



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: 05-04-2021

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 2996 MCH2100000012 2	Procurement Folder:	788403
Document Name:	Change Order 1	Reason for Modification:	Change Order 1 is to adjust the amount of hours per service.
Document Description:	WVCLPPP/CDC Media Campaign		
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 HHR2000000002 2
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: Christine L Basham Requestor Phone: (304) 356-4930 Requestor Email: christine.l.basham@wv.gov <div>21 FILE LOCATION _____</div>
	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 - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV 25301-3714 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH/MCH - RESEARCH UNIT 350 CAPITOL ST, RM 427 CHARLESTON WV 25301-3714 US

Total Order Amount: \$160,000.00

Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION

DATE: Linda Harper 5/6/2021
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: Robert M. R. 5/10/2021
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 1 is to adjust the amount of hours per service.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	82101800	100.00000	HOUR	\$105.0000	\$10,500.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-10-15	2021-09-29			2021-05-09	

Commodity Line Description: Account Services

Extended Description:

Account Services

100 hours @ \$105.00 = \$10,500.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	82101800	0.00000	HOUR	\$20.0000	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-10-15	2021-09-29			2021-05-09	

Commodity Line Description: Television Production

Extended Description:

Television Production

0 hours @ \$20.00 = 300.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	82101800	20.00000	HOUR	\$20.0000	\$400.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-10-15	2021-09-29			2021-05-09	

Commodity Line Description: Radio Production

Extended Description:

Radio Production

20 hours @ \$20.00 = \$400.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	82101800	50.00000	HOUR	\$105.0000	\$5,250.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-10-15	2021-09-29			2021-05-09	

Commodity Line Description: Media Buys

Extended Description:

Media Buys

50 hours @ 105.00 = \$5,250.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	82101800	20.00000	HOUR	\$75.0000	\$1,500.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-10-15	2021-09-29				2021-05-09

Commodity Line Description: Internet/World Wide Web

Extended Description:

Internet/World Wide Web

20 hours @ \$75.00 = \$1,500.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	82101800	35.00000	HOUR	\$105.0000	\$3,675.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-10-15	2021-09-29				2021-05-09

Commodity Line Description: Design and Copy

Extended Description:

Design and Copy

35 hours @ \$105.00 = \$3,675

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	82101800	5.00000	HOUR	\$0.0000	\$0.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-10-15	2021-09-29				2021-05-09

Commodity Line Description: Data Acceptance and Transfer

Extended Description:

Data Acceptance and Transfer

5 hours @ \$0.00 = \$0.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	82101800	0.00000		\$0.0000	\$3,045.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-10-15	2021-09-29				

Commodity Line Description: Media Buying Add-On
Estimated Outside Costs

Extended Description:

Estimated Outside Cost

The Manahan Group LLC will work with Subcontractors on production costs associated with this project including but not limited to website hosting & programing, photography, research, printing, promotional items, radio and video productions, ect.

Percentage Add-On for Media Buying = 0%

Vendor will pass through actual costs with NO MARKUP

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	82101800	0.00000		\$0.0000	\$110,000.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-10-15	2021-09-29				

Commodity Line Description: Media Buying Add-On
Media Placement Costs-Radio

Extended Description:
Media Placement Costs:

The Manahan Group LLC will place media on behalf of WVDHHR and the Childhood Lead Poisoning Prevention Program. Placements may include but are not limited to advertisements placed with out-of-home, point-of-sale, sponsorships, newspapers and magazines, streaming video & audio, terrestrial radio and television, digital, social media, etc.

Percentage Add-On for Media Buying = 0%
Vendor will pass through actual costs with NO MARKUP

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	82101800	0.00000		\$0.0000	\$25,000.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-10-15	2021-09-29				

Commodity Line Description: Media Buying Add-On
Media Placement Costs-Digital

Extended Description:
Media Placement Costs:

The Manahan Group LLC will place media on behalf of WVDHHR and the Childhood Lead Poisoning Prevention Program. Placements may include but are not limited to advertisements placed with out-of-home, point-of-sale, sponsorships, newspapers and magazines, streaming video & audio, terrestrial radio and television, digital, social media, etc.

Percentage Add-On for Media Buying = 0%
Vendor will pass through actual costs with NO MARKUP

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	82101800	6.00000	HOUR	\$105.0000	\$630.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-10-15	2021-09-29				2021-05-09

Commodity Line Description: Contract Administration/Consultation

Extended Description:
Contract Administration/Consultation

6 hours @ \$105.00 = \$630.00



THE MANAHAN GROUP LLC

222 CAPITOL STREET, STE 500 / CHARLESTON, WV 25301
P: 304.343.2800 / F: 304.343.2788 / MANAHANGROUP.COM

Work Order

To: Rochelle Coleman
Childhood Lead Poisoning Prevention Program, WVDHHR

From: Bethany West

RE: Work Order for Childhood Lead Poisoning Prevention Program

Date: April 27, 2021

Ok
Althea Greenhouse

Statement of Work to be Performed:

The Manahan Group LLC will work with the Childhood Lead Poisoning Prevention Program on initiatives to generate an awareness of the dangers of lead poisoning and drive traffic to the program's website. The campaign's goal is to create additional assets that can strengthen the existing campaign materials and expand campaign reach.

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

Timeframe:

October 15, 2020 – September 29, 2021 *(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 236 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	6	\$ 105.00	\$ 630.00
Account Service	100	\$ 105.00	\$ 10,500.00
Radio Production	20	\$ 20.00	\$ 400.00
Media Buys	50	\$ 105.00	\$ 5,250.00
Internet/Worldwide Web	20	\$ 75.00	\$ 1,500.00
Design & Copy	35	\$ 105.00	\$ 3,675.00

Work Order for Childhood Lead Poisoning Prevention Program

Data Acceptance & Transfer	5	\$ -	\$ -
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Total Labor: \$ 21,955.00

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, etc.

Commodity Line Description	Outside Cost	Total
Media Buying Add-On	Production	\$ 3,045.00

Total Outside Costs: \$3,045.00

Media Placement Costs:

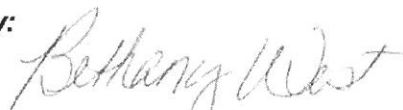
The Manahan Group LLC will place media on behalf of WVDHHR and the Childhood Lead Poisoning Prevention Program. Placements may include but are not limited to out-of-home, point-of-sale, sponsorships, newspapers and magazines, streaming video & audio, terrestrial radio and television, digital, social media, etc.

Commodity Line Description	Medium	Total
Media Buying Add-On	Radio	\$110,000.00
Media Buying Add-On	Digital	\$25,000.00

Total Media Placement Costs: \$ 135,000.00

Total Work Order Not to Exceed: \$160,000.00

Submitted by:



Bethany West

The Manahan Group LLC

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.

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 Services - Professional, Scientific and Technical Services - 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 Managed	MGR
At Will Term Years	100	Par Value	

Authorized Shares	Young Entrepreneur	Not Specified

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

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	
2021	
2020	
2019	
2018	
2017	

2016
2015
2014
2013
2012
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2010
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2004
Date filed

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

Wednesday, May 5, 2021 — 8:57 AM

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