



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: 06-14-2024

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 WIC2300000002 7	Procurement Folder:	1141887
Document Name:	Advertising and Marketing Service	Reason for Modification:	
Document Description:	Advertising and Marketing Service	CO2 - Cost neutral extension with re-allocation of hours	
Procurement Type:	Central Delivery Order		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Master Agreement Number: CMA 0506 HHR2200000001 7	
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000109305			Requestor Name:	Kent D Light
THE MANAHAN GROUP LLC				Requestor Phone:	(304) 314-6181
222 CAPITOL ST STE 400				Requestor Email:	kent.d.light@wv.gov
CHARLESTON	WV	25301		<div style="font-size: 48pt; font-weight: bold;">24</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	
PURCHASING DIRECTOR 304-356-4116		WV DHHR Materials Management	
HEALTH AND HUMAN RESOURCES		OFFICE OF HEALTH FACILITIES	
BPH - NUTRITION SERVICES		160 JACOBSON DRIVE	
350 CAPITOL ST, RM 515		DOCK 11	
CHARLESTON	WV 25301-3717	POCA	WV 25159-9772
US		US	

Purchasing Division's File Copy

Total Order Amount:	\$861,780.00
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CA 6/17/24
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara Ky 6/12/24*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Tara Ky 6/18/24*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 02 is issued to extend the expiration date from 6/30/24 to 12/30/24 as a no-cost extension with re-allocation of hours.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	82101800	6.00000	HOUR	\$105.0000	\$630.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-01	2024-01-31				

Commodity Line Description: Contract Administration/Consultation

Extended Description:

Contract Administration/Consultation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	82101800	150.00000	HOUR	\$105.0000	\$15,750.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-01	2024-01-31				

Commodity Line Description: Account Services

Extended Description:

Account Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	82101800	200.00000	HOUR	\$105.0000	\$21,000.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-01	2024-01-31				

Commodity Line Description: Media Buys

Extended Description:

Media Buys

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	82101800	200.00000	HOUR	\$105.0000	\$21,000.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-01	2024-01-31				

Commodity Line Description: Design & Copy

Extended Description:

Design & Copy

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	82101800	0.00000		\$0.0000	\$515,510.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-01	2024-01-31				

Commodity Line Description: Media Buying Add-On

Extended Description:

Percentage Add-On for Media Buying = 5%

Add on Multiplier: 1.05

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	82101800	10.00000	HOUR	\$105.0000	\$1,050.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-01	2024-12-30				

Commodity Line Description: Contract Administration/Consultation

Extended Description:
Contract Administration/Consultation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	82101800	150.00000	HOUR	\$105.0000	\$15,750.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-01	2024-06-30				

Commodity Line Description: Account Services

Extended Description:
Account Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	82101800	150.00000	HOUR	\$105.0000	\$15,750.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-01	2024-12-30				

Commodity Line Description: Media Buys

Extended Description:
Media Buys

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	82101800	200.00000	HOUR	\$105.0000	\$21,000.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-01	2024-06-30				

Commodity Line Description: Design & Copy

Extended Description:
Design & Copy

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	82101800	0.00000		\$0.0000	\$155,590.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-01	2024-12-30				

Commodity Line Description: Media Buying Add-On

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

Add on Multiplier: 1.05

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	82101800	500.00000	HOUR	\$105.0000	\$52,500.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-07-01	2024-12-30				

Commodity Line Description: Account Services

Extended Description:
Account Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	82101800	250.00000	HOUR	\$105.0000	\$26,250.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-07-01	2024-12-30				

Commodity Line Description: Design & Copy

Extended Description:
Design & Copy



THE MANAHAN GROUP LLC

222 Capitol Street, Suite 400 • Charleston, WV 25301

P: 304.343.2800 • F: 304.343.2788

Change Order Request – CDO 0506 2896 WIC230000002 6

June 6, 2024

Heidi Staats
Office of Nutrition Services, WV WIC Program
350 Capitol Street
Charleston, WV 25301

Re: Change Order Request No. 07 for CDO 0506 2896 WIC230000002 6

Dear Heidi,

The Manahan Group LLC requests a change for CDO 0506 2896 WIC230000002 6.

Requested Change Order:

Change Order No. 07 is requested in order to extend the time frame of the ADO from 7/1/2024 to 12/30/24 and to remove \$78,750 from Media Buying Add-On and move it to Account Service and Design & Copy, adding 500 hours and 250 hours respectively. This is a no cost extension. This extension is needed in order to complete the airing of media that has been produced, as well as create and print updated nutrition materials before the end of the year. The Manahan Group agrees to abide by all other terms and conditions as set forth in the ADO.

