



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: 01-08-2025

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

|                              |   |                                 |  |
|------------------------------|---|---------------------------------|--|
| <b>Order Number:</b>         | CDO 0511 2680 BMS2200000032 10                            | <b>Procurement Folder:</b>      | 1036166  |
| <b>Document Name:</b>        | Children with Serious Emotional Disorder Phase IV Project | <b>Reason for Modification:</b> | Change Order 2 is issued to cancel the balance per the attached documentation. |
| <b>Document Description:</b> | Children with Serious Emotional Disorder Phase IV Project |                                 |  |
| <b>Procurement Type:</b>     | Central Delivery Order                                    |                                 |  |
| <b>Buyer Name:</b>           | Crystal G Hustead   |                                 |  |
| <b>Telephone:</b>            | (304) 558-2402  |                                 |  |
| <b>Email:</b>                | crystal.g.hustead@wv.gov                                  |                                 |  |
| <b>Shipping Method:</b>      | Best Way  | <b>Master Agreement Number:</b> | CMA 0511 HHR2100000003 10  |
| <b>Free on Board:</b>        | FOB Dest, Freight Prepaid                                 |                                 |  |

| VENDOR   |                         | DEPARTMENT CONTACT  |                          |                            |                      |
|--|-------------------------|---|--------------------------|----------------------------|----------------------|
| <b>Vendor Customer Code:</b>                       | 000000100150            | <b>Requestor Name:</b>  | Lakendra R Burdette      |                            |                      |
| BERRY DUNN MCNEIL & PARKER LLC<br>2211 CONGRESS ST |                         | <b>Requestor Phone:</b>   | 304-352-4319             |                            |                      |
| PORTLAND ME 04102                                  |                         | <b>Requestor Email:</b>   | lakendra.burdette@wv.gov |                            |                      |
| US   |                         | <div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div> |                          |                            |                      |
| <b>Vendor Contact Phone:</b>                       | 6813138905              |   |                          | <b>Extension:</b>          |                      |
| <b>Discount Details:</b>                           |                         |   |                          |                            |                      |
|  | <b>Discount Allowed</b> |   |                          | <b>Discount Percentage</b> | <b>Discount Days</b> |
| #1   | No                      |   |                          | 0.0000                     | 0                    |
| #2   | No                      |   |                          |                            |                      |
| #3   | No                      |   |                          |                            |                      |
| #4   | No                      |   |                          |                            |                      |

| INVOICE TO   | SHIP TO  |
|--|--|
| PROCUREMENT OFFICER: 304-352-4286<br>HEALTH AND HUMAN RESOURCES<br>BUREAU FOR MEDICAL SERVICES<br>350 CAPITOL ST, RM 251<br>CHARLESTON WV 25301-3709<br>US | PROCUREMENT OFFICER: 304-352-4286<br>HEALTH AND HUMAN RESOURCES<br>BUREAU FOR MEDICAL SERVICES<br>350 CAPITOL ST, RM 251<br>CHARLESTON WV 25301-3709<br>US |

Purchasing Division's File Copy

|                            |                |
|----------------------------|----------------|
| <b>Total Order Amount:</b> | \$1,252,591.50 |
|----------------------------|----------------|

CH 1/13/25  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tanya* 1/13/25  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *adys* 1-14-25  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order 2 to cancel the balance on the delivery order from \$1,415,520.00 to \$1,252,591.50 per attached document.

Original Contract Total: \$1,415,520.00

Change Order No. 2 cancellation: (\$162,928.50)

New Contract Total: \$1,252,591.50

| Line         | Commodity Code | Quantity     | Unit | Unit Price | Total Price   |
|--------------|----------------|--------------|------|------------|---------------|
| 1            | 80101600       | 0.00000      |      | \$0.0000   | \$15,222.00   |
| Service From | Service To     | Manufacturer |      | Model No   | Delivery Date |
| 2022-05-16   | 2024-06-14     |              |      |            |               |

