



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: 04-22-2022

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 0402 0020 EDD2000000007 3	Procurement Folder:	725417
Document Name:	DUE PROCESS HEARING OFFICERS FOR IDEA DISPUTE	Reason for Modification:	Change Order No. 2 - contract renewal
Document Description:	Change Order #2		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2020-07-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-06-30

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000022095			Requestor Name:	Melody A Cochran
JAMES W WITHROW 236 EUREKA RD				Requestor Phone:	(304) 558-7805
CHARLESTON WV 25314				Requestor Email:	melody.cochran@k12.wv.us
US				<div style="font-size: 48pt; font-weight: bold;">22</div> FILE LOCATION _____	
Vendor Contact Phone:	3047412922	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
OFFICE OF FINANCE & INTERNAL OPERATIONS DEPARTMENT OF EDUCATION BLDG 6, RM 700 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	SECRETARY DEPARTMENT OF EDUCATION OFFICE OF FEDERAL PROGRAMS 1900 KANAWHA BLVD E, BLDG 6 RM 700 CHARLESTON WV 25305 US

Total Order Amount:	Open End
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Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION
Lunda Harper
 DATE: 4-27-2022
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
John S. Granger
 DATE: 5/2/2022
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
[Signature]
 DATE: 5/3/2022
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 2

Change Order No. 2 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: 07/01/2022 through 06/30/2023

Renewals Remaining: One (1)

All provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80122001			HOUR	195.000000
	Service From	Service To			

Commodity Line Description: DUE PROCESS HEARING OFFICER FOR IDEA DISPUTE

Extended Description:

DUE PROCESS HEARING OFFICER FOR IDEA DISPUTE RESOLUTION.

THE HOURLY RATE OF THE SERVICES ARE INCLUSIVE OF ALL PREPARATION AND MATERIALS, HEARING AND DECISION WRITING.

NOTE: THE VENDOR SHALL BE RESPONSIBLE FOR ALL MILEAGE, TRAVEL, COPYING, AND OTHER COSTS, INCLUDING TRAVEL COSTS, ASSOCIATED WITH PERFORMANCE OF THIS CONTRACT. ANY ANTICIPATED MILEAGE, TRAVEL OR OTHER COSTS MAY BE INCLUDED IN THE HOURLY RATE.



1900 Kanawha Boulevard, East, Building 6 • Charleston, WV 25305
wvde.us

April 6, 2022

James W. Withrow
236 Eureka Road
Charleston, WV 25314

Subject: CMA 0402 EDD200000007 Contract Renewal – Change Order No. 2
DUE PROCESS HEARING OFFICER FOR IDEA DISPUTE

The West Virginia Department of Education is offering to renew subject contract under the same terms, conditions, pricing and specifications as contained in the original contract and all approved change orders. The renewal dates are July 1, 2022 through June 30, 2023. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

Remaining renewals: 1 (one)

Also, attached is the Purchasing Affidavit that is to be part of the purchase order and is required to be notarized, signed and dated.

Please call if you have any questions.

Very truly yours,

Sheila Paitsel
Director
Office of Federal Programs

***Vendor signature required below:**

We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.

	4-20-22	James Withrow	Vendor
Name/Signature	Date		
Owner			
Title			

Attachment