



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: 04-08-2025

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 0511 2657 HHR2100000003 6	Procurement Folder:	785940
Document Name:	PROJECT MANAGEMENT SERVICES	Reason for Modification:	Change Order 04 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:	2026-06-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000100150 BERRY DUNN MCNEIL & PARKER LLC 2211 CONGRESS ST PORTLAND ME 04102 US Vendor Contact Phone: 6813138905 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>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			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	0																		
#2	No																				
#3	No																				
#4	No																				

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

4/10/25 6 L

Purchasing Division's File Copy

Total Order Amount:

Open End

CA 4/10/25

PURCHASING DIVISION AUTHORIZATION
DATE: Tarabfi 4/10/25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: [Signature]
ELECTRONIC SIGNATURE ON FILE

4/17/2025

ENCUMBRANCE CERTIFICATION
DATE: [Signature] 4-17-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 04 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 06/15/2025 through 06/14/2026.

Renewal Years Remaining: 1

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

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	80101600				0.000000
Service From		Service To		Service Contract Amount	
2025-06-15		2026-06-14		0.00	

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

Extended Description:
Lead Project Manager: Optional Renewal Year Two

Hourly Rate: \$215.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	80101600				0.000000
	Service From	Service To		Service Contract Amount	
	2025-06-15	2026-06-14		0.00	

Commodity Line Description: Engagement Manager: Optional Renewal Year Two

Extended Description:

Engagement Manager: Optional Year Two

Hourly Rate: \$270.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	80101600				0.000000
	Service From	Service To		Service Contract Amount	
	2025-06-15	2026-06-14		0.00	

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

Extended Description:

Lead MMIS Project Manager: Optional Renewal Year Two

Hourly Rate: \$205.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	80101600				0.000000
	Service From	Service To		Service Contract Amount	
	2025-06-15	2026-06-14		0.00	

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

Extended Description:

General Project Manager: Optional Renewal Year Two

Hourly Rate: \$190.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	80101600				0.000000
	Service From	Service To		Service Contract Amount	
	2025-06-15	2026-06-14		0.00	

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

Extended Description:

Project Management Support Staff: Optional Renewal Year Two

Hourly Rate: \$80.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	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 Two

Extended Description:

Lead Child Welfare Project Manager: Optional Renewal Year Two

Hourly Rate: \$205.00



January 31, 2025

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

To Whom it May Concern:

This is in response to a January 22, 2025, request from the West Virginia Bureau for Medical Services asking whether Berry, Dunn, McNeil & Parker, LLC (BerryDunn) is interested in extending its master contract (CMA HHR 21*03) through renewal year two of the three potential one-year contract renewals.

BerryDunn is pleased to extend our contract for an additional year (with one remaining renewal), from June 15, 2025, through June 14, 2026, based on the terms, condition prices, and specifications contained in the original contract, including all authorized change orders. We understand that the West Virginia Bureau for Medical Services will continue to be our primary contact for this contract.

Thank you for the opportunity to serve the State of West Virginia. 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

Agree to renew.

A handwritten signature in black ink, appearing to read 'Asher Greenhouse'.

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

Comm Code	Manufacturer	Specification	Model #
80101600			

Commodity Line Comments: Hourly Rate - \$215.00 *

Extended Description:

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

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

Comm Code	Manufacturer	Specification	Model #
80101600			

Commodity Line Comments: Hourly Rate - \$270.00 *

Extended Description:

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

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

Comm Code	Manufacturer	Specification	Model #
80101600			

Commodity Line Comments: Hourly Rate - \$205.00 *

Extended Description:

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

Ok

Robert R. Shaw

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
28	General Project Manager: Optional Renewal Year Two				3800000.00

Comm Code	Manufacturer	Specification	Model #
80101600			

Commodity Line Comments: Hourly Rate - \$190.00 *

Extended Description:

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

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

Comm Code	Manufacturer	Specification	Model #
80101600			

Commodity Line Comments: Hourly Rate - \$80.00 *

Extended Description:

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
30	Lead Child Welfare Project Manager: Opt Renewal Year Two				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 Two
Estimate: (1) 2000 Hours



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

Alex J. Mayer
Cabinet Secretary

Cynthia Beane
Commissioner

DATE: April 8, 2025

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

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

RE: PF785940, CMA HHR21*03 - Change Order 4
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully request 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 06/14/2025. This is the second of three (3) optional renewal periods. There will be one (1) renewal remaining. The estimated cost of this renewal, which will have an effective date of 06/15/2025- 06/14/2026, is \$29 million dollars.

Please feel free to contact me if additional documentation or details are needed. I can be reached by phone at 304-352-3924 or by email at althea.m.greenhowe@wv.gov. Thank you for your time and consideration in this matter.






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


Alex J. Mayer
Cabinet Secretary

Cynthia Beane, MSW, LCSW
Commissioner

MEMORANDUM

DATE: February 7, 2025

TO: Alex J. Mayer 
Cabinet Secretary

FROM: Cynthia Beane, MSW, LCSW 
Commissioner

RE: PF785940, CMA HHR21*03 - Change Order 4
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully request approval of the above-referenced change order to renew the Project Management Services contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The current contract expires June 14, 2025. This is the second of three (3) optional renewal periods. There will be one (1) renewal remaining. The estimated cost of this renewal, which will have an effective date of June 15, 2025 – June 14, 2026, is \$29 million dollars.

Please feel free to contact me if additional documentation or details are needed. I can be reached by phone at 304-352-4212 or by email at cynthia.e.beane@wv.gov. Thank you for your time and consideration in this matter.



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


MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey 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.

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


Agency Head

2/7/25
Date


Cabinet Secretary/Department Head

3/6/25
Date

Governor's Office Representative

Date




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.

 An official website of the United States government [Here's how you know](#)

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Mar 8, 2025



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Mar 18, 2025



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Search

All Words e.g. 1606N020Q02




Filter By

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

"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

Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

No matches found

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

Please try another search or go back to previous results.

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Feedback

Our Website

- About This Site
- Our Community
- Release Notes
- System Alerts
- Policies
- Terms of Use
- Privacy Policy
- Restricted Data Use
- Freedom of Information Act
- Accessibility

Our Partners

- Acquisition.gov
- USASpending.gov
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- More Partners
- Customer Service
- Help
- Check Entity Status
- Federal Service Desk
- External Resources
- Contact



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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	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
Notice of Process Address	URA SERVICES, INC. 5098 WASHINGTON STREET W. SUITE 407 CHARLESTON, WV, 25313
Principal Office Address	2211 CONGRESS STREET PORTLAND, ME, 04102
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	
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2020	
2019	
2018	
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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.

Tuesday, April 8, 2025 — 10:28 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>4/10/25</u> Solicitation No. <u>CMA HHR21*03</u>	Agency: DoHS-BMS Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CMA HHR 21*03 PF No.: 785940
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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 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 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 Husted