



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 0511 2688 BMS2200000054 8	Procurement Folder:	1059201
Document Name:	HCPAD Reimbursement-MHT	Reason for Modification:	Change Order No. 01 is issued to reduce the balance per the attached documentation.
Document Description:	HCPAD Reimbursement-MHT		
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 BMS2200000001 8
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000191225			Requestor Name:	Lakendra R Burdette
MYERS & STAUFFER LC 1349 Peachtree ST NE				Requestor Phone:	(304) 352-4319
Atlanta	GA	30309		Requestor Email:	lakendra.burdette@wv.gov
US					
Vendor Contact Phone:	800-374-6858	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

2025
 FILE LOCATION _____

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

Total Order Amount:	\$41,087.50
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Purchasing Division's File Copy

CH 7/25/24
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara* 7/26/24
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: _____
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 02 to reduce the balance on the delivery order from \$310,000.00 to \$41,087.50 per attached document.

Original Contract Total: \$310,000.00
Change Order No. 1 Decrease: (\$268,912.50)
New Contract Total: \$41,087.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	93151507	0.00000		\$0.0000	\$13,700.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-01	2023-02-14				

Commodity Line Description: Technical Support Staff (non-actuary) \$200.00 per hour

Extended Description:

Technical Support Staff (non-actuary)

\$200.00 Per Hour

150 Hours @ \$200.00=\$30,000.00

Dates of Service: 07/01/2022-02/14/2023

Change Order 1

Actual amount 68.50 @ \$200.00 = \$13,700.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	93151507	0.00000		\$0.0000	\$27,387.50
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-01	2023-02-14				

Commodity Line Description: Managed Care Oversight Ad Hoc Services \$175.00 per hour

Extended Description:

Managed Care Oversight Ad Hoc Services

\$175.00 per hour

Jerry Dubberly: 280 Hours @ \$175.00=\$49,000.00
Toni Prine: 240 Hours @ \$175.00=\$42,000.00
Bobby Courtney: 120 Hours @ \$175.00=\$21,000.00
Allan Hansen: 40 Hours @ \$175.00=\$7,000.00
Natalie Hosier, PharmD: 120 Hours @ \$175.00=\$21,000.00
Mariya Baranova, PharmD: 120 Hours @ \$175.00=\$21,000.00
Luke Slindee, PharmD: 120 Hours @ \$175.00=\$21,000.00
Edwinlyn Heyward: 80 Hours @ \$175.00=\$14,000.00
Paige Ferise: 80 Hours @ \$175.00=\$14,000.00
Joe Connell: 100 Hours @ \$175.00=\$17,500.00
Jillian Kuether: 100 Hours @ \$175.00=\$17,500.00
Mitch Keister: 100 Hours @ \$175.00=\$17,500.00
Terri Branning: 100 Hours @ \$175.00=\$17,500.00

Total: 1,600 Hours @ \$175.00=\$280,000.00

Dates of Service: 07/01/2022-02/14/2023

Change Order 1

Actual amount 156.5 @ \$175.00 = \$27,387.50



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

Cynthia A. Persily, Ph.D.
Cabinet Secretary

Cynthia Beane
Commissioner

DATE: May 9, 2024
TO: Myers & Stauffer LC
FROM: Lakendra Burdette
Procurement Specialist
RE: Balance Closure of CDO BMS 22*54
Dept 0511

Please be advised that there is a remaining balance on CDO BMS22*54 for Myers & Stauffer LC. This agency contract expired on 02/14/2023. If you agree that all work has been invoiced, and that a remaining balance of \$268,912.50 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. If no response is received by June 8, 2024, 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:

Date:

Ok
Althea Greenhowe





Burdette, Lakendra <lakendra.burdette@wv.gov>

Fwd: Balance Closures

2 messages

Dowden, Jimmy K <jimmy.k.dowden@wv.gov>
To: Lakendra Burdette <lakendra.burdette@wv.gov>

Wed, Jul 3, 2024 at 2:01 PM

FYI.. Please move forward.



