



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

State of West Virginia  
**Contract**

Order Date: 02-21-2024

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 0221 0221 PDS2000000001 7	Procurement Folder:	706427
Document Name:	PDC ANNUAL AUDIT	Reason for Modification:	Change order #3
Document Description:	Annual Audit for the PDC'S throughout West Virginia		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2020-07-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-06-30

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000007569			Requestor Name:	Mark A Doyle
Maher Duessel 503 MARTINDALE ST STE 600				Requestor Phone:	(304) 558-3905
PITTSBURGH PA 15212				Requestor Email:	mark.doyle@wv.gov
US					
Vendor Contact Phone:	412.535.5550	Extension:			
<b>Discount Details:</b>					
	Discount Allowed	Discount Percentage	Discount Days	<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

INVOICE TO	SHIP TO
DIRECTOR OF OPERATIONS PUBLIC DEFENDER SERVICES STE 301  ONE PLAYERS CLUB DR CHARLESTON WV 25311 US	DIRECTOR OF OPERATIONS PUBLIC DEFENDER SERVICES STE 301  ONE PLAYERS CLUB DR CHARLESTON WV 25311 US

3-26-24 61

<b>Total Order Amount:</b>	\$288,800.00
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Purchasing Division's File Copy

MKP 03/20/2024

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tara [Signature]</i> 3/20/2024 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray [Signature]</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>[Signature]</i> 3-21-24 ELECTRONIC SIGNATURE ON FILE
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3/21/2024

**Extended Description:**

Change Order No. 3 is issued to renew the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders.

Effective date of renewal July 01, 2023 through June 30, 2024

Renewal Years/Months Remaining: 0

No other Changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	93151607	0.00000		0.000000	\$69,500.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2020-07-01	2021-06-30				

**Commodity Line Description:** Total Audit cost for FY20 for all Circuit locations

**Extended Description:**

See attached Exhibit A pricing page.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	93151607	0.00000		0.000000	\$71,300.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-07-01	2022-06-30				

**Commodity Line Description:** Total Audit cost for FY21  
Government auditing services

**Extended Description:**

See attached Exhibit A

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	93151607	0.00000		0.000000	\$73,100.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-07-01	2023-06-30				

**Commodity Line Description:** Total Audit cost for FY22 for all Circuit locations

**Extended Description:**

See attached Exhibit A pricing page.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	93151607	0.00000		0.000000	\$74,900.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-07-01	2024-06-30				

**Commodity Line Description:** Total Audit cost for FY23 for all Circuit locations

**Extended Description:**

See attached Exhibit A pricing page.

RECEIVED  
PUBLIC DEFENDER  
SERVICES  
2023 NOV 16 AM 11:06

STATE OF WEST VIRGINIA



DEPARTMENT OF ADMINISTRATION  
**PUBLIC DEFENDER SERVICES**  
ONE PLAYERS CLUB DRIVE, SUITE 301  
CHARLESTON, WEST VIRGINIA 25311  
Phone: (304) 558-3905 Fax: (304) 558-1098  
[www.pds.wv.gov](http://www.pds.wv.gov)

*"There can be no equal justice where the kind of trial a man gets depends on the amount of money he has."  
Griffin v. Illinois, 351 U.S. 12 (1956)*

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June 5, 2023

Jeff Kent  
Partner  
Maher Duessel, D.L. Clark Building  
503 Martindale Street, Suite 600  
Pittsburgh, PA 15212

Re: Public Defender Corporation Audit Contract Renewal

Jeff,

Please be advised that Public Defender Services wishes to renew, under the same terms, PDS200000001, the central contract with Maher Duessel to audit the Public Defender Corporations. If your company agrees to this renewal, please sign below and return the original to my attention as soon as possible. Additionally, please provide a current liability insurance certificate when you return the renewal statement.

Please call if you have any questions.

Respectfully,

A handwritten signature in cursive script, appearing to read "Jonathan Friley".