**Commodity Line Description:** Lead Project Manager: Base year one

**Extended Description:**

Lead Project Manager: base year one

Hourly Rate: \$215.00

Ed Daranyi 240 Hours @ \$215 = \$51,600

Relocated 145 to GPM commodity line 3

New hours 95 hours @ \$215 = \$20,425

Change Order 2

Actual amount used 70.8 hours @ \$215 = \$15,222.00

| Line         | Commodity Code | Quantity     | Unit | Unit Price | Total Price   |
|--------------|----------------|--------------|------|------------|---------------|
| 2            | 80101600       | 0.00000      |      | \$0.0000   | \$1,620.00    |
| Service From | Service To     | Manufacturer |      | Model No   | Delivery Date |
| 2022-05-16   | 2024-06-14     |              |      |            |               |

**Commodity Line Description:** Engagement Manager: Base Year One

**Extended Description:**

Engagement Manager: Base Year One

Hourly Rate: \$270.00

Nicole Becnel 96 hours @ \$270 = \$25,920

Relocated 90 to GPM commodity line 3

New hours 6 hours @ \$270= \$1,620

| Line         | Commodity Code | Quantity     | Unit | Unit Price | Total Price    |
|--------------|----------------|--------------|------|------------|----------------|
| 3            | 80101600       | 0.00000      |      | \$0.0000   | \$1,033,077.50 |
| Service From | Service To     | Manufacturer |      | Model No   | Delivery Date  |
| 2022-05-16   | 2024-06-14     |              |      |            |                |

**Commodity Line Description:** General Project Manager: Base Year One

**Extended Description:**

General Project Manager: Base Year One

Hourly Rate: \$175.00

Ethan Wiley 720 hours @ \$175 = \$126,000  
 Meghan Luce 2,420 hours @ \$175 = \$423,500  
 Brody McClellan 1,660 hours @ \$175 = \$290,500  
 Tonya Roloson 1,200 hours @ \$175 = \$210,000

Total 6,000 hours @ 175 = \$1,050,000

Relocated hours added 589

New hours 6,589 hours @ \$175 = \$1,153,075

Change Order 2

Actual amount used 5,903.3 hours @ \$175 = \$1,033,077.50

| Line         | Commodity Code | Quantity     | Unit | Unit Price | Total Price   |
|--------------|----------------|--------------|------|------------|---------------|
| 4            | 80101600       | 0.00000      |      | \$0.0000   | \$202,672.00  |
| Service From | Service To     | Manufacturer |      | Model No   | Delivery Date |
| 2022-05-16   | 2024-06-14     |              |      |            |               |

**Commodity Line Description:** Project Management Support Staff: Base Year One

**Extended Description:**

Project Management Support Staff: Base Year One

Hourly Rate: \$80.00

Alex Glowacky 1,020 Hours @ \$80 = \$81,600  
 Sam Kessler 2,100 Hours @ \$80 = \$168,000  
 Bethany Pike 48 Hours @ \$80 = \$3,840  
 Carole Ann Guay 48 Hours @ \$80 = \$3,840  
 Emily Hendrickson 48 Hours @ \$80 = \$3,840  
 Jon Williams 48 Hours @ \$80 = \$3,840  
 Jordan Ramsey 48 Hours @ \$80 = \$3,840  
 Karla Fossett 48 Hours @ \$80 = \$3,840  
 Mary Corley 48 Hours @ \$80 = \$3,840  
 Molly Hawkinson 48 Hours @ \$80 = \$3,840  
 Caitlin Cabral 48 Hours @ \$80 = \$3,840  
 Janine DiLorenzo 48 Hours @ \$80 = \$3,840

Total: 3,600 Hours @ \$80 = \$288,000

Relocated 595 to GPM commodity line 3

New hours 3,005 hours @ \$80 = \$240,400.00

Change Order 2

Actual amount used 2,533.4 hours @ \$80 = \$202,672.00



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

Cynthia A. Persily, Ph.D.  
Cabinet Secretary

Cynthia Beane  
Commissioner

DATE: December 23, 2024  
TO: Ed Daranyi  
Berry Dunn McNeil & Parker LLC  
FROM: Lakendra Burdette *LB*  
Procurement Specialist  
RE: Balance Closure of CDO BMS22\*32  
Dept 0511

Please be advised that there is a remaining balance on CDO BMS23\*32 for Berry Dunn McNeil & Parker LLC. This agency contract expired on 06/14/2024. If you agree that all work has been invoiced, and that a remaining balance of \$162,928.50 exists, please sign and date in the space provided below and return it to my attention. If you dispute this amount, please contact me at (304) 352-4319 or [Lakendra.burdette@wv.gov](mailto:Lakendra.burdette@wv.gov). If no response is received by January 22, 2025, the Bureau for Medical Services (BMS) will proceed with cancellation of the remaining balance.

