



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: 02-04-2026

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 2680 BMS2400000050 6 | Change Order No: | 1 | Procurement Folder: | 1436279 |
| Document Name: | Programmatic Managed Care Support Project | | | Reason for Modification: | |
| Document Description: | Programmatic Managed Care Support Project | | | Change Order 1 - is issued to reduce the unused balance per the attached documentation | |
| Procurement Type: | Central Delivery Order | | | | |
| Buyer Name: | Crystal G Husted | | | | |
| Telephone: | (304) 558-2402 | | | | |
| Email: | crystal.g.husted@wv.gov | | | | |
| Shipping Method: | Best Way | | | Master Agreement Number: CMA 0511 HHR2100000003 6 | |
| Free on Board: | FOB Dest, Freight Prepaid | | | | |

| VENDOR | | | | DEPARTMENT CONTACT | |
|--------------------------------|-------------------------|----------------------------|----------------------|--|------------------------|
| Vendor Customer Code: | 000000100150 | | | Requestor Name: | Stuart Sellears |
| BERRY DUNN MCNEIL & PARKER LLC | | | | Requestor Phone: | 304-352-4319 |
| 2211 CONGRESS ST | | | | Requestor Email: | stuart.sellears@wv.gov |
| PORTLAND | | ME | 04102 |  | |
| US | | | | | |
| Vendor Contact Phone: | 6813138905 | Extension: | | | |
| Discount Details: | | | | | |
| | 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 | | PROCUREMENT OFFICER: 304-352-4286 | |
| HEALTH AND HUMAN RESOURCES | | HEALTH AND HUMAN RESOURCES | |
| BUREAU FOR MEDICAL SERVICES | | BUREAU FOR MEDICAL SERVICES | |
| 350 CAPITOL ST, RM 251 | | 350 CAPITOL ST, RM 251 | |
| CHARLESTON | WV 25301-3709 | CHARLESTON | WV 25301-3709 |
| US | | US | |

| | |
|----------------------------|--------------|
| Total Order Amount: | \$438,946.60 |
|----------------------------|--------------|

Purchasing Division's File Copy

CH 2/10/26
 PURCHASING DIVISION AUTHORIZATION
 DATE: *January 21, 2026*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Early 2026*
 ELECTRONIC SIGNATURE ON FILE *2-11-26*

Extended Description:

Change Order

Change Order No. 1 is issued to reduce the unused balance on the delivery order from \$1,490,385.00 to \$438,946.60

Original Contract Total: \$1,490,385.00

Change Order 1 Decrease: (\$1,051,438.40)

New Contract Total: \$438,946.60

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 1 | 80101600 | 0.00000 | | \$0.0000 | \$1,956.50 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2024-06-15 | 2025-06-14 | | | | |

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

Extended Description:

Lead Project Manager: Optional Renewal Year One

Hourly Rate: \$215.00

9.1 hours @ \$215 = \$1,956.50

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 2 | 80101600 | 0.00000 | | \$0.0000 | \$0.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2024-06-15 | 2025-06-14 | | | | |

Commodity Line Description: Engagement Manager: Optional Renewal Year One

Extended Description:

Engagement Manager: Optional Year One

Hourly Rate: \$270.00

0 hours @ \$270 = \$0.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 3 | 80101600 | 0.00000 | | \$0.0000 | \$512.50 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2024-06-15 | 2025-06-14 | | | | |

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

2.5 hours @ \$205 = \$512.50

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|--------------|
| 4 | 80101600 | 0.00000 | | \$0.0000 | \$316,080.00 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2024-06-15 | 2025-06-14 | | | | |

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

Extended Description:

General Project Manager: Optional Renewal Year One

Hourly Rate: \$180.00

1756 hours @ \$180 = \$316,080.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|--------------|
| 5 | 80101600 | 0.00000 | | \$0.0000 | \$120,397.60 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2024-06-15 | 2025-06-14 | | | | |

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

1504.97 hours @ \$80 = \$120,397.60



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

Alex J. Mayer, PhD, MS, PMP
Cabinet Secretary

DATE: January 22, 2026

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

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

RE: PF 1436279, CDO BMS24*50
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests the cancellation of the unused balance of \$1,051,438.40 on the above-referenced delivery order with Berry Dunn McNeil & Parker LLC. The vendor has concluded that all invoices have been paid. The vendor was able to perform all required services at a lesser cost than was originally budgeted and approved. BMS is requesting cancellation of the remaining balance to roll back dollars for future budget use.

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





Scheduled SAM Maintenance Show Details
Feb 6, 2026



See All Alerts

Revolutionary FAR Overhaul Impacts to SAM.gov Show Details
Aug 15, 2025



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Simple Search

Search Editor

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

e.g. 1606N020Q02

"berry dunn mcneil & parker llc" ×

Federal Organizations

Enter Code or Name ▼ ⋮

Status

- Active
- Inactive

Reset ↻

All Domains

Contracting

Federal Assistance

Entity Information

Federal Hierarchy

Wage Determinations

No matches found

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West Virginia Secretary of State — Online Data Services

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 |
| 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 USA |
| Principal Office Mailing Address | 2211 CONGRESS STREET PORTLAND, ME, 04102 USA |
| 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 | Date filed |
| 2025 | |
| 2024 | |
| 2023 | |
| 2022 | |
| 2021 | |
| 2020 | |
| 2019 | |
| 2018 | |
| 2017 | |
| 2016 | |
| 2015 | |
| 2014 | |
| 2013 | |
| 2012 | |
| 2011 | |
| 2010 | |
| 2009 | |
| 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.

Tuesday, February 10, 2026 — 8:48 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

| | |
|--|---|
| <i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>2/10/26</u> Solicitation No. <u>CDO BMS24*50</u> | Agency: OSA Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CDO 0511 BMS24*50 PF No.: 1436279 |
|--|---|

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 type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Justification for price increases/backdating/other | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Bond Rider (Construction) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Secretary of State Verification | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7 | State debarment verification | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8 | Federal debarment verification | <input checked="" type="checkbox"/> | <input 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: _____

Cynthia Husted