



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia Delivery Order

Order Date: 03-21-2025

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:	CDO 0511 2680 BMS2400000041 4	Change Order No:	Procurement Folder:	1427253
Document Name:	Partnership Management Project Phase II		Reason for Modification:	
Document Description:	Partnership Management Project Phase II		Change Order 1	
Procurement Type:	Central Delivery Order		Reallocate hours	
Buyer Name:	Crystal G Hustead			
Telephone:	(304) 558-2402			
Email:	crystal.g.hustead@wv.gov			
Shipping Method:	Best Way		Master Agreement Number:	CMA 0511 HHR2100000003 4
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000100150	Requestor Name:	Lakendra R Burdette
BERRY DUNN MCNEIL & PARKER LLC		Requestor Phone:	304-352-4319
2211 CONGRESS ST		Requestor Email:	lakendra.burdette@wv.gov
PORTLAND	ME	<div>2025</div> <div>FILE LOCATION _____</div>	
US			
Vendor Contact Phone:	6813138905		
Extension:			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
PROCUREMENT OFFICER: 304-352-4286	PROCUREMENT OFFICER: 304-352-4286
HEALTH AND HUMAN RESOURCES	HEALTH AND HUMAN RESOURCES
BUREAU FOR MEDICAL SERVICES	BUREAU FOR MEDICAL SERVICES
350 CAPITOL ST, RM 251	350 CAPITOL ST, RM 251
CHARLESTON WV 25301-3709	CHARLESTON WV 25301-3709
US	US

Total Order Amount: \$894,410.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION

DATE:

ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE:

ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 1

Change Order No. 01 is issued as a cost neutral change request (CR) to adjust the distribution of hours from General Project Manager Commodity Line and add the cost equivalent balance to the Engagement Manager and Project Management Support Staff lines.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	0.00000		\$0.0000	\$27,950.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-06-15	2025-06-14				

Commodity Line Description: Lead Project Manager: Optional Renewal Year One**Extended Description:**

Lead Project Manager: Optional Renewal Year One

Hourly Rate: \$215.00

Nicole Becnel 130 hours @ \$215 = \$27,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	0.00000		\$0.0000	\$62,100.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-06-15	2025-06-14				

Commodity Line Description: Engagement Manager: Optional Renewal Year One**Extended Description:**

Engagement Manager: Optional Year One

Hourly Rate: \$270.00

Shea Berry-Brennan 130 hours @ \$270 = \$35,100.00

Change Order 1

To add reallocated hours totaling 150 from General Manager CL 4 line. Updated hours 230 @ \$270 = \$62,100.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	0.00000		\$0.0000	\$12,300.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-06-15	2025-06-14				

Commodity Line Description: Lead MMIS Project Manager: Optional Renewal Year One**Extended Description:**

Lead MMIS Project Manager: Optional Renewal Year One

Hourly Rate: \$205.00

Emily McCoy 60 hours @ \$205 = \$12,300.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	0.00000		\$0.0000	\$404,460.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-06-15	2025-06-14				

Commodity Line Description: General Project Manager: Optional Renewal Year One

Extended Description:

General Project Manager: Optional Renewal Year One

Hourly Rate: \$180.00

Peter Alfrey 60 hours @ 180 = \$10,800
Dawn Webb 260 hours @ 180 = \$46,800
Amber Davis 1,080 hours @ 180 = \$194,400
Ethan Wiley 850 hours @ 180 = \$153,000
Shardae Bunche 450 hours @ 180 = \$81,000
Ebony Carter 450 hours @ 180 = \$81,000
Nycole Washington 347 hours @ 180 = \$62,460
Sarah Renner 400 hours @ 180 = \$72,000

Total: 3,897 hours @ \$180 = \$701,460.00

Change Order 1

Reallocate 1,650 hours total to the Engagement Manager and Support Staff CL's. Updated hours 2,247 hours @ \$180 = \$404,460.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80101600	0.00000		\$0.0000	\$387,600.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-06-15	2025-06-14				

Commodity Line Description: Project Management Support Staff: Optional Renewal Year One

Extended Description:

Project Management Support Staff: Optional Renewal Year One

Hourly Rate: \$80.00

Nolan Cyr 450 hours @ 80 = \$36,000
Hailey Holden 60 hours @ 80 = \$4,800
Megan Blount 50 hours @ 80 = \$4,000
Katie McDonald 400 hours @ 80 = \$32,000
Alycia Minshall 50 hours @ 80 = \$4,000
Caitlin Cabral 50 hours @ 80 = \$4,000
Carol Ann Guay 50 hours @ 80 = \$4,000
Emily Hendrickson 50 hours @ 80 = \$4,000
Janine DiLorenzo 50 hours @ 80 = \$4,000
Jon Williams 50 hours @ 80 = \$4,000
Jordan Ramsey 50 hours @ 80 = \$4,000
Megan Hamilton 50 hours @ 80 = \$4,000
KD Dobyne 50 hours @ 80 = \$4,000
Cate Poling 60 hours @ 80 = \$4,800

