



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: 03-18-2025

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 0511 3117 BMS2300000008 2	Procurement Folder:	1150159
Document Name:	DISPROPORTIONATE SHARE HOSPITAL AUDIT SERVICES	Reason for Modification:	
Document Description:	DISPROPORTIONATE SHARE HOSPITAL AUDIT SERVICES	Change Order 1 To Renew Contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-03-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-02-28

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000191225 MYERS & STAUFFER LC 10200 GRAND CENTRAL AVENUE OWINGS MILLS MD 21117 US Vendor Contact Phone: 800-374-6858 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: Amy D Null Requestor Phone: 304-352-4312 Requestor Email: amy.d.null@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: 304-352-4286 HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV 25301-3709 US	PROCUREMENT OFFICER: 304-352-4286 HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV 25301-3709 US

CR 3-19-25

Total Order Amount:

Open End

Purchasing Division's File Copy

CH 3/19/25

PURCHASING DIVISION AUTHORIZATION
DATE: 3/19/2025
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 3/19/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 3-20-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change order

Change order No. 1 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 March 1, 2025 through February 28, 2026

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	84111600				0.000000
	Service From	Service To		Service Contract Amount	
	2024-03-01	2025-02-28		155000.00	

Commodity Line Description: Audit for SFY2021

Extended Description:

Audit for SFY2021 (07/01/2020-06/30/2021)

Service Period: 03/01/2024-02/28/2025

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	84111600				0.000000
	Service From	Service To		Service Contract Amount	
	2024-03-01	2026-02-28		12000.00	

Commodity Line Description: Additional Services-Base Year One (1)

Extended Description:

Total Cost for Additional Services (Cost Per Hour X 100 Hours)-Base Year One (1).

Service Period: 03/01/2024-02/28/2025

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	84111600				0.000000
	Service From	Service To		Service Contract Amount	
	2025-03-01	2026-02-28		159700.00	

Commodity Line Description: Audit for SFY2022

Extended Description:

Audit for SFY2022 (07/01/2021-06/30/2022)

Service Period: 03/01/2025-02/28/2026

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	84111600				0.000000
	Service From	Service To		Service Contract Amount	
	2025-03-01	2026-02-28		12360.00	

Commodity Line Description: Additional Services-Optional Renewal Year One (1)

Extended Description:

Additional Services- (Cost Per Hour X 100 Hours)-Optional Renewal Year One (1).

Service Period: 03/01/2025-02/28/2026



**MYERS AND
STAUFFER** LC
CERTIFIED PUBLIC ACCOUNTANTS

Agree to Renew.

Althea Greenhouse

December 6, 2024

Mr. Jimmy Dowden
Director, Office of Procurement Services
Bureau for Medical Services
West Virginia Department of Human Services
350 Capitol Street, Rm 251
Charleston, WV 25301

Dear Mr. Dowden:

Myers and Stauffer LC (Myers and Stauffer) is pleased for the opportunity to renew our existing contract for *Disproportionate Share Hospital (DSH) Audit Services* for the West Virginia Department of Human Services (previously Department of Health and Human Resources), Bureau for Medical Services (BMS). We agree to renew the contract according to all terms, condition prices, and specifications contained in the original contract, including all authorized change orders.

As requested in your e-mail dated November 8, 2024, we have provided the following information for the renewal:

- **Contract Number:** CMA BMS2300000008
- **Effective Dates:** March 1, 2025 – February 28, 2026
- **Number of Renewals Remaining:** Two
- **Licenses/Certifications/Permits:** Updated firm CPA license is attached.
- **Insurance Coverage:** Certificates of insurance are attached showing coverage amounts for Commercial General Liability Insurance, Automobile Liability Insurance, Technology/Cyber Liability Insurance, Professional/Malpractice/Errors and Omission Insurance, and Workers Compensation.

We look forward to continuing to work with BMS on this important initiative. If I can be of further assistance, please contact me at 800.505.1698 or dkovar@mslc.com.

