



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: 08-05-2026

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 2896 WIC2500000001 7	Change Order No: 2	Procurement Folder: 1677428
Document Name:	USDA WIC Program Branding and HealthCare Provider Marketing	Reason for Modification: CO_2 NO COST REALLOCATION	
Document Description:	USDA WIC Program Branding and HealthCare Provider Marketing		
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 7	
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 2027 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

Total Order Amount:	\$476,119.00
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Purchasing Division's File Copy

CH 8/20/26

PURCHASING DIVISION AUTHORIZATION
DATE: 8/20/26
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 8/20/26
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 02 is issued to shift \$76,125 from CL5 and added as follows:

31500 added to CL2

42000 added to CL4

2625 added to CL1

Effective date 8/5/2026.

NO OTHER CHANGES

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	82101800	73.00000	HOUR	\$105.0000	\$7,665.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-07-01	2027-05-31				

Commodity Line Description: Contract Administration/Consultation**Extended Description:**

Contract Administration/Consultation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	82101800	890.00000	HOUR	\$105.0000	\$93,450.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-07-01	2027-05-31				

Commodity Line Description: Account Services**Extended Description:**

Account Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	82101800	25.00000	HOUR	\$105.0000	\$2,625.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-07-01	2027-05-31				

Commodity Line Description: Media Buys**Extended Description:**

Media Buys

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	82101800	950.00000	HOUR	\$105.0000	\$99,750.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-07-01	2027-05-31				

Commodity Line Description: Design & Copy**Extended Description:**

Design & Copy

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	82101800	0.00000		\$0.0000	\$272,629.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-07-01	2027-05-31				

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

No-Cost Extension Statement of Work

To: Ashley Puffenbarger
Director, WV WIC Program

From: Bethany West

RE: No-Cost Extension SOW for ONS // WIC Infrastructure 2025-2026

Date: June 9, 2026

Statement of Work to be Performed:

The Manahan Group LLC will work with the Office of Nutrition Services // WV WIC Program on initiatives to generate awareness of and participation in the WIC program in underserved populations throughout the state. The goal of this effort is to strengthen staff with the training and materials necessary to implement upcoming changes to the WIC Food Package.

Planning on this project has commenced and management will be finalized after the last invoice has been received from outside vendors and processed for payment.

Timeframe:

July 1, 2025 – May 31, 2027 *(The Manahan Group LLC will honor the terms, conditions, and pricing past the expiration date of the master agreement.)*

Estimated Labor and Costs:

The Manahan Group LLC will need a total of 1,938 labor hours to help create, plan, coordinate and execute the campaign elements for this project. The breakdown of hours is as follows:

Commodity Line Description	# Hours	Rate	Total
Contract Admin/Consultation	73	\$105.00	\$7,665.00
Account Service	890	\$105.00	\$93,450.00
Design & Copy	950	\$105.00	\$99,750.00
Media Services	25	\$105.00	\$2,625.00

To see labor detailed by spending unit, please see page 2.

Total Labor: \$203,490.00

Estimated Outside Costs:

The Manahan Group LLC will work with subcontractors on production costs associated with this project including but not limited to website hosting & programming, photography, research, printing, promotional items, radio and video production, translation services, event costs, consultant fees, etc.

Commodity Line Description	Outside Cost	Total
Media Buying Add-On	Consultant fees, meeting space and hospitality, printing & production, audio/video licensing fees, translation fees, event fees and rentals, printed materials, promo items, etc.	\$272,629.00

To see expenses detailed by spending unit, please see below.

