



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: 04-20-2026

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 2673 BMS2600000031 1	Change Order No:		Procurement Folder:	1945698
Document Name:	Children w/Serious Emotional Disorder Waiver Provider Review			Reason for Modification:	
Document Description:	Children w/Serious Emotional Disorder Waiver Provider Review				
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 BMS2300000007 1		
Free on Board:	FOB Dest, Freight Prepaid				

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	000000125086	Requestor Name:	Stuart Sellears		
KEYSTONE PEER REVIEW ORGANIZATION LLC 424 CHURCH STREET		Requestor Phone:	304-352-4319		
NASHVILLE TN 37219		Requestor Email:	stuart.sellears@wv.gov		
US		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION _____</div>			
Vendor Contact Phone:	717-265-7038			Extension:	
Discount Details:					
	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

Purchasing Division's File Copy

Total Order Amount:	\$754,390.80
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CH 4/28/26
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara J. 4/28/26*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Cody Rode 4-28-26*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Children with Serious Emotional Disorder Waiver - Provider Review

Service Period: 05/01/2026-04/30/2027

Total: \$754,390.80

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80000000	2760.00000	EA	\$273.3300	\$754,390.80
Service From	Service To	Manufacturer	Model No	Delivery Date	
2026-05-01	2027-04-30	KEPRO			

Commodity Line Description: All Bureau-Additional Services-Base Year 4

Extended Description:

Utilization Management and Prior Authorization Services

Service Period: 05/01/2026 - 04/30/2027

Total number of hours: 2760 X \$273.33 = \$754,390.80



Children with Serious Emotional Disorder Waiver Provider Reviews

Assumptions:

Due to the change in the WV Department of Human Services Chapter 502 Children with Serious Emotional Disorder Waiver policy effective 10/1/2024 requiring providers to review plans of care monthly rather than quarterly, KEPRO is requesting additional support to be able to meet the requirements of the program's provider educators as outlined in Chapter 502.12. This change in policy increases the amount of documentation to be reviewed for each member from five to twelve in addition to any additional supporting documentation within the clinical records. Please see Chapter 502.17.3 which outlines the providers of service requirements. The specific monthly requirement is found below:

- Wraparound facilitators are responsible for the development and updates of the POC and must confirm that all updates are person-centered and approved by the team. The POC is a living document and will change over time as goals are met or if a new service/support is identified. The POC goals and objectives must be based on problems identified in the initial assessment or in subsequent reassessment(s) during the treatment process. The CFT will meet to review and discuss the current POC and update as needed. The CFT, as identified by the child/adolescent and/or their family/legal guardian, is invited to all POC meetings and are provided relevant case updates. POC development is a billable service by the wraparound facilitator. See [Section 502.17.4 POC Development](#), for clarification and description of exceptions.

Current Contract ties to this SOW:

Appendix 1, (1.o) – Children with Serious Emotional Disorder (CSED Waiver Services)	Member assessments
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COST PROPOSAL

The following calculations represent the total for the Children with Serious Emotional Disorder Waiver Provider Reviews Scope of Work:

Total Hours per Month	Hourly Rate	Total Monthly Cost
230	\$273.33	\$62,865.90

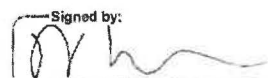
Year 4	Monthly
5/1/2026 – 5/31/2026	\$62,865.90
6/1/2026 – 6/30/2026	\$62,865.90
7/1/2026 – 7/31/2026	\$62,865.90
8/1/2026 – 8/31/2026	\$62,865.90
9/1/2026 – 9/30/2026	\$62,865.90
10/1/2026 – 10/31/2026	\$62,865.90
11/1/2026 – 11/30/2026	\$62,865.90
12/1/2026 – 12/31/2026	\$62,865.90
1/1/2027 – 1/31/2027	\$62,865.90
2/1/2027 – 2/28/2027	\$62,865.90
3/1/2027 – 3/31/2027	\$62,865.90
4/1/2027 – 4/30/2027	\$62,865.90
Total Cost	\$754,390.80

The following agrees to the provisions of this cost proposal as submitted by Kepro to the West Virginia Department of Human Services.



