



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: 05-09-2025

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:	CMA 0506 0506 HHR2200000001 5	Procurement Folder:	925347
Document Name:	ADVERTISING SERVICES	Reason for Modification:	
Document Description:	ADVERTISING SERVICES	CO 4	To renew contract.
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-06-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-05-31

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:	Requestor Name: Melissa D Mullins Requestor Phone: 304-352-5608 Requestor Email: MELISSA.D.MULLINS@WV.GOV																				
Discount Details:	2025 FILE LOCATION																				
<table><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr><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></table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No		
		Discount Allowed	Discount Percentage	Discount Days																	
#1		No	0.0000	0																	
#2		No																			
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

CR 5-12-25

Purchasing Division's File Copy

Total Order Amount: Open End

PURCHASING DIVISION AUTHORIZATION
DATE: 5/12/25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 5/12/25
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 5-15-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 4

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 06/01/2025 through 05/31/2026.

Renewal years remaining: 0

No other Changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82101800			HOUR	105.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Contract Administration/Consultation

Extended Description:

Contract Administration/Consultation

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82101800			HOUR	105.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Account Services

Extended Description:

Account Services

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	82101800			HOUR	20.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Video Production

Extended Description:

Video Production

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	82101800			HOUR	20.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Radio, TV, Cable Platform

Extended Description:

Radio, TV, Cable Platform

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	82101800			HOUR	20.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Outdoor Advertising

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	82101800			HOUR	105.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Media Buys

Extended Description:
Media Buys

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	82101800			HOUR	20.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Print Media

Extended Description:
Print Media

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	82101800			HOUR	20.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Research, Survey, Analysis, Evaluation

Extended Description:
Research, Survey, Analysis, Evaluation

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	82101800			HOUR	75.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Web Design

Extended Description:
Web Design

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	82101800			HOUR	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Data Acceptance and Transfer

Extended Description:
Data Acceptance and Transfer

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	82101800			HOUR	105.000000
Service From		Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Design & Copy

Extended Description:
Design & Copy

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	82101800				0.000000
Service From		Service To	Service Contract Amount		
2022-06-01		2026-05-31	0.00		

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

Contract Renewal – Change Order Request

March 21, 2025

Althea Greenhowe
Procurement Specialist, Senior
Office of Shared Administration
One Davis Square, Ste 100W
Charleston, WV 25301

Re: Change Order Request No. 04 for Contract Renewal CMA HHR22*01

Dear Althea,

The Manahan Group LLC requests a renewal of CMA HHR22*01, known as the Advertising Services contract for WV Departments of Health, Health Facilities and Health Services.

Requested Change Order:

Change Order No. 04 issued to renew the original contract according to all terms, conditions, prices, and specification contained in the original contract, including all authorized change orders.

Effective date of renewal 06/01/2025 through 5/31/2026 with no renewal years remaining.

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

Regards,

George Manahan
Founder/CEO

Agree to renew,
Althea
Green



Arvin Singh, EdD, MBA, MPH, MS,
FACHE
DH Cabinet Secretary



Michael J. Caruso
DHF Cabinet Secretary



Alex J. Mayer
DoHS Cabinet Secretary

STATE OF WEST VIRGINIA
DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES
OFFICE OF SHARED ADMINISTRATION

DATE: March 21, 2025

TO: Crystal Hustead, Senior Buyer
DOA Purchasing

FROM: *Althea Greenhowe*
Althea Greenhowe, Procurement Specialist, Senior
Office of Shared Administration Purchasing

RE: CMA 0506 HHR22*1

Please accept this justification memo for the Change Order to the above referenced contract. We are requesting a renewal to be effective from 06/01/2025 through 05/31/2026 according to the same terms and conditions, prices, and specifications contained in the original contract, including all authorized change orders.

If you have any questions, please feel free to contact me.

Thank you.



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SLW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

The Accompanying Request has been reviewed and approved by the following:

Allen Green
Agency Head

3-25-25

Date

[Signature]
Cabinet Secretary/Department Head

3/27/25

Date

Governor's Office Representative

Date



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY

Eric L. Householder
Cabinet Secretary

State Capitol
Charleston, West Virginia 25305

Heather D. Abbott
Chief Information Officer

**TO: Curtis Burress, Procurement Associate
Office of Shared Administration**

**FROM: Heather D. Abbott, Chief Information Officer
Office of Technology**

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
WVOT Number 2025-2561**

DATE: May 8, 2025

West Virginia Code §5A-6-4(a) permits the Chief Information Officer to review and approve technology purchases for suitability to ensure such purchases comport with the State of West Virginia's overall strategic information technology goals.

West Virginia Code §5A-6-4c requires the Chief Information Officer to review and approve "technology projects."

West Virginia Code §5A-6-5 requires that "any state spending unit that pursues an information technology purchase that does not meet the definition of a 'technology project' and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Information Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems.

A review has been conducted of your request for the renewal of CMA 0506 HHR22*1 EFF 6/1/25-5/31/26, the Office of Technology has determined:

☒ Your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

This memorandum constitutes this office's official review and a copy should be attached to your purchase order and any other correspondence related to this request.

If you have questions, or need additional information, please contact Consulting Services at Consulting.Services@wv.gov.

[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words




e.g. 1606N020Q02

Filter By



Keyword SearchFor more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

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

e.g. 123456789, Smith Corp

"THE MANAHAN GROUP LLC" Classification Excluded Individual Excluded Entity Federal Organizations Exclusion Type Exclusion Program Location Dates Reset Entity Information 

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

**No matches found**

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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)		
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

2023

2022

2021

2020

2019

2018

2017

2016

2015

2014

2013

2012

2011

2010

2009

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>5/12/25</u> Solicitation No. <u>CMA HHR22*01</u>	Agency: OSA Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CMA 0506 HHR22*1 PF No.: 925347
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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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" 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: _____

Crystal Hustead