



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: 01-29-2024

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 BMS2200000032 8	<b>Procurement Folder:</b>	1036166
<b>Document Name:</b>	Children with Serious Emotional Disorder Phase IV Project	<b>Reason for Modification:</b> Change Order 01 Reallocation of hours and extend contract end date.	
<b>Document Description:</b>	Children with Serious Emotional Disorder Phase IV Project		
<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 8
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000100150			<b>Requestor Name:</b>	Lakendra R Burdette
BERRY DUNN MCNEIL & PARKER LLC 2211 CONGRESS ST				<b>Requestor Phone:</b>	(304) 352-4319
PORTLAND ME 04102				<b>Requestor Email:</b>	lakendra.burdette@wv.gov
US					
<b>Vendor Contact Phone:</b>	6813138905	<b>Extension:</b>			
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>	<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
#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

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$1,415,520.00
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OH 2/1/24  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tarah* 2/5/2024  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Jan 2-6-24*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order 1

Change order 1 is issued to reallocate 90 hours from the Engagement Manager (EM) commodity line, 145 hours from the Lead Project Manager (LPM) commodity line, and 595 hours from the Support Staff (SS) commodity line and add the cost equivalent balance of 589 hours to the General Project Manager (GPM) commodity line. This CR will also extend the contract end date from May 15, 2024, to June 14, 2024.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	0.00000		\$0.0000	\$20,425.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-05-16	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 240 Hours @ \$215 = \$51,600

Relocated 145 to GPM commodity line 3

New hours 95 hours @ \$215 = \$20,425

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	0.00000		\$0.0000	\$1,620.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-05-16	2024-06-14				

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

**Extended Description:**

Engagement Manager: Base Year One

Hourly Rate: \$270.00

Nicole Becnel 96 hours @ \$270 = \$25,920

Relocated 90 to GPM commodity line 3

New hours 6 hours @ \$270= \$1,620

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	0.00000		\$0.0000	\$1,153,075.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-05-16	2024-06-14				

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

**Extended Description:**

General Project Manager: Base Year One

Hourly Rate: \$175.00

Ethan Wiley 720 hours @ \$175 = \$126,000  
 Meghan Luce 2,420 hours @ \$175 = \$423,500  
 Brody McClellan 1,660 hours @ \$175 = \$290,500  
 Tonya Roloson 1,200 hours @ \$175 = \$210,000

Total 6,000 hours @ 175 = \$1,050,000

Relocated hours added 589

New hours 6,589 hours @ \$175 = \$1,153,075

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	0.00000		\$0.0000	\$240,400.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-05-16	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

Alex Glowacky 1,020 Hours @ \$80 = \$81,600  
 Sam Kessler 2,100 Hours @ \$80 = \$168,000  
 Bethany Pike 48 Hours @ \$80 = \$3,840  
 Carole Ann Guay 48 Hours @ \$80 = \$3,840  
 Emily Hendrickson 48 Hours @ \$80 = \$3,840  
 Jon Williams 48 Hours @ \$80 = \$3,840  
 Jordan Ramsey 48 Hours @ \$80 = \$3,840  
 Karla Fossett 48 Hours @ \$80 = \$3,840  
 Mary Corley 48 Hours @ \$80 = \$3,840  
 Molly Hawkinson 48 Hours @ \$80 = \$3,840  
 Caitlin Cabral 48 Hours @ \$80 = \$3,840  
 Janine DiLorenzo 48 Hours @ \$80 = \$3,840

Total: 3,600 Hours @ \$80 = \$288,000

Relocated 595 to GPM commodity line 3

New hours 3,005 hours @ \$80 = \$240,400.00



January 18, 2024

To Whom It May Concern,

BerryDunn is submitting a cost-neutral Change Request (CR) for the West Virginia Bureau for Medical Services for the Children with Serious Emotional Disorder (CSED) Waiver Phase IV project (CDO 0511 2680 BMS 22\*32 1). The purpose of this cost-neutral CR is to reallocate 90 hours from the Engagement Manager (EM) commodity line, 145 hours from the Lead Project Manager (LPM) commodity line, and 595 hours from the Support Staff (SS) commodity line and add the cost equivalent balance of 589 hours to the General Project Manager (GPM) commodity line. This CR will also extend the contract end date from May 15, 2024, to June 14, 2024.

Please let me know if you have any questions or if you would like to discuss the content of this CR for the CSED Waiver Phase IV project.

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

Best Regards,

DocuSigned by:  
  
2DAAA44ADB3A477...

