



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: 02-20-2026

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 BMS2500000049 4	Change Order No:	1	Procurement Folder:	1714159
Document Name:	APD and Procurement Consulting Services Ph III			Reason for Modification:	
Document Description:	APD and Procurement Consulting Services Ph III			Change Order 1 - is issued as a cost neutral request to reallocate hours.	
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 HHR2100000003 4	
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				

**2026**  
 FILE LOCATION \_\_\_\_\_

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: \$1,210,370.00

Purchasing Division's File Copy

*Ch 2/26/26*  
 PURCHASING-DIVISION AUTHORIZATION  
 DATE: *2/26/26*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Cody Rosa*  
 ELECTRONIC SIGNATURE ON FILE *2-26-26*

**Extended Description:**

Change Order

Change Order 1 is issued as a cost neutral request to reallocated 295 hours from the Engagement Management (EM), Lead Project Manager (LPM), and General Project Manger (GPM) commodity lines and add the cost equivalent balance of 673 hours to the Lead MMIS Project Manager (LMPM) and support Staff (SS) commodity lines.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	0.00000		\$0.0000	\$77,400.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-06-15	2026-06-14				

**Commodity Line Description:** Lead Project Manager: Optional Renewal Year Two

**Extended Description:**

Lead Project Manager: Optional Renewal Year Two

Hourly Rate: \$215.00

518 hours @ \$215=\$111,370.00

Change Order 1

360 hours @ \$215.00 = \$77,400.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	0.00000		\$0.0000	\$3,240.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-06-15	2026-06-14				

**Commodity Line Description:** Engagement Manager: Optional Renewal Year Two

**Extended Description:**

Engagement Manager: Optional Year Two

Hourly Rate: \$270.00

60 hours @ \$270=\$16,200.00

Change Order 1

12 hours @ \$270.00 = \$3,240.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	0.00000		\$0.0000	\$29,520.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-06-15	2026-06-14				

**Commodity Line Description:** Lead MMIS Project Manager: Optional Renewal Year Two

**Extended Description:**

Lead MMIS Project Manager: Optional Renewal Year Two

Hourly Rate: \$205.00

64 hours @ \$205=\$13,120.00

Change Order 1

144 hours @ \$205.00 = \$29,520.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	0.00000		\$0.0000	\$934,610.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-06-15	2026-06-14				

**Commodity Line Description:** General Project Manager: Optional Renewal Year Two

**Extended Description:**

General Project Manager: Optional Renewal Year Two

Hourly Rate: \$190.00

5,008 hours @ \$190=\$951,520.00

Change Order 1

4,919 @ \$190.00 = \$934,610.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80101600	0.00000		\$0.0000	\$165,600.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-06-15	2026-06-14				

**Commodity Line Description:** Project Management Support Staff: Optional Renewal Year Two

**Extended Description:**

Project Management Support Staff: Optional Renewal Year Two

Hourly Rate: \$80.00

1,477 hours @ \$80=\$118,160.00

Change Order 1

2,070 hours @ \$80.00 = \$165,600.00



February 5, 2026

To Whom It May Concern,

Berry, Dunn, McNeil & Parker, LLC (BerryDunn) is submitting a cost-neutral Change Request (CR) for the Advance Planning Document (APD) and Procurement Consulting Services Phase III (CDO BMS 25\*49). The purpose of this cost-neutral CR is to reallocate hours from the Engagement Manager (EM), Lead Project Manager (LPM), and General Project Manager (GPM) and add the cost equivalent balance to the Lead MMIS Project manager (LMPM) and Project Management Support Staff (SS) line.

Please let me know if you have any questions or if you would like to discuss the content of this CR for the APD and Procurement Consulting Services Phase III.

We are pleased to have the opportunity to continue providing important project management and subject matter expert services to the State of West Virginia.

Best Regards,

Signed by:

A handwritten signature in black ink that reads 'Brandon Milton'.

05CD3FE124EB47C...

Brandon Milton

Principal

Berry, Dunn, McNeil & Parker, LLC

207-653-2927

Ok

A handwritten signature in black ink that reads 'Abbea Johnson'.



# MEMORANDUM

**DATE:** February 5, 2026

**TO:** Sarah Young, Deputy Commissioner of Policy & Operations,  
West Virginia Bureau of Medical Services (BMS)

**CC:** Jimmy Dowden, Director, Procurement Services  
BMS

**FROM:** Brandon Milton, Principal,  
Berry, Dunn, McNeil & Parker, LLC

**SUBJECT:** Advance Planning Document (APD) and Procurement  
Consulting Services Phase III No Cost Extension Change Request

**Change Request (CR):** Berry, Dunn, McNeil & Parker, LLC (BerryDunn) is submitting this cost-neutral Change Request (CR) for the Advance Planning Document (APD) and Procurement Consulting Services Phase III (CDO BMS 25\*49).

