



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: 03-07-2024

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>	CDO 0506 3022 WIC2400000002 1	<b>Procurement Folder:</b>	1377824
<b>Document Name:</b>	Implement WIC Modernization Grant	<b>Reason for Modification:</b>	
<b>Document Description:</b>	Implement WIC Modernization Grant		
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	Roberta A Wagner		
<b>Telephone:</b>	(304) 558-0437		
<b>Email:</b>	roberta.a.wagner@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b>	CMA 0506 HHR2200000001 1
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000109305			<b>Requestor Name:</b>	Heidi E Staats
THE MANAHAN GROUP LLC				<b>Requestor Phone:</b>	(304) 356-4390
222 CAPITOL ST STE 400				<b>Requestor Email:</b>	heidi.e.staats@wv.gov
CHARLESTON	WV	25301			
US					
<b>Vendor Contact Phone:</b>	999-999-9999	<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				

**24**  
 FILE LOCATION

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

<b>Total Order Amount:</b>	\$311,550.00
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Purchasing Division's File Copy

CH 3/11/24  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tara* 3/12/2024  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Sen* 3-12-24  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	82101800	16.00000	HOUR	\$105.0000	\$1,680.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-02-01	2025-05-31			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	38.00000	HOUR	\$105.0000	\$3,990.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-02-01	2025-05-31			2024-03-15	

**Commodity Line Description:** Account Services

**Extended Description:**

Account Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	82101800	0.00000		\$0.0000	\$305,880.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-02-01	2025-05-31			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 // Modernization 2024-2025

Date: December 19, 2023

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### 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:

February 1, 2024 – May 31, 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 54 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	16.00	\$ 105.00	\$ 1,680.00

Account Service	38.00	\$ 105.00	\$ 3,990.00
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Total Labor: \$5,670.00

**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.	\$ 305,880.00

Total Outside Costs: \$305,880.00

Total Work Order Not to Exceed: \$311,550.00

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  
Office of Central Finance

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

**TO:** DHHR Purchasing  
**FROM:** Stephanie Romano  
BPH Procurement Associate  
*Stephanie Romano*  
**DATE:** February 28, 2024  
**RE:** Late Justification for CDO WIC2400000002

To Whom It May Concern:

We are being asked to justify the late submission of the above-referenced Central Delivery Order. The onset of this delivery order was to happen on 02/01/24. Our office received the initial request 01/05/24 and began review. Due to multiple detailed projects, numerous people out sick in December and January, and continued short-staffing I am late getting this request processed. I understand the need for prompt processing and am working the maximum allowed overtime most weeks in an effort to process requests in a more timely manner.

We respectfully ask for your consideration of this request and look forward to hearing from you soon.

*Backdate  
April  
1/28*



- Any Words (i)
- All Words (i)
- Exact Phrase (i)

e.g. 123456789, Smith Corp

"The Manahan Group\*" ×

- Classification ∨
- Excluded Individual ∨
- Excluded Entity ∨
- Federal Organizations
- Exclusion Type
- Exclusion Program
- Location
- Dates

Reset 



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

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

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

<b>DBA</b>			
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination</b>
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
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>

**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
<b>Date filed</b>

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

Monday, February 26, 2024 — 12:48 PM

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