



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: 06-06-2023

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 0506 0506 HHR2300000008 9	Procurement Folder:	1175385
Document Name:	Change Order No. 8	Reason for Modification:	CHANGE ORDER 8 To add employee
Document Description:	Accounting Technician II Temporary Staffing		
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 0506 HHR2000000007 9
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000228419			Requestor Name:	Elizabeth Webb
EXPRESS SERVICES INC 47 RHL BLVD				Requestor Phone:	(304) 558-2996
SOUTH CHARLESTON WV 25309				Requestor Email:	elizabeth.a.webb@wv.gov
US					
Vendor Contact Phone:	999-999-9999	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

23
 FILE LOCATION _____

INVOICE TO		SHIP TO	
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES FINANCE ONE DAVIS SQUARE, STE 300 CHARLESTON WV 25301 US		PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV 25301-1757 US	

Purchasing Division's File Copy

Total Order Amount:	\$1,041,264.00
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ENTERED

CA 6/6/23
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara [Signature] 6/7/2023*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Beverly Toler 6-7-23*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 08 is issued to add in Laura Rader at normal rates starting from 2/10/2023 as this individual was not transferred from the previous employment delivery order (CDO HHR23*5).

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

Commodity Line Description: Accounting Technician II - Justine M. Keaton

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Justine M. Keaton - Estimated regular hours - 950 hrs X \$21.00 = \$19,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

Commodity Line Description: Accounting Technician II - Jared Nelson

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Jared Nelson - Estimated regular hours - 950 hrs X \$21.00 = \$19,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

Commodity Line Description: Accounting Technician II - Maranda Gilkeron

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Maranda Gilkeron - Estimated regular hours - 950 hrs X \$21.00 = \$19,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

Commodity Line Description: Accounting Technician II - Victoria Bishop

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Victoria Bishop - Estimated regular hours - 950 hrs X \$21.00 = \$19,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

Commodity Line Description: Accounting Technician II - Anthony Badger

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Anthony Badger - Estimated regular hours - 950 hrs X \$21.00 = \$19,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

Commodity Line Description: Accounting Technician II - Alice Burgess

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Alice Burgess - Estimated regular hours - 950 hrs X \$21.00 = \$19,950

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

Commodity Line Description: Accounting Technician II - Gary Stewart

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Gary Stewart - Estimated regular hours - 950 hrs X \$21.00 = \$19,950

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

Commodity Line Description: Accounting Technician II - Justine M. Keaton

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Justine M. Keaton - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

Commodity Line Description: Accounting Technician II - Jared Nelson

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Jared Nelson - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

Commodity Line Description: Accounting Technician II - Maranda Gilkeron

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Maranda Gilkeron - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

Commodity Line Description: Accounting Technician II - Victoria Bishop

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Victoria Bishop - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

Commodity Line Description: Accounting Technician II - Anthony Badger

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Anthony Badger - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

Commodity Line Description: Accounting Technician II - Alice Burgess

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Alice Burgess - Estimated regular hours -1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

Commodity Line Description: Accounting Technician II - Michelle Sooy

Extended Description:

Accounting Technician II Temporary Staffing - ODCP

Michelle Sooy - Estimated regular hours - 950 hrs X \$21.00 = \$19,950

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
18	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

Commodity Line Description: Accounting Technician II - Michelle Sooy

Extended Description:

Accounting Technician II Temporary Staffing - ODCP

Michelle Sooy - Estimated regular hours -1330 hrs X \$21.00 =
\$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
19	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

Commodity Line Description: Accounting Technician II - Gary Stewart

Extended Description:

Accounting Technician II Temporary Staffing - BPH Finance

Gary Stewart - Estimated regular hours - 1330 hrs X \$21.00 =
\$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
20	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

Commodity Line Description: Accounting Technician II - Krystin Boohar

Extended Description:

Accounting Technician II Temporary Staffing -DHHR A/R

Kristin Boohar - Estimated regular hours - 950 hrs X \$21.00 =
\$19,950

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
21	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