The purpose of this CR is to reallocate 295 hours from the Engagement Manager (EM), Lead Project Manager (LPM), and General Project Manager (GPM) commodity lines and add the cost equivalent balance of 673 hours to the Lead MMIS Project Manager (LMPM) and Support Staff (SS) commodity lines.

The tables below show a comparison of the estimate provided in the original SOW and the proposed reallocation of hours.

*Table 1: Comparison of Original and Reallocated Resource Costs*

Original SOW				Change	Proposed Reallocation			
Role	Rate	Total Hours	Cost		Role	Rate	Total Hours	Cost
EM	\$270	60	\$16,200	- 48 hours	EM	\$270	12	\$3,240
LPM	\$215	518	\$111,370	- 158 hours	LPM	\$215	360	\$77,400
LMPM	\$205	64	\$13,120	+ 80 hours	LMPM	\$205	144	\$29,520
GPM	\$190	5,008	\$951,520	- 89 hours	GPM	\$190	4,919	\$934,610
SS	\$80	1,477	\$118,160	+ 593 hours	SS	\$80	2,070	\$165,600
<b>Total</b>		<b>7,127</b>	<b>\$1,210,370</b>		<b>Total</b>		<b>7,505</b>	<b>\$1,210,370</b>

Table 2: Hours and Cost Summary by Role-Original SOW and Estimated Balance

Role	Rate	Original Total Hours	Original Total Cost	Total Estimated Hours Utilized to Date*	Total Estimated Cost Utilized to Date	Estimated Hours Balance	Estimated Balance
EM	\$270	60.00	\$16,200.00	2.00	\$540.00	58.00	\$15,660.00
LPM	\$215	518.00	\$111,370.00	211.20	\$45,408.00	306.80	\$65,962.00
LMPM	\$205	64.00	\$13,120.00	64.00	13,120.00	0.00	\$0.00
GPM	\$190	5,008.00	\$951,520.00	2,590.20	\$492,138.00	2417.80	\$459,382.00
SS	\$80	1,477.00	\$118,160.00	1,116.60	\$89,328.00	360.40	\$28,832.00
<b>Total</b>		<b>7,127.00</b>	<b>\$1,210,370.00</b>	<b>3,984.00</b>	<b>\$640,534.00</b>	<b>3,143.00</b>	<b>\$569,836.00</b>

\*Estimated project hours used based on the December 2025 Invoice.

Table 3: Monthly Estimated Hours by Role

Month	EM	LPM	LMPM	GPM	SS	Est. Hours Per Month	Est. Cost Per Month
	Hours	Hours	Hours	Hours	Hours		
Month 1	-	20	8	354	130	512	\$83,600
Month 2	1	32	8	402	161	604	\$98,050
Month 3	1	32	8	349	181	571	\$89,580
Month 4	1	32	8	388	157	586	\$95,070
Month 5	1	32	8	358	140	539	\$88,010
Month 6	1	32	8	348	165	554	\$88,110
Month 7	1	30	8	424	146	609	\$100,600
Month 8	1	25	8	420	174	628	\$101,005
Month 9	1	25	18	390	166	600	\$96,715
Month 10	1	25	18	383	167	594	\$95,465
Month 11	1	25	18	386	165	595	\$95,875
Month 12	1	25	18	386	164	594	\$95,795
Month 13	1	25	8	331	154	519	\$82,495
<b>Total</b>	<b>12</b>	<b>360</b>	<b>144</b>	<b>4,919</b>	<b>2,070</b>	<b>7,505</b>	<b>\$1,210,370</b>

Table 4: Resource Allocations with Requested Changes

CL	Role	Rate	Project Resources	Total Est. Hours	Total Est. Cost
15	EM	\$270	Nicole Becnel	12	\$3,240
14	LPM	\$215	Dawn Webb	360	\$77,400
16	LMPM	\$205	Emily McCoy	144	\$29,520



