



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: 11-07-2023

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>	CDO 0511 2680 BMS2200000027 10	<b>Procurement Folder:</b>	1030162
<b>Document Name:</b>	Child Welfare Initiatives Services Phase IV	<b>Reason for Modification:</b> Change Order No. 1 - To reallocate 2,800 hours from the General Project Manager (GPM) to Support Staff (SS) and the Lead Child Welfare Project Manager (LCWPM)	
<b>Document Description:</b>	Child Welfare Initiatives Services Phase IV		
<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 10
<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) 356-4861	
PORTLAND ME 04102			<b>Requestor Email:</b>	lakendra.burdette@wv.gov	
US			<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
<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>	\$7,363,618.00
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ENTERED

CA 11/14/23  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *[Signature]* 11/15/2023  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *[Signature]* 11-15-23  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

**Change Order**

Change Order No. 1 is issued as a cost neutral change request to extend the current contract for approximately six (6) additional weeks through 06/14/2024, reallocate 2,800 hours from the General Project Manager (GPM) commodity line and add the cost equivalent balance to the Support Staff (SS) and the Lead Child Welfare Project Manager (LCWPM) commodity lines for the Child Welfare Initiatives Services Phase IV.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	0.00000		\$0.0000	\$98,040.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-05-01	2024-06-14				

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

**Extended Description:**

Lead Project Manager: Base Year One

Hourly Rate: \$215.00

Charlie Leadbetter: 456 Hours @ \$215.00=\$98,040.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	0.00000		\$0.0000	\$25,920.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-05-01	2024-06-14				

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

**Extended Description:**

Engagement Manager: Base Year One

Hourly Rate: \$270.00

Nicole Bechel: 96 Hours @ \$270.00=\$25,920.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	0.00000		\$0.0000	\$6,068,125.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-05-01	2024-06-14				

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

**Extended Description:**

General Project Manager: Base Year One

Hourly Rate: \$175.00

Lisa Roberts: 3,744 Hours @ \$175.00=\$655,200  
 Annie Messinger: 3,609 Hours @ \$175.00=\$631,575  
 Karen Edgecomb: 3,609 Hours @ \$175.00=\$631,575  
 Michelle Weaver: 3,500 Hours @ \$175.00=\$612,500  
 Zara O'Hora: 3,500 Hours @ \$175.00=\$612,500  
 John Byer: 3,011 Hours @ \$175.00=\$526,925  
 Thomas Laba: 1,950 Hours @ \$175.00=\$341,250  
 Peter Tierman: 1,919 Hours @ \$175.00=\$335,825  
 Lars Loren: 288 Hours @ \$175.00=\$50,400  
 Arisara Miller: 1,488 Hours @ \$175.00=\$260,400  
 Dina Nash: 936 Hours @ \$175.00=\$163,800  
 Jim Strassenburgh: 69 Hours @ \$175.00=\$12,075  
 Ryan Wrisley: 35 Hours @ \$175.00=\$6,125  
 James Highland: 48 Hours @ \$175.00=\$8,400  
 Lloyd Butler: 1,681 Hours @ \$175.00=\$294,175  
 Andrea Clark: 2,423 Hours @ \$175.00=\$424,025  
 Yang Ji: 2,977 Hours @ \$175.00=\$520,975  
 Donna Friedsam: 744 Hours @ \$175.00=\$130,200  
 Fei Zou: 744 Hours @ \$175.00=\$130,200  
 Chris Fanikos: 1,200 Hours @ \$175.00=\$210,000

Total: 37,475 Hours @ \$175.00=\$6,558,125

Change order 1 - Total 34,675.00 hours @ \$175.00 = \$6,068,125.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	0.00000		\$0.0000	\$651,448.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-05-01	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

Scott Whiting: 240 Hours @ \$80.00=\$19,200  
 Courtney Rombow: 3,361 Hours @ \$80.00=\$268,880  
 Erica Hoffman: 242 Hours @ \$80.00=\$19,360  
 Caitlin Cabral: 125 Hours @ \$80.00=\$10,000  
 Carol Ann Guay: 125 Hours @ \$80.00=\$10,000  
 Molly Hawkinson: 125 Hours @ \$80.00=\$10,000  
 Emily Hendrickson: 125 Hours @ \$80.00=\$10,000  
 Bethany Pike: 125 Hours @ \$80.00=\$10,000  
 Jordan Ramsey: 125 Hours @ \$80.00=\$10,000  
 Jon Williams: 125 Hours @ \$80.00=\$10,000  
 Mary Corley: 125 Hours @ \$80.00=\$10,000  
 Janine DiLorenzo: 125 Hours @ \$80.00=\$10,000  
 Karla Fossett: 125.1 Hours @ \$80.00=\$10,008

