



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
**Contract**

Order Date: 02-17-2023

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CCT 0209 4307 FAR2200000002 5	<b>Procurement Folder:</b>	1019628
<b>Document Name:</b>	Comprehensive Annual Financial Report (CAFR)	<b>Reason for Modification:</b>	CO #4 Increase current contract amount
<b>Document Description:</b>	Comprehensive Annual Financial Report and Single Audit		
<b>Procurement Type:</b>	Central Sole Source		
<b>Buyer Name:</b>	Melissa Pettrey		
<b>Telephone:</b>	(304) 558-0094		
<b>Email:</b>	melissa.k.pettrey@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2022-03-21
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2023-03-20

VENDOR		DEPARTMENT CONTACT																
<b>Vendor Customer Code:</b>	000000177557	<b>Requestor Name:</b>	Sarah H Long															
ERNST & YOUNG LLP 500 VIRGINIA ST E		<b>Requestor Phone:</b>	(304) 558-4331															
CHARLESTON WV 25301-2164 US		<b>Requestor Email:</b>	sarah.h.long@wv.gov															
<b>Vendor Contact Phone:</b>	304-343-8971 Extension:	<div style="font-size: 48px; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																
<b>Discount Details:</b>																		
	<table border="1"> <thead> <tr> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1 No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2 Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3 Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4 Not Entered</td> <td></td> <td></td> </tr> </tbody> </table>			Discount Allowed	Discount Percentage	Discount Days	#1 No	0.0000	0	#2 Not Entered			#3 Not Entered			#4 Not Entered		
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#4 Not Entered																		

INVOICE TO	SHIP TO
ACCOUNTING SECTION DEPARTMENT OF ADMINISTRATION 2019 WASHINGTON ST E PO BOX 50121 CHARLESTON WV 25305-0121 US	FINANCIAL ACCOUNTING AND REPORTING SECTION DEPARTMENT OF ADMINISTRATION BLDG 17 2101 WASHINGTON ST E CHARLESTON WV 25305-1510 US

<b>Total Order Amount:</b>	\$2,329,981.00
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Purchasing Division's File Copy

ENTERED

<b>PURCHASING DIVISION AUTHORIZATION</b>	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>	<b>ENCUMBRANCE CERTIFICATION</b>
DATE: <i>Turah</i> 2/22/2023 ELECTRONIC SIGNATURE ON FILE	DATE: <i>John S. Green</i> 2-23-2023 ELECTRONIC SIGNATURE ON FILE	DATE: <i>[Signature]</i> 2/28/2023 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order No. #04 - issued to increase the original contract (master agreement) amount per the attached documentation and according to all terms, conditions, pricing and specifications contained in the Original Contract (master agreement) including all authorized change orders.

Original Contract Amount \$984,000.00

CO #03 Out of Scope \$1,296,872.00

CO #04 Out of Scope \$ 49,109.00

New Contract Total \$2,329,981.00

No other Changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	93151607	0.00000		0.000000	\$984,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-03-21	2023-03-20				

**Commodity Line Description:** AUDIT OF STATE (CAFR)  
Single Audit

**Extended Description:**

AUDIT OF STATE (CAFR)  
Single Audit, Government auditing services  
2022 Audit Services \$900,000.00  
2022 wvOASIS SSAE 16. \$55,000.00  
2022 Audit of WV State Rail Authority \$29,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	93151607	0.00000		0.000000	\$1,296,872.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-03-21	2023-03-20				

**Commodity Line Description:** Out of Scope

**Extended Description:**

The increase will cover more time than anticipated in the original contract fee estimates due to additional procedures required to be performed as a part of the single Audit Report.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	93151607	0.00000		0.000000	\$49,109.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-03-21	2023-03-20				

**Commodity Line Description:** Out of Scope

**Extended Description:**

The increase will cover more time than anticipated in the original contract fee due to additional procedures required to be performed as a part of the Single Audit Report. The Additional time relates specifically to the Educational Stabilization Fund program, related to EY procedures at Bluefield State University, Glenville State College, and the Children's Health Insurance Program.

