



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: 09-03-2024

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 0439 0439 EBA2400000003 2	Procurement Folder:	1404038
Document Name:	Audit Services	Reason for Modification:	Change Order 1 Modify staff list for contract
Document Description:	Audit Services for WV Educational Broadcasting Authority		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-06-10
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-06-09

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000197366 BROWN EDWARDS & COMPANY LLP 707 Virginia St E Charleston WV 25301-2710 US Vendor Contact Phone: 304-345-8400 Extension:	Requestor Name: Sarah D Pitzer Requestor Phone: 304-558-2631 Requestor Email: spitzer@wvpublic.org																				
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			<h1>2025</h1> <p>FILE LOCATION _____</p>
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
CHIEF FINANCIAL OFFICER EDUCATIONAL BROADCASTING 124 INDUSTRIAL PARK RD BEAVER WV 25813 US	SITE MANAGER EDUCATIONAL BROADCASTING WSWP-TV 124 INDUSTRIAL PARK RD BEAVER WV 25813 US

9/5/24/61

Purchasing Division's File Copy

Total Order Amount:	Open End
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2 9/4/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *Marybeth - 9/5/2024*
 ELECTRONIC SIGNATURE ON FILE

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

9/6/2024

ENCUMBRANCE CERTIFICATION
 DATE: *9/6/24*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 1

Change Order No. 1 is issued for administrative purposes only and is intended to change/correct the list of names and titles for vendor staff approved to work on this contract. The original contract, including all terms, conditions, prices, specifications, and change orders contained therein remain in full force and effect.

Effective Dates: 06/10/2024 to 06/09/2025

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	84111601			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: YEAR END AUDITS

Extended Description:

See attached pricing page for details

EBAr74328/CMA EBA240000003 CO1, Audit Services

List of Employees Who May Work Under This Contract

Employee Name	Senior CPA	CPA	Senior Accountant	Accountant	Clerk
Rob Adams	X				
Chris Banta	X				
Melissa Price	X				
Valerie Ellis	X				
Anthony Carpenter		X			
Faye McQuinn		X			
Staunton Gorrell		X			
Stephen Linkous			X		
Clarence Rhudy		X			
Tammi Eddleman					X
Debbie Garrett					X
Zeanna Ward				X	
Elijah Dunford				X	
David Elkins		X			
Justin Huffman				X	

BY SIGNING BELOW, I ATTEST THAT THE EMPLOYEES LISTED MEET THE REQUIREMENTS AS TO THEIR LABOR TYPE AS OUTLINED IN SECTION 3.1.1. I ALSO UNDERSTAND THAT, BY SIGNING, I AGREE TO HONOR THE PRICING AS LISTED ON THE PRICING PAGE.

Robert "Rob" E. Adams, Partner Brown Edmund & Conroy, LLP

Printed Name, Title



Authorized Signature

8/29/24

Date

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

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 L L P

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
GP General Partnership	4/1/1973			Domestic				

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

Addresses	
Type	Address
Mailing Address	PO BOX 1697 BLUEFIELD, WV, 247011697
Principal Office Address	PO BOX 1697 BLUEFIELD, WV, 247011697
Type	Address

Officers	
Type	Name/Address
Partner	BROWN EDWARDS & COMPANY L L P PO BOX 1697 BLUEFIELD, WV, 247011697
Type	Name/Address

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

Wednesday, September 4, 2024 — 3:32 PM

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Keyword Search

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

Simple Search

Search Editor

Any Words ⁱ

All Words ⁱ

Exact Phrase ⁱ

e.g. 123456789, Smith Corp

"brown edwards & company llc" ×

Entity ∨

Location ∨

Status ∧

Active

Inactive

Reset 



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

Search inactive

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>9/4/24</u> Date: <u>R/LM</u> Solicitation No. <u>CO#1</u> <u>Change staff list</u>	Agency: Educational Broadcasting Authority Procurement Officer Submitting Requisition: Dale Malcomb Requisition No. EBAr74328_CO_1/CMA EBA24*03 PF No.: 1404038
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	N/A
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
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: _____

