



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: 08-13-2025

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 4	Procurement Folder:	1404038
Document Name:	Audit Services	Reason for Modification:	Change Order 03 To modify staff list for contract.
Document Description:	Audit Services for WV Educational Broadcasting Authority		
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:  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: Sarah D Pitzer Requestor Phone: 304-558-2631 Requestor Email: spitzer@wvpublic.org  <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
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 8-15-25

Purchasing Division's File Copy

Total Order Amount:

Open End

PURCHASING DIVISION AUTHORIZATION

DATE: 8/14/25

ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 8/19/2025

ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 8-19-25

ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 3 is issued for administrative purposes only and is intended to add new names and titles for vendor staff approved to work on this contract. The original contract, including all terms, conditions, prices, specifications, and change orders contained therein remain in full force and effect.

Effective dates: 06/10/2025 through 06/09/2026.

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

EBAr74328/CMA EBA2400000003 CO1, Audit Services						
List of Employees Who May Work Under This Contract						
Employee Name	Senior CPA	CPA	Senior Accountant	Accountant	Clerk	Supporting Documentation on File
Rob Adams	X					Attested to in original documentation
Chris Banta	X					Attested to in original documentation
Melissa Price	X					Attested to in original documentation
Valerie Ellis	X					Attested to in original documentation
Anthony Carpenter		X				Attested to in original documentation
Faye McQuinn		X				Attested to in original documentation
Staunton Gorrell		X				Attested to in original documentation
Stephen Linkous			X			Attested to in original documentation
Clarence Rhudy		X				Attested to in original documentation
Tammi Eddleman					X	No documentation required for clerks
Debbie Garrett					X	No documentation required for clerks
Zeanna Ward				X		
Elijah Dunford				X		Radford U transcript
David Elkins		X				CPA License - VA and TN
Justin Huffman				X		MU degree & transcripts - accounting
Tiffany Kiwabonga				X		SSU transcript
Kyleigh Shrewsbury				X		MU transcript

BY SIGNING BELOW, I ATTEST THAT THE EMPLOYEES LISTED MEET THE REQUIREMENTS AS TO THEIR LABOR TYPE AS OUTLINED IN SECTION 3.1.1. I ALSO UNDERSTAND THAT, BY SIGNING, I AGREE TO HONOR THE PRICING AS LISTED ON THE PRICING PAGE.

Rob Adams, Partner, Bonin Edwards  
Printed Name, Title

[Signature]  
Authorized Signature

8/8/25  
Date

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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.*

### BROWN EDWARDS & COMPANY L L P

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	
See Attached	
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

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

Thursday, August 14, 2025 — 1:35 PM

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Close

## Vendor/Customer

## Vendor/Customer

## ✓ Address

Address Information

Prenote/EFT

Remittance Advice

Contact Information

Contact Address  
Information

Geographic Designation

Change Management

## Business Type

## Service Area

## Commodity

## W-8 Form

## Authorized Dept.

## Prevent Spending

## Prevent Orders

## Certification

## Disclosures

## Vendor User Information

## Vendor Attachments

## 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 &amp; COMPANY LLP

Address Type : Payment

Division/Department :

Additional Address Info. :

Prevent New Spending : ☐

Default Currency : USD - US Dollar

Active From : 01/01/1999

Active To :

Default Record : ☒Mail Returned : ☐

Active Address : Yes

## ▼ Address Information

Address ID : CV10001

Street 1 : 707 Virginia St E

Street 2 : Ste 300

City : Charleston

State/Province : WV

Zip/Postal Code : 25301-2710

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :



Country Phone Code : 1

Phone : 304-345-8400

Phone Extension :

County :

County Name :

Country : US

## ► Prenote/EFT

## ► Remittance Advice

[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.

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For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

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

e.g. 123456789, Smith Corp

"BROWN EDWARDS & COMPANY L L P" Entity Location Status 

- ☒ Active
- ☐ Inactive

Reset 

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

**No matches found**

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>JA</u> Date: <u>8/14/25</u>  Solicitation No. <u>CO #3</u>	Agency: Educational Broadcasting Authority <hr/> Procurement Officer Submitting Requisition: Dale Malcomb <hr/> Requisition No. EBA74328 _CO_3/ CMA EBA24*03 <hr/> 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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 ( <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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### FOR CHANGE ORDERS/RENEWALS:

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> NA
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> NA
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> NA
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	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: \_\_\_\_\_

