



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: 05-28-2025

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 2672 BMS2400000002 2	Procurement Folder:	1244449
Document Name:	PSYCHOLOGICAL CONSULTANT SERVICES	Reason for Modification:	
Document Description:	PSYCHOLOGICAL CONSULTANT SERVICES	Change Order 01	
Procurement Type:	Central Master Agreement	To Renew Contract	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-07-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-06-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000209927 PSYCHOLOGICAL CONSULTATION & ASSESSMENT INC 202 GLASS DR CROSS LANES WV 253131319 US Vendor Contact Phone: 3047767230 Extension: 307 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: Kelly (Jimmy) Dowden Requestor Phone: (304) 356-4861 Requestor Email: jimmy.k.dowden@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

CR 6-2-25

Purchasing Division's File Copy

Total Order Amount:

Open End

PURCHASING DIVISION AUTHORIZATION

DATE: 5/29/25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 6/2/25
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 6-2-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 01 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 07/01/2025 through 06/30/2026.

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	85121608				0.000000
Service From		Service To		Service Contract Amount	
2024-07-01		2024-08-31		0.00	

Commodity Line Description: Start-up Costs

Extended Description:

Start-up Costs

07/01/2024-08/31/2024

Service Contract Amount: \$0.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	85121608				0.000000
Service From		Service To		Service Contract Amount	
2024-09-01		2025-06-30		511693.00	

Commodity Line Description: Year 1: Vendor Administrative Operation Requirements

Extended Description:

Program: 4.1.1.1 - 4.1.1.14.1 Vendor Administrative Operation Requirements

Year one: 09/01/2024-06/30/2025

Service Contract Amount: \$511,693.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	85121608				0.000000
Service From		Service To		Service Contract Amount	
2024-09-01		2025-06-30		125347.00	

Commodity Line Description: Year 1: ICF/IID Program Eligibility

Extended Description:

Program: 4.1.2.1 - 4.1.2.6- ICF/IID Program Eligibility

Year one: 09/01/2024-06/30/2025

Service Contract Amount: \$125,347.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	85121608				0.000000
Service From		Service To		Service Contract Amount	
2024-09-01		2025-06-30		70745.00	

Commodity Line Description: Year 1: PASSR Program Eligibility Level II

Extended Description:

Program: 4.1.3.1 - 4.1.3.6- PASSR Program Eligibility Level II

Year one: 09/01/2024-06/30/2025

Service Contract Amount: \$70,745.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	85121608				0.000000
Service From		Service To		Service Contract Amount	
2024-09-01		2025-06-30		189032.00	

Commodity Line Description: Year 1: I/DD Waiver Eligibility

Extended Description:

Program: 4.1.4.1 - 4.1.4.12 -I/DD Waiver Eligibility

Year one: 09/01/2024-06/30/2025

Service Contract Amount: \$189,032.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	85121608				0.000000
Service From		Service To		Service Contract Amount	
2024-09-01		2025-06-30		34584.00	

Commodity Line Description: Year 1: CDCSP Waiver Eligibility

Extended Description:

Program: 4.1.5.1 - 4.1.5.7 -CDCSP Waiver Eligibility

Year one: 09/01/2024-06/30/2025

Service Contract Amount: \$34,584.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	85121608				0.000000
Service From		Service To		Service Contract Amount	
2024-09-01		2025-06-30		197355.00	

Commodity Line Description: Year 1: CSED Waiver Eligibility

Extended Description:

Program: 4.1.6.1 - 4.1.6.11 -CSED Waiver Eligibility

Year one: 09/01/2024-06/30/2025

Service Contract Amount: \$197,355.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	85121608				0.000000
Service From		Service To		Service Contract Amount	
2024-09-01		2025-06-30		0.00	

Commodity Line Description: Year 1: Additional Services

Extended Description:

Program: 4.1.7.1 -Additional Services

Year one: 09/01/2024-06/30/2025

Hourly Rate: \$180.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	85121608				0.000000
Service From		Service To		Service Contract Amount	
2024-09-01		2025-06-30		0.00	

Commodity Line Description: Year 1: Optional Services

Extended Description:

Program: 4.1.8.1 -Optional Services

Year one: 09/01/2024-06/30/2025

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	85121608				0.000000
Service From		Service To	Service Contract Amount		
2024-09-01		2025-06-30	0.00		

Commodity Line Description: Year 1: Pass Through Charges

Extended Description:

Program: 4.1.4.8-Pass through charges

Year one: 09/01/2024-06/30/2025

Service Contract Amount: \$0.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	85121608				0.000000
Service From		Service To	Service Contract Amount		
2024-09-01		2025-06-30	0.00		

