



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

State of West Virginia
Contract

Order Date: 09-26-2024

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:	CCT 0313 0313 DEP2100000004 10	Procurement Folder:	869713
Document Name:	Clean Water State Revolving Fund CWSRF Audit	Reason for Modification:	CO#4 to increase contract
Document Description:	Clean Water State Revolving Fund CWSRF Audit		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Joseph E Hager III		
Telephone:	(304) 558-2306		
Email:	joseph.e.hageriii@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-07-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-06-30

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000197366	Requestor Name:	Bobbi J Chestnut
BROWN EDWARDS & COMPANY LLP 707 Virginia St E		Requestor Phone:	(304) 414-1139
Charleston WV 25301-2710		Requestor Email:	b.j.chestnut@wv.gov
US		<div style="font-size: 2em; font-weight: bold; margin: 0;">2025</div> <div style="margin: 0;">FILE LOCATION _____</div>	
Vendor Contact Phone:	304-345-8400 Extension:		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

INVOICE TO	SHIP TO
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV 25304 US	ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV 25304 US

10/1/24 6C

Purchasing Division's File Copy

Total Order Amount:	\$87,500.
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PURCHASING DIVISION AUTHORIZATION	ATTORNEY GENERAL APPROVAL AS TO FORM	ENCUMBRANCE CERTIFICATION
DATE: <i>Munk Act - 9/30/2024</i>	DATE: <i>John S. Gray</i>	DATE: <i>10-2-24</i>
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE

10/2/2024

Extended Description:

Change Order No.4 is issued to increase the original contract as defined in the attached documentation.

Original Contract Amount:	\$20,900.00
CO#1 Renewal	\$20,900.00
CO#2 Renewal	\$21,650.00
CO#3 Renewal	\$21,650.00
CO#4 Increase:	\$2,400.00

New Contract Amount: \$87,500.00

Effective date of change: 9/17/2024

No other changes

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	84111601	0.00000		0.000000	\$20,900.00
Service From	Service To	Manufacturer		Model No	
2021-07-01	2022-06-30				

Commodity Line Description: Clean Water State Revolving Fund CWSRF Audit - FY 2021

Extended Description:

Clean Water State Revolving Fund CWSRF Audit as per attached specifications

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	84111601	0.00000		0.000000	\$20,900.00
Service From	Service To	Manufacturer		Model No	
2022-07-01	2023-06-30				

Commodity Line Description: Clean Water State Revolving Fund CWSRF Audit Renewal 1- FY22

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	84111601	0.00000		0.000000	\$21,650.00
Service From	Service To	Manufacturer		Model No	
2023-07-01	2024-06-30				

Commodity Line Description: Clean Water State Revolving Fund CWSRF Audit Renewal 2- FY23

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	84111601	0.00000		0.000000	\$21,650.00
Service From	Service To	Manufacturer		Model No	
2024-07-01	2025-06-30				

Commodity Line Description: Clean Water State Revolving Fund CWSRF Audit Renewal 3- FY24

Extended Description:

Clean Water State Revolving Fund CWSRF Audit

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	84111601	0.00000		0.000000	\$2,400.00
Service From	Service To	Manufacturer	Model No		
2024-07-01	2025-06-30				

Commodity Line Description: Clean Water State Revolving Fund CWSRF Audit increase

Extended Description:

Clean Water State Revolving Fund CWSRF Audit - increase



APPROVED
J. H. Smith
9/30/24

west virginia department of environmental protection

Administrative Services
601 57th Street SE
Charleston, WV 25304-2345
304-926-0499 Phone
304-926-0491 Fax

Harold Ward, Cabinet Secretary
dep.wv.gov

MEMORANDUM

To: Joseph E Hager III, Buyer Supervisor
Purchasing Division

From: Jessica Chambers-Smith, Administrative Services Manager II
Department of Environmental Protection *JCS*

Date: September 26, 2024

Subject: Request to Increase CCT DEP2100000004/Clean Water State
Revolving Fund CWSRF Audit

The Department of Environmental Protection is requesting to increase CCT DEP2 10000004 in the amount of \$2,400.00 per the attached quote. The Water Pollution Control Revolving Fund (also known as the Clean Water State Revolving Fund CWSRF) will no longer be included in the state's Schedule of Expenditures of Federal Awards (SEFA).