Total: 5,093.1 Hours @ \$80.00=\$407,448.00

Change Order 1 - 8,143.10 @ \$80.00 = \$651,448.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80101600	0.00000		\$0.0000	\$520,085.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-05-01	2024-06-14				

**Commodity Line Description:** Lead Child Welfare Project Manager: Base Year One

**Extended Description:**

Lead Child Welfare Project Manager: Base Year One

Hourly Rate: \$205.00

Warren Graver: 1,337 Hours @ \$205.00=\$274,085

Change order 1 - 2,537 hours @ \$205 = \$520,085.00

August 21, 2023

To Whom It May Concern,

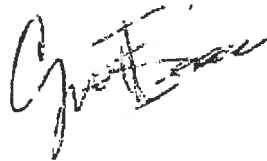
BerryDunn has submitted a cost-neutral Change Request (CR) to the West Virginia Bureau for Medical Services for the Child Welfare Initiatives Services (CWI) Phase IV (CDO 0511 2680 BMS2200000027 1). The cost-neutral CR is for two purposes; 1) to extend the current contract for approximately six additional weeks through June 14, 2024, and 2) to reallocate 2800 hours from the General Project Manager (GPM) commodity line to add the cost equivalent balance to the Support Staff (SS) and the Lead Child Welfare Project Manager (LCWPM) commodity lines.

Please let me know if you have any questions or if you would like to discuss the content of this CR for the CWI Project.

We are pleased to have the opportunity to continue providing important project management and subject matter expert services to the State of West Virginia.

Best Regards,

Digitally signed by:  
*Nicole Y. Bechel*  
4E32B842D3F4C8...  
Nicole Bechel  
Principal  
681-313-8905



*Robert Price*  
Agree



**M E M O R A N D U M**

**TO:** Sarah Young, Deputy Commissioner, West Virginia (WV) Bureau for Medical Services (BMS)  
 Brandon Lewis, Director, Office of Medicaid and CHIP Enterprise Systems, BMS

**CC:** Cammie Chapman, Deputy Secretary of Children and Adult Services, Department of Health and Human Resources (DHHR)

**FROM:** Nicole Becnel, Principal

**RE:** Child Welfare Initiatives Services Phase IV (CDO 0511 2680 BMS220000027 1)  
 Change Request: Cost-neutral contract extension and reallocation of hours

**DATE:** August 21, 2023 (revised November 1, 2023)

**Change Request:** This cost-neutral Change Request (CR) to the West Virginia Bureau for Bureau for Medical Services (BMS) is for the Child Welfare Initiatives Services (CWI) Phase IV (CDO 0511 2680 BMS220000027 1). The cost-neutral CR is for two purposes; 1) to extend the current contract for approximately six additional weeks through June 14, 2024, and 2) to reallocate hours among the General Project Manager (GPM), Support Staff (SS), and Lead Child Welfare Project Manager (LCWPM) commodity lines.

Table 1 below shows a comparison of the estimate provided in the original SOW and the proposed reallocation of hours. Due to staffing changes, there are additional personnel at the SS rate and a full time LCWPM. The project has used less support than anticipated at the GPM rate. Please note the Engagement Manager (EM) and Lead Project Manager (LPM) costs are not affected with this CR.

*Table 1: Comparison of Original and Reallocated Resource Costs*

Original SOW				Proposed Reallocation			
Role	Total Hours by Role	Rate	Cost	Role	Total Hours by Role	Rate	Cost
EM	96.00	\$270	\$25,920.00	EM	96.00	\$270	\$25,920.00
LPM	456.00	\$215	\$98,040.00	LPM	456.00	\$215	\$98,040.00
LCWPM	1337.00	\$205	\$274,085.00	LCWPM	2537.00	\$205	\$520,085.00
GPM	37,475.00	\$175	\$6,558,125.00	GPM	34,675.00	\$175	\$6,068,125.00
SS	5093.10	\$80	\$407,448.00	SS	8143.10	\$80	\$651,448.00
<b>Total</b>			<b>\$7,363,618.00</b>	<b>Total</b>			<b>\$7,363,618.00</b>

Table 2 below demonstrates the breakdown of estimated hours for all project resources including changes in the LCWPM, GPM, and SS roles.



