



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: 02-08-2024

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 6	Procurement Folder:	1141887
Document Name:	Advertising and Marketing Service	Reason for Modification:	Change Order 01
Document Description:	Advertising and Marketing Service		To Extend and increase funds
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 6
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000109305	Requestor Name:	Kent D Light
THE MANAHAN GROUP LLC 222 CAPITOL ST STE 400		Requestor Phone:	(304) 314-6181
CHARLESTON WV 25301		Requestor Email:	kent.d.light@wv.gov
US			
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		

24
 FILE LOCATION _____

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 519 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

OH 2/12/24
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Tava...* 2/14/2024
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *...* 2-15-24
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 01 is issued to extend the expiration date from 1/31/24 to 06/30/24 and to increase funds on multiple line items

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	2024-01-31				

Commodity Line Description: Account Services

Extended Description:

Account Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	82101800	200.00000	HOUR	\$105.0000	\$21,000.00
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	2024-01-31				

Commodity Line Description: Design & Copy

Extended Description:

Design & Copy

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	82101800	0.00000		\$0.0000	\$515,510.00
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
2024-02-01	2024-06-30				

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
2024-02-01	2024-06-30				

Commodity Line Description: Account Services

Extended Description:
Account Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	82101800	150.00000	HOUR	\$105.0000	\$15,750.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-01	2024-06-30				

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
2024-02-01	2024-06-30				

Commodity Line Description: Design & Copy

Extended Description:
Design & Copy

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	82101800	0.00000		\$0.0000	\$234,340.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-01	2024-06-30				

Commodity Line Description: Media Buying Add-On

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

Add on Multiplier: 1.05



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 1

January 12, 2024

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

Re: Change Order Request No. 01 for CDO 0506 2896 WIC230000002 1

Dear Heidi,

The Manahan Group LLC requests a change to CDO 0506 2896 WIC230000002 1.

Requested Change Order:

Change Order No. 01 is requested in order to extend the timeframe and funding on this CDO as we await issuance of new CDOs. Specifically we request to increase the following commodity line items as referenced in the updated Statement of Work attached:

Commodity Line Description	# Hours	Rate	Total
Contract Admin/Consultation	10	\$105.00	\$1,050.00
Account Service	150	\$105.00	\$15,750.00
Media Buys	150	\$105.00	\$15,750.00
Design & Copy	200	\$105.00	\$21,000.00
			\$53,550.00

Commodity Line Description	Outside Cost	Total
Media Buying Add-On	Media placements, outreach materials, video production, consultants & printing.	\$234,340.00
Media Buying Add-On		\$0.00
		\$234,340.00

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

The effective date of this change order will be 2/1/2024 through 6/30/2024.

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

Regards,



George Manahan
Founder/CEO

Agreed





THE MANAHAN GROUP LLC

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

Work Order

To: Heidi Staats
Office of Nutrition Services, WV WIC Program

From: Bethany West

RE: Change Order for ONS // WV WIC Outreach Initiative, 2022-2023

Date: January 12, 2024

Statement of Work to be Performed:

The Manahan Group LLC will work with the Office of Nutrition Services // WV WIC Program on initiatives to generate awareness of and participation in WIC services in underserved populations. By changing the conversation surrounding WIC services and promoting the reopening of local offices, the campaign's goal is to reach participants and eligible West Virginians with details about the program.

Planning on this project has commenced and management will be finalized after the last invoice has been received from outside vendors and processed for payment.

Timeframe:

February 1, 2023 – June 30, 2024 *(The Manahan Group LLC will honor the terms, conditions and pricing past the expiration date of the master agreement for this work order.)*

Estimated Labor and Costs:

The Manahan Group LLC will need a total of 1,066 labor hours to help create, plan, coordinate and execute the campaign elements for this project. The breakdown of hours is as follows:

Commodity Line Description	# Hours	Rate	Total
Contract Admin/Consultation	16	\$105.00	\$1,680.00
Account Service	300	\$105.00	\$31,500.00
Media Buys	350	\$105.00	\$36,750.00
Design & Copy	400	\$105.00	\$42,000.00

Total Labor: \$111,930.00

Estimated Outside Costs:

The Manahan Group LLC will work with subcontractors on production costs associated with this project including but not limited to website hosting & programming, photography, research, printing, promotional items, radio and video production, translation services, event costs, etc.

Commodity Line Description	Outside Cost	Total
Media Buying Add-On	Media placements, outreach materials, event sponsorships, photoboosts, video production, consultants & printing.	\$738,840.00
Media Buying Add-On		\$11,010.00

Total Outside Costs: \$749,850.00

Total Work Order Not to Exceed: \$861,780.00

Submitted by:



Bethany West

The Manahan Group LLC



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

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

Matthew Q. Christiansen, MD, MPH
Commissioner & State Health Officer

MEMORANDUM

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

THROUGH: Trey Morris
Director of Purchasing, Department of Health

FROM: Heidi Staats *HCS*
Director, Office of Nutrition Services

DATE: January 16, 2024

RE: CDO WIC23*02 Change Order Request

*Extend
and increase
appx*

The purpose of this memorandum is to request a change order for CDO 0506 2896 WIC23*02 for The Manahan Group LLC to complete services for the Office of Nutrition Services (ONS). Change Order No. 01 is being requested in order to: 1) extend the timeframe from expiration date of 1/31/2024 to 6/30/2024 to allow for fully implementing projects and expend dedicated funding; 2) increase funding within the delivery order to add \$287,890 for projects which were slated for later in federal fiscal year 2024 but capacity now allows for development; and 3) move labor hours of \$20,317.50 or 193.50 hours of Media Buying hours to Account Service hours. Change Order No. 01 will abide by all other terms and conditions as set forth in the CDO.

