



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia Contract

Order Date: 08-24-2026

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:	CCT 0926 0926 PSC2500000001 3	Procurement Folder:	1467454
Document Name:	Legislative Consultant	Reason for Modification:	Change Order 2 to renew contract
Document Description:	Legislative Consultant		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Larry D McDonnell		
Telephone:	304-558-2063		
Email:	larry.d.mcdonnell@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2025-01-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-12-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000046667 STEWART CAPITOL SOLUTIONS LLC 4678 CANTERBURY COURT ASHLAND KY 41101 US Vendor Contact Phone: 3046335995 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>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Jodi R Hash Requestor Phone: 304-340-0322 Requestor Email: jhash@psc.state.wv.us 2027 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
ADMINISTRATION PUBLIC SERVICE COMMISSION 201 BROOKS ST CHARLESTON WV 25301 US	ADMINISTRATION PUBLIC SERVICE COMMISSION 201 BROOKS ST CHARLESTON WV 25301 US

CR 8-25-26

Total Order Amount: \$225,000.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>M. X. [Signature]</i> 8/25/2026 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Cody [Signature]</i> DATE: 8-26-26 ELECTRONIC SIGNATURE ON FILE
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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 January 1, 2027 through December 31, 2027.

Renewal Years/Months Remaining: 1 years.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101516	0.00000		0.000000	\$75,000.00
Service From		Service To	Manufacturer	Model No	
2025-01-01		2025-12-31			

Commodity Line Description: Consultant

Extended Description:

See attached documentation for further details.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101516	0.00000		0.000000	\$75,000.00
Service From		Service To	Manufacturer	Model No	
2025-01-01		2026-12-31			

Commodity Line Description: Consultant

Extended Description:

See attached documentation for further details.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81101516	0.00000		0.000000	\$75,000.00
Service From		Service To	Manufacturer	Model No	
2025-01-01		2027-12-31			

Commodity Line Description: Consultant

Extended Description:

See attached documentation for further details.



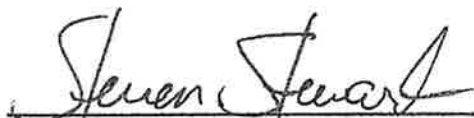
Public Service Commission of West Virginia
201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323
Phone: (304) 340-0300
Fax: (304) 340-0325

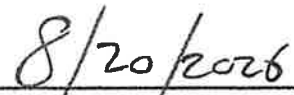
August 20, 2026

Stewart Capitol Solutions LLC
4678 Canterbury Court
Ashland, KY 41101

Re: Contract Renewal CCT 0926 PSC2500000001 Stewart Capitol Solutions LLC

The PSC requests to renew contract CCT PSC2500000001. This consulting contract will be renewed under the same terms and conditions as set forth in the original contract, including any subsequent change orders. The renewal period will be valid from January 1, 2027 through December 31, 2027 and will have one renewal period remaining. If you agree to renew this contract under these terms, please sign and date below.


Stewart Capitol Solutions LLC


Date


Jodi Hash
Public Service Commission
Senior Procurement Specialist
Agency Procurement Officer


Date

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Business Organization Detail

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STEWART CAPITOL SOLUTIONS LLC

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC Limited Liability Company	2/9/2024		2/9/2024	Foreign	Profit				

Organization Information			
Business Purpose	5418 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Advertising, Public Relations and Related Services (media, outdoor, direct mail, material distribution)		Capital Stock
Charter County		Control Number	
Charter State	KY	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years	Par Value		
Authorized Shares	Young Entrepreneur		No

Addresses	
Type	Address
Designated Office Address	4678 CANTERBURY COURT ASHLAND, KY, 41101
Notice of Process Address	STEVEN STEWART 4678 CANTERBURY COURT ASHLAND, KY, 41101
Principal Office Address	4678 CANTERBURY COURT ASHLAND, KY, 41101 USA
Principal Office Mailing Address	4678 CANTERBURY COURT ASHLAND, KY, 41101 USA

Type	Address
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Officers

Type	Name/Address
Member	STEVEN STEWART 4678 CANTERBURY COURT ASHLAND, KY, 41101
Type	Name/Address

Annual Reports

Filed For
2026
2025
Date filed

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

Tuesday, August 25, 2026 — 9:27 AM

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e.g. 123456789, Smith Corp

"STEWART CAPITOL SOLUTIONS LLC"

x

Classification

Excluded Individual

Excluded Entity

Federal Organizations

Exclusion Type

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

Exclusion Program

Location

Dates

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D McDonnell</u> Date: <u>8/25/2026</u> Solicitation No. <u>CCT PSC25*01 c/o 2</u>	Agency: <u>PSC</u> Procurement Officer Submitting Requisition: <u>Jodi Has h</u> Requisition No. <u>CCT PSC25.01</u> PF No.: <u>1467454</u>
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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	☒	☐	☐	☐
2	Use of correct specification template	☒	☐	☐	☐
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	☒	☐	☐	☐
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	☒	☐	☐	☐
5	Maximum budgeted amount in wvOASIS	☒	☐	☐	☐
6	Suggested vendors in wvOASIS	☒	☐	☐	☐
7	Capitol Building Commission pre-approval	☐	☐	☐	☐
8	Financing (Governor's Office) pre-approval	☐	☐	☐	☐
9	Fleet Management Division pre-approval	☐	☐	☐	☐

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	☐	☐	☐	☐
	Automobile Liability	☐	☐	☐	☐
	Workers' Compensation/Employer's Liability	☐	☐	☐	☐
	Cyber Liability	☐	☐	☐	☐
	Builder's Risk/Installation Floater	☐	☐	☐	☐
	Professional Liability	☐	☐	☐	☐
	Other (specify)	☐	☐	☐	☐
11	Office of Technology CIO pre-approval	☐	☐	☐	☐
12	Treasurer's Office (banking) pre-approval	☐	☐	☐	☐

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	☒	☒	☐	☒
2	Standard change order language	☒	☒	☐	☒
3	Office of Technology CIO approval	☐	☐	☒	☒
4	Justification for price increases/backdating/other	☐	☐	☒	☒
5	Bond Rider (Construction)	☐	☐	☒	☒
6	Secretary of State Verification	☒	☒	☐	☒
7	State debarment verification	☒	☒	☐	☒
8	Federal debarment verification	☒	☒	☐	☒

*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: _____