Total: 1,470 hours @ \$80 = \$117,600.00

Change Order 1

To add reallocated hours totaling 3,375 from General Manager CL 4 line. Updated hours 4,845 @ \$80 = \$387,600.00



March 11, 2025

To Whom It May Concern,

Berry, Dunn, McNeil & Parker, LLC (BerryDunn) is submitting a cost-neutral Change Request (CR) for the Partnership Management Phase II Project (CDO BMS24*41). The purpose of this cost-neutral CR is to reallocate hours from the General Project Manager Commodity Line (CL 11) and add the cost equivalent balance to the Engagement Manager (CL 9) and the Project Management Support Staff (CL 12) lines. This project end date will remain on June 14, 2025.

Please let me know if you have any questions or if you would like to discuss the content of this CR for the Partnership Management Project.

We are pleased to have the opportunity to continue providing important project management and subject matter expert services to the State of West Virginia.

Best Regards,

DocuSigned by:

Peter Alfrey

2DAAA44ADB3A477...

Peter Alfrey

Principal

Berry, Dunn, McNeil & Parker, LLC

207-541-2242

Ok

Althea Greenhouse



MEMORANDUM

DATE: March 11, 2025

TO: Sarah Young, Deputy Commissioner, Policy and Operations,
West Virginia Bureau for Medical Services

CC: Jimmy Dowden, Director, Procurement Services, West Virginia
Bureau for Medical Services

FROM: Peter Alfrey, Principal,
Berry, Dunn, McNeil & Parker, LLC

SUBJECT: Partnership Management Project Phase II No Cost Reallocation of
Hours Change Request

Change Request (CR): Berry, Dunn, McNeil & Parker, LLC (BerryDunn) is submitting this cost-neutral Change Request (CR) for the Partnership Management Project Phase II (CDO BMS24*41).

The purpose of this CR is to reallocate 1,650 of hours from the General Project Manager commodity line (CL 11) and add the cost equivalent balance of 100 hours to the Engagement Manager commodity line (CL 9) and 3,375 hours to the Project Management Support Staff commodity line (CL 12). This CR contract end date will remain on June 14, 2025.

The tables below show a comparison of the estimate provided in the original SOW and the proposed reallocation of hours.

Table 1: Comparison of Original and Reallocated Resource Costs

Original SOW				Change	Proposed Reallocation			
Role	Rate	Total Hours	Cost		Role	Rate	Total Hours	Cost
EM	\$270	130	\$35,100	+100	EM	\$270	230	\$62,100
LPM	\$215	130	\$27,950		LPM	\$215	130	\$27,950
LMPM	\$205	60	\$12,300		LMPM	\$205	60	\$12,300
GPM	\$180	3,897	\$701,460	-1,650	GPM	\$180	2,247	\$404,460
SS	\$80	1,470	\$117,600	+3,375	SS	\$80	4,845	\$387,600
Total		5,687	\$894,410		Total		7,512	\$894,410

Table 2: Hours and Cost Summary by Role-Original SOW and Estimates for Extension

Role	Rate	Original Total Hours	Original Total Cost	Total Estimated Hours Utilized to Date*	Total Estimated Cost Utilized to Date	Estimated Extension Hours Balance	Estimated Extension Balance
EM	\$270	130	\$35,100	66.00	\$17,820.00	64.00	\$17,280.00
LPM	\$215	130	\$27,950	66.00	\$14,190.00	64.00	\$13,760.00
LMPM	\$205	60	\$12,300	9.10	\$1,865.50	50.90	\$10,434.50
GPM	\$180	3,897	\$701,460	802.30	\$144,414.00	3,094.70	\$557,046.00
SS	\$80	1,470	\$117,600	1,128.70	\$90,296.00	341.30	\$27,304.00
Total		5,687	\$894,410	2,072.10	\$268,585.50	3,614.90	\$625,824.50

