



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: 06-06-2025

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 0323 9612 WWV2300000001 4	Procurement Folder:	1058578
Document Name:	CO #3 Professional Consulting & Training for Development	Reason for Modification:	Change Order #3 To Renew Contract
Document Description:	CO #3 Professional Consulting & Training for Development		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-07-25
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-07-24

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000193383 BRUSTEIN & MANASEVIT 1120 20TH STREET NW STE 740 WASHINGTON DC 20036 US Vendor Contact Phone: 2029653652 Extension:	Requestor Name: Debra K Morgan Requestor Phone: (304) 558-2631 Requestor Email: debra.k.morgan@wv.gov																				
Discount Details:	2025 FILE LOCATION _____																				
<table><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr><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></table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No		
		Discount Allowed	Discount Percentage	Discount Days																	
#1		No	0.0000	0																	
#2		No																			
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
FISCAL AND ADMINISTRATIVE MANAGEMENT - 5301 WORKFORCE WEST VIRGINIA 1900 KANAWHA BLVD, EAST BLDG 3, 3RD FLOOR, SUITE 300 CHARLESTON WV 25305 US	OFFICE OF ADMIN SUPPORT - 5302 WORKFORCE WEST VIRGINIA 1900 KANAWHA BLVD E BLDG 3, 8TH FLOOR CHARLESTON WV 25305 US

CR 6-10-25

Total Order Amount:

Open End

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION

DATE: *6/9/2025*
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *6/13/2025*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *6-16-25*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order #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.

Effective date of renewal 07/25/2025 through 07/24/2026

Renewal Years Remaining: (0)

NO OTHER CHANGES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80000000			HOUR	300.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Management and Business Professionals Partner

Extended Description:

Hourly Rate for Partner

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80000000			HOUR	300.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Management and Business Professionals Associate

Extended Description:

Hourly Rate for Associate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80000000			HOUR	125.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Management and Business Professionals Administrative Assista

Extended Description:

Hourly Rate for Administrative Assistant/Legislative Analyst

May 5, 2025

Brustein & Manasevit dba The Bruman Group PLLC
3105 South ST NW
Washington, DC 20007

Re: Change Order #3 CMA WWV2300000001

WorkForce West Virginia is offering to renew the subject contract referenced above for Professional Consulting & Training for Development Boards.

By signing below Brustein & Manasevit dba The Bruman Group PLLC indicates their agreement to the renewal for the service period of 07-25-25 through 07-24-26.

Please return to me via email @ Tina.L.Lesavich@wv.gov.

Thank you.



WorkForce West Virginia

5-7-25
Date



Brustein & Manasevit dba The Bruman Group PLLC

May 7, 2025
Date

**DEPARTMENT OF COMMERCE (DNR) PURCHASE REQUEST/ORDER
AUTHORIZATION OVER \$50,000**

AGENCY INFORMATION:

REQUESTING AGENCY: WorkForce West Virginia DIVISION: Procurement
Name: Tina Lesavich Program: WIAADM
Date: 05/05/25 Date Needed (NOT ASAP): 07/24/25

WVOASIS ACCOUNT INFORMATION: Fund: 9749 Sub Fund: _____ Department: 0323
Unit: 9612 Program: WIAADMM Sub Unit: _____ Appr. Unit: 13000 Object: 3208
Sub Object: 4175 Prog. Period: FY23 Fiscal Year: 2026 Budget Year: 2026

FUND INFORMATION: General Revenue ☐ Special Revenue ☐ Federal Revenue ☒ Surplus Appropriation ☐
Other ☐ : _____

ITEM INFORMATION: One-time Purchase ☐ On-going Purchase ☒ Bid Required ☐ Emergency Purchase ☐

ITEM INFORMATION: * <http://www.unspsc.org/search-code> Please enter a code for each commodity line.

Quantity	Description	Estimated Cost	WVOASIS Commodity Code*	WVOASIS Shipping Code(s)	WVOASIS Billing Code(s)
12 MO	CO #3 to Renew Contract	65,000.00	80000000	SP0322	BL0171

Explanation of Purchase: Professional Consulting & Training for Development Boards

Vendors to be contacted: Please provide vendor information. Three vendors required for projects going through bid process.

Vendor Name	Address	Contact Email	Phone & Fax #
1.			
2.			
3.			

APPROVALS:

Agency Head/Designee: *Scott C. ...*
Commerce Chief Financial Officer: *Tia C. ...*
Commerce General Counsel: *Abigail ...*
Secretary of Commerce/Designee: *[Signature]* 613125

Date Ordered: _____ Date Received: _____

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10-Brandon Barr</u> Date: <u>6/9/2025</u> Solicitation No. <u>CMA WWV23*01</u>	Agency: WorkForce West Virginia Procurement Officer Submitting Requisition: Tina Lesavich Requisition No. CMA WWV2300000001 PF No.: 1058578
--	--

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 checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____

[Handwritten Signature] 6/9/2025

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.

BRUSTEIN & MANASEVIT, PLLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
ELC Exempt LLC	12/5/2012		12/5/2012					

Organization Information		
Business Purpose		Capital Stock
Charter County		Control Number 99XZR
Charter State	DC	Excess Acres
At Will Term		Member Managed
At Will Term Years		Par Value
Authorized Shares		Young Entrepreneur Not Specified

Addresses	
Type	Address
Principal Office Address	3105 SOUTH ST NW WASHINGTON, DC, 20007 USA
Type	Address

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

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

Monday, June 9, 2025 — 7:51 AM

© 2025 State of West Virginia

× Close

Hi, I'm SOLO! I can help you file your Annual Report.

Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	1120 20TH STREET NW STE 740	WASHINGTON	DC	20036	Steven Spillan
Ordering	1120 20TH STREET NW STE 740	WASHINGTON	DC	20036	NICOLE BROOKS
Payment	3105 SOUTH ST NW	WASHINGTON	DC	200074419	Default Contact Name
Ordering	3105 SOUTH ST NW	WASHINGTON	DC	200074419	Default Contact Name
Payment	3105 SOUTH ST NW	WASHINGTON	DC	200074419	Default Contact Name

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000193383

BRUSTEIN & MANASEVIT

Address Type : Payment

Division/Department :

Additional Address Info :

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 05/08/2019

Active To :

Default Record :

Mail Returned :

Active Address : Yes

▼ Address Information

Address ID : AD000001

Country Phone Code : 1

Street 1 : 1120 20TH STREET NW STE

Phone : 202-965-3652

Street 2 :

Phone Extension :

City : WASHINGTON

County :

State/Province : DC

County Name :

Zip/Postal Code : 20036

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

► Prenote/EFT

► Remittance Advice

► Contact Information

► Contact Address Information

► Geographic Designation

► Change Management

Top

Modify Existing Record Add New Address

Master Address

Master Contacts

Languages

Vendor Transaction History

[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](#)

Filter By

Keyword SearchFor more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

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

e.g. 123456789, Smith Corp

"BRUSTEIN & MANASEVIT, PLLC" ×Entity ▼Location ▼Status ▲

- ☒ Active
- ☐ Inactive

Reset

[Entity Information](#) ^[All Entity Information](#)[Entities](#)[Disaster Response Registry](#)[Responsibility / Qualification](#)

No matches found

Your search did not return any results for active records.
Would you like to include inactive records in your search results?

[Search Inactive](#)[Go Back](#)