



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: 05-04-2022

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 WWV2000000011 3	Procurement Folder:	702505
Document Name:	Change Order 2- To add Year Three Services	Reason for Modification:	Change Order No. 2 - issued to add third year renewal services
Document Description:	Auditing Services		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2020-06-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-05-31

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000202390	Requestor Name:	Debra K Morgan
SUTTLE & STALNAKER PLLC THE VIRGINIA CTR STE 100  CHARLESTON WV 25301 US		Requestor Phone:	(304) 558-2631
Vendor Contact Phone:	304-343-4126	Requestor Email:	debra.k.morgan@wv.gov
Extension:			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

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, EAST BLDG 3, 3RD FLOOR, SUITE 300 CHARLESTON WV 25305 US

Purchasing Division's File Copy

Total Order Amount:

Open End

ENTERED

5/19/2022

PURCHASING DIVISION AUTHORIZATION  
DATE: *Linda Harper*  
5/19/2022  
ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION  
DATE: *Melvin J. Stiles*  
MAY 25 2022  
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 June 01, 2022 through May 31, 2023

Renewal Years/Months Remaining: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	93151608			HOUR	130.000000
	Service From	Service To			

**Commodity Line Description:** PHASE I  
ENTRANCE CONFERENCE

**Extended Description:**

PHASE I

ENTRANCE CONFERENCE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	93151608			HOUR	130.000000
	Service From	Service To			

**Commodity Line Description:** PHASE I  
DETAILED AUDIT PLAN

**Extended Description:**

PHASE 1

DETAILED AUDIT PLAN

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	93151608			HOUR	130.000000
	Service From	Service To			

**Commodity Line Description:** PHASE I  
WV REPORTS & FINANCIAL STATEMENTS

**Extended Description:**

PHASE I

WORKFORCE WV REPORTS &amp; FINANCIAL STATEMENTS FOR REVIEW

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	93151608			Hour	130.000000
	Service From	Service To			

Commodity Line Description: PHASE II  
REVISED DRAFT

Extended Description:  
PHASE II

REVISED DRAFT WITH ALL REQUESTS CHANGED AND MODIFICATION OF WORKFORCE WEST VIRGINIA REPORTS AND FINANCIAL STATEMENTS FOR REVIEW

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	93151608			Hour	130.000000
	Service From	Service To			

Commodity Line Description: PHASE II  
DRAFT SUBMITTED TO FARS

Extended Description:  
PHASE II

DRAFT SUBMITTED TO THE FINANCIAL ACCOUNTING AND REPORTING SECTION (FARS) OF THE WV DEPARTMENT OF ADMINISTRATION WITH COPIES TO EXECUTIVE DIRECTOR OF WORKFORCE WEST VIRGINIA AND DIRECTOR OF FAM

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	93151608			Hour	130.000000
	Service From	Service To			

Commodity Line Description: PHASE III  
UNSIGNED FINAL DRAFT

Extended Description:  
PHASE III

UNSIGNED FINAL DRAFT WITH ALL MODIFICATIONS TO WORKFORCE WEST VIRGINIA MANAGEMENT FOR FINAL REVIEW

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	93151608			Hour	130.000000
	Service From	Service To			

Commodity Line Description: PHASE III  
FINAL SIGNED REPORT

Extended Description:  
PHASE III

FINAL SIGNED REPORT SUBMITTED TO WORKFORCE WEST VIRGINIA AND FARS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	93151608			Hour	130.000000
	Service From	Service To			

Commodity Line Description: HOURLY SERVICES

Extended Description:  
HOURLY SERVICES

\*\*Rate per Hour for Accounting, Auditing, and Consulting Services

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	93151608			HOUR	135.000000
	Service From	Service To			

Commodity Line Description: YEAR TWO PHASE I  
ENTRANCE CONFERENCE

Extended Description:  
YEAR TWO PHASE I

ENTRANCE CONFERENCE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	93151608			HOUR	135.000000
	Service From	Service To			

Commodity Line Description: YEAR TWO PHASE I  
DETAILED AUDIT PLAN

Extended Description:  
YEAR TWO PHASE 1

DETAILED AUDIT PLAN

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	93151608			HOUR	135.000000
	Service From	Service To			

Commodity Line Description: YEAR TWO PHASE I  
WWV REPORTS & FINANCIAL STATEMENTS

Extended Description:  
YEAR TWO PHASE I

WORKFORCE WV REPORTS & FINANCIAL STATEMENTS FOR REVIEW

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	93151608			HOUR	135.000000
	Service From	Service To			

Commodity Line Description: YEAR TWO PHASE II  
REVISED DRAFT

Extended Description:  
YEAR TWO PHASE II

REVISED DRAFT WITH ALL REQUESTS CHANGED AND MODIFICATION OF WORKFORCE WEST VIRGINIA REPORTS AND FINANCIAL STATEMENTS FOR REVIEW

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	93151608			HOUR	135.000000
	Service From	Service To			

