



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: 02-17-2023

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 0506 HHR2300000008 2 | Procurement Folder: | 1175385 |
| Document Name: | Change Order No. 1 | Reason for Modification: | Change Order No. 1 To add additional Accounting Technician Temporary Staff for BPH effective 02/21/2023 through 02/09/2024. |
| Document Description: | Accounting Technician II Temporary Staffing | | |
| 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 2 |
| Free on Board: | FOB Dest, Freight Prepaid | | |

| VENDOR | | DEPARTMENT CONTACT | |
|-------------------------------------|--------------------------------|-------------------------|-------------------------|
| Vendor Customer Code: | 000000228419 | Requestor Name: | Elizabeth Webb |
| EXPRESS SERVICES INC 47 RHL BLVD | | Requestor Phone: | (304) 558-2996 |
| SOUTH CHARLESTON WV 25309 | | Requestor Email: | elizabeth.a.webb@wv.gov |
| US | | | |
| Vendor Contact Phone: | 999-999-9999 Extension: | | |
| Discount Details: | | | |
| | | 23 | FILE LOCATION |
| Discount Allowed | Discount Percentage | Discount Days | |
| #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 |

| | |
|----------------------------|--------------|
| Total Order Amount: | \$574,560.00 |
|----------------------------|--------------|

Purchasing Division's File Copy

CH 2/17/23
PURCHASING DIVISION AUTHORIZATION
DATE: *Tara G* 2/17/2023
ELECTRONIC SIGNATURE ON FILE

ENTERED

ENCUMBRANCE CERTIFICATION
DATE: *Beverly Toles* 2-17-23
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 1 To add additional Accounting Technician Temporary Staff for BPH effective 02/21/2023 through 02/09/2024.

Barry Lisenbee - Estimated 2280 hours (2080 regular hrs estimated 200 overtime hrs.) - BPH Finance
John Beard - Estimated 2280 hours (2080 regular hrs estimated 200 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.

No other changes.

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 1 | 80111605 | 950.00000 | HOUR | \$21.0000 | \$19,950.00 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2023-02-10 | 2023-06-30 | | | 2023-02-10 | |

Commodity Line Description: Accounting Technician II - Justine M. Keaton

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Justine M. Keaton - Estimated regular hours - 950 hrs X \$21.00 = \$19,950.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 2 | 80111605 | 950.00000 | HOUR | \$21.0000 | \$19,950.00 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2023-02-10 | 2023-06-30 | | | 2023-02-10 | |

Commodity Line Description: Accounting Technician II - Jared Nelson

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Jared Nelson - Estimated regular hours - 950 hrs X \$21.00 = \$19,950.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 3 | 80111605 | 950.00000 | HOUR | \$21.0000 | \$19,950.00 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2023-02-10 | 2023-06-30 | | | 2023-02-10 | |

Commodity Line Description: Accounting Technician II - Maranda Gilkeron

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Maranda Gilkeron - Estimated regular hours - 950 hrs X \$21.00 = \$19,950.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 4 | 80111605 | 950.00000 | HOUR | \$21.0000 | \$19,950.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2023-02-10 | 2023-06-30 | | | | 2023-02-10 |

Commodity Line Description: Accounting Technician II - Victoria Bishop

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Victoria Bishop - Estimated regular hours - 950 hrs X \$21.00 =
\$19,950.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 5 | 80111605 | 950.00000 | HOUR | \$21.0000 | \$19,950.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2023-02-10 | 2023-06-30 | | | | 2023-02-10 |

Commodity Line Description: Accounting Technician II - Anthony Badger

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Anthony Badger - Estimated regular hours - 950 hrs X \$21.00 =
\$19,950.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 6 | 80111605 | 950.00000 | HOUR | \$21.0000 | \$19,950.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2023-02-10 | 2023-06-30 | | | | 2023-02-10 |

Commodity Line Description: Accounting Technician II - Alice Burgess

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Alice Burgess - Estimated regular hours - 950 hrs X \$21.00 =
\$19,950

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 8 | 80111605 | 950.00000 | HOUR | \$21.0000 | \$19,950.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2023-02-10 | 2023-06-30 | | | | 2023-02-10 |

Commodity Line Description: Accounting Technician II - Gary Stewart

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Gary Stewart - Estimated regular hours - 950 hrs X \$21.00 =
\$19,950

