



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: 06-13-2023

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 WWV2300000001 2	Procurement Folder:	1058578
Document Name:	Professional Consulting & Training for Development CO#1	Reason for Modification:	To renew contract
Document Description:	Professional Consulting & Training for Development Boards		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-07-25
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-07-24

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000193383	Requestor Name:	Debra K Morgan
BRUSTEIN & MANASEVIT 3105 SOUTH ST NW		Requestor Phone:	(304) 558-2631
WASHINGTON DC 200074419		Requestor Email:	debra.k.morgan@wv.gov
US		<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Vendor Contact Phone:	999-999-9999 Extension:		
<b>Discount Details:</b>			

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, EAST BLDG 3, 3RD FLOOR, SUITE 300 CHARLESTON WV 25305 US

6-14-23 BAT

Purchasing Division's File Copy

Total Order Amount:	Open End
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*Bob* 6/14/2023

**ENTERED**

PURCHASING DIVISION AUTHORIZATION  
 DATE: *6/14/2023*  
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION  
*Beverly Tolson*  
 DATE: *6-21-2023*  
 ELECTRONIC SIGNATURE ON FILE

*6/21/2023*

**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 07/25/2023 through 07/24/2024

Renewal Years Remaining: (2)

NO OTHER CHANGES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80000000			HOUR	300.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Management and Business Professionals Partner

**Extended Description:**

Hourly Rate for Partner

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80000000			HOUR	300.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Management and Business Professionals Associate

**Extended Description:**

Hourly Rate for Associate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80000000			HOUR	125.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Management and Business Professionals Administrative Assista

**Extended Description:**

Hourly Rate for Administrative Assistant/Legislative Analyst

June 12, 2023

The Bruman Group, PLLC  
DBA Brustein & Manasevit  
1023 15<sup>th</sup> Street NW, Suite 500  
Washington, DC 20005

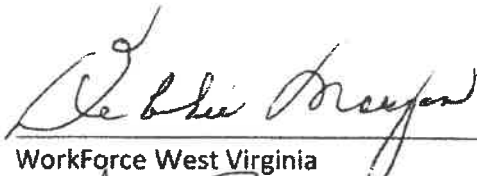
RE: CMA - WWV23\*01

WorkForce West Virginia is offering to renew the subject contract referenced above under the same terms and conditions and pricing as contained in the original contract and all approved change orders.

Change Order No. 1 will be adding the second year of services allowed under CMA WWV23\*01. Please sign and date below indicating your agreement to renew the contract. The letter should be returned to me via email.

Should you have questions please let me know. Thank you for your help in this matter.

Regards,  
Debbie

  
\_\_\_\_\_  
WorkForce West Virginia

6-12-23  
Date

  
\_\_\_\_\_  
The Bruman Group, PLLC DBA Brustein & Manasevit

6/12/23  
Date