



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: 03-02-2023

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>	CMA 0323 9612 WWV2000000011 4	<b>Procurement Folder:</b>	702505
<b>Document Name:</b>	Change Order 3- To add Year Four Services	<b>Reason for Modification:</b>	Change Order No. 3 - issued to renew and add fourth year renewal services.
<b>Document Description:</b>	Auditing Services		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2020-06-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-05-31

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	000000202390	<b>Requestor Name:</b>	Debra K Morgan	
SUTTLE & STALNAKER PLLC THE VIRGINIA CTR STE 100		<b>Requestor Phone:</b>	(304) 558-2631	
CHARLESTON WV 25301		<b>Requestor Email:</b>	debra.k.morgan@wv.gov	
US		<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
<b>Vendor Contact Phone:</b>	304-343-4126			<b>Extension:</b>
<b>Discount Details:</b>				
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>	
#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

3-2-2023 BAT

<b>Total Order Amount:</b>	Open End
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Purchasing Division's File Copy

TW 3/2/23

<b>PURCHASING DIVISION AUTHORIZATION</b>
DATE: <i>Mindy Aelf 3/02/2023</i>
ELECTRONIC SIGNATURE ON FILE

<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>
DATE: <i>John S. Gray</i>
ELECTRONIC SIGNATURE ON FILE

<b>ENCUMBRANCE CERTIFICATION</b>
<i>Beverly Toler</i>
DATE: <i>3-7-23</i>
ELECTRONIC SIGNATURE ON FILE

3/6/2023

**Extended Description:**

Change Order

Change Order No. 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 date of renewal June 01, 2023, through May 31, 2024

Renewal Years/Months Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	93151608			HOUR	130.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

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

**Extended Description:**

PHASE I

WORKFORCE WV REPORTS & FINANCIAL STATEMENTS FOR REVIEW

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	93151608			HOUR	130.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** YEAR TWO PHASE I  
WV 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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** YEAR THREE PHASE I  
WWV 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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** YEAR THREE HOURLY SERVICES

**Extended Description:**  
YEAR THREE HOURLY SERVICES

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

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	93151608			HOUR	145.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

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

**Extended Description:**  
YEAR FOUR PHASE I

ENTRANCE CONFERENCE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	93151608			HOUR	145.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

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

**Extended Description:**  
PHASE 1

DETAILED AUDIT PLAN

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
27	93151608			HOUR	145.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

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

**Extended Description:**  
YEAR FOUR PHASE I

WORKFORCE WV REPORTS & FINANCIAL STATEMENTS FOR REVIEW

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	93151608			HOUR	145.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** YEAR FOUR PHASE II  
REVISED DRAFT

**Extended Description:**  
YEAR FOUR 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
29	93151608			HOUR	145.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** YEAR FOUR PHASE II  
DRAFT SUBMITTED TO FARS

**Extended Description:**  
YEAR FOUR PHASE II

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Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
30	93151608			HOUR	145.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** YEAR FOUR PHASE III  
UNSIGNED FINAL DRAFT

**Extended Description:**  
YEAR FOUR 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
31	93151608			HOUR	145.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** YEAR FOUR PHASE III  
FINAL SIGNED REPORT

**Extended Description:**  
YEAR FOUR PHASE III

FINAL SIGNED REPORT SUBMITTED TO WORKFORCE WEST VIRGINIA AND FARS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
32	93151608			HOUR	145.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** YEAR FOUR HOURLY SERVICES

**Extended Description:**  
YEAR FOUR HOURLY SERVICES

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



February 27, 2023

Suttle & Stalnaker, PLLC  
The Virginia CTR STE 100  
Charleston, WV 253301

RE: Renewal of CMA WWV20\*11

WorkForce West Virginia is offering to renew subject contract under the same terms and conditions and pricing contained in the original contract and all approved change orders to add fourth and final year services allowed under said contract. The renewal dates of service will be June 1, 2023 through May 31, 2024.

If Suttle and Stalnaker agrees to this renewal, please sign below and return to me via email.

Should you have questions please contact me.

Regards,



Debbie Morgan  
WorkForce West Virginia  
1900 Kanawha Blvd. E. Suite 300, Bldg. 3  
Charleston, WV 25305  
304-352-3879

Kelly Anagnin, Member  
Suttle & Stalnaker

2/27/2023  
Date