



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: 04-03-2025

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:	CMA 0511 2518 HHR2400000005 2	Procurement Folder:	1429774
Document Name:	CERTIFIED PUBLIC ACCOUNTANTS FOR LTC REPORT EXAMINATIONS	Reason for Modification:	
Document Description:	CERTIFIED PUBLIC ACCOUNTANTS FOR LTC REPORT EXAMINATIONS	Change Order 1 To Cancel and Re-issue Contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-09-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-12-31

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000100150 BERRY DUNN MCNEIL & PARKER LLC 2211 CONGRESS ST  PORTLAND ME 04102 US <b>Vendor Contact Phone:</b> 6813138905 <b>Extension:</b>  <b>Discount Details:</b> <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			<b>Requestor Name:</b> Jacqueline O Hanna <b>Requestor Phone:</b> (304) 558-9917 <b>Requestor Email:</b> jackie.o.hanna@wv.gov  <b>2025</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES  FINANCE  ONE DAVIS SQUARE, STE 300  CHARLESTON WV 25301  US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES  FINANCE  ONE DAVIS SQUARE, STE 300  CHARLESTON WV 25301  US

Total Order Amount:

Open End

Purchasing Division's File Copy

CH 4/3/25  
PURCHASING DIVISION AUTHORIZATION  
DATE: 2025-04-02  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
DATE: 4/9/2025  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: 4-15-25  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order 1

Change Order No. 1 is issued for administrative purposes only and is intended to change the name of the vendor from Berry Dunn McNeil & Parker, LLC (V/C account 000000100150) to BDMP Assurance LLP (V/C account VS0000048056). System limitations require that this contract be given a new number moving forward but the original contract, including all terms, conditions, prices, specifications, and change orders contained therein remain in full force and effect.

Effective date of change: 01/01/2025

New procurement folder: 1620965

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	93151607				0.000000
Service From		Service To		Service Contract Amount	
2024-09-15		2024-12-31		0.00	

**Commodity Line Description:** CPA Examination Small Facility (90 Beds or less) - Year 1**Extended Description:**

Certified Public Accountant examination of Long Term Care Financial and Statistical Reports from West Virginia Medicaid Providers, per the attached detailed specifications. Each engagement will include at least two (2) LTC-FASRs, or cost reports.

Unit Price: \$9,500.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	93151607				0.000000
Service From		Service To		Service Contract Amount	
2024-09-15		2024-12-31		0.00	

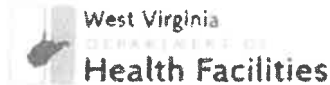
**Commodity Line Description:** CPA Examination Large Facility (91 Beds or more) - Year 1**Extended Description:**

Certified Public Accountant examination of Long Term Care Financial and Statistical Reports from West Virginia Medicaid Providers, per the attached detailed specifications. Each engagement will include at least two (2) LTC-FASRs, or cost reports.

Unit Price: \$9,750.00



Sherri A. Young, D.O., MBA, FAAFP  
DH Cabinet Secretary



Michael J. Caruso  
DHF Cabinet Secretary



Alex J. Mayer, MSA, PMP  
DoHS Cabinet Secretary

STATE OF WEST VIRGINIA  
DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES  
OFFICE OF SHARED ADMINISTRATION

February 4, 2025

BDMP Assurance LLP  
2211 Congress St  
Portland, ME 04102

Re: Contract Reassignment of CMA HHR2400000005

Ms. Brunetti,

The West Virginia Office of Shared Administration has received notice of your name change. This letter is to confirm the name change as well as notify you as to the needed contract reassignment of our ongoing contract, CMA HHR2400000005 (PF 1429774) under vendor name Berry Dunn McNeil & Parker, LLC (Vendor Number: 000000100150). Due to system limitations, a name change necessitates a new number, but the original contract, including all terms, conditions, prices, specifications, and change orders contained therein will remain in full force and effect. The current contract will be cancelled and reissued under CMA HHR2500000002 (PF 1620965) under vendor name BDMP Assurance LLP (Vendor Number: VS0000048056). If your company agrees to the reissuance, please sign below and return to my attention as soon as possible.

