



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: 08-22-2024

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:	CMA 1300 1300 STO2200000002 5	Procurement Folder:	876247
Document Name:	Advertising/Marketing/PR	Reason for Modification:	Change Order #04 To Renew Contract
Document Description:	Advertising/Marketing/PR		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-09-30

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	VS0000002227	Requestor Name:	Alberta Kincaid		
DIGITAL RELATIVITY LLC 108 1/2 CAPITOL ST CHARLESTON WV 25301 US		Requestor Phone:	(304) 341-0723		
Vendor Contact Phone:	304-663-6890	Requestor Email:	alberta.kincaid@wvsto.com		
Extension:		<h1>2025</h1> <p>FILE LOCATION _____</p>			
Discount Details:					
	Discount Allowed			Discount Percentage	Discount Days
#1	No			0.0000	0
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US	WEST VIRGINIA STATE TREASURERS OFFICE - CAPITOL BLDG 1 RM E-145 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

8/26/24 GC

Purchasing Division's File Copy

Total Order Amount:	Open End
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TW 8/22/24
 PURCHASING DIVISION AUTHORIZATION
 DATE: *[Signature]* 8/26/2024
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: *[Signature]* 8-29-24
 ELECTRONIC SIGNATURE ON FILE

8/29/24

Extended Description:

Change Order

Change Order No. 4 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: 10/01/2024 through 09/30/2025.

Renewals Remaining: None (0)

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82101800			HOUR	110.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Account Management

Extended Description:

Account Management

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82101800			HOUR	110.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Creative/Design Services

Extended Description:

Creative/Design Services

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	82101800			HOUR	110.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Video/Audio Production

Extended Description:

Video/Audio Production

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	82101800			HOUR	110.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Digital Production

Extended Description:

Digital Production

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	82101800			HOUR	85.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Print Production

Extended Description:
Print Production

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	82101800			HOUR	85.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Survey/Analysis/Evaluation

Extended Description:
Survey/Analysis/Evaluation

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	82101800			PCT	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Advertisement Placement Buys

Extended Description:
Advertisement Placement Buys

Percentage Charged will be 3%

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	82101800			PCT	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Subcontracted Services

Extended Description:
Subcontracted Services

Percentage Charged will be 3%



State of West Virginia

OFFICE OF THE STATE TREASURER
PHONE: 304-558-5000 or 1-800-422-7498

STATE CAPITOL, ROOM E-145
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV 25305

RILEY MOORE
STATE TREASURER

August 21, 2024

Mr. Patrick Strader
Digital Relativity LLC
108 1/2 Capitol Street
Charleston, WV 25301

Subject: Contract CMA22*002 for Advertising/Marketing/PR – Change Order #04

The West Virginia State Treasurer’s Office is offering to renew the above contract under the same terms, conditions in the original agreement including all authorized change orders. The renewal dates are 10/01/2024 through 09/30/2025. If your company agrees to this extension, please sign below and return to my attention, for processing.

Should you have any questions about this letter, please feel free to give me a call.

Sincerely,

Belinda K. Burdette
West Virginia State Treasurer’s Office
Phone: 304-341-0745
Email Belinda.Burdette@wvsto.gov

I/We agree to extend the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.



Name/Signature

8/21/2024

Date

Founder/CEO
Title

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Online Data Services Help

Business Organization Detail

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DIGITAL RELATIVITY LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	11/19/2010		11/19/2010	Domestic	Profit			

Organization Information			
Business Purpose	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services		Capital Stock
Charter County	Kanawha	Control Number	99MJM
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MGR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	108 1/2 CAPITOL STREET CHARLESTON, WV, 25301
Mailing Address	PO BOX 599 FAYETTEVILLE, WV, 25840 USA
Notice of Process Address	JAMES STRADER 803 49TH STREET VIENNA, WV, 26105
Principal Office Address	108 1/2 CAPITOL STREET CHARLESTON, WV, 25301 USA
Type	Address

Officers	
Type	Name/Address
Manager	PATRICK STRADER 601 WOODLAWN AVENUE BECKLEY, WV, 25801
Organizer	PATRICK STRADER 2075 SUNDAY ROAD HICO, WV, 25854 USA
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017	
2016	

2015
2014
2013
2012
2011
Date filed

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

Friday, August 23, 2024 — 9:26 AM

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Important Reqs and Certs Update Show Details
Jul 18, 2024



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Aug 20, 2024



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All Words

e.g. 1606N020Q02



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Disaster Response Registry

Responsibility / Qualification

Exclusions

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- Exact Phrase ⁱ

e.g. 123456789, Smith Corp

"Digital Reletivity" ×

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Location ∨

Status ∧

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- Inactive

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>TW-09</u> Date: <u>8/23/24</u> Solicitation No. <u>CMA STO 22'002</u>	Agency: WV State Treasurer's Office Procurement Officer Submitting Requisition: Alberta Kincaid Requisition No. CMA 1300 STO22'002 Ch Order #4 PF No.: 876247
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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:

	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"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input checked="" 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:

13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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.*

