



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: 10-20-2025

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 WWW2400000002 3	Procurement Folder:	1260832
Document Name:	CO #2 Auditing Services up to seven (7) LWDBs	Reason for Modification:	
Document Description:	CO #2 Auditing Services up to seven (7) LWDBs	CO #2	To Renew Contract
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:	2026-10-31

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000202390 SUTTLE & STALNAKER PLLC THE VIRGINIA CTR STE 100  CHARLESTON WV 25301 US <b>Vendor Contact Phone:</b> 304-343-4126 <b>Extension:</b>  <b>Discount Details:</b> <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			<b>Requestor Name:</b> Debra K Morgan <b>Requestor Phone:</b> (304) 558-2631 <b>Requestor Email:</b> debra.k.morgan@wv.gov  <div style="text-align: center; font-size: 2em; font-weight: bold;">2026</div> FILE LOCATION _____
	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 10-22-25*

Total Order Amount:	Open End
---------------------	----------

Purchasing Division's File Copy

*Bob* 10/21/2025

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Mark O'Neil* 10/21/2025  
 ELECTRONIC SIGNATURE ON FILE

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

**ENCUMBRANCE CERTIFICATION**  
*Cody Reese*  
 DATE: 10-23-25  
 ELECTRONIC SIGNATURE ON FILE

*10/23/2025*

**Extended Description:**

Change Order #02 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 11/01/2025 through 10/31/2026

Renewal Years Remaining: (1)

NO OTHER CHANGES

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

**Commodity Line Description:** Management and Business Professional Staff

**Extended Description:**

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

August 22, 2025

Suttle & Stalnaker PLLC  
The Virginia Ctr Ste 100  
Charleston, WV 25301

Re: CO #2 CMA WWV2400000002

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

By signing below Suttle & Stalnaker PLLC indicates their agreement to the renewal for the service period of 11/01/2025 through 10/31/2026.

Please return to me via email @ Tina.L.Lesavich@wv.gov

Thank you.

  
\_\_\_\_\_  
Tina Lesavich  
WorkForce West Virginia

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kelly Snapp  
Suttle & Stalnaker PLLC

  
\_\_\_\_\_  
Date

**DEPARTMENT OF COMMERCE (DNR) PURCHASE REQUEST/ORDER  
AUTHORIZATION OVER \$50,000**

**AGENCY INFORMATION:**

REQUESTING AGENCY: WorkForce West Virginia DIVISION: Procurement  
 Name: Tina Lesavich Program: WIADMMC  
 Date: 08/22/25 Date Needed (NOT ASAP): 10/31/2025

WVOASIS ACCOUNT INFORMATION: Fund: 8749 Sub Fund: \_\_\_\_\_ Department: 0323  
 Unit: 9601 Program: WIADMMC Sub Unit: \_\_\_\_\_ Appr. Unit: 13000 Object: 3207  
 Sub Object: 3484 Prog. Period: PY23 Fiscal Year: 2026 Budget Year: 2026

FUND INFORMATION: General Revenue  Special Revenue  Federal Revenue  Surplus Appropriation   
 Other  : \_\_\_\_\_

ITEM INFORMATION: One-time Purchase  On-going Purchase  Bid Required  Emergency Purchase

ITEM INFORMATION: \*<http://www.unspsc.org/search-code> Please enter a code for each commodity line.

Quantity	Description	Estimated Cost	WVOASIS Commodity Code*	WVOASIS Shipping Code(s)	WVOASIS Billing Code(s)
12 MO	CO #2 to Renew Contract	60,000.00	93151607	SP0322	BL0171

Explanation of Purchase: To provide auditing services for up to seven (7) Local WorkForce Development Boards

Vendors to be contacted: Please provide vendor information. Three vendors required for projects going through bid process.

Vendor Name	Address	Contact Email	Phone & Fax #
1.			
2.			
3.			

**APPROVALS:**

Agency Head/Designee: *Scott Ad*  
 Commerce Chief Financial Officer: *Tia C Shannon*  
 Commerce General Counsel: *Robert Yalla*  
 Secretary of Commerce/Designee: *[Signature]*  
 Date Ordered: \_\_\_\_\_ Date Received: \_\_\_\_\_

You are viewing this page over a secure connection. Click here for more information.

**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.*

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

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

Officers	
Type	Name/Address
<b>Manager</b>	PATRICIA CLARK 1411 VIRGINIA STREET, E. SUITE 100 CHARLESTON, WV, 25301
<b>Member</b>	ROBERT C. NEWTON 1411 VIRGINIA STREET E STE 100 CHARLESTON, WV, 25301 USA
<b>Member</b>	WALLACE F. SUTTLE, II 1411 VIRGINIA STREET E STE 100 CHARLESTON, WV, 25301 USA
<b>Member</b>	CHRISTOPHER D. DEWEESE 1411 VIRGINIA STREET E STE 100

x Close

Hi, I'm SOLOfI can help you file your Annual Report.



Data Bank Reports Offline [Show Details](#)  
Oct 20, 2025



[See All Alerts](#)

SAM.gov Intermittent Outage Issues [Show Details](#)  
Oct 20, 2025



[Sign In](#)

[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words

e.g. 1606N020Q02

Filter By

**Keyword Search**

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

Simple Search

Search Editor

- Any Words <sup>(i)</sup>
- All Words <sup>(i)</sup>
- Exact Phrase <sup>(i)</sup>

e.g. 123456789, Smith Corp

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

Entity ▾

Location ▾

Status ▴

Active

Inactive

Reset ↻

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Respon



## 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](#)

[Go Back](#)

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10 - Brandon Barr</u> Date: <u>10/21/2025</u>  Solicitation No. <u>CMA WWV24*02</u>	Agency: WorkForce West Virginia  Procurement Officer Submitting Requisition: Tina Lesavich  Requisition No. CMA WWV2400000002  PF No.: 1260832
--	--

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 <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>	<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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	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: \_\_\_\_\_

*10/21/2025*