Per Federal regulations, WV WIC must inform the eligible WIC population, and inform agencies and organizations that deal with significant numbers of potentially eligible persons, including health and medical organizations, hospitals, and clinics. The ONS work with The Manahan Group meets these federal regulations as well as Nutrition Service Standard 21: 1) comply with federal requirements related to outreach; 2) target relevant agencies, businesses, organizations, and populations; and 3) develop and foster positive relationships with community partners and other entities that interface with WIC participants.

The timeframe requested for this CDO CO is February 1, 2023, through June 30, 2024. The Manahan Group LLC will invoice ONS on actual costs incurred each month per line item and deliverable.

All programs and projects under ONS are 100% federally funded by the USDA FNS.



COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>2/12/24</u>	Agency:
Solicitation No. <u>CDOVIC23*02</u>	Procurement Officer Submitting Requisition:
	Requisition No.
	PF No.:

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 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 checked="" 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: Auguste Hustead

REFERENCE:

FOR ALL SOLICITATION TYPES:

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOIs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** RE **Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**
11. **Office of Technology CIO pre-approval.** In accordance with the Office of Technology's CIO-19-001 policy, all technology procurement requests, unless exempted, require Chief Information Officer (CIO) approval. **Purchasing Division Procedures Handbook, Section 7.3.**
12. **Treasurer's Office (banking) pre-approval.** Pre-approval is required by the State Treasurer's Office for the acquisition of banking goods or services, which includes but may not be limited to accepting payments and receiving funds via electronic commerce. **W. Va. Code §§ 12-1-7 and 12-3A-6.**

FOR CHANGE ORDERS/RENEWALS:

1. **Two-party agreement.** This agreement, confirming the need for the change order, must be signed by both the agency and the vendor. A single letter of agreement with both signatures is standard.
2. **Standard change order language.** The Purchasing Division maintains standard language to be used in the Extended Description field when issuing a change order in *wvOASIS*. There are various descriptors available to address the change to the original contract, including but not limited to a standard renewal, a renewal with an increase or decrease, a construction extension for time only or time and increase, a cancellation, and an administrative change. **Purchasing Division Procedures Handbook, Appendix D.**
3. **Office of Technology CIO pre-approval.** See #11.
4. **Justification for price increases/backdating/other.** Any change order request that increases the amount of the contract, is backdated more than 20 days past the submission date of the change order, or otherwise affects provisions of the contract not typically seen in a change order requires justification.
5. **Bond rider.** A bond rider allows bonded principals to request changes to be made to their original surety bond agreements. The bond rider is the only valid way of making changes to a bond agreement which does not invalidate the agreement.
6. **Secretary of State verification.** Unless a waiver is obtained from the Secretary of State's Office, every vendor organized as a business entity must have a certificate of authority and be in good standing with the Secretary of State's Office. To search for a business with the Secretary of State's Office, visit <http://apps.sos.wv.gov/business/corporations>. Any vendor that cannot be found or shows a status of "revoked" or "dissolved" is not eligible for award until the issue is resolved. Agencies must verify this compliance manually prior to award and include a copy of the relevant record in the agency file. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. E. Secretary of State.**
7. **State debarment verification.** Pursuant to *West Virginia Code* §5A-3-33c and 33d, the State of West Virginia and its political subdivisions may not solicit offers from, award contracts to, or consent to subcontract with a debarred vendor during the debarment period. A list of vendors debarred by the West Virginia Purchasing Division can be seen online at www.state.wv.us/admin/purchase/debar.html. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. D. State Debarment.**
8. **Federal debarment verification.** Vendors must verify that a vendor is not debarred by the federal government prior to awarding a contract by visiting [Sam.gov](http://www.sam.gov). Instructions for manually checking a vendor's federal debarment status can be found online at https://www.fsd.gov/qsafsd_sp?id=kb_article_view&sysparm_article=KB0036199&sys_kb_id=b372dad1b4ac5d40ca4a97ae54bcbb2&spa=1. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. C. Federal Debarment.**

Questions regarding this *Compliance Verification Checklist for Requisition Submission* may be directed to your assigned Purchasing Division buyer. If you're unsure who your buyer is, see the Agency-Buyer assignments published online at www.state.wv.us/admin/purchase/byrassign.pdf.

Simple Search

Search Editor

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

e.g. 123456789, Smith Corp

"The Manahan Group*" ×

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- Excluded Entity ▼
- Federal Organizations ▼
- Exclusion Type ▼
- Exclusion Program ▼
- Location ▼
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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.

THE MANAHAN GROUP LLC

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	

Organization Information			
Business Purpose	5418 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Advertising, Public Relations and Related Services (media, outdoor, direct mail, material distribution)		Capital Stock
Charter County	Kanawha	Control Number	59437
Charter State	WV	Excess Acres	
At Will Term	T	Member	<div style="border: 1px solid gray; padding: 5px; display: inline-block;"> × Close <p>Hi, I'm SOLO I'm here to help you launch your new LLC.</p> </div>
At Will Term Years	100	Pa	
Authorized Shares		Y	Entrepreneur

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

Hi, I'm SOLO I'm here to help you launch your new LLC.

DBA

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

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

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017	
2016	
2015	
2014	
2013	
2012	
2011	
2010	
2009	

Hi, I'm SOLO I'm here to help you launch your new LLC.

2008
2007
2006
2005
2004
Date filed

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

Monday, February 12, 2024 — 2:09 PM

© 2024 State of West Virginia

Hi, I'm SOLO I'm here to help you launch your new LLC.