



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: 05-04-2026

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 EDDIDEA2 3	Procurement Folder:	1432817
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:	Best Way	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:	VS0000019863			Requestor Name:	Tammy R Brown
LAW OFFICE OF DENNIS TAYLOR PLLC				Requestor Phone:	(304) 558-3788
831 4TH AVE STE 201				Requestor Email:	tbrown@k12.wv.us
HUNTINGTON	WV	25701-1486			
US					
Vendor Contact Phone:	3045410332	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No		0		
#3	No		0		
#4	No		0		

2026

FILE LOCATION _____

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 Er
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JA 5/8/26

PURCHASING DIVISION AUTHORIZATION
 DATE: *JA 5-8-26*
 ELECTRONIC SIGNATURE ON FILE

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

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

5/30/2026

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	210.000000
	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 Dennis Taylor PLLC
Dennis C. Taylor
831 4th Ave., Ste. 201
Huntington, WV 25701

Subject: CMA EDDIDEA2, Change Order 2, Contract Renewal
Due Process Hearing Officer for IDEA Dispute

Dear Mr. Taylor,

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 Dennis Taylor PLLC 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.

Dennis C. Taylor

30 April 2026

Name / Signature

Date

Managing Member/Owner

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.

LAW OFFICE OF DENNIS TAYLOR PLLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
PLC Professional Limited Liability Company	2/13/2019		2/13/2019	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	Cabell	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	831 FOURTH AVENUE SUITE 201 HUNTINGTON, WV, 25701
Notice of Process Address	DENNIS TAYLOR 831 FOURTH AVENUE SUITE 201 HUNTINGTON, WV, 25701
Principal Office Address	831 FOURTH AVENUE SUITE 201 HUNTINGTON, WV, 25701 USA
Principal Office Mailing Address	831 FOURTH AVENUE SUITE 201 HUNTINGTON, WV, 25701 USA
Type	Address

Officers	
Type	Name/Address
Member	DENNIS TAYLOR 831 FOURTH AVENUE SUITE 201 HUNTINGTON, WV, 25701
Organizer	DENNIS TAYLOR 831 FOURTH AVENUE SUITE 201 HUNTINGTON, WV, 25701
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
TAYLOR AND PRICE PLLC	TRADENAME	8/28/2025	
TAYLOR CONWAY PRICE PLLC	TRADENAME	12/14/2022	
DBA Name	Description	Effective Date	Termination Date

Annual Reports	
Filed For	

2026
2025
2024
2023
2022
2021
2020
Date filed

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

Friday, May 8, 2026 — 9:14 AM

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Simple Search

Search Editor

- Any Words
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- Exact Phrase

e.g. 123456789, Smith Corp

"LAW OFFICE OF DENNIS TAYLOR PLLC" ×

Entity ▾

Location ▾

Status ▴

- Active
- Inactive

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All Entity Information

Entities

Disaster Response Registry

Responsibility / Q...



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Your search did not return any results for active records.

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>12</u> Date: <u>5/8/20</u> Solicitation No. <u>C.O. #2</u>	Agency: Department of Education Procurement Officer Submitting Requisition: Michelle Childers, Coordinator Requisition No. CMA EDDIDEA2 PF No.: 1432817
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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"/>	<input type="checkbox"/>
2 Use of correct specification template	<input checked="" type="checkbox"/>	<input 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"/>	<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"/>	<input type="checkbox"/>
5 Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>
7 Capitol Building Commission pre-approval	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
9 Fleet Management Division pre-approval	<input type="checkbox"/>	<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 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: _____

James Altho



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

May 8, 2026

Subject: Notice of Contract Document Availability

Solicitation No. CRFQ EDD24*03 - **Procurement Folder No.** 1432817
Purchase Order No. CMA EDDIDEA2 – **Procurement Folder No.** 1432817

Dear Vendor,

This email is intended to notify you that important documents have been posted to the West Virginia Purchasing Division’s website relating to the above identified solicitation and/or contract. Your firm is receiving this email because it:

_____ Participated in the State of West Virginia’s competitive bid process for which a contract has now been awarded to:

_____ Obtained a non-competitive contract award through direct award process to:

_____ Holds a contract and is receiving a central delivery order:

X _____ Holds a contract and is receiving confirmation of an approved change order:
Law Offices of Dennis Taylor PLLC

The award document, delivery order, or change order in question will be published at <http://www.state.wv.us/admin/purchase/Awards/awarded.html> within one business day. Please utilize the weblink to obtain a copy of the document for your records when available. The documents will only remain available on the website for 90 days.

The Purchasing Division appreciates your interest in doing business with the State. If you wish to attain additional details regarding the award of this purchase order/contract, please note that all officially awarded purchase orders/contracts are public information and available for public inspection at the Purchasing Division, 2019 Washington Street East, Charleston, WV 25305

Sincerely,

James W. Atkins

James Atkins, Senior Buyer

dennis@taylorconwayprice.com

Michelle.childers@k12.wv.us