



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: 12-09-2021

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 0506 0506 HHR2200000004 1	Procurement Folder:	976570
Document Name:	Accounting/Auditor IV Temp Staff	Reason for Modification:	
Document Description:	Accounting/Auditor IV Temp Staff		
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 0506 HHR874721B 1
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT																			
Vendor Customer Code:	000000208791	Requestor Name:	Elizabeth Webb																		
MANPOWER		Requestor Phone:	(304) 558-2996																		
58 MISSION WAY SUITE 100		Requestor Email:	elizabeth.a.webb@wv.gov																		
SCOTT DEPOT	WV 25560	<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-size: 18pt; font-weight: bold;">FILE LOCATION</div>																			
US																					
Vendor Contact Phone:	304-525-0391 Extension:																				
Discount Details:																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <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		
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES FINANCE ONE DAVIS SQUARE, STE 300 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES ADMINISTRATION AND FINANCE ONE DAVIS SQUARE, RM 300 CHARLESTON WV 25301 US

Total Order Amount:	\$58,430.40
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Purchasing Division's File Copy

CH 12/19/21

PURCHASING DIVISION AUTHORIZATION DATE: <i>Linda Harper 12/10/21</i> ELECTRONIC SIGNATURE ON FILE
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ENTERED

ENCUMBRANCE CERTIFICATION DATE: <i>12/10/2021</i> ELECTRONIC SIGNATURE ON FILE

Extended Description:

Accounting/Auditor IV Temp. Staffing - Finance Grants Management

Prospective Delivery Order

Brett Haddix - Estimated 640 hrs. (510 regular hrs.; 130 overtime hrs.)

Robert Mellon - Estimated 640 hrs. (510 regular hrs.; 130 overtime hrs.)

Dates of Service: 12/13/21 thru 03/31/22

Quantities listed in this delivery order are approximations only, based on agency estimates. It is understood and agreed that the Contract shall cover the quantities worked during the term of this delivery order, whether more or less than the quantities shown.

Payment will only be made for actual commodities and/or services rendered.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111605	510.00000	HOUR	\$41.4400	\$21,134.40
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-12-13	2022-03-31				2021-12-12

Commodity Line Description: Accountant/Auditor IV - Brett Haddix

Extended Description:

Accountant/Auditor IV - Finance Grants management

Brett Haddix - Estimated 640 hrs. (510 regular hrs; 130 overtime hrs)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80111605	510.00000	HOUR	\$41.4400	\$21,134.40
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-12-13	2022-03-31				2021-12-12

Commodity Line Description: Accountant/Auditor IV - Robert Mellon

Extended Description:

Accountant/Auditor IV - 2 positions for Finance.

Robert Mellon - Estimated 640 hrs. (510 regular hrs; 130 overtime hrs)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80111605	195.00000	HOUR	\$41.4400	\$8,080.80
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-12-13	2022-03-31				2021-12-12

Commodity Line Description: Accountant/Auditor IV - Brett Haddix

Extended Description:

Accountant/Auditor IV - Finance Grants management

Brett Haddix -

Estimated OT Hours = 130hrs X 1.5hrs = 195hrs x \$41.44 = \$8080.80

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80111605	195.00000	HOUR	\$41.4400	\$8,080.80
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-12-13	2022-03-31				2021-12-12

Commodity Line Description: Accountant/Auditor IV - Robert Mellon

Extended Description:

Accountant/Auditor IV - Finance Grants Management

Robert Mellon - Estimated 130 overtime hrs.

130hrs X 1.5hrs = 195hrs x \$41.44 = \$8080.80hrs



From: Webb, Elizabeth A <elizabeth.a.webb@wv.gov>
Sent: Wednesday, December 1, 2021 10:57 AM
To: Ice, Jennifer <jennifer.ice@manpower.com>
Subject: CMA 0506 HHR874721B

BE ALERT: The sender of this email is outside of ManpowerGroup.

Please check that you recognize the sender before opening links or attachments. If in doubt, use the Report Spam or Report Phishing buttons at the top of your Outlook toolbar to report a concern.

Pursuant to CMA 0506 HHR874721B, DHHR seeks to request two Accountant/Auditor 4 staff in Finance with an effective date of December 6, 2021. These positions will fulfill a 40 hour work week and may include overtime. The positions are expected to last at least through March 31, 2022. As per the contract, please provide DHHR with a response of available staff within 48 hours of receipt of this request.

Please indicate Manpower will honor the current contract (CMA 0506 HHR874721B) terms, conditions and pricing through and including March 31, 2022.

*Agreed
Marie Lewi 12/2/21*

Please provide your concurrence which includes a signature on the email back to me.

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Elizabeth A. Webb
Finance
One Davis Square, Suite 403