



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: 11-10-2025

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 0507 2770 HCC2400000001 3	Procurement Folder:	1327140
Document Name:	COURT REPORTING SERVICES	Reason for Modification:	CHANGE ORDER 2 TO RENEW CONTRACT
Document Description:	COURT REPORTING SERVICES		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-02-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-01-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000161400 SARGENTS COURT REPORTING SERVICE INC 210 MAIN ST JOHNSTOWN PA 159011509 US Vendor Contact Phone: 814-536-8908 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: Gordon C Lane Requestor Phone: 304-206-8835 Requestor Email: gordon.c.lane@wv.gov 2026 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
PROCUREMENT OFFICER HEALTH CARE AUTHORITY 100 DEE DR CHARLESTON WV 25311-1692 US	PROCUREMENT OFFICER HEALTH CARE AUTHORITY 100 DEE DR CHARLESTON WV 25311-1692 US

CR 11-12-25
Purchasing Division's File Copy

Total Order Amount:

Open End

CH 11/12/25
PURCHASING DIVISION AUTHORIZATION

DATE: 11/12/2025
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 11/13/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 11-13-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 02 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 2/1/2026 through 1/31/2027

Renewal Years Remaining: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82111603			EA	100.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Half Day Appearance Fee**Extended Description:**

Half Day Appearance Fee

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82111603			EA	100.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Whole Day Appearance Fee**Extended Description:**

Whole Day Appearance Fee

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	82111603			EA	5.350000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Transcript 8-14 days (per page)**Extended Description:**Transcript 8-14 days
(per page)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	82111603			EA	6.500000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Transcript 3-7 days (per page)**Extended Description:**Transcript 3-7 days
(per page)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	82111603			EA	9.450000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Transcript in 48 hours (per page)

Extended Description:
Transcript 48 hours
(per page)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	82111603			EA	10.500000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Transcript 24 hours
(per page)

Extended Description:
Transcript 24 hours
(per page)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	82111603			EA	2.500000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Copy in 8-14 days (per page)

Extended Description:
Copy in 8-14 days (per page)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	82111603			EA	2.500000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Copy in 3-7 days (per page)

Extended Description:
Copy in 3-7 days (per page)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	82111603			EA	2.500000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Copy in 48 hours (per page)

Extended Description:
Copy in 48 hours (per page)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	82111603			EA	2.500000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Copy in 24 hours (per page)

Extended Description:
Copy in 24 hours (per page)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	82111603			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Electronic Delivery: CD

Extended Description:
Electronic Delivery: CD

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	82111603			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Electronic Delivery: EMAIL

Extended Description:
Electronic Delivery: EMAIL



Arvin Singh, EdD, MBA, MPH, MS,
FACHE



Michael Caruso
Cabinet Secretary



Alex J. Mayer, PhD, MS, PMP
Cabinet Secretary

November 7, 2025

Sargents Court Reporting Service Inc
210 Main St
Johnstown, PA 15901

Re: CMA 0507 HCC2400000001 Renewal

Dear Sir or Madam

The Office of Shared Administration, on behalf of Health Care Authority, is offering to renew the subject contract under the same terms, conditions, and pricing. The renewal dates are February 1, 2026 to January 31, 2027. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

Please call if you have any questions.

Heather White

Heather White
Procurement Specialist, Senior

We agree to renew the contract for the period as stated above under the same terms and conditions in the original contract agreement and any change orders thereto.

Printed Name/Signature

Title

Date

Sara Ann Sargent
SARA ANN SARGENT

PRESIDENT

11/7/25





Arvin Singh, EdD, MBA, MPH, MS,
FACHE



West Virginia
DEPARTMENT OF
Health Facilities

Michael Caruso
Cabinet Secretary



HUMAN
SERVICES

Alex J. Mayer, PhD, MS, PM
Cabinet Secretary

November 10, 2025

TO: Memo to File

From: Heather White, Procurement Specialist SR
Office of Shared Administration

Re: CMA HCC24*1 Renewal

Healthcare Authority intends to renew CMA HCC24*1 for court reporting services. As a quasi-judicial tribunal, they conduct hearings and other official proceedings that require verbatim transcriptions for legal purposes. Not having a transcription service would put them in breach of legal requirements.





Federal Service Desk Help During Temporary Government Shutdown [Show Details](#)
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Revolutionary FAR Overhaul Impacts to SAM.gov [Show Details](#)
Aug 15, 2025



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All Words

e.g. 1606N020Q02

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Keyword Search

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Simple Search

Search Editor

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

e.g. 123456789, Smith Corp

"SARGENTS COURT REPORTING SERVICE INC" ×

Entity

Location

Status

- ☒ Active
- ☐ Inactive

Reset

Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification



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Online Data Services Help

Business Organization Detail

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SARGENT'S COURT REPORTING SERVICES, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	7/13/2006		7/13/2006	Foreign	Profit				

Organization Information									
Business Purpose		5614 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Business Support Services (document prep, call centers, telemarketing, collection agencies, credit, repossession, court reporting, stenotype)							
Capital Stock									
Charter County	Kanawha			Control Number	86712				
Charter State	PA			Excess Acres					
At Will Term				Member Managed					
At Will Term Years				Par Value					
Authorized Shares	0			Young Entrepreneur	Not Specified				

Addresses

Type	Address
Local Office Address	179 SUMMERS STREET, SUITE 617 CHARLESTON, WV, 25301
Mailing Address	210 MAIN STREET JOHNSTOWN, PA, 15901 USA
Notice of Process Address	SARA ANN SARGENT 210 MAIN STREET JOHNSTOWN, PA, 15901
Principal Office Address	210 MAIN STREET JOHNSTOWN, PA, 15901 USA
Type	Address

Officers

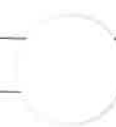
Type	Name/Address
Director	SARA ANN SARGENT 210 MAIN STREET JOHNSTOWN, PA, 15901
President	SARA ANN SARGENT 200 WHISPERING PINES JOHNSTOWN, PA, 15905
Secretary	SARA ANN SARGENT 200 WHISPERING PINES JOHNSTOWN, PA, 15905
Treasurer	SARA ANN SARGENT 200 WHISPERING PINES JOHNSTOWN, PA, 15905
Type	Name/Address

Annual Reports

Filed For

2025

2024



2023
2022
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2019
2018
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2015
2014
2013
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Date filed

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

Monday, November 10, 2025 — 10:20 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>11/12/25</u> Solicitation No. <u>CMA HCC24*01</u>	Agency: WV Office of Shared Administration <hr/> Procurement Officer Submitting Requisition: Heather White <hr/> Requisition No. CMA HCC24 1 CO2 <hr/> PF No.: 1327140
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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 type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input 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: _____

Cynthia Husted