



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: 03-24-2023

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 WIC2200000001 9 | Procurement Folder: | 968414 |
| Document Name: | Change Order 1 | Reason for Modification: Change Order No. 1 is issued to reduce the balance per the attached documentation. | |
| Document Description: | Rebranding of National WIC Association 12/15/21-09/30/22 | | |
| Procurement Type: | Central Delivery Order | | |
| Buyer Name: | Crystal G Hustead | | |
| Telephone: | (304) 558-2402 | | |
| Email: | crystal.g.hustead@wv.gov | | |
| Shipping Method: | Best Way | | |
| Free on Board: | FOB Dest, Freight Prepaid | Master Agreement Number: | CMA 0511 HHR2000000002 9 |

5/31/2022

| VENDOR | | DEPARTMENT CONTACT | |
|---|-------------------------|----------------------------|--------------------------|
| Vendor Customer Code: | 000000109305 | Requestor Name: | Judith A Brinegar |
| THE MANAHAN GROUP LLC 222 CAPITOL ST STE 400 | | Requestor Phone: | 304-356-4120 |
| CHARLESTON | WV 25301 | Requestor Email: | judith.a.brinegar@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 | | |

23
 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 | PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 519 CHARLESTON WV 25301-3717 US |

Purchasing Division's File Copy

Total Order Amount: \$599,860.64

ENTERED

CA 3/27/23
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Tawana 3/27/2023*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *3/27/2023*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 1 is issued to reduce the balance on delivery order from \$664,450.00 to \$599,860.64 per attached document.

Original Contract Total \$664,450.00
Change Order No. 1 Decrease (\$64,589.36)

New Contract Total: \$599,860.64

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|---------------------|-------------------|---------------------|------|-----------------|----------------------|
| 1 | 82101800 | 15.00000 | HOUR | \$105.0000 | \$1,575.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2021-12-15 | 2022-09-30 | | | | |

Commodity Line Description: Contract Administration/Consultation

Extended Description:

Contract Administration/Consultation
15 Hrs @ \$105.00= \$1,575.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|---------------------|-------------------|---------------------|------|-----------------|----------------------|
| 2 | 82101800 | 1000.00000 | HOUR | \$105.0000 | \$105,000.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2021-12-15 | 2022-09-30 | | | | |

Commodity Line Description: Account Services

Extended Description:

Account Services
1000 Hrs @ \$105.00+ \$105,000.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|---------------------|-------------------|---------------------|------|-----------------|----------------------|
| 3 | 82101800 | 60.00000 | HOUR | \$75.0000 | \$4,500.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2021-12-15 | 2022-09-30 | | | | |

Commodity Line Description: Internet/World Wide Web

Extended Description:

Internet/World Wide Web
60 Hrs @ \$75.00= \$4,500.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|---------------------|-------------------|---------------------|------|-----------------|----------------------|
| 4 | 82101800 | 575.00000 | HOUR | \$105.0000 | \$60,375.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2021-12-15 | 2022-09-30 | | | | |

Commodity Line Description: Design and Copy

Extended Description:

Design and Copy
575 Hrs @ \$105.00= \$60,375.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 5 | 82101800 | 5.00000 | HOUR | \$0.0000 | \$0.00 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2021-12-15 | 2022-09-30 | | | | |

Commodity Line Description: Data Acceptance and Transfer

Extended Description:

Data Acceptance and Transfer
5 Hrs @ \$0.00=\$0.00

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|---------------|
| 6 | 82101800 | 0.00000 | | \$0.0000 | \$428,410.64 |
| Service From | Service To | Manufacturer | | Model No | Delivery Date |
| 2021-12-15 | 2022-09-30 | | | | |

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

Bureau for Public Health
Commissioner's Office

Jeffrey H. Coben, MD
Interim Cabinet Secretary

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

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

Re: Cancellation of Remaining Balance
PO# CDO WIC2200000001

Dear Vendor:

The above referenced Purchase Order in the amount of \$664,450.00 was issued on November 30, 2021. We are requesting your approval to cancel the remaining balance of \$64,589.36 that still exists on purchase order # CDO WIC2200000001.

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 350 Capitol Street, Room 206, Charleston, WV 25136, or email to me at April.N.Ray@wv.gov, or fax it to me at (304) 558-8005. Failure to receive written exception to this cancellation by April 7, 2023, will also constitute your concurrence with our cancellation plan.

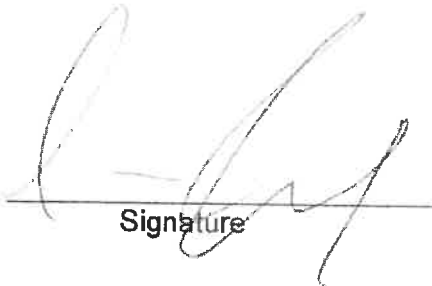
This cancellation does not impact current or future contracts which you may have with this office. It pertains to this specific purchase order only.

If you have questions or need additional information, please call me at (304) 352-4851.

Approved
Kimberly S. Gobe

Sincerely,

April Ray
Bureau for Public Health



Signature

3/8/2023
Date