



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: 04-17-2025

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 WIC2300000002 11	Change Order No:	2	Procurement Folder:	1141887
Document Name:	Advertising and Marketing Service			Reason for Modification: Change Order 03 to extend the expiration date.	
Document Description:	Advertising and Marketing Service				
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 11
Free on Board:	FOB Dest, Freight Prepaid				

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000109305 THE MANAHAN GROUP LLC 222 CAPITOL ST STE 400 CHARLESTON WV 25301 US Vendor Contact Phone: 999-999-9999 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Courtney M Buskirk Requestor Phone: 304-352-4853 Requestor Email: courtney.m.buskirk@wv.gov 2025 FILE LOCATION SCANNED 53156
	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	WV DHHR Materials Management OFFICE OF HEALTH FACILITIES 160 JACOBSON DRIVE DOCK 11 POCA WV 25159-9772 US

Total Order Amount: \$861,780.00

Purchasing Division's File Copy

CH 4/24/25
PURCHASING DIVISION AUTHORIZATION
DATE: 4/24/25
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 5-28-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 03 is issued to extend the expiration date from 12/30/2024 to 09/30/2025 as a no-cost extension with re-allocation of hours. Moving \$50,400 from media buying add on to account service.

CL3 MEDIA BUYS WILL BE COMBINED WITH LINE 8.

CL5 MEDIA BUYING ADD-ON WILL BE COMBINED WITH LINE 10 AND REDUCED BY 50,400.

CL11 ACCOUNT SERVICES INCREASING BY 50,400.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	82101800	6.00000	HOUR	\$105.0000	\$630.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-01	2024-01-31				

Commodity Line Description: Contract Administration/Consultation

Extended Description:

Contract Administration/Consultation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	82101800	150.00000	HOUR	\$105.0000	\$15,750.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-01	2025-09-30				

Commodity Line Description: Account Services

Extended Description:

Account Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	82101800	12.25000	HOUR	\$105.0000	\$1,286.25
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-01	2024-01-31				

Commodity Line Description: Media Buys

Extended Description:

Media Buys

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	82101800	200.00000	HOUR	\$105.0000	\$21,000.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-01	2025-09-30				

Commodity Line Description: Design & Copy

Extended Description:

Design & Copy

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	82101800	0.00000		\$0.0000	\$183,819.60
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-01	2024-01-31				

Commodity Line Description: Media Buying Add-On

Extended Description:

Percentage Add-On for Media Buying = 5%

Add on Multiplier: 1.05

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	82101800	10.00000	HOUR	\$105.0000	\$1,050.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-01	2025-09-30				

Commodity Line Description: Contract Administration/Consultation

Extended Description:
Contract Administration/Consultation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	82101800	150.00000	HOUR	\$105.0000	\$15,750.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-01	2025-09-30				

Commodity Line Description: Account Services

Extended Description:
Account Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	82101800	337.75000	HOUR	\$105.0000	\$35,463.75
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-01	2025-09-30				

Commodity Line Description: Media Buys

Extended Description:
Media Buys

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	82101800	200.00000	HOUR	\$105.0000	\$21,000.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-01	2025-09-30				

Commodity Line Description: Design & Copy

Extended Description:
Design & Copy

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	82101800	0.00000	HOUR	\$0.0000	\$436,880.40
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-01	2025-09-30				

Commodity Line Description: Media Buying Add-On

Extended Description:
Percentage Add-On for Media Buying = 5%

Add on Multiplier: 1.05

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	82101800	980.00000	HOUR	\$105.0000	\$102,900.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-01	2025-09-30				

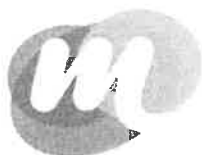
Commodity Line Description: Account Services

Extended Description:
Account Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	82101800	250.00000	HOUR	\$105.00000	\$26,250.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-01	2025-09-30				

Commodity Line Description: Design & Copy

Extended Description:
Design & Copy



THE MANAHAN GROUP LLC

222 Capitol Street, Suite 500 • Charleston, WV 25301
P: 304.343.2800 • F: 304.343.2788 • manahangroup.com

Change Order Request – CDO 0506 2896 WIC230000002 10

January 16, 2025

Office of Nutritional Services
Attn: Director Heidi E. Staats, MSW
WVDHHR Bureau for Public Health
350 Capitol Street, Rm 519
Charleston, WV 25301

Re: Change Order Request No. 03 for original CDO 0506 2896 WIC230000002 10

Dear Heidi,

The Manahan Group LLC requests a change to the current CDO 0506 2896 WIC230000002 10.

