



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: 03-20-2023

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 2947 EPS2200000001 6	<b>Procurement Folder:</b>	1043917
<b>Document Name:</b>	ELC ED and EDE Reporting Support & Data Modernization Initia	<b>Reason for Modification:</b>	
<b>Document Description:</b>	ELC ED and EDE Reporting Support & Data Modernization Initia	CO1 Change Order is for a cost neutral reallocation of hours between CL3 and CL4.	
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	Crystal G Hustead		
<b>Telephone:</b>	(304) 558-2402		
<b>Email:</b>	crystal.g.hustead@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b>	CMA 0511 HHR2100000003 6
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000100150 BERRY DUNN MCNEIL & PARKER LLC 2211 CONGRESS ST  PORTLAND ME 04102  US <b>Vendor Contact Phone:</b> 6813138905 <b>Extension:</b>  <b>Discount Details:</b> <table border="1"> <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			<b>Requestor Name:</b> Jodie F Miller <b>Requestor Phone:</b> (304) 356-4057 <b>Requestor Email:</b> jodie.f.miller@wv.gov  <div style="text-align: center; font-size: 2em; font-weight: bold;">23</div> <b>FILE LOCATION</b> _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES  BPH - SURVEILLANCE AND DISEASE CONTROL  350 CAPITOL ST, RM 125  CHARLESTON WV 25301-3715  US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES  BPH - SURVEILLANCE AND DISEASE CONTROL  350 CAPITOL ST, RM 125  CHARLESTON WV 25301-3715  US

<b>Total Order Amount:</b>	\$381,175.00
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Purchasing Division's File Copy

CA 3/27/23  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tavah 3/29/2023*  
 ELECTRONIC SIGNATURE ON FILE

ENTERED

ENCUMBRANCE CERTIFICATION  
 DATE: *3/29/2023*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order  
CO1 - Change Order for a cost neutral reallocation of hours between CL3 and CL4.  
CL3 - \$268,800.00 to \$216,300.00  
CL4 - \$96,240.00 to \$148,740.00

Project Management for OEPS ELC ED and EDE Reporting Support & Data Modernization Initiative  
Services 06/01/22 - 08/31/23  
Per attached Statement of Work

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	0.00000		\$0.0000	\$13,975.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-06-01	2023-08-31				

**Commodity Line Description:** Lead Project Manager: Base Year One

**Extended Description:**

Lead Project Manager: Base Year One

Hourly Rate: \$215.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	0.00000		\$0.0000	\$216,300.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-06-01	2023-08-31				

**Commodity Line Description:** General Project Manager: Base Year One

**Extended Description:**

General Project Manager: Base Year One

Hourly Rate: \$175.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	0.00000		\$0.0000	\$148,740.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-06-01	2023-08-31				

**Commodity Line Description:** Project Management Support Staff: Base Year One

**Extended Description:**

Project Management Support Staff: Base Year One

Hourly Rate: \$80.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80101600	0.00000		\$0.0000	\$2,160.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-06-01	2023-08-31				

**Commodity Line Description:** Engagement Manager: Base Year One

**Extended Description:**

Engagement Manager: Base Year One

Hourly Rate: \$270.00



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
Bureau for Public Health  
Office of Epidemiology and Prevention Services

Jeffrey H. Coben, MD  
Interim Cabinet Secretary

Matthew Q. Christiansen, MD, MPH  
Commissioner & State Health Officer

**MEMORANDUM**

**DATE:** March 14, 2023

**TO:** DHHR Finance

**FROM:** Kathy Cummons, MSW, LICSW *KC*  
Office Director

**RE:** Justification Memo – Change Order Request for BPH ELC ED and EDE Reporting Support and Data Modernization Initiative project

The Office of Epidemiology and Prevention Services is requesting approval to accept the cost-neutral change request submitted by Berry Dunn for the BPH ELC ED and EDE Reporting Support and Data Modernization Initiative project. Due to staffing changes, there are additional personnel at the Support Staff (SS) rate and one fewer at the General Project Manager (GPM) rate. Therefore, this request is to reallocate hours between the GPM and the SS commodity lines for the ELC ED and EDE Reporting Support and Data Modernization Initiative (CDO 0506 2947 EPS220000000 1).

Thank you in advance for your consideration of this request. If you need additional information about this request, you may reach me at (304) 352-6298.

Attached is BerryDunn's SOW.



March 1, 2023

To Whom It May Concern,

BerryDunn has submitted a cost-neutral Change Request (CR) to the West Virginia Bureau for Public Health to reallocate 300 hours from the General Project Manager (GPM) commodity line to add the cost equivalent balance to the Support Staff (SS) commodity line for the ELC ED and EDE Reporting Support and Data Modernization Initiative (CDO 0506 2947 EPS220000000 1).

Please let me know if you have any questions or if you would like to discuss the content of this CR for the ELC Project.

We are pleased to have the opportunity to continue providing important project management and subject matter expert services to the State of West Virginia.

Best Regards,

*Nicole G. Becnel*

Nicole Becnel  
Principal  
681-313-8905

## MEMORANDUM

**TO:** Amy Atkins, Deputy Commissioner, West Virginia (WV) Bureau for Public Health (BPH)  
**CC:** Danny Thompson, Deputy Commissioner and Chief Financial Officer, BPH  
 Kathy Cummons, Director, Office of Epidemiology and Prevention Services, BPH  
 Billie Hancock, Interim Director of Purchasing, BPH  
**FROM:** Nicole Becnel, Principal  
**RE:** ELC ED and EDE Reporting Support and Data Modernization Initiative (CDO 0506 2947 EPS220000000 1) Change Request: Reallocate Hours  
**DATE:** March 1, 2023

**Change Request:** This cost-neutral change request is to reallocate hours between the General Project Manager (GPM) and the Support Staff (SS) commodity lines for the ELC ED and EDE Reporting Support and Data Modernization Initiative (CDO 0506 2947 EPS220000000 1).

Due to staffing changes, there are additional personnel at the SS rate and one fewer at the GPM rate.

The following tables show a comparison of the estimate provided in the original SOW and the proposed reallocation of hours:

Original SOW			
Role	Total Hours by Role	Rate	Cost
EM	8	\$270	\$2,160
LPM	65	\$215	\$13,975
GPM	1536	\$175	\$268,800
SS	1203	\$80	\$96,240
			\$381,175

Proposed Reallocation			
Role	Total Hours by Role	Rate	Cost
EM	8	\$270	\$2,160
LPM	65	\$215	\$13,975
GPM	1236	\$175	\$216,300
SS	1859.25	\$80	\$148,740
			\$381,175