Sincerely,

Diane Kovar

Diane Kovar, CPA
Member

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Audit for SFY2021				155000.00

Comm Code	Manufacturer	Specification	Model #
84111600			

Commodity Line Comments:

Extended Description:

Audit Services SFY2021 (07/01/2020-06/30/2021)
Service Period: 03/01/2024-02/28/2025

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Audit for SFY2022				159700.00

Comm Code	Manufacturer	Specification	Model #
84111600			

Commodity Line Comments:

Extended Description:

Audit Services SFY2022 (07/01/2021-06/30/2022)
Service Period: 03/01/2025-02/28/2026

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Audit for SFY2023				164500.00

Comm Code	Manufacturer	Specification	Model #
84111600			

Commodity Line Comments:

Extended Description:

Audit Services SFY2023 (07/01/2022-06/30/2023)
Service Period: 03/01/2026-02/28/2027

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Audit for SFY2024				169425.00

Comm Code	Manufacturer	Specification	Model #
84111600			

Commodity Line Comments:

Extended Description:

Audit Services SFY2024 (07/01/2023-06/30/2024)
Service Period: 03/01/2027-02/29/2028

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Additional Services-Base Year One (1)				12000.00

Comm Code	Manufacturer	Specification	Model #
84111600			

Commodity Line Comments:**Extended Description:**

Total Cost for Additional Services (Cost Per Hour X 100 Hours)-Base Year One (1).
Service Period: 03/01/2024-02/28/2025

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Additional Services-Optional Renewal Year One (1)				12360.00

Comm Code	Manufacturer	Specification	Model #
84111600			

Commodity Line Comments:**Extended Description:**

Additional Services- (Cost Per Hour X 100 Hours)-Optional Renewal Year One (1).
Service Period: 03/01/2025-02/28/2026

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Additional Services-Optional Renewal Year Two (2)				12730.00

Comm Code	Manufacturer	Specification	Model #
84111600			

Commodity Line Comments:**Extended Description:**

Additional Services- (Cost Per Hour X 100 Hours)-Optional Renewal Year Two (2)
Service Period: 03/01/2026-02/28/2027

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Additional Services-Optional Renewal Year Three (3)				13115.00

Comm Code	Manufacturer	Specification	Model #
84111600			

Commodity Line Comments:**Extended Description:**

Additional Services- (Cost Per Hour X 100 Hours)-Optional Renewal Year Three (3)
Service Period: 03/01/2027-02/29/2028



STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR MEDICAL SERVICES

Cynthia Beane
Commissioner

DATE: January 15, 2025

TO: Crystal Hustead, Senior Buyer
Office of Shared Administration/Purchasing

FROM: Althea Greenhowe *Althea Greenhowe*
Procurement Specialist, Senior

RE: PF 1150159, CMA BMS23*08 – Change Order 1

The Bureau for Medical Services (BMS) respectfully requests approval of Change Order No. 1 (Renewal of PF 1150159, CMA BMS23*08), according to all terms, conditions, pricing and specifications included in the original contract, including all authorized change orders. The current contract expires 2/28/25. This is the 1st of three optional renewals. There are 2 optional renewals remaining. The estimated cost of renewal is \$172,060.00.

These services are needed to provide audit services for the Disproportionate Share Hospitals (DSH) and are critical to the continued success of operating the Medicaid Program.

If you need any further information or have any questions, please feel free to contact me at 304-352-4312 or at amy.d.null@wv.gov.

Thank you for your time and consideration in this matter.

ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SLW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

The Accompanying Request has been reviewed and approved by the following:

[Signature]

Agency Head

1-24-25

Date

[Signature]

Cabinet Secretary/Department Head

2/18/25

Date

Governor's Office Representative

Date



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

Joshua D. Spence
Chief Information Officer

TO: Ron Courtney, Procurement Associate
Department of Health and Human Resources

FROM: Joshua D. Spence, Chief Information Officer
Office of Technology

SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
HR004279 CRFQBMS2300000004 IS&C NUMBER: 2023-9288

DATE: June 5, 2023

West Virginia Code §5A-6-4(a)(3) permits the Chief Technology Officer to "evaluate the economic justification, system design and suitability of information equipment and related services, and review and make recommendations on the purchase, lease or acquisition of information equipment and contracts for related services by the state spending units."

West Virginia Code §5A-6-4c requires that the Chief Technology Officer review and approve "a major information technology project."

West Virginia Code §5A-6-5 requires that "any state spending unit that pursues an information technology purchase that does not meet the definition of a 'major technology project' and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Technology Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems."

