



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: 01-02-2025

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 2680 BMS2300000031 10	Procurement Folder:	1211003
Document Name:	Advanced Planning Document (ADP) Consulting Services	Reason for Modification: Change Order 2 is issued to cancel the balance per the attached documentation	
Document Description:	Advanced Planning Document (ADP) Consulting Services		
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 10
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000100150			Requestor Name:	Lakendra R Burdette
BERRY DUNN MCNEIL & PARKER LLC 2211 CONGRESS ST				Requestor Phone:	304-352-4319
PORTLAND ME 04102				Requestor Email:	lakendra.burdette@wv.gov
US				<h1>2025</h1> <p>FILE LOCATION _____</p>	
Vendor Contact Phone:	6813138905	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#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	

Purchasing Division's File Copy

Total Order Amount:	\$615,162.75
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CH 1/8/25
PURCHASING DIVISION AUTHORIZATION
DATE: 1/8/25
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 1-8-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 2 to cancel the balance on the delivery order from \$1,373,600.00 to \$615,162.75 per attached document.

Original Contract Total: \$1,373,600.00

Change Order No. 2 cancellation: (\$758,437.25)

New Contract Total: \$615,162.75

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	0.00000		\$0.0000	\$113,649.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-05-01	2024-06-14				

Commodity Line Description: Lead Project Manager: Base Year One

Extended Description:

Lead Project Manager: Base Year One

Hourly Rate: \$215.00

Dawn Webb 200 Hours @ \$215 = \$43,000

Change Order 1 Reallocated 875 hours @ \$215 = \$188,125.00

Change Order 1 Total hours 1,075 @ \$215 = \$231,125.00

Change Order 2

Actual amount used 528.6 hours @ \$215 = \$113,649.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	0.00000		\$0.0000	\$2,970.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-05-01	2024-06-14				

Commodity Line Description: Engagement Manager: Base Year One

Extended Description:

Engagement Manager: Base Year One

Hourly Rate: \$270.00

Nicole Becnel 80 hours @ \$270 = \$21,600

Change Order 2

Actual amount used 11 hours @ \$270 = \$2,970.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	0.00000		\$0.0000	\$411,503.75
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-05-01	2024-06-14				

Commodity Line Description: General Project Manager: Base Year One

Extended Description:

General Project Manager: Base Year One

Hourly Rate: \$175.00

Change Order 1 Reallocated 1075 hours @ \$175 = \$188,125.00

Change Order 2. Pricing termed effective 06/14/2023.

- Peter Alfrey 200 Hours @ \$175 = \$35,000
- Eboney Carter 200 Hours @ \$175 = \$35,000
- Susan Chugha 200 Hours @ \$175 = \$35,000
- Andrea Clark 120 Hours @ \$175 = \$21,000
- Sarah Colburn 200 Hours @ \$175 = \$35,000
- Eduardo Daranyi 80 Hours @ \$175 = \$14,000
- Amber Davis 200 Hours @ \$175 = \$35,000
- Julie DuPuis 200 Hours @ \$175 = \$35,000
- Crystal Fox 200 Hours @ \$175 = \$35,000
- Sudha Ganapathy 200 Hours @ \$175 = \$35,000
- Nora Gilligan 200 Hours @ \$175 = \$35,000
- Crystal Gray 200 Hours @ \$175 = \$35,000
- Valerie Hamilton 200 Hours @ \$175 = \$35,000
- Jason Hargrove 200 Hours @ \$175 = \$35,000
- Marnie Hudson 200 Hours @ \$175 = \$35,000
- Meghan Luce 200 Hours @ \$175 = \$35,000
- Alex Lyubarov 200 Hours @ \$175 = \$35,000
- Brody McClellan 200 Hours @ \$175 = \$35,000
- Emily McCoy 200 Hours @ \$175 = \$35,000
- Hilary Foster Moles 200 Hours @ \$175 = \$35,000
- Sarah Ratliff 200 Hours @ \$175 = \$35,000
- Lisa Roberts 200 Hours @ \$175 = \$35,000
- Tonya Roloson 200 Hours @ \$175 = \$35,000
- Shelly Schram 200 Hours @ \$175 = \$35,000
- Meghann Slaven 200 Hours @ \$175 = \$35,000
- Nicole Spears 200 Hours @ \$175 = \$35,000
- Jeff Stoddard 200 Hours @ \$175 = \$35,000
- Alex Tannenbaum 200 Hours @ \$175 = \$35,000
- Drew Thomas 200 Hours @ \$175 = \$35,000
- Liz Vose 200 Hours @ \$175 = \$35,000
- Ethan Wiley 200 Hours @ \$175 = \$35,000
- Ryan Wisley 200 Hours @ \$175 = \$35,000

Total 6,200 Hours @ \$175 = \$1,085,000.00

Change Order 2

Actual amount used 2,351.45 hours @ \$175 = \$411,503.75

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	0.00000		\$0.0000	\$87,040.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-05-01	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

Megan Blount 200 Hours @ \$80 = \$16,000
 Caitlin Cabral 200 Hours @ \$80 = \$16,000
 Janine DeLorenzo 200 Hours @ \$80 = \$16,000
 Alex Glowacky 200 Hours @ \$80 = \$16,000
 Carole Ann Guay 200 Hours @ \$80 = \$16,000
 Megan Hamilton 200 Hours @ \$80 = \$16,000
 Alycia Minshall 200 Hours @ \$80 = \$16,000
 Emily Hendrickson 200 Hours @ \$80 = \$16,000
 Hailey Holden 200 Hours @ \$80 = \$16,000
 Azba Hotelwala 200 Hours @ \$80 = \$16,000
 Jordan Ramsey 200 Hours @ \$80 = \$16,000
 Jay Roudebush 200 Hours @ \$80 = \$16,000
 Jon Watkins 200 Hours @ \$80 = \$16,000
 Jonathan Williams 200 Hours @ \$80 = \$16,000

Total 2,800 Hours @ \$80 = \$224,000

Change Order 2

Actual amount used 1,088 hours @ \$80 = \$87,040.00



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 BMS23*31
Dept 0511

Please be advised that there is a remaining balance on CDO BMS23*31 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 \$758,437.25 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 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:

_____ **Eduardo** Digitally signed by
G. Daranyi Eduardo G. Daranyi
Date: 2024.12.26
09:18:09 -05'00'

Date:

Ok

Alden Greenlaw





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 Hustead
Senior Buyer
State of West Virginia Purchasing Division

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

RE: PF1211003, CDO BMS23*31 – Change Order 2
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests the cancellation of the unused balance of \$758,437.25 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. 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 

All Words 

Exact Phrase 

e.g. 123456789, Smith Corp

"berry dunn mcneil & parker llc" 

Entity 

Location 

Status 

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No matches found

Your search did not return any results for active records.

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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			
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		
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
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2012
2011
2010
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, January 8, 2025 — 9:00 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husband</u> Date: <u>11/8/25</u>	Agency: DoHS-BMS
Solicitation No. <u>CDO BMS23*31</u>	Procurement Officer Submitting Requisition: Althea Greenhowe
	Requisition No. CDO BMS 23*31
	PF No.: 1211003

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				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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 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