



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: 04-23-2025

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 BMS2400000044 5	Change Order No:	Procurement Folder:	1434207
Document Name:	Child Welfare Initiatives Project Management Service Phase V		Reason for Modification: Change Order 1 Reallocation of hours.	
Document Description:	Child Welfare Initiatives Project Management Service Phase V			
Procurement Type:	Central Delivery Order			
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 5	
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000100150 BERRY DUNN MCNEIL & PARKER LLC 2211 CONGRESS ST  PORTLAND ME 04102 US Vendor Contact Phone: 6813138905 Extension:  Discount Details: <table><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			Requestor Name: Lakendra R Burdette Requestor Phone: 304-352-4319 Requestor Email: lakendra.burdette@wv.gov  <b>2025</b> FILE LOCATION _____
	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 HEALTH AND HUMAN RESOURCES  BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251  CHARLESTON WV 25301-3709  US	PROCUREMENT OFFICER: 304-352-4286 HEALTH AND HUMAN RESOURCES  BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251  CHARLESTON WV 25301-3709  US

Total Order Amount: \$3,771,600.00

Purchasing Division's File Copy

CH 4/24/25  
PURCHASING DIVISION AUTHORIZATION  
DATE: *Tuesday 4/24/25*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: *4/24/25*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order 1

Change order 1 is issued to reallocate 448 hours from the General Project Manager (GPM) commodity line and add the cost equivalent balance of 1,008 hours to the Support Staff (SS) commodity line.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	0.00000		\$0.0000	\$361,200.00
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

1,680 hours @ \$215 = \$361,200.00

Change Order 1

No Changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	0.00000		\$0.0000	\$38,880.00
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

144 hours @ \$270 = \$38,880.00

Change Order 1

No Changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	0.00000		\$0.0000	\$2,900,160.00
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

16,560 hours @ \$180 = \$2,980,800.00

Change Order 1

Reallocate 448 hours to SS commodity line.

New hours 16,112 hours @ \$180 = \$2,900,160.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	0.00000		\$0.0000	\$471,360.00
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

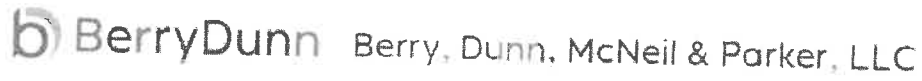
Hourly Rate: \$80.00

4,884 hours @ \$80 = \$390,720.00

Change Order 1

Reallocate hours added 1,008

New hours 5,892 hours @ \$80 = \$471,360.00



April 14, 2025

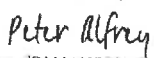
To Whom It May Concern,

Berry, Dunn, McNeil & Parker, LLC (BerryDunn) is submitting a cost-neutral change request (CR) for the Child Welfare Initiatives (CWI) Project Management (PM) Services Phase V (CDO BMS 24\*44). The purpose of this cost-neutral CR is to reallocate 448 hours from the General Project Manager (GPM) commodity line (CL) and add the cost equivalent balance to the Project Management Support Staff (SS) CL. This CR will not extend the contract end date from 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 CWI PM Services Phase V.

We are pleased to have the opportunity to continue providing important PM and subject matter expertise services to the State of West Virginia.

Best Regards,

DocuSigned by:  
  
DAAA44AD55A47

Peter Alfrey  
Principal  
Berry, Dunn, McNeil & Parker, LLC  
207.541.2242

Ok





# MEMORANDUM

**DATE:** April 14, 2025

**TO:** Christina Mullins, Deputy Secretary, Mental Health and Substance Use Disorders, West Virginia Department of Human Services

**CC:** Sarah Young, Deputy Commissioner, Bureau for Medical Services, West Virginia Department of Human Services

Brandon Lewis, Director, Office of Enterprise Systems, West Virginia Department of Human Services

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

**SUBJECT:** Child Welfare Initiatives (CWI) Project Management (PM) Services Phase V No Cost Change Request

**Change Request (CR):** Berry, Dunn, McNeil & Parker, LLC (BerryDunn) is submitting this cost-neutral CR for the Child Welfare Initiatives (CWI) Project Management (PM) Services Phase V (CDO BMS24\*44).

The purpose of this cost-neutral CR is to reallocate 448 hours from the General Project Manager (GPM) commodity line (CL) and add the cost equivalent balance to the Project Management Support Staff (SS) CL. This CR will not extend the contract end date from June 14, 2025.

