



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

# State of West Virginia Master Agreement

Order Date: 12-05-2022

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:	CMA 0511 2688 BMS2100000004 3	Procurement Folder:	761466
Document Name:	Change Order No. 2	Reason for Modification:	
Document Description:	MANAGED CARE ENROLLMENT BROKERAGE SERVICES	Change Order 2 To Renew Contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-03-03
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-12-02

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000162265 MAXIMUS US SERVICES INC 1891 METRO CENTER DR  RESTON VA 20190 US Vendor Contact Phone: 999-999-9999 Extension:  Discount Details: <table><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			Requestor Name: Lucinda L Carroll Requestor Phone: (304) 352-4235 Requestor Email: lucinda.l.carroll@wv.gov  <b>23</b> FILE LOCATION _____
	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

Purchasing Division's File Copy

Total Order Amount:

Open End

**ENTERED**

PURCHASING DIVISION AUTHORIZATION

DATE: *Tania* 12/15/2022  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *John S. Gray*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

*Beverly Tolson*  
DATE: 12-7-2022  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 2 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal: 12/03/2022-12/02/2023

Renewal Years Remaining: One (1)

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-03-03	2021-12-02			

**Commodity Line Description:** Base Year One-200,000-300,000 members

**Extended Description:**

Base Year One-PMPM rate X 300,000 members X 9 Months

Unit Price: \$0.329

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-03-03	2021-12-02			

**Commodity Line Description:** Base Year One-300,000-400,000 members

**Extended Description:**

Base Year One-PMPM rate X 400,000 members X 9 Months

Unit Price: \$0.313

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-03-03	2021-12-02			

**Commodity Line Description:** Base Year One-400,001-500,000 members

**Extended Description:**

Base Year One-PMPM rate X 500,000 members X 9 Months

Unit Price: \$0.297

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-03-03	2021-12-02			

**Commodity Line Description:** Base Year One->/=500,001 members

**Extended Description:**

Base Year One-PMPM rate X 500,001 members X 9 Months

Unit Price: \$0.282

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-03-03	2021-12-02			

**Commodity Line Description:** Base Year One-Ad Hoc Hourly Rate Information Technology

**Extended Description:**

Base Year One Ad Hoc Hourly Rate Information Technology

Unit Price: \$50.84

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-03-03	2021-12-02			

**Commodity Line Description:** Base Year One-Ad Hoc Hourly Rate Non- Information Technology

**Extended Description:**

Base Year One Ad Hoc Hourly Rate Non- Information Technology

Unit Price: \$35.748

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
27	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-03-03	2021-12-02			

**Commodity Line Description:** WVCHIP: Base Year One-≤15,000 members

**Extended Description:**

Base Year One-PMPM rate X 15,000 members X 9 Months

Unit Price: \$0.329

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-03-03	2021-12-02			

**Commodity Line Description:** WVCHIP: Base Year One-15,001-20,000 members

**Extended Description:**

Base Year One-PMPM rate X 20,000 members X 9 Months

Unit Price: \$0.313

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
29	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-03-03	2021-12-02			

**Commodity Line Description:** WVCHIP: Base Year One-20,001-25,000 members

**Extended Description:**

Base Year One-PMPM rate X 25,000 members X 9 Months

Unit Price: \$0.297

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
30	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-03-03	2021-12-02			

**Commodity Line Description:** WVCHIP: Base Year One->/=25,001 members

**Extended Description:**

Base Year One-PMPM rate X 25,001 members X 9 Months

Unit Price: \$0.282

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
43	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-03-03	2021-12-02			

**Commodity Line Description:** WVCHIP: Base YR 1-Ad Hoc Hourly Rate Information Technology

**Extended Description:**

Base Year One Ad Hoc Hourly Rate Information Technology

Unit Price: \$50.84

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
44	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-12-03	2022-12-02			

**Commodity Line Description:** Optional Renewal Year One-200,000-300,000 members

**Extended Description:**

Optional Renewal Year One-PMPM rate X 300,000 members X 12 Months

Dates of service 12/03/2021-12/02/2022

Unit Price: \$0.329

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
45	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-12-03	2022-12-02			

**Commodity Line Description:** Optional Renewal Year One-300,000-400,000 members

**Extended Description:**

Optional Renewal Year One-PMPM rate X 400,000 members X 12 Months

Dates of service

12/03/2021-12/02/2022

Unit Price: \$0.313

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
46	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-12-03	2022-12-02			

**Commodity Line Description:** Optional Renewal Year One-400,001-500,000 members

**Extended Description:**

Optional Renewal Year One-PMPM rate X 500,000 members X 12 Months

Dates of service 12/03/2021-12/02/2022

Unit Price: \$0.297

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
47	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-12-03	2022-12-02			

**Commodity Line Description:** Optional Renewal Year One-=>500,001 members

**Extended Description:**

Optional Renewal Year One-PMPM rate X 500,001 members X 12 Months  
Dates of service 12/03/2021-12/02/2022