*Estimated project hours used based on the January 2025 Invoice

Table 3: Monthly Estimated Hours for Extension Months by Role

Month	EM	LPM	LMPM	GPM	SS	Est. Hours Per Month	Est. Cost Per Month
	Hours	Hours	Hours	Hours	Hours		
Month 1	11.00	0.80	0.00	48.00	47.30	107.10	\$15,566.00
Month 2	20.50	2.80	1.00	82.80	82.40	189.50	\$27,838.00
Month 3	30.00	5.30	4.60	88.50	49.50	177.90	\$30,072.50
Month 4	4.00	1.10	0.90	52.40	43.00	101.40	\$14,373.00
Month 5	0.50	29.50	0.00	26.60	34.30	90.90	\$14,009.50
Month 6	0.00	26.50	0.00	98.50	278.20	403.20	\$45,683.50
Month 7	0.00	0.00	0.00	104.60	144.00	248.60	\$30,348.00
Month 8	0.00	0.00	2.60	300.90	450.00	753.50	\$90,695.00
Month 9	41.00	16.00	12.90	361.70	929.30	1,360.90	\$156,604.50
Month 10	41.00	16.00	13.00	361.00	929.00	1,360.00	\$156,475.00
Month 11	41.00	16.00	13.00	361.00	929.00	1,360.00	\$156,475.00
Month 12	41.00	16.00	12.00	361.00	929.00	1,359.00	\$156,270.00
Total	230.00	130.00	60.00	2,247.00	4,845.00	7,512.00	\$894,410.00

Table 4: Resource Allocations with Requested Changes

CL	Role	Rate	Project Resources	Total Est. Hours	Total Est. Cost
9	EM	\$270	Nicole Becnel	230	\$62,100
8	LPM	\$215	Dawn Webb	130	\$27,950



CL	Role	Rate	Project Resources	Total Est. Hours	Total Est. Cost
10	LMPM	\$205	Emily McCoy	60	\$12,300
11	GPM	\$180	Peter Alfrey	75	\$13,500
11	GPM	\$180	Shea Berry-Brennan	100	\$18,000
11	GPM	\$180	Ebony Carter	50	\$9,000
11	GPM	\$180	Amber Davis	342	\$61,560
11	GPM	\$180	Chris Fanikos	100	\$18,000
11	GPM	\$180	Katie Gray	110	\$19,800
11	GPM	\$180	Miles Isacke	100	\$18,000
11	GPM	\$180	Lauren McTear	100	\$18,000
11	GPM	\$180	Danielle Pelletier	380	\$68,400
11	GPM	\$180	Andrea Richardson	280	\$50,400
11	GPM	\$180	Darrah Ruiz	240	\$43,200
11	GPM	\$180	Jeff Stoddard	190	\$34,200
11	GPM	\$180	Nycole Washington	100	\$18,000
11	GPM	\$180	Ethan Wiley	80	\$14,400
12	SS	\$80	April Adames	625	\$50,000
12	SS	\$80	John Bermudez	620	\$49,600
12	SS	\$80	Megan Blount	20	\$1,600
12	SS	\$80	Caitlin Cabral	20	\$1,600
12	SS	\$80	Hope Connard	100	\$8,000
12	SS	\$80	Nolan Cyr	100	\$8,000
12	SS	\$80	KD Dobyne	20	\$1,600
12	SS	\$80	Carole Ann Guay	20	\$1,600
12	SS	\$80	Megan Hamilton	20	\$1,600
12	SS	\$80	Emily Hendrickson	20	\$1,600
12	SS	\$80	Hailey Holden	100	\$8,000
12	SS	\$80	Skye Kwong	500	\$40,000
12	SS	\$80	Katie McDonald	750	\$60,000
12	SS	\$80	Grace Min	20	\$1,600
12	SS	\$80	Alycia Minshall	20	\$1,600
12	SS	\$80	Becki Moore	500	\$40,000
12	SS	\$80	Andrew Oliver	600	\$48,000
12	SS	\$80	Laura Perez	750	\$60,000
12	SS	\$80	Jordan Ramsey	20	\$1,600
12	SS	\$80	Jonathan Williams	20	\$1,600
Total				7,512	\$894,410



STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR MEDICAL SERVICES

Alex J. Mayer
Cabinet Secretary

Cynthia Beane, MSW, LCSW
Commissioner

DATE: March 21, 2025
TO: Office of Shared Administration/Finance
FROM: Lakendra Burdette *LB*
Procurement Specialist
RE: PF 1427253, CDO BMS 24*41
0511

The West Virginia Bureau for Medical Services (BMS) is submitting this funding memo related to the above-referenced delivery order. BMS anticipates making payments for service period 06/15/2024-04/30/2024 in SFY 25 and service period 05/01/2025-06/14/2025 in SFY 26.

Contract extended service period: 06/15/2024 – 06/14/2025. Funding allocation table below:
CDO BMS24*41

Partnership Management
Project Phase II

06/14/2024-04/30/2025

05/01/2025-06/14/2025

PR05-2025	Payment	PR07 - 2026	Payment
Lead Project Manager: 110 hours @ \$215	\$23,650.00	Lead Project Manager: 20 hours @ \$215	\$4,300.00
Engagement Manager: 148 hours @ \$270	\$39,960.00	Engagement Manager: 82 hours @ \$270	\$22,140.00
Lead MMIS Project Manager 52 hours @ \$205	\$10,660.00	Lead MMIS Project Manager 8 hours @ \$205	\$1,640.00
General Project Manager 1,525 hours @ \$180	\$274,500.00	General Project Manager 722 hours @ \$180	\$129,960.00



Letter Name
March 14, 2024
Page 2

Project Management Support Staff 2,987 hours @ \$80	\$238,960.00	Project Management Support Staff 1,858 hours @ \$80	\$148,640.00
	\$587,730.00		\$306,680.00
	Grand Total:		\$894,410.00

Please feel free to contact me if additional documentation or details are needed. I can be reached at 304-352-4319 or lakendra.burdette@wv.gov. Thank you for your time and consideration in this matter.





STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR MEDICAL SERVICES

Alex J. Mayer
Cabinet Secretary

Cynthia Beane, MSW, LCSW
Commissioner

DATE: March 18, 2025

TO: Crystal Hustead
Senior Buyer
State of West Virginia Purchasing Division

FROM: Althea Greenhowe *Althea Greenhowe*
Procurement Specialist, Senior
Office of Shared Administration/Purchasing

RE: PF1427253, CDO BMS24*41- Change Order 1
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully request approval of the above-referenced change order for a cost neutral request to adjust the distribution of hours from the General Project Manager Commodity Line and add the cost equivalent balance to both the Engagement Manager and Project Management Support Staff lines for services performed by Berry, Dunn, McNeil, and Parker LLC. under PF 785940, CMA HHR 21*03.

Please feel free to contact me if additional documentation or details are needed. I can be reached at 304-352-3924 or althea.m.greenhowe@wv.gov. Thank you for your time and consideration in this matter.



Subject: Governor's Office Approval of contracts over \$100,000



Rosen, Bryan D <bryan.d.rosen@wv.gov>
to Wagner, Roberta A, Price, Robert L

Thu, Jan 23,

I spoke with Curtis early today. He relayed the following information for how we will process these through his office.

1. He would like a synopsis of the purchase. I would suggest in most cases we can pull the extended description populate that in the email to him.
2. Please note if there is a specific timeframe in the request.
3. Contracts will be reviewed at the Master Agreement level meaning that he will not be approving DOs.
4. Renewals for contracts over \$100,000 must be approved.

This process is going to be fluid and will likely morph as we move forward but this is the best information that I have today.

Bryan

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Subaward Reporting is live on SAM.gov [Show Details](#)
Mar 8, 2025

×

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Mar 18, 2025

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- ☐ Any Words ⓘ
- ☐ All Words ⓘ
- ☐ Exact Phrase ⓘ

e.g. 123456789, Smith Corp

"BERRY DUNN MCNEIL & PARKER LLC" ×

- Classification ∨
- Excluded Individual ∨
- Excluded Entity ∨
- Federal Organizations ∨
- Exclusion Type ∧
 - ✓ Ineligible (Proceedings Pending)
 - ✓ Ineligible (Proceedings Complete)
 - ✓ Prohibition/Restriction
 - ✓ Voluntary Exclusion
- Exclusion Program ∨

Location



Dates



Reset

Entity Information ^



Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions



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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

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BERRY, DUNN, MCNEIL & PARKER, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	1/8/2008		1/8/2008	Foreign	Profit			

Organization Information			
Business Purpose	5511 - Management of Companies and Enterprises - Management of Companies and Enterprises - Management of Companies and Enterprises Including Offices of Bank Holding Companies and Other Holding Companies		
Capital Stock			
Charter County	Kanawha	Control Number	0
Charter State	ME	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	209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Mailing Address	2211 CONGRESS STREET PORTLAND, ME, 04102
Notice of Process Address	URA SERVICES, INC. 5098 WASHINGTON STREET W. SUITE 407 CHARLESTON, WV, 25313
Principal Office Address	2211 CONGRESS STREET PORTLAND, ME, 04102
Type	Address

Officers

Type	Name/Address
Member	CHARLES K. LEADBETTER III 2211 CONGRESS STREET PORTLAND, ME, 04102
Member	SETH E. WEBBER 2211 CONGRESS STREET PORTLAND, ME, 04102
Member	KATHY PARKER, C.P.A. 2211 CONGRESS STREET PORTLAND, ME, 04102
Member	SARAH BELLIVEAU, C.P.A. 2211 CONGRESS STREET PORTLAND, ME, 04102
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
BERRY DUNN	TRADENAME	3/21/2011	
BERRY, DUNN, MCNEIL & PARKER, PLLC	TRADENAME	11/5/2019	
DBA Name	Description	Effective Date	Termination Date

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017	
2016	
2015	
2014	
2013	
2012	
2011	
2010	
2009	
Date filed	

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

Wednesday, March 19, 2025 — 9:57 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Hustead</u> Date: <u>3/25/25</u> Solicitation No. <u>CDO BMS24*41</u>	Agency: DoHS-BMS Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CDO BMS 24*41 PF No.: 1427253
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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:

	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 (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				
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	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: _____

Crystal Hustad