




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: 04-16-2026

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 0511 2680 BMS2600000003 2	Change Order No:	0	Procurement Folder:	1747374
Document Name:	WV RISE Procurement Assistance Project Phase II			Reason for Modification:	
Document Description:	WV RISE Procurement Assistance Project Phase II			Change Order 1 - is issued as a cost neutral request to reallocate hours.	
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 2	
Free on Board:	FOB Dest, Freight Prepaid				

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000100150	Requestor Name:	Stuart Sellears	
BERRY DUNN MCNEIL & PARKER LLC 2211 CONGRESS ST		Requestor Phone:	304-352-4319	
PORTLAND ME 04102		Requestor Email:	stuart.sellears@wv.gov	
US				
Vendor Contact Phone:	6813138905			Extension:
Discount Details:				
#	Discount Allowed			Discount Percentage
#1	No	0.0000	0	
#2	No			
#3	No			
#4	No			

INVOICE TO	SHIP TO
PROCUREMENT OFFICER: 304-352-4286	PROCUREMENT OFFICER: 304-352-4286
HEALTH AND HUMAN RESOURCES	HEALTH AND HUMAN RESOURCES
BUREAU FOR MEDICAL SERVICES	BUREAU FOR MEDICAL SERVICES
350 CAPITOL ST, RM 251	350 CAPITOL ST, RM 251
CHARLESTON WV 25301-3709	CHARLESTON WV 25301-3709
US	US

Total Order Amount:	\$3,574,650.00
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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: *4-21-26*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order 1 is issued as a cost neutral request to reallocate 514 hours from the General Project Manager Commodity Line, adds 6 hours to the Project Management Support Staff commodity line and adds the cost equivalent balance of 452 hours to the Lead Project Manager.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	0.00000		\$0.0000	\$365,930.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-08-14	2026-06-14				

**Commodity Line Description:** Lead Project Manager: Optional Renewal Year Two

**Extended Description:**

Lead Project Manager: Optional Renewal Year Two

Hourly Rate: \$215.00

1250 Hours @ \$215 = \$268,750.00

Change Order 1

1,702 Hours @ \$215.00 = \$365,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	0.00000		\$0.0000	\$56,700.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-08-14	2026-06-14				

**Commodity Line Description:** Engagement Manager: Optional Renewal Year Two

**Extended Description:**

Engagement Manager: Optional Year Two

Hourly Rate: \$270.00

210 Hours @ \$270 = \$56,700.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	0.00000		\$0.0000	\$82,000.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-08-14	2026-06-14				

**Commodity Line Description:** Lead MMIS Project Manager: Optional Renewal Year Two

**Extended Description:**

Lead MMIS Project Manager: Optional Renewal Year Two

Hourly Rate: \$205.00

400 Hours @ \$205 = \$82,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	0.00000		\$0.0000	\$2,425,540.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-08-14	2026-06-14				

**Commodity Line Description:** General Project Manager: Optional Renewal Year Two

**Extended Description:**

General Project Manager: Optional Renewal Year Two

Hourly Rate: \$190.00

13,280 Hours @ \$190 = \$2,523,200.00

Change Order 1

12,766 Hours @190.00 = \$2,425,540.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80101600	0.00000		\$0.0000	\$644,480.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-08-14	2026-06-14				

**Commodity Line Description:** Project Management Support Staff: Optional Renewal Year Two

**Extended Description:**

Project Management Support Staff: Optional Renewal Year Two

Hourly Rate: \$80.00

8,050 Hours @ \$80 = \$644,000.00

Change Order 1

8,056 Hours @ \$80.00 = \$644,480.00



April 2, 2026

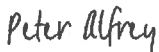
To Whom It May Concern,

Berry, Dunn, McNeil & Parker, LLC (BerryDunn) is submitting a cost-neutral change request (CR) for the West Virginia Resource Integration Solutions for Enrollees (WV RISE) Procurement Assistance Phase II Project, CDO BMS 26\*03. This cost-neutral CR reallocates General Project Manager (GPM) hours and adds the cost equivalent balance to the Support Staff (SS) and Lead Project Manager (LPM) lines.

Please reach out if you have any questions or would like to discuss the content of this CR for the WV RISE Procurement Assistance Phase II Project.

We are pleased to have the opportunity to continue providing important project management and subject matter expert services to the State of West Virginia.

Best Regards,

DocuSigned by:  
  
2DAAA44ADB3A477...