Requested Change Order:

Change Order No. 03 is requested in order to extend the timeline, move \$50,400 from Media Buying add-On to Account Service, and combine existing line items to allow billing to be done more easily. This change-order nullifies the change-order request #2 from 11/19/2024.

Part 1: Change Dates of Service from 2/1/2023 to 12/30/2024 to be 2/1/2023 to 9/30/2025. Currently some line items read 2/1/23-1/31/24 and some read 2/1/24-12/30/24. This change will allow everything to be billed as one continuous project.

Part 2: Move \$50,400.00 from Media Buying Add-On to 480 hours of Account Service. There is no net increase or decrease to the CDO. We simply request reallocating existing funds. These changes come largely as a result of needing to update so many materials with new Department of Health logo, while at the same time switching from physical paper format to digital per participant needs. This has led to a decrease in printing expenses while increasing the labor involved in design and review time.

Part 3: Detail of Lines

Line 1 Contract Administration is Closed because there is \$0 remaining.

Line 2 Account Service is Closed.

Line 3 Media Buys will be combined with Line 8 which has a balance of \$31,395.

Line 4 Design & Copy is Closed.

Line 5 Media Buying Add-On will be combined with Line 10 (405,930.20). This will then be reduced by \$50,400 which is being moved to Line 11 Account Service.

Line 6 Contract Administration will be Closed because there is \$0 remaining.

Line 7 Account Service is Closed.

Line 8 Media Buys(this will be combined with Line 3 and is detailed in 3 above)

Line 9 Design & Copy is Closed.

Line 10 Media Buying Add-On(Combined with Line 5 as detailed in Line 5 above)

Line 11 Account Service has a balance of \$42,157.50. We request moving \$50,400 from Media Buying Add-On into this Line.

New Totals:

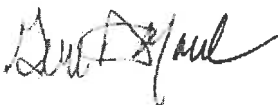
Contract Administration/Consultation	\$1,680.00
Account Service	\$134,400.00 (Increased by \$50,400)
Design & Copy	\$68,250.00
Media Buying	\$36,750.00
<u>Media Buying Add-On</u>	<u>\$620,700.00 (decreased by \$50,400)</u>
Total ADO	\$861,780.00 (No change from prior CDO)

We agree to abide by all other terms and conditions as set forth in the CDO.

Due to the time needed to update the remaining materials in print and digital formats, the new effective date of change order will be 2/1/2023 through 9/30/2025.

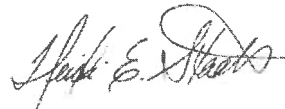
If you have questions, need additional information, or require revisions please contact myself, or Ron Jarrett, VP – Comptroller.

Regards,



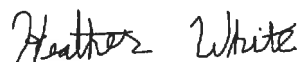
George Manahan
Founder/CEO

Reviewed and Approved



Heidi E. Staats
Director, ONS
1/17/2025

Agreed





STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
BUREAU FOR PUBLIC HEALTH
Office of Nutrition Services

Sherri A. Young, DO, MBA, FAAFP
Cabinet Secretary

Justin Davis
Interim Commissioner

MEMORANDUM

TO: Bryan Rosen
Director of Purchasing, Office of Shared Administration

THROUGH: Jodie Miller
Procurement Supervisor, Bureau for Public Health

FROM: Heidi Staats *HS*
Director, Office of Nutrition Services (ONS)

DATE: December 13, 2024

RE: CDO WIC23*02 - Change Order No. 3 - Manahan Group

The purpose of this memorandum is to request approval for the Office of Nutrition Services (ONS) to obtain Change Order Number 3 to CDO WIC23*02 with the Manahan Group. This change order is to reallocate labor hours from one commodity line to another.

We are requesting to move a total of \$50,400, or 480 hours of labor, from Commodity Line item Media Buying Add-on to the Commodity Line for Account Service Hours. There are no additional funds being added through this change order.

The reason for this change order is largely a result of needing to update multiple types of materials with new Department of Health logos, while at the same time switching from physical paper format to digital per participant needs. This has led to a decrease in printing expenses while increasing the labor involved in design and review time.

All programs and projects under ONS are 100% federally funded by the United States Department of Agriculture Food and Nutrition Service.

