



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
**Contract**

Order Date: 10-04-2023

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>	CCT 0506 2837 BHS12007 3	<b>Procurement Folder:</b>	41012
<b>Document Name:</b>	CO #04	<b>Reason for Modification:</b>	Change Order 04 Change Order No. 04 is issued to cancel the remaining balance on this purchase order. Effective date of cancellation 06/10/21.
<b>Document Description:</b>	Converted BHS12007 for Facilitation Services - P22507		
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	Roberta A Wagner		
<b>Telephone:</b>	(304) 558-0437		
<b>Email:</b>	roberta.a.wagner@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2011-10-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2015-03-31

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000204189			<b>Requestor Name:</b>	Robert L Price
CESD INC				<b>Requestor Phone:</b>	(304) 957-0218
WVU COLLEGE OF ENGINEERING				<b>Requestor Email:</b>	robert.l.price@wv.gov
MORGANTOWN	WV	265066070		<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US					
<b>Vendor Contact Phone:</b>	999-999-9999	<b>Extension:</b>			
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	30		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

INVOICE TO	SHIP TO
PURCHASING AGENT - 304-356-4802 HEALTH AND HUMAN RESOURCES BBH/HF 350 CAPITOL ST, RM 350 CHARLESTON WV 25301-3702 US	PURCHASING AGENT - 304-356-4802 HEALTH AND HUMAN RESOURCES BBH/HF 350 CAPITOL ST, RM 350 CHARLESTON WV 25301-3702 US

*KIB-10-11-23*

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$10,671.50
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ENTERED

*CA 10/11/23*

<b>PURCHASING DIVISION AUTHORIZATION</b> <i>Tara</i> DATE: <i>10/11/2023</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> <i>John S. Gray</i> DATE: <i>10/12/2023</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> <i>Beverly Tolson</i> DATE: <i>10-12-2023</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order 04  
Change Order No. 04 is issued to cancel the remaining balance on this purchase order.  
Effective date of cancellation 06/10/21.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81111811	0.00000		0.000000	\$10,671.50
Service From	Service To	Manufacturer	Model No		
2014-10-01	2015-03-31				

**Commodity Line Description:** Facilitation Services and Technical Assistance for the BHHF

**Extended Description:**

Facilitation Services and Technical Assistance for the BHHF



**STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

**Bill J. Crouch  
Cabinet Secretary**

**Bureau for Behavioral Health  
350 Capitol Street, Room 350  
Charleston, West Virginia 25301-3702  
Telephone: (304) 356-4811 Fax: (304) 558-1008**

**Christina R. Mullins  
Commissioner**

March 17, 2021

CESD Inc.  
WVU College of Engineering

RE: Cancellation of Remaining Balance of \$68,703.50 for CCT BHS12\*07

This letter is to inform CESD Inc. - WVU College of Engineering that the above referenced agreement from 10/01/2014 thru 03/31/2015 has ended with an unused amount of \$68,703.50 on it. The Bureau for Behavioral Health intends to cancel the unused balance, unless we receive a written exception request from CESD Inc. - WVU College of Engineering by April 17, 2021. If you are in concurrence with the final remaining balance, please sign below and return this letter to [Stacey.Tully@wv.gov](mailto:Stacey.Tully@wv.gov).

Any exception request must include a detailed explanation of the circumstance you are questioning along with a copy of your previously submitted unpaid invoice(s). This cancellation shall only be applicable to the agreement referenced above.

Failure to receive either a signed copy of this confirmation letter or a written exception to this cancellation by close of business April 17, 2021 will be deemed to constitute concurrence with our cancellation plans on your part.

Should you need any additional information please contact Stacey Tully at 304-356-4996 or via email at [Stacey.Tully@wv.gov](mailto:Stacey.Tully@wv.gov).

Thank You

Stacey M. Tully  
BBH Purchasing

Agreed

Please sign below to verify you agree with the cancellation of the remaining balance indicated above.

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Signature

Date

**Tully, Stacey**

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**From:** Tully, Stacey  
**Sent:** Thursday, March 18, 2021 7:38 AM  
**To:** Janet Summers; Stefanie Smith; Adam Folio  
**Subject:** RE: [External] RE: Cancellation of Balance

Sorry I haven't been able to track down anyone that is left that remembers anything about this contract where it is so old.

**From:** Janet Summers <Janet.Summers@mail.wvu.edu>  
**Sent:** Wednesday, March 17, 2021 4:59 PM  
**To:** Stefanie Smith <SfSmith@mail.wvu.edu>; Adam Folio <afolio@mail.wvu.edu>; Tully, Stacey <Stacey.Tully@wv.gov>  
**Subject:** [External] RE: Cancellation of Balance

CAUTION: External email. Do not click links or open attachments unless you verify sender.

Hi Stacey,

I'm going to forward your email on to Jason Dean and David Satterfield in our College of Engineering. How much was the total award for? I can't find anything in our system for \$ 79k. CESD does not exist anymore as it was taken into the University.

Hopefully, one of those two guys will know what this was for.

Thanks,  
Janet

\*\*\*\*\*  
*Janet Bailey Summers, CRA*  
*Manager, Sponsored Projects Financial Management*

West Virginia University  
Shared Services Center  
One Waterfront Place  
Morgantown, WV 26506

V 304-293-8620

[Janet.Summers@mail.wvu.edu](mailto:Janet.Summers@mail.wvu.edu)

**From:** Stefanie Smith <SfSmith@mail.wvu.edu>  
**Sent:** Wednesday, March 17, 2021 3:44 PM  
**To:** Janet Summers <Janet.Summers@mail.wvu.edu>; Adam Folio <afolio@mail.wvu.edu>  
**Subject:** FW: Cancellation of Balance

Can someone help Stacey from DHHR? I do not know how to look this up to find out what the award number is and who was doing the billing. It ended back in 2015

Thank you,

*Stefanie Smith*

Senior Grant Resources Specialist  
West Virginia University  
One Waterfront Place 3<sup>rd</sup> Floor  
PO Box 6001  
Morgantown, WV 26506  
Phone: 304-293-0477

**From:** Tully, Stacey <[Stacey.Tully@wv.gov](mailto:Stacey.Tully@wv.gov)>  
**Sent:** Wednesday, March 17, 2021 3:17 PM  
**To:** Stefanie Smith <[SfSmith@mail.wvu.edu](mailto:SfSmith@mail.wvu.edu)>  
**Subject:** Cancelation of Balance

Good afternoon Stefanie,

I'm not sure if you can help me find where this belongs or not. But, I believe this has been paid out or they never used the whole thing. The PO CCT BHS12\*07, has funds that were encumbered for the PO, are still on them. If you could help me find someone who could lend me a hand here, I would be grateful.

Thank you,

*Stacey M. Tully*

Purchasing DHHR/BBH  
350 Capitol Street, Room 350  
Charleston, WV 25301  
Phone: 304-356-4996  
[Stacey.Tully@wv.gov](mailto:Stacey.Tully@wv.gov)  
*She, Her, Hers (what's this?)*

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