



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: 09-22-2022

CORRECT ORDER NUMBER MUST  
 APPEAR ON ALL PACKAGES, INVOICES,  
 AND SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CMA 1300 1300 STO2200000002 3	<b>Procurement Folder:</b>	876247
<b>Document Name:</b>	Advertising/Marketing/PR	<b>Reason for Modification:</b>	Change Order No. 2 - To renew the contract under the same terms and conditions.
<b>Document Description:</b>	Advertising/Marketing/PR		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-10-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2023-09-30

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	VS0000002227			<b>Requestor Name:</b>	Shelly Murray
DIGITAL RELATIVITY LLC 211 W MAPLE AVE				<b>Requestor Phone:</b>	(304) 341-7089
FAYETTEVILLE WV 25840				<b>Requestor Email:</b>	shelly.murray@wvsto.com
US				<b>23</b> FILE LOCATION _____	
<b>Vendor Contact Phone:</b>	304-663-6890	<b>Extension:</b>			
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE  CHARLESTON WV 25304  US	WEST VIRGINIA STATE TREASURERS OFFICE - CAPITOL BLDG 1 RM E-145 1900 KANAWHA BLVD E CHARLESTON WV 25305  US

9-22-22 BAT

<b>Total Order Amount:</b>	Open End
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Purchasing Division's File Copy

**ENTERED**

Tue 9/22/22

<b>PURCHASING DIVISION AUTHORIZATION</b>
<b>DATE:</b> <i>Murphy - 9/20/2022</i>
<b>ELECTRONIC SIGNATURE ON FILE</b>

<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>
<b>DATE:</b> <i>John S. Gray</i>
<b>ELECTRONIC SIGNATURE ON FILE</b>

<b>ENCUMBRANCE CERTIFICATION</b>
<b>DATE:</b> <i>9/28/2022</i>
<b>ELECTRONIC SIGNATURE ON FILE</b>

*9/28/2022*

**Extended Description:**

Change Order

Change Order No. 2 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal: 10/01/2022 through 09/30/2023.

Renewals Remaining: Two (2) Years.

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82101800			HOUR	110.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Account Management

**Extended Description:**

Account Management

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82101800			HOUR	110.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Creative/Design Services

**Extended Description:**

Creative/Design Services

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	82101800			HOUR	110.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Video/Audio Production

**Extended Description:**

Video/Audio Production

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	82101800			HOUR	110.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Digital Production

**Extended Description:**

Digital Production

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	82101800			HOUR	85.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Print Production

**Extended Description:**  
Print Production

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	82101800			HOUR	85.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Survey/Analysis/Evaluation

**Extended Description:**  
Survey/Analysis/Evaluation

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	82101800			PCT	0.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Advertisement Placement Buys

**Extended Description:**  
Advertisement Placement Buys

Percentage Charged will be 3%

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	82101800			PCT	0.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Subcontracted Services

**Extended Description:**  
Subcontracted Services

Percentage Charged will be 3%



# State of West Virginia

OFFICE OF THE STATE TREASURER

PHONE: 304-558-5000 or 1-800-422-7498

[www.wvtreasury.com](http://www.wvtreasury.com)

RILEY MOORE  
STATE TREASURER

STATE CAPITOL, ROOM E-145  
1900 KANAWHA BOULEVARD, EAST  
CHARLESTON, WV 25305

September 8, 2022

Mr. Patrick Strader  
Digital Relativity LLC  
211 West Maple Avenue  
Fayetteville, WV 25840

Subject: CMA STO2200000002 Advertising/Marketing/PR / Change Order #2  
Renewal

The West Virginia State Treasurer's Office is offering to renew subject contract under the same terms, conditions and pricing as contained in the original agreement including all authorized change orders. The renewal dates are 10/01/2022 through 09/30/2023. If your company agrees to this renewal, please sign below and return to my attention as soon as possible for processing. Also, please provide your current required insurance certificates.

Should you have any questions about this letter, please feel free to give me a call.

Very truly yours,


*Shelly Murray, CPPB*

Deputy Treasurer of Purchasing  
West Virginia State Treasurer's Office

Phone: 304-341-7089

Email: [shelly.murray@wvsto.com](mailto:shelly.murray@wvsto.com) / [purchasing@wvsto.com](mailto:purchasing@wvsto.com)

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

Patrick J. Strader   
Name/Signature

9/8/2022  
Date

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Founder/CEO  
Title