 2026 — 8:13 AM

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"the west virginia association of rehabilitation facilities"

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