



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: 03-25-2025

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 0705 0705 LOT2200000006 4	Procurement Folder:	1026180
Document Name:	NIGHTLY DRAWING AUDITING SERVICES	Reason for Modification:	
Document Description:	NIGHTLY DRAWING AUDITING SERVICES	Change Order No. 3 - to renew contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-07-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-06-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000202390 SUTTLE & STALNAKER PLLC THE VIRGINIA CTR STE 100 CHARLESTON WV 25301 US Vendor Contact Phone: 304-343-4126 Extension:	Requestor Name: Thomas P Hymes Requestor Phone: 304-558-2350 Requestor Email: thymes@wvlottery.com																				
Discount Details:	2025 FILE LOCATION _____																				
<table><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No		
		Discount Allowed	Discount Percentage	Discount Days																	
#1		No	0.0000	0																	
#2		No																			
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE LOTTERY PO BOX 2067 CHARLESTON WV 25327-2067 US	PURCHASING LOTTERY 900 PENNSYLVANIA AVE CHARLESTON WV 25302 US

ocr 3/26/25

Purchasing Division's File Copy

Total Order Amount:

Open End

PURCHASING DIVISION AUTHORIZATION

DATE: *M. A. G. 3/26/2025*
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *2/26/2025*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *4-1-25*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order 3 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 dates of renewal: 07/01/25 - 06/30/26

Renewals Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	84111500			HOUR	120.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: AUDITING SERVICES

Extended Description:

PUBLIC DRAWING AUDIT SERVICES TO WITNESS PUBLIC DRAWINGS, VERIFY DISPOSAL OF INSTANT TICKETS,AND AUDIT TRAVEL KENO DRAWINGS AND CASH POP PER ATTACHED.



P.O. BOX 2067
CHARLESTON, WV 25327

JOHN A. MYERS
DIRECTOR

PHONE: 304.558.0500
wvlottery.com

February 25, 2025

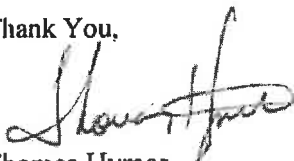
Mr. Chris Lambert
Suttle & Stalnaker PLLC
The Virginia Center, Suite 100
1411 Virginia St. East
Charleston, WV 25301

Subject: Change Order #3 – Renewal – CMA LOT2200000006 – Nightly Drawing Auditing Services

Subject to the approval of the West Virginia Purchasing Division and the Attorney General's Office, the West Virginia Lottery is offering to renew the subject contract under the same terms, conditions and pricing as the original contract. This renewal will be for a twelve (12) month period. The renewal dates are from July 1, 2025, through June 30, 2026.

If your company agrees to this renewal, please sign and date below and return to my attention as soon as possible.

Thank You,


Thomas Hymes
Procurement Specialist, Senior
West Virginia Lottery

Attachment

We agree to renew the subject contract for the period as stated above under the same terms and conditions and pricing in the original contract.


Name/Signature

2/26/2025
Date

Member
Title

304-343-4126
Phone Number

CSLambert@suttlecpas.com
Email

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10-Brandon Barr</u> Date: <u>3/25/2025</u> Solicitation No. <u>CMA LOT22*06 CD1</u>	Agency: Lottery <hr/> Procurement Officer Submitting Requisition: Thomas Hymes <hr/> Requisition No. CMA LOT2200000006 <hr/> PF No.: 1026180
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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: _____

3/25/2025

From: [John Myers](#)
To: [Thomas Hymes](#)
Cc: [Michelle Painter](#); [Crystal Crouch](#)
Subject: FW: APPROVALS
Date: Tuesday, March 25, 2025 10:17:01 AM
Attachments: [3.10.25 LOT24 - 6 Lottery Bldg. HVAC.pdf](#)
[3.10.25 LOT22-6 Lottery Nightly Drawing Auditing.pdf](#)
[3.10.25 LOT22-2 - Audit & Mgmt Advisory Svcs.pdf](#)

My apologies folks. Usually they send these to the originator and copy me. Looks like they were only sent to me and I didn't catch it.

John

From: Torlone, Kathy A <kathy.a.torlone@wv.gov>
Sent: Monday, March 10, 2025 5:01 PM
To: John Myers <JMyers@wvlottery.com>
Subject: APPROVALS

John -
Secretary Nelson approved three > \$100K spending requests for Lottery today.

Please be aware that the Governor's Office no longer requires their approval on these.

Let me know if you have any questions.

Thanks,

--

**Kathy Torlone | Executive Assistant
to the Cabinet Secretary
WV Department of Revenue
Bldg. 1, W-300
1900 Kanawha Boulevard, East
Charleston, WV 25305
O 304.558.0755 | kathy.a.torlone@wv.gov**

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 *SLW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey 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.

LOT 22 000000006 *Lottery Nightly Drawing Auditing*

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

[Signature]
Agency Head

2/25/25
Date

[Signature]
Cabinet Secretary/Department Head

3-10-25
Date

Governor's Office Representative

Date

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Business Organization Detail

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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
Member	CHRISTOPHER D. DEWEESE 1411 VIRGINIA STREET E STE 100 CHARLESTON, WV, 25301 USA
Member	CHRISTOPHER S. LAMBERT (SEE COMMENT SCREEN FOR ADD. MEMBERS) 1411 VIRGINIA STREET E STE 100 CHARLESTON, WV, 25301 USA
Organizer	WALLACE F. SUTTLE DAVID H. STALNAKER, ROBERT C. NEWTON HORACE W. EMERY
Organizer	1560 KANAWHA BLVD, EAST, CHAS. WV 25311
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
SUTTLE & STALNAKER PLLC	TRADENAME	1/26/2004	
DBA Name	Description	Effective Date	Termination Date

Mergers

Merger Date	Merged	Merged State	Survived	Survived State
8/1/2023	SOMERVILLE & COMPANY, P.L.L.C.	WV	SUTTLE & STALNAKER, A PROFESSIONAL LIMITED LIABILITY COMPANY	WV
Merger Date	Merged	Merged State	Survived	Survived State

Annual Reports

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