



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: 08-14-2025

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 0403 0015 DBSSIGNA 2	Procurement Folder:	1364650
Document Name:	In Person Interpreters at WVSD	Reason for Modification:	
Document Description:	In Person Interpreters at WVSD	Change Order #1	
Procurement Type:	Central Master Agreement	Issued to renew contract	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-02-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-01-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000174507 SHARON J LOAR 331 COMMUNITY WAY  ROMNEY WV 26757 US Vendor Contact Phone: 304-822-4844 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: Tabitha J Crist Requestor Phone: (304) 822-4810 Requestor Email: tabitha.crist@k12.wv.us  <b>2026</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST  ROMNEY WV 26757-1894 US	CENTRAL SUPPLY SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST  ROMNEY WV 26757-1894 US

CR 8-20-25

Purchasing Division's File Copy

Total Order Amount:	Open End
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JA 8.20.25

PURCHASING DIVISION AUTHORIZATION
DATE: 8/20/2025
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 8/21/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 8-21-25
ELECTRONIC SIGNATURE ON FILE

**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 February 1, 2025 through January 31, 2026.

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	90121702			HOUR	55.000000
	Service From	Service To	Service Contract Amount		
			0.00		

**Commodity Line Description:** In person interpreters

**Extended Description:**



OK 8.20.25

Est. 1870  
301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

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TJC

From: Tabitha Crist, West Virginia Schools for the Deaf and the Blind

Date: August 12, 2025

Subject: Backdate Justification CMA DBSSIGNA

West Virginia Schools for the Deaf and the Blind has a contract for interpreting services that expired 1/31/2025. Unfortunately, the employee who was working on the renewal went out on emergency medical leave and it wasn't discovered that this wasn't completed until after she recently return. This was an oversight and we are working to have better controls over contract renewals.

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W. Clayton Burch  
Superintendent, WVSDb  
304.822.4800  
[www.wvsdb2.state.k12.wv.us](http://www.wvsdb2.state.k12.wv.us)



Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

January 1, 2025

Sharon J. Loar  
331 Community Way  
Romney, WV 26757

Subject: CMA 0403 DBSSIGNA Contract Renewal – Change Order No. 1  
American Sign Language Interpreting at the WVSDB

The West Virginia Schools for the Deaf and the Blind is offering to renew subject contract under the same terms, conditions, pricing and specifications as contacted in the original contract and all approved change orders. The renewal dates are for 2/1/2025 – 1/31/2025. If you agree to this renewal, please sign below and return to my attention as soon as possible.

Remaining renewals: 2

Please call if you have any questions.

Very truly yours,

*Tabitha J. Crist*

Tabitha J. Crist, CFO  
West Virginia Schools for the Deaf and the Blind

*\*Vendor signature required below*

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.

*Sharon J. Loar*  
Vendor Name/Signature

*1/1/2025*  
Date

*Interpreter*  
Title

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Business Organization Detail

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SIGNFLUENT INTERPRETING

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
SP   Sole Proprietor	12/8/2021			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					Entr				

HL I'm SOLD! I can help you file your Annual Report.

X Close

## Addresses

Type	Address
<b>Mailing Address</b>	331 COMMUNITY WAY ROMNEY, WV, 267577140
<b>Principal Office Address</b>	331 COMMUNITY WAY ROMNEY, WV, 267577140
Type	Address

## Officers

Type	Name/Address
<b>Owner</b>	SHARON J LOAR HC 79 BOX 24C ROMNEY, WV, 267570000
Type	Name/Address

## DBA

DBA Name	Description	Effective Date	Termination Date
SIGNFLUENT INTERPRETING	SP TRADENAME	12/11/2021	
DBA Name	Description	Effective Date	Termination Date

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

Wednesday, August 20, 2025 — 9:34 AM

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