



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

State of West Virginia
Contract

Order Date: 02-09-2023

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:	CCT 0704 7952 INS2000000001 7	Procurement Folder:	657953
Document Name:	Audit Service for Fiscal Year	Reason for Modification:	Change Order No. 3
Document Description:	Change Order No. 3		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Guy L Nisbet		
Telephone:	(304) 558-2596		
Email:	guy.l.nisbet@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2020-04-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-03-31

VENDOR			
Vendor Customer Code:	000000202390		
SUTTLE & STALNAKER PLLC THE VIRGINIA CTR STE 100			
CHARLESTON	WV	25301	
US			
Vendor Contact Phone:	304-343-4126	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

DEPARTMENT CONTACT	
Requestor Name:	John L Hannan
Requestor Phone:	(304) 558-6279
Requestor Email:	John.L.Hannan@wv.gov
23	
FILE LOCATION _____	

INVOICE TO	
ACCOUNTS PAYABLE MANAGER OFFICES OF THE INSURANCE COMMISSIONER PO BOX 50540	
CHARLESTON	WV 25305-0540
US	

SHIP TO	
OFFICES OF THE INSURANCE COMMISSIONER 900 PENNSYLVANIA AVE	
CHARLESTON	WV 25302
US	

2-9-2023 Bar

Purchasing Division's File Copy

Total Order Amount:	\$299,600.00
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ENTERED

gjn 2-9-2023
 PURCHASING DIVISION AUTHORIZATION
 DATE: *2-9-23*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray*
 ELECTRONIC SIGNATURE ON FILE
2/13/2023

ENCUMBRANCE CERTIFICATION
Beverly Tolson
 DATE: *2-13-2023*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. Three (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 April 1, 2023 through March 31, 2024 .

No Renewal Years Remaining:

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	84111600	0.00000		0.000000	\$74,900.00
Service From	Service To	Manufacturer		Model No	
2020-04-01	2021-03-31				

Commodity Line Description: Audit services 2020

Extended Description:

To audit the financial records and statements of the agency.
For fiscal year 2020.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	84111600	0.00000		0.000000	\$74,900.00
Service From	Service To	Manufacturer		Model No	
2021-04-01	2022-03-31				

Commodity Line Description: Audit services 2021

Extended Description:

To audit the financial records and statements of the agency.
For fiscal year 2021.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	84111600	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	
2022-04-01	2023-03-31				

Commodity Line Description: Audit services 2022

Extended Description:

To audit the financial records and statements of the agency.
For fiscal year 2022.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	84111600	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	
2022-04-01	2023-03-31				

Commodity Line Description: Audit services 2023

Extended Description:

To audit the financial records and statements of the agency.
For fiscal year 2023

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	84111600	0.00000		0.000000	\$74,900.00
Service From	Service To	Manufacturer		Model No	
2022-04-01	2023-03-31				

Commodity Line Description: Audit services 2023

Extended Description:

To audit the financial records and statements of the agency.
For fiscal year 2023.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	84111600	0.00000		0.000000	\$74,900.00
Service From	Service To	Manufacturer		Model No	
2023-04-01	2024-03-31				

Commodity Line Description: Audit services 2023-24

Extended Description:

To audit the financial records and statements of the agency.
For fiscal year 2023



STATE OF WEST VIRGINIA McVey Letterhead .docx
Offices of the Insurance Commissioner

Allan L. McVey
Insurance Commissioner

January 30, 2023

Suttle and Stalnaker PLLC
Attn: Horace Emery
1411 Virginia Street East
Charleston, WV 25301

SUBJECT: CCT INS 20000000001 Renewal

Dear Vendor:

The State of West Virginia, Offices of the Insurance Commissioner is offering to renew the subject contract according to the same terms, conditions, and prices and specifications contained in the original contract including all authorized change orders except for the timetable of deliverables as defined in the attached documentation

Effective date of renewal: April 1, 2023 through March 31, 2024

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

If you should have any questions, please do not hesitate to give me a call at (304) 414-8405 or by email at john.l.hannan@wv.gov

Sincerely,

John Hannan
Procurement Officer

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.

Natalia C. Lippert

Name/Signature

2/3/2023

Date

Partner/Member

Title





STATE OF WEST VIRGINIA *McVey Letterhead .docx*
Offices of the Insurance Commissioner

Allan L. McVey
Insurance Commissioner

Exhibit B: Schedule for Mandatory Contract Services and Deliverables

Required Submission or Event	Required Completion/ Submission Date
Entrance conference	Prior to June 30, 2023
Any interim work must be completed	Prior to June 30, 2023
Detailed audit plan	July 24, 2023
Field work to begin	On or after August 31, 2023
Unsigned final draft with all modifications to the OIC management for final review	October 5, 2023
Final signed report submitted to the OIC and to FARS (PDF Format)	October 10, 2023
25 copies of final bound audit report submitted to the OIC	October 30, 2023

****With contract renewal, an updated Schedule of Mandatory
Contract Services and Deliverables will be provided.***

