



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: 04-15-2026

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 2936 BPH2200000002 14	Change Order No:	1	Procurement Folder:	956171
Document Name:	Accreditation Readiness Support			Reason for Modification:	
Document Description:	Accreditation Readiness Support			CO 1 - To cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.	
Procurement Type:	Central Delivery Order				
Buyer Name:	Crystal G Husted				
Telephone:	(304) 558-2402				
Email:	crystal.g.husted@wv.gov				
Shipping Method:	Best Way			Master Agreement Number: CMA 0511 HHR2100000003 14	
Free on Board:	FOB Dest, Freight Prepaid				

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000100150			Requestor Name:	Erin C Basham
BERRY DUNN MCNEIL & PARKER LLC				Requestor Phone:	304-356-4097
2211 CONGRESS ST				Requestor Email:	erin.c.basham@wv.gov
PORTLAND	ME	04102		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
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	
PURCHASING DIRECTOR 304-356-4116		PURCHASING DIRECTOR 304-356-4116	
HEALTH AND HUMAN RESOURCES		HEALTH AND HUMAN RESOURCES	
BPH - COMMISSIONER'S OFFICE		BPH - COMMISSIONERS OFFICE	
350 CAPITOL ST, RM 702		350 CAPITOL ST, RM 702	
CHARLESTON	WV 25301-3712	CHARLESTON	WV 25301-3712
US		US	

<b>Total Order Amount:</b>	<b>\$653,806.50</b>
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Purchasing Division's File Copy

*CH 4/20/26*  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *4/20/26*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *4-20-26*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change order 1 is to cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Original Contract Total: \$679,645.00  
Change Order # Decrease: (\$ 25,838.50)  
New Contract Total: \$653,806.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	0.00000		\$0.0000	\$10,427.50
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-11-01	2023-01-31				

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

**Extended Description:**

CO 1 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Lead Project Manager: Base Year One

Hourly Rate: \$215.00

Charlie Leadbetter 53 hours @ \$215.00 = \$11,395.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	0.00000		\$0.0000	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-11-01	2023-01-31				

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

**Extended Description:**

CO 1 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Engagement Manager: Base Year One

Hourly Rate: \$270.00

Nicole Becnel: 15 Hours @ \$270.00 = \$4,050.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	0.00000		\$0.0000	\$457,800.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-11-01	2023-01-31				

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

**Extended Description:**

CO 1 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

General Project Manager: Base Year One

Hourly Rate: \$175.00

Julie Sullivan: 417 hours @ \$175.00 = \$72,975.00

Julie Cox Cain: 559 hours @ \$175.00 = \$97,825.00

Laura Hill: 800 hours @ \$175.00 = \$140,000.00

Sarah Stacki: 840 hours @ \$175.00 = \$147,000.00

Grand Total: 2616 hours @ \$175.00 = \$457,800.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	0.00000		\$0.0000	\$185,579.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2021-11-01	2023-01-31				

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

**Extended Description:**

CO 1 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Project Management Support Staff: Base Year One

Hourly Rate: \$80.00

Mindy Kirrane: 457 hours @ \$80.00 = \$36,560.00  
 Arwa Alniemi: 615 hours @ \$80.00 = \$49,200.00  
 Erica Hoffman: 277 hours @ \$80.00 = \$22,160.00  
 Kassie Ooten: 276 hours @ \$80.00 = \$22,080.00  
 Luci Veilleux: 615 hours @ \$80.00 = \$49,200.00  
 Mary Corley: 34 hours @ \$80.00 = \$2720.00  
 Carolyn del Vecchio: 34 hours @ \$80.00 = \$2720.00  
 Christine Fisher: 34 hours @ \$80.00 = \$2720.00  
 Karla Fossett: 34 hours @ \$80.00 = \$2720.00  
 Carole Ann Guay: 34 hours @ \$80.00 = \$2720.00  
 Molly Hawkinson: 34 hours @ \$80.00 = \$2720.00  
 Kyle Melton: 34 hours @ \$80.00 = \$2720.00  
 Bethany Pike: 34 hours @ \$80.00 = \$2720.00  
 Jordan Ramsey: 34 hours @ \$80.00 = \$2720.00  
 Jon Williams: 34 hours @ \$80.00 = \$2720.00

Grand Total: 2580 hours @ \$80.00 = \$206,400.00



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH  
CENTRAL FINANCE OFFICE

Arvin Singh, EdD, MBA, MPH, MS, FACHE  
Health Secretary

April 10, 2026

BERRY DUNN MCNEIL & PARKER LLC  
2211 CONGRESS ST  
PORTLAND, ME 04102

Re: Cancellation of Balance  
PO#: CDO BPH2200000002

Dear Vendor:

The above referenced Purchase Order in the amount of \$679,645.00 was issued on October 17, 2023. We are requesting your approval to cancel the remaining balance of \$25,838.50 that still exists on purchase order CDO BPH2200000002.