Commodity Line Description: Accounting Technician II - Krystin Boohar

Extended Description:

Accounting Technician II Temporary Staffing - DHHR A/R

Krystin Boohar- Estimated regular hours -1330 hrs X \$21.00 =
\$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
22	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

Commodity Line Description: Accounting Technician II - Denise Chaber

Extended Description:

Accounting Technician II Temporary Staffing - P-Card

Denise Chaber - Estimated regular hours - 950 hrs X \$21.00 =
\$19,950

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
23	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

Commodity Line Description: Accounting Technician II - Denise Chaber

Extended Description:

Accounting Technician II Temporary Staffing - P-Card

Denise Chaber - Estimated regular hours -1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
24	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-21	2024-02-09				

Commodity Line Description: CO 1 Accounting Technician II - Barry Lisenbee

Extended Description:

Change Order 1

Accounting Technician II Temporary Staffing - BPH Finance

Barry Lisenbee - Estimated regular hours - 2280 hrs X \$21.00 = \$47880

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
25	80111605	1800.00000	HOUR	\$21.0000	\$37,800.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-03-28	2024-02-09				

Commodity Line Description: CO 2 Accounting Technician II - Brenton Davis

Extended Description:

Change Order 2

Accounting Technician II Temporary Staffing - BPH Finance

Brenton Davis - Estimated regular hours - 1800 hrs X \$21.00 = \$37,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
26	80111605	1800.00000	HOUR	\$21.0000	\$37,800.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-03-28	2024-02-09				

Commodity Line Description: CO 2 Accounting Technician II - Kristina Hudnall

Extended Description:

Change Order 2

Accounting Technician II Temporary Staffing - BPH Finance

Kristina Hudnall - Estimated regular hours - 1800 hrs X \$21.00 = \$37,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
27	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-21	2024-02-09				

Commodity Line Description: CO 1 Accounting Technician II John Beard

Extended Description:

Change Order 1

Accounting Technician II Temporary Staffing - BPH Finance

John Beard - Estimated regular hours - 2280 hrs X \$21.00 = \$47880

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
28	80111605	1736.00000	HOUR	\$21.0000	\$36,456.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-04-11	2024-02-09				

Commodity Line Description: CO 3 Accounting Technician II Jeanine Cameron

Extended Description:

Change Order 3
Accounting Technician II Temporary Staffing - BPH Finance

Jeanine Cameron - Estimated regular hours - 1736 hrs x \$21.00 = \$36,456.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
29	80111605	1696.00000	HOUR	\$21.0000	\$35,616.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-04-18	2024-02-09				

Commodity Line Description: CO 4 Accounting Technician II - Sara Burdette

Extended Description:

Change Order 4
Accounting Technician II Temporary Staffing - BPH Finance

Sara Burdette - Estimated regular hours - 1696 hrs x \$21.00 = \$35,616

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
30	80111605	1696.00000	HOUR	\$21.0000	\$35,616.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-04-18	2024-02-09				

Commodity Line Description: CO 4 Accounting Technician II - Brittany Gray

Extended Description:

Change Order 4
Accounting Technician II Temporary Staffing - BPH Finance

Brittany Gray - Estimated regular hours - 1696 hrs x \$21.00 = \$35,616

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
31	80111605	1696.00000	HOUR	\$21.0000	\$35,616.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-04-18	2024-02-09				

Commodity Line Description: CO 4 Accounting Technician II - Kayla McCallister

Extended Description:

Change Order 4
Accounting Technician II Temporary Staffing - BPH Finance

Kayla McCallister - Estimated regular hours - 1696 hrs x \$21.00 = \$35,616

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
32	80111605	1656.00000	HOUR	\$21.0000	\$34,776.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-04-25	2024-02-09				

Commodity Line Description: CO 5 Accounting Technician II - Lora Kuhn

Extended Description:

Change Order 5
Accounting Technician II Temporary Staffing - BPH Finance

Lora Kuhn - Estimated regular hours - 1656 hrs x \$21.00 = \$34,776.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
33	80111605	1656.00000	HOUR	\$21.0000	\$34,776.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-04-25	2024-02-09				

Commodity Line Description: CO 5 Accounting Technician II - Jeffrey Lunsford

Extended Description:

Change Order 5
Accounting Technician II Temporary Staffing - BPH Finance

Jeffrey Lunsford - Estimated regular hours - 1656 hrs x \$21.00 = \$34,776.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
34	80111605	1600.00000	HOUR	\$21.0000	\$33,600.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-05-11	2024-02-09				

Commodity Line Description: CO 6 Accting Tech II - Alexandra Taylor

Extended Description:

Change Order 6
Accounting Technician II Temporary Staffing - BPH Finance

Alexandra Taylor - Estimated regular hours - 1600 hrs x \$21.00 = \$33,600.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
35	80111605	1536.00000	HOUR	\$21.0000	\$32,256.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-05-23	2024-02-09				

Commodity Line Description: CO 7 Accting Tech II - Laura Taylor

Extended Description:

Change Order
Accounting Technician II Temporary Staffing - BPH Finance

Laura Taylor - Estimated regular hours - 1536 hrs x \$21.00 = \$32,256.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
36	80111605	1536.00000	HOUR	\$21.0000	\$32,256.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-05-23	2024-02-09				

Commodity Line Description: CO 7 Accting Tech II - Janay Stockton

Extended Description:

Change Order 7
Accounting Technician II Temporary Staffing - BPH Finance

Janay Stockton - Estimated regular hours - 1536 hrs x \$21.00 = \$32,256.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
37	80111605	1536.00000	HOUR	\$21.0000	\$32,256.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-05-23	2024-02-09				

Commodity Line Description: CO 7 Accting Tech II - Erin Mattocks

Extended Description:

Change Order 7
Accounting Technician II Temporary Staffing - BPH Finance

Erin Mattocks - Estimated regular hours - 1536 hrs x \$21.00 = \$32,256.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
38	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-10	2024-02-09				

Commodity Line Description: CO 8 Accting Tech II - Laura Rader

Extended Description:

Change Order 8
Accounting Technician II Temporary Staffing - BPH Finance

Laura Rader - Estimated regular hours - 2280 hrs x \$21.00 = \$47880



Webb, Elizabeth A <elizabeth.a.webb@wv.gov>

Laura Rader

1 message

Carroll, Shelly D. <Shelly.Carroll@expresspros.com>
To: Elizabeth A Webb <elizabeth.a.webb@wv.gov>

Tue, May 23, 2023 at 8:40 AM

Laura Rader - 10/03/2022 that she has had continuous employment until present day.

Shelly Carroll, MBA, CSP, SHRM-CP

Senior Employment Specialist

47 RHL Blvd., South Charleston, WV 25309

304.746.8888 fax 304.746.1112

www.expresswv.com



Agreed

Heather White



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Office of Purchasing

Jeffrey H. Coben, MD
Interim Cabinet Secretary

Bryan Rosen
Director

May 24, 2023

To: Crystal Husted
Division of Purchasing

From: Heather White
WV DHHR, Operations/Purchasing

RE: Backdate Justification for CDO HHR23*8 CO

We need to add and backdate two Commodity Lines to CDO HHR23*8 as one of the Accounting Technicians that is working for us was not included on the CDO. This technician, Laura Rader, was included on the previous temporary staffing encumbrance, CDO HHR23*5, which ran from 10/3/2022 through 2/9/2023. However, when the current CDO was created, Rader's information did make it onto the new listing. Despite this, she has continued to work. In order to ensure she and the company are paid, we need to add her back into the current listing, which requires us to backdate to 2/10/2023 to bring her back into alignment with the rest of the technicians.

*Okay to
add
to
previous
contract
backdate*