Peter Alfrey

Principal

(207) 541-2242

OK  




# MEMORANDUM

**DATE:** January 18, 2024

**TO:** Sarah Young, Deputy Commissioner, West Virginia (WV) Bureau for Medical Services (BMS)

**FROM:** Peter Alfrey, Principal, BerryDunn

**SUBJECT:** Children with Serious Emotional Disorder (CSED) Waiver Phase IV No Cost Extension and Reallocation Change Request

**Change Request (CR):** BerryDunn is submitting a cost-neutral Change Request (CR) for the West Virginia Bureau for Medical Services for the Children with Serious Emotional Disorder (CSED) Waiver Phase IV project (CDO 0511 2680 BMS 22\*32 1).

The purpose of this cost-neutral CR is to reallocate 90 hours from the Engagement Manager (EM) commodity line, 145 hours from the Lead Project Manager (LPM) commodity line, and 595 hours from the Support Staff (SS) commodity line and add the cost equivalent balance of 589 hours to the General Project Manager (GPM) commodity line. This CR will also extend the contract end date from May 15, 2024, to June 14, 2024.

The tables below show a comparison of the budget and resource estimates provided in the original SOW in comparison to the proposed reallocation of hours and extension being requested.

*Table 1: Comparison of Original and Reallocated Resource Costs*

Original SOW				Proposed Reallocation			
Role	Rate	Original Hours	Cost	Role	Rate	Total Hours	Cost
EM	\$270	96	\$25,920.00	EM	\$270	6	\$1,620.00
LPM	\$215	240	\$51,600.00	LPM	\$215	95	\$20,425.00
GPM	\$175	6,000	\$1,050,000.00	GPM	\$175	6,589	\$1,153,075.00
SS	\$80	3,600	\$288,000.00	SS	\$80	3,005	\$240,400.00
<b>Totals</b>		<b>9,936.00</b>	<b>\$1,415,520.00</b>	<b>Totals</b>		<b>9,695.00</b>	<b>\$1,415,520.00</b>



*Table 2: Hours and Cost Summary by Role-Original SOW and Estimates 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	96.00	\$25,920.00	0	\$0.00	96	\$25,920.00
LPM	\$215	240.00	\$51,600.00	47.5	\$10,212.50	192.5	\$41,387.50
GPM	\$175	6,000.00	\$1,050,000.00	4,867.60	\$851,830.00	1132.4	\$198,170.00
SS	\$80	3,600.00	\$288,000.00	1,970.30	\$157,624.00	1629.7	\$130,376.00
<b>Totals</b>		<b>9,936.00</b>	<b>\$1,415,520.00</b>	<b>6,885.40</b>	<b>\$1,019,666.50</b>	<b>3,050.60</b>	<b>\$395,853.50</b>

\*Estimated project hours used based on December 2023 invoices.

*Table 3: Monthly Estimated Hours for Extension Months by Role*

Month #	EM Hours	LPM Hours	GPM Hours	SS Hours	Est. Hours Per Month	Est. Cost Per Month
Month 1	0.00	0.80	31.90	20.80	53.50	\$7,418.50
Month 2	0.00	2.80	287.70	100.30	390.80	\$58,973.50
Month 3	0.00	2.00	298.40	139.10	439.50	\$63,778.00
Month 4	0.00	1.00	125.95	131.00	257.95	\$32,736.25
Month 5	0.00	2.10	364.30	91.80	458.20	\$71,548.00
Month 6	0.00	5.50	118.40	118.00	241.90	\$31,342.50
Month 7	0.00	0.60	351.45	119.90	471.95	\$71,224.75
Month 8	0.00	0.30	217.05	158.50	375.85	\$50,728.25
Month 9	0.00	0.60	275.25	80.70	356.55	\$54,753.75
Month 10	0.00	1.70	100.30	55.10	157.10	\$22,326.00
Month 11	0.00	4.90	417.65	81.30	503.85	\$80,646.25
Month 12	0.00	3.90	265.35	57.90	327.15	\$51,906.75
Month 13	0.00	1.10	288.70	41.40	331.20	\$54,071.00
Month 14	0.00	2.80	279.00	53.90	335.70	\$53,739.00
Month 15	0.00	4.40	171.60	76.60	252.60	\$37,104.00
Month 16	0.00	2.70	315.40	187.40	505.50	\$70,767.50
Month 17	0.00	2.10	295.00	99.10	396.20	\$60,004.50
Month 18	0.00	2.80	225.30	116.90	345.00	\$49,381.50
Month 19	0.00	4.60	175.40	124.20	304.20	\$41,620.00
Month 20	0.00	0.80	263.50	116.40	380.70	\$55,596.50
Month 21	1.00	7.50	286.40	172.00	466.90	\$65,762.50
Month 22	1.00	8.00	287.00	174.70	470.70	\$66,191.00
Month 23	1.00	8.00	287.00	172.00	468.00	\$65,975.00



