



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: 04-15-2026

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 2936 BPH2100000010 9 | Change Order No: | 1 | Procurement Folder: | 870285 |
| Document Name: | Multi-Grant Project Management Office | | | Reason for Modification: | |
| Document Description: | Multi-Grant Project Management Office | | | CO 1 - To cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO. | |
| Procurement Type: | Central Delivery Order | | | | |
| Buyer Name: | Crystal G Husted | | | | |
| Telephone: | (304) 558-2402 | | | | |
| Email: | crystal.g.husted@wv.gov | | | | |
| Shipping Method: | Best Way | | | Master Agreement Number: CMA 0511 BMS150000003 9 | |
| Free on Board: | FOB Dest, Freight Prepaid | | | | |

| VENDOR | | DEPARTMENT CONTACT | | |
|--|-------------------------|---|----------------------|-------------------|
| Vendor Customer Code: | 000000100150 | Requestor Name: | Erin C Basham | |
| BERRY DUNN MCNEIL & PARKER LLC 2211 CONGRESS ST | | Requestor Phone: | 304-356-4097 | |
| PORTLAND ME 04102 | | Requestor Email: | erin.c.basham@wv.gov | |
| US | | <div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div> | | |
| Vendor Contact Phone: | 2075412200 | | | Extension: |
| Discount Details: | | | | |
| | | | | |
| | Discount Allowed | Discount Percentage | Discount Days | |
| #1 | No | 0.0000 | 30 | |
| #2 | No | | | |
| #3 | No | | | |
| #4 | No | | | |

| INVOICE TO | SHIP TO |
|---|--|
| PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 702 CHARLESTON WV 25301-3712 US | PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - COMMISSIONERS OFFICE 350 CAPITOL ST, RM 702 CHARLESTON WV 25301-3712 US |

| | |
|----------------------------|----------------|
| Total Order Amount: | \$1,430,353.75 |
|----------------------------|----------------|

Purchasing Division's File Copy

CH 4/20/26

| |
|--|
| PURCHASING DIVISION AUTHORIZATION |
| DATE: <i>Tara Kyle</i> |
| ELECTRONIC SIGNATURE ON FILE |

| |
|-------------------------------------|
| ENCUMBRANCE CERTIFICATION |
| DATE: <i>2025-19-26</i> |
| ELECTRONIC SIGNATURE ON FILE |

APR 20 2026

Extended Description:

Change order 1 is to cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Original Contract Total: \$2,226,840.00
Change Order # Decrease: (\$ 796,486.25)
New Contract Total: \$1,430,353.75

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 1 | 80101600 | 126.50000 | HOUR | \$225.0000 | \$28,462.50 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2021-04-30 | 2022-05-08 | | | | |

Commodity Line Description: Project Management Services: Lead Project Manager

Extended Description:

CO 1 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

service dates: 04/30/21-05/08/22

Lead Project Manager Hourly Rate - Year Six (Optional Renewal Year Three)

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 2 | 80101600 | 4.10000 | HOUR | \$280.0000 | \$1,148.00 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2021-04-30 | 2022-05-08 | | | | |

Commodity Line Description: Project Management Services: Engagement Manager

Extended Description:

CO 1 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

service dates: 04/30/21-05/08/22

Engagement Manager Hourly Rate - Year Six (Optional Renewal Year Three)

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|----------------|
| 3 | 80101600 | 5845.51666 | HOUR | \$180.0000 | \$1,052,193.00 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2021-04-30 | 2022-05-08 | | | | |

Commodity Line Description: Project Management Services: General Project Manager

Extended Description:

CO 1 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

service dates: 04/30/21-05/08/22

General Project Manager Hourly Rate - Year Six (Optional Renewal Year Three)

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|--------------|
| 4 | 80101600 | 3668.95000 | HOUR | \$95.0000 | \$348,550.25 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2021-04-30 | 2022-05-08 | | | | |

Commodity Line Description: Project Management Services: Support Staff

Extended Description:

CO 1 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

service dates: 04/30/21-05/08/22

Support Staff Hourly Rate - Year Six (Optional Renewal Year Three)



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
CENTRAL FINANCE OFFICE

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

April 9, 2026

BERRY DUNN MCNEIL & PARKER LLC
2211 CONGRESS ST
PORTLAND, ME 04102

Re: Cancellation of Balance
PO#: CDO BPH2100000010

Dear Vendor:

The above referenced Purchase Order in the amount of \$2,226,840.00 was issued on April 8, 2021. We are requesting your approval to cancel the remaining balance of \$796,486.25 that still exists on purchase order CDO BPH2100000010.

Your signature on the line below will acknowledge that you concur with this action and there are no outstanding invoices against this purchase order. Please mail this letter back to my attention at 350 Capitol Street Room 206, Charleston, WV 25301, or email to me at erin.c.basham@wv.gov. Failure to receive written exception to this cancellation by April 23, 2026, will also constitute your concurrence with our cancellation plan.

This cancellation does not impact current or future contracts which you may have with this office. It pertains to this specific contract only.

If you have questions or need additional information, please email me at erin.c.basham@wv.gov.

Sincerely,

Erin Basham
Bureau for Public Health

Eduardo G. Daranyi Digitally signed by Eduardo G. Daranyi
Date: 2026.04.13 16:08:51 -04'00'

Signature

Date

Agreed

Heather White



Basham, Erin C <erin.c.basham@wv.gov>

ONS ADO/CDO for CloseOut

1 message

Kisor, Emily G <emily.g.kisor@wv.gov>
To: Erin C Basham <erin.c.basham@wv.gov>
Cc: Trey R Morris <trey.r.morrisiii@wv.gov>

Wed, Apr 8, 2026 at 3:27 PM

Good afternoon Erin,

Please see the orders below. Both are ready for cancellation.

ADO WIC2200000003 (WVARF)
CDO WIC2400000001 (THE MANAHAN GROUP LLC)

Thank you,



Emily G Kisor

Intern

Central Finance

West Virginia Department of Health

350 Capitol Street, Room 206

Charleston, West Virginia 25301

P: 304.352.4824

emily.g.kisor@wv.gov

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Subcontracting Plan Reporting Contract Retrieval Issue Show Details
Apr 17, 2026



[See All Alerts](#)

Revolutionary FAR Overhaul Impacts to SAM.gov Show Details
Aug 15, 2025



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All Words

e.g. 1606N020Q02

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Keyword Search

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Simple Search

Search Editor

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

e.g. 123456789, Smith Corp

"the manahan group llc" ×

Entity ∨

Location ∨

Status ∧

- Active
- Inactive

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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 |
| Notice of Process Address | GEORGE MANAHAN 222 CAPITOL STREET CHARLESTON, WV, 25301 |
| Principal Office Address | 222 CAPITOL STREET CHARLESTON, WV, 25301 USA X Close |
| Principal Office Mailing Address | 222 CAPITOL STREET CHARLESTON, WV, 25301 USA |
| Type | Address |

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

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 | 2/11/2026 |
| CHARLESTON MAGAZINE | TRADENAME | 5/30/2006 | 2/11/2026 |
| 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 | |
| 2026 | |
| 2025 | |
| 2024 | |
| 2023 | |
| 2022 | |
| 2021 | |
| 2020 | |
| 2019 | |
| 2018 | |
| 2017 | |
| 2016 | |

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| |
|-------------------|
| 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.

Monday, April 20, 2026 — 8:34 AM

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

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

| | |
|--|--|
| <i>Purchasing Division Use:</i> Buyer: <u>Crystal Husband</u> Date: <u>4/20/26</u> Solicitation No. <u>CDO WIC 24*01</u> | Agency: ONS Procurement Officer Submitting Requisition: Erin Basham Requisition No. CDO WIC24*001 PF No.: 1390991 |
|--|--|

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 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 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: _____

Christal Husted