Peter Alfrey

Principal

Berry, Dunn, McNeil & Parker, LLC

207-541-2242

Ok  




# MEMORANDUM

**DATE:** April 2, 2026

**TO:** Sarah Young, Deputy Commissioner, Policy Coordination & Operations, West Virginia Bureau for Medical Services

**FROM:** Peter Alfrey, Principal,  
Berry, Dunn, McNeil & Parker, LLC

**SUBJECT:** West Virginia Resource Integration Solution for Enrollees (WV RISE) Procurement Assistance Phase II Project No Cost Reallocation Change Request

**Change Request (CR):** Berry, Dunn, McNeil & Parker, LLC (BerryDunn) is submitting this cost-neutral CR for the West Virginia Resource Integration Solution for Enrollees (WV RISE) Procurement Assistance Phase II project, CDO BMS 26\*03.

This CR reallocates 514 hours from the GPM commodity line, adds 6 hours to the SS commodity line, and adds the cost equivalent balance of 452 hours to the LPM commodity line.

The tables below show a comparison of the estimate provided in the original SOW (scope of work) and the proposed reallocation of hours.

**Table 1: Comparison of Original and Reallocated Resource Costs**

Original SOW				Change	Proposed Reallocation			
Role	Rate	Total Hours	Cost		Role	Rate	Total Hours	Cost
EM	\$270	210	\$56,700	0	EM	\$270	210	\$56,700
LPM	\$215	1,250	\$268,750	+452	LPM	\$215	1,702	\$365,930
LMPM	\$205	400	\$82,000	0	LMPM	\$205	400	\$82,000
GPM	\$190	13,280	\$2,523,200	-514	GPM	\$190	12,766	\$2,425,540
SS	\$80	8,050	\$644,000	+6	SS	\$80	8,056	\$644,480
<b>Total</b>		<b>23,190</b>	<b>\$3,574,650</b>		<b>Total</b>		<b>23,134</b>	<b>\$3,574,650</b>



**Table 2: Hours and Cost Summary by Role-Original SOW and Balance Estimates**

Role	Rate	Original Total Hours	Original Total Cost	Total Estimated Hours Utilized to Date*	Total Estimated Cost Utilized to Date	Estimated Hours Balance	Estimated Balance
EM	\$270	210.00	\$56,700.00	17.00	\$4,590.00	193.00	\$52,110.00
LPM	\$215	1,250.00	\$268,750.00	1,030.00	\$221,450.00	220.00	\$47,300.00
LMPM	\$205	400.00	\$82,000.00	191.30	\$39,216.50	208.70	\$42,783.50
GPM	\$190	13,280.00	\$2,523,200.00	4,793.74	\$910,810.60	8,486.26	\$1,612,389.40
SS	\$80	8,050.00	\$644,000.00	728.70	\$58,296.00	7,321.30	\$585,704.00
<b>Total</b>		<b>23,190.00</b>	<b>\$3,574,650.00</b>	<b>6,760.74</b>	<b>\$1,234,363.10</b>	<b>16,429.26</b>	<b>\$2,340,286.90</b>

\*Estimated project hours used based on February 2026 Invoice

**Table 3: Monthly Estimated Hours for Months by Role**

Month	EM	LPM	LMPM	GPM	SS	Est. Hours Per Month	Est. Cost Per Month
	Hours	Hours	Hours	Hours	Hours		
Month 1	20	71	20	662	408	1,181	\$183,185
Month 2	20	173	40	1,328	805	2,366	\$367,515
Month 3	20	208	40	1,328	805	2,401	\$375,040
Month 4	20	112	40	1,328	805	2,305	\$354,400
Month 5	20	171	40	1,328	805	2,364	\$367,085
Month 6	20	173	40	1,328	805	2,366	\$367,515
Month 7	20	122	40	1,200	805	2,187	\$332,230
Month 8	20	170	40	1,200	805	2,235	\$342,550
Month 9	20	170	40	1,200	805	2,235	\$342,550
Month 10	20	170	40	1,131	805	2,166	\$329,440
Month 11	10	162	20	733	403	1,328	\$213,360
<b>Total</b>	<b>210</b>	<b>1,702</b>	<b>400</b>	<b>12,766</b>	<b>8,056</b>	<b>23,134</b>	<b>\$3,574,650</b>



