



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 2680 BMS2400000023 6	<b>Procurement Folder:</b>	1363932
<b>Document Name:</b>	Medicaid & Children's Health Insurance Program (MCES)	<b>Reason for Modification:</b>	Change Order 1 is issued to cancel the balance per the attached documentation.
<b>Document Description:</b>	Medicaid & Children's Health Insurance Program (MCES)		
<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 6
<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 2211 CONGRESS ST				<b>Requestor Phone:</b>	304-352-4319
PORTLAND ME 04102				<b>Requestor Email:</b>	lakendra.burdette@wv.gov
US				<h1>2025</h1> <p>FILE LOCATION _____</p>	
<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 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

<b>Total Order Amount:</b>	\$791,990.50
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CH 12/16/24  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tanya 12/16/24*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Colby 12-17-24*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order 1 to cancel the balance on the delivery order from \$1,164,740.00 to \$791,990.50 per attached document.

Original Contract Total: \$1,164,740.00

Change Order No. 1 cancellation: (\$372,749.50)

New Contract Total: \$791,990.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	0.00000		\$0.0000	\$4,214.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-02-14	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 60 Hours @ \$215 = \$12,900.00

Change Order 1

Actual amount used 19.6 hours @ \$215 = \$4,214.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	0.00000		\$0.0000	\$15,120.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-02-14	2024-06-14				

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

**Extended Description:**

Engagement Manager: Base Year One

Hourly Rate: \$270.00

Nicole Becnel 60 hours @ \$270 = \$16,200.00

Change Order 1

Actual amount used 56 hours @ \$270 = \$15,120.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	0.00000		\$0.0000	\$7,359.50
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-02-14	2024-06-14				

**Commodity Line Description:** Lead MMIS Project Manager: Base Year One

**Extended Description:**

Lead MMIS Project Manager: Base Year One

Hourly Rate: \$205.00

Emily McCoy 360 hours @ \$205 = \$73,800.00

Change Order 1

Actual amount used 35.9 hours @ \$205 = \$7,359.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	0.00000		\$0.0000	\$108,648.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-02-14	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

Sue Prior 25 hours @ \$80 = \$2,000

Matt Oatten 425 hours @ \$80 = \$34,000

AJ Mong 355 hours @ \$80 = \$28,400

Jon Watkins 500 hours @ \$80 = \$40,000

Cate Poling 60 hours @ \$80 = \$4,800

Emily Tan 135 hours @ \$80 = \$10,800

Hailey Holden 60 hours @ \$80 = \$4,800

Alycia Minshall, Caitlin Cabral, Emily Hendrickson, Janine DiLorenzo, Jonathan Williams, Jordan Ramsey, Megan Hamilton,

Carole Ann Guay, KD Dobyne 175 hours @ \$80 = \$14,000.00

Total: 1,735 hours @ \$80 = \$138,800.00

Change Order 1

Actual amount used 1,358.1 hours @ \$80 = \$108,648.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80101600	0.00000		\$0.0000	\$656,649.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-14	2024-06-14				

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

**Extended Description:**

General Project Manager: Base Year One

Hourly Rate: \$180.00

Change Order 2: Pricing effective 06/15/2023.

Peter Alfrey 285 hours @ \$180 = \$51,300  
 Nicole Spears 685 hours @ \$180 = \$123,300  
 Mary Stewart 591 hours @ \$180 = \$106,380  
 Meghann Slaven 50 hours @ \$180 = \$9,000  
 Marnie Hudson 250 hours @ \$180 = \$45,000  
 MaryLou Banker 465 hours @ \$180 = \$83,700  
 Kortney Ester 250 hours @ \$180 = \$45,000  
 Ebony Carter 200 hours @ \$180 = \$36,000  
 Alison Barnet 375 hours @ \$180 = \$67,500  
 Rick Hayward 250 hours @ \$180 = \$45,000  
 Dorothy Ball 35 hours @ \$180 = \$6,300  
 Cynthia Taylor 70 hours @ \$180 = \$12,600  
 Susan Chugha 46 hours @ \$180 = \$8,280  
 Zach Rioux 20 hours @ \$180 = \$3,600  
 Shea Berry-Brennan 20 hours @ \$180 = \$3,600  
 Brandon Milton 20 hours @ \$180 = \$3,600  
 Liz Vose 160 hours @ \$180 = \$28,800  
 Brody McClellan 50 hours @ \$180 = \$9,000  
 Tonya Roloson 40 hours @ \$180 = \$7,200  
 Julie DuPuis 40 hours @ \$180 = \$7,200  
 Jeff Stoddard 290 hours @ \$180 = \$52,200  
 Jim Strassenburgh 250 hours @ \$180 = \$45,000  
 Ryan Wrisley 95 hours @ \$180 = \$17,100  
 Miles Isacke 275 hours @ \$180 = \$49,500  
 Lars Loren 50 hours @ \$180 = \$9,000  
 Fei Zou 30 hours @ \$180 = \$5,400  
 Marvin (Ed) Crawford 50 hours @ \$180 = \$9,000  
 Adam Bowman 125 hours @ \$180 = \$22,500  
 Dawn Webb 26 hours @ \$180 = \$4,680  
 Jason Hagrove 10 hours @ \$180 = \$1,800  
 Christa Bernacchia 25 hours @ \$180 = \$4,500

Total: 5,128 hours @ \$180 = \$923,040.00

Change Order 1

Actual amount used 3,648.05 hours @ \$180 = \$656,649.00



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

Cynthia A. Persily, Ph.D.  
Cabinet Secretary

Cynthia Beane  
Commissioner

DATE: December 4, 2024  
TO: Ed Daranyi  
Berry Dunn McNeil & Parker LLC  
FROM: Lakendra Burdette *YB*  
Procurement Specialist  
RE: Balance Closure of CDO BMS24\*23  
Dept 0511

Please be advised that there is a remaining balance on CDO BMS24\*23 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 \$372,749.50 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 03, 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: 2024.12.09  
Date: 15:16:34 -05'00'

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 12, 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: PF1363932, CDO BMS24\*23 – Change Order 1  
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests the cancellation of the unused balance of \$372,749.50 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

Go back

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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>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



**Addresses**

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

**Officers**

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

<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>

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

Monday, December 16, 2024 — 8:28 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Hustead</u> Date: <u>12/16/24</u>	Agency: DoHS-BMS
Solicitation No. <u>CDO BMS 24*23</u>	Procurement Officer Submitting Requisition: Althea Greenhowe
	Requisition No. CDO BMS 24*23
	PF No.: 1363932

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: \_\_\_\_\_

*Reginald Husted*