



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: 04-02-2026

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 3022 WIC2200000003 20	Change Order No:	2	Procurement Folder:	1015822
Document Name:	BerryDunn Product Management Services for WIC Crossroads MIS			Reason for Modification:	
Document Description:	BerryDunn Product Management Services for WIC Crossroads MIS			CO 2 - 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 Hustead				
Telephone:	(304) 558-2402				
Email:	crystal.g.hustead@wv.gov				
Shipping Method:	Best Way			Master Agreement Number: CMA 0511 HHR2100000003 20	
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 - NUTRITION SERVICES				BPH - NUTRITION SERVICES			
350 CAPITOL ST, RM 515				350 CAPITOL ST, RM 515			
CHARLESTON		WV 25301-3717		CHARLESTON		WV 25301-3717	
US				US			

Purchasing Division's File Copy

Total Order Amount:	\$755,093.50
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CH 4/8/26

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tanya [Signature] 4/8/26*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *[Signature] 4-8-26*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change order 2 is to cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Original Contract Total: \$\$1,381,155.00
Change Order # Decrease: (\$ 626,061.50)
New Contract Total: \$755,093.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	0.00000		\$0.0000	\$0.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-05-18	2024-09-30				

Commodity Line Description: Contract Manager: Base Year One

Extended Description:

CO 2 - 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.

Contract Manager

Hourly Rate: \$270.00
29 Hours

Nicole Becnel

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	0.00000		\$0.0000	\$31,976.50
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-05-18	2024-09-30				

Commodity Line Description: Project Principal: Base Year One

Extended Description:

CO 2 - 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 Principal: Base Year One

Hourly Rate: \$215.00
232 Hours

Charlie Leadbetter

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	0.00000		\$0.0000	\$504,017.50
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-05-18	2024-09-30				

Commodity Line Description: Co-Product Manager: Base Year One

Extended Description:

CO 2 - 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.

Co-Product Manager: Base Year One

Hourly Rate: \$175.00
5419 Hours

Julie Sullivan
Warren Graver
Danni Ricks

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	0.00000		\$0.0000	\$93,300.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-05-18	2024-09-30				

Commodity Line Description: Business Analyst: Base Year One

Extended Description:

CO 2 - 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.

Business Analyst: Base Year One

Hourly Rate: \$80.00
2178 Hours

Andrew Oliver

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80101600	0.00000		\$0.0000	\$113,368.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-05-18	2024-09-30				

Commodity Line Description: Staff Support: Base Year One

Extended Description:

Staff Support: Base Year One

Hourly Rate: \$80.00
2207.4 Hours

Erica Hoffman

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80101600	0.00000		\$0.0000	\$12,431.50
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-05-18	2024-09-30				

Commodity Line Description: Editing/QA: Base Year One

Extended Description:

Editing/QA: Base Year One

Hourly Rate: \$80.00
303.6 hours

Mary Corley
Carolyn del Vecchio
Christine Fisher
Karla Fossett
Carole Ann Guay
Molly Hawkinson
Kyle Melton
Bethany Pike
Jordan Ramsey
Jon Williams
Caitlin Cabral



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

Re: Contract WIC2200000003

1 message

CFU Invoices, DH <dhcfinvoices@wv.gov>

Tue, Mar 31, 2026 at 3:39 PM

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

Cc: "Ray, April N" <april.n.ray@wv.gov>, Trey R Morris <trey.r.morrisiii@wv.gov>

Erin,

Can we close this contract out as well.

Thanks,
TreyOn Tue, Feb 11, 2025 at 7:59 AM Ray, April N <april.n.ray@wv.gov> wrote:
Good morning,

I reached out to Berry Dunn regarding CDO WIC22*03 and received the below response.

Hello April,

We are done invoicing for work under WIC22*03 and have received all payments for that project.
We have started work under our WIC24*05 project and have two unpaid invoices for that project.

Please let me know if you have any questions or need additional information.

Thanks,

Ed

We have two invoices for WIC24*05 that have not been paid yet. The vendor was able to respond quickly to me yesterday and I was hoping we could get his two invoices pushed forward for payment.