**Table 4: Resource Allocations with Requested Changes**

CL	Role	Rate	Project Resources	Total Est. Hours	Total Est. Cost
15	EM	\$270	Brandon Milton	210	\$56,700
14	LPM	\$215	Renzo Del Castillo	1,702	\$365,930
16	LMPM	\$205	Emily McCoy	400	\$82,000
17	GPM	\$190	Nicole Becnel	400	\$76,000
17	GPM	\$190	Dawn Webb	400	\$76,000
17	GPM	\$190	Alex Tannenbaum	400	\$76,000
17	GPM	\$190	Peter Alfrey	400	\$76,000
17	GPM	\$190	Crystal Fox	100	\$19,000
17	GPM	\$190	Ed Daranyi	50	\$9,500
17	GPM	\$190	Rick Hayward	1,500	\$285,000
17	GPM	\$190	Liz Vose	50	\$9,500
17	GPM	\$190	Mary Stewart	1,400	\$266,000
17	GPM	\$190	MaryLou Banker	1,400	\$266,000
17	GPM	\$190	Alison Barnett	50	\$9,500
17	GPM	\$190	Marnie Hudson	1,200	\$228,000
17	GPM	\$190	Shea Berry-Brennan	400	\$76,000
17	GPM	\$190	Lorrie Davenport	1,536	\$291,840
17	GPM	\$190	Jeff Stoddard	80	\$15,200
17	GPM	\$190	Marvin "Ed" Crawford	50	\$9,500
17	GPM	\$190	Kortney Ester	1,200	\$228,000
17	GPM	\$190	Shelly Schram	800	\$152,000
17	GPM	\$190	Tom Hunter	50	\$9,500
17	GPM	\$190	Christa Bernacchia	1,300	\$247,000
18	SS	\$80	Susan Prior	1,300	\$104,000
18	SS	\$80	Matt Oatten	1,556	\$124,480
18	SS	\$80	AJ Mong	1,556	\$124,480
18	SS	\$80	Jon Watkins	50	\$4,000
18	SS	\$80	Stephanie Duncan	1,500	\$120,000
18	SS	\$80	Hailey Holden	500	\$40,000



CL	Role	Rate	Project Resources	Total Est. Hours	Total Est. Cost
18	SS	\$80	Cate Poling	1,044	\$83,520
18	SS	\$80	Kourtney Kirk	50	\$4,000
18	SS	\$80	Shandia Benke	50	\$4,000
18	SS	\$80	Alycia Minshall	50	\$4,000
18	SS	\$80	Sam Kessler	50	\$4,000
18	SS	\$80	Caitlin Cabral	50	\$4,000
18	SS	\$80	Carole Ann Guay	50	\$4,000
18	SS	\$80	Jonathan "Jon" Williams	50	\$4,000
18	SS	\$80	Jordan Ramsey	50	\$4,000
18	SS	\$80	Megan Hamilton	50	\$4,000
18	SS	\$80	Grace Min	50	\$4,000
18	SS	\$80	Hope Connard	50	\$4,000
<b>Total</b>				<b>23,134</b>	<b>\$3,574,650</b>




STATE OF WEST VIRGINIA  
DEPARTMENT OF HUMAN SERVICES  
BUREAU FOR MEDICAL SERVICES

Christina Mullins, MA  
Acting Cabinet Secretary

Christy D. Donohue, CMC  
Commissioner

DATE: April 15, 2026

TO: Crystal Husted  
Senior Buyer  
State of West Virginia Purchasing Division

FROM: Althea Greenhowe   
Procurement Specialist, Senior  
Office of Shared Administration/Purchasing

RE: PF 1747374, CDO BMS26\*03 – Change Order 1  
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests the approval of the above-referenced change order to reallocate 514 hours from the General Project Manager (GPM) commodity line, adds 6 hours to the Support Staff (SS) commodity line, and adds the cost equivalent balance of 452 hours to the Lead Project Manager (LPM) commodity line.

Please feel free to contact me if additional documentation or details are needed. I can be reached at 304-352-3924 or [althea.m.greenhowe@wv.gov](mailto:althea.m.greenhowe@wv.gov). Thank you for your time and consideration in this matter.





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Apr 17, 2026



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



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"berry dunn mcneil & parker llc" ×

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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 - 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

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<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
<b>Type</b>	<b>Address</b>

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

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

DBA Name	Description	Effective Date	Termination Date
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<b>Annual Reports</b>
<b>Filed For</b>
2025
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2017
2016
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2014
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2012
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, April 16, 2026 — 8:14 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>4/20/26</u> Solicitation No. <u>CDO BMS26*03</u>  <div style="font-size: 2em; color: blue; margin-left: 20px;">C#1</div>	Agency: OSA <hr/> Procurement Officer Submitting Requisition: Althea Greenhowe <hr/> Requisition No. CDO 0511 BMS26*3 <hr/> PF No.: 1747374
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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: \_\_\_\_\_

*Crystal Husted*