



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: 02-18-2025

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:	CMA 0402 0065 EDD2300000001 4	Procurement Folder:	1181103
Document Name:	E-Rate Training and Advisory Services	Reason for Modification:	
Document Description:	E-Rate Training and Advisory Services	Change Order No. 3 To Renew Contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-04-20
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-04-19

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000042393 FUNDS FOR LEARNING LLC 2575 KELLEY POINTE PKWY STE 200  EDMOND OK 73013 US Vendor Contact Phone: 4054710928 Extension:  Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Amanda Netzer Requestor Phone: (304) 957-9833 Requestor Email: anetzer@k12.wv.us  <b>2025</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
OFFICE OF FINANCE & INTERNAL OPERATIONS DEPARTMENT OF EDUCATION  BLDG 6, RM 700  1900 KANAWHA BLVD E  CHARLESTON WV 25305  US	SECRETARY DEPARTMENT OF EDUCATION  OFFICE OF TECHNOLOGY  1900 KANAWHA BLVD E, BLDG 6 RM 550  CHARLESTON WV 25305-0330  US

CR 2-20-25

Purchasing Division's File Copy

Total Order Amount:

Open End

PURCHASING DIVISION AUTHORIZATION

DATE: *Mar 14 - 3/10/2025*  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *2/20/2025*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *2-21-25*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 03 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. Commodity Line 7 added for Year 3 pricing.

Effective date of renewal 04/20/2025 through 04/19/2026.

Renewal Years/Months Remaining: Zero (0)

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80101508			MO	8125.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Year 1 -E-Rate and ECF Training & Advisory Services

**Extended Description:**

Year 1 -E-Rate and ECF Training & Advisory Service

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80101508			EA	3500.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** FTF Fall 2-Day Training

**Extended Description:**

Face To Face (FTF) Fall Two (2) Day Training

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80101508			EA	1800.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Virtual Fall 2-Day Training

**Extended Description:**

Virtual Fall Two (2) Day Training

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80101508			EA	850.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Half-Day Virtual Training

**Extended Description:**

Half-Day Virtual Training (Per Training Meeting)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80101508			HOURL	250.000000
	Service From	Service To	Service Contract Amount		
				0.00	

Commodity Line Description: Additional Hours

Extended Description:  
Additional hours per 4.1.1.4.8 is specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	80101508			MO	5541.670000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Year 2 -E-Rate and ECF Training & Advisory Services

Extended Description:  
Year 2 -E-Rate and ECF Training & Advisory Service

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	80101508			MO	4125.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Year 3 -E-Rate and ECF Training & Advisory Services

Extended Description:  
Year 3 -E-Rate and ECF Training & Advisory Service



1900 Kanawha Boulevard, East, Building 6 • Charleston, WV 25305  
wvde.us

February 10, 2025

Catherine Cruzan  
Funds For Learning LLC  
2575 Kelley Pointe Parkway  
Suite 200  
Edmond, OK 73013

Subject: CMA EDD2300000001 CO3 E-rate Training and Advisory Services

The West Virginia Department of Education is offering to renew subject contract under the same terms, conditions, pricing, and specifications as contained in the original contract. The renewal dates are April 20, 2025 through April 19, 2026. If your company agrees to this renewal, please sign below and return to my attention as soon as possible. Remaining renewals: 0 (zero).

Please call if you have any questions.

Sincerely,

*Timothy W. Conzett*

Timothy Conzett  
Assistant Superintendent  
Data Management & Information Systems  
304-558-8869

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.

Catherine H. Cruzan

Name / Signature

Feb 10, 2025

Date

President

Title

an/TC

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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.*

#### FUNDS FOR LEARNING LLC

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC   Limited Liability Company	4/14/2023		4/14/2023	Foreign	Profit				

Organization Information			
Business Purpose		Capital Stock	
Charter County		Control Number	
Charter State	OK	Excess Acres	
At Will Term	A	Member Managed	MGR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	No

Addresses	
Type	Address
Designated Office Address	2575 KELLEY POINTE PARKWAY SUITE 200 EDMOND, OK, 73013
Mailing Address	2575 KELLEY POINTE PARKWAY SUITE 200 EDMOND, OK, 73013 USA
Notice of Process Address	KYLE TULLY 2575 KELLEY POINTE PARKWAY SUITE 200 EDMOND, OK, 73013
Principal Office Address	2575 KELLEY POINTE PARKWAY SUITE 200 EDMOND, OK, 73013 USA
Type	Address

Officers	
Type	Name/Address
Manager	JOHN HARRINGTON 2575 KELLEY POINTE PARKWAY SUITE 200 EDMOND, OK, 73013
Type	Name/Address

Annual Reports	
Filed For	

2024

Date filed

[File Your Current Year Annual Report Online Here](#)

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

Tuesday, February 18, 2025 — 1:43 PM

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Entity Information



All Entity Information

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Responsibility / Qualification

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Search Editor

- ☐ Any Words ⓘ
- ☐ All Words ⓘ
- ☐ Exact Phrase ⓘ

e.g. 123456789, Smith Corp

"Funds for Learning LLC" x

Classification

Excluded Individual

Excluded Entity

Federal Organizations

Exclusion Type

Exclusion Program

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u></u> Date: <u>2-20-25</u> Solicitation No. <u>CMA EDD 23*01</u> <div style="text-align: center; margin-top: 10px;"><u>C/O #3</u></div>	Agency: WV Dept. of Education Procurement Officer Submitting Requisition: Michelle Childers Requisition No. CMA EDD23*01_CO3 PF No.: 1181103
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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>	Insurance requirements				
	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 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 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: \_\_\_\_\_

