



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: 08-10-2023

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 18	Procurement Folder:	1175385
Document Name:	Change Order No. 13 - Staff for BSS	Reason for Modification:	Change Order 13 To add Alyssa McGowan
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 18
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	00000228419			Requestor Name:	Elizabeth Webb
EXPRESS SERVICES INC				Requestor Phone:	(304) 558-2996
47 RHL BLVD				Requestor Email:	elizabeth.a.webb@wv.gov
SOUTH CHARLESTON		WV	25309	<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
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				

INVOICE TO	SHIP TO
BUYER - 304-957-0209	STATE OF WEST VIRGINIA
HEALTH AND HUMAN RESOURCES	VARIOUS LOCATIONS AS INDICATED BY ORDER
FINANCE	
ONE DAVIS SQUARE, STE 300	
CHARLESTON WV 25301	No City WV 99999
US	US

Purchasing Division's File Copy

Total Order Amount:	\$1,179,024.00
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ENTERED

CH 8/14/23
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Tanya K* 8/14/2023
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Tanya K* 8/14/2023
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 13 to add Alyssa McGowan as a Accounting Tech Temp Staff for BSS effective 08/15/23 through 02/09/24.
Alyssa McGowan - Estimated 1168 hours (968 regular hrs. estimated 200 overtime hrs) Accounting Tech

Alyssa McGowan - Estimated 1168 regular hours (968 regular Hours estimated 200 overtime)

Quantities listed in this delivery order are approximations only, based on agency estimates. It is understood and agreed that the Contract shall cover the quantities worked during the term of this delivery order, whether more or less than the quantities shown.

Payment will only be made for actual commodities and/or services rendered.

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

Jarad 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	HOJR	\$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

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
39	80111605	1448.00000	HOUR	\$21.0000	\$30,408.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-06-26	2024-02-09				

Commodity Line Description: CO 9 Accting Tech II for BSS - Laurie A. West

Extended Description:

Change Order 9
Accounting Technician II Temporary Staffing - Bureau of Social Services

Laurie West - Estimated hours - 1448 hrs x \$21.00 = \$30,408.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
40	80111605	1352.00000	HOUR	\$21.0000	\$28,392.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-13	2024-02-09				

Commodity Line Description: CO 10 Accting Tech II for BSS - Melanie Jackson

Extended Description:

Change Order 10
Accounting Technician II Temporary Staffing - Bureau of Social Services

Melanie Jackson - Estimated hours - 1352 hrs x \$21.00 = \$28392.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
41	80111605	1384.00000	HOUR	\$21.0000	\$29,064.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-18	2024-02-09				

Commodity Line Description: CO 11 Accting Tech II - Jean Ann Humphreys

Extended Description:
Change Order 12

Accounting Technician II Temporary Staffing

Jean Humphreys - Estimated hours - 1384 hrs x \$21.00 = \$29064.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
42	80111605	1208.00000	HOUR	\$21.0000	\$25,368.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-08-08	2024-02-09				

Commodity Line Description: CO 12 Accting Tech II - Alexis Eads

Extended Description:
Change Order 12

Accounting Technician II Temporary Staffing for BPH

Alexis Eads - Estimated hours - 1208 hrs x \$21.00 = \$25368

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
43	80111605	1168.00000	HOUR	\$21.0000	\$24,528.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-08-15	2024-02-09				

Commodity Line Description: CO 13 Accting Tech II - Alyssa McGowan

Extended Description:
Change Order 13

Accounting Technician II Temporary Staffing for BSS

Alyssa McGowan - Estimated hours - 1168 hrs x \$21.00 = \$24,528.00

Carroll, Shelly D.

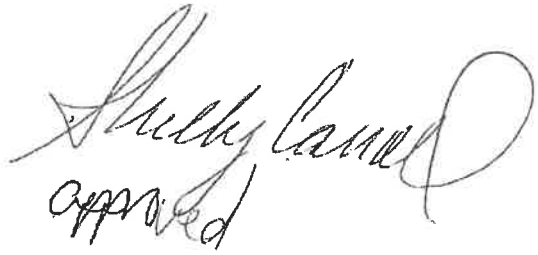
From: Webb, Elizabeth A <elizabeth.a.webb@wv.gov>
Sent: Tuesday, August 8, 2023 6:19 AM
To: Carroll, Shelly D.
Subject: Additional Staff for Bureau for Social Services

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Pursuant to CMA 0506 HHR2000000007, DHHR seeks one additional Accounting Technician II staff in the Bureau for Social Services with an effective date of 8/15/23. This position will fulfill a 40 hour work week and may include overtime. The position is expected to last at least through February 9, 2024. As per the contract, please provide DHHR with a response of an available staff person within 48 hours of receipt of this request.

If you have any questions, please do not hesitate to contact me.

--
Elizabeth A. Webb
Finance
One Davis Square, Suite 403
Charleston, West Virginia 25301
E-Mail Address: Elizabeth.A.Webb@wv.gov
Telephone (304) 352-6667 (New)



Approved
K. S. S. S.