



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: 12-23-2021

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CDO 0506 2849 BHS2200000002 2	<b>Procurement Folder:</b>	916404
<b>Document Name:</b>	CO1 to extend end date	<b>Reason for Modification:</b>	CO 1 is to extend end date and a cost-neutral reallocation of funds of the original contract Effective end date of extension 07/31/22. No other changes
<b>Document Description:</b>	CO 1 - Data Management Consulting		
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	Crystal G Hustead		
<b>Telephone:</b>	(304) 558-2402		
<b>Email:</b>	crystal.g.hustead@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b>	CMA 0511 HHR2100000003 2
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT			
<b>Vendor Customer Code:</b>	000000100150	<b>Requestor Name:</b>	Stacey M Tully		
BERRY DUNN MCNEIL & PARKER LLC 100 MIDDLE STREET		<b>Requestor Phone:</b>	304-558-3834		
PORTLAND ME 04101		<b>Requestor Email:</b>	stacey.m.tully@wv.gov		
US		<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-size: 24pt; font-weight: bold;">FILE LOCATION _____</div>			
<b>Vendor Contact Phone:</b>	6813138905			<b>Extension:</b>	
<b>Discount Details:</b>					
	<b>Discount Allowed</b>			<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
PURCHASING AGENT - 304-356-4802 HEALTH AND HUMAN RESOURCES BBH/HF 350 CAPITOL ST, RM 350 CHARLESTON WV 25301-3702 US	PURCHASING AGENT - 304-356-4802 HEALTH AND HUMAN RESOURCES BBH/HF 350 CAPITOL ST, RM 350 CHARLESTON WV 25301-3702 US

<b>Total Order Amount:</b>	\$427,465.00
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Purchasing Division's File Copy

CH  
12/30/21

PURCHASING DIVISION AUTHORIZATION DATE: <i>Linda Harper 12/30/21</i> ELECTRONIC SIGNATURE ON FILE
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ENTERED

ENCUMBRANCE CERTIFICATION DATE: <i>Beverly Tolson 12-30-21</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Data Management Solution Planning

Change Order

Change Order No. 01 is issued to extend the end date and do a cost-neutral reallocation of funds of the original contract.

Effective end date of extension 07/31/22.

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	0.00000		\$0.0000	\$52,460.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-08-02	2022-07-31				

**Commodity Line Description:** Lead Project Manager: Base Year One

**Extended Description:**

Lead Project Manager: Base Year One

Hourly Rate: \$215.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	0.00000		\$0.0000	\$1,890.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-08-02	2022-07-31				

**Commodity Line Description:** Engagement Manager: Base Year One

**Extended Description:**

Engagement Manager: Base Year One

Hourly Rate: \$270.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	0.00000		\$0.0000	\$287,195.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-08-02	2022-07-31				

**Commodity Line Description:** General Project Manager: Base Year One

**Extended Description:**

General Project Manager: Base Year One

Hourly Rate: \$175.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80101600	0.00000		\$0.0000	\$85,920.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-08-02	2022-07-31				

**Commodity Line Description:** Project Management Support Staff: Base Year One

**Extended Description:**

Project Management Support Staff: Base Year One

Hourly Rate: \$80.00



December 10, 2021

To Whom It May Concern,

BerryDunn has submitted a cost-neutral Change Request (CR) to extend the Data Management Solution (DMS) Planning Project (HHR21\*03) end date, and to reallocate hours from the General Project Manager (GPM) commodity line to add the cost-equivalent balance to the Support Staff (SS) commodity line. The no-cost extension request is to change the end date from March 31, 2022 to July 31, 2022. We understand and accept that the effective date of the requested changes would be the approval date of the CR.

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

We are pleased to have the opportunity to continue supporting BBH on this project.

Sincerely,

A handwritten signature in cursive script that reads "Nicole Becnel".

**Nicole Becnel**

Principal

681-313-8905

Ok.

A handwritten signature in cursive script that reads "Althea Greenhow".

To: Damon Iarossi, Deputy Commissioner, Bureau for Behavioral Health  
 From: Nicole Becnel, Engagement Manager  
 Subject: Data Management Solution Planning Project (HHR21\*03) Change Request: Reallocate Hours and No-Cost Extension  
 Date: December 10, 2021


**Change Request:** This cost-neutral change request is to reallocate hours from the General Project Manager (GPM) commodity line to add the cost-equivalent balance to the Support Staff (SS) commodity line for the Data Management Solution (DMS) Planning Project (HHR21\*03). This request is also to extend the project end date from March 31, 2022 to July 31, 2022. This change request allows BerryDunn to leverage additional SS resources for project activities. In addition, it accounts for a change in the project schedule as a result of unavoidable project delays, including but not limited to BBH staff availability due to other time-sensitive priorities. The extension to the project schedule will also allow for BerryDunn to perform services related to D09. Scope of Work (SOW) for DMS Vendor and D10. Vendor Demonstration Schedule and Scripts, should BBH decide to procure a DMS vendor to fulfill their data management needs.

In order to fulfill the project's scope, additional time is required to complete all activities. This cost-neutral reallocation of hours would further allow the project team to continue supporting all related project tasks in the SOW.

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

Original SOW			
Role	Total Hours By Role	Rate	Cost
EM	7.00	\$270	\$1890
LPM	244.00	\$215	\$52,460
GPM	1825.00	\$175	\$319,375
SS	674.00	\$80	\$53,920
			\$427,645

Proposed Reallocation			
Role	Total Hours By Role	Rate	Est. Cost
EM	7.00	\$270	\$1890
LPM	244.00	\$215	\$52,460.00
GPM	1641.1143	\$175	\$287,195.00
SS	1074.00	\$80	\$85,920
			\$427,645

  
 DAMON IAROSSE  
 Deputy Commissioner BBH  
 12-14-21



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bill J. Crouch  
Cabinet Secretary

Bureau for Behavioral Health  
350 Capitol Street, Room 350  
Charleston, West Virginia 25301-3702  
Telephone: (304) 356-4811 Fax: (304) 558-1008

Christina R. Mullins  
Commissioner

July 23, 2021

*OK  
Linda Harper  
12/30/2021*

DHHR Purchasing  
One Davis Square, Suite 100  
Charleston, WV 25301

Re: Justification for Deliver Order for Data Management Solution Planning Project

Please accept this letter as formal justification for the West Virginia Department of Health and Human Resources (DHHR) Bureau for Behavioral Health (BBH) to issue a delivery order for a Data Management Solution Planning Project. This delivery order will be issued against HHR21\*03 which is a contract with Berry Dunn for consulting and support services. This coincides with the contracts intent to assist with streamlining data sources.

The services being awarded are for consulting and providing support to the BBH with plaining and soliciting a new statewide data solution to maintain compliance with Federal reporting requirements. Specific services will include:

- Performing an assessment to gain an understanding of challenges in the current environment and the Bureau's business and technical needs for the future environment related to a data management solution, identify the gaps between the current and desired future environment and develop recommendations to close the gaps
- Identifying business and technical requirements for the data management solution
- Performing a fit-gap analysis between BBH's solution requirements and DHHRs' Enterprise Data Solution (EDS) to determine the degree to which the EDS could fulfill BBH's needs
- Making recommendations—including risks and benefits—of proceeding with alternative approaches, such as leveraging the EDS or procuring a standalone solution that integrates with the EDS
- Providing vendor selection support

Thank you for your consideration of this request, and if you have any questions, please feel free to contact me directly at (304) 356-4832.

Sincerely,

Damon Iarossi