2 CFR Part 200 Subpart F requires filing this single audit with the federal government on the data collection form. This was historically filed on the agency's behalf by the State of West Virginia's Financial Accounting and Reporting Section (FARS), however, due to recent changes they are now requiring the auditor who completes the standalone audit to file the data collection form instead. The agency was informed of this change by FARS on August 13, 2024.

Brown Edwards is still currently working on the Clean Water State Revolving Fund CWSRF audit and this recent change to the data collection form by FARS was unforeseen to the agency. No other vendor would be able to perform these services, which is why we are requesting a change order to add it to our current contract. When the contract is rebid the agency plans to revise the specifications to include this requirement.

If any additional information is needed, please feel free to contact me at (304)926-0499 ext. 41140.

Promoting a healthy environment.



September 4, 2024

To the West Virginia Department of Environmental Protection
Agent of the West Virginia
Water Pollution Control Revolving Fund
601 57th Street SE
Charleston, WV 25301

Historically, the Water Pollution Control Revolving Fund's (the Fund) federal expenditures have been included in the State of West Virginia's data collection form. The West Virginia Financial Accounting and Reporting Section has requested that the Fund submit their own individual data collection form beginning with the year ended June 30, 2024. We are requesting a change order for the additional time necessary to prepare the auditee section of the data collection form for our audit contract CRFQ 0313 DEP2100000031 for the year ended June 30, 2024 in the amount of an additional \$2,400.

Brown, Edwards & Company, S.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

Response

This letter correctly sets forth the understanding of West Virginia Water Pollution Control Revolving Fund

Jessica Chambers Smith
Management Signature

ASMT

Title

9/8/24

Date

PfxE/0901762.000/AUD/2024

Robles, David H

From: Chapman, Betsy <betsy.chapman@wv.gov>
Sent: Tuesday, August 13, 2024 1:06 PM
To: Anthony Carpenter
Cc: Rob E. Adams; Stephanie R Bailes
Subject: Re: [External Sender] Clean Water & DEP

[External Sender]

Thanks, Anthony! You too!

On Tue, Aug 13, 2024 at 1:05 PM Anthony Carpenter <acarpenter@becpas.com> wrote:

We'll make sure it gets done. Thanks Betsy. Have a great afternoon.

From: Chapman, Betsy <betsy.chapman@wv.gov>
Sent: Tuesday, August 13, 2024 1:00 PM
To: Anthony Carpenter <acarpenter@BECPAS.com>
Cc: Rob E. Adams <readams@BECPAS.com>; Stephanie R Bailes <stephanie.r.bailes@wv.gov>
Subject: Re: [External Sender] Clean Water & DEP

[External Sender]

Yes, it will not be part of the SEFA, therefore not reported on the data collection form for the State.

Thanks!

On Tue, Aug 13, 2024 at 12:59 PM Anthony Carpenter <acarpenter@becpas.com> wrote:

Will Clean Water need to file their own data collection form starting this year as a result?

From: Chapman, Betsy <betsy.chapman@wv.gov>
Sent: Tuesday, August 13, 2024 12:55 PM

To: Anthony Carpenter <acarpenter@BECPAS.com>

Cc: Rob E. Adams <readams@BECPAS.com>; Stephanie R Bailes <stephanie.r.bailes@wv.gov>

Subject: Re: [External Sender] Clean Water & DEP

[External Sender]

It is on their SEFA and included in the State's. DEP reports it as subrecipient awards. See attached report. For 2023 which is attached, it is the exact amount on the Water Pollution Audit. We are going to exclude it this year and going forward.

On Tue, Aug 13, 2024 at 12:49 PM Anthony Carpenter <acarpenter@becpas.com> wrote:

It's not on the SEFA, just the data collection form.

From: Chapman, Betsy <betsy.chapman@wv.gov>

Sent: Tuesday, August 13, 2024 12:42 PM

To: Anthony Carpenter <acarpenter@BECPAS.com>

Cc: Rob E. Adams <readams@BECPAS.com>; Stephanie R Bailes <stephanie.r.bailes@wv.gov>

Subject: Re: [External Sender] Clean Water & DEP

[External Sender]

We pull the expenditures out for 66.468 from the State's SEFA per EY several years ago. I'm not sure why it would be different for 66.458. It seems like it's double counting those expenditures to me.

