



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: 03-04-2025

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 0506 2868 EHP2500000001 3	Procurement Folder:	1407305
Document Name:	TOBACCO CESSATION QUITLINE	Reason for Modification:	Change Order 01 is to update the unit type and price CLs 8 & 9: Changing unit type and price from \$60.00 a Shipment to \$30.00 a Box. CLs 13 & 14: Changing unit type and price from \$65.00 a Shipment to \$32.50 a Box.
Document Description:	TOBACCO CESSATION QUITLINE		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-09-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000045046 RVO HEALTH LLC 1101 RED VENTURES DRIVE FORT MILL SC 29707 US Vendor Contact Phone: 7579186633 Extension:	Requestor Name: Christine L Basham Requestor Phone: (304) 356-4930 Requestor Email: christine.l.basham@wv.gov																				
Discount Details:	2025 FILE LOCATION _____																				
<table><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr><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></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
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - EPIDEMIOLOGY AND HEALTH PROMOTION 350 CAPITOL ST, RM 515 CHARLESTON WV 25301-3715 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - EPIDEMIOLOGY AND HEALTH PROMOTION 350 CAPITOL ST, RM 515 CHARLESTON WV 25301-3715 US

4/3/25 66

Purchasing Division's File Copy

Total Order Amount:

Open End

CH 4/2/25

PURCHASING DIVISION AUTHORIZATION
DATE: <i>Tanya 4/2/25</i>
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: <i>4/3/25</i>
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: <i>4-3-25</i>
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 01 is to update the unit type and price
CLs 8 & 9: Changing unit type and price from \$60.00 a Shipment to \$30.00 a Box.
CLs 13 & 14: Changing unit type and price from \$65.00 a Shipment to \$32.50 a Box.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80000000				0.000000
Service From		Service To		Service Contract Amount	
2024-10-01		2025-09-30		96000.00	

Commodity Line Description: Administrative Costs

Extended Description:

Administrative Costs - 1 Year

Yearly Fee: \$96,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81111508				0.000000
Service From		Service To		Service Contract Amount	
2024-10-01		2025-09-30		0.00	

Commodity Line Description: Intake/Eligibility Verification

Extended Description:

Intake/Eligibility Verification - Per enrolled person

Unit Price: \$30.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81111508				0.000000
Service From		Service To		Service Contract Amount	
2024-10-01		2025-09-30		0.00	

Commodity Line Description: Coaching Call #1

Extended Description:

Coaching Call #1 - Per Call

Unit Price: \$35.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	81111508				0.000000
Service From		Service To		Service Contract Amount	
2024-10-01		2025-09-30		0.00	

Commodity Line Description: Coaching Call #2

Extended Description:

Coaching Call #2 - Per Call

Unit Price: \$35.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	81111508				0.000000
Service From		Service To		Service Contract Amount	
2024-10-01		2025-09-30		0.00	

Commodity Line Description: Coaching Call #3

Extended Description:
Coaching Call #3 - Per Call

Unit Price: \$35.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	81111508				0.000000
Service From		Service To		Service Contract Amount	
2024-10-01		2025-09-30		0.00	

Commodity Line Description: Coaching Call #4

Extended Description:
Coaching Call #4 - Per Call

Unit Price: \$35.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	81111508				0.000000
Service From		Service To		Service Contract Amount	
2024-10-01		2025-09-30		0.00	

Commodity Line Description: Reactive Calls #1-4

Extended Description:
Reactive Calls #1-4 - Per Call

Unit Price: \$35.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	81111508				0.000000
Service From		Service To		Service Contract Amount	
2024-10-01		2025-09-30		0.00	

Commodity Line Description: Nicotine Gum 4mg

Extended Description:
CO_1 changed to effective date 10/01/2024

Nicotine Gum 4mg - Per Box

Unit Price: \$30.00

Nicotine Gum 4mg - Per Shipment

Unit Price: \$60.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	81111508				0.000000
Service From		Service To		Service Contract Amount	
2024-10-01		2025-09-30		0.00	

