



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: 04-19-2023

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 0511 2680 BMS2200000053 5	<b>Procurement Folder:</b>	1055538
<b>Document Name:</b>	Change Order 1 - Electronic Visit Verification Phase V	<b>Reason for Modification:</b>	Change Order 1 To reallocate 50 hours from the Engagement Manager to the Support Staff.
<b>Document Description:</b>	Electronic Visit Verification Phase V		
<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 5
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	000000100150	<b>Requestor Name:</b>	Lucinda L Carroll	
BERRY DUNN MCNEIL & PARKER LLC 2211 CONGRESS ST		<b>Requestor Phone:</b>	(304) 352-4235	
PORTLAND ME 04102		<b>Requestor Email:</b>	lucinda.l.carroll@wv.gov	
US		<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
<b>Vendor Contact Phone:</b>	6813138905			<b>Extension:</b>
<b>Discount Details:</b>				
<b>#1</b>	No	0.0000	0	
<b>#2</b>	No			
<b>#3</b>	No			
<b>#4</b>	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

<b>Total Order Amount:</b>	\$291,130.00
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Purchasing Division's File Copy

ENTERED

CA 5/3/23  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tanya H 5/3/2023*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Beverly Toker 5-3-23*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 1 is issued as a cost neutral change request to reallocate 50 hours from the Engagement Manager (EM) commodity line and add the cost equivalent balance to the Support Staff (SS) commodity line for the Electronic Visit Verification Phase V.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	0.00000		\$0.0000	\$21,070.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-06-20	2023-08-31				

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

**Extended Description:**

Lead Project Manager: Base Year One

Hourly Rate: \$215.00

Ed Daranyi 98 Hours @ \$215 = \$21,070

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	0.00000		\$0.0000	\$5,400.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-06-20	2023-08-31				

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

**Extended Description:**

Engagement Manager: Base Year One

Hourly Rate: \$270.00

Nicole Becnel 70 hours @ \$270 = \$18,900

Change Order 1 - Nicole Becnel 20 hours @ \$270 = \$5,400

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	0.00000		\$0.0000	\$225,400.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-06-20	2023-08-31				

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

**Extended Description:**

General Project Manager: Base Year One

Hourly Rate: \$175.00

Sarah Ratliff 140 hours @ \$175 = \$24,500

Jason Hargrove 596 hours @ \$175 = \$104,300

Meghann Slaven 160 hours @ \$175 = \$28,000

Crystal Fox 392 hours @ \$175 = \$68,600

Total 1,288 hours @ \$175 = \$225,400

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	0.00000		\$0.0000	\$39,260.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-06-20	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

Sarah Vintorini 30 hours @ \$80 = \$2,400  
Muriah Nutter 212 hours @ \$80 = \$16,960  
Jay Roudebush 100 hours @ \$80 = \$80,000  
Hailey Holden 68.75 hours @ \$80 = \$5,500  
Caitlin Cabral 10 hours @ \$80 = \$800  
Janine DiLorenzo 10 hours @ \$80 = \$800  
Carole Ann Guay 10 hours @ \$80 = \$800  
Megan Hamilton 10 hours @ \$80 = \$800  
Emily Hendrickson 10 hours @ \$80 = \$800  
Alycia Minshall 10 hours @ \$80 = \$800  
Jordan Ramsey 10 hours @ \$80 = \$800  
Jonathan Williams 10 hours @ \$80 = \$800

Total 322 hours @ \$80 = \$25,760

Change Order 1 - Total 490.75 hours @ \$80 = \$39,260



April 3, 2023

To Whom It May Concern,

BerryDunn has submitted a cost-neutral Change Request (CR) to the West Virginia Department of Health and Human Resources (DHHR), and Bureau for Medical Services (BMS) to reallocate 50 hours from the Engagement Manager (EM) commodity line and add the cost equivalent balance to the Support Staff (SS) commodity line for the Electronic Visit Verification Phase V (CDO 0511 2680 BMS 22\*53).

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

Nicole Bechel  
Principal  
681-313-8905

*Ronald L. Price* 4/14/23  
WV DHHR / BMS date

*Robert Price*  
Agree

**M E M O R A N D U M**

TO: Sarah Young, Deputy Commissioner, Policy Coordination & Operations  
 Jimmy Dowden, Procurement Services Director

FROM: Nicole Becnel, Principal

RE: Electronic Visit Verification Phase V  
 Change Request: Reallocate Hours

DATE: April 3, 2023

**Change Request:** This cost-neutral change request is to reallocate hours between the Engagement Manager (EM) commodity line and the Support Staff (SS) commodity line for the Electronic Visit Verification Phase V (CDO 0511 2680 BMS 22\*53).

