



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: 04-21-2023

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 6	Procurement Folder:	1175385
Document Name:	Change Order No. 5	Reason for Modification:	Change Order 5. To add additional Accounting Tech Temp Staff - BPH effective 04/25/23 - 02/09/24
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 6
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	PURCHASING DIRECTOR 304-356-4116
HEALTH AND HUMAN RESOURCES	HEALTH AND HUMAN RESOURCES
FINANCE	BPH - ENVIRONMENTAL HEALTH SERVICES
ONE DAVIS SQUARE, STE 300	350 CAPITOL ST, RM 313
CHARLESTON WV 25301	CHARLESTON WV 25301-1757
US	US

Purchasing Division's File Copy

Total Order Amount: \$863,016.00

ENTERED

CHA 4/21/2023
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara He 4/21/2023*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Beverly Tolson 4/24/23*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 5 To add additional Accounting Technician Temporary Staff for BPH effective 04/25/2023 through 02/09/2024.

Lora Kuhn - Estimated 1656 hours (1456 regular hrs. estimated 200 overtime hrs.) - BPH Finance
Jeffrey Lunsford - Estimated 1656 hours (1456 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				

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				

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				

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				

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				

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				

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				

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				

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				

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				

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				

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				

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				

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				

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				

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				

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				

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				

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				

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				

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	1800.00000	HOUR	\$21.0000	\$37,800.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-03-28	2024-02-09				

Commodity Line Description: CO 2 Accounting Technician II - Brenton Davis

Extended Description:

Change Order 2

Accounting Technician II Temporary Staffing - BPH Finance

Brenton Davis - Estimated regular hours - 1800 hrs X \$21.00 = \$37,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
26	80111605	1800.00000	HOUR	\$21.0000	\$37,800.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-03-28	2024-02-09				

Commodity Line Description: CO 2 Accounting Technician II - Kristina Hudnall

Extended Description:

Change Order 2

Accounting Technician II Temporary Staffing - BPH Finance

Kristina Hudnall - Estimated regular hours - 1800 hrs X \$21.00 = \$37,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
27	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

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
28	80111605	1736.00000	HOUR	\$21.0000	\$36,456.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-04-11	2024-02-09				

Commodity Line Description: CO 3 Accounting Technician II Jeanine Cameron

Extended Description:

Change Order 3
Accounting Technician II Temporary Staffing - BPH Finance

Jeanine Cameron - Estimated regular hours - 1736 hrs x \$21.00 = \$36,456.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
29	80111605	1696.00000	HOUR	\$21.0000	\$35,616.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-04-18	2024-02-09				

Commodity Line Description: CO 4 Accounting Technician II - Sara Burdette

Extended Description:

Change Order 4
Accounting Technician II Temporary Staffing - BPH Finance

Sara Burdette - Estimated regular hours - 1696 hrs x \$21.00 = \$35,616

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
30	80111605	1696.00000	HOUR	\$21.0000	\$35,616.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-04-18	2024-02-09				

Commodity Line Description: CO 4 Accounting Technician II - Brittany Gray

Extended Description:

Change Order 4
Accounting Technician II Temporary Staffing - BPH Finance

Brittany Gray - Estimated regular hours - 1696 hrs x \$21.00 = \$35,616

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
31	80111605	1696.00000	HOUR	\$21.0000	\$35,616.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-04-18	2024-02-09				

Commodity Line Description: CO 4 Accounting Technician II - Kayla McCallister

Extended Description:

Change Order 4
Accounting Technician II Temporary Staffing - BPH Finance

Kayla McCallister - Estimated regular hours - 1696 hrs x \$21.00 = \$35,616

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
32	80111605	1656.00000	HOUR	\$21.0000	\$34,776.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-04-25	2024-02-09				

Commodity Line Description: CO 5 Accounting Technician II - Lora Kuhn

Extended Description:

Change Order 5

Accounting Technician II Temporary Staffing - BPH Finance

Lora Kuhn - Estimated regular hours - 1656 hrs x \$21.00 = \$34,776.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
33	80111605	1656.00000	HOUR	\$21.0000	\$34,776.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-04-25	2024-02-09				

Commodity Line Description: CO 5 Accounting Technician II - Jeffrey Lunsford

Extended Description:

Change Order 5

Accounting Technician II Temporary Staffing - BPH Finance

Jeffrey Lunsford- Estimated regular hours - 1656 hrs x \$21.00 = \$34,776.00

Carroll, Shelly D.

From: Webb, Elizabeth A <elizabeth.a.webb@wv.gov>
Sent: Thursday, April 13, 2023 1:41 PM
To: Carroll, Shelly D.
Subject: Two Additional Staff

Follow Up Flag: Follow up
Flag Status: Flagged

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 4/25/23. These positions will fulfill a 40 hour work week and may include overtime. The positions are 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.

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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)



Shelly Carroll
approved

Kimberly Jobe
Approved

LORA KUHN

PROFESSIONAL SUMMARY

I have experience in office work and customer service with a background in medical office, insurance, and medical billing.

SKILLS

- Personalized Financial Reviews
- Verbal and Written Communication
- Administration and Management
- Communications
- Customer Service

WORK HISTORY

- 07/2021 to 03/2023 **Patient Account Representative**
Vanguard Financial Servies – Charleston, WV
Helped patients with outstanding balances set up payment arrangements, took payments by phone, assisted patients with questions about account,
- 03/2000 to 05/2002 **Assistant Office Manager**
Catawba Valley Medical Center – Newton, NC
Checked in patients for appointments, verified insurance, scheduled appointments, assisted with exams, data entry of ICD_9 and CPT codes, in charge of employee matters and discipline, calling in prescriptions, carrying emergency pager for after office hours emergencies.
- 09/1998 to 05/2000 **Insurance Agent**
Fox And Associates Inaruance, LLC – Morganton, NC
Gave quotes for insurance premiums, wrote policies for home, automobile, and watercraft, collected payments for premiums and applied to client accounts,

EDUCATION

- 12/1998 **Property And Liability Insurance Agent Licensure: Insurance Education Systems** - Charlotte, NC

Profile

I am skilled at all aspects of an office setting with strong attention to detail and professionalism. I pride myself on being a quick learner, with superior communication skills to meet client and company needs. I am self motivated who excels at analyzing, prioritizing and completing tasks while exhibiting professionalism and sound judgment, as well as competent in social settings and professional sales.

Experience

Weigel's Stores Morristown TN

2021-2022

Manager-Responsibilities included cash management, employee management, all stock orders in store, opening and closing, and any customer service questions and concerns.

Olive Garden Morristown TN

2022-2023

Server- Responsibilities include working under time constraints, ensure customer satisfaction, cash management, and upselling add-ons to each customer.

Operation Green Recycling

2016-2017

HR/Customer Service- Responsibilities included up keeping all electronic recycling laws, OSHA regulations and updates, followed up and completed customer sales calls and appointments, and ability to use multi-line phones

Ace of Blades Lawn care

2017-2019

Co-Owner/Agriculturist- Responsibilities included payroll for employees, marketing, accounting and financing, hiring employees, and obtaining licenses/ certificates to allow employees to do their jobs.

Education

Marshall University

2017-2018 Accounting and Finance (couldn't finish degree due to personal obstacles)

Salem International University

2016-2017 Accounting and Finance

Skills

Microsoft Office proficiency

Proper phone etiquette

Time management

Flexible

Meticulous attention to detail!

Professional and calm

Social media knowledge

Technologically advanced in all computers, tablets, cell phones

Appointment setting

Customer service-oriented

Accounting

Finance

Sales

Self-starter

Strong problem solver

Works well under pressure

Team oriented

Strong leader