Jimmy Dowden WVPRC
Director, Procurement Services

West Virginia Department of Human Services

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----- Forwarded message -----

From: Carpenter, Mandy D <mandy.d.carpenter@wv.gov>
Date: Wed, Jul 3, 2024 at 1:54 PM
Subject: Re: Balance Closures
To: Brandon J Payne <brandon.j.payne@wv.gov>, Dowden, Jimmy K <jimmy.k.dowden@wv.gov>

Jimmy and Brandon,

Let's move forward with closing CDO BMS22*54 at this time.

Thanks!



Mandy D. Carpenter, MBA
Interim Deputy Commissioner of Finance/CFO
West Virginia Department of Human Services

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

Cynthia A. Persily, Ph.D.
Cabinet Secretary

Cynthia Beane
Commissioner

DATE: June 10, 2024

TO: Crystall Hustead
Senior Buyer
Office of Shared Administration/Purchasing

FROM: Althea Greenhowe *Althea Greenhowe*
Procurement Specialist, Senior
Office of Shared Administration

RE: PF1059201, CDO BMS22*54 – Change Order 1
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests the cancellation of the unused balance of \$268,912.50 on the above referenced CDO with Myers & Stauffer LC. The vendor has not responded to the balance cancellation letter that was sent via email on 05/09/2024. It is concluded that 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 budget 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. Thank you for your time and consideration in this matter.



Burdette, Lakendra <lakendra.burdette@wv.gov>

Balance Closure Request Letters - Myers & Stauffer LC

3 messages

Burdette, Lakendra <lakendra.burdette@wv.gov>

Thu, May 9, 2024 at 9:18 AM

To: Terri Branning <tbranning@mslc.com>, Jimmy K Dowden <jimmy.k.dowden@wv.gov>

Good morning,

Please see the attached letters. If you agree that all work has been invoiced please sign and return to me by June 8, 2024.

Thank you,

Lakendra Burdette*Procurement Specialist*

Bureau for Medical Services

West Virginia Department of Human Services

350 Capitol Street, Rm 251

Charleston, WV 25301

M: 304.558.1700

D: 304.352.4319 | dhhr.wv.gov

Email: Lakendra.burdette@wv.gov

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7 attachments

Balance Cancellation Letter Vendor ADO BMS 22-147.pdf
64K

Balance Cancellation Letter Vendor ADO BMS 22-165.pdf
64K

Balance Cancellation Letter Vendor ADO BMS 22-167.pdf
64K

Balance Cancellation Letter Vendor CDO BMS 22-23.pdf
64K

Balance Cancellation Letter Vendor CDO BMS 22-54.pdf
64K

Balance Cancellation Letter vendor CDO BMS 22-55.pdf
64K

Balance Cancellation Letter vendor CDO BMS 23-27.pdf
64K

Terri Branning <TBranning@mslc.com>

Thu, May 9, 2024 at 10:58 AM

To: "Burdette, Lakendra" <lakendra.burdette@wv.gov>, Jimmy K Dowden <jimmy.k.dowden@wv.gov>

Thanks, Lakendra—I will review. Thanks!

Terri L. Branning
Senior Manager
PH: 770-605-3558
www.myersandstauffer.com



DEDICATED TO GOVERNMENT HEALTH PROGRAMS

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From: Burdette, Lakendra <lakendra.burdette@wv.gov>
Sent: Thursday, May 9, 2024 9:19 AM
To: Terri Branning <TBranning@mslc.com>; Jimmy K Dowden <jimmy.k.dowden@wv.gov>
Subject: Balance Closure Request Letters - Myers & Stauffer LC

CAUTION: External Email - This email originated from outside of Myers and Stauffer. Do not click on links or open attachments unless you recognize the sender and know that the content is safe. If you believe that this email is suspicious, please reference your Phishing Guidelines before taking further action.

Good morning,

Please see the attached letters. If you agree that all work has been invoiced please sign and return to me by June 8, 2024.

