



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: 03-06-2024

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 WIC2400000001 1	Procurement Folder:	1390991
Document Name:	Implement FFY2023 WIC Infrastructure Grant Proposal	Reason for Modification:	
Document Description:	Implement FFY2023 WIC Infrastructure Grant Proposal		
Procurement Type:	Central Delivery Order		
Buyer Name:	Roberta A Wagner		
Telephone:	(304) 558-0437		
Email:	roberta.a.wagner@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0506 HHR2200000001 1
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000109305	Requestor Name:	Heidi E Staats
THE MANAHAN GROUP LLC 222 CAPITOL ST STE 400		Requestor Phone:	(304) 356-4390
CHARLESTON WV 25301		Requestor Email:	heidi.e.staats@wv.gov
US		<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Vendor Contact Phone:	999-999-9999		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#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 - NUTRITION SERVICES 350 CAPITOL ST, RM 515 CHARLESTON WV 25301-3717 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 515 CHARLESTON WV 25301-3717 US

Total Order Amount:	\$679,055.00
----------------------------	--------------

Purchasing Division's File Copy

CH 3/14/24
 PURCHASING DIVISION AUTHORIZATION
 DATE: *[Signature]* 3/15/2024
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *[Signature]* 3-18-24
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Implement FFY2023 WIC Infrastructure Grant Proposal

Increase WIC Program access
Improve Cust Svc
Train on diversity & Inclusion

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	82101800	20.00000	HOUR	\$105.0000	\$2,100.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-01	2025-09-30				2024-03-15

Commodity Line Description: Contract Administration/Consultation

Extended Description:

Contract Administration/Consultation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	82101800	1215.00000	HOUR	\$105.0000	\$127,575.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-01	2025-09-30				2024-03-15

Commodity Line Description: Account Services

Extended Description:

Account Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	82101800	550.00000	HOUR	\$105.0000	\$57,750.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-01	2025-09-30				2024-03-15

Commodity Line Description: Design & Copy

Extended Description:

Design & Copy

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	82101800	0.00000		\$0.0000	\$491,630.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-01	2025-09-30				2024-03-15

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

Work Order

To: Heidi Staats
Office of Nutrition Services, WV WIC Program

From: Bethany West

RE: Work Order for ONS // Infrastructure 2023-2025

Date: December 19, 2023

Statement of Work to be Performed:

The Manahan Group LLC will work with the Office of Nutrition Services // WV WIC Program on initiatives to generate awareness of and participation in WIC services in underserved populations throughout the state. The effort's goal is to strengthen staff with training and materials necessary to best serve the public.

Planning on this project has commenced and management will be finalized after the last invoice has been received from outside vendors and processed for payment.

Timeframe:

January 1, 2024 – September 30, 2025 *(The Manahan Group LLC will honor the terms, conditions, and pricing past the expiration date of the master agreement for this work order.)*

Estimated Labor and Costs:

The Manahan Group LLC will need a total of 1,785 labor hours to help create, plan, coordinate and execute the campaign elements for this project. The breakdown of hours is as follows:

Commodity Line Description	# Hours	Rate	Total
Contract Admin/Consultation	20.00	\$ 105.00	\$ 2,100.00
Account Service	1,215.00	\$ 105.00	\$ 127,575.00

Design & Copy	550.00	\$ 105.00	\$ 57,750.00
---------------	--------	-----------	--------------

Total Labor: \$187,425.00

Estimated Outside Costs:

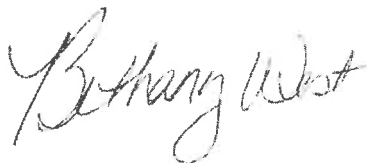
The Manahan Group LLC will work with subcontractors on production costs associated with this project including but not limited to website hosting & programming, photography, research, printing, promotional items, radio and video production, translation services, event costs, consultant fees, etc.

Commodity Line Description	Outside Cost	Total
Media Buying Add-On	Consultant fees, meeting space and hospitality, printing & production, audio/video licensing fees, translation fees, event fees and rentals, printed materials, promo items, etc.	\$ 491,630.00

Total Outside Costs: \$491,630.00

Total Work Order Not to Exceed: \$679,055.00

Submitted by:



Bethany West

The Manahan Group LLC

Accepted by:



Heidi E. Staats

Director, Office of Nutrition Services

Agreed





STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
BUREAU FOR PUBLIC HEALTH
Office of Nutrition Services

Sherri A. Young, DO, MBA, FAAFP
Cabinet Secretary

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

MEMORANDUM

TO: Bryan Rosen
Director of Purchasing, Office of Shared Administration

CC: Trey Morris
Purchasing Director, Department of Health Central Finance

FROM: Heidi Staats *HCS*
Director, Office of Nutrition Services

DATE: January 4, 2024

RE: The Manahan Group LLC Delivery Order to Implement the WV WIC Program
FFY2023 Infrastructure Grant Initiatives

The purpose of this memorandum is to request a CDO be put in place against the approved CMA HHR22*01 for The Manahan Group LLC to complete services for the Office of Nutrition Services (ONS). This delivery order, outlined Statement of Work and United States Department of Agriculture (USDA) WIC Infrastructure awarded proposal plan, are efforts for increasing WIC Program access, equity and customer experience in underserved populations as outlined in USDA Food and Nutrition Service (FNS) strategic goals and priorities.