Effective date of change order will be 7/1/2024 through 12/30/2024. The original CDO used the dates 2/1/23 to 1/31/24 which was changed to 2/1/24 to 6/30/24.

Labor Hours Table

All Labor rates are the same rate \$105.00 per Hour. Account Service will be increased by 500 Hours. Design & Copy will be increased by 250 Hours. The 750 hours will increase the labor line item by \$78,750.00

	Original Allocation	New Allocation	Final Cost
Contract Administration	16 Hours @ \$105.00	16 Hours @ \$105.00	\$1,680.00
Account Service	300 Hours @ \$105.00	800 Hours @ \$105.00	\$84,000.00
Design & Layout	400 Hours @ \$105.00	650 Hours @ \$105.00	\$68,250.00
Media Buying	350 Hours @ \$105.00	350 Hours @ \$105.00	\$36,750.00
	1,066 Hours	1,816.00 Hours	Total \$190,680.00

Outside Costs

Outside Costs are captured in the Media Buying Add-On Commodity Line Item. This change order moves \$78,750.00 from the Media Buying Add-On Line Item to Account Service and Design & Copy as previously described.

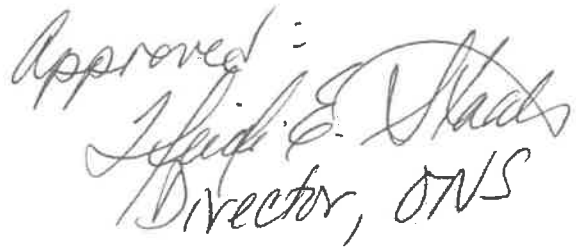
Media Buying Add-On	Original Allocation	Amount Being Decreased	Updated Total
Media placements, outreach materials, event sponsorships, photobooths, video production, consultants & printing.	\$738,840.00	-\$78,750.00	\$660,090.00
Media Mark-Up	\$11,010.00	\$0.00	\$11,010.00
Total	\$749,850.00	-\$78,750.00	\$671,100.00

If you have questions, need additional information, or require revisions please contact myself, or Bethany West, President.

Regards,

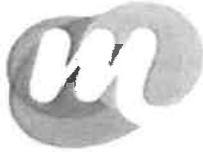


Ron Jarrett
VP Comptroller

Approved:

Director, ONS

Agreed





THE MANAHAN GROUP LLC

222 Capitol Street, Suite 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: Ron Jarrett

RE: Change Order for ONS // WV WIC Outreach Initiative, 2022-2023

Date: June 6, 2024

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. By changing the conversation surrounding WIC services and promoting the reopening of local offices, the campaign's goal is to reach participants and eligible West Virginians with details about the program.

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.

Change Order Requested

This is the second change order request for CDO 0506 2896 WIC230000002 6. This request is for a no cost extension from the original end date of 6/30/2024 for the 7/1/2024 to 12/30/2024 period. It would also move \$78,750.00 from Media Buying Add-On and convert it into 500 Hours of Account Service and 250 Hours of Design & Copy.

Timeframe:

February 1, 2023 – December 30, 2024 (*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 1,816 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	\$105.00	\$1,680.00
Account Service	800	\$105.00	\$84,000.00
Media Buys	350	\$105.00	\$68,250.00
Design & Copy	650	\$105.00	\$36,750.00

Total Labor: \$190,680.00

Estimated Outside Costs:

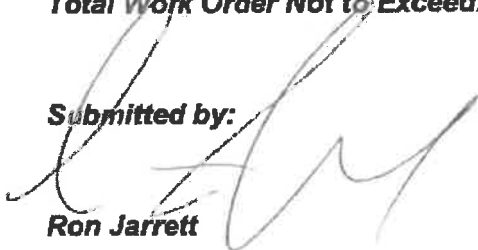
The Manahan Group LLC will work with subcontractors on production costs associated with this project including but not limited to website hosting & programming, photography, research, printing, promotional items, radio and video production, translation services, event costs, etc.

