



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: 03-03-2025

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:	CDO 0511 2582 HHR1700000021 9	Change Order No:	Procurement Folder:	337031
Document Name:	BHS Payment Rate Analysis Project		Reason for Modification: Change Order 2 is issued to cancel the balance per the attached documentation.	
Document Description:	BHS Payment Rate Analysis Project			
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 BMS1500000003 9	
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000100150 BERRY DUNN MCNEIL & PARKER LLC 2211 CONGRESS ST PORTLAND ME 04102 US Vendor Contact Phone: 2075412200 Extension: Discount Details: <table><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>30</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	30	#2	No			#3	No			#4	No			Requestor Name: Lakendra R Burdette Requestor Phone: 304-352-4319 Requestor Email: lakendra.burdette@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	30																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Total Order Amount: \$146,625.00

Purchasing Division's File Copy

CH 3/5/25
PURCHASING DIVISION AUTHORIZATION
DATE: *T. Waff* 3/5/25
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *Edy R* 3-11-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 2 to cancel the balance on the delivery order from \$301,875.00 to \$146,625.00 per attached document.

Original Contract Total: \$301,875.00

Change Order No. 2 cancellation: (\$155,250.00)

New Contract Total: \$146,625.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	5.50000	HOUR	\$220.0000	\$1,210.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2017-06-01	2018-06-30				

Commodity Line Description: BHS Rate Analysis Line 11 Lead Project Man. -Becnel

Extended Description:

Item 11 of the Master Agreement Year Three - Lead Project Manager

Becnel - 75 hours

Change Order 2

Actual hours used 5.5 @ \$220 = \$1,210.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	50.50000	HOUR	\$275.0000	\$13,887.50
Service From	Service To	Manufacturer	Model No	Delivery Date	
2017-06-01	2018-06-30				

Commodity Line Description: BHS Rate Analysis Line 12 Engagement Manager Daranyl

Extended Description:

Item 12 of Master Agreement Year Three - Engagement Manager

Daranyl - 75 hours

Change Order 2

Actual hours used 50.5 @ \$275 = \$13,887.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	577.50000	HOUR	\$175.0000	\$101,062.50
Service From	Service To	Manufacturer	Model No	Delivery Date	
2017-06-01	2018-06-30				

Commodity Line Description: BHS Rate Analysis Line 13 General Proj. Mang. multiple

Extended Description:

Line 13 of the Master Agreement Year Three - General Project Managers:

Wiley - 60 hours Ball - 100 hours
McFadden - 350 hours Taylor - 70 hours
Whitney - 450 hours Brown - 20 hours

Change Order 2

Actual hours used 577.5 @ \$175 = \$101,062.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	338.50000	HOUR	\$90.0000	\$30,465.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2017-06-01	2018-06-30				

Commodity Line Description: BHS Rate Analysis Line 14 Support Staff - multiple

Extended Description:
Line 14 of the Master Agreement Year Three - Support Staff

Steury - 375 hours
Abbott - 235 hours
Letourneau - 250 hours
Phillips - 40 hours

Change Order 2


Actual hours used 338.50000 @ \$90 = \$30,465.00



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

Alex J. Mayer
Cabinet Secretary

Cynthia Beane, MSW, LCSW
Commissioner

DATE: February 27, 2025
TO: Ed Daranyi
Berry Dunn McNeil & Parker LLC
FROM: Lakendra Burdette 
Procurement Specialist
RE: Balance closure of CDO HHR17*21

Please be advised that there is a remaining balance on CDO HHR17*21, for Berry Dunn McNeil & Parker. This delivery order expired on 06/30/2018. If you agree that all work has been invoiced, and that the remaining balance of \$155,250.00 exists, please sign and date in the space provided below and return it to my attention. If you dispute this amount, please contact me at (304) 352-4319 or Lakendra.burdette@wv.gov. If no response is received by March 29, 2025, the Bureau for Medical Services (BMS) will proceed with cancellation of the remaining balance.

Thank you for your time and consideration in this matter.

Signature:


Eduardo

Digitally signed by

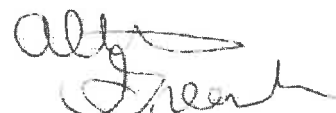
Eduardo G. Daranyi

G. Daranyi

Date: 2025.02.28

15:17:53 -05'00'

Date:

OK






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

Alex J. Mayer
Cabinet Secretary

Cynthia Beane, MSW, LCSW
Commissioner

DATE: August 20, 2024

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

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

RE: PF337031, CDO HHR17*21 – Change Order 2
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests the cancellation of the unused balance of \$ 155,250.00 on the above referenced CDO with Berry, Dunn, McNeil & Parker LLC. The vendor has concluded that all invoices have been paid. The vendor was able to perform all required services at a lesser cost than was originally budgeted and approved. BMS is requesting cancellation of the remaining balance to roll back dollars for future budgeting use.

Please feel free to contact me if additional documentation or details are needed. I can be reached at 304-352-3923 or althea.m.greenhowe@wv.gov . Thank you for your time and consideration in this matter.



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

e.g. 123456789, Smith Corp

"BERRY DUNN MCNEIL & PARKER LLC"

×

Classification



Excluded Individual



Excluded Entity



Federal Organizations



Exclusion Type



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

Exclusion Program



Location



Dates



Reset



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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.

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	5511 - Management of Companies and Enterprises - Management of Companies and Enterprises - Management of Companies and Enterprises Including Offices of Bank Holding Companies and Other Holding Companies		Capital Stock
Charter County	Kanawha	Control Number	0
Charter State	ME	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years	Par Value		
Authorized Shares	Young Entrepreneur	Not Specified	

Addresses	
Type	Address
Designated Office Address	209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Mailing Address	2211 CONGRESS STREET PORTLAND, ME, 04102 USA
Notice of Process Address	Corporation Service Company 808 Greenbrier Street Charleston, WV, 25311
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	SETH E. WEBBER 2211 CONGRESS STREET PORTLAND, ME, 04102
Member	KATHY PARKER, C.P.A. 2211 CONGRESS STREET PORTLAND, ME, 04102
Member	SARAH BELLIVEAU, C.P.A. 2211 CONGRESS STREET PORTLAND, ME, 04102
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
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	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017	
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2014	
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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, March 3, 2025 — 9:26 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>3/5/25</u> Solicitation No. <u>CDO HHR 17*21</u>	Agency: DoHS-BMS <hr/> Procurement Officer Submitting Requisition: Althea Greenhowe <hr/> Requisition No. CDO HHR17*21 <hr/> PF No.: 337031
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 Hustead