Thank you,

Lakendra Burdette
Procurement Specialist
Bureau for Medical Services
West Virginia Department of Human Services
350 Capitol Street, Rm 251
Charleston, WV 25301
M: 304.558.1700
D: 304.352.4319 | dhr.wv.gov
Email: Lakendra.burdette@wv.gov

[Quoted text hidden]

Burdette, Lakendra <lakendra.burdette@wv.gov>
To: Terri Branning <TBranning@mslc.com>
Cc: Jimmy K Dowden <jimmy.k.dowden@wv.gov>

Thu, May 9, 2024 at 11:55 AM

You are most welcome



Lakendra Burdette
Procurement Specialist
Bureau for Medical Services
West Virginia Department of Human Services
350 Capitol Street, Rm 251
Charleston, WV 25301
M: 304.558.1700
D: 304.352.4319 | dhr.wv.gov
Email: Lakendra.burdette@wv.gov

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[Quoted text hidden]

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>7/25/24</u>	Agency: WV OSA
Solicitation No. <u>CDO BMS22*54</u>	Procurement Officer Submitting Requisition: Althea Greenhowe
	Requisition No. CDO - BMS22*54
	PF No.: 1059201

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 [CROM → 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: _____

Crystal Husted

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

e.g. 123456789, Smith Corp

"MYERS & STAUFFER LC" x

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

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MYERS AND STAUFFER LC

** See Attached **

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC Limited Liability Company	6/25/2001		6/25/2001	Foreign	Profit		6/25/2050		

Organization Information									
Business Purpose	5412 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Accounting/Tax Prep/Bookkeeping/Payroll Services (CPAs)			Capital Stock					
Charter County				Control Number	41216				
Charter State	KS				Excess Acres				
At Will Term	T				Member Managed	MBR			
At Will Term Years	49				Par Value				
Authorized Shares				Young Entrepreneur	Not Specified				

Addresses	
Type	Address
Designated Office Address	209 WEST WASHINGTON ST CHARLESTON, WV, 25302
Mailing Address	700 W 47TH ST STE 1100 KANSAS CITY, MO, 64112 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	700 W 47TH ST STE 1100 KANSAS CITY, MO, 64112 USA
Type	Address

Officers	
Type	Name/Address
Member	CHARLES SMITH 100 EASTSHORE DRIVE STE 200 GLEN ALLEN, VA, 23059
Organizer	KEVIN C. LONDEEN 4123 SW GAGE CENTER DRIVE, SUITE 200 TOPEKA, KS, 66604 USA
Type	Name/Address

Annual Reports	
Filed For	
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Date filed

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

Tuesday, July 9, 2024 — 10:01 AM

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Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	1131 SW Winding Rd Ste C	Topeka	KS	66616	
Payment	700 W 47th Street Suite 1100	Kansas City	MO	64112	Jennifer Isleib
Billing	100 EASTSHORE DRIVE STE 200	GLEN ALLEN	VA	23059	Marketing Coordinator
Payment	62954 COLLECTION CENTER DRIVE	CHICAGO	IL	60693-0629	Marketing Coordinator
Ordering	1349 Peachtree ST NE	Atlanta	GA	30309	
Payment	1349 PEACHTREE ST NE	ATLANTA	GA	30309	TERRI BRANNING
Payment	10200 GRAND CENTRAL AVENUE	OWINGS MILLS	MD	21117	
Other	1131 SW Winding Rd Ste C	Topeka	KS	66616	
Ordering	10200 GRAND CENTRAL AVENUE	OWINGS MILLS	MD	21117	
Payment	PO BOX 505215	ST LOUIS	MO	63150-5215	Marketing Coordinator

First Prev [Next](#) Last

Save [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#)

Vendor/Customer : 000000191225
MYERS & STAUFFER LC

Address Type : Payment

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 05/21/2015

Active To :

Default Record :

Mail Returned :

Active Address : Yes

▼ Address Information

Address ID : AD000006

Country Phone Code : 1

Street 1 : 1131 SW Winding Rd Ste C

Phone : 000-000-0000

Street 2 :

Phone Extension :

City : Topeka

County :

State/Province : KS

County Name :

Zip/Postal Code : 66616

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

▶ Prenote/EFT

▶ Remittance Advice

▶ Contact Information

▶ Contact Address Information

▶ Geographic Designation

▶ Change Management

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