Thank you for your time and consideration in this matter.

Signature: \_\_\_\_\_ Digitally signed  
by Eduardo G. \_\_\_\_\_  
Eduardo Daranyi  
G. Daranyi Date: 2024.12.26  
Date: 09:06:14 -05'00'

Ok  
*Althea Greenhow*





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

Cynthia A. Persily, Ph.D.  
Cabinet Secretary

Cynthia Beane  
Commissioner

DATE: December 27, 2024

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: PF1036166, CDO BMS22\*32 – Change Order 2  
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests the cancellation of the unused balance of \$162,928.50 on the above referenced CDO with Berry, Dunn, McNeil & Parker LLC. The vendor has concurred that all invoices have been paid. The vendor was able to perform all required services at a lesser cost than was originally budgeted and approved. BMS is requesting cancellation of the remaining balance to roll back dollars for future budgeting use.

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.



## Keyword Search

For more information on how to use our keyword search, visit our help guide

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 



## No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

Search inactive

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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        |

| <b>Addresses</b>                 |  |
|----------------------------------|--|
| <b>Type</b>                      | <b>Address</b>   |
| <b>Designated Office Address</b> | 209 WEST WASHINGTON STREET<br>CHARLESTON, WV, 25302                                |
| <b>Mailing Address</b>           | 2211 CONGRESS STREET<br>PORTLAND, ME, 04102<br>USA                                 |
| <b>Notice of Process Address</b> | CORPORATION SERVICE COMPANY<br>209 WEST WASHINGTON STREET<br>CHARLESTON, WV, 25302 |
| <b>Principal Office Address</b>  | 2211 CONGRESS STREET<br>PORTLAND, ME, 04102<br>USA                                 |
| <b>Type</b>                      | <b>Address</b>   |

| <b>Officers</b> |  |
|-----------------|--|
| <b>Type</b>     | <b>Name/Address</b>  |
| <b>Member</b>   | CHARLES K. LEADBETTER III<br>2211 CONGRESS STREET<br>PORTLAND, ME, 04102 |
| <b>Member</b>   | SETH E. WEBBER<br>2211 CONGRESS STREET<br>PORTLAND, ME, 04102            |
| <b>Member</b>   | KATHY PARKER, C.P.A.<br>2211 CONGRESS STREET<br>PORTLAND, ME, 04102      |
| <b>Member</b>   | SARAH BELLIVEAU, C.P.A.<br>2211 CONGRESS STREET<br>PORTLAND, ME, 04102   |
| <b>Type</b>     | <b>Name/Address</b>  |

| <b>DBA</b>                         |                    |                       |                         |
|------------------------------------|--------------------|-----------------------|-------------------------|
| <b>DBA Name</b>                    | <b>Description</b> | <b>Effective Date</b> | <b>Termination Date</b> |
| BERRY DUNN                         | TRADENAME          | 3/21/2011             |                         |
| BERRY, DUNN, MCNEIL & PARKER, PLLC | TRADENAME          | 11/5/2019             |                         |
| <b>DBA Name</b>                    | <b>Description</b> | <b>Effective Date</b> | <b>Termination Date</b> |



| <b>Annual Reports</b> |
|-----------------------|
| <b>Filed For</b>      |
| 2024                  |
| 2023                  |
| 2022                  |
| 2021                  |
| 2020                  |
| 2019                  |
| 2018                  |
| 2017                  |
| 2016                  |
| 2015                  |
| 2014                  |
| 2013                  |
| 2012                  |
| 2011                  |
| 2010                  |
| 2009                  |
| <b>Date filed</b>     |

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

Monday, January 13, 2025 — 9:37 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

|  |  |
|--|--|
| <i>Purchasing Division Use:</i><br>Buyer: <u>Crystal Hustead</u> Date: <u>1/13/25</u><br><br>Solicitation No. <u>CPO BMS 22 * 32</u> | Agency:<br>DoHS-BMS<br><br>Procurement Officer Submitting Requisition:<br>Althea Greenhowe<br><br>Requisition No.<br>CDO BMS 22*32<br><br>PF No.:<br>1036166 |
|--|--|

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<br>[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<br><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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input 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 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: \_\_\_\_\_

*[Handwritten Signature]*