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 9 | 80111605 | 1330.00000 | HOUR | \$21.0000 | \$27,930.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2023-07-01 | 2024-02-09 | | | | 2023-02-10 |

Commodity Line Description: Accounting Technician II - Justine M. Keaton

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Justine M. Keaton - Estimated regular hours - 1330 hrs X \$21.00 =
\$27,930

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 10 | 80111605 | 1330.00000 | HOUR | \$21.0000 | \$27,930.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2023-07-01 | 2024-02-09 | | | | 2023-02-10 |

Commodity Line Description: Accounting Technician II - Jared Nelson

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Jarad Nelson - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 11 | 80111605 | 1330.00000 | HOUR | \$21.0000 | \$27,930.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2023-07-01 | 2024-02-09 | | | | 2023-02-10 |

Commodity Line Description: Accounting Technician II - Maranda Gilkeron

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Maranda Gilkeron - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 12 | 80111605 | 1330.00000 | HOUR | \$21.0000 | \$27,930.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2023-07-01 | 2024-02-09 | | | | 2023-02-10 |

Commodity Line Description: Accounting Technician II - Victoria Bishop

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Victoria Bishop - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 13 | 80111605 | 1330.00000 | HOUR | \$21.0000 | \$27,930.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2023-07-01 | 2024-02-09 | | | | 2023-02-10 |

Commodity Line Description: Accounting Technician II - Anthony Badger

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Anthony Badger - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 14 | 80111605 | 1330.00000 | HOUR | \$21.0000 | \$27,930.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2023-07-01 | 2024-02-09 | | | | 2023-02-10 |

Commodity Line Description: Accounting Technician II - Alice Burgess

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Alice Burgess - Estimated regular hours -1330 hrs X \$21.00 = \$27,930

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 16 | 80111605 | 950.00000 | HOUR | \$21.0000 | \$19,950.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2023-02-10 | 2023-06-30 | | | | 2023-02-10 |

Commodity Line Description: Accounting Technician II - Michelle Sooy

Extended Description:

Accounting Technician II Temporary Staffing - ODCP

Michelle Sooy - Estimated regular hours - 950 hrs X \$21.00 = \$19,950

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 18 | 80111605 | 1330.00000 | HOUR | \$21.0000 | \$27,930.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2023-07-01 | 2024-02-09 | | | | 2023-02-10 |

Commodity Line Description: Accounting Technician II - Michelle Sooy

Extended Description:

Accounting Technician II Temporary Staffing - ODCP

Michelle Sooy - Estimated regular hours -1330 hrs X \$21.00 = \$27,930

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 19 | 80111605 | 1330.00000 | HOUR | \$21.0000 | \$27,930.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2023-07-01 | 2024-02-09 | | | | 2023-02-10 |

Commodity Line Description: Accounting Technician II - Gary Stewart

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Gary Stewart - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 20 | 80111605 | 950.00000 | HOUR | \$21.0000 | \$19,950.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2023-02-10 | 2023-06-30 | | | | 2023-02-10 |

Commodity Line Description: Accounting Technician II - Krystin Booher

Extended Description:

Accounting Technician II Temporary Staffing -DHHR A/R

Kristin Booher - Estimated regular hours - 950 hrs X \$21.00 = \$19,950

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 21 | 80111605 | 1330.00000 | HOUR | \$21.0000 | \$27,930.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2023-07-01 | 2024-02-09 | | | | 2023-02-10 |

Commodity Line Description: Accounting Technician II -Krystin Booher

Extended Description:

Accounting Technician II Temporary Staffing - DHHR A/R

Krystin Booher- Estimated regular hours -1330 hrs X \$21.00 = \$27,930

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 22 | 80111605 | 950.00000 | HOUR | \$21.0000 | \$19,950.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2023-02-10 | 2023-06-30 | | | | 2023-02-10 |

Commodity Line Description: Accounting Technician II - Denise Chaber

Extended Description:

Accounting Technician II Temporary Staffing - P-Card

Denise Chaber - Estimated regular hours - 950 hrs X \$21.00 = \$19,950

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 23 | 80111605 | 1330.00000 | HOUR | \$21.0000 | \$27,930.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2023-07-01 | 2024-02-09 | | | | 2023-02-10 |