Commodity Line Description: Nicotine Gum 2mg

Extended Description:
CO_1 changed to effective date 10/01/2024

Nicotine Gum 2mg - Per Box

Unit Price: \$30.00

Nicotine Gum 2mg - Per Shipment

Unit Price: \$60.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	81111508				0.000000
Service From		Service To		Service Contract Amount	
2024-10-01		2025-09-30		0.00	

Commodity Line Description: Nicotine Patch 21mg

Extended Description:
Nicotine Patch 21mg - Per Shipment

Unit Price: \$52.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	81111508				0.000000
Service From		Service To		Service Contract Amount	
2024-10-01		2025-09-30		0.00	

Commodity Line Description: Nicotine Patch 14mg

Extended Description:
Nicotine Patch 14mg - Per Shipment

Unit Price: \$52.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	81111508				0.000000
Service From		Service To		Service Contract Amount	
2024-10-01		2025-09-30		0.00	

Commodity Line Description: Nicotine Patch 7mg

Extended Description:
Nicotine Patch 7mg - Per Shipment

Unit Price: \$52.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	81111508				0.000000
	Service From	Service To		Service Contract Amount	
	2024-10-01	2025-09-30		0.00	

Commodity Line Description: Nicotine Lozenge 4mg

Extended Description:
CO_1 changed to effective date 10/01/2024

Nicotine Lozenge 4mg - Per Box

Unit Price: \$32.50

Nicotine Lozenge 4mg - Per Shipment

Unit Price: \$65.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	81111508				0.000000
	Service From	Service To		Service Contract Amount	
	2024-10-01	2025-09-30		0.00	

Commodity Line Description: Nicotine Lozenge 2mg

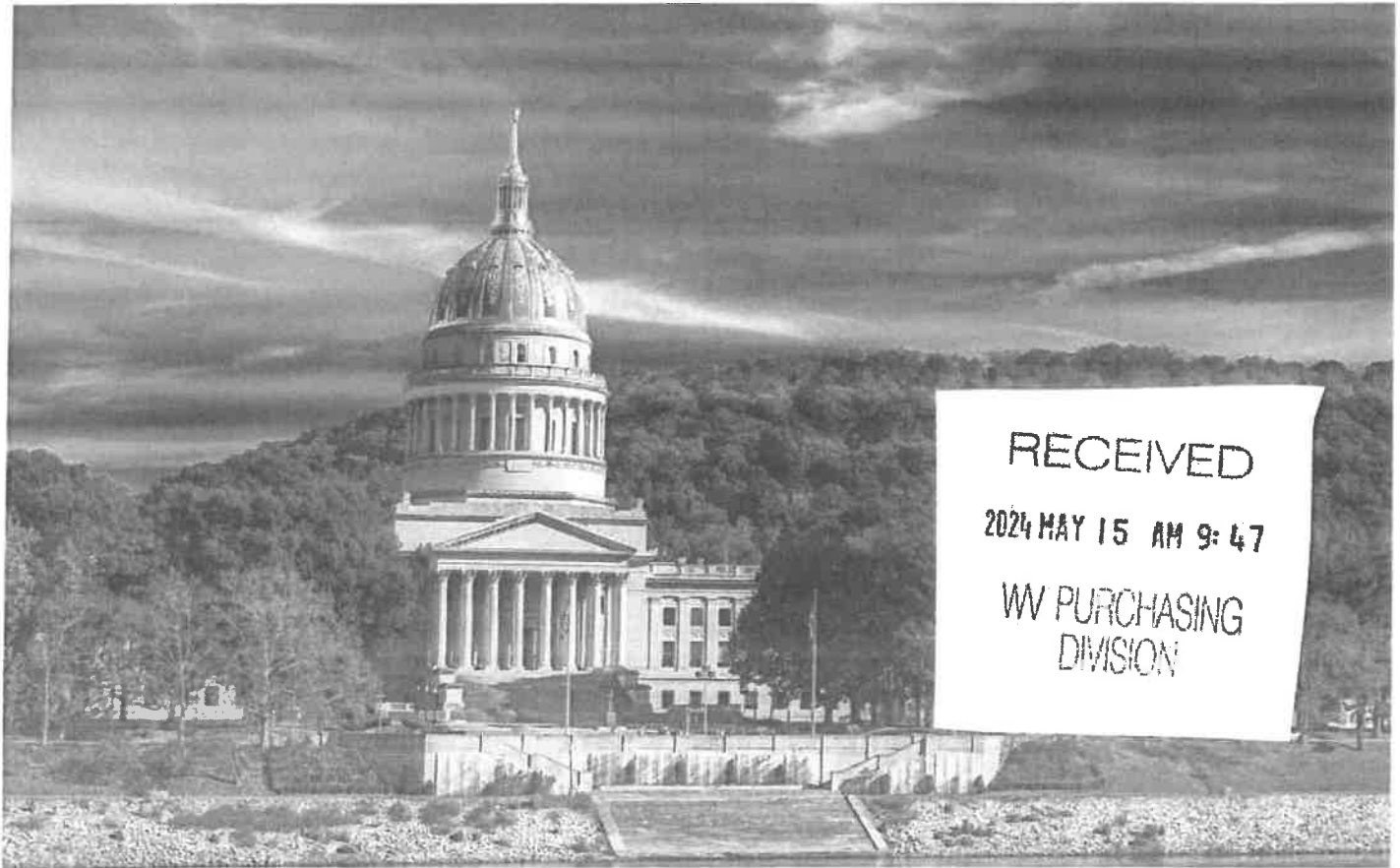
Extended Description:
CO_1 changed to effective date 10/01/2024