Unit Price: \$0.282

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
48	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-12-03	2022-12-02			

**Commodity Line Description:** Opt. Renewal Yr 1-Ad Hoc Hourly Rate Information Technology

**Extended Description:**

Optional Renewal Year One Ad Hoc Hourly Rate Information Technology  
Estimated 5000 hours X hourly rate  
Dates of service 12/03/2021-12/02/2022

Unit Price: \$50.84

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
49	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-12-03	2022-12-02			

**Commodity Line Description:** Opt.Renew.Yr1 -Ad Hoc Hrly Rate Non- Information Technology

**Extended Description:**

Optional Renewal Year One Ad Hoc Hourly Rate Non- Information Technology  
Estimated 5000 hours X hourly rate  
Dates of service 12/03/2021-12/02/2022

Unit Price: \$35.748

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
50	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-12-03	2022-12-02			

**Commodity Line Description:** WVCHIP: Optional Renewal Year One-<=15,000 members

**Extended Description:**

Optional Renewal Year One-PMPM rate X 15,000 members X 12 Months  
Dates of service 12/03/2021-12/02/2022

Unit Price: \$0.329

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
51	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-12-03	2022-12-02			

**Commodity Line Description:** WVCHIP: Optional Renewal Year One-15,001-20,00 members

**Extended Description:**

Optional Renewal Year One-PMPM rate X 20,000 members X 12 Months  
Dates of service 12/03/2021-12/02/2022

Unit Price: \$0.313

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
52	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-12-03	2022-12-02			

**Commodity Line Description:** WVCHIP: Optional Renewal Year One-20,001-25,000 members

**Extended Description:**

Optional Renewal Year One-PMPM rate X 25,000 members X 12 Months  
Dates of service 12/03/2021-12/02/2022

Unit Price: \$0.297

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
53	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-12-03	2022-12-02			

**Commodity Line Description:** WVCHIP: Optional Renewal Year One->/=25,001 members

**Extended Description:**

Optional Renewal Year One-PMPM rate X 25,001 members X 12 Months  
Dates of service 12/03/2021-12/02/2022

Unit Price: \$0.282

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
54	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-12-03	2022-12-02			

**Commodity Line Description:** WVCHIP: Opt. Renew. Yr 1-Ad Hoc Hourly Rate Information Tech

**Extended Description:**

Optional Renewal Year One Ad Hoc Hourly Rate Information Technology  
Estimated 5000 hours X hourly rate  
Dates of service 12/03/2021-12/02/2022

Unit Price: \$50.84

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
55	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-12-03	2022-12-02			

**Commodity Line Description:** WVCHIP:Opt.Renew.Yr1 -Ad Hoc Hrly Rate Non- Information Tech

**Extended Description:**

Optional Renewal Year One Ad Hoc Hourly Rate Non- Information Technology  
Estimated 5000 hours X hourly rate  
Dates of service 12/03/2021-12/02/2022

Unit Price: \$35.748

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
56	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2022-12-03	2023-12-02			

**Commodity Line Description:** Optional Renewal Year Two-200,000-300,000 members

**Extended Description:**

Optional Renewal Year Two-PMPM rate X 300,000 members X 12 Months  
Dates of service 12/03/2022-12/02/2023

Unit Price: \$0.329

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
57	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2022-12-03	2023-12-02			

**Commodity Line Description:** Optional Renewal Year Two-300,000-400,000 members

**Extended Description:**

Optional Renewal Year Two-PMPM rate X 400,000 members X 12 Months

Dates of service

12/03/2022-12/02/2023

Unit Price: \$0.313

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
58	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2022-12-03	2023-12-02			

**Commodity Line Description:** Optional Renewal Year Two-400,001-500,000 members

**Extended Description:**

Optional Renewal Year Two-PMPM rate X 500,000 members X 12 Months

Dates of service 12/03/2022-12/02/2023

Unit Price: \$0.297

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
59	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2022-12-03	2023-12-02			

**Commodity Line Description:** Optional Renewal Year Two->/=500,001 members

**Extended Description:**

Optional Renewal Year Two-PMPM rate X 500,001 members X 12 Months

Dates of service 12/03/2022-12/02/2023

Unit Price: \$0.282

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
60	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2022-12-03	2023-12-02			

**Commodity Line Description:** Opt. Renewal Yr 2-Ad Hoc Hourly Rate Information Technology

**Extended Description:**

Optional Renewal Year Two Ad Hoc Hourly Rate Information Technology

Estimated 5000 hours X hourly rate

Dates of service 12/03/2022-12/02/2023

Unit Price: \$50.84

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
61	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2022-12-03	2023-12-02			

**Commodity Line Description:** Opt.Renew.Yr2 -Ad Hoc Hrly Rate Non- Information Technology

**Extended Description:**

Optional Renewal Year Two Ad Hoc Hourly Rate Non- Information Technology

Estimated 5000 hours X hourly rate

Dates of service 12/03/2022-12/02/2023

Unit Price: \$35.748

Line.	Commodity Code	Manufacturer	Model No	Unit	Unit Price
62	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2022-12-03	2023-12-02			

