



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: 08-02-2024

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 0323 WWV2400000003 2             | <b>Procurement Folder:</b>   | 1321321    |
| <b>Document Name:</b>        | Monitoring Services up to seven (7) LWDBs | <b>Reason for Modification:</b>  |            |
| <b>Document Description:</b> | Monitoring Services up to seven (7) LWDBs | Change Order No. 1 - Administrative change to modify commodity lines 2 through 5 to align to vendor's Exhibit A, pricing page. |            |
| <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>   | 2024-01-23 |
| <b>Free on Board:</b>        | FOB Dest, Freight Prepaid                 | <b>Effective End Date:</b>   | 2025-01-22 |

| VENDOR                       |                         |                            |                      | DEPARTMENT CONTACT   |                       |
|------------------------------|-------------------------|----------------------------|----------------------|--|-----------------------|
| <b>Vendor Customer Code:</b> | VS0000007569            |                            |                      | <b>Requestor Name:</b>   | Debra K Morgan        |
| Maher Duessel                |                         |                            |                      | <b>Requestor Phone:</b>  | (304) 558-2631        |
| 503 MARTINDALE ST STE 600    |                         |                            |                      | <b>Requestor Email:</b>  | debra.k.morgan@wv.gov |
| PITTSBURGH                   | PA                      | 15212                      |                      |  |                       |
| US                           |                         |                            |                      | <div style="font-size: 2em; font-weight: bold;">2025</div> FILE LOCATION _____ |                       |
| <b>Vendor Contact Phone:</b> | 412.535.5550            | <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<br>WORKFORCE WEST VIRGINIA<br><br>1900 KANAWHA BLVD, EAST<br><br>BLDG 3, 3RD FLOOR, SUITE 300<br><br>CHARLESTON WV 25305<br><br>US | OFFICE OF ADMIN SUPPORT - 5302<br>WORKFORCE WEST VIRGINIA<br><br>1900 KANAWHA BLVD E<br><br>BLDG 3, 8TH FLOOR<br><br>CHARLESTON WV 25305<br><br>US |

8/5/24 61

Purchasing Division's File Copy

|                            |          |
|----------------------------|----------|
| <b>Total Order Amount:</b> | Open End |
|----------------------------|----------|

*[Signature]* 8/5/2024  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *[Signature]* - 8/5/2024  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *[Signature]*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *[Signature]* 8-6-24  
 ELECTRONIC SIGNATURE ON FILE

8/6/2024

**Extended Description:**

Change Order No. 1 - Administrative change order issued to modify commodity lines 2, 3, 4 and 5 to align with vendor's Exhibit A, pricing page.

No other changes.

| Line | Commodity Code      | Manufacturer      | Model No | Unit | Unit Price                     |
|------|---------------------|-------------------|----------|------|--------------------------------|
| 1    | 80000000            |                   |          | HOUR | 180.000000                     |
|      | <b>Service From</b> | <b>Service To</b> |          |      | <b>Service Contract Amount</b> |
|      |                     |                   |          |      | 0.00                           |

**Commodity Line Description:** Program Monitoring, Partner/Director Year 1

**Extended Description:**

Program Monitoring for seven (7) LWDBs per the specifications attached herein.

| Line | Commodity Code      | Manufacturer      | Model No | Unit | Unit Price                     |
|------|---------------------|-------------------|----------|------|--------------------------------|
| 2    | 80000000            |                   |          | HOUR | 145.000000                     |
|      | <b>Service From</b> | <b>Service To</b> |          |      | <b>Service Contract Amount</b> |
|      |                     |                   |          |      | 0.00                           |

**Commodity Line Description:** Program Monitoring, Associate Year 1

**Extended Description:**

Program Monitoring for seven (7) LWDBs per the specifications attached herein.

| Line | Commodity Code      | Manufacturer      | Model No | Unit | Unit Price                     |
|------|---------------------|-------------------|----------|------|--------------------------------|
| 3    | 80000000            |                   |          | HOUR | 100.000000                     |
|      | <b>Service From</b> | <b>Service To</b> |          |      | <b>Service Contract Amount</b> |
|      |                     |                   |          |      | 0.00                           |

**Commodity Line Description:** Program Monitoring Administrative Assistant Year 1

**Extended Description:**

Program Monitoring for seven (7) LWDBs per the specifications attached herein.

| Line | Commodity Code      | Manufacturer      | Model No | Unit | Unit Price                     |
|------|---------------------|-------------------|----------|------|--------------------------------|
| 4    | 80000000            |                   |          | HOUR | 180.000000                     |
|      | <b>Service From</b> | <b>Service To</b> |          |      | <b>Service Contract Amount</b> |
|      |                     |                   |          |      | 0.00                           |