Nicotine Lozenge 2mg - Per Box

Unit Price: \$32.50

Nicotine Lozenge 2mg - Per Shipment

Unit Price: \$65.00



State of West Virginia

West Virginia Bureau for Public Health (BPH),
Division of Tobacco Prevention

RVO Health Response to
RFP # CRFP EHP2400000001
Tobacco Cessation Quitline

RFP Cost Bid Response
Cost Proposal

Date
May 16, 2024

Contact
Nick Fradkin
Director, Public Health Strategy
RVO Health, LLC
nfradkin@rvohealth.com

Appendix A: Cost Sheet

Appendix: A Tobacco Cessation Quitline Services

Item	Description	Unit of Measure	*Estimated Volume	Pricing of Service	Total
	Service				
1	Administrative Costs	Yearly Fee	1 year	\$96,000.00	\$96,000.00
Coaching/Reactive Calls					
2	Intake/Eligibility Verification	Per enrolled person	5,000	\$30.00	\$150,000.00
3	Coaching Call #1	Per Call	5,000	\$35.00	\$175,000.00
4	Coaching Call #2	Per Call	4,750	\$35.00	\$166,250.00
5	Coaching Call #3	Per Call	4,500	\$35.00	\$157,500.00
6	Coaching Call #4	Per Call	4,000	\$35.00	\$140,000.00
7	Reactive Calls #1-4	Per Call	2,000	\$35.00	\$70,000.00
Nicotine Replacement Therapy (4 week supply)					
8	Nicotine Gum 4mg	Per Shipment	1,900	\$60.00	\$114,000.00
9	Nicotine Gum 2mg	Per Shipment	1,900	\$60.00	\$114,000.00
10	Nicotine Patch 21mg	Per Shipment	2,500	\$52.00	\$130,000.00
11	Nicotine Patch 14mg	Per Shipment	2,500	\$52.00	\$130,000.00
12	Nicotine Patch 7mg	Per Shipment	2,500	\$52.00	\$130,000.00
13	Nicotine Lozenge 4mg	Per Shipment	1,900	\$65.00	\$123,500.00
14	Nicotine Lozenge 2mg	Per Shipment	1,900	\$65.00	\$123,000.00
TOTAL COST					\$1,819,250.00

*The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated volumes are for bid purposes only. No future use of the Contract or any individual item is guaranteed or implied.

