




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: 10-03-2023

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 0511 2680 BMS2200000040 8	Procurement Folder:	1042902
Document Name:	Organization Development Services Project	Reason for Modification:	Change Order No. 1 is issued to reduce the balance per the attached documentation.
Document Description:	Organization Development Services Project		
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 HHR2100000003 8
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000100150	Requestor Name:	Lakendra R Burdette	
BERRY DUNN MCNEIL & PARKER LLC 2211 CONGRESS ST		Requestor Phone:	(304) 352-4319	
PORTLAND ME 04102		Requestor Email:	lakendra.burdette@wv.gov	
US				
Vendor Contact Phone:	6813138905			Extension:
Discount Details:				
	Discount Allowed	Discount Percentage	Discount Days	
#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

Total Order Amount: \$341,866.00

!!! Purchasing Division's File Copy

ENTERED

CH 10/11/23

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tanya* 10/11/2023
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Beverly Toler* 10-11-23
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 1 to reduce the balance on the delivery order from \$611,620.00 to \$341,866.00 per attached document.

Original Contract Total: \$611,620.00

Change Order No. 1 Decrease: (\$269,754.00)

New Contract Total: \$341,866.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	0.00000		\$0.0000	\$1,763.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-06-13	2023-06-30				

Commodity Line Description: Lead Project Manager: Base Year One

Extended Description:

Lead Project Manager: Base Year One

Hourly Rate: \$215.00

Ed Daranyi 80 Hours @ \$215 = \$17,200

Actual amount used 8.2 hours @ \$215 = \$1,763

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	0.00000		\$0.0000	\$11,340.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-06-13	2023-06-30				

Commodity Line Description: Engagement Manager: Base Year One

Extended Description:

Engagement Manager: Base Year One

Hourly Rate: \$270.00

Nicole Becnel 50 hours @ \$270 = \$13,500

Actual amount used 42 hours @ \$270 = \$11,340

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	0.00000		\$0.0000	\$285,075.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-06-13	2023-06-30				

Commodity Line Description: General Project Manager: Base Year One

Extended Description:

General Project Manager: Base Year One

Hourly Rate: \$175.00

Peter Alfrey 900 hours @ \$175 = \$157,500

Susan Chugha 900 hours @ \$175 = \$157,500

Total 1,800 hours @ \$175 = \$315,000

Actual amount used 1,629 hours @ \$175 = \$285,075.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	0.00000		\$0.0000	\$43,688.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-06-13	2023-06-30				

Commodity Line Description: Project Management Support Staff: Base Year One

Extended Description:

Project Management Support Staff: Base Year One

Hourly Rate: \$80.00

Benjamin Uhrich 1,664 hours @ \$80 = \$133,120

JT Smith 600 hours @ \$80 = \$48,000

Erbline Bailey 500 hours @ \$80 = \$40,000

Jordan Ramsey, Molly Hawkinson, Caitlin Cabral, Janine DiLorenzo, Jonathan Williams, Emily Hendrickson, Karla Fossett, Carole Ann Guay, Bethany Pike 560 hours @ \$80 = \$44,800

Total 3,324 hours @\$80 = \$265,920

Actual amount used 546.10 hours @ \$80 = \$43,688.00



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Bureau for Medical Services
Purchasing Division

Sherri A. Young, DO, MBA, FAAFP
Interim Cabinet Secretary

Cynthia E. Beane, MSW, LCSW
Commissioner

Date: September 26, 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 *Robert Price*

Re: PF1042902, CDO BMS22*40

The West Virginia Bureau for Medical Services (BMS) respectfully requests the cancellation of the unused balance of \$269,754.00 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 304-957-0218 or robert.l.price@wv.gov. Thank you for your time and consideration in this matter.