



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: 12-26-2024

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:	CMA 0705 0705 LOT2300000001 3	Procurement Folder:	1122613
Document Name:	FINANCIAL REVIEW ANALYSIS SERVICES	Reason for Modification:	
Document Description:	FINANCIAL REVIEW ANALYSIS SERVICES	Change Order No. 2 - To Renew Contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-02-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-01-31

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000202390	Requestor Name:	Thomas P Hymes
SUTTLE & STALNAKER PLLC		Requestor Phone:	304-558-2350
THE VIRGINIA CTR STE 100		Requestor Email:	thymes@wvlottery.com
CHARLESTON	WV 25301		
US			
Vendor Contact Phone:	304-343-4126	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

**2025**  
FILE LOCATION

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE LOTTERY  PO BOX 2067  CHARLESTON WV 25327-2067  US	PURCHASING LOTTERY  900 PENNSYLVANIA AVE  CHARLESTON WV 25302  US

CR 1-13-25

Purchasing Division's File Copy

Total Order Amount:

Open End

*[Signature]* 1/13/2025

PURCHASING DIVISION AUTHORIZATION

DATE: *[Signature]* 1/13/2025

ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *[Signature]* 1/17/2025

ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

*[Signature]*

DATE: 3-7-25

ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 2 - 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 dates of renewal: 02/01/2025 - 01/31/2026

Renewals remaining: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	84111500			HOUR	275.000000
				Service From	Service To
				Service Contract Amount	
				0.00	

**Commodity Line Description:** Accounting services

**Extended Description:**

Financial Review Analysis:  
\$275.00 per hour



P.O. BOX 2067  
CHARLESTON, WV 25327

JOHN A. MYERS  
DIRECTOR

PHONE: 304.558.0500  
wvlottery.com

December, 5 2024

Mr. Chris S. Lambert  
Suttle & Stalnaker, PLLC  
1411 Virginia Street East, Suite: 100  
Charleston, WV 25301

Subject: Renewal CMA LOT2300000001 – Financial Review Analysis

Subject to the approval of the West Virginia Purchasing Division and the Attorney General's Office, the West Virginia Lottery is offering the second renewal option of the subject contract under the same terms, conditions and pricing as the original contract. This renewal will be for a twelve (12) month period. The renewal dates are from February 1, 2025 through January 31, 2026.

If your company agrees to this renewal, please sign and date below and return to my attention as soon as possible.

Thank You,

A handwritten signature in dark ink, appearing to read "Thomas Hymes", written over a horizontal line.

Thomas Hymes  
Procurement Specialist, Senior  
West Virginia Lottery

Attachment

*We agree to renew the subject contract for the period as stated above under the same terms and conditions in the original contract.*

A handwritten signature in dark ink, appearing to read "Chris Lambert", written over a horizontal line.

Name/Signature

Chris Lambert, CPA, CGMA, CCIFP

12/10/2024

Date

Member

Title

304-343-4126

Phone Number

CSLambert@suttlecpas.com

Email

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10-Brandon Barr</u> Date: <u>1/13/2025</u> Solicitation No. <u>CMA LOT23*01</u>	Agency: Lottery Procurement Officer Submitting Requisition: Thomas Hymes Requisition No. CMA LOT23*01 (CRFQ LOT23*02) PF No.: 1122613
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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
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 type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 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 type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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: \_\_\_\_\_

*1/13/2025*

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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.

#### SUTTLE & STALNAKER, A PROFESSIONAL LIMITED LIABILITY COMPANY

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	6/23/1997		6/23/1997	Domestic	Profit		6/23/2027	

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>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	
<b>At Will Term</b>	T	<b>Member Managed</b>	MGR
<b>At Will Term Years</b>	30	<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Designated Office Address</b>	1411 VIRGINIA STREET E SUITE 100 CHARLESTON, WV, 25301
<b>Mailing Address</b>	1411 VIRGINIA STREET, E. SUITE 100 CHARLESTON, WV, 25301 USA
<b>Notice of Process Address</b>	PATRICIA CLARK 1411 VIRGINIA STREET E STE 100 CHARLESTON, WV, 25301
<b>Principal Office Address</b>	1411 VIRGINIA ST E SUITE 100 CHARLESTON, WV, 25301 USA
Type	Address

Officers	
Type	Name/Address
<b>Manager</b>	PATRICIA CLARK 1411 VIRGINIA STREET, E. SUITE 100 CHARLESTON, WV, 25301
<b>Member</b>	ROBERT C. NEWTON 1411 VIRGINIA STREET E STE 100 CHARLESTON, WV, 25301 USA
<b>Member</b>	WALLACE F. SUTTLE, II 1411 VIRGINIA STREET E STE 100 CHARLESTON, WV, 25301 USA

<b>Member</b>	CHRISTOPHER D. DEWEESE 1411 VIRGINIA STREET E STE 100 CHARLESTON, WV, 25301 USA
<b>Member</b>	CHRISTOPHER S. LAMBERT (SEE COMMENT SCREEN FOR ADD. MEMBERS) 1411 VIRGINIA STREET E STE 100 CHARLESTON, WV, 25301 USA
<b>Organizer</b>	WALLACE F. SUTTLE DAVID H. STALNAKER, ROBERT C. NEWTON HORACE W. EMERY
<b>Organizer</b>	1560 KANAWHA BLVD, EAST, CHAS. WV 25311
<b>Type</b>	<b>Name/Address</b>

**DBA**

DBA Name	Description	Effective Date	Termination Date
SUTTLE & STALNAKER PLLC	TRADENAME	1/26/2004	
DBA Name	Description	Effective Date	Termination Date

**Mergers**

Merger Date	Merged	Merged State	Survived	Survived State
8/1/2023	SOMERVILLE & COMPANY, P.L.L.C.	WV	SUTTLE & STALNAKER, A PROFESSIONAL LIMITED LIABILITY COMPANY	WV
Merger Date	Merged	Merged State	Survived	Survived State

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

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**"SUTTLE & STALNAKER, A PROFESSIONAL LIMITED LIABILITY COMPANY"** 

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