



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: 02-08-2024

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 BMS2300000034 5	Procurement Folder:	1224245
Document Name:	EDS Project Phase IV	Reason for Modification:	Change Order 2 Reallocation of hours and extend contract end date.
Document Description:	EDS Project Phase IV		
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			
Vendor Contact Phone:	6813138905	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

24
 FILE LOCATION _____

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:	\$1,660,160.00
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Purchasing Division's File Copy

CH 2/13/24
PURCHASING DIVISION AUTHORIZATION
 DATE: *Tava* 2/14/2024
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Sanjay* 2-15-24
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 2

Change order 2 is issued to reallocate 48 hours from the Engagement Manager (EM) commodity line and add the cost equivalent balance of 25 hours to the Lead Project Manager (LPM) commodity line, and 43 hours to the General Project Manager (GPM) commodity line. Additionally, this CR will reallocate 489.25 hours from Support Staff (SS) commodity line and add the cost equivalent balance of 224 hours to the General Project Manager (GPM) commodity line.

This CR will also extend the contract end date from January 31, 2024, to June 14, 2024.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	0.00000		\$0.0000	\$14,620.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-06-01	2024-06-14				

Commodity Line Description: Lead Project Manager: Base Year One

Extended Description:

Lead Project Manager: Base Year One

Hourly Rate: \$215.00

Eduardo Daranyi 43 Hours @ \$215 = \$9,245

Change Order 1

Original Service To Date: 12/31/23

Change Order 1 Service To Date: 01/31/2024

Change Order 2

Reallocate hours added 25

New hours 68 hours @ \$215 = \$14,620.00

Original Service To Date: 12/31/23

Change Order 2 Service To Date: 06/14/2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	0.00000		\$0.0000	\$8,100.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-06-01	2024-06-14				

Commodity Line Description: Engagement Manager: Base Year One

Extended Description:

Engagement Manager: Base Year One

Hourly Rate: \$270.00

Nicole Becnel 78 Hours @ \$270 = \$21,060

Change Order 1

Original Service To Date: 12/31/23
Change Order 1 Service To Date 01/31/2024

Change Order 2

Reallocate 48 hours to LPM commodity line.
New hours 30 hours @ \$270 = \$8,100.00

Original Service to Date: 12/31/23
Change Order 2 Service to Date: 06/14/2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	0.00000		\$0.0000	\$1,228,500.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-06-01	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 Alfrey 140 Hours @ \$175 = \$24,500
 Ryan Wisley 1,076 Hours @ \$175 = \$188,300
 Meghann Slaven 862 Hours @ \$175 = \$150,850
 Julie DuPuis 842 Hours @ \$175 = \$147,350
 Jim Strassenburgh 875 Hours @ \$175 = \$153,125
 Ed Crawford 275 Hours @ \$175 = \$48,125
 Jeff Stoddard 945 Hours @ \$175 = \$165,375
 Cynthia Taylor 990 Hours @ \$175 = \$173,250
 Dot Ball 110 Hours @ \$175 = \$19,250
 Curtis Boyd 558 Hours @ \$175 = \$97,650
 Dawn Webb 80 Hours @ \$175 = \$14,000

Total Hours 6,753 Hours @ \$175 = \$1,181,775

Change Order 1

Original Service To Date: 12/31/23
Change Order 1 Service To Date: 01/31/2024

Change Order 2

Reallocate hours added 43
New hours 6,796 hours @ \$175 = \$1,189,300.00

New hours 7,020 hours @ \$175 = \$1,228,500.00

Original Service to Date: 12/31/23
Change Order 2 Service to Date: 06/14/2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	0.00000		\$0.0000	\$408,940.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-06-01	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 220 Hours @ \$80 = \$17,600

Matthew Oatten 1,024 Hours @ \$80 = \$81,920

Sarah Vintorini 1,036 Hours @ \$80 = \$82,880

Cate Poling 1,015 Hours @ \$80 = \$81,200

Kourtney Kirk 945 Hours @ \$80 = \$75,600

Azba Hotelwala 1,015 Hours @ \$80 = \$81,200

Alycia Minshall, Caitlin Cabral, Carole Ann Guay, Emily Hendrickson, Janine DiLorenzo, Jon Williams, Jordan Ramsey, Megan Hamilton, Nate Beasley 346 Hours @ \$80 = \$27,680

Total 5,601 Hours @ \$80 = \$448,080

Change Order 1

Original Service To Date: 12/31/23

Change Order 1 Service To Date: 01/31/2024

Change Order 2

Reallocate 489.25 hours to GPM commodity line.

