



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: 10-20-2023

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 BMS2400000012 1	<b>Procurement Folder:</b>	1307869
<b>Document Name:</b>	CR 197 - WV EDS Post Go Live Scope	<b>Reason for Modification:</b>	
<b>Document Description:</b>	CR 197 - WV EDS Post Go Live Scope		
<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 HHR2100000002 1
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000103433 INTERNATIONAL BUSINESS MACHINES CORPORATION NEW ORCHARD RD  ARMONK NY 10504 US <b>Vendor Contact Phone:</b> 999-999-9999 <b>Extension:</b>  <b>Discount Details:</b> <table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			<b>Requestor Name:</b> Lakendra R Burdette <b>Requestor Phone:</b> 3043524319 <b>Requestor Email:</b> lakendra.burdette@wv.gov  <div style="text-align: center; font-size: 2em; font-weight: bold;">24</div> FILE LOCATION _____
	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

<b>Total Order Amount:</b>	\$1,428,156.00
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Purchasing Division's File Copy

CH 10/30/23

PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tara K...* 11/7/2023  
 ELECTRONIC SIGNATURE ON FILE

**ENTERED**

ENCUMBRANCE CERTIFICATION  
 DATE: *Beverly Tol...* 11-8-23  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

CR 197 - WV EDS Post Go Live Scope

Service Period: 11/13/2023-01/31/2024

Total Cost: \$1,428,156.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101606	0.00000		\$0.0000	\$1,428,156.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-11-13	2024-01-31				

**Commodity Line Description:** Project monitoring and evaluation

**Extended Description:**

Project monitoring and evaluation

See attached pricing pages.

Technical Lead: 432 hours @ \$258 = \$111,456  
 Quality Assurance Manager: 450 hours @ \$213 = \$95,850  
 Testing Manager: 450 hours @ \$213 = \$95,850  
 Certification Lead: 450 hours @ \$219 = \$98,550  
 Document Management Lead: 450 hours @ \$213 = \$95,850  
 Information Security Architect/Privacy Data Protection: 450 hours @ \$219 = \$98,550  
 Application Admin 450 hours @ \$178 = \$80,100  
 BI Developer: 450 hours @ \$173 = \$77,850  
 Business Analyst: 450 hours @ \$147 = \$66,150  
 Tester (Business Analyst): 450 hours @ \$147 = \$66,150  
 Data Architect: 450 hours @ \$213 = \$95,850  
 ETL Lead (Data Management Consultant): 450 hours @ \$213 = \$95,850  
 Release Manager (Data Management Consultant): 450 hours @ \$213 = \$95,850  
 Database Administrator: 450 hours @ \$173 = \$77,850  
 Project Coordinator: 450 hours @ \$173 = \$77,850  
 Training Consultant: 450 hours @ \$219 = \$98,550

Total: 7,182 hours = \$1,428,156.00

## Change Request (CR) Information

Refer to the D059 Operations Change Management Plan for additional information and form completion instructions.

**Table 1: Change Request Registration and General Information**

<b>CR Number</b>	197
<b>CR Name</b>	WV EDS Post Go Live Scope
<b>Request Date</b>	9/8/2023
<b>Requested By</b>	Brandon Lewis
<b>Requestor's Project Role</b>	Director, Office of Enterprise Systems, BMS, DHHR
<b>Requestor's Email</b>	<a href="mailto:brandon.s.lewis@wv.gov">brandon.s.lewis@wv.gov</a>
<b>Requestor's Phone #</b>	304-352-4215
<b>Contract Reference</b>	CFTV6HS WV DHHR Medicaid Enterprise Data Solution (EDS) CMA 0511 2672 HHR2100000002
<b>Change Control Log Link (Jama)</b>	<a href="#">WV-CHGRO-197</a>

**Table 2: Change Request Submission Information**

Item	Details
<b>Change Type</b>	Standard
<b>Issue Addressed by the Change</b>	Staff for scope required to successfully transition from the implementation phase to the operations phase
<b>Change Description</b>	IBM will add staff during the post go live period to facilitate the transition to steady state operations and to address the post go live scope
<b>Impact of NOT Implementing Proposed Change</b>	The project cannot transition into steady state operations, potentially delaying required DHHR reporting and the addition of new data sources into the EDS
<b>Alternative to Proposed Change</b>	None
<b>Schedule Dependencies</b>	1) IBM retention of DDI staff through the transition period 2) DHHR and BerryDunn resources to review and approve test results

