



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: 01-09-2025

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 0323 0323 WWV2400000003 3	Procurement Folder:	1321321
Document Name:	CO #2 Monitoring Services up to seven (7) LWDBs	Reason for Modification:	
Document Description:	CO #2 Monitoring Services up to seven (7) LWDBs	CO #2 To Renew Contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-01-23
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-01-22

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000007569	Requestor Name:	Debra K Morgan
Maher Duessel		Requestor Phone:	(304) 558-2631
503 MARTINDALE ST STE 600		Requestor Email:	debra.k.morgan@wv.gov
PITTSBURGH	PA		
US	15212		
Vendor Contact Phone:	412.535.5550		
Extension:			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

2025
FILE LOCATION _____

INVOICE TO	SHIP TO
FISCAL AND ADMINISTRATIVE MANAGEMENT - 5301 WORKFORCE WEST VIRGINIA 1900 KANAWHA BLVD, EAST BLDG 3, 3RD FLOOR, SUITE 300 CHARLESTON WV 25305 US	OFFICE OF ADMIN SUPPORT - 5302 WORKFORCE WEST VIRGINIA 1900 KANAWHA BLVD E BLDG 3, 8TH FLOOR CHARLESTON WV 25305 US

CR 1-13-25

Total Order Amount: Open End

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION

DATE: *1/13/2025*
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *1/17/2025*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *1-31-25*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order #02 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 01/23/2025 through 01/22/2026

Renewal Years Remaining: (2)

NO OTHER CHANGES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80000000			HOUR	180.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Program Monitoring, Partner/Director Year 1

Extended Description:

Program Monitoring for seven (7) LWDBs per the specifications attached herein.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80000000			HOUR	145.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Program Monitoring, Associate Year 1

Extended Description:

Program Monitoring for seven (7) LWDBs per the specifications attached herein.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80000000			HOUR	100.000000
	Service From	Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Program Monitoring Administrative Assistant Year 1

Extended Description:

Program Monitoring for seven (7) LWDBs per the specifications attached herein.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80000000			HOUR	180.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Fiscal Monitoring, Partner/Director Year 1

Extended Description:

Fiscal Monitoring for seven (7) LWDBs per the specifications attached herein.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80000000			HOUR	145.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Fiscal Monitoring, Associate Year 1

Extended Description:

Fiscal Monitoring for seven (7) LWDBs per the specifications attached herein..

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	80000000			HOUR	100.000000

Service From	Service To	Service Contract Amount
		0.00

Commodity Line Description: Fiscal Monitoring,Administrative Assistant Year 1

Extended Description:

Fiscal Monitoring for seven (7) LWDBs per the specifications attached herein.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	80000000			HOUR	190.000000

Service From	Service To	Service Contract Amount
		0.00

Commodity Line Description: Program Monitoring, Partner/Director Year 2

Extended Description:

Program Monitoring for seven (7) LWDBs per the specifications attached herein.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	80000000			HOUR	150.000000

Service From	Service To	Service Contract Amount
		0.00

Commodity Line Description: Program Monitoring, Associate Year 2

Extended Description:

Program Monitoring for seven (7) LWDBs per the specifications attached herein.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	80000000			HOUR	105.000000

Service From	Service To	Service Contract Amount
		0.00

Commodity Line Description: Program Monitoring Administrative Assistant Year 2

Extended Description:

Program Monitoring for seven (7) LWDBs per the specifications attached herein.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	80000000			HOUR	190.000000

Service From	Service To	Service Contract Amount
		0.00

Commodity Line Description: Fiscal Monitoring, Partner/Director Year 2

Extended Description:

Fiscal Monitoring for seven (7) LWDBs per the specifications attached herein.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	80000000			HOUR	150.000000

Service From	Service To	Service Contract Amount
		0.00

Commodity Line Description: Fiscal Monitoring, Associate Year 2

Extended Description:

Fiscal Monitoring for seven (7) LWDBs per the specifications attached herein..

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	80000000			HOUR	105.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Fiscal Monitoring,Administrative Assistant Year 2

Extended Description:
Fiscal Monitoring for seven (7) LWDBs per the specifications attached herein.

January 3, 2025

Maher Duessel
503 Martindale St., Suite 600
Pittsburgh, PA 15212

Re: CO #2 CMA WWV2400000003

Workforce West Virginia is offering to renew the above referred CMA for Monitoring Services for up to seven (7) LWBD' s.

By signing below Maher Duessel indicates their agreement to the renewal for the service period of 01/23/2025 through 01/22/2026

Please return to me via email @ Tina.L.Lesavich@wv.gov

Thank you.



WorkForce West Virginia

1/9/2025

Date



Maher Duessel

January 6, 2025

Date

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10-Brandon Barr</u> Date: <u>1/13/2025</u> Solicitation No. <u>CMA WWV24*03</u>	Agency: WorkForce West Virginia Procurement Officer Submitting Requisition: Tina Lesavich Requisition No. CMA WWV2400000003 PF No.: 1321321
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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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____

1/13/2025

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Business Organization Detail

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MAHER DUESSEL

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/9/2015		12/9/2015	Foreign	Profit			

Organization Information			
Business Purpose	5412 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Accounting/Tax Prep/Bookkeeping/Payroll Services (CPAs)		Capital Stock
Charter County			Control Number 9ACHL
Charter State	PA	Excess Acres	
At Will Term			Member Managed
At Will Term Years			Par Value
Authorized Shares			Young Entrepreneur Not Specified

Addresses	
Type	Address
Mailing Address	D.L. CLARK BUILDING 503 MARTINDALE STREET, SUITE 600 PITTSBURGH, PA, 15212 USA
Notice of Process Address	STACY VERNIER MAHER DUESSEL D.L. CLARK BUILDING, 503 MARTINDALE ST., STE 600 PITTSBURGH, PA, 15212
Principal Office Address	D.L. CLARK BUILDING 503 MARTINDALE STREET, SUITE 600 PITTSBURGH, PA, 15212 USA
Type	Address

Officers	
Type	Name/Address
Director	JEFFREY W. KENT D.L. CLARK BUILDING 503 MARTINDALE ST., STE 600 PITTSBURGH, PA, 15212
President	TIMOTHY J. MORGUS D.L. CLARK BUILDING 503 MARTINDALE STREET, SUITE 600 PITTSBURGH, PA, 15212
Type	Name/Address

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