New hours 5,111.75 hours @ \$80 = \$408,940.00

Original Service to Date: 12/31/23

Change Order 2 Service to Date: 06/14/2024



January 26, 2024

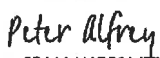
To Whom It May Concern,

BerryDunn is submitting a cost-neutral Change Request (CR) for the Medicaid Enterprise Data Solution (EDS) Project Phase IV (CDO BMS 23*34). The purpose of this CR is to reallocate 48 hours from the Engagement Manager (EM) commodity line (CL) and add the cost equivalent balance of 25 hours to the Lead Project Manager (LPM) commodity line and 43 hours to the General Project Manager (GPM) commodity line. Additionally, this CR will reallocate 489.25 hours from the Support Staff (SS) commodity line and add the cost equivalent balance of 224 hours to the GPM commodity line.

This CR will also extend the contract end date from January 31, 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 EDS Project Phase IV.

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,

DocuSigned by:

2DAAA44ADB3A477

Peter Alfrey

Principal

(207) 541-2242

OK
Alisha
Green



MEMORANDUM

DATE: January 26, 2024

TO: Brandon Lewis, Director, Office of Enterprise Systems, West Virginia Bureau for Medical Services (BMS)

CC: Sarah Young, Deputy Commissioner, West Virginia BMS

FROM: Peter Alfrey, Principal, BerryDunn

SUBJECT: EDS Project Phase IV No Cost Extension Change Request

Change Request (CR): BerryDunn is submitting a cost-neutral Change Request (CR) for the Medicaid Enterprise Data Solution (EDS) Project Phase IV (CDO BMS 23*34). The purpose of this CR is to reallocate 48 hours from the Engagement Manager (EM) commodity line (CL) and add the cost equivalent balance of 25 hours to the Lead Project Manager (LPM) commodity line and 43 hours to the General Project Manager (GPM) commodity line. Additionally, this CR will reallocate 489.25 hours from the Support Staff (SS) commodity line and add the cost equivalent balance of 224 hours to the GPM commodity line.

This CR will also extend the contract end date from January 31, 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 EDS Project Phase IV.

The tables below show a comparison of the estimate provided in the original SOW and the proposed reallocation and extension of hours.

Table 1: Comparison of Original and Reallocated Resource Costs

Original SOW				Change	Proposed Reallocation			
Role	Rate	Total Hours	Cost	+/-	Role	Rate	Total Hours	Cost
EM	\$270.00	78.00	\$21,060.00	-48.00	EM	\$270	30.00	\$8,100.00
LPM	\$215.00	43.00	\$9,245.00	25.00	LPM	\$215	68.00	\$14,620.00
GPM	\$175.00	6,753.00	\$1,181,775.00	267.00	GPM	\$175	7,020.00	\$1,228,500.00
SS	\$80.00	5,601.00	\$448,080.00	-489.25	SS	\$80	5,111.75	\$408,940.00
Total		12,475.00	\$1,660,160.00		Total		12,229.75	\$1,660,160.00



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	78.00	\$21,060.00	9.00	\$2,430.00	69.00	\$18,630.00
LPM	\$215	43.00	\$9,245.00	33.80	\$7,267.00	9.20	\$1,978.00
GPM	\$175	6,753.00	\$1,181,775.00	4,881.78	\$854,311.50	1,871.22	\$327,463.50
SS	\$80	5,601.00	\$448,080.00	345.90	\$27,672.00	5,255.10	\$420,408.00
Total		12,475.00	\$1,660,160.00	5,270.48	\$891,680.50	7,204.52	\$768,479.50

*Estimated project hours used based on Invoices through December 31, 2023.

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	10.20	816.34	55.80	882.34	\$149,516.50
Month 2	0.00	5.60	635.33	413.10	1,054.03	\$145,434.75
Month 3	0.00	2.70	806.60	472.60	1,281.90	\$179,543.50
Month 4	0.00	2.10	645.50	472.00	1,119.60	\$151,174.00
Month 5	0.00	4.20	823.50	663.40	1,491.10	\$198,087.50
Month 6	0.00	4.30	649.20	498.10	1,151.60	\$154,382.50
Month 7	0.00	4.70	505.31	381.90	891.91	\$119,991.75
Month 8	6.00	7.00	427.00	430.00	870.00	\$112,250.00
Month 9	0.00	0.00	0.00	0.00	0.00	\$0.00
Month 10	7.00	8.00	500.00	500.00	1,015.00	\$131,110.00
Month 11	7.00	8.00	500.00	500.00	1,015.00	\$131,110.00
Month 12	7.00	8.00	500.00	500.00	1,015.00	\$131,110.00
Month 13	3.00	3.20	211.22	224.85	442.27	\$56,449.50
Total	30.00	68.00	7,020.00	5,111.75	12,229.75	\$1,660,160.00



