



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: 01-24-2024

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 0511 2680 BMS2200000030 8	Procurement Folder:	1032851
Document Name:	Payment Error Measurement (PERM) RY 2023-Ph II	Reason for Modification: Change Order 1 To Extend Contract	
Document Description:	Payment Error Measurement (PERM) RY 2023-Ph II		
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 0511 HHR2100000003 8	
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000100150	Requestor Name:	Mary R Kemper	
BERRY DUNN MCNEIL & PARKER LLC 2211 CONGRESS ST		Requestor Phone:	304-352-4235	
PORTLAND ME 04102		Requestor Email:	mary.r.kemper@wv.gov	
US		<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
Vendor Contact Phone:	6813138905			Extension:
Discount Details:				
#1	No	0.0000	0	
#2	No			
#3	No			
#4	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

Total Order Amount:	\$2,271,450.00
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Purchasing Division's File Copy

CA# 1125124
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara K* 1/29/2024
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Don Gayl* 1-30-24
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 1 is issued to extend the original contract from May 31, 2024 to June 14, 2024 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to continue support of the West Virginia PERM RY 2023 only.

Effective date of change from May 31, 2024 to June 14, 2024

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	0.00000		\$0.0000	\$38,700.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-05-09	2024-06-14				

Commodity Line Description: Lead Project Manager: Base Year One

Extended Description:

Lead Project Manager: Base Year One

Hourly Rate: \$215.00

Ed Daranyi 180 Hours @ \$215 = \$38,700

Change Order No. 1 is issued to extend the original contract from May 31, 2024 to June 14, 2024 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to continue support of the West Virginia PERM RY 2023 only.

Effective date of change from May 31, 2024 to June 14, 2024

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	0.00000		\$0.0000	\$64,800.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-05-09	2024-06-14				

Commodity Line Description: Engagement Manager: Base Year One

Extended Description:

Engagement Manager: Base Year One

Hourly Rate: \$270.00

Nicole Becnel 240 hours @ \$270 = \$64,800

Change Order No. 1 is issued to extend the original contract from May 31, 2024 to June 14, 2024 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to continue support of the West Virginia PERM RY 2023 only.

Effective date of change from May 31, 2024 to June 14, 2024

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	0.00000		\$0.0000	\$1,660,750.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-05-09	2024-06-14				

Commodity Line Description: General Project Manager: Base Year One

Extended Description:

General Project Manager: Base Year One

Hourly Rate: \$175.00

Dawn Webb 1,000 hours @ \$175 = \$175,000
 Hilary Foster Moles 3,000 hours @ \$175 = \$525,000
 Emily McCoy 30 hours @ \$175 = \$5,250
 Sarah Ratliff 30 hours @ \$175 = \$5,250
 Jason Hargrove 30 hours @ \$175 = \$5,250
 Crystal Fox 2,700 hours @ \$175 = \$472,500
 Sarah Colburn 2,700 hours @ \$175 = \$472,500

Total 9,490 hours @ 175 = \$1,660,750.00

Change Order No. 1 is issued to extend the original contract from May 31, 2024 to June 14, 2024 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to continue support of the West Virginia PERM RY 2023 only.

Effective date of change from May 31, 2024 to June 14, 2024

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	0.00000		\$0.0000	\$507,200.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-05-09	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

Shelly Schram 1,365 hours @ \$80 = \$109,200
 Megan Blount 1,365 hours @ \$80 = \$109,200
 JT Smith 1,365 hours @ \$80 = \$109,200
 Morgan Kreiger 1,365 hours @ \$80 = \$109,200
 Caitlin Cabral 88 hours @ \$80 = \$7,040
 Mary Corley 88 hours @ \$80 = \$7,040
 Janine DiLorenzo 88 hours @ \$80 = \$7,040
 Karla Fossett 88 hours @ \$80 = \$7,040
 Carole Ann Guay 88 hours @ \$80 = \$7,040
 Molly Hawkinson 88 hours @ \$80 = \$7,040
 Emily Hendrickson 88 hours @ \$80 = \$7,040
 Bethany Pike 88 hours @ \$80 = \$7,040
 Jordan Ramsey 88 hours @ \$80 = \$7,040
 Jon Williams 88 hours @ \$80 = \$7,040

Total: 6,340 Hours @ \$80 = \$507,200

Change Order No. 1 is issued to extend the original contract from May 31, 2024 to June 14, 2024 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to continue support of the West Virginia PERM RY 2023 only.

Effective date of change from May 31, 2024 to June 14, 2024

No other changes.



January 16, 2024

To Whom It May Concern,

BerryDunn is submitting a cost-neutral Change Request (CR) to adjust the contract end date from May 31, 2024, to June 14, 2024, for the West Virginia Department of Human Services (DoHS), Bureau for Medical Services (BMS) Payment Error Rate Measurement (PERM) Reporting Year (RY) 2023 Phase II Project (CDO BMS 22*30) to continue support of the West Virginia PERM RY 2023.

Please let me know if you have any questions or would like to discuss the content of this request for the DoHS BMS PERM RY 2023 Phase II Project.

