



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 2896 WIC2400000001 13	Change Order No:	2	Procurement Folder:	1390991
Document Name:	Implement FFY2023 WIC Infrastructure Grant Proposal			Reason for Modification: CO 3 - To cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.	
Document Description:	Implement FFY2023 WIC Infrastructure Grant Proposal				
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 0506 HHR2200000001 13	
Free on Board:	FOB Dest, Freight Prepaid				

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000109305			Requestor Name:	Erin C Basham
THE MANAHAN GROUP LLC 222 CAPITOL ST STE 400				Requestor Phone:	304-356-4097
CHARLESTON WV 25301				Requestor Email:	erin.c.basham@wv.gov
US				<div style="text-align: center;"> <h1>2026</h1> <p>FILE LOCATION _____</p> </div>	
Vendor Contact Phone:	999-999-9999	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 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 515 CHARLESTON WV 25301-3717 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 515 CHARLESTON WV 25301-3717 US

Purchasing Division's File Copy

Total Order Amount:	\$490,234.73
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CH 4/20/26
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara H* 4/20/26
 ELECTRONIC SIGNATURE ON FILE

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

Extended Description:

Change order 3 is to cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Original Contract Total: \$679,055.00
Change Order # Decrease: (\$ 188,820.27)
New Contract Total: \$490,234.73

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	82101800	55.00000	HOUR	\$105.0000	\$5,775.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-01-01	2025-09-30			2024-03-15	

Commodity Line Description: Contract Administration/Consultation

Extended Description:

CO 3 - 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 Administration/Consultation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	82101800	1615.00000	HOUR	\$105.0000	\$169,575.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-01-01	2025-09-30			2024-03-15	

Commodity Line Description: Account Services

Extended Description:

CO 3 - 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.

Account Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	82101800	724.75000	HOUR	\$105.0000	\$76,098.75
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-01-01	2025-09-30			2024-03-15	

Commodity Line Description: Design & Copy

Extended Description:

CO 3 - 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.

Design & Copy

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	82101800	0.00000		\$0.0000	\$238,785.98
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-01-01	2025-09-30			2024-03-15	

Commodity Line Description: Media Buying Add-On

Extended Description:

CO 3 - 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.

Percentage Add-On for Media Buying = 5%

Add on Multiplier: 1.05



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
CENTRAL FINANCE OFFICE

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

April 9, 2026

THE MANAHAN GROUP LLC
222 CAPITOL ST STE 400
Charleston, WV 25301

Re: Cancellation of Balance
PO#: CDO WIC2400000001

Dear Vendor:

The above referenced Purchase Order in the amount of \$679,055.00 was issued on February 12, 2024. We are requesting your approval to cancel the remaining balance of \$188,820.27 that still exists on purchase order CDO WIC2400000001.

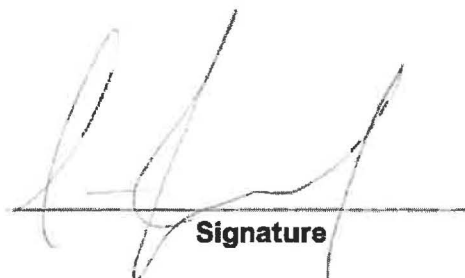
Your signature on the line below will acknowledge that you concur with this action and there are no outstanding invoices against this purchase order. Please mail this letter back to my attention at 350 Capitol Street Room 206, Charleston, WV 25301, or email to me at erin.c.basham@wv.gov. Failure to receive written exception to this cancellation by April 23, 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.

Sincerely,

Erin Basham
Bureau for Public Health


Signature

3/9/26
Date

Agreed





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

Requesting Cancellation of Balance CDO BPH21*010

5 messages

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


Thu, Apr 9, 2026 at 12:16 PM

To: edaranyi@berrydunn.com, Trey R Morris <trey.r.morrisiii@wv.gov>, DH CFU Invoices <dhcfinvoices@wv.gov>

Good Morning,

We are requesting to cancel the remaining balance on CDO BPH21*010 to free up encumbrances. From my records there are no outstanding invoices against this PO. Could you confirm and sign the attached cancellation letter?

Thanks,
Erin

 CDO BPH21_010_Close_out.docx
2493K

Eduardo Daranyi <edaranyi@berrydunn.com>

Sat, Apr 11, 2026 at 3:02 PM

To: "Basham, Erin C" <erin.c.basham@wv.gov>, Trey R Morris <trey.r.morrisiii@wv.gov>, DH CFU Invoices <dhcfinvoices@wv.gov>

Hello Erin,

Attached is the letter I signed and submitted to Daniel Forrest on November 16, 2023. Please let me know if I need to sign the letter you submitted.

Thanks,

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

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

[Quoted text hidden]

SW-104 Cancellation Letter CDO BPH2100000010.pdf
215K

Basham, Erin C <erin.c.basham@wv.gov>
To: Eduardo Daranyi <edaranyi@berrydunn.com>
Cc: Trey R Morris <trey.r.morrisiii@wv.gov>, DH CFU Invoices <dhcfuinvoices@wv.gov>

Mon, Apr 13, 2026 at 2:12 PM

If you don't mind, it would probably be better to sign the new letter. I'm not sure if they'll accept an older letter

Thanks,
Erin

[Quoted text hidden]

Eduardo Daranyi <edaranyi@berrydunn.com>
To: "Basham, Erin C" <erin.c.basham@wv.gov>
Cc: Trey R Morris <trey.r.morrisiii@wv.gov>, DH CFU Invoices <dhcfuinvoices@wv.gov>

Mon, Apr 13, 2026 at 4:09 PM

Hello Erin,

Attached is the signed new letter. Please let me know if you need anything else.

[Quoted text hidden]

SW-104 Cancellation Letter CDO BPH2100000010(2).pdf
351K

Basham, Erin C <erin.c.basham@wv.gov>
To: Eduardo Daranyi <edaranyi@berrydunn.com>
Cc: Trey R Morris <trey.r.morrisiii@wv.gov>, DH CFU Invoices <dhcfuinvoices@wv.gov>

Tue, Apr 14, 2026 at 8:42 AM

Thank you for all of the memos, I appreciate it

[Quoted text hidden]



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 ⁱ
- All Words ⁱ
- Exact Phrase ⁱ

e.g. 123456789, Smith Corp

"berry dunn mcneil & parker llc" ×

Entity ▼

Location ▼

Status ▲

- Active
- Inactive

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Business and Licensing

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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			
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
Principal Office Mailing Address	2211 CONGRESS STREET PORTLAND, ME, 04102 USA
Type	Address

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	Date filed
2025	
2024	
2023	
2022	
2021	
2020	
2019	
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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>Crystal Husband</u> Date: <u>4/20/26</u> Solicitation No. <u>CDO BPH21*10</u>	Agency: CO <hr/> Procurement Officer Submitting Requisition: Erin Basham <hr/> Requisition No. CDO BPH21*010 <hr/> PF No.: 870285
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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: _____

Crystal Husted