



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: 08-24-2026

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 7	Change Order No: 2	Procurement Folder: 1716851
Document Name:	CW Communications Sys. Implementation Phase II		Reason for Modification: Change Order No. 2 is used to reduce the unused balance per the attached documentation.
Document Description:	Cancellation of remaining balance.		
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: Kimberly A Beckett Requestor Phone: (304) 558-5854 Requestor Email: kimberly.a.beckett@wv.gov 2027 FILE LOCATION _____
	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 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Total Order Amount:	\$365,742.50
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Purchasing Division's File Copy

CH 8/26/26

PURCHASING DIVISION AUTHORIZATION
DATE: <i>[Signature]</i> 8/26/26
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: <i>[Signature]</i> 8-27-26
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 2

Change Order No. 2 is issued to reduce the unused balance on delivery order from \$437,350.00 to \$365,742.50 per attached document.

Original Contract Total: \$437,350.00

Change Order No. 2 Decrease: \$71,607.50

New Contract Total: \$365,742.50

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	\$540.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-06-15	2026-06-14			2026-08-26	

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

To cancel the remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	0.00000		\$0.0000	\$300,722.50
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-06-15	2026-06-14			2026-08-26	

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

To cancel the remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	0.00000		\$0.0000	\$64,480.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-06-15	2026-06-14			2026-08-26	

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

To cancel the remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.



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



West Virginia
DEPARTMENT OF
Health Facilities

Michael Caruso
Cabinet Secretary



WEST VIRGINIA DEPARTMENT OF
**HUMAN
SERVICES**

Carl Ayers, MSW
Cabinet Secretary

Date: August 14, 2026

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

To: Berry Dunn McNeil & Parker LLC

RE: CDO MIS2500000012 – Liquidation
CW Communication System Implementation Phase II

Please be advised there is an unused balance on CDO MIS2500000012. The original encumbrance was \$437,350.00. The amount that is closed is \$365,742.50, leaving a balance of \$71,607.50.

If you agree that all work has been invoiced and that there is indeed a remaining unused balanced of \$71,607.50, please sign and date below, then return to osamispurchasing@wv.gov and we will proceed with the balance close out. If you dispute the amount, please email us to discuss. If no response is received from Berry Dunn McNeil & Parker LLC by September 14, 2026, The Office of Management Information Services will proceed and close out the remaining balance of \$71,607.50.

Thank you for your time and consideration!

Signature	<u>Eduardo G. Daranyi</u>	Digitally signed by
		<u>Eduardo G. Daranyi</u>
Date	<u>2026.08.14</u>	Date: 2026.08.14
		18:54:41 -04'00'

Agreed

Heather White





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



Michael Caruso
Cabinet Secretary



Carl Ayers, MSW
Cabinet Secretary

Date: August 24, 2026

To: Office of Shared Administration
Purchasing Division

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

Re: CDO MIS25*12
Liquidation

The Office of Management Information Services and Berry, Dunn, McNeil & Parker, LLC are requesting approval to liquidate the remaining balance on CDO MIS25*12. This delivery order expired on June 14, 2026, and all invoices have been paid.

Your approval is greatly appreciated.





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

e.g. 123456789, Smith Corp

"berry dunn mcneil & parker llc"

Entity

Location

Status

- ☒ Active
- ☐ Inactive

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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		Hi, I'm SOLO! I can help you file your Annual Report.
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
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Date filed

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

Wednesday, August 26, 2026 — 12:56 PM

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Hi, I'm SOLO! I can help
you file your Annual
Report.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Cyrtal Hurst</u> Date: <u>8/26/26</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	☒	☐	☐	☐
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 Husted