CL	Role	Rate	Project Resources	Total Est. Hours	Total Est. Cost
17	GPM	\$190	Ed Daranyi	26	\$4,940
17	GPM	\$190	Kourtney Kirk	244	\$46,360
17	GPM	\$190	Alex Lyubarov	26	\$4,940
17	GPM	\$190	Nolan Cyr	531	\$100,890
17	GPM	\$190	Shelly Schram	65	\$12,350
17	GPM	\$190	Darrah Ruiz	480	\$91,200
17	GPM	\$190	Mary Stewart	60	\$11,400
17	GPM	\$190	Marnie Hudson	370	\$70,300
17	GPM	\$190	MaryLou Banker	65	\$12,350
17	GPM	\$190	Susan Chugha	25	\$4,750
17	GPM	\$190	Julie DuPuis	26	\$4,940
17	GPM	\$190	Rick Hayward	65	\$12,350
17	GPM	\$190	Marie LaPres	39	\$7,410
17	GPM	\$190	Hilary Foster Moles	26	\$4,940
17	GPM	\$190	Peter Alfrey	130	\$24,700
17	GPM	\$190	Sarah Vintorini	800	\$152,000
17	GPM	\$190	Amber Davis	13	\$2,470
17	GPM	\$190	Ebony Carter	100	\$19,000
17	GPM	\$190	Crystal Fox	585	\$111,150
17	GPM	\$190	Tom Hunter	154	\$29,260
17	GPM	\$190	Sudha Ganapathy	60	\$11,400
17	GPM	\$190	Liz Vose	554	\$105,260
17	GPM	\$190	Alex Tannenbaum	124	\$23,560
17	GPM	\$190	Robert Haughton	234	\$44,460
17	GPM	\$190	Adam Bowman	25	\$4,750
17	GPM	\$190	Ethan Wiley	27	\$5,130
17	GPM	\$190	Katie McDonald	65	\$12,350
18	SS	\$80	Hope Conrad	13	\$1,040
18	SS	\$80	Megan Blount	520	\$41,600
18	SS	\$80	Shandia Benke	26	\$2,080
18	SS	\$80	Jon Watkins	52	\$4,160
18	SS	\$80	Cate Poling	320	\$25,600
18	SS	\$80	AJ Mong	50	\$4,000
18	SS	\$80	Matthew Oatten	520	\$41,600
18	SS	\$80	Hailey Holden	250	\$20,000
18	SS	\$80	Jordan Ramsey	50	\$4,000
18	SS	\$80	Caitlin Cabral	28	\$2,240
18	SS	\$80	Megan Hamilton	50	\$4,000
18	SS	\$80	Jonathan Williams	26	\$2,080
18	SS	\$80	Grace Min	26	\$2,080



CL	Role	Rate	Project Resources	Total Est. Hours	Total Est. Cost
18	SS	\$80	Alycia Minshall	25	\$2,000
18	SS	\$80	Carole Ann Guay	26	\$2,080
18	SS	\$80	KD Dobyne	26	\$2,080
18	SS	\$80	Kohnyr Smith	32	\$2,560
18	SS	\$80	Sam Kessler	30	\$2,400
<b>Total</b>				<b>7,505</b>	<b>\$1,210,370</b>



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

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

Christy D. Donohue, CMC  
Commissioner

DATE: February 13, 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 1714159, CDO BMS26\*49 – Change Order 1  
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests the approval of the above-referenced change order to reallocate 295 hours from the Engagement Manager (EM), Lead Project Manager (LPM), and General Project Manager (GPM) commodity lines and add the cost equivalent balance of 673 hours to the Lead MMIS Project Manager (LMPM) and Support Staff (SS) commodity lines.

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](mailto:althea.m.greenhowe@wv.gov). Thank you for your time and consideration in this matter.





Scheduled SAM Maintenance Show Details  
Feb 25, 2026



See All Alerts

Register Now for Q&A Session This Thursday Show Details  
Feb 23, 2026



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All Words

e.g. 1606N020Q02

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Simple Search

Search Editor

- Any Words <sup>i</sup>
- All Words <sup>i</sup>
- Exact Phrase <sup>i</sup>

e.g. 123456789, Smith Corp

"berry dunn mcneil & parker llc" ×

Entity ∨

Location ∨

Status ∧

- Active
- Inactive

Reset

Entity Information ∧



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification



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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			
<b>Business Purpose</b>	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		<b>Capital Stock</b>
<b>Charter County</b>	Kanawha	<b>Control Number</b>	0
<b>Charter State</b>	ME	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MBR
<b>At Will Term Years</b>		<b>Par Value</b>	
<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>Notice of Process Address</b>	URA SERVICES, INC. 5098 WASHINGTON STREET W. SUITE 407 CHARLESTON, WV, 25313
<b>Principal Office Address</b>	2211 CONGRESS STREET PORTLAND, ME, 04102 USA <span style="float: right;">× Close</span>
<b>Principal Office Mailing Address</b>	2211 CONGRESS STREET PORTLAND, ME, 04102 USA
Type	Address

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### 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	

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

Thursday, February 26, 2026 — 11:01 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>2/8/2022</u>	Agency: Bureau for Medical Services
Solicitation No. <u>CDO BMS25*49</u> <div style="text-align: center; margin-top: 10px;"><u>CO#1</u></div>	Procurement Officer Submitting Requisition: Althea Greenhowe
	Requisition No. CDO BMS25*49
	PF No.: 1714159

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 checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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: \_\_\_\_\_

*Christine Husted*