**Commodity Line Description:** Fiscal Monitoring, Partner/Director Year 1

**Extended Description:**

Fiscal Monitoring for seven (7) LWDBs per the specifications attached herein.

| Line | Commodity Code      | Manufacturer      | Model No | Unit | Unit Price                     |
|------|---------------------|-------------------|----------|------|--------------------------------|
| 5    | 80000000            |                   |          | HOUR | 145.000000                     |
|      | <b>Service From</b> | <b>Service To</b> |          |      | <b>Service Contract Amount</b> |
|      |                     |                   |          |      | 0.00                           |

**Commodity Line Description:** Fiscal Monitoring, Associate Year 1

**Extended Description:**

Fiscal Monitoring for seven (7) LWDBs per the specifications attached herein..

| Line | Commodity Code      | Manufacturer      | Model No | Unit                           | Unit Price |
|------|---------------------|-------------------|----------|--------------------------------|------------|
| 6    | 80000000            |                   |          | HOUR                           | 100.000000 |
|      | <b>Service From</b> | <b>Service To</b> |          | <b>Service Contract Amount</b> |            |
|      |                     |                   |          | 0.00                           |            |

**Commodity Line Description:** Fiscal Monitoring,Administrative Assistant Year 1

**Extended Description:**

Fiscal Monitoring for seven (7) LWDBs per the specifications attached herein.

July 22, 2024

Maher Duessel  
503 Martindale Street, Suite 600  
Pittsburgh, PA 15212


Re: CMA WWV24000000000003

While trying to create the purchasing document (ADO) that is required to process invoice 1103104 in the amount of \$20,447.50, we found a discrepancy between the award document rate per hour for commodity lines four and five and the Exhibit A submitted in response to the bid solicitation.

In order to correct these issues that will allow for invoice processing to be completed successfully, the agency is required to process a Change Order to the existing CMA.

If Maher Duessel agrees to the modification of the existing commodity lines on CMA WWV24\*03 to match the Exhibit A Pricing Page submitted with your bid proposal, please sign, date, and return this letter to [debra.k.morgan@wv.gov](mailto:debra.k.morgan@wv.gov).

Sincerely,



Debbie Morgan  
Procurement Manager

Jeffrey W. Kent, CPA



July 25, 2024

Partner  
Name/Title

Date

1900 Kanawha Blvd. East \* Building 3 Suite 300 \* Charleston, WV 25305

An agency of the Department of Commerce  
An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

[www.workforcewv.org](http://www.workforcewv.org)

A proud partner of the American Job Center\* network

You are viewing this page over a secure connection. Click here for more information.

**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>Charter County</b>     | <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       |

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

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

| Annual Reports |  |
|----------------|--|
| Filed For      |  |
| 2024           |  |
| 2023           |  |
| 2022           |  |
| 2021           |  |
| 2020           |  |
| 2019           |  |



Home Search Data Bank Data Services Help

Search

All Words

e.g. 1606N020Q02



Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

Sign In

Select Domain  
Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By



Keyword Search

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

Simple Search

Search Editor

- Any Words <sup>i</sup>
- All Words <sup>i</sup>
- Exact Phrase <sup>i</sup>

e.g. 123456789, Smith Corp

"MAHER DUESSEL" x

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?

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

|  |  |
|--|--|
| <i>Purchasing Division Use:</i><br>Buyer: <u>10 - Brandon Barr</u> Date: <u>7/8/2024</u> | Agency:<br>WorkForce West Virginia                               |
| Solicitation No. <u>CMA WVV24*03</u>   | Procurement Officer Submitting Requisition:<br>Debbie Morgan     |
|  | Requisition No.<br><del>CMA 2400000003</del> <u>CMA WVV24*03</u> |
|  | PF No.:<br>1321321   |

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<br>[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<br>( <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> | Insurance requirements                            |                          |                          |                          |                          |
|           | <i>Commercial General Liability</i>               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <i>Automobile Liability</i>                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <i>Workers' Compensation/Employer's Liability</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <i>Cyber Liability</i>                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <i>Builder's Risk/Installation Floater</i>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <i>Professional Liability</i>                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <i>Other (specify)</i>                            | <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 checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>2</b> | Standard change order language                     | <input checked="" type="checkbox"/> | <input checked="" 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 type="checkbox"/>            |
| <b>4</b> | Justification for price increases/backdating/other | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>5</b> | Bond Rider (Construction)                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>6</b> | Secretary of State Verification                    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>7</b> | State debarment verification                       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>8</b> | Federal debarment verification                     | <input checked="" type="checkbox"/> | <input checked="" 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: \_\_\_\_\_

*[Handwritten Signature]* 7/30/2024