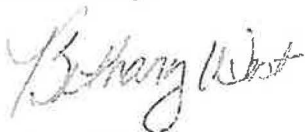
Total Outside Costs: \$348,754.00

Labor and Expenses by Spending Unit:

Spending Unit	Total Anticipated Hours	Total Labor \$	ADMN	ACSV	CRSV	MDSV	Outside Costs by Unit	Total Expenses by Unit
Outreach-2896	1938	\$203,490.00	73	890	950	25	\$272,629.00	\$476,119.00

Total Work Order Not to Exceed: \$476,119.00

Submitted by:



Bethany West
The Manahan Group LLC

Agreed





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 WIC25000000001 3

June 9, 2026

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

Re: Change Order Request No. 02 for CDO 0506 2896 WIC25000000001 3

Dear Ashley,

The Manahan Group LLC requests a change to CDO 0506 2896 WIC2500000001 3

Requested Change Order:

Change Order No. 02 is requested in order shift dollars between commodity line items. Specifically, we request to shift \$76,125.00 in expenses into labor (\$31,500 into Account Service, \$42,000 into Creative Service and \$2,625 into Contract Admin). This is a no-cost change order. This change order is needed to complete the healthcare provider marketing campaign now that the new food package has been implemented. All work this year has been focused on re-branding, allowing time for grantees to get MOUs in place with hospitals so the marketing campaign could be statewide.

The Manahan Group agrees to abide by all other terms and conditions as outlined in the CDO.

The effective dates of this change order will now be 7/1/2025 through 5/31/2027.

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

Regards,

Bethany West
President



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

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

Mark E. McDaniel, DO, FAAFP
Acting Commissioner & State Health Officer

MEMORANDUM

TO: Bryan Rosen
Director of Purchasing, Department of Health

THROUGH: Trey Morris, II
Purchasing Coordinator, Department of Health Central Finance

FROM: Ashley Puffenbarger *AP*
Director of the Office of Nutrition Services(ONS)

DATE: July 24, 2026

RE: Change Order Request No. 02 for CDO 0506 2896 WIC25000000001 3

The purpose of this memorandum is to request the Change Order No. 02, this is needed in order to shift dollars between commodity line items. Specifically, we request to shift \$76,125.00 in expenses into labor (\$31,500 into Account Service, \$42,000 into Creative Service and \$2,625 into Contract Admin). This is a no-cost change order. This change order is needed to complete the healthcare provider marketing campaign now that the new food package has been implemented. All work this year has been focused on re-branding, allowing time for grantees to get MOUs in place with hospitals so the marketing campaign could be statewide. The Manahan Group LLC will work with the Office of Nutrition Services // WV WIC Program on initiatives to generate awareness of and participation in the WIC program in underserved populations throughout the state. The goal of this effort is to strengthen staff with the training and materials necessary to implement upcoming changes to the WIC Food Package. Consideration of this request is appreciated. If there are any questions, please contact Troy Claggett by email at Patrick.T.Claggett@wv.gov or by phone at 304-352-0905.



PURCHASE REQUEST

BID 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

DH/CFU Request #: ONS-XXXX

Date of Request: 7/24/2026

Requested by: Troy Clagett

Program: ONS - Nutrition

Contact Person: **Troy Clagett**

Contact Tel #: 304-352-0905

Work Location: 350 Capitol Street, Room 515, Charleston, WV 25301

Date Needed: 8/1/2026

Justification: Change Order Request No. 02 for CDO 0506 2896 WIC25000000001 3

QUANTITY	UNIT	DESCRIPTION	ITEM #	EST. UNIT COST	EST. TOTAL COST	ACTUAL COST (FFI Per Line)
73	Hours	Contract Admin/Consultation	Labor Hours	\$105.00	\$7,665.00	
890	Hours	Account Service	Labor Hours	\$105.00	\$93,450.00	
950	Hours	Design & Copy	Labor Hours	\$105.00	\$99,750.00	
25	Hours	Media Services	Labor Hours	\$105.00	\$2,625.00	
					\$0.00	
					\$0.00	
Use Continuation Sheet If additional space is needed - please mark if the continuation sheet is used - X					Shipping and Handling	\$0.00
Check One:	Contract Renewal	Office Supplies - Stationers	Hospitality	TOTAL	\$203,490.00	

Use Continuation Sheet if additional space is needed - please mark if the continuation sheet is used - X

Shipping and Handling

Check One:

Contract Renewal	Office Supplies - Stationers	Hospitality
RFO/New Contract	Contract purchase - X	WV Correctional Industries -
RFP	Non-contract purchase	MIS & Funding only

TOTAL	\$203,490.00
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Purchasing Use ONLY: If total actual cost is more than \$500 and exceeds Program's estimated total by more than 20%, please reconfirm funding with appropriate Central Finance Accountant.