Attachment 5 - Billing Schedule Template

West Virginia Division of Tobacco Prevention
West Virginia Tobacco Quitline (Contract # EHP2400000001)
Year 1 Billing Schedule

Line Item	Rate	Budget Total	July Units Amount	August Units Amount	September Units Amount	October Units Amount	November Units Amount	December Units Amount
Registrations	\$25.00	\$125,000.00						
Completed Coaching Sessions	\$31.00	\$627,750.00						
NRT gum: 4-week supply	\$60.00	\$228,000.00						
NRT lozenge: 4-week supply	\$72.00	\$273,600.00						
NRT patch: 4-week supply	\$53.00	\$397,500.00						
Standard Total		\$1,651,850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administration	\$96,000.00	\$96,000.00						
Additional Billing Total		\$96,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Adjustment Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total		\$1,747,850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Copy &
page from
Technical
Proposal.
TJL



State of West Virginia

West Virginia Bureau for Public Health (BPH),
Division of Tobacco Prevention

RVO Health Response to
RFP # CRFP EHP2400000001
Tobacco Cessation Quitline

Cost Proposal

Date
May 16, 2024

Contact
Nick Fradkin
Director, Public Health Strategy
RVO Health, LLC
nfradkin@rvohealth.com

Appendix A: Cost Sheet

Appendix: A Tobacco Cessation Quitline Services

Item	Description	Unit of Measure	*Estimated Volume	Pricing of Service	Total
	Service				
1	Administrative Costs	Yearly Fee	1 year	\$96,000.00	\$96,000.00
Coaching/Reactive Calls					
2	Intake/Eligibility Verification	Per enrolled person	5,000	\$30.00	\$150,000.00
3	Coaching Call #1	Per Call	5,000	\$35.00	\$175,000.00
4	Coaching Call #2	Per Call	4,750	\$35.00	\$166,250.00
5	Coaching Call #3	Per Call	4,500	\$35.00	\$157,500.00
6	Coaching Call #4	Per Call	4,000	\$35.00	\$140,000.00
7	Reactive Calls #1-4	Per Call	2,000	\$35.00	\$70,000.00
Nicotine Replacement Therapy (4-week supply)					
8	Nicotine Gum 4mg	Per Box	3,800	\$30.00	\$114,000.00
9	Nicotine Gum 2mg	Per Box	3,800	\$30.00	\$114,000.00
10	Nicotine Patch 21mg	Per 4-week Shipment	2,500	\$52.00	\$130,000.00
11	Nicotine Patch 14mg	Per 4-week Shipment	2,500	\$52.00	\$130,000.00
12	Nicotine Patch 7mg	Per 4-week Shipment	2,500	\$52.00	\$130,000.00
13	Nicotine Lozenge 4mg	Per Box	3,800	\$32.50	\$123,500.00
14	Nicotine Lozenge 2mg	Per Box	3,800	\$32.50	\$123,000.00
TOTAL COST					\$1,819,250.00

*The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated volumes are for bid purposes only. No future use of the Contract or any individual item is guaranteed or implied.

West Virginia Division of Tobacco Prevention
West Virginia Tobacco Quitline (Contract # EHP2
Year 1 Billing Schedule

Line Item	January		February		March		April		May		June		Actuals Total	Budget Remaining
	Units	Amount	Units	Amount	Units	Amount	Units	Amount	Units	Amount	Units	Amount		
Registrations													\$0.00	\$125,000.00
Completed Coaching Sessions													\$0.00	\$627,750.00
NRT gum: 4-week supply													\$0.00	\$228,000.00
NRT lozenge: 4-week supply													\$0.00	\$273,600.00
NRT patch: 4-week supply													\$0.00	\$397,500.00
Standard Total		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$1,651,850.00
Administration													\$0.00	\$96,000.00
Additional Billing Total		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$96,000.00
Adjustment Total		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Grand Total		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$1,747,850.00

Justification for Difference in Unit Measure: Box v. Shipment

To align NRT (Nicotine Replacement Therapy) dosing with clinical recommendations and North American Quitline Consortium best practices, RVO Health maintains different fulfillment processes for long-acting (patch) and short-acting (gum and lozenge) NRT.