Commodity Line Description	Outside Cost	Total
Media Buying Add-On	Media placements, outreach materials, event sponsorships, photobooths, video production, consultants & printing.	\$660,090.00
Media Buying Add-On		\$11,010.00

Total Outside Costs: \$671,100.00

Total Work Order Not to Exceed: \$861,780.00

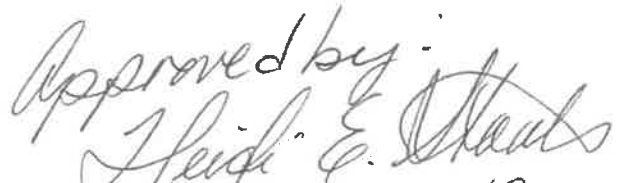
Submitted by:



Ron Jarrett

VP - Comptroller

The Manahan Group LLC

Approved by:

 Heidi E. Shantz
 Director, ONS

CURRENT ADO 23 2*6

Commodity Line Description	# Hours	Rate	Total
Contract Admin/Consultation	16	\$105.00	\$1,680.00
Account Service	300	\$105.00	\$31,500.00
Media Buys	350	\$105.00	\$36,750.00
Design & Copy	400	\$105.00	\$42,000.00

Commodity Line Description	Outside Cost	Total
Media Buying Add-On	Media placements, outreach materials, event sponsorships, photobooths.	\$738,840.00
Media Buying Add-On		\$11,010.00

\$861,780.00

Change Order Total 7/1/24-12/31/24

Commodity Line Description	# Hours	Rate	Total
Contract Admin/Consultation	16	\$105.00	\$1,680.00
Account Service	800	\$105.00	\$84,000.00
Media Buys	350	\$105.00	\$36,750.00
Design & Copy	650	\$105.00	\$68,250.00
	1816		

\$190,680.00

Commodity Line Description	Outside Cost	Total
Media Buying Add-On	Media placements, outreach materials, event sponsorships, photobooths, video production, consultants & printing.	\$660,090.00
Media Buying Add-On		\$11,010.00

\$671,100.00

\$861,780.00

New Additions

Commodity Line Description	# Hours	Rate	Total
Contract Admin/Consultation	0	\$105.00	\$0.00
Account Service	500	\$105.00	\$52,500.00
Media Buys	0	\$105.00	\$0.00
Design & Copy	250	\$105.00	\$26,250.00
	750		\$78,750.00

Commodity Line Description	Outside Cost	Total
Media Buying Add-On	Media placements, outreach materials, video production, consultants & printing.	(\$78,750.00)
Media Buying Add-On		\$0.00

\$0.00



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

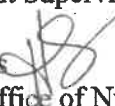
Sherri A. Young, DO, MBA, FAAFP
Cabinet Secretary

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

MEMORANDUM

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

CC: Billie Hancock
Procurement Supervisor, Department of Health Central Finance

FROM: Heidi Staats 
Director, Office of Nutrition Services

DATE: June 13, 2024

RE: The Manahan Group LLC Delivery Order to Implement the FFY2022 WIC Farmers Market Nutrition Program Modernization Initiatives

The purpose of this memorandum is to request an ADO 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 Farmers Market Nutrition Program (FMNP) Benefit Delivery Modernization (BDM) awarded proposal plan, are efforts to carry out outreach, innovation, and program modernization efforts to transition from paper vouchers to electronic benefit issuance and mobile pay.

This request was submitted mid-June because ONS halted work on the deliverables within the CDO to prevent further spending; to support catching up on a large number of outstanding invoices while waiting for a 2024 federal funding appropriation. While operating on a continuing resolution, funding supplied by USDA met the needs of serving WIC participants, but did not support advertising, outreach and marketing for caseload growth as outlined in this Statement of Work. In assessing Program financial status upon award of an appropriation in April, it was noted approximately half of the encumbered funds for the project had been unliquidated. ONS is requesting the no-cost extension with a redistribution of labor hours and extended performance period to fully liquidate encumbered funds, and complete all project deliverables.

The Manahan Group is being engaged to assist ONS with outreach and marketing the WIC FMNP as well as design and printing of farmer and participant education materials.



The American Rescue Plan Act of 2021 provided the USDA with \$390 million as part of the WIC innovation and modernization efforts. The ONS was awarded funding to support planning and implementation projects focused on enhancements that improve the WIC participant experience, as evidenced by reducing unnecessary administrative burden for both participants and administrators while retaining eligible participants. The current Statement of Work proposed through this ADO with The Manahan Group initiates West Virginia's approved outreach projects approved through the grant award.

The ADO Statement of Work deliverables and timeline is directly in response to the funded grant project. The timeframe requested for this ADO is from July 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 FY2022 WIC FMNP BDM (FMEO) awarded by USDA and granted a no cost extension for performance period. The funding cannot be used towards any other ONS objective except costs associated with the modernization 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 Destiny White by email at Destiny.S.White@wv.gov

"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

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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			
Business Purpose	5418 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - 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	Terminatio
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	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, June 17, 2024 — 8:48 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>6/17/24</u> Solicitation No. <u>CDO WIC23*02</u>	Agency: DHHR Procurement Officer Submitting Requisition: Heather White Requisition No. CDO WIC23*002 CO2 PF No.: 1141887
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

Crystal Hustead