



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

State of West Virginia Purchase Order

Order Date: 08-14-2024

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:	CPO 0100 1824 GOV2300000001 4	Procurement Folder:	1234077
Document Name:	Consulting Services Change Order #2	Reason for Modification:	Change Order No 2 - Increase rates
Document Description:	Provide Federal Grants Management Services		
Procurement Type:	Central Sole Source		
Buyer Name:	Mary M Lipford		
Telephone:	(304) 558-3150		
Email:	mary.m.lipford@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-06-06
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-06-05

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000007708	Requestor Name:	Mary M Lipford
BDO USA PC 8401 GREENSBORO DR STE 800		Requestor Phone:	(304) 558-3150
MCLEAN VA 22102 US		Requestor Email:	mary.m.lipford@wv.gov
Vendor Contact Phone:	7033361456	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

2025
 FILE LOCATION _____

INVOICE TO	SHIP TO
FISCAL MANAGER OFFICE OF THE GOVERNOR 1900 KANAWHA BLVD E CHARLESTON WV 25305-0370 US	RESOURCE ADMINISTRATOR OFFICE OF THE GOVERNOR 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

8/14/24 GL

Total Order Amount:	\$300,000.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Mary M Lipford 8/14/2024</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray 8/19/2024</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>8-19-24</i> ELECTRONIC SIGNATURE ON FILE
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8/19/2024

Extended Description:

Change Order No 2:

Change Order No. 2 - is issued for the following reasons:

1) To Increase rates as permitted in the original terms and conditions per the attached documentation. The not to exceed rate shall remain the same as the original Purchase Order (\$300,000.00).

Effective date of change: August 01, 2024

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	84111502	0.00000		0.000000	300000.00
Service From	Service To	Manufacturer		Model No	
2023-06-06	2026-06-05				

Commodity Line Description: Financial accounting service

Extended Description:

Change Order #2 -As Per Pricing page attached. Rates Effective August 1, 2024.

APPROVED
[Signature]



Jim Justice
Governor of West Virginia

MEMORANDUM

To: Toby Welch, Senior Buyer
From: Mary Lipford, Financial Manager *ML*
Date: August 7, 2024
Subject: CPO GOV230000001- Change Order No. 2

This memorandum serves as written justification for submitting Change Order No. 2 increasing the hourly rates for the above referenced CPO effective August 1, 2024.

The Governor's Office is requesting approval to increase the hourly rates reflected in the attached email from David Clark, Managing Director for BDO USA PC, along with the signature of Ann Vincent Urling, Deputy Chief of Staff, for the Governor's Office, approving the rate increase.

There are no other changes. The contract amount will remain the same. If you have any questions, contact me at 304-352-0715.



Lipford, Mary M <mary.m.lipford@wv.gov>

BDO June invoice and rate change

1 message

David Clark <dclark@bdo.com>
To: "Urling, Ann V" <ann.v.urling@wv.gov>
Cc: "Lipford, Mary M" <mary.m.lipford@wv.gov>

Fri, Aug 2, 2024 at 10:23 PM

Ann,

I hope you are preparing to enjoy a relaxing weekend. I have been delinquent in getting bills out the door, so please see attached for the invoice and hours support for BDO's time from June. I hope to be more timely with the July invoice.

Also, as happens each August 1, the firm's leadership has reviewed our pricing and made a decision to increase our rates by 5%. The table below shows the impact this will have on our work with the Governor's Office - not that this still provides our ongoing discount of approximately 50% from our standard hourly rates. Please respond to this email regarding your approval for this rate increase, effective for time starting August 1, 2024.

	Current Rates	Rates Effective 8/1/24
Partner	\$340	\$357
Managing Director	\$340	\$357
Director	\$340	\$357
Subject Matter Expert	\$340	\$357
Senior Manager	\$331	\$348
Manager	\$263	\$276
Senior Associate	\$221	\$232
Experienced Associate	\$173	\$182
Associate	\$131	\$138
Analyst	\$113	\$119

As always, don't hesitate to reach out with any questions.