Suggested Vendor Name & Point of Contact	Manahan Group
☐ Manahan Group Manahan Group 10000 N. 10th Ave., Suite 100 Denver, CO 80231 Phone: (303) 750-1000 Fax: (303) 750-1001 Email: info@manahangroup.com Website: www.manahangroup.com	☐ Manahan Group Manahan Group 10000 N. 10th Ave., Suite 100 Denver, CO 80231 Phone: (303) 750-1000 Fax: (303) 750-1001 Email: info@manahangroup.com Website: www.manahangroup.com

Suggested Vendor POC Phone: 304-343-2800

Suggested Vendor POC email: Beihang.Wei@west-china.net.cn

Prepared By: Troy Clagett

7/24/2026

Program Director Approval:

Division Director Approval: Charles Adkins

Office Director Approval: _____ Ashley Puffenbarger

Commissioner's Office Approval:

Fund Accounting: Dates of Service: _____ Dollar Amount: \$203,490.00

Fund: 8802 Sub Fund: 0000 Department: 0306 Unit: 2886 Appr Unit: 13000 Object: 3206 Sub Object: 3467 BFY: 26

Detail Accounting:

Major Program: WIC1 Program Name: WIC1.F.CE Program Period: FY2025 & FY2026 Expiration date: 09/30/2027 Function: N/A

Fund Accounting: Dates of Service: _____ Dollar Amount: _____

Fund: _____ Sub Fund: _____ Department: _____ Unit: _____ Appr Unit: _____ Object: _____ Sub Object: _____ BFF: _____

Detail Accounting:

Major Program: _____ Program Name: _____ Program Period: _____ Expiration date: _____ Function: _____

Dates of Service: _____ Dollar Amount: _____
 Fund: _____ Sub Fund: _____ Department: _____ Unit: _____ Appr Unit: _____ Object: _____ Sub Object: _____ EFT: _____
Detail Accounting:
 Major Program: _____ Program Name: _____ Program Period: _____ Expiration date: _____ Function: _____

For ON CPU Purchasing Use:

ORDER DATE:

VENDOR CONTACT NAME:

CONFIRMATION #:



Entity Management Extract Publishing Schedule Change [Show Details](#)
Aug 15, 2026



[See All Alerts](#)

Scheduled SAM Maintenance [Show Details](#)
Aug 17, 2026



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Filter By

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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

Resp



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)		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
Principal Office Mailing Address	222 CAPITOL STREET CHARLESTON, WV, 25301 USA
Type	Address

Officers		X Close
Type	Name/Address	Hi, I'm SOLO! I can help you file your Annual Report.
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
2015
2014
2013
2012
2011
2010
2009
2008
2007
2006

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you file your Annual
Report.

2005

2004

Late filed

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

Thursday, August 20, 2026 — 8:51 AM

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you file your Annual
Report.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>8/20/26</u> Solicitation No. <u>CDO WICAS*01</u>	Agency: DH/BPH/ ONS Procurement Officer Submitting Requisition: Christine Basham Requisition No. CDO WIC25*001 CO_2 PF No.: 1677428
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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: Provided, if
Required Required

				Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	☒	☐	☐	☐
2	Use of correct specification template	☒	☐	☐	☐
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	☐	☐	☐	☐

	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:

1	Two-party agreement	☒	☒	☐	☒
2	Standard change order language	☒	☒	☐	☒
3	Office of Technology CIO approval	☐	☐	☒	☐
4	Justification for price increases/backdating/other	☐	☒	☐	☐
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: Crystal Husted