Thank you!

*April Ray***April Ray**

Director of Accounts Payable and Receivables

Central Finance

West Virginia Department of Health

350 Capitol Street, Room 206

Charleston, West Virginia 25301

P: 304.352.4822 dhhr.wv.gov



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

From: **Ray, April N** <april.n.ray@wv.gov>
Date: Tue, Feb 11, 2025 at 7:37 AM
Subject: Re: Contract WIC2200000003
To: Eduardo Daranyi <edaranyi@berrydunn.com>
Cc: Justin K Baisden <justin.k.baisden@wv.gov>

Good morning,

I appreciate your quick response. I will send this information forward and request that payment be processed for the two invoices under WIC24*05.

Thank you!

April Ray



April Ray

Director of Accounts Payable and Receivables

Central Finance

West Virginia Department of Health

350 Capitol Street, Room 206

Charleston, West Virginia 25301

P: 304.352.4822 dhhr.wv.gov

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On Mon, Feb 10, 2025 at 7:22 PM Eduardo Daranyi <edaranyi@berrydunn.com> wrote:

Hello April,

We are done invoicing for work under WIC22*03 and have received all payments for that project. We have started work under our WIC24*05 project and have two unpaid invoices for that project.

Please let me know if you have any questions or need additional information.

Thanks,

Ed

Agreed

Ed Daranyi, MEd, PMP

He / Him



Principal, Practice Group Lead

Medicaid Practice Group - Consulting

Berry, Dunn, McNeil & Parker, LLC

t: 207.541.2244 | c: 207.776.4664

berrydunn.com |  

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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.

From: Ray, April N <april.n.ray@wv.gov>
Sent: Monday, February 10, 2025 12:23 PM
To: Eduardo Daranyi <edaranyi@berrydunn.com>
Cc: Justin K Baisden <justin.k.baisden@wv.gov>
Subject: Contract WIC2200000003

Good afternoon Ed,

I'm hoping that you would be able to assist with the below request.

I have been asked if we have any invoices yet to pay for the contract ADO WIC2200000003. Would you be able to review and advise?

Thank you,

April Ray

April Ray

Director of Accounts Payable and Receivables

Central Finance

West Virginia Department of Health

350 Capitol Street, Room 206

Charleston, West Virginia 25301

P: 304.352.4822 dhdr.wv.gov

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STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
Office of Central Finance

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

MEMORANDUM

TO: DHHR Purchasing
FROM: Trey R. Morris *Trey Morris*
Purchasing Director
DATE: April 1, 2026
RE: CDO WIC2200000003 Cancellation of Balance

To Whom it may concern,

This memo provides Justification for the cancellation of remaining funds on CDO WIC2200000003. The vendor has stated they have finished invoicing for and have received all payments for the above-mentioned document.

Thank you for your consideration



Scheduled SAM Maintenance [Show Details](#)
Apr 3, 2026



[See All Alerts](#)

Revolutionary FAR Overhaul Impacts to SAM.gov [Show Details](#)
Aug 15, 2025



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Search

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 (i)
- All Words (i)
- Exact Phrase (i)

e.g. 123456789, Smith Corp

"berry dunn mneil & parker llc" ×

Entity ∨

Location ∨

Status ∧

- Active
- Inactive

Reset

[Entity Information](#) ∧



[All Entity Information](#)

[Entities](#)

[Disaster Response Registry](#)

[Responsibility / Qualification](#)



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Business and Licensing

Online Data Services Help

Business Organization Detail

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

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

Hi, I'm SOLO! I can help you file your Annual Report.

Officers

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
2025
2024
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2016
2015
2014
2013
2012
2011
2010
2009
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, April 8, 2026 — 8:19 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Hurst</u> Date: <u>4/8/26</u> Solicitation No. <u>CDO WIC22*03</u> <div style="text-align: center; margin-top: 20px;"> COT#2 cancel close-out </div>	Agency: ONS Procurement Officer Submitting Requisition: Erin Basham Requisition No. CDO WIC22*003 PF No.: 1015822
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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 (www.state.wv.us/admin/purchase/TCP.pdf)	<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
10	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"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

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