**Commodity Line Description:** WVCHIP: Optional Renewal Year Two-≤15,000 members

**Extended Description:**

Optional Renewal Year Two-PMPM rate X 15,000 members X 12 Months  
Dates of service 12/03/2022-12/02/2023

Unit Price: \$0.329

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
63	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2022-12-03	2023-12-02			

**Commodity Line Description:** WVCHIP: Optional Renewal Year Two-15,001-20,00 members

**Extended Description:**

Optional Renewal Year Two-PMPM rate X 20,000 members X 12 Months  
Dates of service 12/03/2022-12/02/2023

Unit Price: \$0.313

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
64	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2022-12-03	2023-12-02			

**Commodity Line Description:** WVCHIP: Optional Renewal Year Two-20,001-25,000 members

**Extended Description:**

Optional Renewal Year Two-PMPM rate X 25,000 members X 12 Months  
Dates of service 12/03/2022-12/02/2023

Unit Price: \$0.297

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
65	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2022-12-03	2023-12-02			

**Commodity Line Description:** WVCHIP: Optional Renewal Year Two-≥25,001 members

**Extended Description:**

Optional Renewal Year Two-PMPM rate X 25,001 members X 12 Months  
Dates of service 12/03/2022-12/02/2023

Unit Price: \$0.282

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
66	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2022-12-03	2023-12-02			

**Commodity Line Description:** WVCHIP: Opt. Renew. Yr 2-Ad Hoc Hourly Rate Information Tech

**Extended Description:**

Optional Renewal Year Two Ad Hoc Hourly Rate Information Technology  
Estimated 5000 hours X hourly rate  
Dates of service 12/03/2022-12/02/2023

Unit Price: \$50.84



Line . . .	Commodity Code	Manufacturer	Model No	Unit	Unit Price
67	85121700				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2022-12-03	2023-12-02			

**Commodity Line Description:** WVCHIP:Opt.Renew.Yr2 -Ad Hoc Hrly Rate Non- Information Tech

**Extended Description:**  
Optional Renewal Year Two Ad Hoc Hourly Rate Non- Information Technology  
Estimated 5000 hours X hourly rate  
Dates of service 12/03/2022-12/02/2023  
  
Unit Price: \$35.748



October 13, 2022

**Sent via email**

Jimmy Dowden, WVPBC  
Administrative Services Manager II  
Director, Procurement Services  
Bureau for Medical Services  
350 Capitol Street, RM 251  
Charleston, WV 25301-3707

RE: Contract Number CMA BMS21\*04 Option Year Two of Three – Intent to Renew

Dear Mr. Dowden:

Please accept this letter as Maximus US Services, Inc.'s formal request to renew Contract Number CMA BMS21\*04 for another year, according to all terms, conditions, prices, and specifications contained in the original contract, including authorized change orders. The contract period for this renewal is December 3, 2022 to December 2, 2023. This is option year two of three; one renewal year remains. As instructed, we have included an updated Certificate of Insurance.

We look forward to extending our relationship with the State of West Virginia. Please feel free to email me at [JenniferGalletta@maximus.com](mailto:JenniferGalletta@maximus.com) regarding this matter if needed.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Galletta".

Jennifer Galletta  
Counsel – Contracts

Cc: Mark D. Steele, Finance Manager

Enclosures

A handwritten signature in cursive script that reads "Robert Price".  
Agree



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

Bill J. Crouch  
Cabinet Secretary

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

Cynthia E. Beane  
Commissioner

**TO:** Robert L. Price, CPPO, CPPB, NIGP-CPP  
Administrative Services Manager II  
WV DHHR Office of Purchasing

**FROM:** Lucinda Carroll *LC*  
BMS Procurement Services

**DATE:** December 2, 2022

**RE:** PF761466, CMA BMS21\*04, Request for Approval – Change Order 2 -  
Renewal

The West Virginia Bureau for Medical Services (BMS) respectfully requests approval of Change Order No. 2 for renewal of the Managed Care Enrollment Brokerage Services contract. The current contract in place is CMA BMS21\*04 with Maximus US Services, Inc. This is the second of three (3) optional renewals. There is one (1) renewal remaining. The estimated cost of the renewal is 1.8 million dollars and will cover the renewal period of 12/03/22-12/02/23.

This contract is necessary to provide Enrollment Brokerage Services (EBS) for all Managed Care Organizations (MCO's) contracted by BMS and the Children's Health Program (CHIP). The Bureau of CHIP are required to have an enrollment broker to assist with enrollment activities of members into managed care.

Thank you for your time and consideration in this matter. If you have questions or need additional information, please feel free to contact me at 304-352-4235 or [lucinda.l.carroll@wv.gov](mailto:lucinda.l.carroll@wv.gov).

*Robert Price*  
Agree