Thanks!

On Tue, Aug 13, 2024 at 12:40 PM Anthony Carpenter <acarpenter@becpas.com> wrote:

Betsy,

What may be confusing the situation is that Clean Water (Water Pollution Control Fund) is included on the State of WV's data collection form for some reason, but Drinking Water files their own data collection form. When we took over the audit of Clean Water several years ago we had asked EY how they wanted the data collection form handled for Clean Water, because it had been previously included in the State Wide form and they instructed us that they would continue to do so. We double check each year when we do the audit to make sure the previous year's amount was included in the prior year DCF for the State and put a memo in our file to make sure nothing has changed.

Thanks,

Anthony

From: Rob E. Adams <readams@BECPAS.com>

Sent: Tuesday, August 13, 2024 12:27 PM

To: Chapman, Betsy <betsy.chapman@wv.gov>

Cc: Stephanie R Bailes <stephanie.r.bailes@wv.gov>; Anthony Carpenter <acarpenter@BECPAS.com>

Subject: RE: [External Sender] Clean Water & DEP

Betsy

Yes, we audit Clean Water...it is known as the Wv Water Pollution Control Fund and have for the last few years. It is a separate contract and not part of the Drinking Water Revolving Loan Fund contract or reporting entity. I am attaching our previous years report for your memory jog.

I know that Kim is really slammed now that they are also participating in the Drinking Water world that used to be part of the Bureau for Public Health. It is funny because Kim is one of our main points of contact in conducting the Water Pollution Control Audit.

Please let Anthony and I know if you have any specific questions on this.

Rob

Rob Adams

Partner



Brown, Edwards & Company, L.L.P.
300 Chase Tower

707 Virginia Street., East

Charleston, West Virginia 25301
Office: (304) 343-4188 Fax: (304) 344-5035
www.becpas.com



[Click Here](#) to send me files securely!

From: Chapman, Betsy <betsy.chapman@wv.gov>
Sent: Tuesday, August 13, 2024 12:13 PM
To: Rob E. Adams <readams@BECPAS.com>
Cc: Stephanie R Bailes <stephanie.r.bailes@wv.gov>
Subject: [External Sender] Clean Water & DEP

[External Sender]

Good afternoon,

We have some confusion as to whether Clean Water (66.458) is audited by you as part of the audit attached. Kimberly Henderson with DEP has said it is part of the stand-alone Single Audit, but when I pull it up, it looks to only include Drinking Water (66.468). Or is there another stand-alone audit done for Clean Water?

DEP doesn't include 66.468 on their State SEFA, however, they do include 66.458 so I think that's where we are getting confused.

Can you confirm if expenditures for 66.458 are audited by you?

Thanks,

--

Betsy L. Chapman, CGFM

Director, Single Audit

Finance Division, FARS

2101 Washington Street E, Building 17, 3rd Floor

Charleston, WV 25305

304-414-9072

Fax: 304-558-4084

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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.

BROWN, EDWARDS & COMPANY, LLP

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLP Limited Liability Partnership	6/25/2015		4/18/2024	Foreign	Profit		5/6/2026	

Organization Information			
Business Purpose		Capital Stock	
Charter County		Control Number	9AATH
Charter State	VA	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	707 VIRGINIA ST, EAST, STE 300 CHARLESTON, WV, 25301
Notice of Process Address	BROWN, EDWARDS & COMPANY, LLP 707 VIRGINIA STREET, E, STE 300 CHARLESTON, WV, 25301
Principal Office Address	3906 ELECTRIC ROAD ROANOKE, VA, 24018
Type	Address

Officers	
Type	Name/Address
General Partner	MARK WISEMAN 5914 ELECTRIC ROAD ROANOKE, VA, 24026
Partner	MARK WISEMAN 5914 ELECTRIC ROAD ROANOKE, VA, 24026
Type	Name/Address

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

Tuesday, September 17, 2024 — 10:53 AM

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Important Reqs and Certs Update Show Details
Jul 18, 2024



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Maguire</u> Date: <u>9-20-24</u> Solicitation No. <u>CCT DEP21*04</u> <u>C/O#4</u>	Agency: DEP Procurement Officer Submitting Requisition: Jessica Chambers Smith Requisition No. CCT DEP21*4 PF No.: 869713
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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 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 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: _____

