



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: 04-21-2025

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 2673 BMS2500000036 1	Change Order No:	Procurement Folder:	1665293
Document Name:	Children with Serious Emotional Disorder Waiver - Provider E		Reason for Modification:	
Document Description:	Children with Serious Emotional Disorder Waiver - Provider E			
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 BMS2300000007 1	
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000125086 KEYSTONE PEER REVIEW ORGANIZATION LLC 424 CHURCH STREET NASHVILLE TN 37219 US Vendor Contact Phone: 717-265-7038 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
PROCUREMENT OFFICER: 304-352-4286 HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV 25301-3709 US	PROCUREMENT OFFICER: 304-352-4286 HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV 25301-3709 US

Total Order Amount: \$732,421.20

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION

DATE: *Tarah 4/24/25*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *4-21-25*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Children with Serious Emotional Disorder Waiver - Provider Education

Service Period: 05/01/2025-04/30/2026

Total: \$732,421.20

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80000000	2760.00000	EA	\$265.3700	\$732,421.20
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-05-01	2026-04-30	KEPRO			

Commodity Line Description: All Bureau-Additional Services-Base Year 3

Extended Description:

Utilization Management and Prior Authorization Services

Service Period: 05/01/2025-04/30/2026

Total number of hours 2,760 @ \$265.37 = \$732,421.20

Total Cost: \$732,421.20



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

Alex J. Mayer
Cabinet Secretary

Cynthia Beane, MSW, LCSW
Commissioner

DATE: April 21, 2025

TO: Office of Shared Administration/Finance

FROM: Lakendra Burdette *LB*
Procurement Specialist

RE: PF1665293, CDO BMS25*36
Dept 0511

The West Virginia Bureau for Medical Services (BMS) is submitting this funding memo related to the above-referenced delivery order. BMS anticipates making payments for service period 05/01/2025-04/30/2026 in SFY 26 for Children with Serious Emotional Disorder Waiver – Provider Education. The estimated cost of the project is: \$732,421.20.

Please feel free to contact me if additional documentation or details are needed. I can be reached at 304-352-4319 or lakendra.burdette@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

DATE: April 21, 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: PF1665293, CDO BMS25*36
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests the approval of the above-referenced CDO for services performed by Keystone Peer Review Organization LLC under PF876562, CMA BMS23*07.

These services are to assist the West Virginia Department of Human Services (DoHS) Bureau for Medical Services (BMS) by providing support for Children with Serious Emotional Disorder Waiver – Provider Education. The service period 05/01/2025-04/30/2026. The total estimated cost is \$732,421.20.

Please feel free to contact if you have any questions or concerns. I can be reached at 304-352-3924 or althea.m.greenhowe@wv.gov. Thank you for your time and consideration in this matter.





Children with Serious Emotional Disorder Waiver - Provider Education

Assumptions:

Due to the change in the WV Department of Human Services Chapter 502 Children with Serious Emotional Disorder Waiver policy effective 10/1/2024 requiring providers to review plans of care monthly rather than quarterly, KEPRO is requesting additional support to be able to meet the requirements of the program's provider educators as outlined in Chapter 502.12. This change in policy increases the amount of documentation to be reviewed for each member from five to twelve in addition to any additional supporting documentation within the clinical records. Please see Chapter 502.17.3 which outlines the providers of service requirements. The specific monthly requirement is found below:

- Wraparound facilitators are responsible for the development and updates of the POC and must confirm that all updates are person-centered and approved by the team. The POC is a living document and will change over time as goals are met or if a new service/support is identified. The POC goals and objectives must be based on problems identified in the initial assessment or in subsequent reassessment(s) during the treatment process. The CFT will meet to review and discuss the current POC and update as needed. The CFT, as identified by the child/adolescent and/or their family/legal guardian, is invited to all POC meetings and are provided relevant case updates. POC development is a billable service by the wraparound facilitator. See Section 502.17.4 POC Development, for clarification and description of exceptions.

Current Contract ties to this SOW:

Appendix 1, (1.o) – Children with Serious Emotional Disorder (CSED Waiver Services)	Member assessments
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COST PROPOSAL

The following calculations represent the total for the Children with Serious Emotional Disorder Waiver Scope of Work:

Total Hours per Month	Hourly Rate	Total Monthly Cost
230	\$265.37	\$61,035.10

Year 3	Monthly
5/1/2025 – 5/31/2025	\$61,035.10
6/1/2025 – 6/30/2025	\$61,035.10
7/1/2025 – 7/31/2025	\$61,035.10
8/1/2025 – 8/31/2025	\$61,035.10
9/1/2025 – 9/30/2025	\$61,035.10
10/1/2025 – 10/31/2025	\$61,035.10
11/1/2025 – 11/30/2025	\$61,035.10
12/1/2025 – 12/31/2025	\$61,035.10
1/1/2026 – 1/31/2026	\$61,035.10
2/1/2026 – 2/28/2026	\$61,035.10
3/1/2026 – 3/31/2026	\$61,035.10
4/1/2026 – 4/30/2026	\$61,035.10
Total Cost	\$732,421.20


The following agrees to the provisions of this cost proposal as submitted by Kepro to the West Virginia Department of Human Services.


