



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: 09-07-2022

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 3722 HHR2300000004 1	Procurement Folder:	1097891
Document Name:	Accounting Technician II Temporary Staffing	Reason for Modification:	
Document Description:	Accounting Technician II Temporary Staffing		
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 HHR2000000007 1
Free on Board:	FOB Dest, Freight Prepaid	2/09/2023 OK GJ	

VENDOR			DEPARTMENT CONTACT		
Vendor Customer Code:	000000228419		Requestor Name:	Elizabeth Webb	
EXPRESS SERVICES INC 47 RHL BLVD			Requestor Phone:	(304) 558-2996	
SOUTH CHARLESTON WV 25309			Requestor Email:	elizabeth.a.webb@wv.gov	
US			<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
Vendor Contact Phone:	999-999-9999	Extension:			
Discount Details:					
	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	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV 25301-1757 US

Total Order Amount:	\$77,490.00
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Purchasing Division's File Copy

ENTERED

CH 9/8/22

PURCHASING DIVISION AUTHORIZATION DATE: <i>Dan Way 9-8-22</i> ELECTRONIC SIGNATURE ON FILE
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ENCUMBRANCE CERTIFICATION DATE: <i>9/09/2022</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Accounting Technician II Temporary Staffing

Prospective Delivery Order

Alice Burgess - Estimated 1080 hours (1,080 regular hrs. 150 overtime hrs.) - BPH Finance  
Richard Moore - Estimated 1080 hours (1,080 regular hrs. 150 overtime hrs.) - BPH Finance  
Jason Richard Smith - Estimated 1080 hours (1,080 regular hrs. 150 overtime hrs.) - BPH Finance

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	1080.00000	HOUR	\$21.0000	\$22,680.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-09-12	2023-02-09				

**Commodity Line Description:** Accounting Technician II - Alice Burgess

**Extended Description:**

Accounting Technician II - - BPH Finance

Alice Burgess - Estimated Regular hrs. - 1,080 hrs x \$21.00 = \$22,680

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80111605	1080.00000	HOUR	\$21.0000	\$22,680.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-09-12	2023-02-09				

**Commodity Line Description:** Accounting Technician II - Richard Moore

**Extended Description:**

Accounting Technician II - - BPH Finance

Richard Moore - Estimated regular hrs.: 1,080 hrs x \$21.00 = \$22,680.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80111605	150.00000	HOUR	\$21.0000	\$3,150.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-09-12	2023-02-09				

**Commodity Line Description:** Accounting Technician II - Alice Burgess

**Extended Description:**

Accounting Technician II - - BPH Finance

Alice Burgess - Estimated OT Hours 150 hrs x \$21.00 = \$3,150.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80111605	150.00000	HOUR	\$21.0000	\$3,150.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-09-12	2023-02-09				

**Commodity Line Description:** Accounting Technician II - Richard Moore

**Extended Description:**

Accounting Technician II - - BPH Finance

Richard Moore - Estimated OT Hours 150 hrs x \$21.00 = \$3,150.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80111605	1080.00000	HOUR	\$21.0000	\$22,680.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-09-12	2023-02-09				

**Commodity Line Description:** Accounting Technician II - Jason Richard Smith

**Extended Description:**

Accounting Technician II -- BPH Finance

Jason Richard Smith - Estimated Regular hrs. - 1,080 hrs x \$21.00 = \$22,680

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80111605	150.00000	HOUR	\$21.0000	\$3,150.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-09-12	2023-02-09				

**Commodity Line Description:** Accounting Technician II - Jason Richard Smith

**Extended Description:**

Accounting Technician II -- BPH Finance

Jason Richard Smith - Estimated OT Hours 150 hrs x \$21.00 = \$3,150.00

**Carroll, Shelly D.**

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**From:** Webb, Elizabeth A <elizabeth.a.webb@wv.gov>  
**Sent:** Thursday, August 25, 2022 10:15 AM  
**To:** Carroll, Shelly D.  
**Subject:** Additional Accounting Technician II Staff

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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Pursuant to CMA 0506 HHR2000000007, DHHR seeks to place two additional Accounting Technician II staff in Bureau for Public Health with an effective date of September 6, 2022. These positions will fulfill a 40 hour work week and may include overtime. The positions are expected to last at least through February 9, 2023. As per the contract, please provide DHHR with a response of available staff within 48 hours of receipt of this request.

