



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: 07-17-2024

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 2897 WIC2100000002 17	Procurement Folder:	853215
Document Name:	Product Management Services for WIC Crossroads MIS System	Reason for Modification:	CO 1 - To cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.
Document Description:	Product Management Services for WIC Crossroads MIS System		
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 BMS1500000003 17
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	000000100150	Requestor Name:	Billie S Hancock		
BERRY DUNN MCNEIL & PARKER LLC 2211 CONGRESS ST		Requestor Phone:	304-356-4097		
PORTLAND ME 04102		Requestor Email:	billie.s.hancock@wv.gov		
US		<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
Vendor Contact Phone:	2075412200			Extension:	
Discount Details:					
	Discount Allowed			Discount Percentage	Discount Days
#1	No			0.0000	30
#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

Total Order Amount:	\$425,326.50
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Purchasing Division's File Copy

CH 7/29/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *7/29/24*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *7/29/24*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change order 1 is to cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Original Contract Total: \$613,190.00
Change Order 1 Decrease: (\$187,863.50)
New Contract Total: \$425,326.50

CDO for services to provide Product Management Services for the WIC Crossroads MIS System.

12 month Product Management Services, as explained in the Statement of Work (attached)
05/1/2021 - 04/30/2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	1.30000	HOUR	\$280.0000	\$364.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-05-01	2022-04-30				

Commodity Line Description: Project Management Services: Contract Manager

Extended Description:

Contract Manager Hourly Rate - Year Six (Optional Renewal Year Three)

Ed Daranyi - 24 hours

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	110.50000	HOUR	\$225.0000	\$24,862.50
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-05-01	2022-04-30				

Commodity Line Description: Project Management Services: Project Principal

Extended Description:

Project Principal Hourly Rate - Year Six (Optional Renewal Year Three)

Charlie Leadbetter - 148 hours

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	549.80000	HOUR	\$180.0000	\$98,964.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-05-01	2022-04-30				

Commodity Line Description: Project Management Services: Product Manager

Extended Description:

Product Manager Hourly Rate - Year Six (Optional Renewal Year Three)

Julie Sullivan - 578 hours

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	793.70000	HOUR	\$180.0000	\$142,866.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2021-05-01	2022-04-30				

Commodity Line Description: Project Management Services: Product Manager

Extended Description:
Product Manager Hourly Rate - Year Six (Optional Renewal Year Three)

Warren Graver - 1440 hours

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80101600	0.00000	HOUR	\$180.0000	\$0.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2021-05-01	2022-04-30				

Commodity Line Description: Project Management Services: WIC Subject Matter Expert (SME)

Extended Description:
WIC Subject Matter Expert (SME) Hourly Rate - Year Six (Optional Renewal Year Three)

Phillip Kidder - 287 hours

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80101600	1539.00000	HOUR	\$95.0000	\$146,205.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2021-05-01	2022-04-30				

Commodity Line Description: Project Management Services: Business Analyst (Product Coord

Extended Description:
Business Analyst (Product Coordinator)wal Year Three)

DAnni Ricks - 1539 hours

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	80101600	127.00000	HOUR	\$95.0000	\$12,065.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2021-05-01	2022-04-30				

Commodity Line Description: Project Management Services: QA editing

Extended Description:
QA Editingte - Year Six (Optional Renewal Year Three)

Benjamin Smith - 127 hours



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bureau for Public Health
Commissioner's Office

Jeffrey H. Coben, MD
Interim Cabinet Secretary

Matthew Q. Christiansen, MD, MPH
Commissioner & State Health Officer

November 16, 2023

Berry Dunn McNeil & Parker LLC
2211 Congress ST
Portland, ME 04102

Re: Cancellation of Balance
PO#: CDO WIC2100000002

Dear Vendor:

The above referenced Purchase Order in the amount of \$613,190.00 was issued on March 5, 2021. We are requesting your approval to cancel the remaining balance of \$187,863.50 that still exists on purchase order CDO WIC2100000002.

Your signature on the line below will acknowledge that you concur with this action and there are no outstanding invoices against this purchase order. Please mail this letter back to my attention at 350 Capitol Street Room 206, Charleston, WV 25301, or email to me at Justin.K.Baisden@wv.gov. Failure to receive written exception to this cancellation by December 16, 2023, will also constitute your concurrence with our cancellation plan.

This cancellation does not impact current or future contracts which you may have with this office. It pertains to this specific contract only.

If you have questions or need additional information, please email me at Justin.k.Baisden@wv.gov.

Sincerely,

Justin Baisden
Bureau for Public Health

Eduardo G.
Daranyi

Digitally signed by Eduardo G.
Daranyi
Date: 2023.11.16 10:47:25
-05'00'

Signature

Date

OK
Al Greenzone

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Hustead</u> Date: <u>7/29/24</u> Solicitation No. <u>CDO WIC21*02</u>	Agency: WV Department of Health & Human Resources Procurement Officer Submitting Requisition: Heather White Requisition No. CDO WIC21*2 CO1 PF No.: 853215
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____

Cynthia Hustad

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

e.g. 123456789, Smith Corp

"BERRY DUNN MCNEIL & PARKER LLC" ×

- Classification ∨
- Excluded Individual ∨
- Excluded Entity ∨
- Federal Organizations ∨
- Exclusion Type ∨
- Exclusion Program ∨
- Location ∨
- Dates ∨

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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
Mailing Address	2211 CONGRESS STREET PORTLAND, ME, 04102 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office 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
2024
2023
2022
2021
2020
2019
2018
2017
2016
2015
2014
2013
2012
2011
2010
2009
Date filed

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

Tuesday, July 16, 2024 — 12:03 PM

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