



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: 09-15-2022

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 3722 HHR2300000004 2	<b>Procurement Folder:</b>	1097891
<b>Document Name:</b>	Change Order #1 Acct Tech II staffing - Replacement assigned	<b>Reason for Modification:</b>	Change Order 1 - to replace Jason Smith with Brian Forron, start date 09/22/22.
<b>Document Description:</b>	Accounting Technician II Temporary Staffing		
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	Crystal G Husted		
<b>Telephone:</b>	(304) 558-2402		
<b>Email:</b>	crystal.g.husted@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b>	CMA 0506 HHR2000000007 2
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	000000228419	<b>Requestor Name:</b>	Elizabeth Webb	
EXPRESS SERVICES INC 47 RHL BLVD		<b>Requestor Phone:</b>	(304) 558-2996	
SOUTH CHARLESTON WV 25309		<b>Requestor Email:</b>	elizabeth.a.webb@wv.gov	
US		<div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
<b>Vendor Contact Phone:</b>	999-999-9999			<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
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

<b>Total Order Amount:</b>	\$77,490.00
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Purchasing Division's File Copy

ENTERED

CH 9/16/22  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *10/20/2022*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Beverly Tolan 9-21-22*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Accounting Technician II Temporary Staffing - Change Order #1  
Replace Jason Smith with Brian Forron - Starting date 09/22/22

**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:** CO 1 BRIAN FORRON replacing Jason Smith

**Extended Description:**

Accounting Technician II - CO #1 BPH Finance

Change Order No. 1 BRIAN FORRON is replacing Jason Smith effective 09/22/22.

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:** CO 1 BRIAN FORRON replacing Jason Smith

**Extended Description:**

Accounting Technician II - - BPH Finance

Change Order No. 1 BRIAN FORRON is replacing Jason Smith effective 09/22/22.

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

Brian Forron

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## ACCOUNTS RECEIVABLE SPECIALIST

### Summary

While with the West Virginia Division of Labor, I gained experience in customer service, regulation enforcement, compliance inspections, complaint investigations, payroll & documentation review, audits, interviewing & report writing.

### Experience

Agiliti, Dunbar, WV 2022 to Present

**Customer Service Technician**

Deliver, pick up, clean & process medical equipment.

United Bank , Dunbar, WV

2021 to 2022

**Loan Operations Associate**

- Monitor & manage vehicle title reports.
- Process vehicle title transfers & releases.
- Communicate with internal departments, dealerships, other financial institutions, insurance companies, customers and various DMVs on title issues and work to bring them to resolution.

Dismas Charities, St. Albans, WV

2020 to 2021

**Resident Monitor**

- Observed, documented & ensured accountability of all residents while within the facility and in the community by enforcing all rules, responsibilities and restrictions assigned to residents.
- Provided control and documentation of transactions regarding all money, subsistence, medications, first-aid supplies, mail, visitors, accountability checks & telephone calls.
- Performed head counts, pat downs, wand searches, breathalyzer & drug tests, facility & locker searches and write ups & reports of resident violations.
- Worked all 3 shifts as well as double shifts.

West Virginia Division of Labor, Charleston, WV

2005 to 2019

**Labor Inspector 2**

- Enforced multiple WV state codes, received calls from general public regarding Labor issues, referred issues outside of jurisdiction to other State & Federal agencies.
- Performed compliance inspections & undocumented worker inspections, interviewed employees, reviewed Driver's Licenses, Social Security Cards & W-4 Forms, issued Cease & Desist Orders.
- Performed complaint investigations, interviewed complainants, met & worked with businesses to bring investigation to resolution, reviewed payroll, documentation & company policies, performed audits to determine amount due, recieved collections, kept detailed investigative reports.
- Received collections in excess of six figures on behalf of complainants.
- Traveled multi county area, worked independently away from the office.
- Member of the Prevailing Wage Promulgation Committee.

### Education

Roane County High School, Spencer, WV

## **Skills**

- Compliance & undocumented worker inspections
- Customer service, complaint investigations, complainant interviews, scheduling, audits, collections
- Typing, writing & maintaining detailed reports
- Payroll, documentation & company policy review
- State code enforcement, knowledge of codes enforced by other State & Federal agencies