



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia Master Agreement

Order Date: 11-02-2021

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:	CMA 0511 2514 HHR2000000002 4	Procurement Folder:	655325
Document Name:	Change Order #3 Advertising Services	Reason for Modification:	Change Order 3 To Renew Contract
Document Description:	Change Order #3 Advertising Services		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2020-05-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-05-31

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:	Requestor Name: Sharon M Vealey Requestor Phone: (304) 356-4794 Requestor Email: sharon.m.vealey@wv.gov																				
Discount Details: <table border="1"> <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			<h1>22</h1> <p>FILE LOCATION _____</p>
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Total Order Amount: _____ **Open End**

Handwritten: 11/03/2021

Handwritten: CH 11/2/21

ENTERED

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara G 11/3/2021*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John & Jones 11/3/2021*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *11/03/2021*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order # 3

Change Order No. 3 is issued to renew the original contract according to all prices, terms, conditions, and specifications contained in the original contract and all authorized change orders,

Effective date of renewal 11/01/2021 through 05/31/2022.

Renewal Years/Months remaining: One (1) Year & Eleven (11) months

No other changes.

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82101800			HOURL	105.000000
	Service From	Service To			

Commodity Line Description: Contract Administration/Consultation

Extended Description:

Contract Administration/Consultation

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82101800			HOURL	105.000000
	Service From	Service To			

Commodity Line Description: Account Services

Extended Description:

Account Services

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	82101800			HOURL	20.000000
	Service From	Service To			

Commodity Line Description: Television Production

Extended Description:

Television Production

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	82101800			HOURL	20.000000
	Service From	Service To			

Commodity Line Description: Radio Production

Extended Description:

Radio Production

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	82101800			HOUR	20.000000
	Service From	Service To			

Commodity Line Description: Outdoor Advertising

Extended Description:
Outdoor Advertising

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	82101800			HOUR	105.000000
	Service From	Service To			

Commodity Line Description: Media Buys

Extended Description:
Media Buys

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	82101800			HOUR	20.000000
	Service From	Service To			

Commodity Line Description: Print Media

Extended Description:
Print Media

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	82101800			HOUR	75.000000
	Service From	Service To			

Commodity Line Description: Internet/World Wide Web

Extended Description:
Internet/World Wide Web

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	82101800			HOUR	20.000000
	Service From	Service To			

Commodity Line Description: Survey, Analysis, Evaluation

Extended Description:
Survey, Analysis, Evaluation

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	82101800			HOUR	105.000000
	Service From	Service To			

Commodity Line Description: Design and Copy

Extended Description:
Design and Copy

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	82101800			HOUR	0.000000
	Service From	Service To			

Commodity Line Description: Data Acceptance and Transfer

Extended Description:

Data Acceptance and Transfer

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	82101800				0.000000
	Service From	Service To			
	2020-05-01	2022-05-31			

Commodity Line Description: Media Buying Add-On

Extended Description:

Percentage Add-On for Media Buying = 0%

Vendor will pass through actual costs with NO MARKUP



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bill J. Crouch
Cabinet Secretary

October 27, 2021

Bethany West
The Manahan Group
222 Capitol Street, Suite 500
Charleston, WV 25301
(Via Email)

Re: Contract CMA 0511 HHR20*02

The West Virginia Department of Health and Human Resources is offering to renew subject contract for six months under the same terms and conditions including pricing for the period November 1, 2021 through May 31, 2022. If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to Sharon.M.Vealey@wv.gov.

Also attached is a Purchasing Affidavit that is to be part of the renewal change order and is required to be signed, dated, and notarized.

Please contact the email listed above if you have any questions.

Sincerely,

Allison C. Adler
Director, Office of Communications

OK to Renew
Kubler S. [Signature]

Attachment

We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and change orders thereto.

GEORGE B. MANAHAN

Name/Signature

10/29/2021
Date

CEO
Title



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bill J. Crouch
Cabinet Secretary

Memorandum

Date: October 27, 2021
To: DHHR Purchasing
From: Sharon Vealey *SV*
Office of Communications
Reference: Renewal of Contract HHR20*02

The Office of Communications would like to renew Contract HHR20*02 with The Manahan Group under the same terms, pricing, and conditions as the original contract for the period November 1, 2021 through May 31, 2022. The above contract is an open-end contract for advertising services per the terms and conditions of CRFQ 0511 HHR20*02.

*OK to Renew
Kimberly S. Sobiech*