Table 4: Resource Allocations with Requested Changes

CL	Role	Rate	Project Resources	Total Est. Hours	Total Est. Cost
2	EM	\$270	Nicole Becnel	30	\$8,100
1	LPM	\$215	Eduardo Daranyi	68	\$14,620
4	GPM	\$175	Peter Alfrey	196	\$34,300
4	GPM	\$175	Ryan Wisley	1,189	\$208,075
4	GPM	\$175	Meghann Slaven	1,469	\$257,075
4	GPM	\$175	Julie DuPuis	559	\$97,825
4	GPM	\$175	Jim Strassenburgh	1,239	\$216,825
4	GPM	\$175	Ed Crawford	360	\$63,000
4	GPM	\$175	Jeff Stoddard	58	\$10,150
4	GPM	\$175	Cynthia Taylor	1,191	\$208,425
4	GPM	\$175	Dot Ball	682	\$119,350
4	GPM	\$175	Dawn Webb	10	\$1,750
4	GPM	\$175	Matt Bria	27	\$4,725
4	GPM	\$175	Emily McCoy	20	\$3,500
4	GPM	\$175	Robert Morey	20	\$3,500
5	SS	\$80	Shelly Schram	484	\$38,720
5	SS	\$80	Matthew Oatten	708	\$56,640
5	SS	\$80	Sarah Vintorini	1,117	\$89,360
5	SS	\$80	Cate Poling	938	\$75,040
5	SS	\$80	Kourtney Kirk	1,111	\$88,880
5	SS	\$80	Azba Hotelwala	543	\$43,440
5	SS	\$80	Hailey Holden	56	\$4,480
5	SS	\$80	Alycia Minshall Caitlin Cabral Carole Ann Guay Emily Hendrickson Janine DiLorenzo Jon Williams Jordan Ramsey Megan Hamilton Nate Beasley Kd Dobyne	154.75	\$12,380
Total				12,229.75	\$1,660,160




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

Cynthia A. Persily, Ph.D.
Cabinet Secretary

Cynthia Beane
Commissioner

DATE: January 31, 2024

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

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

RE: PF1224245 CDO BMS23*34 – Change Order 2
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests approval of the above-referenced change order to reallocate 48 hours from the Engagement Manager (EM) commodity line and add the cost equivalent balance of 25 hours to the Lead Project Manager (LPM) commodity line, and 43 hours to the General Project Manager (GPM) commodity line. Additionally, this CR will reallocate 489.25 hours from Support Staff (SS) commodity line and add the cost equivalent balance of 224 hours to the General Project Manager (GPM) commodity line.

This CR will also extend the contract end date from January 31, 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. Thank you for your time and consideration in this matter.





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

Cynthia A. Persily, Ph.D.
Cabinet Secretary

Cynthia Beane
Commissioner

DATE: February 8, 2024
TO: Office of Shared Administration/Finance
FROM: Lakendra Burdette *LB*
Procurement Specialist
RE: PF1224245, CDO BMS23*34
Dept 0511

The West Virginia Bureau for Medical Services (BMS) is submitting this funding memo related to the above-referenced delivery order anticipates making payments for months 1-11 in SFY 24 and months 12-13 in SFY25.

Contract service period: 06/01/2023 – 06/14/2024. Funding allocation table below:

	CDO BMS23*34	
	EDS Project Phase IV	
	06/01/2023 - 06/14/2024	
	PR05 SYF24 06/01/2023-04/30/2024	PR07 SFY25 05/01/24-06/14/24
LPM	56.8 hours @ \$215 = \$12,212	11.20 hours @ \$215 = \$2,408
EM	20 hours @ 270 = \$5,400.00	10 hours @ 270 = \$2,700
GPM	6,308.78 hours @ \$175 = \$1,104,036.5	711.22 hours @ \$175 = \$124,463.50
SS	4,386.9 hours @ \$80 = \$350,952	724.85 hours @ \$80 = \$57,988
	Total	Total
	\$1,472,600.50	\$187,559.50
		Grand Total
		\$1,660,160.00

Please feel free to contact me if additional documentation or details are needed. I can be reached at 304-352-4319 or lakendra.burdette@wv.gov. Thank you for your time and consideration in this matter.



COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husband</u> Date: <u>2/13/24</u> Solicitation No. <u>CPO BMS23*34</u>	Agency: DoHS-BMS Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. N/A PF No.: 1224245
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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 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 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: _____

Crystal Husband

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.
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. **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. **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://www.sam.gov). Instructions for manually checking a vendor's federal debarment status can be found online at https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0036199&sys_kb_id=b372dad1b4ac5d40ca4a97ae54bcbb2&spa=1. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. C. Federal Debarment.**

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.

Keyword Search

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Simple Search

Search Editor

Any Words (i)

All Words (i)

Exact Phrase (i)

e.g. 123456789, Smith Corp

"berry dunn mcneil & parker llc" ×

Entity ∨

Location ∨

Status ∧

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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)		
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	SARAH BELLIVEAU, C.P.A. 2211 CONGRESS STREET PORTLAND, ME, 04102
Member	KATHY PARKER, 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

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

Tuesday, February 13, 2024 — 10:35 AM

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