



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
Master Agreement

Order Date: 03-01-2024

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:	CMA 0511 2657 HHR2100000003 4	Procurement Folder:	785940
Document Name:	PROJECT MANAGEMENT SERVICES	Reason for Modification:	Change Order 03 To Renew Contract
Document Description:	PROJECT MANAGEMENT SERVICES		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-06-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-06-14

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000100150			Requestor Name:	Lakendra R Burdette
BERRY DUNN MCNEIL & PARKER LLC				Requestor Phone:	(304) 352-4319
2211 CONGRESS ST				Requestor Email:	lakendra.burdette@wv.gov
PORTLAND	ME	04102			
US					
Vendor Contact Phone:	6813138905	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days	<div style="font-size: 2em; font-weight: bold;">24</div> FILE LOCATION _____	
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS	VARIOUS AGENCY LOCATIONS
AS INDICATED BY ORDER	AS INDICATED BY ORDER
No City	No City
WV 99999	WV 99999
US	US

3-5-24 66

Total Order Amount: _____ Open End

Purchasing Division's File Copy

CAH 3/5/24
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Tanya 3/5/2024*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John L. Gray 3/12/2024*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Dunlap 3-3-24*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 03 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 06/15/2024 through 06/14/2025.

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80101600				0.000000
	Service From	Service To		Service Contract Amount	
	2021-06-15	2024-06-14		0.00	

Commodity Line Description: Lead Project Manager: Base Year One

Extended Description:

Lead Project Manager: Base Year One

Hourly Rate: \$215.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80101600				0.000000
	Service From	Service To		Service Contract Amount	
	2021-06-15	2024-06-14		0.00	

Commodity Line Description: Engagement Manager: Base Year One

Extended Description:

Engagement Manager: Base Year One

Hourly Rate: \$270.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80101600				0.000000
	Service From	Service To		Service Contract Amount	
	2021-06-15	2024-06-14		0.00	

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

Extended Description:

Lead MMIS Project Manager: Base Year One

Hourly Rate: \$205.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80101600				0.000000
	Service From	Service To		Service Contract Amount	
	2021-06-15	2023-06-14		0.00	

Commodity Line Description: General Project Manager: Base Year One

Extended Description:

General Project Manager: Base Year One

Hourly Rate: \$175.00

Change Order 2. Pricing termed effective 06/14/2023.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80101600				0.000000
	Service From	Service To		Service Contract Amount	
	2021-06-15	2024-06-14		0.00	

Commodity Line Description: Project Management Support Staff: Base Year One

Extended Description:

Project Management Support Staff: Base Year One

Hourly Rate: \$80.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	80101600				0.000000
	Service From	Service To		Service Contract Amount	
	2021-06-15	2024-06-14		0.00	

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

Extended Description:

Lead Child Welfare Project Manager: Base Year One

Hourly Rate: \$205.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	80101600				0.000000
	Service From	Service To		Service Contract Amount	
	2023-06-15	2024-06-14		0.00	

Commodity Line Description: General Project Manager: Base Year Three

Extended Description:

General Project Manager: Base Year One

Hourly Rate: \$180.00

Change Order 2: Pricing effective 06/15/2023.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	80101600				0.000000
	Service From	Service To		Service Contract Amount	
	2024-06-15	2025-06-14		0.00	

Commodity Line Description: Lead Project Manager: Optional Renewal Year One

Extended Description:

Lead Project Manager: Optional Renewal Year One

Hourly Rate: \$215.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	80101600				0.000000
	Service From	Service To		Service Contract Amount	
	2024-06-15	2025-06-14		0.00	

Commodity Line Description: Engagement Manager: Optional Renewal Year One

Extended Description:

Engagement Manager: Optional Year One

Hourly Rate: \$270.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	80101600				0.000000
	Service From	Service To		Service Contract Amount	
	2024-06-15	2025-06-14		0.00	

Commodity Line Description: Lead MMIS Project Manager: Optional Renewal Year One

Extended Description:

Lead MMIS Project Manager: Optional Renewal Year One

Hourly Rate: \$205.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	80101600				0.000000
	Service From	Service To		Service Contract Amount	
	2024-06-15	2025-06-14		0.00	

Commodity Line Description: General Project Manager: Optional Renewal Year One

Extended Description:

General Project Manager: Optional Renewal Year One

Hourly Rate: \$180.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	80101600				0.000000
	Service From	Service To		Service Contract Amount	
	2024-06-15	2025-06-14		0.00	

Commodity Line Description: Project Management Support Staff: Optional Renewal Year One

Extended Description:

Project Management Support Staff: Optional Renewal Year One

Hourly Rate: \$80.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	80101600				0.000000
	Service From	Service To		Service Contract Amount	
	2024-06-15	2025-06-14		0.00	

Commodity Line Description: Lead Child Welfare Project Manager: Opt Renewal Year One

Extended Description:

Lead Child Welfare Project Manager: Optional Renewal Year One

Hourly Rate: \$205.00



January 19, 2024

West Virginia Bureau for Medical Services
350 Capitol Street
Charleston, WV 25301

To Whom it May Concern,

This is in response to a January 9, 2024, request from West Virginia Bureau for Medical Services (BMS) procurement officers asking whether Berry, Dunn, McNeil & Parker (BerryDunn) is interested in extending our master contract (CMA HHR 21*03) with the West Virginia Department of Human Services, Department of Health, and Department of Health Facilities (formerly the Department of Health and Human Resources) through renewal year one of potential three one-year renewals.

