



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: 07-15-2025

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 2896 WIC2400000001 11	Change Order No: 1	Procurement Folder: 1390991
Document Name:	Implement FFY2023 WIC Infrastructure Grant Proposal	Reason for Modification: co1 A reallocation of funds	
Document Description:	Implement FFY2023 WIC Infrastructure Grant Proposal		
Procurement Type:	Central Delivery Order		
Buyer Name:	Roberta A Wagner		
Telephone:	(304) 558-0437		
Email:	roberta.a.wagner@wv.gov		
Shipping Method:	Best Way	Master Agreement Number: CMA 0506 HHR2200000001 11	
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: Heidi E Staats Requestor Phone: (304) 356-4390 Requestor Email: heidi.e.staats@wv.gov 2026 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: \$679,055.00

CH 7/28/25
PURCHASING DIVISION AUTHORIZATION
DATE: *Tanya* 7/28/25
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *Gaby*
ELECTRONIC SIGNATURE ON FILE 7-29-25

Extended Description:

Change Order No.01 is issued to reduce the reallocate hours per attached document:

CL4 Original amount: \$491,630.00.

CO1 Decrease of \$64,050/-610 Hours

New CL4 amount: \$427,580

CL1 Original amount: \$2,100

CO1 increase \$3,675 +35 hours

New CL1 amount: \$5,775

CL2 Original amount: \$127,575

CO1 Increase \$ 42,000 +400 hours

New CL2 amount: \$169,575

CL3 Original amount: \$57,750

CO1 Increase \$18,375 +175 hours

New CL3 amount: \$76,125

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	82101800	55.00000	HOUR	\$105.0000	\$5,775.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-01	2025-09-30				2024-03-15

Commodity Line Description: Contract Administration/Consultation

Extended Description:

Contract Administration/Consultation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	82101800	1615.00000	HOUR	\$105.0000	\$169,575.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-01	2025-09-30				2024-03-15

Commodity Line Description: Account Services

Extended Description:

Account Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	82101800	725.00000	HOUR	\$105.0000	\$76,125.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-01	2025-09-30				2024-03-15

Commodity Line Description: Design & Copy

Extended Description:

Design & Copy

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	82101800	0.00000		\$0.0000	\$427,580.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-01	2025-09-30				2024-03-15

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 0506 2896 WIC24000000001 1

January 27, 2025

Heidi Staats
Office of Nutrition Services
West Virginia Department of Health
350 Capitol Street, Rm 515
Charleston, WV 25301

Re: Change Order Request No. 01 for CDO 0506 2896 WIC24000000001 1

Dear Heidi,

The Manahan Group LLC requests a change to CDO 0506 2896 WIC24000000001 1

Requested Change Order:

Change Order No. 01 is requested in order to shift dollars between commodity line items. Specifically, we request to shift \$64,050.00 in expenses into labor (\$42,000 into Account Service, \$18,375 into Creative Service and \$3,675 into Contract Administration). This is a no-cost change order. This change order is needed to complete the planning and coordination of additional OQI and Training Conferences now needed during this fiscal year. The Manahan Group agrees to abide by all other terms and conditions as outlined in the ADO.

The effective dates of this change order will remain 1/1/2024 through 9/30/2025.

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

Regards,

Bethany West
President

Reviewed and Approved By:

Heidi E. Staats, MSW
Director, Office of Nutrition Services

Agreed



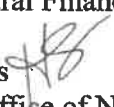
STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
BUREAU FOR PUBLIC HEALTH
Commissioner's Office

Arvin Singh, EdD, MBA, MPH, MS, FACHE
Secretary of Health

Justin J. Davis
Acting Commissioner

TO: Bryan Rosen
Director of Purchasing, Office of Shared Administration

THROUGH: Trey Morris
BPH, Central Finance, Purchasing Director

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

DATE: June 2, 2025

RE: CDO WIC24*01 - Change Order Request - Manahan Group

The purpose of this memorandum is to request approval for the Office of Nutrition Services (ONS) to obtain a change order to CDO WIC24*01 with the Manahan Group. This change order is to reallocate labor hours from one commodity line to another.

We are requesting to move a total of \$64,050.00, or 610 hours of labor, from Commodity Line item Media Buying Add-on to \$42,000.00 or 400 hours to the Commodity Line for Account Service Hours, \$18,375.00 or 175 hours to the Commodity Line for Creative Service Hours, and \$3,675 or 35 hours to the Commodity Line for Contract Administration. There are no additional funds being added through this change order.