Bureau for Medical Services


Date


Meghan Harris
President and Chief Operations Officer
Kepro


Date

Ok


Subject: Governor's Office Approval of contracts over \$100,000

?

Rosen, Bryan D <bryan.d.rosen@wv.gov>

Thu, Jan 23,

to Wagner, Roberta A, Price, Robert L

I spoke with Curtis early today. He relayed the following information for how we will process these through his office.

1. He would like a synopsis of the purchase. I would suggest in most cases we can pull the extended description populate that in the email to him.
2. Please note if there is a specific timeframe in the request.
3. Contracts will be reviewed at the Master Agreement level meaning that he will not be approving DOs.
4. Renewals for contracts over \$100,000 must be approved.

This process is going to be fluid and will likely morph as we move forward but this is the best information that I have today.

Bryan

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

Subaward Reporting is live on SAM.gov

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Mar 8, 2025

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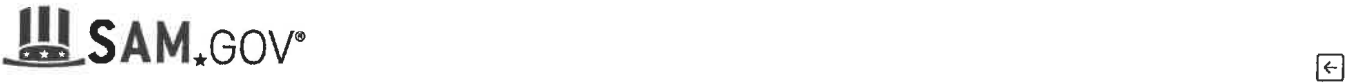
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Feb 4, 2025

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- ☐ Exact Phrase 

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"KEystone PEER REVIEW ORGANIZATION LLC" ×

- Classification 
- Excluded Individual 
- Excluded Entity 
- Federal Organizations 
- Exclusion Type 
- ✓ Ineligible (Proceedings Pending)

✓ Ineligible (Proceedings Complete)

✓ Prohibition/Restriction

✓ Voluntary Exclusion

Exclusion Program 

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Business Organization Detail

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KEYSTONE PEER REVIEW ORGANIZATION, 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	1/17/2023		1/17/2023	Foreign	Profit				

Organization Information			
Business Purpose	5416 - Professional, Scientific and Techincal Servies - Professional, Scientific and Techincal Servies - Management, Scientific and Tech Consulting Services (administrative, general, HR, marketing, process, physical distribution, logistics, environmental)		Capital Stock
Charter County	Kanawha	Control Number	9B3T8
Charter State	PA	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**1007 BULLITT ST. SUITE 200
CHARLESTON, WV, 25301
USA**Mailing Address**777 EAST PARK DRIVE
HARRISBURG, PA, 17111
USA**Notice of Process
Address**Corporation Service Company
808 Greenbrier Street
Charleston, WV, 25311**Principal Office
Address**777 EAST PARK DRIVE
HARRISBURG, PA, 17111
USA**Type****Address****Officers****Type****Name/Address****Member**KEYSTONE PEER REVIEW ORGANIZATION HOLDINGS, LLC
777 EAST PARK DRIVE
HARRISBURG, PA, 17111**Type****Name/Address****DBA****DBA Name****Description****Effective Date****Termination Date**

ACENTRA HEALTH

TRADENAME

8/8/2023

DBA Name**Description****Effective Date****Termination Date****Annual Reports****Filed For**

2024

Date filed

[File Your Current Year Annual Report Online Here](#)

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



Monday, April 21, 2025 — 12:01 PM

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Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Ordering	424 CHURCH STREET	NASHVILLE	TN	37219	
Payment	777 EAST PARK DR	HARRISBURG	PA	171112754	Mark Erb
Ordering	777 EAST PARK DR	HARRISBURG	PA	171112754	Jill Hawthorne

First Prev Next Last

Save Undo Delete Insert Copy Paste  

Vendor/Customer : 000000125086

Active From : 06/08/2023 

KEYSTONE PEER REVIEW ORGANIZATION LLC

Active To : 

Address Type : Ordering ▼

Default Record : ☐Division/Department : Mail Returned : ☐Additional Address Info :

Active Address : Yes

Prevent New Spending : ☐

Default Currency : USD - US Dollar ▼

▼ Address Information

Address ID : AD000001 

Country Phone Code : 1

Street 1 : 424 CHURCH STREET

Phone : 216-392-2833

Street 2 : SUITE 2200

Phone Extension :

City : NASHVILLE

County : State/Province : TN County Name :

Zip/Postal Code : 37219

Country : US DUNS : Extended DUNS : Unique Entity Identifier : CAGE Code :