



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: 02-10-2026

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 3839 MIS2500000012 5	Change Order No: 1	Procurement Folder:	1716851
Document Name:	CW Communications Sys. Implementation Phase II		Reason for Modification:	
Document Description:	CW Communications Sys. Implementation Phase II		Change Order No. 1 To reallocate hours and money per attached document.	
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 5		
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000100150	Requestor Name:	Kimberly A Beckett
BERRY DUNN MCNEIL & PARKER LLC		Requestor Phone:	(304) 558-5854
2211 CONGRESS ST		Requestor Email:	kimberly.a.beckett@wv.gov
PORTLAND	ME 04102	<h1>2026</h1> <p>FILE LOCATION _____</p>	
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
BUYER - 304-957-0209	BUYER - 304-957-0209
HEALTH AND HUMAN RESOURCES	HEALTH AND HUMAN RESOURCES
MANAGEMENT INFORMATION SERVICE	MANAGEMENT INFORMATION SERVICE
ONE DAVIS SQUARE, RM 211	321 CAPITOL ST, STE 200
CHARLESTON WV 25301	CHARLESTON WV 25301
US	US

Total Order Amount:	\$437,350.00
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Purchasing Division's File Copy

CH 2/10/26
 PURCHASING DIVISION AUTHORIZATION
 DATE: *2/10/26*
 ELECTRONIC SIGNATURE ON FILE

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

Extended Description:

Change Order

Change Order NO. 1 is being issued to reallocate hours and money from CL 1 Engagement Manger and CL 2 General Program Manager to CL 3 Support Staff per attached documentation.

	Original Amount		Reallocated Amount		Final Contract Amount	
	Hours	Money	Hours	Money	Hours	Money
EM	45	\$12,150	- 34	\$9,180.00	11	\$2,970.00
GPM	2040	\$387,600.00	-102	\$19380	1,938	\$368,220
SS	470	\$37,600.00	+357	\$ 28,560.00	827	\$66,160.00

No other changes.

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	0.00000		\$0.0000	\$2,970.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-06-15	2026-06-14				2026-02-13

Commodity Line Description: Engagement Manager: Optional Renewal Year Two

Extended Description:

Engagement Manager: Optional Year Two

Hourly Rate: \$270.00 X 11 hours.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	0.00000		\$0.0000	\$368,220.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-06-15	2026-06-14				2026-02-13

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

Extended Description:

General Project Manager: Optional Renewal Year Two

Hourly Rate: \$190.00 X 1938 hours.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	0.00000		\$0.0000	\$66,160.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-06-15	2026-06-14				2026-06-13

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 X 827 hours

 **BerryDunn** Berry, Dunn, McNeil & Parker, LLC

February 3, 2026

To Whom It May Concern,

Berry, Dunn, McNeil & Parker, LLC (BerryDunn) is submitting a cost-neutral change request (CR) for the Child Welfare Communication System Implementation Phase II project (CDO MIS 25*12). The purpose of this cost-neutral CR is to reallocate Engagement Manager (EM) and General Project Manager (GPM) commodity lines and add the cost equivalent balance to the 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 Child Welfare Communication System Implementation Phase II project.

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:



05CD3FE124EB47C...

Brandon Milton

Principal

Berry, Dunn, McNeil & Parker, LLC

207.541.2337

Agreed





MEMORANDUM

DATE: February 3, 2026

TO: Brandon Lewis, Chief, Technology and Information Systems, Office of Cabinet Secretary, West Virginia Department of Human Services

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

SUBJECT: Child Welfare Communication System Implementation
Phase II No-Cost Extension Change Request

Change Request (CR): Berry, Dunn, McNeil & Parker, LLC (BerryDunn) is submitting this cost-neutral CR for the Child Welfare Communication System Implementation Phase II project (CDO MIS25*12).

The purpose of this CR is to reallocate 34 hours from the EM and 102 hours from the GPM commodity lines and add the cost equivalent balance of 357 hours to the SS commodity line.