In order to provide a clear rationale for the difference in unit measures between boxes and shipments for NRT (Nicotine Replacement Therapy), we would like to explain our approach.

For NRT patches, we bill per shipment rather than per box. This decision is based on our inventory management and the availability of NRT. As participants who are eligible for a 4-week shipment of patches may receive either 2 boxes (totaling 28 patches) or 1 box (containing 28 patches), it is more accurate and consistent to bill per shipment.

We bill gum and lozenges per box to align with clinical recommendations on dosing for combination NRT therapy. For instance, if a participant is eligible for an 8 week, split shipment of NRT, they would get a 4 week supply of patches along with 3 boxes of gum in their first shipment and the second shipment would contain a 4 week supply of patches with 1 box of gum with the clinical guidance of the participant needing less NRT gum during the second month of quitting nicotine and tobacco use.

From: Bowles, Michele L <michele.l.bowles@wv.gov>
Sent: Monday, February 24, 2025 11:15 AM
To: Christine L Basham; Jodie F Miller
Cc: James F Kerrigan
Subject: Fwd: cost sheet change order document

Hi Christy,

I received a response from RVO Health regarding an explanation for how the cost sheet change order request will impact the costs (if there will be an increase, decrease, or remain the same). FYI - there will be no change in the cost. See below and let me know if you have any questions. Thanks!

Michele

----- Forwarded message -----

From: Margaret Clemens <mclemens@rvohealth.com>
Date: Mon, Feb 24, 2025 at 10:59 AM
Subject: Re: cost sheet change order document
To: Bowles, Michele L <michele.l.bowles@wv.gov>

Hi Michele,

Here is our response to the cost sheet justification Christy required:

To confirm, the proposed adjustments to the cost sheet will NOT have any change to the overall cost of the contract if maintaining a 4 week supply of NRT to eligible participants. When making the changes to the unit of measure, we adjusted the estimated volume, pricing of service, and totals to accommodate the per box pricing rather than the original per shipment pricing.

It is important to note though that the estimated volume and total costs were calculated based on enrollment and previous use estimates provided by the state/ previous vendor prior to the RFP. Since enrollment to RVOH's quitline services has begun, it has become clear that these estimates from the previous vendor are significantly inflated and therefore the total cost of the contract will be exponentially lower than the \$1,819,250.00 originally estimated. For the sake of the cost sheet change, however, we utilized the same participant estimates as used in the RFP so again, the modifications will NOT change the overall cost of the contract as such. Therefore, the cost breakdown would be as follows:

Appendix A: Cost Sheet

Appendix: A Tobacco Cessation Quitline Services

Item	Description	Unit of Measure	*Estimated Volume	Pricing of Service	Total
	Service				
1	Administrative Costs	Yearly Fee	1 year	\$96,000.00	\$96,000.00
Coaching/Reactive Calls					
2	Intake/Eligibility Verification	Per enrolled person	5,000	\$30.00	\$150,000.00
3	Coaching Call #1	Per Call	5,000	\$35.00	\$175,000.00
4	Coaching Call #2	Per Call	4,750	\$35.00	\$166,250.00
5	Coaching Call #3	Per Call	4,500	\$35.00	\$157,500.00
6	Coaching Call #4	Per Call	4,000	\$35.00	\$140,000.00
7	Reactive Calls #1-4	Per Call	2,000	\$35.00	\$70,000.00
Nicotine Replacement Therapy (4-week supply)					
8	Nicotine Gum 4mg	Per Box	3,800	\$30.00	\$114,000.00
9	Nicotine Gum 2mg	Per Box	3,800	\$30.00	\$114,000.00
10	Nicotine Patch 21mg	Per 4-week Shipment	2,500	\$52.00	\$130,000.00
11	Nicotine Patch 14mg	Per 4-week Shipment	2,500	\$52.00	\$130,000.00
12	Nicotine Patch 7mg	Per 4-week Shipment	2,500	\$52.00	\$130,000.00
13	Nicotine Lozenge 4mg	Per Box	3,800	\$32.50	\$123,500.00
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TOTAL COST					\$1,819,250.00

*The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated volumes are for bid purposes only. No future use of the Contract or any individual item is guaranteed or implied.

