



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: 05-29-2025

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 0439 0439 EBA2400000003 3	Procurement Folder:	1404038
Document Name:	Audit Services	Reason for Modification:	
Document Description:	Audit Services for WV Educational Broadcasting Authority	Change Order 02 To Renew Document.	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-06-10
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-06-09

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000197366 BROWN EDWARDS & COMPANY LLP 707 Virginia St E Charleston WV 25301-2710 US Vendor Contact Phone: 304-345-8400 Extension:	Requestor Name: Sarah D Pitzer Requestor Phone: 304-558-2631 Requestor Email: spitzer@wvpublic.org																				
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
CHIEF FINANCIAL OFFICER EDUCATIONAL BROADCASTING 124 INDUSTRIAL PARK RD BEAVER WV 25813 US	SITE MANAGER EDUCATIONAL BROADCASTING WSWP-TV 124 INDUSTRIAL PARK RD BEAVER WV 25813 US

CR 6-23-25
Purchasing Division's File Copy

Total Order Amount:	Open End
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MM 5/30/25
PURCHASING DIVISION AUTHORIZATION

DATE: *Tue 6/19/25*
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *6/24/2025*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *6-24-25*
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 date of renewal 06/10/2025 through 06/09/2026.

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	84111601			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: YEAR END AUDITS

Extended Description:

See attached pricing page for details



Dale Malcomb
Purchasing Coordinator
Phone: (304) 254-7858
Email: dmalcomb@wvpublic.org

May 29th, 2025

Rob Adams
CPA, Partner
Brown Edwards and Company, LLP
300 Chase Tower, 707 Virginia Street, East
Charleston, WV 25301
Phone: (304) 343-4188
Email: readams@becpas.com

Subject: First Renewal of CMA 0439 EBA2400000003, Audit Services for WV Educational Broadcasting

Dear Mr. Adams:

The State of West Virginia is offering to renew subject contract under the same terms, conditions and pricing. The renewal dates are June 10th, 2025 through June 9th, 2026. If your company agrees to this renewal, please sign below and return the original to my attention as soon as possible.

In addition to these documents, please include a current Certificate of Insurance (COI) for both Commercial General Liability and Professional/Malpractice/Errors and Omission Insurance.

Please call if you have any questions.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'C. Dale Malcomb'.

C. Dale Malcomb

Attachment

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.

Robert (Rob) E. Adams
Name

Signature

Partner
Title

5/29/25
Date

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

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BROWN EDWARDS & COMPANY L L P

see attached

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
GP General Partnership	4/1/1973			Domestic					

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

Addresses.	
Type	Address
Mailing Address	PO BOX 1697 BLUEFIELD, WV, 247011697
Principal Office Address	PO BOX 1697 BLUEFIELD, WV, 247011697
Type	Address

Officers	
Type	Name/Address
Partner	BROWN EDWARDS & COMPANY L L P PO BOX 1697 BLUEFIELD, WV, 247011697
Type	Name/Address

5/27/25, 1:07 PM

WV SOS - Business and Licensing - Corporations - Online Data Services

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

Tuesday, May 27, 2025 — 1:06 PM

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Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	3906 ELECTRIC RD	ROANOKE	VA	24018	
✓ Ordering	PO Box 1697	Bluefield	WV	24701	Deborah Garrett
Other	300 Chase Tower	Charleston	WV	25301	
✓ Payment	707 Virginia St E	Charleston	WV	25301-2710	Deborah Garrett
✓ Ordering	707 Virginia St E	Charleston	WV	25301-2710	Valerie Ellis, CPA

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000197366

BROWN EDWARDS & COMPANY LLP

Address Type : Payment

Division/Department :

Additional Address Info. :

Prevent New Spending : ☐

Default Currency : USD - US Dollar

Active From : 11/22/2016

Active To :

Default Record : ☐Mail Returned : ☐

Active Address : Yes

▼ Address Information

Address ID : AD000001

Country Phone Code : 1

Street 1 : 3906 ELECTRIC RD

Phone : 000-000-0000

Street 2 :

Phone Extension :

City : ROANOKE

County :

State/Province : VA

County Name :

Zip/Postal Code : 24018

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :




CAGE Code :

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e.g. 1606N020Q02

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- ☒ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"Brown Edwards & Company LLP" Classification Excluded Individual Excluded Entity Federal Organizations Exclusion Type 

- ☒ Ineligible (Proceedings Pending)
- ☒ Ineligible (Proceedings Complete)
- ☒ Prohibition/Restriction
- ☒ Voluntary Exclusion

Exclusion Program Location Dates **Reset** 

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDowell</u> Date: <u>5/27/25</u> Solicitation No. <u>CMA EBA 24#03 c/p2</u>	Agency: 0439 Educational Broadcasting Procurement Officer Submitting Requisition: C. Dale Malcomb Requisition No. CMA 0439 EBA2400000003 / EBAr74328r1 / CO2 PF No.: 1404038
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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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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: _____

L. O. Moore