

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: 03-03-2025

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 2886 BHS2400000001 3	Change Order No:	Procurement Folder: 1363676
Document Name:	Change Order 1	4.	Reason for Modification:
Document Description:	SOR Opioid Stigma Reduction Campaign 2024		Change order 1 to cancel remaining balance
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		Similar Control of the Control of th

VENDOR			DEPARTMENT CONTACT		
Vendor Customer Code:	000000109305		Requestor Name:	Melissa D Mullins	
THE MANAHAN GROUP LL	.C		Requestor Phone:	304-352-5608	
222 CAPITOL ST STE 400			Requestor Email:	MELISSA.D.MULLINS@WV.GOV	
CHARLESTON	wv	25301			
US					
Vendor Contact Phone:	999-999-9999 Extens	ion:			
Discount Details:					
Discount Allowed	Discount Percentage	Discount Days		005	
#1 No	0.0000	0		U25	
#2 No				A STATE OF THE PARTY OF THE PAR	
#3 No			FILE	LOCATION	
#4 No			-		

INV	INVOICE TO		SHIP TO
PURCHASING AGENT - 304-356-480		PURCHASING AGENT - 304-356	-4802
HEALTH AND HUMAN RESOURCES		HEALTH AND HUMAN RESOUR	CES
BBH/HF		BBH/HF	
350 CAPITOL ST, RM 350		350 CAPITOL ST, RM 350	
CHARLESTON	WV 25301-3702	CHARLESTON	WV 25301-3702
US		us	

Total Order Amount: \$562,603.88

Purchasing Division's File Gop,

PURCHASING DIVISION AUTHORIZATION

ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE:

ELECTRONIC SIGNATURE ON FILE

Date Printed: Mar 5, 2025

Order Number: CDO 0506 2886 BHS2400000001 3

Page: 1

FORM ID: WV-PRC-CDO-002 2020/05

Extended Description:

Change Order 1 to cancel the balance on the delivery order from \$1,000,000.00 to \$562,603.88 per attached document.

Original Contract Total:

\$1,000,000.00

Change Order No. 1 cancellation: (\$437,396.12)

New Contract Total:

\$562,603.88

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
2024-01-29	2024-09-30				

Commodity Line Description:

Contract Administration/Consultation

Extended Description:

Contract Administration/Consultation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	82101800	400.00000	HOUR	\$105.0000	\$42,000.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-29	2024-09-30				

Commodity Line Description:

Account Services

Extended Description:

Account Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	82101800	96.00000	HOUR	\$105.0000	\$10,080.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-29	2024-09-30				<u>-</u>

Commodity Line Description:

Media Buys

Extended Description:

Media Buys

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	82101800	350.00000	HOUR	\$105.0000	\$36,750.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-29	2024-09-30				

Commodity Line Description:

Design & Copy

Extended Description:

Design & Copy

Date Printed: Mar 5, 2025 Order Number: CDO 0506 2886 BHS2400000001 3

Page: 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	82101800	0.00000		\$0.0000	\$471,148.88
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-29	2024-09-30				Dunivery Date

Commodity Line Description:

Media Buying Add-On

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

Add on Multiplier: 1.05

Date Printed: Mar 5, 2025 Order Number: CDO 0506 2886 BHS2400000001 3 Page: 3



Close out Request - CDO 0506 2886 BHS240000001 1

February 26, 2025

Melissa Mullins Statewide Opioid Response 350 Capitol Street Charleston, WV 25301

Re: Close out Request CDO 0506 0886 BHS2400000001 1.

Dear Melissa,

The Manahan Group LLC requests to close out CDO 0506 0886 BHS2400000001 1.

The Manahan Group LLC wishes to release the unspent funds totaling \$437,396.12.

All invoices that have been sent have been paid. We have no further claims or obligations against this CDO.

Regards,

Ron Jarrett VP Comptroller Althea Dreanhowe

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 Exact Phrase	
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

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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	

Business Purpose	5418 - Professional, Scientific and Techincal 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	Т	Member Mi
At Will Term Years	100	Pa you file your Annual
Authorized Shares	×	Report.

Ad	اما	roc	~	
Au	ıu	res	SE	:5

Туре	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
Туре	Address

Officers		
Туре	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	
Туре	Name/Address	1
		Hi, I'm SOLO! I can help

DBA Name	Description	LIEGUYE DOLE	ate
DBA		Report.	
		you file your An	nual

BRIDGEWORKS COMMUNICATIONS, LLC TRADENAME 3/22/2005

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

Name	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	Hi, I'm SOLO! I can help
2013	you file your Annual
2012	Report.
2011	
2010	
2009	

Date filed	
2004	
2005	
2006	
2007	
2008	

File Your Current Year Annual Report Online Here

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

Wednesday, March 5, 2025 — 1:44 PM

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Hi, I'm SOLO! I can help you file your Annual Report.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use:	Agency:		
Buyer: Wistal Huskad Date: 315/25	WV OSA		
Solicitation No. CDO 8HS2H*01	Procurement Officer Submitting Requisition: Althea Greenhowe		
	Requisition No. CDO 0506 BHS24*1		
	PF No.: 1363676		

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	\square			
2	Use of correct specification template	abla			
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]				
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)				
5	Maximum budgeted amount in wvOASIS				
6	Suggested vendors in wvOASIS				
7	Capitol Building Commission pre-approval				
8	Financing (Governor's Office) pre-approval				
9	Fleet Management Division pre-approval				

Form No. WV-36 Rev. 10/26/2022

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation	
10	Insurance requirements					
	Commercial General Liability					
	Automobile Liability					
	Workers' Compensation/Employer's Liability					
	Cyber Liability					
	Builder's Risk/Installation Floater					
	Professional Liability					
	Other (specify)					
11	Office of Technology CIO pre-approval					
12	Treasurer's Office (banking) pre-approval					
FOR	CHANGE ORDERS/RENEWALS	5:				
1	Two-party agreement	\square	/			
2	Standard change order language	\square	7			
3	Office of Technology CIO approval	V		√		
4	Justification for price increases/backdating/other	7		V		
5	Bond Rider (Construction)			✓		
6	Secretary of State Verification			/		
7	State debarment verification			✓		
8	Federal debarment verification			✓		
*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:						
	Signature:					