Best Wishes,

Maggie

Maggie Clemens (she/her)

Client Services Manager

State Quit Services

mclemens@rvohealth.com



Time Zone: EST

From: Bowles, Michele L <michele.l.bowles@wv.gov>
Date: Wednesday, February 19, 2025 at 12:14 PM
To: Margaret Clemens <mclemens@rvohealth.com>
Subject: cost sheet change order document

EXTERNAL: SCRUTINIZE SENDER

Michele Bowles

Tobacco Cessation Coordinator

Division of Tobacco Prevention

Bureau of Public Health

Office of Community Health Systems & Health Promotions

West Virginia Department of Health

350 Capitol St, Room 514

Charleston WV 25301

P: 304-352-6007 | dhhr.wv.gov

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STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
BUREAU FOR PUBLIC HEALTH
Commissioner's Office

Sherri A. Young, DO, MBA, FAAFP
Cabinet Secretary

Justin J. Davis
Interim Commissioner

MEMORANDUM

DATE: December 20, 2024
TO: Laura Rader, BPH Purchasing
FROM: Michele Bowles, Tobacco Cessation Coordinator
RE: **WV Tobacco Quitline Change Order Justification**

This memo is to request and provide justification for a Change Order that applies to the Cost Sheet for the WV Tobacco Quitline vendor contract with RVO Health.

The Cost Sheet provided in the Request for Proposals limited the ability for applicants to make edits to the shipping and unit options for Nicotine Replacement Therapy (NRT). To align NRT dosing with clinical recommendations and North American Quitline Consortium best practices, RVO Health maintains different fulfillment processes for long-acting (patch) and short-acting (gum and lozenge) NRT. These processes could not be reflected on the Cost Sheet.

NRT patches are billed per shipment rather than per box. This decision is based on inventory management and the availability of NRT. As participants who are eligible for a 4-week shipment of patches may receive either 2 boxes (totaling 28 patches) or 1 box (containing 28 patches), it is more accurate and consistent to bill per shipment.

Gum and lozenges are billed per box to align with clinical recommendations on dosing for combination NRT therapy. For instance, if a participant is eligible for an 8 week, split shipment of NRT, they would get a 4 week supply of patches along with 3 boxes of gum in their first shipment and the second shipment would contain a 4 week supply of patches with 1 box of gum with the clinical guidance of the participant needing less NRT gum during the second month of quitting nicotine and tobacco use.

DTP is requesting a change order using the revised Cost Sheet attached to this memo. Please reach out should further clarification be needed.



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Sent: Monday, February 24, 2025 11:15 AM
To: Christine L Basham; Jodie F Miller
Cc: James F Kerrigan
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It is important to note though that the estimated volume and total costs were calculated based on enrollment and previous use estimates provided by the state/ previous vendor prior to the RFP. Since enrollment to RVOH's quitline services has begun, it has become clear that these estimates from the previous vendor are significantly inflated and therefore the total cost of the contract will be exponentially lower than the \$1,819,250.00 originally estimated. For the sake of the cost sheet change, however, we utilized the same participant estimates as used in the RFP so again, the modifications will NOT change the overall cost of the contract as such. Therefore, the cost breakdown would be as follows:

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Appendix: A Tobacco Cessation Quitline Services

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11	Nicotine Patch 14mg	Per 4-week Shipment	2,500	\$52.00	\$130,000.00
12	Nicotine Patch 7mg	Per 4-week Shipment	2,500	\$52.00	\$130,000.00
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Best Wishes,

Maggie

Maggie Clemens (she/her)

