



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: 04-23-2025

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 0803 0058 DOT2400000034 2	Procurement Folder:	1283490
Document Name:	Accounting Consulting Professional Services	Reason for Modification:	CHANGE ORDER 1 TO RENEW
Document Description:	Accounting Consulting Professional Services		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:		Effective Start Date:	2024-03-01
Free on Board:		Effective End Date:	2026-02-28

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000007569 Maher Duessel 503 MARTINDALE ST STE 600 PITTSBURGH PA 15212 US Vendor Contact Phone: 412.535.5550 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: Anna Maria Catalano Requestor Phone: (304) 558-9422 Requestor Email: maria.a.catalano@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
DIVISION OF HIGHWAYS FINANCE & ADMINSTATION 1900 KANAWHA BLVD E, BLDG 6 RM 320 CHARLESTON WV 25305-0430 US	DIVISION OF HIGHWAYS FINANCE & ADMINISTRATION DIVISION 1900 KANAWHA BLVD E, BLDG 6 RM 320 CHARLESTON WV 25305-0430 US

CR 4-25-25

Total Order Amount:	Open End
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Purchasing Division's File Copy

JE 4/24/25

PURCHASING DIVISION AUTHORIZATION
DATE: JA 4.25.25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: [Signature]
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: [Signature] 4-28-25
ELECTRONIC SIGNATURE ON FILE

4/28/2025

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 03/01/2025 through 02/28/2026.

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	84111600			HOURL	181.000000
	Service From	Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Accounting Professional Services - Partner Onsite - Year 1

Extended Description:

Accounting Professional Services

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	84111600			HOURL	171.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Accounting Professional Services - Partner Remote - Year 1

Extended Description:

Accounting Professional Services

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	84111600			HOUR	158.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Accounting Professional Services - Senior Mgr. Onsite Year 1

Extended Description:

Accounting Professional Services

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	84111600			HOURL	148.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Accounting Professional Services - Senior Mgr. Remote-Year 1

Extended Description:

Accounting Professional Services

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	84111600			HOUR	143.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Accounting Prof Services - Manager/Supervisor Onsite Year 1

Extended Description:
Accounting Professional Services

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	84111600			HOUR	133.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Accounting Prof Services - Manager/Supervisor Remote Year 1

Extended Description:
Accounting Professional Services

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	84111600			HOUR	110.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Accounting Professional Services-Senior Staff Onsite Year 1

Extended Description:
Accounting Professional Services

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	84111600			HOUR	100.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Accounting Professional Services- Senior Staff Remote-Year 1

Extended Description:
Accounting Professional Services

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	84111600			HOUR	35.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Accounting Prof Services - Clerical Support Onsite Year 1

Extended Description:
Accounting Professional Services

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	84111600			HOUR	35.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Accounting Prof Services - Clerical Support Remote Year 1

Extended Description:
Accounting Professional Services



**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION**

Michael J. DeMers
Deputy Secretary of Transportation

1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-0444

Stephen T. Rumbaugh, P.E.
Secretary of Transportation
Commissioner of Highways

April 16, 2025

Maher Duessel
503 Martindale Street Suite 600
Pittsburg, PA 15212

Subject: Contract Renewal: DOT24*034
Procurement Folder: 1283490

The Department of Transportation of West Virginia is offering to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

The renewal dates are 03-01-2025 to 02-28-2026. If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to lisa.m.stephens@wv.gov

Please contact the email listed above if you have any questions.


Thank you,

We agree to renew the contract for the period as state above under the same terms, conditions, prices, and specifications in the original purchase order and any change orders thereto.

Jeffrey W. Kent, CPA
Name/Signature

April 23, 2025
Date

Partner
Title

PROCUREMENT USE ONLY

Signature/Title/Date



**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION**

**1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-0444**


**Michael J. DeMers
Deputy Secretary of Transportation**

**Stephen T. Rumbaugh, P.E.
Secretary of Transportation
Commissioner of Highways**

April 16, 2025

MEMORANDUM

TO: Samatha Willis, Director
Purchasing Division

FROM: Kristy James 
WV DOT Procurement Officer

SUBJECT: *Backdated Justification for CMA DOT24*34*

The renewal request for CMA DOT 24*34 is being submitted late due to an oversight. Moving forward, steps will be taken to ensure the contract is renewed prior to the expiration.

Thank you for your assistance in this matter. If you have any questions, feel free to email, Kristy.e.james@wv.gov or call 304/414-7104.

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Business and Licensing

Online Data Services Help

Business Organization Detail

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MAHER DUESSEL

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/9/2015		12/9/2015	Foreign	Profit			

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	9ACHL
Charter State	PA	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Mailing Address	D.L. CLARK BUILDING 503 MARTINDALE STREET, SUITE 600 PITTSBURGH, PA, 15212 USA
Notice of Process Address	STACY VERNIER MAHER DUESSEL D.L. CLARK BUILDING, 503 MARTINDALE ST., STE 600 PITTSBURGH, PA, 15212
Principal Office Address	D.L. CLARK BUILDING 503 MARTINDALE STREET, SUITE 600 PITTSBURGH, PA, 15212 USA
Type	Address

Officers	
Type	Name/Address
Director	JEFFREY W. KENT D.L. CLARK BUILDING 503 MARTINDALE ST., STE 600 PITTSBURGH, PA, 15212
President	TIMOTHY J. MORGUS D.L. CLARK BUILDING 503 MARTINDALE STREET, SUITE 600 PITTSBURGH, PA, 15212
Type	Name/Address

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

Thursday, April 24, 2025 — 8:52 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>JESTEP</u> Date: <u>4/24/25</u> Solicitation No. <u>CMA DOT24*34</u> <u>CO#1</u>	Agency: WVDOT Procurement Officer Submitting Requisition: Amber Heath Requisition No. CMA DOT240000034 CO #1 PF No.: 1283490
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____