Jonathan Friley,  
Chief Process Officer

**Renewal Statement**

I, Jeff Kent, agree to renew the original contract (PDS2000000001) between Maher Duessel and Public Defender Services according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 7/1/2023 through 6/30/2024.

Renewal Remaining: Zero (0)



\_\_\_\_\_  
Jeff Kent,  
Partner,  
Maher Duessel

November 6, 2023  
Date

STATE OF WEST VIRGINIA



DEPARTMENT OF ADMINISTRATION  
**PUBLIC DEFENDER SERVICES**  
ONE PLAYERS CLUB DRIVE, SUITE 301  
CHARLESTON, WEST VIRGINIA 25311  
Phone: (304) 558-3905 Fax: (304) 558-1098  
[www.pds.wv.gov](http://www.pds.wv.gov)

DANA F. EDDY  
EXECUTIVE DIRECTOR

*"There can be no equal justice where the kind of trial a man gets depends on the amount of money he has."  
Griffin v. Illinois, 351 U.S. 12 (1956)*

February 21, 2024

TO: Melissa K. Pettrey  
Senior Buyer

FROM: Mark A. Doyle   
Chief Financial Officer

Re: CCT PDS20\*01 Justification for late renewal

The renewal was not completed in a timely manner due to limited staff and multiple projects being worked on by our Public Defender Corporation (PDC) Coordinator, who oversees the audit contract for the PDCs. I was not aware of this until we were contacted by the vendor asking about the payment for services. The CCT was rejected in early December requiring the justification for late renewal. I let the PDC Coordinator know and informed him to complete the memo you required. As stated previously he had multiple contracts that were being simultaneously worked on. It was lost in the shuffle and was not completed. I have emphasized the importance of timely renewals to the staff involved in all phases of the purchasing process. I apologize for any hardship this has caused.

*Backdate  
app'd discussion w/ KED  
TJD*

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

### MAHER DUESSEL

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	12/9/2015		12/9/2015	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	5412 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Accounting/Tax Prep/Bookkeeping/Payroll Services (CPAs)		<b>Capital Stock</b>
<b>Charter County</b>	Kanawha	<b>Control Number</b>	9ACHL
<b>Charter State</b>	PA	<b>Excess Acres</b>	
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Mailing Address</b>	D.L. CLARK BUILDING 503 MARTINDALE STREET, SUITE 600 PITTSBURGH, PA, 15212 USA
<b>Notice of Process Address</b>	STACY VERNIER MAHER DUESSEL D.L. CLARK BUILDING, 503 MARTINDALE ST., STE. 600 PITTSBURGH, PA, 15212
<b>Principal Office Address</b>	D.L. CLARK BUILDING 503 MARTINDALE STREET, #600 PITTSBURGH, PA, 15212 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	JEFFREY W. KENT D.L. CLARK BUILDING 503 MARTINDALE ST., STE 600 PITTSBURGH, PA, 15212
<b>President</b>	TIMOTHY J. MORGUS D.L. CLARK BUILDING 503 MARTINDALE STREET, SUITE 600 PITTSBURGH, PA, 15212
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2023	
2022	
2021	
2020	
2019	
2018	
2017x	
2017	
<b>Date filed</b>	

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For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, March 20, 2024 — 3:23 PM

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## Keyword Search


For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

Any Words 

All Words 

Exact Phrase 

e.g. 123456789, Smith Corp

"maher duessel" 

Entity 

Location 

Status 

Active

Inactive

Reset 



## No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

Search inactive

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: # <u>05 M. Rettrey</u> Date: <u>02/09/2024</u>  Solicitation No. <u>C202 CP</u>  C/O # <u>3</u>	Agency: Public Defenders Office  Procurement Officer Submitting Requisition: Lee Carper  Requisition No.  PF No.: 706427
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b>	<b>Insurance requirements</b>				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

*For Purchasing Division Use Only:*

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: \_\_\_\_\_

*Tara G.*