Client Services Manager

State Quit Services

mclemens@rvohealth.com



Time Zone: EST

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To: Margaret Clemens <mclemens@rvohealth.com>
Subject: cost sheet change order document

EXTERNAL: SCRUTINIZE SENDER

Michele Bowles

Tobacco Cessation Coordinator

Division of Tobacco Prevention

Bureau of Public Health

Office of Community Health Systems & Health Promotions

West Virginia Department of Health

350 Capitol St, Room 514

Charleston WV 25301

P: 304-352-6007 | dhhr.wv.gov

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Hustead, Crystal G <crystal.g.hustead@wv.gov>

Fwd: CMA EHP25*01 CO 1

1 message

Hustead, Crystal G <crystal.g.hustead@wv.gov>

Mon, Mar 24, 2025 at 1:57 PM

To: Tara L Lyle <tara.l.lyle@wv.gov>

DHHR responded below regarding the CO to modify the pricing structure

----- Forwarded message -----

From: **White, Heather M** <heather.m.white@wv.gov>

Date: Mon, Mar 24, 2025 at 1:41 PM

Subject: Re: CMA EHP25*01 CO 1

To: Hustead, Crystal G <crystal.g.hustead@wv.gov>

Cc: Bryan D Rosen <bryan.d.rosen@wv.gov>, Robert L Price <robert.l.price@wv.gov>, Althea M Greenhowe <althea.m.greenhowe@wv.gov>, Kimberlie K Debolt <kimberlie.k.debolt@wv.gov>

According to the agencies that work with this contract, no invoices have been finalized against the CMA yet.

On Mon, Mar 24, 2025 at 12:02 PM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:

Please have the department respond to the below questions regarding the change order for changing unit type and price from shipment to box:

Have they received shipments under the model that was bid?

Also, the concern is that there may have been vendors who didn't respond because of the way the pricing was set up when it was advertised. Modifying now may look bad.

Crystal Hustead

Senior Buyer, Purchasing Division

304-558-2402 • Crystal.G.Hustead@wv.gov



Discussed w/
Frank - okay
to approve
TH

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

CMA EHP2500000001 CO_1 RVO

The Accompanying Request has been reviewed and approved by the following:


Agency Head

2/26/25
Date


Cabinet Secretary/Department Head

6 MAR 25
Date


Governor's Office Representative

3/7/2025
Date

RECEIVED

FEB 26 2025

COMMISSIONER'S OFFICE

AMA, ACT & APO TRACKING FORM
WV Department of Health

Date	Type of Document	Number	Amount	Vendor	Description	Notes
03.06.25	Change Order only to existing CMA	EHP25*01	Previously Approved Contract \$1,819,250.00 (contract amount remains the same)	RVO Health LLC	Tobacco Cessation Quitline Services	The change order allows the ability for applicants to make edits to shipping and unit options for Nicotine Replacement Therapy

- ☐ Any Words ⓘ
- ☐ All Words ⓘ
- ☐ Exact Phrase ⓘ

e.g. 123456789, Smith Corp

Classification



Excluded Individual



Excluded Entity



Entity Name

RVO Health LLC



Unique Entity ID

e.g. HTYR9YJHK65L

CAGE / NCAGE

Federal Organizations



Exclusion Type



Exclusion Program



Location



Dates



Reset



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Business Organization Detail

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CONSUMER WELLNESS SOLUTIONS, LLC

see Attached

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	10/18/2013		10/18/2013	Foreign	Profit			

Organization Information			
Business Purpose	6219 - Health Care and Social Assistance - Ambulatory Health Care Services - Other Ambulatory Health Care Services (ambulance services, blood & organ banks)		Capital Stock
Charter County		Control Number	9A2QL
Charter State	DE	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	5098 WEST WASHINGTON STREET CHARLESTON, WV, 25313
Mailing Address	1101 RED VENTURES DR FORT MILL, SC, 29707 USA
Notice of Process Address	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
Principal Office Address	1101 RED VENTURES DR FORT MILL, SC, 29707 USA
Type	Address