# WV DHHR EDS Change Request

Item	Details
<b>Affected Contract Requirements</b>	None
<b>Change Priority</b>	Standard
<b>Change Category</b>	Scope
<b>Requested Timing</b>	Estimated Start Date: 11/13/2023 Estimated End Date: 01/31/2024

**Table 3: Formal Change Analysis**

<b>Scope Definition</b>	<ol style="list-style-type: none"> <li>1) Load 5 years of historical replacement data files into the EDS received from the third party MMIS data supplier</li> <li>2) Perform post go live parallel testing</li> <li>3) Provide additional training to DHHR and other external system users (working sessions, one-on-one training)</li> <li>4) Complete low and medium priority defects carried over from DDI</li> <li>5) Provide support for the extended testing of security controls and additional reviews of deliverables performed by DHHR and BerryDunn</li> </ol>
<b>Scope Dependencies</b>	1) DHHR, or BerryDunn on DHRR's behalf, will provide sufficient resources for testing and reviews
<b>Cost</b>	<p><b>Total Estimated Hours: 7,182</b></p> <p><b>Total Fixed Price: \$1,428,156.00</b></p>

# WV DHHR EDS Change Request

	Role	Estimated Hours	Rate Card	Fixed Price
	Technical Lead	432	\$ 258.00	\$ 111,456.00
	Quality Assurance Manager	450	\$ 213.00	\$ 95,850.00
	Testing Manager	450	\$ 213.00	\$ 95,850.00
	Certification Lead	450	\$ 219.00	\$ 98,550.00
	Document Management Lead	450	\$ 213.00	\$ 95,850.00
	Information Security Architect/Privacy Data Protection	450	\$ 219.00	\$ 98,550.00
	Application Admin	450	\$ 178.00	\$ 80,100.00
	BI Developer	450	\$ 173.00	\$ 77,850.00
	Business Analyst	450	\$ 147.00	\$ 66,150.00
	Tester (Business Analyst)	450	\$ 147.00	\$ 66,150.00
	Data Architect	450	\$ 213.00	\$ 95,850.00
	ETL Lead (Data Management Consultant)	450	\$ 213.00	\$ 95,850.00
	Release Manager (Data Management Consultant)	450	\$ 213.00	\$ 95,850.00
	Database Administrator	450	\$ 173.00	\$ 77,850.00
	Project Coordinator	450	\$ 173.00	\$ 77,850.00
	Training Consultant	450	\$ 219.00	\$ 98,550.00
	<b>Total</b>	<b>7,182</b>		<b>\$ 1,428,156.00</b>
<b>Schedule</b>	The steady state transition period will end on January 31, 2024			
<b>Additional Information</b>	None			

## Change Request Disposition

In the table below, check the box that describes the CR disposition. If more details are appropriate, add them to the comments section below the table. If details are not needed, indicate "Not applicable".

**Table 4: Change Request Disposition**

X	Approved to proceed	X	Not approved to proceed
✓	Proceed with the implementation of the CR per the proposed plan.		One or more significant issues exist. CR should not be implemented.
Enter comments below (or N/A)			

# WV DHHR EDS Change Request

Table 5: Change Request Approval

Project Role/Title	Name	Signature	Date
State of West Virginia DHHR		<i>Richard (Doug) Sorwig</i>	10/06/2023
IBM Project Executive	David Losin	<i>D. Losin</i>	10/06/2023



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: October 16, 2023

To: Crystal Husted  
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 cursive script that reads "Robert Price".

Re: PF1307869, CDO BMS24\*12

The West Virginia Bureau for Medical Services (BMS) respectfully requests approval of the above-referenced CDO for prospective services that will be performed by International Business Machine Corporation under PF489735, CMA HHR21\*02.

CR 197, EDS Post Go Live Scope is critical to the operational mission of BMS due to the increased number of operational activities within the Enterprise Data Solution. There have been a number of "out of scope" items identified that need to be implemented using the corresponding hourly service rates that are considered to be performance tuning. CR 197 addresses these performance tuning items that will assist with ongoing BMS data projects, data quality initiatives, data governance and uploading additional data sources not in scope of the current contract. The total cost is not to exceed: \$1,428,156.00.

Thank you for your time and consideration in this matter. If you have questions or need additional information, please feel free to contact me at 304-957-0218 or [robert.l.price@wv.gov](mailto:robert.l.price@wv.gov).