Commodity Line Description: YEAR TWO PHASE II  
DRAFT SUBMITTED TO FARS

Extended Description:  
YEAR TWO PHASE II

DRAFT SUBMITTED TO THE FINANCIAL ACCOUNTING AND REPORTING SECTION (FARS) OF THE WV DEPARTMENT OF ADMINISTRATION WITH COPIES TO EXECUTIVE DIRECTOR OF WORKFORCE WEST VIRGINIA AND DIRECTOR OF FAM

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	93151608			Hour	135.000000
	Service From	Service To			

Commodity Line Description: YEAR TWO PHASE III  
UNSIGNED FINAL DRAFT

Extended Description:  
YEAR TWO PHASE III

UNSIGNED FINAL DRAFT WITH ALL MODIFICATIONS TO WORKFORCE WEST VIRGINIA MANAGEMENT FOR FINAL REVIEW

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	93151608			Hour	135.000000
	Service From	Service To			

Commodity Line Description: YEAR TWO PHASE III  
FINAL SIGNED REPORT

Extended Description:  
YEAR TWO PHASE III

FINAL SIGNED REPORT SUBMITTED TO WORKFORCE WEST VIRGINIA AND FARS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	93151608			Hour	135.000000
	Service From	Service To			

Commodity Line Description: YEAR TWO HOURLY SERVICES

Extended Description:  
YEAR TWO HOURLY SERVICES

\*\*Rate per Hour for Accounting, Auditing, and Consulting  
Services

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	93151608			Hour	140.000000
	Service From	Service To			

Commodity Line Description: YEAR THREE PHASE I  
ENTRANCE CONFERENCE

Extended Description:  
YEAR THREE PHASE I

ENTRANCE CONFERENCE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	93151608			Hour	140.000000
	Service From	Service To			

Commodity Line Description: YEAR THREE PHASE I  
DETAILED AUDIT PLAN

Extended Description:  
PHASE 1

DETAILED AUDIT PLAN

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	93151608			Hour	140.000000
	Service From	Service To			

Commodity Line Description: YEAR THREE PHASE I  
WV REPORTS & FINANCIAL STATEMENTS

Extended Description:  
YEAR THREE PHASE I

WORKFORCE WV REPORTS & FINANCIAL STATEMENTS FOR REVIEW

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	93151608			Hour	140.000000
	Service From	Service To			

Commodity Line Description: YEAR THREE PHASE II  
REVISED DRAFT

Extended Description:  
YEAR THREE PHASE II

REVISED DRAFT WITH ALL REQUESTS CHANGED AND MODIFICATION OF WORKFORCE WEST VIRGINIA REPORTS AND FINANCIAL STATEMENTS FOR REVIEW

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	93151608			Hour	140.000000
	Service From	Service To			

Commodity Line Description: YEAR THREE PHASE II  
DRAFT SUBMITTED TO FARS

Extended Description:  
YEAR THREE PHASE II

DRAFT SUBMITTED TO THE FINANCIAL ACCOUNTING AND REPORTING SECTION (FARS) OF THE WV DEPARTMENT OF ADMINISTRATION WITH COPIES TO EXECUTIVE DIRECTOR OF WORKFORCE WEST VIRGINIA AND DIRECTOR OF FAM

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	93151608			Hour	140.000000
	Service From	Service To			

Commodity Line Description: YEAR THREE PHASE III  
UNSIGNED FINAL DRAFT

Extended Description:  
YEAR THREE PHASE III

UNSIGNED FINAL DRAFT WITH ALL MODIFICATIONS TO WORKFORCE WEST VIRGINIA MANAGEMENT FOR FINAL REVIEW

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	93151608			Hour	140.000000
	Service From	Service To			

Commodity Line Description: YEAR THREE PHASE III  
FINAL SIGNED REPORT

Extended Description:  
YEAR THREE PHASE III

FINAL SIGNED REPORT SUBMITTED TO WORKFORCE WEST VIRGINIA AND FARS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	93151608			HOUR	140.000000
	Service From	Service To			

Commodity Line Description: YEAR THREE HOURLY SERVICES

Extended Description:  
YEAR THREE HOURLY SERVICES

\*\*Rate per Hour for Accounting, Auditing, and Consulting  
Services



April 5, 2021

Suttle & Stalknaker PLLC  
The Virginia CTR STE 100  
Charleston, WV 25301

RE: Renewal of CMA WWV200000011

WorkForce West Virginia is offering to renew subject contract under the same terms and conditions and pricing as contained in the original contract and all approved change orders to add third year services. The renewal dates of service are June 1, 2022 – May 31, 2023. If Suttle & Stalknaker agrees to this renewal, please sign below and return to me via email.

Should you have questions please contact me.

Regards,



Debbie Morgan

We agree to renew the contract for the period stated above under the same terms and conditions and pricing shown under the original contract, WWV200000011

Kelly Snafin, Member

Date 4/29/2022

Suttle & Stalknaker