After conducting a review of your request for 2023-9288 Disproportionate Share Hospital Services (DHS) award recommendation and all renewal periods, the Office of Technology has determined:

X That your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

This memorandum constitutes this office's official review and a copy should be attached to your purchase order and any other correspondence related to this request.

If you have questions, or need additional information, please contact Consulting Services at Consulting.Services@wv.gov.



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Mar 18, 2025



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☐ Exact Phrase 

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"myers & stauffer LC"



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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.

MYERS AND STAUFFER LC

see Attached

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	6/25/2001		6/25/2001	Foreign	Profit		6/25/2050	

Organization Information			
Business Purpose	5412 - Professional, Scientific and Techincal Servies - Professional, Scientific and Techincal Servies - Accounting/Tax Prep/Bookkeeping/Payroll Services (CPAs)		Capital Stock
Charter County		Control Number	41216
Charter State	KS	Excess Acres	
At Will Term	T	Member Managed	MBR
At Will Term Years	49	Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	209 WEST WASHINGTON ST CHARLESTON, WV, 25302
Mailing Address	700 W 47TH ST STE 1100 KANSAS CITY, MO, 64112 USA
Notice of Process Address	Corporation Service Company 808 Greenbrier Street Charleston, WV, 25311
Principal Office Address	700 W 47TH ST STE 1100 KANSAS CITY, MO, 64112 USA
Type	Address

Officers	
Type	Name/Address
Member	CHARLES SMITH 100 EASTSHORE DRIVE STE 200 GLEN ALLEN, VA, 23059
Organizer	KEVIN C. LONDEEN 4123 SW GAGE CENTER DRIVE, SUITE 200 TOPEKA, KS, 66604 USA
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, March 19, 2025 — 9:58 AM

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Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	1131 SW Winding Rd Ste C	Topeka	KS	66616	Jennifer Isleib
Payment	700 W 47th Street Suite 1100	Kansas City	MO	64112	Jennifer Isleib
Billing	100 EASTSHORE DRIVE STE 200	GLEN ALLEN	VA	23059	Marketing Coordinator
Payment	62954 COLLECTION CENTER DRIVE	CHICAGO	IL	60693-0629	Marketing Coordinator
Ordering	1349 Peachtree ST NE	Atlanta	GA	30309	
Payment	1349 PEACHTREE ST NE	ATLANTA	GA	30309	TERRI BRANNING
Payment	10200 GRAND CENTRAL AVENUE	OWINGS MILLS	MD	21117	Jennifer Isleib
Other	1131 SW Winding Rd Ste C	Topeka	KS	66616	
Ordering	10200 GRAND CENTRAL AVENUE	OWINGS MILLS	MD	21117	
Payment	PO BOX 505215	ST LOUIS	MO	63150-5215	Marketing Coordinator

First Prev Next LastSave Undo Delete Insert Copy Paste

Vendor/Customer : 000000191225

MYERS & STAUFFER LC

Address Type : Payment

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 05/21/2015

Active To :

Default Record :

Mail Returned :

Active Address : Yes

▼ Address Information

Address ID : AD000006

Country Phone Code : 1

Street 1 : 1131 SW Winding Rd Ste C

Phone : 000-000-0000

Street 2 :

Phone Extension :

City : Topeka

County :

State/Province : KS

County Name :

Zip/Postal Code : 66616

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

► Prenote/EFT

► Remittance Advice

► Contact Information

► Contact Address Information

► Geographic Designation

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>3/19/25</u> Solicitation No. <u>CMA BMS23*08</u>	Agency: DoHS/BMS Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CMA BMS23*08 PF No.: 1150159
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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: _____

Crystal Hustad

CPA License



State of West Virginia
West Virginia Board of Accountancy
405 Capitol Street, Suite 908
Charleston, WV 25301-1744
(304) 558-3557

The entity listed below was issued a
FIRM PERMIT
for the period beginning
JULY 1, 2024 THROUGH JUNE 30, 2025

F0188A
MYERS AND STAUFFER LC
700 W 47TH ST STE 1100
KANSAS CITY MO 64112

Barry L. Bueger CPA
Board President

Josh A. Justice
Executive Director