--  
Elizabeth A. Webb  
Finance  
One Davis Square, Suite 403  
Charleston, West Virginia 25301  
E-Mail Address: [Elizabeth.A.Webb@wv.gov](mailto:Elizabeth.A.Webb@wv.gov)  
Telephone (304) 352-6667 (New)

*KSQ* Agree

*Shelly Carroll*



## PROFESSIONAL SUMMARY

I am a dedicated, reliable worker, looking for an opportunity to use my 35+ years of experience in customer service and data entry to expand my skills and become a strong asset to your company.

## SKILLS

- Data entry
- Database updating
- Billing documentation
- Information verification
- Insurance Precertification
- Appointment scheduling

## EXPERIENCE

- Delivery Driver November 2021 - Current  
Grubhub / Uber Eats / Doordash | Charleston, WV
- Deliver food and merchandise to customers in a timely manner
- Receptionist July 2018 - August 2021  
Healthquest | Charleston, WV
- Scheduling, insurance precertification, made appointments for
  - Outpatient testing after obtaining insurance authorization.
- Registration Clerk June 2017 - June 2018  
Thomas Physician Partners | Charleston, WV
- Updated records in EHR system, carefully protecting patient information
  - Verified patient demographics, insurance and processed payments.
- Registration Clerk October 2010 - June 2017  
Thomas Memorial Hospital | Charleston, WV
- Keyed in new data from patients, verified demographics, entered
  - Insurance information and collected patient copays.
- Store Manager May 1982 - April 1997  
Revco Drug | Montgomery, WV
- Customer service, inventory control, ordering, payroll, employee management, processing vendor invoices, maintained sales floor and achieved sales goals.,balanced tills at end of shifts and made daily bank deposits.

## EDUCATION

- Diploma - Medical Assisting/Office Technologies December 2000  
WV Junior College

## RICHARD D. MOORE

EXPERIENCE

- 
- 2022 State of WV, Dept of Administration, PELA Office Kanawha City, WV  
*Call Center Insurance Assistant*
- Responsible for assisting policy holders with health insurance, retirement benefits, and life insurance inquiries.
- 2015–2021 The Health Plan Charleston, WV  
*Claims Analyst I*
- Responsible for paying inpatient and outpatient Medicaid claims.
- 2013–2015 Healthsmart Benefit Solutions Charleston, WV  
*Customer Service Representative*
- Responsible for providing patients and doctors office benefits of coverage, deductible information, pre-certifications and claims information.
- 1993–2012 Thomas Memorial Hospital South Charleston, WV  
*Resource Scheduler*
- Responsible for scheduling and maintaining medical information and patient registration for all areas of hospital.
  - Scheduled patient procedures and generated patient admissions statistics.
  - Processed and analyzed all orders for all outpatient testing, including electronic transmittals.
  - Selected employee of the month for providing outstanding patient care; Certificate in Medical Terminology.
- 1989–1993 Freeland Furniture Company Charleston, WV  
*Office Manager and Sales*
- Responsible for maintaining computer records in inventory control, accounts receivable, accounts payable, order entry, and other data entry for deposits, bank reconciliations and cost reports.
  - Worked with IBM computers and Great Plains software program.
  - Maintained control of orders, customer service problems, and updates on customer orders.
  - Made certain that all customers were taken care of in the store.
- 1988–1989 K-Mart Corporation St. Albans, WV  
*Assistant Manager*
- Responsible for interviewing and hiring/firing all employees in the apparel division.
  - Responsible for delegating instructions to 15 employees on job responsibilities, job descriptions, and evaluations of job performance.
  - Responsible for getting daily sales figures throughout the week and entering information into computers.
- 1982–1988 Sears, Roebuck and Company Charleston, WV  
*Sales- Apparel, Sporting Goods, Hardware and Personnel*
- Responsibilities included helping customers in the best possible way, arrange merchandise, solve any immediate problems, make signs for weekly sales, and to check all merchandise for sale advertisements. Was commended by supervisor for job performance.
  - Selected as Training Representative for Courtesy by Department Supervisor and served on the Employee Training Committee for one year. Selected Courtesy Award Winner for the month of February, 1987.

