




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: 10-30-2024

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 0323 9612 WWV2400000002 2	Procurement Folder:	1260832
Document Name:	CO #1 Auditing Services up to seven (7) LWDBs	Reason for Modification:	CO #1 To Renew Contract
Document Description:	CO #1 Auditing Services up to seven (7) LWDBs		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-11-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-10-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000202390 SUTTLE & STALNAKER PLLC THE VIRGINIA CTR STE 100 CHARLESTON WV 25301 US Vendor Contact Phone: 304-343-4126 Extension:	Requestor Name: Debra K Morgan Requestor Phone: (304) 558-2631 Requestor Email: debra.k.morgan@wv.gov																				
Discount Details: <table border="1"> <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			
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
FISCAL AND ADMINISTRATIVE MANAGEMENT - 5301 WORKFORCE WEST VIRGINIA 1900 KANAWHA BLVD, EAST BLDG 3, 3RD FLOOR, SUITE 300 CHARLESTON WV 25305 US	OFFICE OF ADMIN SUPPORT - 5302 WORKFORCE WEST VIRGINIA 1900 KANAWHA BLVD E BLDG 3, 8TH FLOOR CHARLESTON WV 25305 US

CR 10-31-24

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

[Signature]
 10/31/2024

PURCHASING DIVISION AUTHORIZATION
 DATE: *Mark [Signature]* - 10/31/2024
 ELECTRONIC SIGNATURE ON FILE

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

11/1/2024

ENCUMBRANCE CERTIFICATION
 DATE: *[Signature]* 11-1-24
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order #01 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 11/01/2024 through 10/31/2025

Renewal Years Remaining: (2)

NO OTHER CHANGES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	93151607			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Management and Business Professional Staff

Extended Description:

Management and Business Professional Staff - Refer to Exhibit A for pricing

October 3, 2024

Suttle & Stalnaker PLLC
The Virginia Center Ste 100
1411 Virginia Street East
Charleston, WV 25301

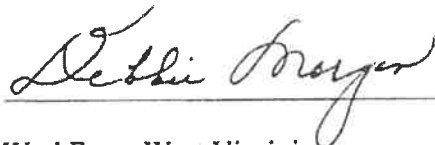
Re: CO #1 WWV2400000002

WorkForce West Virginia is offering to renew the above referred CMA for Auditing Services for up to seven (7) LWBD's.

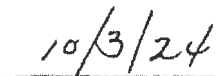
By signing below Suttle & Stalnaker PLLC indicates their agreement to the renewal for the service period of 11/01/2024 through 10/31/2025.

Please return to me via email @ Debra.K.Morgan@wv.gov.

Thank you.




WorkForce West Virginia



Date



Suttle & Stalnaker PLLC



Date

1900 Kanawha Blvd. East • Building 3 Suite 808 • Charleston, WV 25305

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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.

SUTTLE & STALNAKER, A PROFESSIONAL LIMITED LIABILITY COMPANY

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	6/23/1997		6/23/1997	Domestic	Profit		6/23/2027	

Organization Information			
Business Purpose	5412 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Accounting/Tax Prep/Bookkeeping/Payroll Services (CPAs)		Capital Stock
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	
At Will Term	T	Member Managed	MGR
At Will Term Years	30	Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	1411 VIRGINIA STREET E SUITE 100 CHARLESTON, WV, 25301
Mailing Address	1411 VIRGINIA STREET, E. SUITE 100 CHARLESTON, WV, 25301 USA
Notice of Process Address	PATRICIA CLARK 1411 VIRGINIA STREET E STE 100 CHARLESTON, WV, 25301
Principal Office Address	1411 VIRGINIA ST E SUITE 100 CHARLESTON, WV, 25301 USA
Type	Address

Officers	
Type	Name/Address
Manager	PATRICIA CLARK 1411 VIRGINIA STREET, E. SUITE 100 CHARLESTON, WV, 25301
Member	ROBERT C. NEWTON 1411 VIRGINIA STREET E STE 100 CHARLESTON, WV, 25301 USA



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Vendor/Customer

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Address

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Prenote/EFT

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Business Type

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Commodity

W-8 Form

Authorized Dept.

Prevent Spending

Prevent Orders

Certification

Disclosures

Vendor User Information

Vendor Attachments

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	1411 VIRGINIA ST E STE 100	CHARLESTON	WV	25301	WALLACE SUTTLE
Ordering	THE VIRGINIA CTR STE 100	CHARLESTON	WV	25301	DIANE FLINT

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000202390

SUTTLE & STALNAKER PLLC

Address Type : Payment

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 01/01/1999

Active To :

Default Record :

Mail Returned :

Active Address : Yes

Address Information

Address ID : CV10001

Country Phone Code : 1

Street 1 : 1411 VIRGINIA ST E STE 100

Phone : 304-343-4126

Street 2 :

Phone Extension :

City : CHARLESTON

County :

State/Province : WV

County Name :

Zip/Postal Code : 25301

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

Prenote/EFT

Remittance Advice

Contact Information

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Modify Existing Record Add New Address

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Master Contacts

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Search

All Words

e.g. 1606N020Q02



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Select Domain Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By



Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

- Any Words
- All Words
- Exact Phrase

e.g. 123456789, Smith Corp

"SUTTLE & STALNAKER, A PROFESSIONAL LIMITED LIABILITY COMPANY" x

Entity



Location



Status



- Active
- Inactive

Reset



No matches found

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10 - Brandon Barr</u> Date: <u>10/31/2024</u> Solicitation No. <u>CMA WWV24*02 CO2</u>	Agency: WorkForce West Virginia Procurement Officer Submitting Requisition: Debbie Morgan Requisition No. CMA WWV2400000002 PF No.: 1260832
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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:

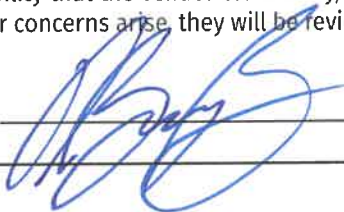
1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____

 10/31/2024