



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: 05-06-2026

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 0402 0033 EDDIDEA1 3	Procurement Folder:	1409810
Document Name:	DUE PROCESS HEARING OFFICERS FOR IDEA DISPUTE	Reason for Modification:	Change Order No. 2 To Renew Contract
Document Description:	DUE PROCESS HEARING OFFICERS FOR IDEA DISPUTE		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	BestVay	Effective Start Date:	2024-07-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-06-30

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	VS0000016805	Requestor Name:	Tammy R Brown	
LAW OFFICE OF MARK W CARBONE PROFESSIONAL LLC 25 QUARRY RIDGE		Requestor Phone:	(304) 558-3788	
CHARLESTON WV 25304		Requestor Email:	tbrown@k12.wv.us	
Vendor Contact Phone:	304-552-3585	<div style="font-size: 48px; font-weight: bold; margin: 0;">2026</div> <div style="margin: 0;">FILE LOCATION _____</div>		
Discount Details:	Extension:			
Discount Allowed	Discount Percentage			Discount Days
#1 No	0.0000			0
#2 No		0		
#3 No		0		
#4 No		0		

INVOICE TO	SHIP TO
OFFICE OF FINANCE & INTERNAL OPERATIONS DEPARTMENT OF EDUCATION BLDG 6, RM 700 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	SECRETARY DEPARTMENT OF EDUCATION OFFICE OF FEDERAL PROGRAMS 1900 KANAWHA BLVD E, BLDG 6 RM 700 CHARLESTON WV 25305 US

CR 5-8-26
 Purchasing Division's File Copy

Total Order Amount:	Open End
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PURCHASING DIVISION AUTHORIZATION
 DATE: *JA 5.8.24*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *[Signature]*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *5-14-26*
 ELECTRONIC SIGNATURE ON FILE

5/13/2026

Extended Description:

Change Order

Change Order No. 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 July 1, 2026, through June 30, 2027.

Renewal Years Remaining: One (1)

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80122001			HOUR	150.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: DUE PROCESS HEARING OFFICER FOR IDEA DISPUTE

Extended Description:



1900 Kanawha Boulevard, East, Building 6 • Charleston, WV 25305
wvde.us

March 24, 2026

Law Office of Mark W. Carbone Professional LLC
25 Quarry Ridge
Charleston, WV 25304

Subject: CMA EDDIDEA1, Change Order 2, Contract Renewal
Due Process Hearing Officer for IDEA Dispute

Dear Mr. Carbone,

The West Virginia Department of Education is offering to renew subject contract under the same terms, conditions, pricing, and specifications as contained in the original contract and all approved change orders. The renewal period will be from July 1, 2026, through June 30, 2027. If your company agrees to this renewal, please sign below and return at your earliest convenience.

Remaining Renewals: One (1)

Please contact me with any questions.

Sincerely,

Sheila Paitsel
Director, Special Education
West Virginia Department of Education

**Vendor's signature below.*

Law Office of Mark W. Carbone Professional LLC agrees to renew the contract for the period as stated above and according to the same terms and conditions as stipulated in the original contract and any change orders thereto.

Name / Signature

Date

Title

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Online Data Services Help

Business Organization Detail

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Law Office of Mark W. Carbone, PLLC

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
PLC Professional Limited Liability Company	7/13/2018		7/13/2018	Domestic	Profit				

Organization Information									
Business Purpose	5411 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Legal Services (lawyers, notaries, title abstract & settlement)				Capital Stock				
Charter County	Kanawha			Control Number	0				
Charter State	WV			Excess Acres					
At Will Term	A			Member Managed	MBR				
At Will Term Years	Par Value								
Authorized Shares				Young Entrepreneur	Not Specified				

Addresses	
Type	Address
Designated Office Address	25 QUARRY RIDGE ROAD CHARLESTON, WV, 25304
Notice of Process Address	LAW OFFICES OF MARK W. CARBONE P.L.L.C 25 QUARRY RIDGE ROAD CHARLESTON, WV, 25304
Principal Office Address	25 QUARRY RIDGE ROAD CHARLESTON, WV, 25304 USA
Principal Office Mailing Address	25 QUARRY RIDGE ROAD CHARLESTON, WV, 25304
Type	Address

Officers	
Type	Name/Address
Member	THE LAW OFFICES OF MARK W. CARBONE 123 ROANE STREET CHARLESTON, WV, 25302
Member	MARK CARBONE 25 QUARRY RIDGE CHARLESTON, WV, 25304
Organizer	THE LAW OFFICES OF MARK W. CARBONE 123 ROANE STREET CHARLESTON, WV, 25302
Organizer	THE LAW OFFICES OF MARK W. CARBONE 123 ROANE STREET CHARLESTON, WV, 25302
Type	Name/Address

Name Changes	
Date	Old Name
10/9/2018	LAW OFFICE OF MARK W. CARBONE PROFESSIONAL L.L.C.
Date	Old Name

Date	Amendment
10/9/2018	B4WV Name Change From: LAW OFFICE OF MARK W. CARBONE PROFESSIONAL L.L.C.B4WV Other Change: Address Change to: 115

Roane Street, Charleston, WV 25302 Phone Change to: 681-265-5017

Date	Amendment
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Annual Reports
Filed For
2025
2024
2023
2022
2021
2020
2019
Date filed

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

Thursday, May 7, 2026 — 2:30 PM

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e.g. 123456789, Smith Corp

"Law Office of Mark W. Carbone, PLLC" ×

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>12</u> Date: <u>5/7/26</u> Solicitation No. <u>C.O. #2</u>	Agency: Department of Education Procurement Officer Submitting Requisition: Michelle Childers, Coordinator Requisition No. CMA EDDIDEA1 PF No.: 1409810
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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: Provided, if
Required 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				
<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify)</i>	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Federal debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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: 