



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

State of West Virginia
Contract

Order Date: 12-30-2024

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:	CCT 0704 7952 INS2400000001 3	Procurement Folder:	1361009
Document Name:	Audit Service for Fiscal Year 2025	Reason for Modification:	Change Order #1 To Renew Contract
Document Description:	Audit Service for Fiscal Year 2025		
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:	2024-04-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-03-31

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000197366	Requestor Name:	Beverly Toney	
BROWN EDWARDS & COMPANY LLP 707 Virginia St E		Requestor Phone:	304-414-8473	
Charleston WV 25301-2710		Requestor Email:	beverly.a.toney@wv.gov	
US		<div style="font-size: 2em; font-weight: bold;">2025</div> <div style="font-weight: bold;">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
ACCOUNTS PAYABLE MANAGER OFFICES OF THE INSURANCE COMMISSIONER PO BOX 50540	OFFICES OF THE INSURANCE COMMISSIONER 900 PENNSYLVANIA AVE
CHARLESTON WV 25305-0540	CHARLESTON WV 25302
US	US

CR 1-8-25

Total Order Amount:	\$148,000.00
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Purchasing Division's File Copy

JA 1-3-25

PURCHASING DIVISION AUTHORIZATION	ATTORNEY GENERAL APPROVAL AS TO FORM	ENCUMBRANCE CERTIFICATION
DATE: <i>Mary Ann 1/8/2025</i>	DATE: <i>John L. Gray</i>	DATE: <i>1-10-25</i>
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE

1/10/2025

Extended Description:

Change Order

Change Order No. 1 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: 4-1-25 through 3-31-26

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	84111600	0.00000		0.000000	\$74,000.00
Service From	Service To	Manufacturer	Model No		
2024-04-01	2026-03-31				

Commodity Line Description: Audit Services 2024

Extended Description:

To audit the financial records and statements of the agency.

For fiscal year 2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	84111600	0.00000		0.000000	\$74,000.00
Service From	Service To	Manufacturer	Model No		
2024-04-01	2026-03-31				

Commodity Line Description: Audit Services 2025

Extended Description:

To audit the financial records and statements of the agency.

For fiscal year 2025



STATE OF WEST VIRGINIA
Offices of the Insurance Commissioner

Allan L. McVey
Insurance Commissioner

December 30, 2024

Rob Adams, CPA, Partner
Brown Edwards and Company LLP
300 Chase Tower, 707 Virginia Street, East
Charleston, WV 25301

Subject: CCT INS2400000001 Renewal–Audit Services for
Fiscal Year 2025

Dear Rob:

The State of West Virginia, Offices of the Insurance Commissioner is offering to renew the subject contract according to the same terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Effective date of the 1st renewal: April 1, 2025 through March 31, 2026

If your company agrees to this renewal, please sign below, and return the original to my attention as soon as possible.

If you have any questions, please do not hesitate to give me a call at (304) 414-8473 or by email at beverley.a.toney@wv.gov.

Sincerely,

Beverley Toney
Procurement Specialist

We agree 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.

Name/Signature

12/30/24

Date

Partner Brown Edwards and Company LLP

Title



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

Type	Name/Address
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General Partner	MARK WISEMAN 5914 ELECTRIC ROAD ROANOKE, VA, 24026
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Partner	MARK WISEMAN 5914 ELECTRIC ROAD ROANOKE, VA, 24026
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Type	Name/Address
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[File Your Current Year Annual Report Online Here](#)

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

Friday, January 3, 2025 — 9:45 AM

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Search

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e.g. 1606N020Q02

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 ⁽ⁱ⁾
- All Words ⁽ⁱ⁾
- Exact Phrase ⁽ⁱ⁾

e.g. 123456789, Smith Corp

- Classification ▼
- Excluded Individual ▼
- Excluded Entity ▲

Entity Name

Brown Edwards & Company x

Unique Entity ID

e.g. HTYR9YJHK65L ▼

CAGE / NCAGE

- Federal Organizations ▼
- Exclusion Type ▼
- Exclusion Program ▼
- Location ▼
- Dates ▼

Reset



No matches found

We couldn't find a match for your search criteria.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Hagan</u> Date: <u>1.3.25</u> Solicitation No. <u>CCT INS 24001</u> <u>C/O #1</u>	Agency: OIC Procurement Officer Submitting Requisition: Beverley Toney Requisition No. CCT INS240000001 PF No.: 1361009
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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: _____

Dorely Inez J. [Signature]