The ONS was awarded a WIC General Infrastructure award on June 1, 2023, with a performance period through September 30, 2025. The Manahan Group is being engaged to assist ONS with:

- Conducting mobile enrollment events throughout the state each month of the grant period.
- Implementing outreach quality improvement through collaborative meetings with grantees. These meetings build workflow processes and tools for statewide operations to meet federal regulations and service standards to conduct outreach with eligible but not participating families.
- Planning and conducting a statewide training conference for all WIC employees centered around diversity, equity, and inclusion.

Each year USDA FNS offers General WIC Infrastructure (WICI) funding to implement national priorities and strategic goals. WICI project awards are a national, competitive proposal process with scoring to ensure projects are innovative, and clearly address a specific need in a way that can yield measurable results with Program impact. The current workorder proposed through this CDO with The Manahan Group is West Virginia's approved award to address USDA FNS



priorities of program access and increase Program awareness, support, participation, and equity in underserved populations.

Furthermore, several of the deliverables allows ONS to meet federal requirements noted in Federal Register 246.4 (a)(7): “The State WIC Agency, in cooperation with local agencies, must inform eligible persons of the availability of Program benefits, including the eligibility criteria for participation, the location of local agencies operating the Program, with emphasis on reaching enrolling eligible women in the early months of pregnancy and migrants.”

The CDO Statement of Work deliverables and timeline is directly in response to the funded grant project. The timeframe requested for this CDO is from January 1, 2024, through September 30, 2025. The Manahan Group LLC will invoice ONS on actual costs incurred each month per line item and deliverable.

All programs and projects under ONS are 100% federally funded by the USDA FNS. The cost of this project is paid for using special federal funding (FY2023 WIC Infrastructure) awarded by USDA. The funding cannot be used towards any other ONS objective except costs associated with the infrastructure proposal attached. If funding is not utilized for this project, it reverts to USDA as unspent.

Your consideration of this request is appreciated. If there are questions or additional information needed, please contact Heidi Staats, ONS Director, but phone at 304-352-0960 or by email at Heidi.E.Staats@wv.gov

Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

Any Words ⁱ

All Words ⁱ

Exact Phrase ⁱ

e.g. 123456789, Smith Corp

"the manahan group llc" ×

Entity ∨

Location ∨

Status ∧

Active

Inactive

Reset 



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

Search inactive

Go back

You are viewing this page over a secure connection. [Click here](#) for more information.

West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

THE MANAHAN GROUP LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	9/4/2003		9/4/2003	Domestic	Profit		9/4/2103	

Organization Information			
Business Purpose	5418 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Advertising, Public Relations and Related Services (media, outdoor, direct mail, material distribution)		Capital Stock
Charter County	Kanawha	Control Number	59437
Charter State	WV	Excess Acres	
At Will Term	T	Member Managed	MGR
At Will Term Years	100	Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	222 CAPITOL STREET SUITE 400 CHARLESTON, WV, 25301
Mailing Address	222 CAPITOL STREET SUITE 400 CHARLESTON, WV, 25301 USA
Notice of Process Address	GEORGE MANAHAN 222 CAPITOL STREET SUITE 400 CHARLESTON, WV, 25301
Principal Office Address	222 CAPITOL STREET SUITE 400 CHARLESTON, WV, 25301 USA
Type	Address

Officers	
Type	Name/Address
Manager	GEORGE MANAHAN 222 CAPITOL STREET SUITE 400 CHARLESTON, WV, 25301
Member	GEORGE B. MANAHAN
Organizer	BRENT PAULEY SUITE 1710 900 LEE STREET EAST CHARLESTON, WV, 25311 USA
Organizer	GEORGE MANAHAN SUITE 1710 900 LEE STREET EAST CHARLESTON, WV, 25311 USA
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination
BRIDGEWORKS COMMUNICATIONS, LLC	TRADENAME	3/22/2005	

CHARLESTON MAGAZINE	TRADENAME	5/30/2006	
THE MANAHAN GROUP	TRADENAME	11/18/2010	
THE MANAHAN GROUP	TRADENAME	9/4/2003	6/14/2005
DBA Name	Description	Effective Date	Termination Date

Name Changes	
Date	Old Name
6/14/2005	MANAHAN & PAULEY LLC
Date	Old Name

Date	Amendment
5/14/2008	DISSOCIATION FILED REMOVING R. ROBERT SAMPLES
6/14/2005	NAME CHANGE: FROM MANAHAN & PAULEY LLC
Date	Amendment

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017	
2016	
2015	
2014	
2013	
2012	
2011	
2010	
2009	

2008
2007
2006
2005
2004
Date filed

For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, March 14, 2024 — 2:17 PM

© 2024 State of West Virginia