The tables below show a comparison of the estimate provided in the original scope of work (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	45	\$12,150	-34	EM	\$270	11	\$2,970
GPM	\$190	2,040	\$387,600	-102	GPM	\$190	1,938	\$368,220
SS	\$80	470	\$37,600	+357	SS	\$80	827	\$66,160
Total		2,555	\$437,350		Total		2,776	\$437,350

Table 2: Hours and Cost Summary by Role – Original SOW and Balance Estimates

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	45.00	\$12,150.00	1.00	\$270.00	44.00	\$11,880.00



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
GPM	\$190	2,040.00	\$387,600.00	1,122.85	\$213,341.50	917.15	\$174,258.50
SS	\$80	470.00	\$37,600.00	421.60	\$33,728.00	48.40	\$3,872.00
Total		2,555.00	\$437,350.00	1,545.45	\$247,339.50	1,009.55	\$190,010.50

*Estimated project hours used based on December 2025 invoice

Table 3: Monthly Estimated Hours by Role

Month	EM	GPM	SS	Est. Hours Per Month	Est. Cost Per Month
	Hours	Hours	Hours		
Month 1	0	116	47	163	\$25,800
Month 2	0	150	66	216	\$33,780
Month 3	0	175	66	241	\$38,530
Month 4	0	175	66	241	\$38,530
Month 5	0	205	66	271	\$44,230
Month 6	1	175	66	242	\$38,800
Month 7	2	160	66	228	\$36,220
Month 8	2	150	66	218	\$34,320
Month 9	2	140	66	208	\$32,420
Month 10	1	140	66	207	\$32,150
Month 11	1	140	66	207	\$32,150
Month 12	1	140	66	207	\$32,150
Month 13	1	72	54	127	\$18,270
Total	11	1,938	827	2,776	\$437,350



Table 4: Resource Allocations with Requested Changes

CL	Role	Rate	Project Resources	Total Est. Hours	Total Est. Cost
15	EM	\$270	Brandon Milton	11	\$2,970
17	GPM	\$190	Andrea Richardson	348	\$66,120
17	GPM	\$190	Alex Tannenbaum	200	\$38,000
17	GPM	\$190	Annie Messinger	350	\$66,500
17	GPM	\$190	Danni Ricks	470	\$89,300
17	GPM	\$190	Marcharda Walters-White	240	\$45,600
17	GPM	\$190	Mallary Tiffany	185	\$35,150
17	GPM	\$190	Morgan Krieger	145	\$27,550
18	SS	\$80	Skye Kwong	50	\$4,000
18	SS	\$80	Melissa Chapusette	350	\$28,000
18	SS	\$80	Rosie Racer	327	\$26,160
18	SS	\$80	Alycia Minshall Caitlin Cabral Carole Ann Guay Grace Min Jonathan Williams Jordan Ramsey Megan Hamilton	100	\$8,000
Total				2,776	\$437,350

Approved:

Brandon Lewis
Chief of Technology and Information Systems



Arvin Singh, EdD, MBA, MPH, MS,
FACHE



Michael Caruso
Cabinet Secretary



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

Date: February 6, 2026

To: Office of Shared Administration
Purchasing Division

From: Kimberly Beckett, Procurement Specialist *KB*
Management Information Services

Re: CDO MIS25*12-CO 1

The Office of Management Information Services and Berry, Dunn, McNeil & Parker, LLC are requesting approval for a cost-neutral change for delivery order CDO MIS25*12 to reallocate hours and money per vendor documentation. Your approval is greatly appreciated.





Scheduled SAM Maintenance [Show Details](#)
Feb 6, 2026



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Revolutionary FAR Overhaul Impacts to SAM.gov [Show Details](#)
Aug 15, 2025



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e.g. 1606N020Q02

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Keyword Search

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Search Editor

- Any Words (i)
- All Words (i)
- Exact Phrase (i)

e.g. 1606N020Q02

"berry dunn mcneil & parker llc" ×

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Business and Licensing

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Business Organization Detail

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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 X Close
Principal Office Mailing Address	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	
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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 Hustead</u> Date: <u>2/10/20</u> Solicitation No. <u>CDO MIS25*12</u>	Agency: Management Information Services Procurement Officer Submitting Requisition: Kimberly Beckett Requisition No. CDO MIS25*12 PF No.: 1716851
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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 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 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: _____

Christine Husted