Commodity Line Description: Accounting Technician II - Denise Chaber

Extended Description:

Accounting Technician II Temporary Staffing - P-Card

Denise Chaber - Estimated regular hours -1330 hrs X \$21.00 = \$27,930

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 24 | 80111605 | 2280.00000 | HOUR | \$21.0000 | \$47,880.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2023-02-21 | 2024-02-09 | | | | |

Commodity Line Description: CO 1 Accounting Technician II - Barry Lisenbee

Extended Description:

Change Order 1

Accounting Technician II Temporary Staffing - BPH Finance

Barry Lisenbee - Estimated regular hours - 2280 hrs X \$21.00 = \$47880

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 25 | 80111605 | 2280.00000 | HOUR | \$21.0000 | \$47,880.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2023-02-21 | 2024-02-09 | | | | |

Commodity Line Description: CO 1 Accounting Technician II - John Beard

Extended Description:

Change Order 1

Accounting Technician II Temporary Staffing - BPH Finance

John Beard - Estimated regular hours - 2280 hrs X \$21.00 = \$47880

Carroll, Shelly D.

From: Webb, Elizabeth A <elizabeth.a.webb@wv.gov>
Sent: Tuesday, February 7, 2023 4:18 PM
To: Carroll, Shelly D.
Subject: Additional Staff

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 two additional Accounting Technician II staff in the Bureau for Public Health with an effective date of 2/21/23. These positions will fulfill a 40 hour work week and may include overtime. The position is expected to last at least through February 9, 2024. As per the contract, please provide DHHR with a response of an available staff person within 48 hours of receipt of this request.

If you have any questions, please do not hesitate to contact me.

—
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. Gobe
Approved

agreed
Shelly Carroll

BARRY LISENBEE



304.746.8888

Looking for a temp, temp to hire or permanent position with a company which will enable me to grow with the company and learn new skills and enhance my existing skills.

EXPERIENCE

NOVEMBER 2016 – NOVEMBER 2021

PATIENT ACCOUNTS REPRESENTATIVE, CHARLESTON AREA MEDICAL CENTER

Started out as a temp and was hired initially to handle special billing and later handled the return mail.

MARCH 2008 – NOVEMBER 2016

TEMPORARY, UNITED TALENT

Varied according to the assignment.

DECEMBER 1981 – DECEMBER 1998

LEGAL SECRETARY, COLUMBIA GAS TRANSMISSION CORPORATION

Initially, I was Secretary to the Assistant General Counsel in the Federal Energy Regulatory Commission section. Later, I became an Assistant Law Librarian and Research Analyst in the Law Department.

EDUCATION

JUNE 1967

HIGH SCHOOL DIPLOMA, NORTHWESTERN HIGH SCHOOL, HYATTSVILLE, MARYLAND

Graduated with a 3.5 grade point average.

1976

NEW YORK UNIVERSITY, NEW YORK, NEW YORK

Studied Film and Television.

SKILLS

- Proficient in Word, Excel and PowerPoint
- Extensive data entry experience
- Easily trained and eager to learn new skills
- Highly accurate typing skills
- Organization skills

ACTIVITIES

I enjoy traveling and have traveled to many countries throughout the world.

OBJECTIVE

To obtain a position in the field of accounting or related area which will maximize my skills, abilities, interests, and knowledge in the field of study.

JOB/PERSONAL CHARACTERISTICS

Friendly, personable
Honest, trustworthy
Polite, respectful
Able to follow directions
Willing to learn new things
Punctual
Not quitting when trying to solve a problem (diligent)

EDUCATION/CERTIFICATIONS

H&R Block Income Tax Course-2014
H&R Block-Lewisburg, WV
September 2014-November 2014

Bluefield State College – Bluefield, WV
January 2013 – December 2014

New River Community & Technical College – Lewisburg, WV
January 2011 – December 2012
Associates of Science – Business/Accounting

Concord University – Athens, WV
August 2008 – December 2010

Greenbrier East High School – Fairlea, WV
Graduated 2008

WORK EXPERIENCE

Leweess/Kathy's August 2020-September 2022
Cashier/Store Attendant- I would run several different gambling locations by cashing out tickets, get snacks/drinks for customers and helping out any way that I could and completing daily paperwork and keeping money up.

Liberty Tax Service January 2021-April 2022
Tax Preparer- I prepare taxes for clients, answer questions on phone, and other duties.

