



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: 12-12-2024

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 2688 BMS2200000055 7	<b>Procurement Folder:</b>	1061350
<b>Document Name:</b>	Ad Hoc Technical Assistance	<b>Reason for Modification:</b>	
<b>Document Description:</b>	Ad Hoc Technical Assistance	Change Order 1 is issued to cancel the balance per the attached documentation.	
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	Crystal G Husted		
<b>Telephone:</b>	(304) 558-2402		
<b>Email:</b>	crystal.g.husted@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b>	CMA 0511 BMS2200000001 7
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000191225			<b>Requestor Name:</b>	Lakendra R Burdette
MYERS & STAUFFER LC 1349 Peachtree ST NE				<b>Requestor Phone:</b>	304-352-4319
Atlanta GA 30309				<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>	800-374-6858	<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 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

<b>Total Order Amount:</b>	\$506,331.25
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Purchasing Division's File Copy

CH 12/19/24  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tara* 12/23/24  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Tara* 12-23-24  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order 1 to cancel the balance on the delivery order from \$509,375.00 to \$506,331.25 per attached document.

Original Contract Total: \$509,375.00

Change Order No. 1 cancellation: (\$3,043.75)

New Contract Total: \$506,331.25

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	93151507	0.00000		\$0.0000	\$117,000.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-11	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

600 Hours @ \$200.00=\$120,000.00

Service Period: 07/11/2022-02/14/2023

Change Order 1

Actual amount used 585 hours @ \$275 = \$117,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	93151507	0.00000		\$0.0000	\$389,331.25
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-11	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: 200 Hours @ \$175=\$35,000  
 Terri Branning: 100 Hours @ \$175=\$17,500  
 Melissa Carter: 100 Hours @ \$175=\$17,500  
 Joe Connell: 100 Hours @ \$175=\$17,500  
 Stephen Fader: 100 Hours @ \$175=\$17,500  
 Alexandra Farrugia: 50 Hours @ \$175=\$8,750  
 Paige Ferise: 50 Hours @ \$175=\$8,750  
 Savombi Fields: 100 Hours @ \$175=\$17,500  
 Delphine Golly: 50 Hours @ \$175=\$8,750  
 Brianna Halliburton: 50 Hours @ \$175=\$8,750  
 Alicia Jansen: 50 Hours @ \$175=\$8,750  
 Divlin Kaur: 50 Hours @ \$175=\$8,750  
 Mitch Kiestler: 100 Hours @ \$175=\$17,500  
 Margaret King: 75 Hours @ \$175=\$13,125  
 Jillian Kuether: 100 Hours @ \$175=\$17,500  
 Jennifer Kyritsis: 50 Hours @ \$175=\$8,750  
 Hannah Lawrence: 150 Hours @ \$175=\$26,250  
 Nancy Myers: 100 Hours @ \$175=\$17,500  
 Elizabeth Peyton: 200 Hours @ \$175=\$35,000  
 Karina Serrano: 50 Hours @ \$175=\$8,750  
 Megha Soor: 100 Hours @ \$175=\$17,500  
 Megan Wyatt: 300 Hours @ \$175=\$52,500

Total: 2,225 Hours @ \$175=\$389,375

Change Order 1

Actual amount used 2,224.75 hours @ \$175 = \$389,331.25



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

Cynthia A. Persily, Ph.D.  
Cabinet Secretary

Cynthia Beane  
Commissioner

DATE: December 9, 2024  
TO: Myers & Stauffer LC  
FROM: Lakendra Burdette  
Procurement Specialist  
RE: Balance Closure of CDO BMS22\*55  
Dept 0511

Please be advised that there is a remaining balance on CDO BMS22\*55 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 \$3,043.75 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 08, 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: **Jerry Dubberly**  
Digitally signed by Jerry Dubberly  
Date: 2024.12.09 15:02:30 -05'00'

Date:

Ok  
*Althea Greenhouse*





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

Cynthia A. Persily, Ph.D.  
Cabinet Secretary

Cynthia Beane  
Commissioner

DATE: December 11, 2024

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

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

RE: PF1061350, CDO BMS22\*55 – Change Order 1  
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests the cancellation of the unused balance of \$ 3,043.75 on the above referenced CDO with Myers & Stauffer LC. 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.



- Any Words ⓘ
- All Words ⓘ
- Exact Phrase ⓘ

e.g. 123456789, Smith Corp

"MYERS & STAUFFER LC" ×

- Classification ▼
- Excluded Individual ▼
- Excluded Entity ▼
- Federal Organizations ▼
- Exclusion Type ▲
  - ✓ Ineligible (Proceedings Pending)
  - ✓ Ineligible (Proceedings Complete)
  - ✓ Prohibition/Restriction
  - ✓ Voluntary Exclusion
- Exclusion Program ▼
- Location ▼
- Dates ▼

Reset



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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.*

### 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									
<b>Business Purpose</b>	5412 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Accounting/Tax Prep/Bookkeeping/Payroll Services (CPAs)			<b>Capital Stock</b>					
<b>Charter County</b>				<b>Control Number</b>		41216			
<b>Charter State</b>	KS			<b>Excess Acres</b>					
<b>At Will Term</b>	T			<b>Member Managed</b>		MBR			
<b>At Will Term Years</b>	49			<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 ST CHARLESTON, WV, 25302
<b>Mailing Address</b>	700 W 47TH ST STE 1100 KANSAS CITY, MO, 64112 USA
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Principal Office Address</b>	700 W 47TH ST STE 1100 KANSAS CITY, MO, 64112 USA
<b>Type</b>	<b>Address</b>

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

<b>Annual Reports</b>	
<b>Filed For</b>	
2024	
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2022	
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<b>Date filed</b>

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

Thursday, December 12, 2024 — 1:20 PM

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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

Street 1 : 1131 SW Winding Rd Ste C

Street 2 :

City : Topeka

State/Province : KS

Zip/Postal Code : 66616

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

Country Phone Code : 1

Phone : 000-000-0000

Phone Extension :

County :

County Name :

Country : US

▶ Prenote/EFT

▶ Remittance Advice

▶ Contact Information

▶ Contact Address Information

▶ Geographic Designation

▶ Change Management

Top

Modify Existing Record Add New Address

Master Address

Master Contacts

Languages

Vendor Transaction History

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>12/19/24</u>  Solicitation No. <u>CDO BMS22*55</u>	Agency: DoHS-BMS  Procurement Officer Submitting Requisition: Althea Greenhowe  Requisition No. CDO BMS 22*55  PF No.: 1061350
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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 <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: \_\_\_\_\_

*Cynthia Husted*