



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: 05-09-2025

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 2518 HHR2500000001 2	Change Order No:	Procurement Folder:	1499348
Document Name:	LTC REPORT EXAMINATIONS YEAR 1	Reason for Modification: Change Order 1 To Cancel and Reissue Contract		
Document Description:	LTC REPORT EXAMINATIONS			
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 HHR2400000005 2		
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: 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: Jacqueline O Hanna Requestor Phone: (304) 558-9917 Requestor Email: jackie.o.hanna@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
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: \$41,470.00

Purchasing Division's File Copy

CH 5/15/25
PURCHASING DIVISION AUTHORIZATION
DATE: 5/15/25
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 5-15-25
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. The original balance of \$41,470 will be closed and the remaining balance of \$121,780 will be moved to the new CDO.

Effective date of change: 01/01/2025

New procurement folder: 1620976

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	93151607	0.00000		\$0.0000	\$24,250.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-09-16	2024-12-31				

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

SMALL BED FACILITIES (10):

COMPLETE CARE AT OAK RIDGE
COMPLETE CARE AT DAWNVIEW
FAIRHAVEN OPCO LLC
FOX NURSING HOME INC
HAMPSHIRE MEMORIAL HOSPITAL
MINNIE HAMILTON HEALTH CARE CENTER INC
HARRELL MEMORIAL NURSING HOME INC (DBA MEADOWBROOK ACRES NURSING HOME)
AUTUMN LAKE HEALTHCARE AT CRYSTAL SPRINGS
WEIRTON MEDICAL CENTER

TOTAL COST: 95,000

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	93151607	0.00000		\$0.0000	\$17,220.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-09-16	2024-12-31				

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

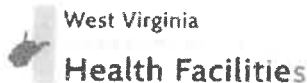
LARGE BED FACILITIES (7):

CORTLAND ACRES ASSOCIATION INC
MOUNTAIN VIEW CARE CENTER
HILL VALLEY HEALTHCARE LLC
NELLA'S AT AUTUMN LAKE HEALTHCARE
PRINCETON HEALTH CARE CENTER
SUNDALE NURSING HOME
WORTHINGTON HEALTHCARE CENTER

TOTAL: 68,250



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 CDO HHR2500000001

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 cancellation of funds and reassignment of CDO HHR2500000001 (PF 1499348) 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 delivery order has a closed amount of \$41,470 with a remaining balance of \$121,780. If you agree with these amounts, we will cancel the remaining balance from CDO HHR2500000001 and reissue the \$121,780 under HHR2500000002 (PF 1620976) under vendor name BDMP Assurance LLP (Vendor Number: VS0000048056). If your company agrees to the cancellation and 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 IS APPROVED
Name: *Alex Mayer*
Title: *Cabinet Secretary*
Date: *3-10-25*

We agree to the balance cancellation and reissue of the delivery order 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





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

May 9, 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.

The CDOs were further delayed due to an improper payment being executed against the original CDO, which necessitated getting a refund processed from Berry Dunn.

*Backdate
app
H*



Filter By

Keyword Search

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Simple Search

Search Editor

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

e.g. 123456789, Smith Corp

"berry dunn mcneil & parker llc" ×

Entity

▼

Location

▼

Status

▲

☒ Active

☐ Inactive

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No matches found

Your search did not return any results for active records.
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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
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
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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.

Friday, May 9, 2025 — 10:41 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>5/15/25</u> Solicitation No. <u>CDO HHR25*01</u>	Agency: WV Office of Shared Administration <hr/> Procurement Officer Submitting Requisition: Heather White <hr/> Requisition No. CDO HHR25*1 <hr/> PF No.: 1499348
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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				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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 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