EDUCATION

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B.S. Degree, Business Administration - Marketing and Management  
West Virginia State College, Institute, WV May, 1987

**Carroll, Shelly D.**

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**From:** Webb, Elizabeth A <elizabeth.a.webb@wv.gov>  
**Sent:** Thursday, September 1, 2022 8:05 AM  
**To:** Carroll, Shelly D.  
**Subject:** Temporary Staff

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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Pursuant to CMA 0506 HHR200000007, DHHR seeks to place one additional Accounting Technician II staff in Bureau for Public Health with an effective date of September 19, 2022. This position will fulfill a 40 hour work week and may include overtime. The position is expected to last at least through February 9, 2023. As per the contract, please provide DHHR with a response of available staff within 48 hours of receipt of this request.

--  
Elizabeth A. Webb  
Finance  
One Davis Square, Suite 403  
Charleston, West Virginia 25301  
E-Mail Address: [Elizabeth.A.Webb@wv.gov](mailto:Elizabeth.A.Webb@wv.gov)  
Telephone (304) 352-6667 (New)

*KSG* Agree

*Shelly Carroll*



**Jason Richard Smith**

**Skills & Experience Profiles**

- Electrician - Other
- Electronics Repair
- Cook
- Landscaping - Other
- Brake/Shear Machine Operator
- Assembly/Production Line Worker
- Administrative Assistant/Secretary
- Customer Service Representative
- Data Entry Operator
- Office Manager
- Answer 1-4 Phone Lines
- Typing - 50-59 wpm
- Desktop Support
- Technical Sales Support
- Construction - Electrician
- Journeyman
- Maintenance - Electrician
- Medical - Scheduler
- Scheduler
- Technical Customer Support
- Billing Clerk

**Work History**

• **Dish LLC**

From 04/2020 To Present

Job Title: Advanced Tech Support Rep

Duties: My job at dish is being a tech support representative. I help customers troubleshoot and resolve numerous types of issues from billing to complex problems with dish equipment. I trained six weeks and was promoted to tech within the first ninety days of being employed.

• **IBEX Global**

From 11/2019 To 03/2020

Job Title: Customer Service Rep

Duties: My job at IBEX is sales and customer service. I am subcontracted to a west coast internet provider and I have to help customers with billing and service issues as well as try to sell our products and services to them.

• **Charleston Alarm**

From 07/2019 To Present

Job Title: Electrician

Duties: My duties are to install and repair commercial fire alarm and security systems as well as sell security systems that we install.

• **Logisticare**

From 06/2018 To 08/2019

Job Title: Customer Service Rep

Duties: My duties while working at Logisticare were to schedule dates and times where a transportation company can pick up and drop off clients to their doctors appointments. I had to negotiate how much each clients reservation would pay to these companies and make sure the pricing was correct.

• **Quinn Electric**

From 11/16 To 9/18

Job Title: Electrical journeyman/ office manager

Duties: My duties while working for Quinn electric were giving estimations, commercial and electrical repair, electrical installation, ordering material, setting up appointments and payroll.

**Education & Training**

**High School**

Obtained high school GED.



**Vocational/Technical/Special School**

- Certificate in Electrical Technology, 6-25-17