Month #	EM Hours	LPM Hours	GPM Hours	SS Hours	Est. Hours Per Month	Est. Cost Per Month
Month 24	1.00	8.00	287.00	172.00	468.00	\$65,975.00
Month 25	1.00	8.00	287.00	172.00	468.00	\$65,975.00
Month 26	1.00	8.00	287.00	172.00	468.00	\$65,975.00
<b>Totals</b>	<b>6.00</b>	<b>95.00</b>	<b>6,589.00</b>	<b>3,005.00</b>	<b>9,695.00</b>	<b>\$1,415,520.00</b>

Table 4: Resource Allocations with Requested Changes

Role	Resource Name	Rate	Reallocated Hours	Reallocated Cost per Resource
EM	Nicole Becnel	\$270	6	\$1,620.00
LPM	Ed Daranyi	\$215	95	\$20,425.00
GPM	Ethan Wiley	\$175	720	\$126,000.00
GPM	Meghan Luce	\$175	2,420	\$423,500.00
GPM	Brody McClellan	\$175	1,760	\$308,000.00
GPM	Tonya Roloson	\$175	1,689	\$295,575.00
SS	Alex Glowacky	\$80	1,540	\$123,200.00
SS	Sam Kessler	\$80	1,185	\$94,800.00
SS	Bethany Pike	\$80	28	\$2,240.00
SS	Carole Ann Guay	\$80	28	\$2,240.00
SS	Emily Hendrickson	\$80	28	\$2,240.00
SS	Jon Williams	\$80	28	\$2,240.00
SS	Jordan Ramsey	\$80	28	\$2,240.00
SS	Karla Fossett	\$80	28	\$2,240.00
SS	Mary Corley	\$80	28	\$2,240.00
SS	Molly Hawkinson	\$80	28	\$2,240.00
SS	Caitlin Cabral	\$80	28	\$2,240.00
SS	Janine DiLorenzo	\$80	28	\$2,240.00
<b>Totals</b>			<b>9,695</b>	<b>\$1,415,520.00</b>



STATE OF WEST VIRGINIA  
DEPARTMENT OF HUMAN SERVICES  
BUREAU FOR MEDICAL SERVICES

Cynthia A. Persily, Ph.D.  
Cabinet Secretary

Cynthia Beane  
Commissioner

DATE: January 22, 2024

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

FROM: Althea Greenhowe *Althea Greenhowe*  
Procurement Specialist, Senior  
Office of Shared Administration

RE: PF1036166, CDO BMS22\*32  
Dept 0511

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

The purpose of the cost neutral CR is to reallocate 90 hours from the Engagement Manager (EM) commodity line, 145 hours from the Lead Project Manager (LPM) commodity line, and 595 hours from the Support Staff (SS) commodity line and add the cost equivalent balance of 589 hours to the General Project Manager (GPM) commodity line. This CR will also extend the contract end date from May 15, 2024, to June 14, 2024.

Please feel free to contact me if additional documentation or details are needed. I can be reached at 304-352-3924 or [althea.m.greenhowe@wv.gov](mailto:althea.m.greenhowe@wv.gov). Thank you for your time and consideration in this matter.

*Extension  
approved  
JTB*





# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husband</u> Date: <u>2/1/24</u> Solicitation No. <u>CDO Bms 22*32</u>	Agency: DoHS - BMS Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CDO-BMS22*32 PF No.: 1036166
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

**FOR CHANGE ORDERS/RENEWALS:**

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

*Crystal Husted*

## **REFERENCE:**

### **FOR ALL SOLICITATION TYPES:**

- 1. Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
- 2. Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOIs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at [www.state.wv.us/admin/purchase/forms.html](http://www.state.wv.us/admin/purchase/forms.html).
- 3. Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
- 4. Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at [www.state.wv.us/admin/purchase/TCP.pdf](http://www.state.wv.us/admin/purchase/TCP.pdf). **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
- 5. Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
- 6. Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
- 7. Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
- 8. Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
- 9. Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
- 10. Insurance requirements.** **RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**
- 11. Office of Technology CIO pre-approval.** In accordance with the Office of Technology's CIO-19-001 policy, all technology procurement requests, unless exempted, require Chief Information Officer (CIO) approval. **Purchasing Division Procedures Handbook, Section 7.3.**
- 12. Treasurer's Office (banking) pre-approval.** Pre-approval is required by the State Treasurer's Office for the acquisition of banking goods or services, which includes but may not be limited to accepting payments and receiving funds via electronic commerce. **W. Va. Code §§ 12-1-7 and 12-3A-6.**