The reason this change order is needed is to complete the planning and coordination of additional OQI and Training Conferences now needed during this fiscal year.

All programs and projects under ONS are 100% federally funded by the United States Department of Agriculture Food and Nutrition Service.

Your consideration of our request is appreciated. If you have questions or need additional information, please contact Carrie Brooks, Administrative Assistant, by phone at 304-352-0905 or by email at carrie.t.brooks@wv.gov.



West Virginia Department of Health

PURCHASE REQUEST

Bill To:
West Virginia Department of Health/BPH/ONS
350 Capitol Street, Room 515
Charleston, WV 25301

Ship To:
West Virginia Department of Health/BPH/ONS
350 Capitol Street, Room 515
Charleston, WV 25301

Request #:	ONS24-XXX	Contact Person:	Carrie Brooks
Date of Request:	6/2/2025	Contact Tel #:	304-352-0905
Requested by:	Heidi Staats	Work Location:	Room 515
Program:	ONS - Infrastructure	Date Needed:	6/30/2025

Justification: To Request a No-Cost Change Order for CDO WIC24*01
Move labor hours from commodity line to other commodity lines

QUANTITY	UNIT	DESCRIPTION	ITEM #	EST. UNIT COST	EST. TOTAL COST	ACTUAL COST (BPH Pur. Use)
610	hrs	Media Buying Add-on		\$105.00	-\$64,050.00	
400	hrs	Account Service		\$105.00	\$42,000.00	
175	hrs	Creative Service		\$105.00	\$18,375.00	
35	ea	Contract Administration			\$3,675.00	

Use Continuation Sheet if additional space is needed

Shipping and Handling

Check One: OFFICE MAX

TOTAL

OTHER

Purchasing Use ONLY: If total actual cost is more than \$500 and exceeds Program's estimated total by more than 10%, please reconfirm funding with appropriate Central Finance Accountant.

Suggested Vendor: The Manahan Group
Suggested Vendor Phone: 304-343-2800
Suggested Vendor Website: manahangroup.com

(For online orders only)

Prepared By:	Carrie Brooks	6/2/2025
Program Director Approval:	Heidi Staats	Date
Division Director Approval:		Date
Office Director Approval:		Date
Commissioner's Office Approval:		Date

Fund Accounting:

Fund: 8802 Sub Fund: 0000 Department: 0506 Unit: 2856 Appr Unit: 13000 Object: 3206 Sub Object: 3462 BFY:

Detail Accounting:

Major Program: WIC Program Name: WIC F CF Program Period: FY2023 Function: N/A see attached funding breakdown

Fund Accounting:

Fund: 8802 Sub Fund: 0000 Department: 0506 Unit: 3022 Appr Unit: 13000 Object: 3206 Sub Object: 3460 BFY:

Detail Accounting:

Major Program: WIC Program Name: WIC F CF Program Period: FY2023 Function: N/A see attached funding breakdown

Fund Accounting:

Fund: 8802 Sub Fund: 0000 Department: 0506 Unit: 3022 Appr Unit: 13000 Object: 3242 Sub Object: 3694 BFY:

Detail Accounting:

Major Program: WIC Program Name: WIC F CF Program Period: FY2023 Function: N/A see attached funding breakdown

For BPH Purchasing Use:

ORDER DATE:	VENDOR CONTACT NAME:	CONFIRMATION #:
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Speaker Fees									
Speaker Travel									\$12,000.00
Speaker Gifts									\$0.00
Décor									\$1,003.90
Activities									\$1,000.00
Entertainment									\$1,500.00
Raffle Items									\$0.00
Outreach Event									\$20,000.00
Photographer									\$4,000.00

State Conference 2/2026

Virtual Platform	March	2025							\$50,000.00
Miscellaneous Expenses	April-September	2025			TMG anticipates a majority of these miscellaneous conference expenses will fall into FY 2026, but for planning purposes wanted to account for the full conference budget.				\$90,000.00

Labor

Commodity Line Item	ACSV	CRSV	ADMN					
Conference	200	100	15					\$ 33,075.00
Enrollment Events	100	50	10					\$ 16,800.00
Miscellaneous Projects	160	25	10					\$ 14,175.00
	400	175	35					\$ 64,050.00

New Total CDO Expenses \$427,530.00
 New CDO Media Buy Add-On \$0.00
 New CDO Total Labor \$251,475.00