Commodity Line Description: Year 1: Ad Hoc Reporting

Extended Description:

Program: 4.1.1.15-Ad Hoc Reporting

Year one: 09/01/2024-06/30/2025

Hourly Rate: \$105.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	85121608				0.000000
Service From		Service To	Service Contract Amount		
2025-07-01		2026-06-30	626312.00		

Commodity Line Description: Year 2: Vendor Administrative Operation Requirements

Extended Description:

Program: 4.1.1.1 - 4.1.1.14.1 Vendor Administrative Operation Requirements

Year two: 07/01/2025-06/30/2026

Service Contract Amount: \$626,312

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	85121608				0.000000
Service From		Service To	Service Contract Amount		
2025-07-01		2026-06-30	153425.00		

Commodity Line Description: Year 2: ICF/IID Program Eligibility

Extended Description:

Program: 4.1.2.1 - 4.1.2.6- ICF/IID Program Eligibility

Year two: 07/01/2025-06/30/2026

Service Contract Amount: \$153,425.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	85121608				0.000000
Service From		Service To	Service Contract Amount		
2025-07-01		2026-06-30	84894.00		

Commodity Line Description: Year 2: PASSR Program Eligibility Level II

Extended Description:

Program: 4.1.3.1 - 4.1.3.6- PASSR Program Eligibility Level II

Year two: 07/01/2025-06/30/2026

Service Contract Amount: \$84,894.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	85121608				0.000000
Service From		Service To		Service Contract Amount	
2025-07-01		2026-06-30		231375.00	

Commodity Line Description: Year 2: I/DD Waiver Eligibility

Extended Description:

Program: 4.1.4.1 - 4.1.4.12-I/DD Waiver Eligibility

Year two: 07/01/2025-06/30/2026

Service Contract Amount: \$231,375.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	85121608				0.000000
Service From		Service To		Service Contract Amount	
2025-07-01		2026-06-30		41501.00	

Commodity Line Description: Year 2: CDCSP Waiver Eligibility

Extended Description:

Program: 4.1.5.1 - 4.1.5.7-CDCSP Waiver Eligibility

Year two: 07/01/2025-06/30/2026

Service Contract Amount: \$41,501.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	85121608				0.000000
Service From		Service To		Service Contract Amount	
2025-07-01		2026-06-30		236826.00	

Commodity Line Description: Year 2: CSED Waiver Eligibility

Extended Description:

Program: 4.1.6.1 - 4.1.6.11-CSED Waiver Eligibility

Year two: 07/01/2025-06/30/2026

Service Contract Amount: \$236,826.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	85121608				0.000000
Service From		Service To		Service Contract Amount	
2025-07-01		2026-06-30		0.00	

Commodity Line Description: Year 2: Additional Services

Extended Description:

Program: 4.1.7.1-Additional Services

Year two: 07/01/2025-06/30/2026

Hourly Rate: \$180.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	85121608				0.000000
Service From		Service To		Service Contract Amount	
2025-07-01		2026-06-30		0.00	

Commodity Line Description: Year 2: Optional Services

Extended Description:

Program: 4.1.8.1-Optional Services

Year two: 07/01/2025-06/30/2026

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	85121608				0.000000
Service From		Service To		Service Contract Amount	
2025-07-01		2026-06-30		0.00	

Commodity Line Description: Year 2: Pass Through Charges

Extended Description:
Program: 4.1.4.8-Pass through charges
Year two: 07/01/2025-06/30/2026

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	85121608				0.000000
Service From		Service To		Service Contract Amount	
2025-07-01		2026-06-30		0.00	

Commodity Line Description: Year 2: Ad Hoc Reporting

Extended Description:
Program: 4.1.1.15-Ad Hoc Reporting
Year two: 07/01/2025-06/30/2026
Hourly Rate: \$110.00



PSYCHOLOGICAL CONSULTATION & ASSESSMENT, INC.

January 30, 2025

Jimmy Dowden, Director and Lakendra Burdette, Procurement Specialist
Procurement Services
DHHR Bureau for Medical Services
350 Capitol Street
Room 251
Charleston, WV 25301-3709

Contract No: CMA BMS24*02
Effective dates: 07/01/2025-06/30/2026
Renewal one (1) of three (3); two renewals remaining

Dear Mr. Dowden and Ms. Burdette:

Psychological Consultation & Assessment, Inc. would like to renew Contract No: CMA BMS 24*02 according to all terms, conditions, prices and specifications outlined in the original contract, including all authorized change orders.

We look forward to continuing to serve BMS in this capacity.