Your signature on the line below will acknowledge that you concur with this action and there are no outstanding invoices against this purchase order. Please mail this letter back to my attention at 350 Capitol Street Room 206, Charleston, WV 25301, or email to me at [erin.c.basham@wv.gov](mailto:erin.c.basham@wv.gov). Failure to receive written exception to this cancellation by April 24, 2026, will also constitute your concurrence with our cancellation plan.

This cancellation does not impact current or future contracts which you may have with this office. It pertains to this specific contract only.

If you have questions or need additional information, please email me at [erin.c.basham@wv.gov](mailto:erin.c.basham@wv.gov).

Sincerely,

Erin Basham  
Bureau for Public Health

Eduardo G. Daranyi

Signature

Digitally signed by Eduardo G. Daranyi  
Date: 2026.04.13 16:06:19 -04'00'

Date

Agreed

*Heather White*



Basham, Erin C <erin.c.basham@wv.gov>

**Fwd: Inquiry about any Outstanding Invoices**

1 message

**CFU Invoices, DH** <dhcfinvoices@wv.gov>  
To: Erin C Basham <erin.c.basham@wv.gov>  
Cc: Trey R Morris <trey.r.morrisiii@wv.gov>, Emily G Kisor <emily.g.kisor@wv.gov>

Thu, Apr 9, 2026 at 7:16 AM

Good morning,

Here is the email for the following orders:

- ADO HSC22\*007 - \$15,235.00
- ADO BPH23\*096 - \$100,885.60
- ADO EPS23\*241 - \$73,890.50
- ADO EHP22\*604 - \$97,484.50
- CDO EPS22\*001 - \$74,099.75
- ADO EPS24\*031 - \$132,305.00
- ADO EPS23\*068 - \$35,927.50
- ADO EHP23\*105 - \$24,989.50
- CDO BPH21\*008 - \$15,839.00
- CDO BPH22\*002 - \$25,838.50
- ADO BPH22\*163 - \$87,671.50

All of these are ready for closeout

Thank you,

Emily

----- Forwarded message -----

From: **CFU Invoices, DH** <dhcfinvoices@wv.gov>  
Date: Thu, Apr 9, 2026 at 7:11 AM  
Subject: Re: Inquiry about any Outstanding Invoices  
To: Eduardo Daranyi <edaranyi@berrydunn.com>  
Cc: Kisor, Emily G <emily.g.kisor@wv.gov>, Trey R Morris <trey.r.morrisiii@wv.gov>

Good morning Eduardo,

Thank you for confirming!

Your assumption would be correct. I'm sending these for balance closeout, and several letters will be coming your way in the future.

Thank you so much for everything!

Thank you,



**Emily Kisor**

Intern

Central Finance

West Virginia Department of Health

350 Capitol Street, Room 206

Charleston, West Virginia 25301

P: 304.352.4824

emily.g.kisor@wv.gov

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On Wed, Apr 8, 2026 at 5:30 PM Eduardo Daranyi <edaranyi@berrydunn.com> wrote:

Hello Emily,

There are no outstanding invoices for the list of ADOs and CDOs you provided in the list below. All work has been completed for those projects and we expect no other invoices will be submitted for them.

I'm guessing there will be balance closure letters to follow—I'll keep an eye out for them so we can get them turned around quickly.

All is well here, especially after having some time off. I hope this finds you well too.

Ed

**Ed Daranyi, MEd, PMP**

**Principal, Practice Group Lead**

Medicaid Practice Group - Consulting

Berry, Dunn, McNeil & Parker, LLC  
t: 207.541.2244 | c: 207.776.4664

berrydunn.com |  

Secure emails and files 

*BerryDunn is the brand name under which Berry, Dunn, McNeil & Parker, LLC*

4/14/26, 9:15 AM

State of West Virginia Mail - Fwd: Inquiry about any Outstanding Invoices

and BDMP Assurance, LLP, independently owned entities, provide services.

Berry, Dunn, McNeil & Parker, LLC provides tax, advisory, and consulting services.