Your consideration of our request is appreciated. If you have questions or need additional information, please contact Destiny White, Administrative Assistant, by phone at 304-352-0982 or by email at Destiny.S.White@wv.gov.





STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
CENTRAL FINANCE OFFICE

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

TO: OSA- Purchasing

FROM: Courtney Buskirk
WV Department of Health, Procurement Specialist Senior

DATE: April 1, 2025

RE: Late Justification CDO WIC2300000002 CO3

We are being asked to justify the late submission of the above-mentioned CDO renewal. We had to a new signed vendor memo. Once the new memo was received we had to keep going back to the accountant due to the grants listed on this CDO.

We respectfully ask for consideration of this request. Thank you.

Thank you,

A handwritten signature in black ink that reads "Courtney Buskirk".

Courtney M Buskirk

DH CFU Purchasing

A handwritten signature in blue ink, written diagonally, that reads "Backdat" followed by some illegible scribbles.

Subject: Governor's Office Approval of contracts over \$100,000



Rosen, Bryan D <bryan.d.rosen@wv.gov>
to Wagner, Roberta A, Price, Robert L

Thu, Jan 23,

I spoke with Curtis early today. He relayed the following information for how we will process these through his office.

1. He would like a synopsis of the purchase. I would suggest in most cases we can pull the extended description populate that in the email to him.
2. Please note if there is a specific timeframe in the request.
3. Contracts will be reviewed at the Master Agreement level meaning that he will not be approving DOs.
4. Renewals for contracts over \$100,000 must be approved.

This process is going to be fluid and will likely morph as we move forward but this is the best information that I have today.

Bryan



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Mar 8, 2025



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Mar 18, 2025



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e.g. 1606N020Q02


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Search Editor

☐ Any Words 

☐ All Words 

☐ Exact Phrase 


e.g. 123456789, Smith Corp

"THE MANAHAN GROUP LLC" 

Classification 

Excluded Individual 

Excluded Entity 

Federal Organizations 

Exclusion Type 

Exclusion Program 

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West Virginia Secretary of State — Online Data Services

Online Data Services Help

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Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	9/4/2003		9/4/2003	Domestic	Profit		9/4/2103	

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Addresses

Type	Address
Designated Office Address	222 CAPITOL STREET SUITE 400 CHARLESTON, WV, 25301
Mailing Address	222 CAPITOL STREET SUITE 400 CHARLESTON, WV, 25301 USA
Notice of Process Address	GEORGE MANAHAN 222 CAPITOL STREET SUITE 400 CHARLESTON, WV, 25301
Principal Office Address	222 CAPITOL STREET SUITE 400 CHARLESTON, WV, 25301 USA
Type	Address

Officers

Type	Name/Address
Manager	GEORGE MANAHAN 222 CAPITOL STREET SUITE 400 CHARLESTON, WV, 25301
Member	GEORGE B. MANAHAN
Organizer	BRENT PAULEY SUITE 1710 900 LEE STREET EAST CHARLESTON, WV, 25311 USA
Organizer	GEORGE MANAHAN SUITE 1710 900 LEE STREET EAST CHARLESTON, WV, 25311 USA
Type	Name/Address

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DBA

DBA Name	Description	Effective Date	Termination Date
BRIDGEWORKS COMMUNICATIONS, LLC	TRADENAME	3/22/2005	

2008

2007

2006

2005

2004

Date filed

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

Monday, March 31, 2025 — 11:10 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>4/24/25</u> Solicitation No. <u>CDO WIC23*02</u>	Agency: ONS Procurement Officer Submitting Requisition: Courtney Buskirk Requisition No. CDO WIC2300000002 PF No.: 1141887
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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 checked="" 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 checked="" 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

CHARLESTON MAGAZINE	TRADENAME	5/30/2006	
THE MANAHAN GROUP	TRADENAME	11/18/2010	
THE MANAHAN GROUP	TRADENAME	9/4/2003	6/14/2005
DBA Name	Description	Effective Date	Termination Date

Name Changes

Date	Old Name
6/14/2005	MANAHAN & PAULEY LLC
Date	Old Name

Date	Amendment
5/14/2008	DISSOCIATION FILED REMOVING R. ROBERT SAMPLES
6/14/2005	NAME CHANGE: FROM MANAHAN & PAULEY LLC
Date	Amendment

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