Christy Donohue Date

Commissioner BMS

Signed by: 

March 30, 2026 | 2:05 PM EDT Date

Meghan Harris
President and Chief Operations Officer
Kepro

Ok




WEST VIRGINIA DEPARTMENT OF
**HUMAN
SERVICES**

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 Hustead
Senior Buyer
State of West Virginia Purchasing Division

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

RE: PF 1945698, CDO BMS26*31
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests the approval of the above-referenced CDO for services performed by Keystone Peer Review Organization, LLC under PF 876562, CMA BMS23*07.

This is for a prospective service period 05/01/2026 – 04/30/2027.

The total cost is: \$754,390.80.

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. Thank you for your time and consideration in this matter.






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

Christinia Mullins, MA
Acting Cabinet Secretary

Christy D. Donohue, CMC
Commissioner

DATE: April 15, 2026
TO: Office of Shared Administration/Purchasing
FROM: Stuart Sellears
Procurement Specialist
Office of Procurement Services 
RE: PF 1945698, CDO BMS26*31
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully submits this funding memo related to the above reference CDO.

The service period will be 05/01/2026 – 04/30/2027 and we anticipate payment to be split by:

BMS on PR07 – \$754,390.80

The total cost is \$754,390.80

Please feel free to contact me if additional documentation or details are needed. I can be reached at 304-352-4319 or stuart.sellears@wv.gov. Thank you for your time and consideration in this matter.





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"KEystone PEER REVIEW ORGANIZATION LLC" ×

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Business Organization Detail

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KEYSTONE PEER REVIEW ORGANIZATION, LLC

See Attached

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	1/17/2023		1/17/2023	Foreign	Profit			

Organization Information			
Business Purpose	5416 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Management, Scientific and Tech Consulting Services (administrative, general, HR, marketing, process, physical distribution, logistics, environmental)		Capital Stock
Charter County	Kanawha	Control Number	9B3T8
Charter State	PA	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	1007 BULLITT ST. SUITE 200 CHARLESTON, WV, 25301 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 808 GREENBRIER STREET CHARLESTON, WV, 25311
Principal Office Address	1600 TYSONS BLVD SUITE 1000 MCLEAN, VA, 22102 USA
Principal Office Mailing Address	1600 TYSONS BLVD SUITE 1000 MCLEAN, VA, 22102 USA
Type	Address

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Officers

Type	Name/Address
Member	KEYSTONE PEER REVIEW ORGANIZATION HOLDINGS, LLC 1600 TYSONS BLVD SUITE 1000 MCLEAN, VA, 22102
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
ACENTRA HEALTH	TRADENAME	8/8/2023	
DBA Name	Description	Effective Date	Termination Date

Annual Reports

Filed For
2025
2024
Date filed

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

Tuesday, April 28, 2026 — 9:53 AM

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Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Ordering	424 CHURCH STREET	NASHVILLE	TN	37219	
Payment	1600 TYSONS BLVD STE 1000	MCLEAN	VA	22102	Mark Erb
Ordering	1600 TYSONS BLVD STE 1000	MCLEAN	VA	22102	Beth Lutz

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Vendor/Customer : 000000125086

Active From : 06/08/2023

KEYSTONE PEER REVIEW ORGANIZATION LLC

Active To :

Address Type : Ordering

Default Record :

Division/Department :

Mail Returned :

Additional Address Info. :

Active Address : Yes

Prevent New Spending :

Default Currency : USD - US Dollar

▼ Address Information

Address ID : AD000001 Country Phone Code : 1

Street 1 : 424 CHURCH STREET Phone : 216-392-2833

Street 2 : SUITE 2200 Phone Extension :

City : NASHVILLE County :

State/Province : TN County Name :

Zip/Postal Code : 37219 Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

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