



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: 05-15-2025

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 3022 WIC2400000002 5	Change Order No:	Procurement Folder:	1377824
Document Name:	Implement WIC Modernization Grant		Reason for Modification: co1 to extend effective dates to 5/31/2026 and increase CL2 and CL3	
Document Description:	Implement WIC Modernization Grant			
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 5	
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000109305 THE MANAHAN GROUP LLC 222 CAPITOL ST STE 400 CHARLESTON WV 25301 US Vendor Contact Phone: 999-999-9999 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Courtney M Buskirk Requestor Phone: 304-352-4853 Requestor Email: courtney.m.buskirk@wv.gov 2025 FILE LOCATION _____
	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 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

Purchasing Division's File Copy

Total Order Amount: \$530,014.00

PURCHASING DIVISION AUTHORIZATION

DATE:

ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE:

ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 1 is issued to extend the original contract to 5/31/2026 according to all terms, conditions, and pricing in the original SOW, as well as add \$211,114.00 to CL3 and 7,350.00 to CL2 in order to increase the overall total of the CDO. Effective Date of Change:6/01/2025

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	2026-05-31				

Commodity Line Description: Contract Administration/Consultation

Extended Description:

Contract Administration/Consultation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	82101800	108.00000	HOUR	\$105.0000	\$11,340.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-01	2026-05-31				

Commodity Line Description: Account Services

Extended Description:

Account Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	82101800	0.00000		\$0.0000	\$516,994.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-01	2026-05-31				

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 500 • Charleston, WV 25301
P: 304.343.2800 • F: 304.343.2788 • manahangroup.com

Change Order Request – CDO 0506 3022 WIC2400000002 1

December 16, 2024

Office of Nutritional Services
Attn: Director Heidi E. Staats, MSW
WVDHHR Bureau for Public Health
350 Capitol Street, Rm 519
Charleston, WV 25301

Re: Change Order Request No. 01 for CDO 0506 3022 WIC2400000002 1

Dear Heidi,

The Manahan Group LLC requests a change to CDO 0506 3022 WIC2400000002 1.

Requested Change Order:

Change Order No. 01 is requested in order to both extend the effective dates of the CDO and also to increase the overall total of this CDO. Specifically, we request to add \$211,114 in expenses and \$7,350 or 70 hours of Account Service labor hours. This results in a total increase of \$218,464.00 with a new CDO total of \$530,014. We agree to abide by all other terms and conditions as set forth in the CDO.

The effective date of the change order will be 2/1/2024 through 5/31/2026.

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

Regards,

George Manahan
Founder/CEO

Reviewed and Approved

Heidi Staats, ONS Director
12/17/2024

Agreed



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

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

Justin Davis
Interim Commissioner

MEMORANDUM

TO: Sherri Young, DO, MBA, FAAFP
Cabinet Secretary, Department of Health

THROUGH: Justin Davis
Interim Commissioner, Bureau for Public Health

FROM: Heidi Staats, MSW *HCS*
Director, Office of Nutrition Services (ONS)

DATE: December 17, 2024

RE: CDO WIC24*02 - Change Order Request - Manahan Group

The purpose of this memorandum is to request a Change Order (No. 1) against current CDO WIC24*02 for The Manahan Group LLC. This Change Order would extend the effective dates of the CDO WIC24*02, as well as increase the overall total dollar amount of the CDO so that the work outlined in the WIC Modernization plan may be accomplished to continue outreach, innovation, and program modernization efforts to increase participation and redemption of benefits in the WIC Program.

The ONS was awarded a WIC Modernization award on May 23, 2023, with a performance period through September 30, 2027. The activities the Manahan Group is being engaged to assist ONS with, and approved through the proposal funded by the U.S. Department of Agriculture are:

- Implementing an operational quality improvement initiative with Local WIC Agency grantees through a consultant who will build tools for workflow processes, training, communication, and standard operating procedures necessary to successfully implement hybrid service models and modernization efforts; and
- Curriculum design, ongoing evaluation, leadership assessment and development for ONS employees to expand capacity for designing and building public health programs.

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



PG 2 - JUSTIFICATION MEMO
Change Order for CDO WIC24*02
December 13, 2024

through this CDO with The Manahan Group initiates West Virginia's approved planning projects approved through the grant award.

The Change Order would extend the effective dates of the CDO to February 1, 2024, through May 31, 2026, instead of the original timeframe ending May 31, 2025 to align with the grant performance period. The second change we are requesting within this order is to add a total of \$218,464 to this CDO - \$211,114 in outside expenses; \$7,350 in account services (70 hours of Account Service hours). This would bring the total for the CDO to \$530,014.

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 FY2023 WIC Modernization (CVWICM) awarded by USDA. 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 our request is appreciated. If you have questions or need additional information, please contact Destiny White, Administrative Services Assistant, by phone at 304-352-0982 or by email at Destiny.S.White@wv.gov.

Subject: Governor's Office Approval of contracts over \$100,000



Rosen, Bryan D <bryan.d.rosen@wv.gov>
to Wagner, Roberta A, Price, Robert L

Thu, Jan 23,

I spoke with Curtis early today. He relayed the following information for how we will process these through his office.

1. He would like a synopsis of the purchase. I would suggest in most cases we can pull the extended description populate that in the email to him.
2. Please note if there is a specific timeframe in the request.
3. Contracts will be reviewed at the Master Agreement level meaning that he will not be approving DOs.
4. Renewals for contracts over \$100,000 must be approved.

This process is going to be fluid and will likely morph as we move forward but this is the best information that I have today.

Bryan

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Keyword Search

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Simple Search

Search Editor

- ☐ Any Words ⓘ
- ☐ All Words ⓘ
- ☐ Exact Phrase ⓘ

e.g. 123456789, Smith Corp

"the manahan group llc" ×

Entity ▼

Location ▼

Status ^

- ☒ Active
- ☐ Inactive

Reset ↺

Entity Information ^

<

All Entity Information

Entities

Disaster Response Registry

Responsibility / Ql

>

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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 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	X 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	
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2013	
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2010	
2009	

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2007
2006
2005
2004
Date filed

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

Thursday, May 22, 2025 — 8:28 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Hirstack</u> Date: <u>5/22/25</u> Solicitation No. <u>CDO WIC24*02</u>	Agency: ONS Procurement Officer Submitting Requisition: Courtney Buskirk Requisition No. CDO WIC2400000002 PF No.: 1377824
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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 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 Husted