



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: 04-24-2023

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:	CMA 0506 0506 HHR2200000001 2	Procurement Folder:	925347
Document Name:	Change Order 01	Reason for Modification:	Change Order 01 To renew contract
Document Description:	ADVERTISING SERVICES		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-06-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-05-31

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000109305			Requestor Name:	Mark S Fox
THE MANAHAN GROUP LLC				Requestor Phone:	(304) 356-4088
222 CAPITOL ST STE 400				Requestor Email:	mark.s.fox@wv.gov
CHARLESTON	WV	25301		<div style="font-size: 48pt; font-weight: bold;">23</div> FILE LOCATION _____	
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				

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

4-26-23 Box

Purchasing Division's File Copy

Total Order Amount:	Open End
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ENTERED

[Signature] 4/25/2023
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara [Signature]* 4/26/2023
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray [Signature]*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
Beverly Toler [Signature]
 DATE: 4-27-2023
 ELECTRONIC SIGNATURE ON FILE

4/27/2023

Extended Description:

Change Order

Change Order No. 01 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 06/01/2023 through 05/31/2024.

Renewal years remaining 2

No other Changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82101800			HOUR	105.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Contract Administration/Consultation

Extended Description:

Contract Administration/Consultation

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82101800			HOUR	105.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Account Services

Extended Description:

Account Services

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	82101800			HOUR	20.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Video Production

Extended Description:

Video Production

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	82101800			HOUR	20.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Radio, TV, Cable Platform

Extended Description:

Radio, TV, Cable Platform

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	82101800			HOUR	20.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Outdoor Advertising

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	82101800			HOUR	105.000000
	Service From	Service To		Service Contract Amount	
				0.00	

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		Service Contract Amount	
				0.00	

Commodity Line Description: Print Media

Extended Description:
Print Media

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	82101800			HOUR	20.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Research, Survey, Analysis, Evaluation

Extended Description:
Research, Survey, Analysis, Evaluation

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	82101800			HOUR	75.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Web Design

Extended Description:
Web Design

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	82101800			HOUR	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Data Acceptance and Transfer

Extended Description:
Data Acceptance and Transfer

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	82101800			HOUR	105.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Design & Copy

Extended Description:
Design & Copy

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	82101800				0.000000
	Service From	Service To		Service Contract Amount	
	2022-06-01	2024-05-31		0.00	

Commodity Line Description: Media Buying Add-On

Extended Description:
Percentage Add-On for Media Buying = 5%

Add on Multiplier: 1.05



THE MANAHAN GROUP LLC

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

Contract Renewal – Change Order Request

April 17, 2023

Mark Fox
Administrative Services Assistant I
WV Bureau of Behavioral Health
350 Capitol Street, Room 350
Charleston, WV 25301

Re: Change Order Request No. 01 for Contract Extension CMA HHR22*01

Dear Mark,

The Manahan Group LLC requests a renewal of CMA HHR22*01, known as the Advertising Services contract for WV DHHR.

Requested Change Order:

Change Order No. 01 issued to renew the original contract according to all terms, conditions, prices, and specification contained in the original contract, including all authorized change orders.

Effective date of renewal 06/01/2023 through 5/31/2024 with 2 renewal years remaining.

If you have questions, need additional information, or require revisions please contact myself, or Ron Jarrett, VP – Comptroller.

Regards,

George Manahan
Founder/CEO

Procurement Officer
DHHR BBH

Agreed

Heather White



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Bureau for Behavioral Health

Jeffrey H. Coben, M.D.
Interim Cabinet Secretary

350 Capitol Street, Room 350
Charleston, West Virginia 25301-3702
Telephone: (304) 352-5548 Fax: (304) 558-1008

Dawn P. Frohna, MBA, CSW
Commissioner

April 18, 2023

Bryan Rosen, DHHR Purchasing Director

One Davis Square, Suite 100

Charleston, WV 25301

RE: Justification for Renewal of Contract CMA HHR2200000001

We are requesting to renew CMA HHR22*01 with The Manahan Group for Advertising Services for the first year's renewal period. It would be effective from 06/01/2023 through 05/31/2024. They have agreed to all terms and conditions, prices, and specifications contained in the original contract, including all authorized change orders.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark S. Fox".

Mark S. Fox

Procurement Officer

WV DHHR BBH