Sincerely,

*Heather White*

Heather White  
Procurement Specialist, Senior

I HEREBY CERTIFY THAT THIS DOCUMENT(S) IS APPROVED

Name: Alex Mayer  
Title: Cabinet Secretary  
Date: 3-11-25

*[Signature]*  
3/10/25

*We agree to reissue the contract as stated above under the same terms and conditions in the original contract agreement and any change orders thereto.*

Printed Name/Signature

Title

Date

*Tammy Brunetti*

Partner

2-4-25



## ASSIGNMENT AND ASSUMPTION OF SERVICES

This Assignment ("Assignment") dated December 10, 2024 is entered into between West Virginia, Department of Health and Human Resources (the "Client"), and BDMP Assurance, LLP a limited liability partnership formed in the State of Maine, with an office located at 2211 Congress Street, Portland, ME 04102 ("BDMP Assurance").

WHEREAS, Berry, Dunn, McNeil & Parker, LLC updated its legal operating structure, to comply with the Alternative Practice Structure guidelines of the American Institute of Certified Public Accounting ("AICPA") and created a new entity, BDMP Assurance, LLP. WHEREAS, effective January 1, 2025, BerryDunn will commence all of its audit and attestation services under the newly established legal entity BDMP Assurance, LLP. BDMP Assurance, LLP is a licensed CPA firm providing audit and other attest services previously provided by Berry, Dunn, McNeil & Parker, LLC;

WHEREAS, pursuant to an agreement between Berry, Dunn, McNeil & Parker, LLC and BDMP Assurance LLP, BDMP Assurance, LLP will assume all legal rights and obligations for all audit and attest engagements previously entered into with Berry, Dunn, McNeil & Parker, LLC;

WHEREAS, the Client has active contracts for audit or attest work that need to be legally assigned for services to be performed by BDMP Assurance, LLP;

WHEREAS, this Assignment assigns the Agreements identified herein, along with associated amendments, statement of works, and other relevant contracting documentation, from Berry, Dunn, McNeil & Parker, LLC to BDMP Assurance, LLP effective immediately;

WHEREAS, if the Client has non-audit and/or attest engagements with BerryDunn, such engagements that do not require attest services shall remain with Berry, Dunn, McNeil & Parker, LLC. For the avoidance of doubt, only those agreements identified herein shall be assigned to BDMP Assurance, LLP.

WHEREAS, the Client wishes to continue the Agreement with BDMP Assurance, LLP with all of the same rights and obligations under the Agreement;

NOW THEREFORE, in consideration of the foregoing and the covenants and conditions contained herein, the Client and BDMP Assurance, LLP agree as follows:

1. Berry, Dunn, McNeil & Parker, LLC and Client have previously entered into an Agreement for the following: Certified Public Accountants for LTC Report Examinations.

2. BDMP Assurance, LLP accepts all of Berry, Dunn, McNeil & Parker, LLC's title, right, and interest in and to the underlying Agreements, associated amendments, and statement of works, and agrees to perform all of the duties, responsibilities, and obligations of Berry, Dunn, McNeil & Parker, LLC under the terms of the Agreement.
3. The Client agrees to perform all of its duties, responsibilities, and obligations under the terms of the Agreement to BDMP Assurance, LLP.
4. The Client and BDMP Assurance, LLP will work with the same resources and be subject to the same terms and conditions of the Agreement.
5. All accompanying agreements, including but not limited to Nondisclosure Agreements and Business Associate Agreements, between Client and Berry, Dunn, McNeil & Parker, LLC, will continue in full force and effect and subject to the same terms and conditions, and Client and BDMP Assurance, LLP agree to be bound by the terms of all such agreements.
6. BDMP Assurance, LLP may share Client's confidential information and other information as necessary with Berry, Dunn, McNeil & Parker, LLC, for select purposes, such as business and data security.
7. The parties may execute and deliver this Assignment electronically where permitted by law and in one or more counterparts, each of which will be deemed an original and all of which together will constitute the same instrument.
8. If a court of law finds any part, term, or provision of this Assignment to be legally invalid or unenforceable, each party agrees to comply, to the extent possible, with each such provision or portion thereof that remains legally valid and enforceable. The invalidity or unenforceability of any provision or portion of this Assignment or any related contract document will not affect the validity of any other provision or portion of this Assignment or any related contract document.
9. This Assignment comprises the entire understanding between the parties, and it may not be modified, altered, or amended unless agreed to in writing by the parties.

