



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: 07-24-2024

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:	CMA 0511 3117 BMS2300000006 3	Procurement Folder:	1117410
Document Name:	SCHOOL BASED HEALTH SERVICES	Reason for Modification:	Change Order 02 To Renew Contract
Document Description:	SCHOOL BASED HEALTH SERVICES		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-06-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-04-30

VENDOR		DEPARTMENT CONTACT																					
Vendor Customer Code:	000000100824	Requestor Name:	Lakendra R Burdette																				
PUBLIC CONSULTING GROUP LLC 148 STATE ST 10TH FLR		Requestor Phone:	(304) 352-4319																				
BOSTON MA 02109-2510 US		Requestor Email:	lakendra.burdette@wv.gov																				
Vendor Contact Phone:	999-999-9999 Extension:																						
<b>Discount Details:</b>																							
	<table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>				Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No		
	Discount Allowed			Discount Percentage	Discount Days																		
#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

7-24-24 6C Purchasing Division's File Copy

Total Order Amount:	Open End
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CH 7/24/24  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tanya* 7/24/24  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *John S. Gray*  
 ELECTRONIC SIGNATURE ON FILE  
 7/30/2024

ENCUMBRANCE CERTIFICATION  
 DATE: *Tanya* 7-30-24  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 02 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 05/01/2024 through 04/30/2025.

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	85100000				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-08-01	2024-04-30		573750.00	

**Commodity Line Description:** Base Year One (1) Mandatory Svc 4.1.1 through 4.1.8.8

**Extended Description:**

Mandatory Services for Base Year One (1) Section 4.1.1 through 4.1.8.8, all-inclusive annual cost. Service from 9/01/2023 to 05/31/2024 (9 months)

Total Amount: \$573,750.00

Original Service Period:  
09/01/2023-05/31/2024

Change Order 1:  
08/01/2023-04/30/2024

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	85100000				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-08-01	2024-04-30		0.00	

**Commodity Line Description:** Add Svc Base Year One (1) - 1000 Hours (4.1.9-4.1.9.2)

**Extended Description:**

Additional Services Base Year One (1) Section 4.1.9-4.1.9.2 ) Service from 09/01/2023-05/31/2024 (9 months)

Per Hour Rate: \$200.00

Original Service Period:  
09/01/2023-05/31/2024

Change Order 1:  
08/01/2023-04/30/2024

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	85100000				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-06-01	2024-04-30		9785.00	

**Commodity Line Description:** Pr Yr Settlement-11 BY1 (4.1.10-4.1.10.1)

**Extended Description:**

Prior year settlement Base Year One (1). Section 4.1.10-4.1.10.1.

Total Cost: \$9,785.00

Original Service Period:  
06/01/2023-05/31/2024

Change Order 1:  
06/01/2023-04/30/2024

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	85100000				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-06-01	2023-07-31		0.00	

**Commodity Line Description:** Start Up Costs (4.1.8.9-4.1.8.10)

**Extended Description:**

Year 1 Start Up Costs Section 4.1.8.9-4.1.8.10-(3 Months)

Total Cost: \$0.00

Original Service Period:  
06/01/2023-08/31/2023

Change Order 1:  
06/01/2023-07/31/2023

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	85100000				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2024-05-01	2025-04-30		800000.00	

**Commodity Line Description:** Optional Renewal Year 1 Mandatory Svc. 4.1.1 though 4.1.8.8

**Extended Description:**

Mandatory Services for Optional Renewal Year One (1) Mandatory Requirements Section 4.1.1 through 4.1.8.8, all-inclusive annual cost. Service from 5/01/2024 to 04/30/2025

Total Amount: \$800,000.00

Change Order 2

Service Period 05/01/2024-04/30/2025

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	85100000				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2024-05-01	2025-04-30		0.00	

**Commodity Line Description:** Add Svc Optional Renewal Year 1-1000 hours (4.1.9-4.1.9.2)

**Extended Description:**

Additional Services Optional Renewal Year One (1). Section 4.1.9-4.1.9.2 (Enter Total Cost (Cost Per Hour x1000 estimated hours for bid evaluation.))  
Service from 05/01/2024-04/30/2025.

Per Hour Rate: \$210.00

Change Order 2

Service Period 05/01/2024-04/30/2025

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	85100000				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2024-05-01	2025-04-30		9785.00	

**Commodity Line Description:** Pr Yr Settlement-11 OY1 (4.1.10-4.1.10.1)

**Extended Description:**

Prior year settlement Optional Renewal Year One (1). Section 4.1.10-4.1.10.1. (Enter Total Cost (Cost Per Settlement x11 estimated settlements for bid evaluation.))  
Service from 05/01/2024-04/30/2025.

Total Amount: \$ 9,785.00

Change Order 2

Service Period: 05/01/2024-04/30/2025



Solutions that Matter

June 5, 2024

Mr. Jimmy Dowden  
State of West Virginia  
Department of Health and Human Resources  
Bureau of Medical Services  
350 Capitol Street, RM 251  
Charleston, WV 25301

RE: School Based Health Services (SBHS) Renewal – CMA BMS23\*06

Mr. Dowden,

Public Consulting Group, LLC (PCG) respectfully requests to renew contract CMA BMS23\*06 according to all terms, conditions, prices and specifications contained in the original contract and all authorized change orders. The contract (unit prices, hourly rates, annual fees, etc.) remains the same as stated in the original contract covering August 1, 2023 to April 30, 2024.

- Effective dates of renewal: May 1, 2024 – April 30, 2025
- All-inclusive annual cost for renewal period: \$800,000
- Renewals remaining: Two (2) renewals remaining

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

If you have any questions please contact Joseph Weber at (518) 375-2413. We look forward to continuing our role with the state on this engagement.