## ***FOR CHANGE ORDERS/RENEWALS:***

1. **Two-party agreement.** This agreement, confirming the need for the change order, must be signed by both the agency and the vendor. A single letter of agreement with both signatures is standard.
2. **Standard change order language.** The Purchasing Division maintains standard language to be used in the Extended Description field when issuing a change order in *wvOASIS*. There are various descriptors available to address the change to the original contract, including but not limited to a standard renewal, a renewal with an increase or decrease, a construction extension for time only or time and increase, a cancellation, and an administrative change. **Purchasing Division Procedures Handbook, Appendix D.**
3. **Office of Technology CIO pre-approval.** See #11.
4. **Justification for price increases/backdating/other.** Any change order request that increases the amount of the contract, is backdated more than 20 days past the submission date of the change order, or otherwise affects provisions of the contract not typically seen in a change order requires justification.
5. **Bond rider.** A bond rider allows bonded principals to request changes to be made to their original surety bond agreements. The bond rider is the only valid way of making changes to a bond agreement which does not invalidate the agreement.
6. **Secretary of State verification.** Unless a waiver is obtained from the Secretary of State's Office, every vendor organized as a business entity must have a certificate of authority and be in good standing with the Secretary of State's Office. To search for a business with the Secretary of State's Office, visit <http://apps.sos.wv.gov/business/corporations>. Any vendor that cannot be found or shows a status of "revoked" or "dissolved" is not eligible for award until the issue is resolved. Agencies must verify this compliance manually prior to award and include a copy of the relevant record in the agency file. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. E. Secretary of State.**
7. **State debarment verification.** Pursuant to *West Virginia Code* §5A-3-33c and 33d, the State of West Virginia and its political subdivisions may not solicit offers from, award contracts to, or consent to subcontract with a debarred vendor during the debarment period. A list of vendors debarred by the West Virginia Purchasing Division can be seen online at [www.state.wv.us/admin/purchase/debar.html](http://www.state.wv.us/admin/purchase/debar.html). **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. D. State Debarment.**
8. **Federal debarment verification.** Vendors must verify that a vendor is not debarred by the federal government prior to awarding a contract by visiting [Sam.gov](http://Sam.gov). Instructions for manually checking a vendor's federal debarment status can be found online at [https://www.fsd.gov/qsafsd\\_sp?id=kb\\_article\\_view&sysparm\\_article=KB0036199&sys\\_kb\\_id=b372dadb1b4ac5d40ca4a97ae54bcbb2&spa=1](https://www.fsd.gov/qsafsd_sp?id=kb_article_view&sysparm_article=KB0036199&sys_kb_id=b372dadb1b4ac5d40ca4a97ae54bcbb2&spa=1). **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. C. Federal Debarment.**

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Questions regarding this *Compliance Verification Checklist for Requisition Submission* may be directed to your assigned Purchasing Division buyer. If you're unsure who your buyer is, see the Agency-Buyer assignments published online at [www.state.wv.us/admin/purchase/byrassign.pdf](http://www.state.wv.us/admin/purchase/byrassign.pdf).

## Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

Any Words <sup>i</sup>

All Words <sup>i</sup>

Exact Phrase <sup>i</sup>

e.g. 123456789, Smith Corp

"berry dunn mcneil & parker llc" ×

Entity ∨

Location ∨

Status ∧

Active

Inactive

Reset 



## No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

**Search inactive**

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

### 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			
<b>Business Purpose</b>	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)		<b>Capital Stock</b>
<b>Charter County</b>	Kanawha	<b>Control Number</b>	0
<b>Charter State</b>	ME	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MBR
<b>At Will Term Years</b>		<b>Par Value</b>	

**Authorized  
Shares**

**Young  
Entrepreneur**

Not Specified

### Addresses

Type	Address
<b>Designated Office Address</b>	209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Mailing Address</b>	2211 CONGRESS STREET PORTLAND, ME, 04102 USA
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Principal Office Address</b>	2211 CONGRESS STREET PORTLAND, ME, 04102 USA
Type	Address

### Officers

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

**Filed For**

2023

2022

2021

2020

2019

2018

2017

2016

2015

2014

2013

2012

2011

2010

2009

**Date filed**

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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, January 22, 2024 — 11:30 AM

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