By signing below, each party executes this Assignment as of the date written below and agrees to all the terms and conditions contained herein.

WEST VIRGINIA, DEPARTMENT OF  
HEALTH AND HUMAN RESOURCES

By. 

Print Name: Heather White

Title Procurement Specialist, Senior

Date: 3/11/25

BDMP ASSURANCE, LLP

By. 

Name Tammy Brunetti

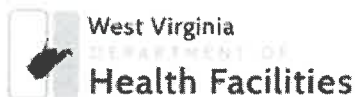
Title Principal

Date: 12-12-24

Assignment Template, rev. 12.02.2024



**Sherri A. Young, D.O., MBA, FAAFP**  
DH Cabinet Secretary



**Michael J. Caruso**  
DHF Cabinet Secretary



**Alex J. Mayer, MSA, PMP**  
DoHS Cabinet Secretary

STATE OF WEST VIRGINIA  
DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES  
OFFICE OF SHARED ADMINISTRATION

March 11, 2025

To: Crystal Hustead, Senior Buyer  
Division of Purchasing

From: Heather White, Procurement Specialist, Sr  
Office of Shared Administration

Re: Late Justification of Name Change

Please accept this memo as a late justification for CMAs HHR24\*5 and HHR25\*2, as well as CDOs HHR25\*1 & 25\*2. Berry Dunn McNeil & Parker LLC notified our Finance team in late December of the name change, and their new name wasn't added to OASIS until February, which is when OSA Finance notified us to start the change over. Issues with the 100K approval process further delayed processing. We hope in the future that such delays will not occur as processes smooth out.

*Backlog  
added  
HJ*





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

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**Re: CMA HHR25\*02-Reissue of CMA HHR24\*05**

1 message

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

Tue, Apr 1, 2025 at 10:05 AM

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>

Crystal,

I've attached the CO1 to the PF of CMA HHR25\*2 as well as to this email. Please let me know if you need anything else!

On Thu, Mar 13, 2025 at 7:58 AM White, Heather M <heather.m.white@wv.gov> wrote:

Crystal,

The Cabinet Secretary signed the agreement memo directly. I'll work on getting the updated COI.

On Wed, Mar 12, 2025 at 1:45 PM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:

I didn't see the Cabinet Secretary's approval or the COI for BDMP in the procurement folder.

There's an email chain about the pause, but I couldn't find a memo from the secretary

**Crystal Hustead**

Senior Buyer, Purchasing Division

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



**Heather White**

Procurement Specialist, Senior

Office of Shared Administration

West Virginia Departments of Health, Health Facilities, and Human Services

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berry dunn mcneil

Unique Entity ID

e.g. HTYR9YJHK65L

CAGE / NCAGE

Federal Organizations

Exclusion Type

Exclusion Program

Location

Dates

Reset

- Entity Information
- < Entity Information Entities Disaster Response Registry >

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*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		
Charter County	Kanawha	Capital Stock	Control Number 0
Charter State	ME	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years	Par Value		

<b>Authorized Shares</b>	<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Designated Office Address</b>	209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Mailing Address</b>	2211 CONGRESS STREET PORTLAND, ME, 04102 USA
<b>Notice of Process Address</b>	Corporation Service Company 808 Greenbrier Street Charleston, WV, 25311
<b>Principal Office Address</b>	2211 CONGRESS STREET PORTLAND, ME, 04102 USA
Type	Address

Officers	
Type	Name/Address
<b>Member</b>	CHARLES K. LEADBETTER III 2211 CONGRESS STREET PORTLAND, ME, 04102
<b>Member</b>	SETH E. WEBBER 2211 CONGRESS STREET PORTLAND, ME, 04102
<b>Member</b>	KATHY PARKER, C.P.A. 2211 CONGRESS STREET PORTLAND, ME, 04102
<b>Member</b>	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

2016

2015

2014

2013

2012

2011

2010

2009

Date filed

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

Tuesday, March 11, 2025 — 2:16 PM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husband</u> Date: <u>4/2/25</u> Solicitation No. <u>CMA HHR24*05 CO1</u>	Agency: WV Office of Shared Administration Procurement Officer Submitting Requisition: Heather White Requisition No. CMA HHR25 2 CO1 PF No.: 1429774
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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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input 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 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: \_\_\_\_\_

*Christopher Hustad*