BerryDunn would be pleased to renew our contract for an additional year, from June 15, 2024, through June 14, 2025, based upon the same terms, conditions, prices (including those quoted for Year Four, Optional Renewal Year One), and specifications contained in the original contract, including all authorized change orders. We understand that BMS will continue to be our primary contact for this contract.

Thank you for the opportunity to serve the West Virginia Department of Human Services and the Bureau for Medical Services. We look forward to continuing to work with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Alfrey'.

Peter Alfrey
Principal

Cc: Jimmy Dowden, Lakendra Burdette, Nicole Becnel, Ed Daranyi

OK
Alan
Greenhouse

* Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
19	Lead Project Manager: Optional Renewal Year One				430000.00

Comm Code	Manufacturer	Specification	Model #
80101600			

Commodity Line Comments: Hourly Rate - \$215.00 *

Extended Description:

Lead Project Manager: Optional Renewal Year One
 Estimate: (1) 2000 Hours

* Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
20	Engagement Manager: Optional Renewal Year One				540000.00

Comm Code	Manufacturer	Specification	Model #
80101600			

Commodity Line Comments: Hourly Rate - \$270.00 *

Extended Description:

Engagement Manager: Optional Year One
 Estimate: (1) 2000 Hours

* Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
21	Lead MMIS Project Manager: Optional Renewal Year One				410000.00

Comm Code	Manufacturer	Specification	Model #
80101600			

Commodity Line Comments: Hourly Rate - \$205.00 *

Extended Description:

Lead MMIS Project Manager: Optional Renewal Year One
 Estimate: (1) 2000 Hours

* Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
22	General Project Manager: Optional Renewal Year One				3600000.00

Comm Code	Manufacturer	Specification	Model #
80101600			

Commodity Line Comments: Hourly Rate - \$180.00 *

Extended Description:

General Project Manager: Optional Renewal Year One
 Estimate: (10) 20000 Hours

* Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
23	Project Management Support Staff: Optional Renewal Year One				4000000.00

Comm Code	Manufacturer	Specification	Model #
80101600			

Commodity Line Comments: Hourly Rate - \$80.00 *

Extended Description:

Project Management Support Staff: Optional Renewal Year One
 Estimate: (25) 50000 Hours

* Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
24	Lead Child Welfare Project Manager: Opt Renewal Year One				410000.00

Comm Code	Manufacturer	Specification	Model #
80101600			

Commodity Line Comments: Hourly Rate - \$205.00 *

Extended Description:

Lead Child Welfare Project Manager: Optional Renewal Year One
 Estimate: (1) 2000 Hours




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

Cynthia A. Persily, Ph.D.
Cabinet Secretary

Cynthia Beane
Commissioner

DATE: February 26, 2024

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

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

RE: PF785940, CMA HHR21*03
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests approval of the above-referenced change order to renew the contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The current contract expires 06/14/2024. This is the first of three (3) optional renewal periods. There will be two (2) renewals remaining. The estimated cost of this renewal, which will have the effective date of 06/15/2024– 06/14/2025 is \$16 million dollars.

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.





THIS IS TO CERTIFY THAT

Nicole Y. Becnel

HAS BEEN FORMALLY EVALUATED FOR DEMONSTRATED EXPERIENCE, KNOWLEDGE AND PERFORMANCE IN ACHIEVING AN ORGANIZATIONAL OBJECTIVE THROUGH DEFINING AND OVERSEEING PROJECTS AND RESOURCES AND IS HEREBY BESTOWED THE GLOBAL CREDENTIAL

Project Management Professional (PMP)[®]

IN TESTIMONY WHEREOF, WE HAVE SUBSCRIBED OUR SIGNATURES UNDER THE SEAL OF THE INSTITUTE

A handwritten signature in cursive script, reading 'Laurent Picard'.

Laurent Picard, PMP | Chair, Board of Directors



A handwritten signature in cursive script, reading 'Pierre LeMarche'.