 New CDO Total \$679,005.00

ONS 2024 Work Order Deliverables

CDO 0506 2896 WIC2400000001 1

Infrastructure

Change Order

Job	Month	Federal FY	Form #	Specs	Quantity	Delivery	Bundling	Cost (Expenses)
Admin								
QII - Meetings Guide	October	2025		Stone Strategies to supply content, TMG to design & print	220			\$3,000.00
National Nutrition Month - SA				SP/ENG Activity Book - Jim Coleman				\$3,000.00
Miscellaneous Projects				TBD				\$30,000.00
Outreach								
Enrollment Events	April-October	2024, 2025			24x			\$60,000.00
F2F Meetings (OQII).	April	2024		April 2024 Winfield Training Facility	30 People			\$2,000.00
	August	2024		August 2024* Twin Falls State Park	30 People			\$7,000.00
	October	2025		October 2024 * Bridgeport Convention Center & Wingate	30 People			\$7,500.00
	January	2025		January 2025* North Bend State Park	30 People			\$2,500.00
	April	2025		Jan 13-16 April 2025 Canaan Valley Resort State Park	75 People			\$40,000.00
	July	2025		April 14-17 July 2025 Grand Vue Park/Holiday Inn Express Moundsville	25 People			\$10,000.00
	April-July	2024-2025		July 14-17 Miscellaneous costs associated with OQI meetings. Printing, Deposits, Rentals, etc.	30 People			
2024 State Conference								
Venue/Meeting Space	January - August	2024						\$24,000.00
Meeting Space Equipment				Podiums (4/day), Stage (2/day), Screen (4/Day)				
Catering								
Lodging								
Miscellaneous - Lodistics, Storage, etc.								\$3,026.10
Virtual								\$12,000.00
A/V								\$20,000.00
Signage								\$5,000.00
SWAG				*does not include raffle, speaker gifts or conference tees				\$10,000.00
Conference Tees								\$5,000.00
Programs								\$4,000.00
Exhibitor Kit				Sponsorship Packet, Proof of Performance				\$0.00

Speaker Fees							
Speaker Travel							\$12,000.00
Speaker Gifts							\$0.00
Décor		Linens, Centerpieces, Attendee Gift					\$1,003.90
Activities							\$1,000.00
Entertainment		Birthday Party - DJ, cake, Potentially local Yoga instructor					\$1,500.00
Raffle Items							\$0.00
Outreach Event		Pop-Up Market / I'm a WIC Kid Launch					\$20,000.00
Photographer							\$4,000.00

State Conference 2/2026

Virtual Platform	March	2025						\$50,000.00
Miscellaneous Expenses	April-September	2025		TMG anticipates a majority of these miscellaneous conference expenses will fall into FY 2025, but for planning purposes wanted to account for the full conference budget.				\$90,000.00

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New CDO Total Labor	\$251,475.00
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CDO 0506 2896 WIC2400000001 1

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Job	Month	Federal FY	Form #	Specs	Quantity	Delivery	Bundling	Cost (Expenses)
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Catering								
Lodging								
Miscellaneous - Logistics, Storage, etc.								\$3,026.10
Virtual								\$12,000.00
A/V								\$20,000.00
Signage								\$5,000.00
SWAG				*does not include raffle, speaker gifts or conference tees				\$10,000.00
Conference Tees								\$5,000.00
Programs								\$4,000.00
Exhibitor Kit				Sponsorship Packet, Proof of Performance				\$0.00

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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May 21, 2025

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Subaward Reporting is live on SAM.gov [Show Details](#)
Mar 8, 2025



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Search

All Words

e.g. 1606N020Q02




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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 



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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)		Capital Stock
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 CHARLESTON, WV, 25301
Mailing Address	222 CAPITOL STREET CHARLESTON, WV, 25301 USA
Notice of Process Address	GEORGE MANAHAN 222 CAPITOL STREET CHARLESTON, WV, 25301
Principal Office Address	222 CAPITOL STREET 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	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

2025

2024

2023

2022

2021

2020

2019

2018

2017

2016

2015

2014

2013

2012

2011

2010

2009

2008

2007
2006
2005
2004
Date filed

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

Thursday, July 10, 2025 — 10:48 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Huskard</u> Date: <u>7/28/25</u> Solicitation No. <u>CDO ODOE WIC24-01</u>	Agency: Office of Nutrition Services Procurement Officer Submitting Requisition: Courtney Buskirk Requisition No. CDO WIC2400000001 PF No.: 1390991
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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: _____

Deepti Husted