Table 1 shows a comparison of the estimate hours provided in the original Statement of Work (SOW) and the proposed reallocation of hours across roles:

*Table 1: Comparison of Original and Reallocated Costs*

Role	Rate	Original Total Hours	Original Total Cost	Reallocated Total Hours	Reallocated Total Cost
EM	\$270	70.00	\$18,900.00	20.000	\$ 5,400.00
LPM	\$215	98.00	\$21,070.00	98.000	\$21,070.00
GPM	\$175	1,288.00	\$225,400.00	1,288.000	\$225,400.00
SS	\$80	322.00	\$25,760.00	490.750	\$39,260.00
<b>Total</b>		<b>1,778.00</b>	<b>\$291,130.00</b>	<b>1,896.750</b>	<b>\$291,130.00</b>

Table 2 shows the breakdown of estimated hours for all project resources including the changes in the EM and SS roles. Please note the difference in staffing is due to staffing changes since the original SOW was approved.

*Table 2 Resource Allocations with Requested Changes*

Role	Resource Names	Rate	Total Est. Hours	Reallocated Total Cost
EM	Nicole Becnel	\$270	20.00	\$ 5,400.00
LPM	Eduardo Daranyi	\$215	98.00	\$ 21,070.00
GPM	Sarah Ratliff	\$175	140.00	\$ 24,500.00
GPM	Jason Hargrove	\$175	596.00	\$ 104,300.00
GPM	Amber Davis	\$175	160.00	\$ 28,000.00
GPM	Crystal Fox	\$175	392.00	\$ 68,600.00
SS	Sarah Vintorini	\$80	30.00	\$ 2,400.00
SS	Muriah Nutter	\$80	212.00	\$ 16,960.00

Role	Resource Names	Rate	Total Est. Hours	Reallocated Total Cost
SS	Jay Roudebush	\$80	100.00	\$ 8,000.00
SS	Hailey Holden	\$80	68.75	\$ 5,500.00
SS	Caitlin Cabral	\$80	10.00	\$ 800.00
SS	Janine DiLorenzo	\$80	10.00	\$ 800.00
SS	Carole Ann Guay	\$80	10.00	\$ 800.00
SS	Megan Hamilton	\$80	10.00	\$ 800.00
SS	Emily Hendrickson	\$80	10.00	\$ 800.00
SS	Alycia Minshall	\$80	10.00	\$ 800.00
SS	Jordan Ramsey	\$80	10.00	\$ 800.00
SS	Jonathan Williams	\$80	10.00	\$ 800.00
<b>Totals</b>			<b>1896.750</b>	<b>\$ 291,130.00</b>



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
Bureau for Medical Services

Jeffrey H. Coben, MD  
Interim Cabinet Secretary

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*  
Procurement Specialist, BMS Procurement Services

**DATE:** April 14, 2023

**RE:** PF1055538, CDO BMS22\*53 Change Order 1

The West Virginia Bureau for Medical Services (BMS) respectfully requests approval of the above-referenced CDO Change Order 1 for services performed by Berry, Dunn, McNeil & Parker, LLC under PF785940, CMA HHR21\*03.

This change order is needed to reallocate 50 hours from the Engagement Manager (EM) commodity line and add the cost equivalent balance to the Support Staff (SS) commodity line for the Electronic Visit Verification Phase V project. There are no other changes to be made.

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

**Extended Description:**

THE VENDOR, BERRY DUNN MCNEIL & PARKER LLC, DBA BERRYDUNN, AGREES TO ENTER WITH THE AGENCY, WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES, BUREAU FOR MEDICAL SERVICES, INTO AN OPEN-END CONTRACT FOR PROJECT MANAGEMENT ORGANIZATION (PMO) SERVICES PER THE SPECIFICATIONS, TERMS AND CONDITIONS, BID REQUIREMENTS, ADDENDUM 1 ISSUED 12/16/2020, ADDENDUM 2 ISSUED 01/07/2021, ADDENDUM 3 ISSUED 01/13/2021, ADDENDUM 4 ISSUED 01/14/2021, AND THE VENDOR'S BID DATED 01/28/2021, INCORPORATED HEREIN BY REFERENCE, AND MADE A PART OF HEREOF.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80101600				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-06-15	2024-06-14			

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

**Extended Description:**

Lead Project Manager: Base Year One

Hourly Rate: \$215.00 ✓

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80101600				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-06-15	2024-06-14			

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

**Extended Description:**

Engagement Manager: Base Year One

Hourly Rate: \$270.00 ✓

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80101600				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-06-15	2024-06-14			

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

**Extended Description:**

Lead MMIS Project Manager: Base Year One

Hourly Rate: \$205.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80101600				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-06-15	2024-06-14			

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

**Extended Description:**

General Project Manager: Base Year One

Hourly Rate: \$175.00 ✓



Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80101600				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-06-15	2024-06-14			

**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	Manufacturer	Model No	Unit	Unit Price
6	80101600				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-06-15	2024-06-14			

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

**Extended Description:**

Lead Child Welfare Project Manager: Base Year One

Hourly Rate: \$205.00