Fairfield Inn and Suites by Marriott August 2019-September 2022
Night Auditor- I run the front desk at the hotel during the overnight hours. I check late guests in, try to help find a walk-in a room, print the overnight paperwork, deliver folios to guests who were checking out the next morning,

help set up breakfast, deal with issues during the night from guests, ring up corner market transactions, and other small duties.

Go Mart

May 2018-December 2018

Cashier-I run one of the registers every day while doing shift work that the company is expecting. The shift work includes, but is not limited to: taking out the trash, cleaning pumps, stocking shelves, watering flowers, cleaning bathrooms, stocking the cooler, and so much more.

Pamela J. Boggs, CPA

July 2017-September 2017

Accounting Assistant- I assist the CPA in daily bookkeeping activities; additionally, I prepare tax returns for her clients. I also reconcile monthly bank statements.

*Kmart

July 2016-June 2017

Cash Office Associate- I count money bags from cashiers, prepared the tub and refund bags for the cash business date, published the paperwork daily, organized folders, prepared the deposit bag, keyed information into the computer daily to make sure the totals balanced, bundled cash and wrapped coins.

*H&R Block
2020

January 2015-February

Tax Preparer- I prepare basic and intermediate (at times) tax returns for established and new clients which include promoting tax-related incentives along with the preparation of the return. This job is only seasonal from January to April.

Kroger

Summer 2013

Attendant – Meat Department – I assisted Meat Department staff with packaging meat, stocking shelves, cleaning fresh fish displays, and cleaned dishes/equipment; additionally, I assisted customers as needed.
Cashier – I checked out customers and bagged groceries.

New River Community & Technical College

Fall Semester 2012

Tutor – I tutored students in the areas of Accounting, Math, Chemistry, and Excel.

Wendy's – Fairlea

Summer 2012

Food Service Worker – I prepared food, cleared tables, performed basic clean-up of dining room and restrooms, disposed of excess food items, and restocked inventory.

WV Division of Highways – Lewisburg, WV

Summer 2008

Laborer – I mowed grounds, operated weed eater, exterior painting, maintained fuel pumping stations, and assisted in maintenance of air conditioning systems.

WV Secondary Schools Athletic Commission – Parkersburg, WV

2008 - Present

Sports Official – I am certified to officiate basketball, and baseball – elementary through varsity high school (even do college for the sport of baseball). I referee these sports for four SSAC boards: Mercer County Board, Greenbrier Valley Board, Southern Coalfield (Beckley) Board, and New River (Oak Hill) Board.

The Greenbrier Hotel – White Sulphur Springs, WV

Summer 2004 and 2015

Caddie – I was assigned to individual golfers to carry golf bags and to assist them during the course of a round of golf at the Hotel.

VOLUNTEER ACTIVITIES

- Currently serve as sports official in Little League baseball, Midget League football, recreation league basketball/softball, college inter-mural sports
- Served as volunteer mentor with Energy Express program, a summer reading program for elementary school students
- Served as Youth delegate on the City of Ronceverte Island Park Commission
- Served as volunteer counselor for Spartan Academy summer basketball camp
- Volunteer server at Community Christmas Dinner in Ronceverte
- Juror for Concord University Judicial Board
- Served as member of Student Government Association at New River Community & Technical College
- * Served as volunteer tax preparer in the Volunteer Income Tax Assistance Program at both New River Community & Technical College and Bluefield State College.



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Office of Purchasing

One Davis Square, Suite 100 West
Charleston, WV 25301

Telephone: (304) 558-0953 Fax: (304) 558-2892

Jeffrey H. Coben, MD
Interim Cabinet Secretary

Bryan D. Rosen
Director

TO: Crystal Hustead, CPPB
Senior Buyer
State of West Virginia Purchasing Division

FROM: Robert Price, CPPO, CPPB, NIGP-CPP
Administrative Services Manager II *Robert Price*

SUBJECT: CDO 0506 HHR2300000008 Change Order No. 1

DATE: February 15, 2023

A change order for CDO 0506 HHR2300000008 is being respectfully requested. This change order will add 2 additional accounting technician temporary staff to the Bureau for Public Health. This additional staff will help with financial document processing. If you have any questions, please don't hesitate to contact me at your earliest convenience.

Thank you.