



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: 06-17-2026

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 0506 3022 WIC2400000005 7	Change Order No:	1	Procurement Folder:	1441798
Document Name:	Berry Dunn Project Management for WIC XRUG Prod Mgt Office	Reason for Modification: CO_1 No cost extension			
Document Description:	Berry Dunn Project Management for WIC XRUG Prod Mgt Office				
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 7			
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: Christine L Basham Requestor Phone: (304) 356-4930 Requestor Email: christine.l.basham@wv.gov 2026 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 515 CHARLESTON WV 25301-3717 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 515 CHARLESTON WV 25301-3717 US

Purchasing Division's File Copy

Total Order Amount: \$1,373,990.00

CA 6/18/26
PURCHASING DIVISION AUTHORIZATION
DATE: 6/18/26
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 6-18-26
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Berry Dunn Project Management for WIC Crossroads Users Group (XRUG) Product Mgt Office services

Change Order

Change Order No. 01 is issued to extend the original contract to 06/30/2026 according to all terms, conditions, and specifications contained in the original contract, including all authorized change orders. The extension of this contract is provided to complete to allow time for the new contract processing to avoid a lapse in service

Effective Date of Change: 06/01/2026

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	0.00000		\$0.0000	\$156,600.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-10-01	2026-06-30				

Commodity Line Description: Engagement Manager: Optional Renewal Year One

Extended Description:

Engagement Manager: Optional Year One

Hourly Rate: \$270.00

580 hours

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	0.00000		\$0.0000	\$21,070.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-10-01	2026-06-30				

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

Extended Description:

Lead Project Manager: Optional Renewal Year One

Hourly Rate: \$215.00

98 Hours

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	0.00000		\$0.0000	\$666,720.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-10-01	2026-06-30				

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

Extended Description:

General Project Manager: Optional Renewal Year One

Hourly Rate: \$180.00

3704 Hours

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	0.00000		\$0.0000	\$529,600.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-10-01	2026-06-30				

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

6620 Hours

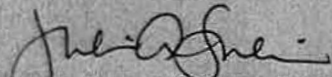
MEMORANDUM

TO: Danny Thompson, CFO, West Virginia Bureau for Public Health
FROM: Julie Sullivan, Principal, BerryDunn
DATE: June 17, 2026
RE: No-Cost Extension for ONS WIC XRUG PMO

This memorandum indicates that BerryDunn agrees to a no-cost extension through June 30, 2026, for the current delivery order (CDO WIC 24*05 under contract CMA #21*03) to serve as the Office of Nutrition Services, Women, Infants, and Children (WIC) Crossroads User Group (XRUG) Product Management Office (PMO). We accept that all pricing will remain the same.

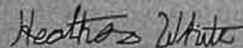
I can be reached at jsullivan@berrydunn.com or 207-650-2048 should you have any questions or need anything further from BerryDunn to complete the no-cost extension.

Thank you for your continued partnership.

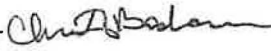


Julie Sullivan, MPH, MBA, PMP®
Principal | Berry, Dunn McNeill & Parker, LLC

Agreed



To: Dept. of Administration — Purchasing Division

From: Christine Basham, CFU Purchasing Supervisor 

Re: CDO WIC2400000005 (Berry Dunn) Late Justification

To Whom It May Concern:

Please accept this formal request for a no-cost extension regarding Centralized Delivery Order (CDO) WIC2400000005 for the Office of Nutritional Service Crossroads Management Information System multi-state collaboration contract.

While the current CDO expired on 05/31/2026, we are requesting a no cost extension through 06/30/2026. This extension is necessary to prevent a lapse in service while the new delivery order is finalized for a 07/01/2026 start date. The delay in processing the new order was due to administrative complexities involving federal grants crossing fiscal years.

Thank you for your assistance with this matter.



Contract Awards Scheduled Maintenance Show Details
Jun 16, 2026



See All Alerts

Subcontracting Plan Reporting system issues resolved Show Details
Jun 10, 2026



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e.g. 1606N020Q02

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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

Reset

Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Entity



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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	5412 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Accounting/Tax Prep/Bookkeeping/Payroll Services (CPAs)		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	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
Member	JASON FOURNIER, CPA 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
2026
2025
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Date filed

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

Thursday, June 18, 2026 — 8:34 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>C. Stettin</u> Date: <u>6/15/22</u> Solicitation No. <u>CDO WIC24*05</u>	Agency: WV Office of Shared Administration Procurement Officer Submitting Requisition: Heather White Requisition No. CDO WIC24*5 CO1 PF No.: 1441798
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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	☒	☐	☐	☐
2	Use of correct specification template	☒	☐	☐	☐
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	☒	☐	☐	☐
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	☒	☐	☐	☐
5	Maximum budgeted amount in wvOASIS	☒	☐	☐	☐
6	Suggested vendors in wvOASIS	☒	☐	☐	☐
7	Capitol Building Commission pre-approval	☐	☐	☐	☐
8	Financing (Governor's Office) pre-approval	☐	☐	☐	☐
9	Fleet Management Division pre-approval	☐	☐	☐	☐

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	☐	☐	☐	☐
	Automobile Liability	☐	☐	☐	☐
	Workers' Compensation/Employer's Liability	☐	☐	☐	☐
	Cyber Liability	☐	☐	☐	☐
	Builder's Risk/Installation Floater	☐	☐	☐	☐
	Professional Liability	☐	☐	☐	☐
	Other (specify)	☐	☐	☐	☐
11	Office of Technology CIO pre-approval	☐	☐	☐	☐
12	Treasurer's Office (banking) pre-approval	☐	☐	☐	☐

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	☒	☒	☐	☒
2	Standard change order language	☒	☒	☐	☒
3	Office of Technology CIO approval	☐	☐	☐	☐
4	Justification for price increases/backdating/other	☐	☐	☒	☐
5	Bond Rider (Construction)	☐	☐	☐	☐
6	Secretary of State Verification	☒	☒	☐	☒
7	State debarment verification	☒	☒	☐	☒
8	Federal debarment verification	☒	☒	☐	☒

*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