Approved  
M. F. H. H.  
2/14/23

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF THE STATE COMPTROLLER

MARK D. SCOTT  
CABINET SECRETARY

DAVID MULLINS  
ACTING FINANCE DIRECTOR

February 10, 2023

Ms. Melissa Pettrey, Buyer Supervisor  
WV Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305

Re: Ernst and Young (EY) Change Order

Dear Ms. Pettrey:

Please allow this writing to serve as an increase only to the original contract according to all terms, conditions, prices, and specifications contained in the original contract with EY including all authorized change orders, effective immediately. The increase will cover more time than anticipated in the original contract fee estimates due to additional procedures required to be performed as part of the Single Audit Report.

EY expects to incur more time than anticipated under the original engagement agreement or the subsequent change orders. The additional time relates specifically to the Educational Stabilization Fund program, related to EY procedures at Bluefield State University, Glenville State College, and the Children's Health Insurance Program.

The estimate for this additional work is \$49,109. If you have any questions, I can be reached at 304-558-6181.

Sincerely,



David Mullins, Finance Director



Ernst & Young LLP  
900 United Center  
500 Virginia Street East  
Charleston, WV 25301

Tel: +1 304 343 8971  
Fax: +1 304 357 5994  
ey.com

Ms. Sarah Long  
Chief Financial Officer, Assistant Secretary  
Department of Administration  
State of West Virginia  
2101 Washington Street East  
Charleston, West Virginia 25305-0121

February 8, 2023

Dear Ms. Long:

This letter will amend our engagement letter agreement (referred to as “the Agreement”) dated April 25, 2022, including Change Order No. 1 dated August 30, 2022 and Change Order No. 2 dated January 12, 2023 to audit and report on the basic financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information, which collectively comprise the basic financial statements of the State of West Virginia (the State) for the year ending June 30, 2022. We were also engaged to perform audit procedures in accordance with Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

As outlined in our engagement letter, we are to provide you a description of services and related fees for services provided outside of our initial planned scope. Based on our discussions with you, we are anticipating that we will incur additional time related to delays and rework not anticipated in the original engagement agreement or the subsequent change orders. These delays and rework relate specifically to the 84.425 Educational Stabilization Fund program, related to our procedures at Bluefield State University and Glenville College, as well as, the Children’s Health Insurance Program, specifically in the compliance area of allowability.

We estimate our fees based on hours and rank related to the procedures outlined above to be \$49,109, because of the delays in receiving information to complete our testing, our report will be issued after the original deadline of January 31, 2023. By signing this letter, you are acknowledging the change in the delivery date.

Our fees will be billed on an hourly basis as incurred and the specified rates by level are outlined below:

<b>Rank</b>	<b>Rate</b>
Assurance Partner	\$ 525
Assurance Executive Director	493
Assurance Senior Manager	429
Assurance Manager	372
Assurance Senior	264
Assurance Supervisory Staff	208
Assurance Staff	161
Actuary	488



Building a better  
working world

FAIT Executive Director	\$	504
FAIT Senior Manager		488
FAIT Manager		420
FAIT Senior		264
FAIT Supervisory Staff		208
FAIT Staff		180

The following is a summary of our estimated hours and fee. The actual time incurred might be different from our estimates.

	Estimated Hours	Rate	Estimated Total
Partner	16	\$ 525	\$ 8,400
Managing director	5	493	2,465
Senior Manager	36	429	15,444
Manager	18	372	6,696
Senior	61	264	16,104
			<u>\$ 49,109</u>

Please acknowledge your agreement with the above by signing one copy of this letter and returning it to Susan P. Wheeler at 900 United Center, 500 Virginia Street East, Charleston, West Virginia 25301. We appreciate the opportunity to continue providing services to the State of West Virginia.

Yours very truly,

Susan P. Wheeler  
Partner

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We agree that there have been delays in providing client assistance and that the delays will adjust the audit timeline.

Agreed and accepted by:

State of West Virginia

By: \_\_\_\_\_  
David Mullins, Acting Finance Director