Sincerely,

Handwritten signature of William S. Mosakowski.

William S. Mosakowski  
President and CEO  
Public Consulting Group

CC: Matthew Sorrentino  
Joseph Weber  
Garrett Abrahamson  
Peter Gilles

Agree to Renew

Handwritten signature of Althea Greenhowe.

RFQ CL	Service	Estimate	Rate	Total
1	BY1 Mandatory Services	1	\$573,750.00	\$573,750.00
2	ORY1 Mandatory Services	1	\$800,000.00	\$800,000.00
3	ORY2 Mandatory Services	1	\$840,000.00	\$840,000.00
4	ORY3 Mandatory Services	1	\$885,000.00	\$885,000.00
5	BY1 Additional Services	1000	\$200.00	\$200,000.00
6	ORY1 Additional Services	1000	\$210.00	\$210,000.00
7	ORY2 Additional Services	1000	\$220.00	\$220,000.00
8	ORY3 Additional Services	1000	\$230.00	\$230,000.00
9	BY1 Pr Yr Settlements	11	\$889.55	\$9,785.00
10	OR1 Pr Yr Settlements	11	\$889.55	\$9,785.00
11	OR2 Pr Yr Settlements	11	\$889.55	\$9,785.00
12	OR3 Pr Yr Settlements	11	\$889.55	\$9,785.00
13	Start-Up Costs	1	\$0.00	\$0.00
Total:				\$3,997,890.00

Y1	\$783,535.00
Y2	\$1,019,785.00
Y3	\$1,069,785.00
Y4	\$1,124,785.00
Total	\$3,997,890.00

SFY24	\$783,535.00	(Plus 3 months of operation from the Current Contract)
SFY25	\$1,019,785.00	
SFY26	\$1,069,785.00	
SFY38	\$1,124,785.00	

Vendor

\$3,997,890.00

*OK  
Alfred Stromhouse*

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>7/24/24</u>  Solicitation No. <u>CMA BMS23*016</u>	Agency: DoHS-BMS  Procurement Officer Submitting Requisition: Althea Greenhowe  Requisition No. CRFQ BMS23*02 CMA BMS 23*06  PF No.: 1117410
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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 ( <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 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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: \_\_\_\_\_

*Margaret Husted*



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

Cynthia A. Persily, Ph.D.  
Cabinet Secretary

Cynthia Beane  
Commissioner

DATE: July 12, 2024

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

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

RE: PF1117410, CMA BMS23\*06 – Change Order 2  
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests the approval of the above-referenced change order with Public Consulting Group LLC. Change Order No. 2 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.

Currently, we are requesting the contract renewal of CMA BMS 23\*06. The service period will be 05/01/2024-04/30/2025. The change order is being processed at this time due to processing of payments, and SFY Year End cutoff activities.

Thank you for your time and consideration in this matter. If you have questions or need additional information, please feel free to contact me at 304-957-0218 or [althea.m.greenhowe@wv.gov](mailto:althea.m.greenhowe@wv.gov).

*Back to  
aga  
[Signature]*








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

Mark D. Scott  
Cabinet Secretary

Joshua D. Spence  
Chief Information Officer

**TO:** Christopher Itson, Procurement Associate  
Department of Health and Human Resources

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

**SUBJECT:** INFORMATION TECHNOLOGY PROCUREMENT  
HR004092 CRFQ BMS 23\*02 IS&C NUMBER: 2023-2183 Expedite

**DATE:** March 27, 2023

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 award CRFQ BMS 23\*02 to Public Consulting Group LLC for School Based Health Services blanket approval for renewals, 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](mailto:Consulting.Services@wv.gov).


## Keyword Search

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

Simple Search

Search Editor

Any Words 

All Words 

Exact Phrase 

e.g. 123456789, Smith Corp

"public consulting group llc" 

Entity 

Location 

Status 

Active

Inactive

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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.*

### PUBLIC CONSULTING GROUP LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	9/28/1994		9/28/1994	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	5419 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Other Professional/Scientific/Technical Services (marketing research, public opinion polling, photographic, translation & interpretation, veterinary services)		
<b>Charter County</b>		<b>Control Number</b>	0
<b>Charter State</b>	DE	<b>Excess Acres</b>	0
<b>At Will Term</b>	A	<b>Member Managed</b>	MGR
<b>At Will Term Years</b>		<b>Par Value</b>	

<b>Authorized Shares</b>	<b>Young Entrepreneur</b>	Not Specified
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<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Mailing Address</b>	148 STATE STREET BOSTON, MA, 02109 USA
<b>Notice of Process Address</b>	C. T. CORPORATION SYSTEM 1627 QUARRIER ST CHARLESTON, WV, 253112124
<b>Principal Office Address</b>	148 STATE STREET BOSTON, MA, 02109 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Manager</b>	WILLIAM S. MOSAKOWSKI 148 STATE STREET BOSTON, MA, 02109
<b>Manager</b>	STEPHEN P. SKINNER 148 STATE STREET BOSTON, MA, 02109
<b>Member</b>	Y
<b>Type</b>	<b>Name/Address</b>

<b>Name Changes</b>	
<b>Date</b>	<b>Old Name</b>
<b>2/23/2021</b>	PUBLIC CONSULTING GROUP, INC.
<b>Date</b>	<b>Old Name</b>

<b>Date</b>	<b>Amendment</b>
<b>2/23/2021</b>	NAME CHANGE: FROM PUBLIC CONSULTING GROUP, INC.
<b>Date</b>	<b>Amendment</b>

## Annual Reports

### Filed For

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### Date filed

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

Wednesday, July 24, 2024 — 9:22 AM

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