Best,

David

David Clark
Mng Dir, Industry Spec Svcs
919-278-1954 (Direct) 314-1954 (Internal)
703-862-7479 (Mobile) 919-754-9369 (Fax)
dclark@bdo.com

BDO
421 Fayetteville Street, Suite 300
Raleigh, NC 27601
UNITED STATES
919-754-9370
www.bdo.com

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For Approval *Ann Vincent Urling*
8/6/24
Governor's Office

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BDO USA, P.C.

* SEE Attached

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	11/7/2023		10/4/2023	Foreign	Profit			

Organization Information	
Business Purpose	5412 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Accounting/Tax Prep/Bookkeeping/Payroll Services (CPAs)
Charter County	Capital Stock
Charter State	Control Number
At Will Term	Excess Acres
At Will Term Years	Member Managed
Authorized Shares	Par Value
	Young Entrepreneur No

Addresses	
Type	Address
Local Office Address	5300 PATTERSON AVE SE SUITE 100 GRAND RAPIDS, MI, 49512
Mailing Address	5300 PATTERSON AVE SE SUITE 100 GRAND RAPIDS, MI, 49512 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	330 NORTH WABASH AVENUE SUITE 3200 CHICAGO, IL, 49512 USA
Type	Address

Officers	
Type	Name/Address
Director	KELLY JOHNSON 1601 FORUM PLACE 9TH FLOOR WEST PALM BEACH, FL, 33401
President	WAYNE BERSON 12505 PARK POTOMAC AVE., SUITE 700 POTOMAC, MD, 20854
Secretary	CATHERINE MOY ONE INTERNATIONAL PLACE BOSTON, MA, 02110
Treasurer	ROLAND REIMINK 5300 PATTERSON AVE SE SUITE 100 GRAND RAPIDS, MI, 49512
Vice-President	STEPHEN FERRARA 330 NORTH WABASH AVENUE SUITE 3200 CHICAGO, IL, 60611
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date

BDØ USA, PROFESSIONAL CORPORATION	FORCED DBA	11/7/2023	
DBA Name	Description	Effective Date	Termination Date

Annual Reports
Filed For
2024
Date filed

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

Wednesday, August 14, 2024 — 10:18 AM

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Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	PO BOX 642743	PITTSBURGH	PA	15264-2743	Patrick Radde
Payment	5300 PATTERSON AVE SE STE 100	GRAND RAPIDS	MI	49512	
Billing	8401 GREENSBORO DR STE 800	MCLEAN	VA	22102	Tony DeFlumeri
Payment	8401 GREENSBORO DR STE 800	MCLEAN	VA	22102	Tony DeFlumeri
Ordering	8401 GREENSBORO DR STE 800	MCLEAN	VA	22102	Tony DeFlumeri
Web Registrar	8401 GREENSBORO DR STE 800	MCLEAN	VA	22102	Tony DeFlumeri

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Vendor/Customer: VS0000007708

BDO USA PC

Address Type: Payment

Division/Department:

Additional Address Info:

Prevent New Spending:

Default Currency: USD - US Dollar

Active From: 10/22/2020

Active To:

Default Record:

Mail Returned:

Active Address: Yes

▼ Address Information

Address ID: AD000001

Street 1: PO BOX 642743

Street 2:

City: PITTSBURGH

State/Province: PA

Zip/Postal Code: 15264-2743

DUNS:

Extended DUNS:

Unique Entity Identifier:

CAGE Code:

Country Phone Code: 1

Phone: 703-893-0600

Phone Extension:

County:

County Name:

Country: US

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► Remittance Advice

► Contact Information

► Contact Address Information

► Geographic Designation

► Change Management

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>TW-09</u> Date: <u>8/14/24</u> Solicitation No. <u>CPO Gov 23'01</u>	Agency: Office of the Governor Procurement Officer Submitting Requisition: Mary Lipford Requisition No. CPO GOV23*01 PF No.: 1234077
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____

