



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: 04-08-2025

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 9612 WWV2400000006 2	Procurement Folder:	1386003
Document Name:	CO #1 Auditing Services	Reason for Modification:	
Document Description:	CO #1 Auditing Services	CO #1	To Renew Contract
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-05-31
Free on Board:	FOB Ship Pt, Freight Collect	Effective End Date:	2026-05-30

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000202390	Requestor Name:	Tina L Lesavich
SUTTLE & STALNAKER PLLC		Requestor Phone:	304-558-2631
THE VIRGINIA CTR STE 100		Requestor Email:	tina.l.lesavich@wv.gov
CHARLESTON	WV	25301	
US			
Vendor Contact Phone:	304-343-4126	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	OFFICE OF ADMIN SUPPORT - 5302
WORKFORCE WEST VIRGINIA	WORKFORCE WEST VIRGINIA
1900 KANAWHA BLVD, EAST	1900 KANAWHA BLVD E
BLDG 3, 3RD FLOOR, SUITE 300	BLDG 3, 8TH FLOOR
CHARLESTON	CHARLESTON
WV 25305	WV 25305
US	US

4/10/25 6L

Purchasing Division's File Copy

Total Order Amount:

Open End

PURCHASING DIVISION AUTHORIZATION

DATE: *M. X. Ott* - 4/10/2025
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *9.2.2. Jones*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *4-17-25*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order #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 05/31/2025 through 05/30/2026

Renewal Years Remaining: (2)

NO OTHER CHANGES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	93151608			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: HOURLY SERVICES

Extended Description:

Please See Exhibit A Pricing Page for Contract Pricing

April 2, 2025

Suttle & Stalnaker PLLC
The Virginia Ctr Ste 100
Charleston, WV 25301

Re: CO #1 CMA WWV2400000006

WorkForce West Virginia is offering to renew the above-mentioned CMA for Auditing Services.

By signing below Suttle & Stalnaker PLLC indicates their agreement to the renewal for the service period of 05/31/2025 through 05/30/2026.

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

Thank you.



WorkForce West Virginia

4-8-25

Date



Suttle & Stalnaker PLLC

4/7/2025

Date

**DEPARTMENT OF COMMERCE
PURCHASE REQUEST/ORDER AUTHORIZATION
OVER \$50,000**

AGENCY INFORMATION:

REQUESTING AGENCY: WorkForce West Virginia DIVISION: Procurement
Name: Tina Lesavich Program: AS&T
Date: 03/17/2025 Date Needed (NOT ASAP): 05/31/2025

WVOASIS ACCOUNT INFORMATION: General Revenue ☐ Special Revenue ☐ Federal Revenue ☒
Fund: 3450 Sub Fund: _____ Department: 0323 Unit: 9612 Program: AS&T
Sub Unit: _____ Appr. Unit: 09900 Object: 3207 Sub Object: 3484 Prog. Period: ALL

ITEM INFORMATION: One-time Purchase ☐ On-going Purchase ☐ Bid Process Required ☒

Quantity	Description	Suggested Vendor	Estimated Cost
12 Months	Co #1 to renew contract for auditing services	Sutle & Stalnaker PLLC	\$70,000.00

Explanation of Purchase: CO #1 to renew contract for auditing services CMA WWV24*06
Effective date: 05/31/25 to 05/30/26

APPROVALS:

Agency Head/Designee: Scott Cedar
Agency Purchasing Agent/Procurement Officer: Tina Lesavich
Commerce Chief Financial Officer: Tyler Shannon
Secretary of Commerce/Designee: [Signature]

Date Ordered: _____ Date Received: _____

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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.

SUTTLE & STALNAKER, A PROFESSIONAL LIMITED LIABILITY COMPANY

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	6/23/1997		6/23/1997	Domestic	Profit		6/23/2027	

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	Kanawha	Control Number	0
Charter State	WV	Excess Acres	
At Will Term	T	Member Managed	MGR
At Will Term Years	30	Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	1411 VIRGINIA STREET E SUITE 100 CHARLESTON, WV, 25301
Mailing Address	1411 VIRGINIA STREET, E. SUITE 100 CHARLESTON, WV, 25301 USA
Notice of Process Address	PATRICIA CLARK 1411 VIRGINIA STREET E STE 100 CHARLESTON, WV, 25301
Principal Office Address	1411 VIRGINIA ST E SUITE 100 CHARLESTON, WV, 25301 USA
Type	Address

Officers	
Type	Name/Address
Manager	PATRICIA CLARK 1411 VIRGINIA STREET, E. SUITE 100 CHARLESTON, WV, 25301
Member	ROBERT C. NEWTON 1411 VIRGINIA STREET E STE 100 CHARLESTON, WV, 25301 USA
Member	WALLACE F. SUTTLE, II 1411 VIRGINIA STREET E STE 100 CHARLESTON, WV, 25301 USA



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Search

All Words

e.g. 1606N020Q02



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Simple Search

Search Editor

- ☐ Any Words
- ☐ All Words
- ☐ Exact Phrase

e.g. 123456789, Smith Corp

"SUTTLE & STALNAKER, A PROFESSIONAL LIMITED LIABILITY COMPANY"

Entity

Location

Status

- ☒ Active
- ☐ Inactive

Reset

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusion



No matches found

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10-Brandon Barr</u> Date: <u>4/10/2025</u> Solicitation No. <u>CMA WWV24*06</u>	Agency: WorkForce West Virginia Procurement Officer Submitting Requisition: Tina Lesavich Requisition No. CMA WWV2400000006 PF No.: 1386003
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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: _____

4/10/2025