



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: 01-11-2023

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 HHR2200000003 12	Procurement Folder:	974291
Document Name:	Change Order No. 5	Reason for Modification:	CHANGE ORDER 5 TO ADD ACCT. TECH II - DENISE CHABER - FINANCE & PCARD
Document Description:	Acct Tech II temp in Finance/PCard Division		
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 12
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000228419	Requestor Name:	Elizabeth Webb
EXPRESS SERVICES INC		Requestor Phone:	(304) 558-2996
47 RHL BLVD		Requestor Email:	elizabeth.a.webb@wv.gov
SOUTH CHARLESTON	WV 25309		
US			
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		

23
 FILE LOCATION

INVOICE TO	SHIP TO
BUYER - 304-957-0209	BUYER - 304-957-0209
HEALTH AND HUMAN RESOURCES	HEALTH AND HUMAN RESOURCES
FINANCE	ADMINISTRATION AND FINANCE
ONE DAVIS SQUARE, STE 300	ONE DAVIS SQUARE, RM 300
CHARLESTON WV 25301	CHARLESTON WV 25301
US	US

Total Order Amount: \$170,299.50

Purchasing Division's File Copy

CA 1/12/23

PURCHASING DIVISION AUTHORIZATION
 DATE: 1-12-23
 ELECTRONIC SIGNATURE ON FILE

ENTERED

ENCUMBRANCE CERTIFICATION
 DATE: 1/13/2023
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 5
Accounting Technician II Temporary Staffing
Prospective Delivery Order

Adding Denise Chaber as an Accounting Tech II temp staffing in Finance/PCard Division.

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.

Effective Start Date: 01/17/23 to 02/09/23

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111605	1374.00000	HOUR	\$21.0000	\$28,854.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-01-01	2022-09-30				

Commodity Line Description: Accounting Technician II - Lesley Kimbler

Extended Description:

Accounting Technician II -- Coding for BPH

Lesley Kimbler - Estimated Regular hrs. - 1374hrs x \$21.00 = \$28,854

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80111605	1374.00000	HOUR	\$21.0000	\$28,854.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-01-01	2022-09-30				

Commodity Line Description: Accounting Technician II - Carolyn Hager

Extended Description:

Accounting Technician II -- Coding for BPH

Carolyn Hager - Estimated regular hrs.: 1374 hrs x \$21.00 = \$28854.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80111605	0.00000	HOUR	\$21.0000	\$0.00
Service From	Service To	Manufacturer		Model No	Delivery Date

Commodity Line Description: JAMIE DERY - FULL TIME DHHR EMPLOYEE 01/03/22

Extended Description:

Jaime Dery - BECAME A FULL TIME DHHR EMPLOYEE EFFECTIVE 01/03/22

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80111605	104.00000	HOUR	\$21.0000	\$2,184.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-01-01	2022-01-21				

Commodity Line Description: Accounting Technician II - Cory Riley until 01/21/22

Extended Description:

Accounting Technician II -- Finance Accounts Payable

Cory Riley until 01/21/22 - Estimated Regular Hours - 104 x \$21.00 = \$2184.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80111605	1374.00000	HOUR	\$21.0000	\$28,854.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-01-01	2022-09-30				

Commodity Line Description: CO 4 Delicia Bannister is replacing Mercedes Swayne

Extended Description:

Accounting Technician II - Finance Accounts Payable

Change Order No. 4 Delicia Bannister replaced Mercedes Swayne effective 03/14/22

Mercedes Swayne - Estimated Regular Hours 1374hrs x \$21.00 = \$28,854.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80111605	1374.00000	HOUR	\$21.0000	\$28,854.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-01-01	2022-09-30				

Commodity Line Description: Accounting Technician II - Dianna Cobb

Extended Description:

Accounting Technician II - Finance General Accounting & Reporting

Diana Cobb- Estimated Reg Hours 1374hrs x \$21.00 = \$28,854.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	80111605	195.00000	HOUR	\$21.0000	\$4,095.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-01-01	2022-09-30				

Commodity Line Description: Accounting Technician II - Lesley Kimbler

Extended Description:

Accounting Technician II - Coding for BPH

Lesley Kimbler - Estimated OT Hours - 195 x \$21.00 = \$4095.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	80111605	195.00000	HOUR	\$21.0000	\$4,095.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-01-01	2022-09-30				

Commodity Line Description: Accounting Technician II - Carolyn Hager

Extended Description:

Accounting Technician II - Coding for BPH

Carolyn Hager - Estimated OT hrs.: 195 hrs x \$21.00 = \$4,095.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	80111605	0.00000	HOUR	\$21.0000	\$0.00
Service From	Service To	Manufacturer		Model No	Delivery Date

Commodity Line Description: Jaime Dery - FULL TIME DHHR EMPLOYEE 01/03/22

Extended Description:

JAIME DERY - BECAME A FULL TIME DHHR EMPLOYEE EFFECTIVE 01/03/22

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	80111605	19.50000	HOUR	\$21.0000	\$409.50
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-01-01	2022-01-21				

Commodity Line Description: Accounting Technician II - Cory Riley until 01/21/22

Extended Description:

Accounting Technician II -- Finance Accounts Payable - until 01/21/22

Cory Riley - Estimated OT Hours - 19.5 hrs x \$21.00 = \$409.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	80111605	195.00000	HOUR	\$21.0000	\$4,095.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-01-01	2022-09-30				

Commodity Line Description: DELICIA BANNISTER replacing Mercedes Swayne Acct. Tech II

Extended Description:

Accounting Technician II -- Finance Accounts Payable

Change Order No. 3 DELICIA BANNISTER replaced Mercedes Swayne effective 03/14/2022.

Mercedes Swayne - Estimated OT Hours 195 hrs x \$21.00 = \$4,095.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	80111605	195.00000	HOUR	\$21.0000	\$4,095.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-01-01	2022-09-30				

Commodity Line Description: Accounting Technician II - Diana Cobb

Extended Description:

Accounting Technician II -- Finance Accounts Payable

Diana Cobb - Estimated OT Hours 195 hrs x \$21.00 = \$4,095.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	80111605	175.00000	HOUR	\$21.0000	\$3,675.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-02-14	2022-09-30				

Commodity Line Description: Accting Tech II - Jeremy Laster replacing Lisa Wisman

Extended Description:

Accounting Technician II -- Finance Accounts Payable

Jeremy Laster replacing Lisa Wisman on 02/14/22 - Estimated OT Hours - 175 hrs x \$21.00 = \$3675.00
02/14/2022 - 06/30/2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	80111605	1360.00000	HOUR	\$21.0000	\$28,560.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-02-14	2022-09-30				

Commodity Line Description: Accting Tech II - Jeremy Laster replacing Lisa Wisman

Extended Description:

Accounting Technician II -- Finance Accounts Payable

Jeremy Laster replacing Lisa Wisman effective date 02/14/2022

Estimated Regular Hours -1360 x \$21.00 = \$26,670.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	80111605	175.00000	HOUR	\$21.0000	\$3,675.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-01-17	2023-02-09				

Commodity Line Description: CO 5 Accting Tech II Adding Denise Chaber to Finance/Pcard

Extended Description:

Change Order 5

Accounting Technician II - - Finance Accounts Payable - PCard

Adding Denise Chaber to the Finance Accounts Payable PCard division

175 hrs X \$21 = \$3675.00

Carroll, Shelly D.

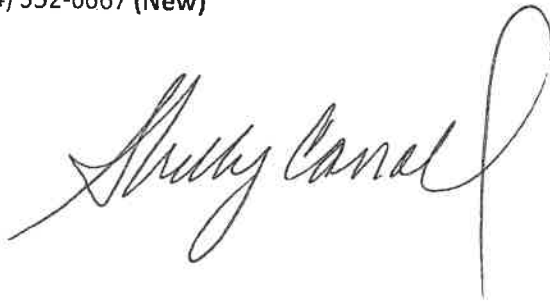
From: Webb, Elizabeth A <elizabeth.a.webb@wv.gov>
Sent: Thursday, January 5, 2023 1:26 PM
To: Carroll, Shelly D.; Miller, Kristen N.
Subject: New Staff Person

Follow Up Flag: Follow up
Flag Status: Completed

CAUTION: This email originated from a sender external to Express. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you suspect this email could be phishing, please report it by using the "Report Message" button at the top of your screen.

Pursuant to CMA 0506 HHR2000000007, DHHR seeks an additional Accounting Technician II staff in Finance - PCard with an effective date of 1/17/23. This position will fulfill a 40 hour work week and may include overtime. The position is expected to last at least through February 8, 2023. As per the contract, please provide DHHR with a response of an available staff person 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
Telephone (304) 352-6667 (New)



Kimberly S. Jobe
ok to renew