Officers	
Type	Name/Address
Member	RVO HEALTH LLC 1101 RED VENTURES DR FORT MILL, SC, 29707
Type	Name/Address

Name Changes	
Date	Old Name
3/30/2023	CONSUMER WELLNESS SOLUTIONS, INC.
12/29/2017	ALERE WELLBEING, INC.
Date	Old Name

Date	Amendment
3/30/2023	NAME CHANGE: FROM CONSUMER WELLNESS SOLUTIONS, INC.
12/29/2017	NAME CHANGE: FROM ALERE WELLBEING, INC.
Date	Amendment

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

Monday, March 10, 2025 — 9:54 AM

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Vendor/Customer

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ VS0000045046	RVO HEALTH LLC	CONSUMER WELLNESS SOLUTIONS LLC	Active	Inactive	

From 1 to 1 of 1 First Prev Next Last Attachments

Save Undo Delete Insert Copy Paste Search

▼ General Info

Vendor/Customer : VS0000045046	Restrict Use by Department :
Legal Name : RVO HEALTH LLC	Miscellaneous Account :
Alias/DBA : CONSUMER WELLNESS SC	Internal Account :
Vendor Active Status : Active	Third Party Only :
Vendor Approval Status : Complete	Third Party Vendor :
Customer Active Status : Inactive	Third Party Customer :
Customer Approval Status : Incomplete	Inventory Customer :
Location Name :	Healthcare Provider :
First Name :	Never Archive :
Middle Name :	Restrict VSS Access : No
Last Name :	Discontinue - No New Business :
Company Name : RVO HEALTH LLC	Prevent MA Reference :
Previous Name :	PunchOut Enabled :
Previous Street :	Re-PunchOut Enabled :
Previous City :	Electronic Order Enabled :
Previous State/Province :	W-9 Received :
Previous Country :	W-9 Received Date : 02/06/2025
	W-8 Received :
	W-8 Received Date :
	Accepts Credit Cards :
	Active From : 02/13/2024
	Active To :
	Last Usage Date : 02/12/2025
	Department : 0212
	Unit :

▼ Headquarters

Headquarters Account : Yes	Web Address http:// :
Headquarters Account Code : VS0000045046	Catalog DUNS :
Headquarters Account Legal Name : RVO HEALTH LLC	Catalog Extended DUNS :
Franchise Account :	Catalog Unique Entity Identifier :
	Taxpayer ID Number : *****0490
	Taxpayer ID Number Type : EIN

▼ Organization

Organization Type : Company	1099 Indicator : Yes
1099 Classification : Partnership	1042-S Indicator :
Foreign Ownership Interest :	Taxpayer ID Number : 881570490
1042-S Ch. 3 Recipient Code :	Taxpayer ID Number Type : EIN
1042-S Ch. 4 Status Code :	Detailed TIN Type :
Number of Employees :	Foreign Tax ID :
Merchant ID :	GIIN :
Sex :	1042-S Recipient Account Number :
Date of Birth :	W-8 Form :
Marital Status :	Tax Profile :
Annual Income :	Tax Profile Name :
IRS Country of Residence :	EBIC Number :
IRS Country Sub Code :	IAEC Number :
Contract Withholding Exempt :	Web Address http:// :
National Provider ID :	Employee ID :
Assigning Authority :	Employee Status :
CAGE Code :	Supplier Shared Secret :
Permanent Staffed Office in State :	

► Disbursement Options

► Prenote/EFT

► Remittance Advice

► Vendor Terms

► Accounts Receivable

► eMALL

► Location Information

► Fee and Vendor Compliance Holds

Fee Exempt :

Tax Clearance :
Unemployment Insurance :

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Huskead</u> Date: <u>4/2/25</u> Solicitation No. <u>CMA EHP25*01</u>	Agency: DH/BPH/OCHSHP Procurement Officer Submitting Requisition: CHRISTINE BASHAM Requisition No. CMA EHP2500000001 CO_1 PF No.: 1407305
--	--

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"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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:


13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	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: _____



REFERENCE:

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 EOI's. 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.**