BDMP Assurance, LLP, a licensed CPA firm, provides attest services.



*Together we commit the best in us to empower the meaningful growth of our people, clients, and communities.*

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**From:** Kisor, Emily G <emily.g.kisor@wv.gov>  
**Sent:** Wednesday, April 8, 2026 11:34 AM  
**To:** Eduardo Daranyi <edaranyi@berrydunn.com>  
**Cc:** DH CFU Invoices <dhcfinvoices@wv.gov>; Trey R Morris <trey.r.morrisiii@wv.gov>  
**Subject:** Inquiry about any Outstanding Invoices

Good morning Eduardo,

I hope this email finds you well.

Can you please let us know if there are any outstanding invoices for the following ADOs and CDOs? Our records indicate that all invoices for these orders have been processed and paid, but we want to ensure nothing was missed.

- ADO HSC22\*007
- ADO BPH23\*096
- ADO EPS23\*241
- ADO EHP22\*604
- CDO EPS22\*001
- ADO EPS24\*031
- ADO EPS23\*068
- ADO EHP23\*105
- CDO BPH21\*008
- CDO BPH22\*002
- ADO BPH22\*163

Thank you,

4/14/26, 9:15 AM

State of West Virginia Mail - Fwd: Inquiry about any Outstanding Invoices

**Emily G Kisor**

Intern

Central Finance

West Virginia Department of Health

350 Capitol Street, Room 206

Charleston, West Virginia 25301

P: 304.352.4824

emily.g.kisor@wv.gov

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**Subcontracting Plan Reporting Contract Retrieval Issue** Show Details  
Apr 17, 2026



See All Alerts

**Revolutionary FAR Overhaul Impacts to SAM.gov** Show Details  
Aug 15, 2025



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All Words

e.g. 1606N020Q02

Filter By

### Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

- Any Words <sup>i</sup>
- All Words <sup>i</sup>
- Exact Phrase <sup>i</sup>

e.g. 123456789, Smith Corp

"berry dunn mcneil & parker llc" ×

Entity ∨

Location ∨

Status ∧

- Active
- Inactive

Reset

Entity Information ∧



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification ∧



## No matches found

Your search did not return any results for active records.  
Would you like to include inactive records in your search results?

Search Inactive

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

### BERRY, DUNN, MCNEIL & PARKER, LLC

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC   Limited Liability Company	1/8/2008		1/8/2008	Foreign	Profit				

Organization Information			
<b>Business Purpose</b>	5511 - Management of Companies and Enterprises - Management of Companies and Enterprises Including Offices of Bank Holding Companies and Other Holding Companies		<b>Capital Stock</b>
<b>Charter County</b>	Kanawha	<b>Control Number</b>	0
<b>Charter State</b>	ME	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MBR
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Designated Office Address</b>	209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Notice of Process Address</b>	URA SERVICES, INC. 5098 WASHINGTON STREET W. SUITE 407 CHARLESTON, WV, 25313
<b>Principal Office Address</b>	2211 CONGRESS STREET PORTLAND, ME, 04102 USA
<b>Principal Office Mailing Address</b>	2211 CONGRESS STREET PORTLAND, ME, 04102 USA
Type	Address

Officers
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Type	Name/Address
Member	CHARLES K. LEADBETTER III 2211 CONGRESS STREET PORTLAND, ME, 04102
Member	SETH E. WEBBER 2211 CONGRESS STREET PORTLAND, ME, 04102
Member	KATHY PARKER, C.P.A. 2211 CONGRESS STREET PORTLAND, ME, 04102
Member	SARAH BELLIVEAU, C.P.A. 2211 CONGRESS STREET PORTLAND, ME, 04102
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
BERRY DUNN	TRADENAME	3/21/2011	
BERRY, DUNN, MCNEIL & PARKER, PLLC	TRADENAME	11/5/2019	
DBA Name	Description	Effective Date	Termination Date

Annual Reports	
Filed For	Date filed
2025	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017	
2016	
2015	
2014	
2013	
2012	
2011	
2010	
2009	
Date filed	

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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, April 20, 2026 — 8:33 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Capital Husted</u> Date: <u>4/20/26</u>  Solicitation No. <u>CDO BPH22*02</u>	Agency: CO  Procurement Officer Submitting Requisition: Erin Basham  Requisition No. CDO BPH22*002  PF No.: 956171
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b>	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

*For Purchasing Division Use Only:*

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: \_\_\_\_\_

*Cynthia Husted*