Pierre LeMarche | President & CEO

PMP[®] Number: 1553965

PMP[®] Original Grant Date: 12 November 2013

PMP[®] Expiration Date: 12 November 2024



Project Management Institute

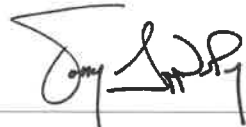
THIS IS TO CERTIFY THAT

Eduardo G. Daranyi

HAS BEEN FORMALLY EVALUATED FOR DEMONSTRATED EXPERIENCE, KNOWLEDGE AND PERFORMANCE
IN ACHIEVING AN ORGANIZATIONAL OBJECTIVE THROUGH DEFINING AND OVERSEEING PROJECTS AND
RESOURCES AND IS HEREBY BESTOWED THE GLOBAL CREDENTIAL

Project Management Professional (PMP)®

IN TESTIMONY WHEREOF, WE HAVE SUBSCRIBED OUR SIGNATURES UNDER THE SEAL OF THE INSTITUTE



Tony Appleby
Chair, Board of Directors



Sunil Prashara
President and Chief Executive Officer



PMP® Number: 516316
PMP® Original Grant Date: 11 March 2008
PMP® Expiration Date: 10 March 2024





THIS IS TO CERTIFY THAT

Emily E. McCoy

HAS BEEN FORMALLY EVALUATED FOR DEMONSTRATED EXPERIENCE, KNOWLEDGE AND PERFORMANCE IN ACHIEVING AN ORGANIZATIONAL OBJECTIVE THROUGH DEFINING AND OVERSEEING PROJECTS AND RESOURCES AND IS HEREBY BESTOWED THE GLOBAL CREDENTIAL

Project Management Professional (PMP)[®]

IN TESTIMONY WHEREOF, WE HAVE SUBSCRIBED OUR SIGNATURES UNDER THE SEAL OF THE INSTITUTE

A handwritten signature in cursive script, reading 'LuAnn Piccard'.

LuAnn Piccard, PMP | Chair, Board of Directors



A handwritten signature in cursive script, reading 'Pierre Le Manh'.

Pierre Le Manh | President & CEO

PMP[®] Number: 1870955

PMP[®] Original Grant Date: 13 November 2015

PMP[®] Expiration Date: 13 November 2024





THIS IS TO CERTIFY THAT

Lisa Roberts

HAS BEEN FORMALLY EVALUATED FOR DEMONSTRATED EXPERIENCE, KNOWLEDGE AND PERFORMANCE IN ACHIEVING AN ORGANIZATIONAL OBJECTIVE THROUGH DEFINING AND OVERSEEING PROJECTS AND RESOURCES AND IS HEREBY BESTOWED THE GLOBAL CREDENTIAL

Project Management Professional (PMP)[®]

IN TESTIMONY WHEREOF, WE HAVE SUBSCRIBED OUR SIGNATURES UNDER THE SEAL OF THE INSTITUTE

A handwritten signature in cursive script, reading 'Jennifer Tharp'.

Jennifer Tharp | Chair, Board of Directors



A handwritten signature in cursive script, reading 'Pierre Le Manh'.

Pierre Le Manh | President & CEO

PMP[®] Number: 3421965

PMP[®] Original Grant Date: 11 February 2023

PMP[®] Expiration Date: 11 February 2026






STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Allan L. McVey
Cabinet Secretary

Joshua D. Spence
Chief Technology Officer

MEMORANDUM

TO: Alicia Sodder, Administrative Services Manager 1
Department of Health and Human Resources

FROM: Joshua D. Spence, Chief Technology Officer
Office of Technology 

SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
HR001276; CRFQ HHR21*02; IS&C NUMBER: 2021-2657 EXPEDITE

DATE: May 24, 2021

West Virginia Code §5A-6-4(a)(3) permits the Chief Technology Officer to “evaluate the economic justification, system design and suitability of information equipment and related services, and review and make recommendations on the purchase, lease or acquisition of information equipment and contracts for related services by the state spending units.”

West Virginia Code §5A-6-4c requires that the Chief Technology Officer review and approve “a major information technology project.”

West Virginia Code §5A-6-5 requires that “any state spending unit that pursues an information technology purchase that does not meet the definition of a ‘major technology project’ and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Technology Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems.

After conducting a review of your request for contract award approval for Project Management Organization Services - Berry Dunn McNeil & Parker LLC - Blanket approval of six (6) years, the Office of Technology has determined:

X That your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

This memorandum constitutes this office's official review and a copy should be attached to your purchase order and any other correspondence related to this request.

If you have questions, or need additional information, please contact Consulting Services at Consulting.Services@wv.gov.

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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			
Business Purpose	5416 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - 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

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
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, February 26, 2024 — 1:48 PM

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- 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 v
- Exclusion Program v
- Location v
- Dates v

Reset 



No matches found

We couldn't find a match for your search criteria.

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Feedback

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>CH</u> Date: <u>3/4/24</u>	Agency: DoHS-BMS
Solicitation No. <u>CO# 3</u> <u>renewal</u>	Procurement Officer Submitting Requisition: Althea M. Greenhowe
	Requisition No. CMA 0511 HHR21*3
	PF No.: 785940

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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: Tara Fe