



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: 12-06-2024

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 0402 0033 EDD2200000003 4	Procurement Folder:	994122
Document Name:	COURT REPORTING SERVICES FOR IDEA DISPUTE	Reason for Modification:	Change Order No. 03 To Renew Contract
Document Description:	COURT REPORTING SERVICES FOR IDEA DISPUTE		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-03-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-03-14

VENDOR				DEPARTMENT CONTACT		
Vendor Customer Code:	000000161400	Requestor Name:	Kelly L Hall			
SARGENTS COURT REPORTING SERVICE INC		Requestor Phone:	(304) 558-3660			
210 MAIN ST		Requestor Email:	kelly.l.hall@k12.wv.us			
JOHNSTOWN	PA	159011509	<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION _____</div>			
US						
Vendor Contact Phone:	814-536-8908	Extension:				
Discount Details:						
	Discount Allowed	Discount Percentage	Discount Days			
#1	No	0.0000	0			
#2	No					
#3	No					
#4	No					

INVOICE TO	SHIP TO
OFFICE OF FINANCE & INTERNAL OPERATIONS DEPARTMENT OF EDUCATION BLDG 6, RM 700 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	SECRETARY DEPARTMENT OF EDUCATION OFFICE OF SCHOOL IMPROVEMENT 1900 KANAWHA BLVD E, BLDG 6 RM 700 CHARLESTON WV 25305 US

CR 12-12-24

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

JA 12-10-24

PURCHASING DIVISION AUTHORIZATION
 DATE: *Murphy - 12/10/2024*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *12-17-24*
 ELECTRONIC SIGNATURE ON FILE

12/17/2024

Extended Description:

Change Order

Change Order No. 03 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: 03/15/2025 through 03/14/2026

Renewals Years Remaining: Zero (0)

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82111603			HOUR	37.500000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Hourly Rate For First 2 Hours

Extended Description:

Includes set-up, equipment, supplies, and travel; see travel exception on Section 10 of the specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82111603			EA	146.250000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Transcript in 8-14 Days

Extended Description:

Original, 1 Copy, & CD (25 page increments per each)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	82111603			EA	5.850000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Transcript in 8-14 Days Per Page

Extended Description:

For less than and/or in excess of the 25 page increments

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	82111603			EA	150.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Transcript in 3-7 Days

Extended Description:

Original, 1 copy, & CD (25 page increments per each)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	82111603			EA	6.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Transcript in 3-7 Days Per Page

Extended Description:
Per Page For less than and/or in excess of the 25 page increments.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	82111603			EA	156.250000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Transcript in 48 hours

Extended Description:
Original, 1 copy & CD, (25 page increments per each)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	82111603			EA	6.250000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Transcript in 48 hours Per Page

Extended Description:
Per page for less than and/or in excess of the 25 page increments

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	82111603			EA	156.250000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Transcript in 24 hours

Extended Description:
Original, 1 copy & CD, (25 page increments per each)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	82111603			EA	6.250000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Transcript in 24 Hours Per Page

Extended Description:
Per page for less than and/or in excess of the 25 page increments



1900 Kanawha Boulevard, East, Building 6 • Charleston, WV 25305
wvde.us

November 02, 2024

Ms. Sara Ann Sargent/ Kainani S. Rose
Sargent's Court Reporting Service, Inc.
210 Main Street
Johnstown, PA 15901

Subject: CMA_EDD2200000003 – CO3 – Contract Renewal
Court Reporting Services for IDEA Disputes

The West Virginia Department of Education is offering to renew subject contract under the same terms, conditions, pricing, and specifications as contained in the original contract and all approved change orders. The renewal dates are March 15, 2025, through March 14, 2026. If your company agrees to this renewal, please sign below, and return to my attention as soon as possible.

Please contact me with any questions.

Remaining Renewals: Zero (0)

Sincerely,

Sheila Paltsel
Director, Federal Programs
West Virginia Department of Education

Vendor to Sign Below:

Sargent's Court Reporting Service, Inc. agrees 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.

	11/29/24
Name / Signature	Date
President	
Title	

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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.

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	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017x	
2017	
2016	
2015	
2014	
2013	
2012	
2011	
2010	
2009	
2008	
Date filed	

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

Friday, December 6, 2024 — 10:18 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Maguire</u> Date: <u>12.10.24</u> Solicitation No. <u>CMA CRQS EDD</u> <u>22A03 c10#3</u>	Agency: WV Department of Education Procurement Officer Submitting Requisition: Michelle Childers Requisition No. CMA EDD22*03 PF No.: 994122
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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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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: _____