Sincerely,

Kerri A. Linton, MA, LPC
Licensed Psychologist #852
Project Director

Agree to renew.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV US	

Line	Comm Ln Desc	Unit Issue	Unit Price
11	Year 1: Ad Hoc Reporting	HOUR	\$105

Comm Code	Manufacturer	Specification	Model #
85121608			

Extended Description:

Program: 4.1.1.15-Ad Hoc Reporting
Year one: 09/01/2024-06/30/2025

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Year 2: Vendor Administrative Operation Requirements				\$626,312

Comm Code	Manufacturer	Specification	Model #
85121608			

Extended Description:

Program: 4.1.1.1 - 4.1.1.14.1 Vendor Administrative Operation Requirements
Year two: 07/01/2025-06/30/2026

Ok
Althea Greenhouse

INVOICE TO:**SHIP TO:**

HEALTH AND HUMAN
RESOURCES
BUREAU FOR MEDICAL
SERVICES
350 CAPITOL ST, RM 251
CHARLESTON
US

WV

HEALTH AND HUMAN
RESOURCES
BUREAU FOR MEDICAL
SERVICES
350 CAPITOL ST, RM 251
CHARLESTON
US

WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Year 2: ICF/IID Program Eligibility				\$153,425

Comm Code	Manufacturer	Specification	Model #
85121608			

Extended Description:

Program: 4.1.2.1 - 4.1.2.6- ICF/IID Program Eligibility

* Year two: 07/01/2025-06/30/2026

INVOICE TO:**SHIP TO:**

HEALTH AND HUMAN
RESOURCES
BUREAU FOR MEDICAL
SERVICES
350 CAPITOL ST, RM 251
CHARLESTON
US

WV

HEALTH AND HUMAN
RESOURCES
BUREAU FOR MEDICAL
SERVICES
350 CAPITOL ST, RM 251
CHARLESTON
US

WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	Year 2: PASSR Program Eligibility Level II				\$84,894

Comm Code	Manufacturer	Specification	Model #
85121608			

Extended Description:

Program: 4.1.3.1 - 4.1.3.6- PASSR Program Eligibility Level II

* Year two: 07/01/2025-06/30/2026

INVOICE TO:**SHIP TO:**

HEALTH AND HUMAN
RESOURCES
BUREAU FOR MEDICAL
SERVICES
350 CAPITOL ST, RM 251
CHARLESTON
US

WV

HEALTH AND HUMAN
RESOURCES
BUREAU FOR MEDICAL
SERVICES
350 CAPITOL ST, RM 251
CHARLESTON
US

WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Year 2: I/DD Waiver Eligibility				\$231,375

Comm Code	Manufacturer	Specification	Model #
85121608			

Extended Description:

Program: 4.1.4.1 - 4.1.4.12-I/DD Waiver Eligibility
Year two: 07/01/2025-06/30/2026

INVOICE TO:**SHIP TO:**

HEALTH AND HUMAN
RESOURCES
BUREAU FOR MEDICAL
SERVICES
350 CAPITOL ST, RM 251
CHARLESTON
US

WV

HEALTH AND HUMAN
RESOURCES
BUREAU FOR MEDICAL
SERVICES
350 CAPITOL ST, RM 251
CHARLESTON
US

WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	Year 2: CDCSP Waiver Eligibility				\$41,501

Comm Code	Manufacturer	Specification	Model #
85121608			

Extended Description:

Program: 4.1.5.1 - 4.1.5.7-CDCSP Waiver Eligibility
Year two: 07/01/2025-06/30/2026

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	Year 2: CSED Waiver Eligibility				\$236,826

Comm Code	Manufacturer	Specification	Model #
85121608			

Extended Description:

Program: 4.1.6.1 - 4.1.6.11-CSED Waiver Eligibility
 * Year two: 07/01/2025-06/30/2026

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV US	

Line	Comm Ln Desc	Unit Issue	Unit Price
18	Year 2: Additional Services	HOUR	\$180

Comm Code	Manufacturer	Specification	Model #
85121608			

Extended Description:

Program: 4.1.7.1-Additional Services
 * Year two: 07/01/2025-06/30/2026

INVOICE TO:			SHIP TO:		
HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV US			HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	Year 2: Optional Services				\$0

Comm Code	Manufacturer	Specification	Model #
85121608			

Extended Description:

Program: 4.1.8.1-Optional Services

* Year two: 07/01/2025-06/30/2026

INVOICE TO:			SHIP TO:		
HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV US			HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Year 2: Pass Through Charges				\$0

Comm Code	Manufacturer	Specification	Model #
85121608			

Extended Description:

Program: 4.1.4.8-Pass through charges

* Year two: 07/01/2025-06/30/2026

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV US	

Line	Comm Ln Desc	Unit Issue	Unit Price
21	Year 2: Ad Hoc Reporting	HOURL	\$110

Comm Code	Manufacturer	Specification	Model #
85121608			

Extended Description:

Program: 4.1.1.15-Ad Hoc Reporting

* Year two: 07/01/2025-06/30/2026

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
22	Year 3: Vendor Administrative Operation Requirements				\$638,839

Comm Code	Manufacturer	Specification	Model #
85121608			

Extended Description:

Program: 4.1.1.1 - 4.1.1.14.1 Vendor Administrative Operation Requirements

Year three: 07/01/2026-06/30/2027



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

Alex J. Mayer
Cabinet Secretary

Cynthia Beane
Commissioner

DATE: May 27, 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: PF1244449, CMA BMS24*02 - Change Order 1
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 06/30/2025. This is the first of three (3) optional renewal periods. There will be two (2) renewal remaining. The estimated cost of this renewal, which will have an effective date of 07/01/2025- 06/30/2026, is \$1,380,133.00.

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.



To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SLW*
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:

[Signature]
Agency Head

2/13/25
Date

[Signature]
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

Mark D. Scott
Cabinet Secretary

Heather D. Abbott
Chief Information Officer

**TO: Christopher Itson, Procurement Associate
Department of Health and Human Resources**

**FROM: Heather D. Abbott, Chief Information Officer
Office of Technology**

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
HR004934 CRQM BMS23*04 IS&C NUMBER: 2024-2094**

DATE: December 12, 2023

West Virginia Code §5A-6-4(a) permits the Chief Information Officer to review and approve technology purchases for suitability to ensure such purchases comport with the State of West Virginia's overall strategic information technology goals.

West Virginia Code §5A-6-4c requires the Chief Information Officer to review and approve "technology projects."

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 '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 Information 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 to award CRFQ BMS24*01 to Psychological Consultation & Assessment Inc - blanket approval for one (1) year plus three (3) optional one (1) year renewals, 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.

Filter By

Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

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

e.g. 123456789, Smith Corp

"psychological consultation & assessment inc"

x

Entity



Location



Status



- ☒ Active
- ☐ Inactive

Reset

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Q



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Business Organization Detail

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PSYCHOLOGICAL CONSULTATION AND ASSESSMENT, INCORPORATED

Organization Information

Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/9/1998		12/9/1998	Domestic	Profit			

Organization Information

Business Purpose

6213 - Health Care and Social Assistance - Ambulatory Health Care Services - Offices of Other Health Practitioners (chiropractors, optometrist, mental health practitioners, physical, occupational, speech, audiology, podiatrist)

Capital Stock

1000.0000

Charter County

Kanawha

Control Number

0

Charter State

WV

Excess Acres

0

At Will Term

Member Managed

At Will Term Years

Par Value

10.000000

Authorized Shares

100

Young Entrepreneur

Not Specified

Addresses	
Type	Address
Local Office Address	202 GLASS DRIVE CROSS LANES, WV, 25313
Mailing Address	202 GLASS DRIVE CROSS LANES, WV, 25313
Notice of Process Address	KERRI A. LINTON 202 GLASS DRIVE CROSS LANES, WV, 25313
Principal Office Address	202 GLASS DR. CROSS LANES, WV, 25313 USA
Type	Address

Officers	
Type	Name/Address
Director	KERRI LINTON 202 GLASS DRIVE CROSS LANES, WV, 25313
Incorporator	RICHARD L. WORKMAN 202 GLASS DR. CROSS LANES, WV, 25313
President	KERRI A. LINTON 202 GLASS DRIVE CROSS LANES, WV, 25313
Secretary	CHADWICK LINTON 1399 CREEKSTONE RDG SOUTH CHARLESTON, WV, 25309
Treasurer	CHADWICK LINTON 1399 CREEKSTONE RDG SOUTH CHARLESTON, WV, 25309
Vice-President	KRISTEN BLANKS 109 WALMOTT DRIVE HUNTINGTON, WV, 25705
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
PCA SOLUTIONS.COM	TRADENAME	11/19/2018	
DBA Name	Description	Effective Date	Termination Date

Annual Reports

Filed For

2025

2024

2023

2022

2021

2020

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2018

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Date filed

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

Thursday, May 29, 2025 — 12:49 PM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Capital Hustead</u> Date: <u>5/29/25</u> Solicitation No. <u>CMA BUS24*02</u>	Agency: DoHS-BMS <hr/> Procurement Officer Submitting Requisition: Althea Greenhowe <hr/> Requisition No. CMA BMS 24*02 <hr/> PF No.: 1244449
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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: _____

Christopher Husted