



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 0507 2770 HCC2400000001 2	Procurement Folder:	1327140
Document Name:	COURT REPORTING SERVICES	Reason for Modification:	Change Order 1 To Renew Contract
Document Description:	COURT REPORTING SERVICES		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-02-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-01-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000161400 SARGENTS COURT REPORTING SERVICE INC 210 MAIN ST JOHNSTOWN PA 159011509 US Vendor Contact Phone: 814-536-8908 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: Michael J Cox Requestor Phone: (304) 558-7000 Requestor Email: justyn.m.cox@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
PROCUREMENT OFFICER HEALTH CARE AUTHORITY 100 DEE DR CHARLESTON WV 25311-1692 US	PROCUREMENT OFFICER HEALTH CARE AUTHORITY 100 DEE DR CHARLESTON WV 25311-1692 US

2/19/25 ce

Total Order Amount:

Open End

Purchasing Division's File Copy

CH 2/18/25

PURCHASING DIVISION AUTHORIZATION

DATE: *Tanaka 2/19/25*
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

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

ENCUMBRANCE CERTIFICATION

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

Extended Description:

Change Order

Change Order No. 01 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 2/1/2025 through 1/31/2026

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82111603			EA	100.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Half Day Appearance Fee**Extended Description:**

Half Day Appearance Fee

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82111603			EA	100.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Whole Day Appearance Fee**Extended Description:**

Whole Day Appearance Fee

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	82111603			EA	5.350000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Transcript 8-14 days (per page)**Extended Description:**Transcript 8-14 days
(per page)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	82111603			EA	6.500000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Transcript 3-7 days (per page)**Extended Description:**Transcript 3-7 days
(per page)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	82111603			EA	9.450000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Transcript in 48 hours (per page)

Extended Description:

Transcript 48 hours
(per page)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	82111603			EA	10.500000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Transcript 24 hours
(per page)

Extended Description:

Transcript 24 hours
(per page)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	82111603			EA	2.500000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Copy in 8-14 days (per page)

Extended Description:

Copy in 8-14 days (per page)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	82111603			EA	2.500000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Copy in 3-7 days (per page)

Extended Description:

Copy in 3-7 days (per page)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	82111603			EA	2.500000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Copy in 48 hours (per page)

Extended Description:

Copy in 48 hours (per page)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	82111603			EA	2.500000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Copy in 24 hours (per page)

Extended Description:

Copy in 24 hours (per page)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	82111603			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

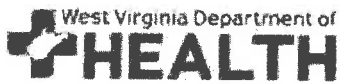
Commodity Line Description: Electronic Delivery: CD

Extended Description:
Electronic Delivery: CD

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	82111603			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Electronic Delivery: EMAIL

Extended Description:
Electronic Delivery: EMAIL



Sherri A. Young, D.O., MBA, FAAFP
DH Cabinet Secretary



Michael J. Caruso
DHF Cabinet Secretary



Cynthia A. Persily, Ph.D.
DoHS Cabinet Secretary

STATE OF WEST VIRGINIA
DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES
OFFICE OF SHARED ADMINISTRATION

December 10, 2024

Sargents Court Reporting Service Inc
210 Main St
Johnstown, PA 15901

Re: CMA 0507 HCC2400000001 Renewal

Dear Sir or Madam

The Office of Shared Administration, on behalf of Health Care Authority, is offering to renew the subject contract under the same terms, conditions, and pricing. The renewal dates are February 1, 2025 to January 31, 2026. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

Please call if you have any questions.

Heather White

Heather White
Procurement Specialist, Senior

We agree to renew the contract for the period as stated above under the same terms and conditions in the original contract agreement and any change orders thereto.

Printed Name/Signature

Title

Date

Shirley A. Sargent

President

12/11/24





Sherri A. Young, D.O., MBA, FAAFP
DH Cabinet Secretary



Michael J. Caruso
DHF Cabinet Secretary



Alex J. Mayer, MSA, PMP
DoHS Cabinet Secretary

STATE OF WEST VIRGINIA
DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES
OFFICE OF SHARED ADMINISTRATION

February 18, 2025

To: Crystal Hustead
Senior Buyer, DOA

From: Heather White
Procurement Specialist, SR, OSA

Please accept this renewal being run late. It got delayed by needing to add a new requestor into the list for the agency, and then got lost in the what did and did not need the new 100k approval. In the future, these issues should not be a problem in getting the renewals processed in a timely fashion.



*Backdate
offer
HJ*

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

"SARGENTS COURT REPORTING SERVICE INC"

×

Entity

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Status

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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.

SARGENT'S COURT REPORTING SERVICES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	7/13/2006		7/13/2006	Foreign	Profit			

Organization Information

Business Purpose

5614 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Business Support Services (document prep, call centers, telemarketing, collection agencies, credit, repossession, court reporting, stenotype)

Capital Stock

Charter County

Kanawha

Control Number

86712

Charter State

PA

Excess Acres

× Close

At Will Term

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M
P

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At Will Term Years

Authorized Shares

0

Young Entrepreneur

Not Specified

Addresses	
Type	Address
Local Office Address	179 SUMMERS STREET, SUITE 617 CHARLESTON, WV, 25301
Mailing Address	210 MAIN STREET JOHNSTOWN, PA, 15901 USA
Notice of Process Address	SARA ANN SARGENT 210 MAIN STREET JOHNSTOWN, PA, 15901
Principal Office Address	210 MAIN STREET JOHNSTOWN, PA, 15901 USA
Type	Address

Officers	
Type	Name/Address
Director	SARA ANN SARGENT 210 MAIN STREET JOHNSTOWN, PA, 15901
President	SARA ANN SARGENT 200 WHISPERING PINES JOHNSTOWN, PA, 15905
Secretary	SARA ANN SARGENT 200 WHISPERING PINES JOHNSTOWN, PA, 15905
Treasurer	SARA ANN SARGENT 200 WHISPERING PINES JOHNSTOWN, PA, 15905
Type	Name/Address

× Close

Annual Reports	
Filed For	
2024	
2023	

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

Tuesday, February 18, 2025 — 10:55 AM

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Report.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Kristal Husband</u> Date: <u>2/18/25</u> Solicitation No. <u>CMA HCC24*01</u>	Agency: WV Office of Shared Administration Procurement Officer Submitting Requisition: Heather White Requisition No. CMA HCC24 1 CO1 PF No.: 1327140
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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 (www.state.wv.us/admin/purchase/TCP.pdf)	<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
10	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"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

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

Cynthia Hustead