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

Best Regards,

DocuSigned by:

2DA4AA4ADB3A477...
Peter Alfrey
Principal
207-541-2242

Althea Greenhowe

Date

OK
Althea
Greenhowe



MEMORANDUM

TO: Sarah Young, Deputy Commissioner, Policy Coordination & Operations

FROM: Peter Alfrey, Principal

RE: West Virginia Department of Human Services (DoHS), Bureau for Medical Services (BMS) Payment Error Rate Measurement (PERM) Reporting Year (RY) 2023 Phase II Project (CDO BMS 22*30) Cost-Neutral Change Request (CR) for Project Extension

DATE: January 16, 2024

Change Request (CR): BerryDunn has submitted a cost-neutral CR to the West Virginia Department of Human Services (DoHS) to modify the Scope of Work (SOW) end date for the West Virginia DoHS, Bureau for Medical Services (BMS) Payment Error Rate Measurement (PERM) Reporting Year (RY) 2023 Phase II Project (CDO BMS 22*30) under Centralized Master Agreement (CMA) #HHR21*03, from May 31, 2024, to June 14, 2024. We understand and accept that the effective date of the requested changes would be the approval date of the CR.

The following tables compare estimates provided in the original SOW and the proposed extension of hours across roles:

Table 1: Hours and Cost Summary by Role - Original SOW and Estimated for Extension

Role	Rate	Original Total Hours	Original Total Cost	Total Estimated Hours Utilized To-Date *	Total Estimated Cost Utilized To-Date	Estimated Extension Hours Balance	Estimated Extension Balance
EM	\$270	240	\$64,800	0	\$0	240	\$64,800
LPM	\$215	180	\$38,700	42	\$9,030	138	\$29,670
GPM	\$175	9,490	\$1,660,750	3,268	\$571,900	6,222	\$1,088,850
SS	\$80	6,340	\$507,200	1,732	\$138,560	4,608	\$368,640
Total		16,250	\$2,271,450	5,042	\$719,490	11,208	\$1,551,960

* Estimated project hours used based on November Invoices



Table 2: Monthly Estimated Hours for Remaining Months and Extension by Role

Month #	EM	LPM	GPM	SS	Estimated Hours Per Month	Estimated Cost Per Month
	Hours	Hours	Hours	Hours		
Month 20	34	19	888	658	1,599	\$221,305
Month 21	34	19	889	658	1,600	\$221,480
Month 22	34	20	889	658	1,601	\$221,695
Month 23	34	20	889	658	1,601	\$221,695
Month 24	34	20	889	658	1,601	\$221,695
Month 25	35	20	889	659	1,603	\$222,045
Month 26	35	20	889	659	1,603	\$222,045
Total	240	138	6,222	4,608	11,208	\$1,551,960

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>1/25/24</u>	Agency: DoHS BMS
Solicitation No. <u>CDO BMS22*30</u>	Procurement Officer Submitting Requisition: Althea Greenhowe
	Requisition No. CDO BMS22*30
	PF No.: 1032851

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

Cynthia Husted




WEST VIRGINIA DEPARTMENT OF
**HUMAN
SERVICES**

STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES

Cynthia A. Persily, Ph.D.
Cabinet Secretary

DATE: January 22, 2024

TO: Crystal Husted
Senior Buyer
State of West Virginia Purchasing Division

FROM: Althea M. Greenhowe 
Procurement Specialist, Senior
WVDHHR-Office of Purchasing

RE: PF1032851 CDO BMS22*30 - 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.

This change order is issued to do a cost-neutral change request to adjust the contract end date from May 31, 2024, to June 14, 2024 for the Payment Error Rate Measurement (PERM) 2023 Phase II Project..

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 althea.m.greenhowe@wv.gov.



*External
copy
to*

- Any Words (i)
- All Words (i)
- Exact Phrase (i)

e.g. 123456789, Smith Corp

"BERRY DUNN MCNEIL & PARKER LLC" ×

- Classification ∨
- Excluded Individual ∨
- Excluded Entity ∨
- Federal Organizations ∨
- Exclusion Type ∧

- Ineligible (Proceedings Pending)
- Ineligible (Proceedings Complete)
- Prohibition/Restriction
- Voluntary Exclusion

- Exclusion Program ∨
- Location ∨
- Dates ∨

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Business Organization Detail

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BERRY, DUNN, MCNEIL & PARKER, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	1/8/2008		1/8/2008	Foreign	Profit			

Organization Information			
Business Purpose	5416 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Management, Scientific and Tech Consulting Services (administrative, general, HR, marketing, process, physical distribution, logistics, environmental)		Capital Stock
Charter County	Kanawha	Control Number	0
Charter State	ME	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years		Par Value	

Authorized Shares	Young Entrepreneur	Not Specified
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Addresses	
Type	Address
Designated Office Address	209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Mailing Address	2211 CONGRESS STREET PORTLAND, ME, 04102 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	2211 CONGRESS STREET PORTLAND, ME, 04102 USA
Type	Address

Officers	
Type	Name/Address
Member	CHARLES K. LEADBETTER III 2211 CONGRESS STREET PORTLAND, ME, 04102
Member	DAVID A. ERB, C.P.A. 2211 CONGRESS STREET PORTLAND, ME, 04102
Member	KATHY PARKER, C.P.A. 2211 CONGRESS STREET PORTLAND, ME, 04102
Member	SARAH BELLIVEAU, C.P.A. 2211 CONGRESS STREET PORTLAND, ME, 04102
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination
BERRY DUNN	TRADENAME	3/21/2011	

BERRY, DUNN, MCNEIL & PARKER, PLLC	TRADENAME	11/5/2019	
DBA Name	Description	Effective Date	Termination Date

Annual Reports
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2019
2018
2017
2016
2015
2014
2013
2012
2011
2010
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, January 22, 2024 — 2:23 PM

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