



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: 07-25-2022

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 10	Procurement Folder:	788403
Document Name:	Change Order 2	Reason for Modification:	CO 2 - To cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.
Document Description:	Cancellation of remaining balance.		
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 10
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT																			
Vendor Customer Code:	000000109305	Requestor Name:	Forrest D Daniel																		
THE MANAHAN GROUP LLC 222 CAPITOL ST STE 400		Requestor Phone:	(304) 356-4057																		
CHARLESTON WV 25301		Requestor Email:	forrest.d.daniel@wv.gov																		
US		<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																			
Vendor Contact Phone:	999-999-9999 Extension:																				
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		
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#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:	\$128,461.71
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Purchasing Division's File Copy

ENTERED

CH 7/25/22

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara [Signature] 7/26/2022</i> ELECTRONIC SIGNATURE ON FILE
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ENCUMBRANCE CERTIFICATION DATE: <i>[Signature] 7/25/2022</i> ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change order 2 is to cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Original Contract Total: \$160,000.00
 Change Order 2 Decrease: (\$ 31,538.29)
 New Contract Total: \$128,461.71

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				2022-07-19

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				2022-07-19

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	10.00000	HOUR	\$20.0000	\$200.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-10-15	2021-09-29				2022-07-30

Commodity Line Description: Radio Production

Extended Description:

CO 2 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

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				2022-07-19

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				2022-07-19

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				2022-07-19

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				2022-07-19

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	\$0.00
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:

CO 2 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

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	\$96,405.26
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:

CO 2 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

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	\$10,301.45
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:

CO 2 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

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				2022-07-19

Commodity Line Description: Contract Administration/Consultation

Extended Description:

Contract Administration/Consultation

6 hours @ \$105.00 = \$630.00



STATE OF WEST VIRGINIA
 DEPARTMENT OF HEALTH AND HUMAN RESOURCES
 BUREAU FOR PUBLIC HEALTH
 OFFICE OF CENTRAL FINANCE
 350 Capitol Street, Room 206
 Charleston, WV 25301

Jim Justice
 Governor

Bill J. Crouch
 Cabinet Secretary

May 23, 2022

The Manahan Group LLC
 222 Capitol St Ste 400
 Charleston, WV 25301

Re: Cancellation of Remaining Balance
 PO#: CDO MCH2100000012

Dear Vendor:

The above referenced Purchase Order in the amount of \$160,000.00 was issued on October 21, 2020. We are requesting your approval to cancel the remaining balance of \$31,538.29 that still exists on purchase order# CDO MCH2100000012.

Your signature on the line below will acknowledge that you concur with this action and there are no outstanding invoices against this purchase order. Please mail this letter back to my attention at the address above, or email to me at April.N.Ray@wv.gov. Failure to receive written exception to this cancellation by June 23, 2022, will also constitute your concurrence with our cancellation plan.

This cancellation does not impact current or future contracts which you may have with this office. It pertains to this specific purchase order only.

If you have questions or need additional information, please email me at April.N.Ray@wv.gov.

Sincerely,

April Ray
 Bureau for Public Health


 Signature

5-28-2022
 Date

OK 