



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: 09-26-2022

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 0511 2688 BMS2100000040 12	Procurement Folder:	893033
Document Name:	Change Oder #1 Balance Closure	Reason for Modification:	Change Order 1 to cancel the unused balance of \$100,292.55 on the expired CDO.
Document Description:	Medicaid Actuarial Services and Actuarial Ad Hoc-MHT		
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 BMS2000000007 12
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	VC0000037994	Requestor Name:	Lucinda L Carroll	
GUIDEHOUSE INC 150 N RIVERSIDE PLZ STE 2100		Requestor Phone:	(304) 352-4235	
CHICAGO IL 60606		Requestor Email:	lucinda.l.carroll@wv.gov	
US		<div style="text-align: center; font-size: 2em; font-weight: bold;">23</div> FILE LOCATION _____		
Vendor Contact Phone:	312-583-6940			Extension:
Discount Details:				
	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:	\$2,292,927.45
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Purchasing Division's File Copy

ENTERED

CH 10/3/22
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Tanya Yell 10/3/2022*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *10/03/2022*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 1 to cancel the unused balance of \$100,292.55 on the expired CDO.

Original amount: \$2,393,220.00
Balance Closure Amount: (\$100,292.55)

New CDO Amount: \$2,292,927.45

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	93151507	0.00000		\$0.0000	\$732,987.50
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-07-01	2022-06-30				

Commodity Line Description: Lead Actuary Services

Extended Description:

Lead Actuary Services
\$350.00 per hour

Medicaid Actuarial Services and Actuarial Services Ad Hoc Projects for Mountain Health Trust (MHT)

Dates of Service: 07/01/2021-06/30/2022

Lead Actuaries: Russ Ackerman, Sterling Felsted, Erica Mitchell, Hiso Bobomurodov, Bei Zhu

Hours: 183 Hours Per Month X 12 Months=2,196 Hours X \$350.00=\$768,600.00

Actual: 2,094.25 hours x \$350.00 = \$732,987.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	93151507	0.00000		\$0.0000	\$216,558.75
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-07-01	2022-06-30				

Commodity Line Description: Staff Actuary Services

Extended Description:

Staff Actuary Services
\$215.00 per hour

Medicaid Actuarial Services and Actuarial Services Ad Hoc Projects for Mountain Health Trust (MHT)

Dates of Service: 07/01/2021-06/30/2022

Staff Actuaries: Mark Williams-Rhaesa, Don Wakefield, Jeff Yang

Hours: 109 Hours Per Month X 12 Months=1,308 Hours X \$215=\$281,220.00

Actual: 1,007.25 hours @ \$215.00 = \$216,558.75

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	93151507	0.00000		\$0.0000	\$638,400.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-07-01	2022-06-30				

Commodity Line Description: Technical Support Staff (Non-Actuary)

Extended Description:

Technical Support Staff (Non-Actuary) \$175.00 per hour

Dates of Service: 07/01/2021-06/30/2022

Technical Support Staff for All Projects

Hours: 304 Hours Per Month X 12 Months=3,648 Hours X \$175=\$638,400.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	93151507	0.00000		\$0.0000	\$704,981.20
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-07-01	2022-06-30				

Commodity Line Description: Ad Hoc Services Actuarial Services Projects

Extended Description:

Ad Hoc Services Actuarial Services Projects \$235.00 per hour

Medicaid Actuarial Services and Actuarial Services Ad Hoc Projects for Mountain Health Trust (MHT)

Dates of Service: 07/01/2021-06/30/2022

Hours: 250 Hours Per Month X 12 Months=3,000 Hours X \$235=\$705,000.00

Actual: 2,999.92 hours @ \$235.00 = \$704,981.20


STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR MEDICAL SERVICES

Office of Procurement Services

350 Capitol Street, Room 251
Charleston, West Virginia 25301-3712
Telephone: (304) 558-1700 Fax: (304) 558-4398

Bill J. Crouch
Cabinet Secretary

Cynthia E. Beane
Commissioner

DATE: September 19, 2022
TO: Robert L. Price, CPPB, CPPO, NIGP-CPP
Administrative Services Manager II
FROM: Lucinda Carroll 
Procurement Specialist, BMS Procurement Services
RE: PF893033 CDO BMS21*40

The West Virginia Bureau for Medical Services (BMS) respectfully requests the cancellation of the unused balance of \$100,292.55 on the above referenced CDO with Guidehouse, Inc. A balance closure request letter was sent to the vendor on 8/17/22 requesting a response by 9/17/22 and as of today no response has been received from the vendor. BMS is requesting cancellation of the remaining balance to roll back dollars for future budgeting use.

Please feel free to contact me if additional documentation or details are needed. I can be reached at (304) 352-4235 or lucinda.l.carroll@wv.gov. Thank you for your time and consideration in this matter.


Agree

STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR MEDICAL SERVICES

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Bill J. Crouch
Cabinet Secretary

Cynthia E. Beane
Commissioner

DATE: August 17, 2022
TO: Russ Ackerman
Guidehouse, Inc.
FROM: Lucinda Carroll *LC*
Procurement Specialist, BMS Procurement Services
RE: Balance closure of CDO BMS21*40

Please be advised that there is a remaining balance on CDO BMS21*40, for Guidehouse, Inc. This delivery order expired 06/30/2022. If you agree that all work has been invoiced, and that a remaining balance of \$100,292.55 exists, please sign and date in the space provided below and return to my attention. If you dispute this amount, please contact me at (304) 352-4235 or Lucinda.Carroll@dmh.wv.gov. If no response is received by 09/17/2022, the Bureau for Medical Services (BMS) will proceed with cancellation of the remaining balance.

Thank you for your time and consideration.

Signature: _____

Date: _____

Robert Price
Agree

9/19/22, 9:45 AM

State of West Virginia Mail - Balance Closure for CDO BMS21*40

Carroll, Lucinda L <Lucinda.L.carroll@wv.gov>

Balance Closure for CDO BMS21*40

1 message

Wed, Aug 17, 2022 at 1:42 PM

Carroll, Lucinda L <Lucinda.L.carroll@wv.gov>
To: russ.ackerman@guidedhouse.com
Cc: Jimmy K Dowden <jimmy.k.dowden@wv.gov>


Good afternoon:

Please see the attached letter. If you agree that all work has been invoiced please sign and return to me by September 17, 2022.

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Thank you,

Lucy Carroll
Procurement Specialist
Bureau for Medical Services
350 Capitol Street, RM 251
Charleston, WV 25301-3707
Phone (304) 352-4235
Fax (304) 558-4398
email: Lucinda.L.Carroll@wv.gov

 **Balance Closure Request CDO BMS21_40-Draft.docx**
30K