The tables below show a comparison of the estimate provided in the original scope of work (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	144	\$38,880		EM	\$270	144	\$38,880
LPM	\$215	1,680	\$361,200		LPM	\$215	1,680	\$361,200
GPM	\$180	16,560	\$2,980,800	- 448	GPM	\$180	16,112	\$2,900,160
SS	\$80	4,884	\$390,720	+ 1,008	SS	\$80	5,892	\$471,360
<b>Total</b>		<b>23,268</b>	<b>\$3,771,600</b>		<b>Total</b>		<b>23,828</b>	<b>\$3,771,600</b>

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



Role	Rate	Original Total Hours	Original Total Cost	Total Estimated Hours Utilized to Date*	Total Estimated Cost Utilized to Date	Estimated Hours Balance	Estimated Balance
EM	\$270	144	\$38,880	106.3	\$28,701.00	37.7	\$10,179.00
LPM	\$215	1,680	\$361,200	1040.3	\$223,664.50	639.7	\$137,535.50
GPM	\$180	16,560	\$2,980,800	7,919.7	\$1,425,546.00	8,640.3	\$1,555,254
SS	\$80	4,884	\$390,720	3,426.2	\$274,096.00	1,457.8	\$116,624
<b>Total</b>		<b>23,268</b>	<b>\$3,771,600</b>	<b>12,492.5</b>	<b>\$1,952,007.50</b>	<b>10,775.5</b>	<b>1,819,592.50</b>

\*Estimated project hours used based on the February 2025 Invoice

Table 3: Monthly Estimated Hours for Reallocation Months by Role

Month	EM	LPM	GPM	SS	Est. Hours Per Month	Est. Cost Per Month
	Hours	Hours	Hours	Hours		
Month 1	5.0	40.3	467.30	114.00	626.60	\$103,248.50
Month 2	15.0	139.6	1,083.00	301.10	1,538.70	\$253,092.00
Month 3	11.5	150.3	1,094.60	433.90	1,690.30	\$267,159.50
Month 4	19.0	126.8	961.00	410.10	1,516.90	\$238,180.00
Month 5	14.0	121.0	1,085.40	639.50	1,859.90	\$276,327.00
Month 6	5.3	101.4	715.85	298.90	1,121.45	\$175,997.00
Month 7	12.0	107.9	742.65	306.90	1,169.45	\$184,667.50
Month 8	11.5	141.0	898.80	424.90	1,476.20	\$229,196.00
Month 9	13.0	112.0	871.10	496.90	1,493.00	\$224,140.00
Month 10	10.0	175.0	2,300.00	675.00	3,160.00	\$508,325.00
Month 11	10.0	175.0	2,300.00	675.00	3,160.00	\$508,325.00
Month 12	10.0	175.0	2,300.00	675.00	3,160.00	\$508,325.00
Month 13	7.7	114.7	1,292.30	440.80	1,855.50	\$294,617.50
<b>Total</b>	<b>144.0</b>	<b>1,680.0</b>	<b>16,112.00</b>	<b>5,892.00</b>	<b>23,828.00</b>	<b>\$3,771,600.00</b>

Table 4: Resource Allocations with Requested Changes

CL	Role	Rate	Project Resources	Total Est. Hours	Total Est. Cost
9	EM	\$270	Charlie Leadbetter	144	\$38,880
8	LPM	\$215	Lisa Roberts	1,680	\$361,200
11	GPM	\$180	Peter Alfrey	240	\$43,200
11	GPM	\$180	Shelly Brubaker	1,560	\$280,800
11	GPM	\$180	Lloyd Butler	1,572	\$282,960
11	GPM	\$180	Chris Fanikos	1,032	\$185,760



CL	Role	Rate	Project Resources	Total Est. Hours	Total Est. Cost
11	GPM	\$180	Alex Flower	392	\$70,560
11	GPM	\$180	Melissa Hicks	1680	\$302,400
11	GPM	\$180	Yang Ji	1,452	\$261,360
11	GPM	\$180	Danielle Joslyn	204	\$36,720
11	GPM	\$180	Lars Loren	84	\$15,120
11	GPM	\$180	Emily McCoy	120	\$21,600
11	GPM	\$180	Annie Messinger	1,680	\$302,400
11	GPM	\$180	Arisara Miller	960	\$172,800
11	GPM	\$180	Dina Nash	504	\$90,720
11	GPM	\$180	Sarah Renner	240	\$43,200
11	GPM	\$180	Andrea Richardson	1,416	\$254,880
11	GPM	\$180	Michelle Weaver	1,680	\$302,400
11	GPM	\$180	Dawn Webb	48	\$8,640
11	GPM	\$180	Fei Zou	1,248	\$224,640
12	SS	\$80	Shandia Benke	24	\$1,920
12	SS	\$80	Grady Black	800	\$64,000
12	SS	\$80	Caitlin Cabral	86	\$6,880
12	SS	\$80	Janine DiLorenzo	86	\$6,880
12	SS	\$80	KD Dobyne	86	\$6,880
12	SS	\$80	Carol Ann Guay	85	\$6,800
12	SS	\$80	Megan Hamilton	85	\$6,800
12	SS	\$80	Emily Hendrickson	85	\$6,800
12	SS	\$80	Hailey Holden	60	\$4,800
12	SS	\$80	Kourtney Kirk	24	\$1,920
12	SS	\$80	Skye Kwong	1,068	\$85,440
12	SS	\$80	Katie McDonald	240	\$19,200
12	SS	\$80	Alycia Minshall	85	\$6,800
12	SS	\$80	Cate Poling	24	\$1,920
12	SS	\$80	Jordan Ramsey	85	\$6,800
12	SS	\$80	Courtney Rombow	1,680	\$134,400
12	SS	\$80	Emily Tan	504	\$40,320
12	SS	\$80	Joseph Tumblin	700	\$56,000
12	SS	\$80	Jon Williams	85	\$6,800
Total				23,828	\$3,771,600



