



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 BMS2300000012 5	Procurement Folder:	1097602
Document Name:	Medicaid Information Technology Architecture(MITA) 3.0	Reason for Modification:	Change Order 01 Extend contract end date.
Document Description:	Medicaid Information Technology Architecture(MITA) 3.0		
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 5
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000100150	Requestor Name:	Lakendra R Burdette	
BERRY DUNN MCNEIL & PARKER LLC 2211 CONGRESS ST		Requestor Phone:	(304) 352-4319	
PORTLAND ME 04102		Requestor Email:	lakendra.burdette@wv.gov	
US		<div style="font-size: 48px; 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

1-24-24 6L

Total Order Amount:	\$1,224,250.00
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Purchasing Division's File Copy

CA 1/25/24
PURCHASING DIVISION AUTHORIZATION
 DATE: 1/24/2024
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: 1/30/24
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 1

Change order 1 is issued to extend the contract end date from 02/29/2024 to 06/14/2024, for the West Virginia Medicaid Information Technology Architecture (MITA) 3.0 State Self-Assessment (SS-A) Annual Update 2021 Project (CMA #HHR21*03) (CDO BMS 23*12).

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	0.00000		\$0.0000	\$34,830.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-09-19	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 162 Hours @ \$215 = \$34,830.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	0.00000		\$0.0000	\$38,880.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-09-19	2024-06-14				

Commodity Line Description: Engagement Manager: Base Year One

Extended Description:

Engagement Manager: Base Year One

Hourly Rate: \$270.00

Nicole Bechel 144 hours @ \$270 = \$38,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	0.00000		\$0.0000	\$997,500.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-09-19	2024-06-14				

Commodity Line Description: General Project Manager: Base Year One

Extended Description:

General Project Manager: Base Year One

Hourly Rate: \$175.00

Peter Alfey 100 hours @ \$175 = \$17,500
 Meghann Slaven 271 hours @ \$175 = \$47,425
 Susan Chugha 603 hours @ \$175 = \$105,525
 Tom Hunter 370 hours @ \$175 = \$64,750
 Dot Ball 720 hours @ \$175 = \$126,000
 Ed Crawford 900 hours @ \$175 = \$157,500
 Cynthia Taylor 720 hours @ \$175 = \$126,000
 Dawn Webb 180 hours @ \$175 = \$31,500
 Julie DuPuis 900 hours @ \$175 = \$157,500
 Jim Strassenburgh 468 hours @ \$175 = \$81,900
 Jeff Stoddard 468 hours @ \$175 = \$81,900

Total: 5,700 hours @ \$175 = \$997,500

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	0.00000		\$0.0000	\$153,040.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-09-19	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

Melinda Trail 720 hours @ \$80 = \$57,600
 Amie Maynard 450 hours @ \$80 = \$36,000
 Jordan Ramsey 124 hours @ \$80 = \$9,920
 Karla Fossett 123 hours @ \$80 = \$9,840
 Carol Ann Guay 124 hours @ \$80 = \$9,920
 Molly Hawkinson 124 hours @ \$80 = \$9,920
 Emily Hendrickson: 124 hours @ \$80 = \$9,920
 Jon Williams 124 hours @ \$80 = \$9,920

Total: 1,913 hours @ \$80 = \$153,040



January 12, 2024

To Whom It May Concern,

BerryDunn is submitting a cost-neutral change request (CR) to extend the contract end date from February 29, 2024, to June 14, 2024, for the West Virginia Medicaid Information Technology Architecture (MITA) 3.0 State Self-Assessment (SS-A) Annual Update 2021 Project (CMA #HHR21*03) (CDO BMS23*12).

Please let me know if you have any questions or would like to discuss the content of this request for the MITA 3.0 SS-A Annual Update 2021.

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

Best Regards,

DocuSigned by:

2DAAA44ADE3A477...
Peter Alfrey
Principal
207-541-2242

OK
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Greenlee




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 
Procurement Specialist, Senior
Office of Shared Administration

RE: PF1097602, CDO BMS23*12
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 extend the contract end date from 02/29/2024 to 06/14/2024, for the West Virginia Medicaid Information Technology Architecture (MITA) 3.0 State Self-Assessment (SS-A) Annual Update 2021 Project (CMA #HHR21*03) (CDO BMS 23*12).

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. Thank you for your time and consideration in this matter.

*Extension
Althea*



MEMORANDUM

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

FROM: Peter Alfrey, Principal, BerryDunn

CC: Cynthia Beane, Commissioner, BMS

RE: West Virginia Medicaid Information Technology Architecture (MITA) 3.0 State Self-Assessment (SS-A) Annual Update 2021 Project (CMA #HHR21*03) (CDO BMS23*12) No-Cost Contract Extension

DATE: January 12, 2024

Change Request (CR): BerryDunn has submitted a cost-neutral CR to the West Virginia Bureau for Medical Services (BMS) to modify the Scope of Work (SOW) end date for the West Virginia Medicaid Information Technology Architecture (MITA) 3.0 State Self-Assessment (SS-A) Annual Update 2021 Project (CMA #HHR21*03) under Centralized Master Agreement (CMA) #HHR21*03, from February 29, 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 MITA SS-A Annual Update 2021 Project is an 18-month SOW executed September 19, 2022, and includes support for project management services, parallel testing activities, and support for Centers for Medicare & Medicaid Services (CMS) certification and the federal review process.

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, Utilized Hours, and 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	144	\$38,880.00	1.30	\$351.00	142.70	\$ 38,529.00
LPM	\$215	162	\$34,830.00	12.50	\$2,687.50	149.50	\$32,142.50
GPM	\$175	5,700	\$997,500.00	2,200.95	\$385,166.25	3,499.05	\$ 612,333.75
SS	\$80	1,913	\$153,040.00	801.30	\$64,104.00	1,111.70	\$88,936.00
Totals		7,919	\$1,224,250.00	3,016.05	\$452,308.75	4,902.95	\$771,941.25

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

Month #	Month/Year	EM Hours	LPM Hours	GPM Hours	SS Hours	Est. Hours Per Month	Est. Cost Per Month
Month 16	December 2023	21.7	23.5	536.95	166.90	749.05	\$118,229.75
Month 17	January 2024	21	24	494.10	154.80	693.90	\$109,681.50
Month 18	February 2024	20	20	499	150	689	\$109,025.00
Month 19	March 2024	20	20	499	150	689	\$109,025.00
Month 20	April 2024	20	20	490	150	680	\$107,450.00
Month 21	May 2024	20	20	490	170	700	\$109,050.00
Month 22	June 2024	20	22	490	170	702	\$109,480.00
Total		142.7	149.50	3,499.05	1,111.70	4902.95	\$771,941.25

* Total Estimated Hours Utilized through November 2023 Invoices

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Cristal Husband</u> Date: <u>1/25/24</u> Solicitation No. <u>CDO BMS23*12</u>	Agency: DHS- BMS Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. N/A PF No.: 1097602
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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 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input 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: Christine Husband

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

e.g. 123456789, Smith Corp

"BERRY DUNN MCNEIL & PARKER LLC" x

- Classification v
- Excluded Individual v
- Excluded Entity v
- Federal Organizations v
- Exclusion Type ^

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

- Exclusion Program v
- Location v
- Dates v

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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			
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

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

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 — 2:23 PM

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