



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: 07-22-2024

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 0511 3953 BSS2400000005 3	Procurement Folder:	1359744
Document Name:	Change Order 1	Reason for Modification:	CO 1 is issued to extend the end date to 05/30/25 to allow time to complete the airing of media. This is a no cost extension.
Document Description:	Advertising and Marketing Service		
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 3
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000109305	Requestor Name:	Anthony J Walizer
THE MANAHAN GROUP LLC		Requestor Phone:	(304) 356-2915
222 CAPITOL ST STE 400		Requestor Email:	anthony.j.walizer@wv.gov
CHARLESTON	WV 25301		
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		

2025
 FILE LOCATION _____

INVOICE TO	SHIP TO
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528	ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528
HEALTH AND HUMAN RESOURCES	HEALTH AND HUMAN RESOURCES
BSS - COMMISSIONER'S OFFICE	BSS - COMMISSIONERS OFFICE
350 CAPITOL ST, RM 730	350 CAPITOL ST, RM 730
CHARLESTON WV 25301-3711	CHARLESTON WV 25301-3711
US	US

Total Order Amount: \$388,000.00

Purchasing Division's File Copy

CH 7/25/24

PURCHASING DIVISION AUTHORIZATION
 DATE: 7/24/24
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: 7-26-24
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

CO 1

CO 1 is issued to extend the end date to 05/30/25 to allow time to complete the airing of media. This is a no cost extension.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	82101800	25.00000	HOUR	\$105.0000	\$2,625.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-02-01	2025-05-30				

Commodity Line Description: Contract Administration/Consultation

Extended Description:

Contract Administration/Consultation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	82101800	300.00000	HOUR	\$105.0000	\$31,500.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-02-01	2025-05-30				

Commodity Line Description: Account Services

Extended Description:

Account Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	82101800	100.00000	HOUR	\$20.0000	\$2,000.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-02-01	2025-05-30				

Commodity Line Description: Video Production

Extended Description:

Video Production

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	82101800	250.00000	HOUR	\$105.0000	\$26,250.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-02-01	2025-05-30				

Commodity Line Description: Design & Copy

Extended Description:

Design & Copy

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	82101800	125.00000	HOUR	\$105.0000	\$13,125.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-02-01	2025-05-30				

Commodity Line Description: Media Buys

Extended Description:

Media Buys

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	82101800	0.00000		\$0.0000	\$312,500.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-02-01	2025-05-30				

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, Suite 400 • Charleston, WV 25301

P: 304.343.2800 • F: 304.343.2788

Change Order Request – CDO 0511 3953 BSS2400000005 1

June 3, 2024

Amber Moore, Director
Adult Family Care
WV Dept of Health, Bureau for Social Services
350 Capitol Street, Rm 730
Charleston, WV 25301

Re: Change Order Request No. 01 for CDO 0511 3953 BSS2400000005 1

Dear Amber,

The Manahan Group LLC requests a change to for CDO 0511 3953 BSS2400000005 1 .

Requested Change Order:

Change Order No. 01 is requested in order to extend the time frame of the ADO from 7/1/2024 to 5/30/25. This is a no cost extension. This extension is needed in order to complete the airing of media that has been produced. 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 5/30/2025.

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

Regards,

Bethany West
President

Ok
Althea Greenhowe



STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR SOCIAL SERVICES
Office of Policy and Programs
Division of Children and Adult Services

Cynthia A. Persily, Ph.D.
Cabinet Secretary

Jeffrey Pack
Commissioner

MEMORANDUM

DATE: July 1, 2024
TO: OSA Purchasing
FROM: Kendra Boley-Rogers, Senior Program Manager, Children and Adult Services
AM Amber Moore, Program Manager, Children and Adult Services
SUBJECT: Request for Change Order Manahan Advertising Group

The purpose of this justification memorandum is to respectfully request a change for the Manahan Group LLC to CDO 0511 3953 B552400000005 1. Change Order No. 01 is requested in order to extend the time frame of the ADO from 7/1/2024 to 5/30/25. This is a no-cost extension. This extension is needed in order to complete the airing of media that has been produced. 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 5/30/2025.

If you have questions, need additional information, you may contact Amber Moore at amber.n.moore@wv.gov or 304-872-0803 ext. 30082.

Ok
Althea Greenhowe



COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>7/15/24</u> Solicitation No. <u>CDO BSS24*05</u>	Agency: BSS Procurement Officer Submitting Requisition: Tony Walizer / Althea Greenhowe Requisition No. CDO 0511 BSS24*05 PF No.: 1359744
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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 checked="" type="checkbox"/>	<input 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: _____

Cynthia Husted

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

e.g. 123456789, Smith Corp

"Manahan Group" ×

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

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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 Techincal 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 Mi	× Close
At Will Term Years	100	Pa	Hi, I'm SOLO! I can help you file your Annual Report.
Authorized Shares		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

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DBA

DBA Name	Description	Effective Date	Termination Date
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	

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2008
2007
2006
2005
2004
Date filed

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

Monday, July 22, 2024 — 10:34 AM

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