



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: 09-05-2024

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 2657 HHR1700000013 27	Procurement Folder:	308317
Document Name:	Access to Care Project	Reason for Modification:	Change Order No. 04 is issued to reduce the balance per the attached documentation.
Document Description:	Change Order No. 04		
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 BMS1500000003 27
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000100150			Requestor Name:	Lakendra R Burdette
BERRY DUNN MCNEIL & PARKER LLC				Requestor Phone:	304-352-4319
2211 CONGRESS ST				Requestor Email:	lakendra.burdette@wv.gov
PORTLAND	ME	04102		<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION</div>	
US					
Vendor Contact Phone:	2075412200	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	30		
#2	No				
#3	No				
#4	No				

INVOICE TO		SHIP TO	
BUYER - 304-957-0209		BUYER - 304-957-0209	
HEALTH AND HUMAN RESOURCES		HEALTH AND HUMAN RESOURCES	
MANAGEMENT INFORMATION SERVICE		MANAGEMENT INFORMATION SERVICE	
ONE DAVIS SQUARE, RM 211		321 CAPITOL ST, STE 200	
CHARLESTON	WV 25301	CHARLESTON	WV 25301
US		US	

Total Order Amount:	\$126,952.00
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Purchasing Division's File Copy

CH 9/9/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tamara 9/9/24*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *9/9/24*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 04 to reduce the balance on the delivery order from \$534,620.00 to \$126,952.00 per attached document.

Original Contract Total: \$534,620.00
 Decrease Amount: (\$407,668.00)
 New Contract Total: \$126,952.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	9.75000	HOUR	\$220.0000	\$2,145.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2017-03-06	2022-04-30				

Commodity Line Description: Access to Care Project Line 6 Lead Project Manager -Becnel

Extended Description:

Item 6 of the Master Agreement Year Two - Lead Project Manager

Becnel - 372 hours
 Original completion date: 03/05/2020
 Revised completion date: 04/30/2022

Change Order 04

Actual Amount used 9.75000 hours @ \$220.00 = \$2,145.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	52.90000	HOUR	\$275.0000	\$14,547.50
Service From	Service To	Manufacturer		Model No	Delivery Date
2017-03-06	2022-04-30				

Commodity Line Description: Access to Care Project Line 7 Engagement Manager - Daranyl

Extended Description:

Item 7 of Master Agreement Year Two - Engagement Manager

Daranyl - 247 hours
 Original completion date: 03/05/2020
 Revised completion date: 04/30/2022

Change Order 04

Actual Amount used 52.90000 hours @ \$275.00 = \$14,547.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	203.30000	HOUR	\$175.0000	\$35,577.50
Service From	Service To	Manufacturer		Model No	Delivery Date
2017-03-06	2022-04-30				

Commodity Line Description: Access to Care Line 9 General Project Manager - Rioux

Extended Description:

Line 9 of the Master Agreement Year Two - General Project Manager:

Rioux 1,437 hours
 Original completion date: 03/05/2020
 Revised completion date: 04/30/2022

Change Order 04

Actual Amount used 203.30000 hours @ \$175.00 = \$35,577.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	829.80000	HOUR	\$90.0000	\$74,682.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2017-03-06	2022-04-30				

Commodity Line Description: Access to Care Line 10 Support Staff - Steury

Extended Description:

Line 10 of the Master Agreement Year Two - Support Staff

Steury - 1482

Original completion date: 03/05/2020

Revised completion date: 04/30/2022

Change Order 04

Actual Amount used 829.80000 hours @ \$90.00 = \$74,682.00



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

Cynthia A. Persily, Ph.D.
Cabinet Secretary

Cynthia Beane
Commissioner

DATE: August 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

RE: PF308317, CDO HHR17*13 – Change Order 4
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests the cancellation of the unused balance of \$407,668.00 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.



COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husband</u> Date: <u>9/9/24</u> Solicitation No. <u>CDO HHR17*13</u>	Agency: WV OSA Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CDO 0511 HHR17*13 PF No.: 308317
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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 (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 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 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

"BERRY DUNN MCNEIL & PARKER LLC" 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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Business and Licensing

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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			Capital Stock					
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
2023
2022
2021
2020
2019
2018
2017
2016
2015
2014
2013
2012
2011
2010
2009
Date filed

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

Tuesday, August 27, 2024 — 10:50 AM

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