*Table2: Resource Allocations with Requested Changes*

Role	Resource Name	Rate	Reallocated Hours	Reallocated Cost per Resource
EM	Nicole Becnel	\$270	96	\$25,920.00
LPM	Charlie Leadbetter	\$215	456	\$98,040.00
LCWPM	Warren Graver	\$205	300	\$61,500.00
LCWPM	Lisa Roberts	\$205	2,237	\$458,585.00
GPM	Lisa Roberts	\$175	1,507	\$263,725.00
GPM	Annie Messinger	\$175	3,609	\$631,575.00
GPM	Anna Koehle	\$175	3,609	\$631,575.00
GPM	Michelle Weaver	\$175	3,500	\$612,500.00
GPM	Zara O'Hora	\$175	2,937	\$513,975.00
GPM	John Byer	\$175	3,011	\$526,925.00
GPM	Thomas Laba	\$175	1,950	\$341,250.00
GPM	Peter Tiernan	\$175	1,919	\$335,825.00
GPM	Lars Loren	\$175	288	\$50,400.00
GPM	Arisara Miller	\$175	1,488	\$260,400.00
GPM	Dina Nash	\$175	936	\$163,800.00
GPM	Jim Strassenburgh	\$175	69	\$12,075.00
GPM	Ryan Wisley	\$175	35	\$6,125.00
GPM	Jim Highland	\$175	48	\$8,400.00
GPM	Lloyd Butler	\$175	1,681	\$294,175.00
GPM	Andrea Clark	\$175	2,423	\$424,025.00
GPM	Yang Ji	\$175	2,977	\$520,975.00
GPM	Donna Friedsam	\$175	744	\$130,200.00
GPM	Fei Zou	\$175	744	\$130,200.00
GPM	Chris Fanikos	\$175	1,200	\$210,000.00
SS	Courtney Rombow	\$80	3,361	\$268,880.00
SS	Katie McDonald	\$80	3,050	\$244,000.00
SS	Scott Whiting	\$80	240	\$19,200.00
SS	Erica Hoffman	\$80	242	\$19,360.00
SS	Caitlin Cabral	\$80	125	\$10,000.00



Role	Resource Name	Rate	Reallocated Hours	Reallocated Cost per Resource
SS	Carol Ann Guay	\$80	125	\$10,000.00
SS	Molly Hawkinson	\$80	125	\$10,000.00
SS	Emily Hendrickson	\$80	125	\$10,000.00
SS	Bethany Pike	\$80	125	\$10,000.00
SS	Jordan Ramsey	\$80	125	\$10,000.00
SS	Jon Williams	\$80	125	\$10,000.00
SS	Mary Corley	\$80	125	\$10,000.00
SS	Janine DiLorenzo	\$80	125	\$10,000.00
SS	Karla Fossett	\$80	125.1	\$10,008.00





STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN  
RESOURCES

Sherri A. Young, DO  
Interim Cabinet Secretary

Bureau for Medical Services  
Procurement Services Division

Cynthia E. Beane  
Commissioner

DATE: October 30, 2023

TO: Crystal Hustead  
Senior Buyer  
State of West Virginia Purchasing Division

FROM: Robert L. Price, CPPO, CPPB, NIGP-CPP  
Administrative Services Manager II  
WVDHHR-Office of Purchasing

A handwritten signature in black ink that reads "Robert Price".

RE: PF1030162, CDO BMS22\*27 Change Order 1

The West Virginia Bureau for Medical Services (BMS) respectfully requests approval of the above-referenced CDO Change Order 1 for services performed by Berry, Dunn, McNeil & Parker, LLC under PF785940, CMA HHR21\*03.

This change order is a cost-neutral Change Request (CR) for two purposes; 1) to extended the current contract for approximately six additional weeks through June 14, 2024 and 2) is needed to reallocate 2,800 hours from the Project Manager (GPM) commodity line and add the cost equivalent balance to the Support Staff (SS) and the Lead Child Welfare Project Manager (LCWPM) commodity lines for the Child Welfare Initiatives Services Phase IV project. There are no other changes to be made.

Please feel free to contact me if additional documentation or details are needed. I can be reached at 304-957-0218 or email me at [robert.l.price@wv.gov](mailto:robert.l.price@wv.gov). Thank you for your time and consideration in this matter.