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

Alex J. Mayer  
Cabinet Secretary

Cynthia Beane, MSW, LCSW  
Commissioner

DATE: April 22, 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: PF1434207, CDO BMS24\*44 – Change Order 1  
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests the approval of the above-referenced change order to reallocate 448 hours from the General Project Manager (GPM) commodity line (CL) and add the cost equivalent balance of 1,008 hours to the Project Management Support Staff (SS) CL.

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](mailto:althea.m.greenhowe@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: April 22, 2025  
TO: Office of Shared Administration/Finance  
FROM: Lakendra Burdette *LB*  
Procurement Specialist  
RE: PF 1434207, CDO BMS24\*44 – Change Order 1  
Dept 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 06/15/2024-04/30/2025 in SFY25 and service period -05/01/2025-06/14/2025 in SFY26.

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

CDO BMS24\*44

Child Welfare Initiatives

Project Management

Service Phase V

06/15/2024-04/30/2025

PR05-2025

Payment

05/01/2025-06/14/2025

PR07 - 2026

Payment

Lead Project Manager:

Optional Renewal Year

One 1,390.3 hours @

\$215

\$298,914.50

Lead Project Manager:

Optional Renewal Year

One 289.7 hours @ \$215

\$62,285.50

Engagement Manager:

Optional Renewal Year

One 126.3 hours @ \$270

\$34,101.00

Engagement Manager:

Optional Renewal Year

One 17.7 hours @ \$270

\$4,779.00



Letter Name  
March 14, 2024  
Page 2

General Project Manager: Optional Renewal Year One 12,519.7 hours @ \$180	\$2,253,546.00	General Project Manager: Optional Renewal Year One 3,592.3 hours @ \$180	\$646,614.00
Project Management Support Staff: Optional Renewal Year One 4,776.2 hours @ \$80	\$382,096.00	Project Management Support Staff: Optional Renewal Year One 1,115.8 hours @ \$80	\$89,264.00
	\$2,968,657.50		\$802,942.50
		Grand Total:	\$3,771,600.00

Please feel free to contact me if additional documentation or details are needed. I can be reached at 304-352-4319 or [jakendra.burdette@wv.gov](mailto:jakendra.burdette@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

 An official website of the United States government [Here's how you know](#)

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Mar 8, 2025

x

[See All Alerts](#)

**Scheduled SAM Maintenance** [Show Details](#)  
Apr 22, 2025

x



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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

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### 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.*

### 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			
<b>Business Purpose</b>	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		
<b>Charter County</b>	Kanawha	<b>Control Number</b>	0
<b>Charter State</b>	ME	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MBR
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

**Addresses**

Type	Address
<b>Designated Office Address</b>	209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Mailing Address</b>	2211 CONGRESS STREET PORTLAND, ME, 04102
<b>Notice of Process Address</b>	URA SERVICES, INC. 5098 WASHINGTON STREET W. SUITE 407 CHARLESTON, WV, 25313
<b>Principal Office Address</b>	2211 CONGRESS STREET PORTLAND, ME, 04102
Type	Address

**Officers**

Type	Name/Address
<b>Member</b>	CHARLES K. LEADBETTER III 2211 CONGRESS STREET PORTLAND, ME, 04102
<b>Member</b>	SETH E. WEBBER 2211 CONGRESS STREET PORTLAND, ME, 04102
<b>Member</b>	KATHY PARKER, C.P.A. 2211 CONGRESS STREET PORTLAND, ME, 04102
<b>Member</b>	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	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, April 23, 2025 — 8:58 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Hustead</u> Date: <u>4/24/25</u> Solicitation No. <u>CDO BMS24*44</u>	Agency: DoHS-BMS Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CDO BMS 24*44 PF No.: 1434207
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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 ( <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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: \_\_\_\_\_

*Cyrd Astorg*