

**Purchase
Change Request**



Marshall University
Office of Purchasing
One John Marshall Drive
Huntington, WV 25755-4100

Order #
MU14LEGAL

FY 24	Buyer LL	Date 03/29/2024	Account VARIES	P.O. Date 08/01/2013	Contract MU14LEGAL
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Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input checked="" type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement	Document Action <input type="checkbox"/> Cancellation <input checked="" type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input type="checkbox"/> Renewal <input type="checkbox"/> Extension Error	<input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of Vendor Name/Address <input checked="" type="checkbox"/> Other
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Vendor Name, Address, Phone #, etc. Bravlin PC 4001 N. 9th Street, Suite 222 Arlington, VA 22203 Ph# 703-243-1474 Fax	Vendor Code 541875750 FEIN# 54-1875750	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
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Item#	Quantity	Description of Change	Unit Price	Extended Price
		<p style="text-align: center;">Change Order # <u>3</u></p> <p>To update contract MU14LEGAL all in accordance with the terms, conditions, and specifications contained in the original contract and all authorized change orders by issuing an emergency extension and increasing contract pricing.</p> <p>Effective Date(s): July 1, 2024 - June 30, 2025 Renewals Remaining: 0 (Emergency Extension)</p> <p>Vendor Contact: Michael Lin - ml@bravlin.com, 703-243-1474</p>		

Reason for Change: 1. To issue an emergency extension to allow time to rebid and award a new contract for immigration legal services. 2. To increase the contract pricing.	Previous Total	\$ Open-end
	Increase	\$ -
	Decrease	\$ -
	New Total	\$ Open-end

Chief Counsel

Approved:

Michelle Wheeler
Authorized Signature

4-10-24
Date

Attorney General if required

J. L. Jones

4-9-24
Date



Office of Purchasing

Emergency Extension & Renewal Letter

March 15, 2024

VIA ELECTRONIC MAIL ONLY: jh@bravlin.com

Janya Muakwan
Bravlin PC
4001 N. 9th Street, Suite 222
Arlington, VA 22203

Re: Emergency Extension & Contract Renewal for MU14LEGAL

Dear Janya,

The above referenced contract expires on June 30, 2024. There is a provision for an extension/renewal upon written mutual agreement of the parties.

Please annotate on the bottom of this letter, with your signature and date, if you agree to an emergency extension/renewal of the contract, effective July 1, 2024, through June 30, 2025, under the same terms and conditions as the original contract including all approved change orders.

Please return the executed letter via email at your earliest convenience.

If you have any questions, please feel free to contact me at lemonl@marshall.edu.

Sincerely,

Leeann Lemon
Contract Specialist

I agree to the current Bravlin PC/MU14LEGAL for an additional one (1) year period under the same terms and conditions as the original contract.

Yes No

Yes, subject to the following changes indicated below or in the attached letter.


Signature

3/21/2024
Date

<u>Case Type</u>	<u>Current Fee</u>		<u>Proposed Fee</u>	
H-1B	\$	1,478.31	\$	1,750.00
H-4	\$	537.57	\$	700.00
O-1	\$	2,015.87	\$	3,500.00
TN	\$	1,007.94	\$	1,500.00
J-1	\$	2,956.62	\$	3,500.00
PERM	\$	1,478.31	\$	2,000.00
I-140	\$	2,015.87	\$	2,500.00
I-485	\$	2,015.87	\$	2,500.00
I-485 Dependent	\$	1,343.92	\$	1,750.00

Request for Evidence, Audit, et.

minimum \$1,000 and up,
depending on the
complexity of the request

All fees are subject to 3% annual increase starting May 1, 2025

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"**Debt**" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"**Employer default**" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"**Related party**" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: BRAVLIN PC t/a BRAVERMAN AND LIN

Authorized Signature:  Date: 03/19/2014

State of VIRGINIA

County of ARLINGTON, to-wit:

Taken, subscribed, and sworn to before me this 19 day of MARCH, 2024.

My Commission expires 10/31, 2025.

AFFIX SEAL HERE
JANYA MUAKWAN
Notary Public
Commonwealth of Virginia
Reg. # 359087
My Commission Expires Oct. 31, 2025

NOTARY PUBLIC 

Close

✓ Vendor/Customer

- General Info
- Headquarters
- Organization
- Disbursement Options
- Prenote/EFT
- Remittance Advice
- Vendor Terms
- Accounts Receivable
- eMALL
- Location Information
- Fee and Vendor Compliance Holds
- Executive Compensation
- Additional Information
- Travel
- Change Management

Address

Business Type

Service Area

Commodity

W-8 Form

Authorized Dept.

Prevent Spending

Prevent Orders

Certification

Disclosures

Vendor User Information

Vendor Attachments

▼ General Info

Vendor/Customer : 000000198960
Legal Name : BRAVLIN PC
Alias/DBA :
Vendor Active Status : Active ▼
Vendor Approval Status : Complete
Customer Active Status : Inactive ▼
Customer Approval Status : Incomplete
Location Name :
First Name :
Middle Name :
Last Name :
Company Name : BRAVLIN PC
Previous Name :
Previous Street :
Previous City :
Previous State/Province :
Previous Country :

Restrict Use by Department :

Miscellaneous Account :

Internal Account :

Third Party Only :

Third Party Vendor :

Third Party Customer :

Inventory Customer :

Healthcare Provider :

Never Archive :

Restrict VSS Access : No ▼

Discontinue - No New Business :

Prevent MA Reference :

PunchOut Enabled :

Re-PunchOut Enabled :

Electronic Order Enabled :

W-9 Received :

W-9 Received Date :

W-8 Received :

W-8 Received Date :

Accepts Credit Cards :

Active From : 02/23/2010

Active To :

Last Usage Date : 03/08/2024

Department :

Unit :

▶ Headquarters

▶ Organization

▶ Disbursement Options

▶ Prenote/EFT

▶ Remittance Advice

▶ Vendor Terms

▶ Accounts Receivable

▶ eMALL

▶ Location Information

▶ Fee and Vendor Compliance Holds

Fee Exempt :

Registration Application Date :

Registration Effective Date :

Registration Expiration Date :

Tax Clearance :

Unemployment Insurance :

Worker's Compensation :

Secretary of State Registration :

Federal Debarred :

