



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
 Centralized Request for Proposals  
 Service - Prof

RECEIVED  
 07/13/21 11:51:04  
 WV PURCHASING DIVISION

<b>Proc Folder:</b> 876247		<b>Reason for Modification:</b>	
<b>Doc Description:</b> Advertising/Marketing/PR		Addendum No. 1 - to provide responses to vendor questions and extend the bid opening.	
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2021-07-01	2021-07-13 13:30	CRFP 1300 STO2100000002	2

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Customer Code: *VS0000020287*  
 Vendor Name: *Call Ditto, LLC*  
 Address: *716*  
 Street: *Lee St. E*  
 City: *Charleston*  
 State: *WV* Country: *USA* Zip: *25301*  
 Principal Contact: *Amy Ditto*  
 Vendor Contact Phone: *304-300-7368* Extension:

**FOR INFORMATION CONTACT THE BUYER**  
 Melissa Pettrey  
 (304) 558-0094  
 melissa.k.pettrey@wv.gov

Vendor Signature X *Amy M. Ditto* FEIN# *82-2076142* DATE *7-13-21*  
 All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

Addendum No. 1 -

1. To provide responses to vendor questions. See attached pages.
2. The bid opening has moved from 07/08/2021 to 07/13/2021. The bid opening time remains at 1:30 pm.

Please note:

Submission of a response to a Request for Proposal is not permitted in wvOASIS.

The Purchasing Division will not accept bids, modifications of bids, or addendum acknowledgment forms via e-mail.

No other changes.

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE  CHARLESTON WV 25304 US	WEST VIRGINIA STATE TREASURERS OFFICE - CAPITOL BLDG 1 RM E-145 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
1	Account Management	50.00000	HOUR	\$ 65.00	\$3,250.00

Comm Code	Manufacturer	Specification	Model #
82101800			

**Extended Description:**  
Account Management

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE  CHARLESTON WV 25304 US	WEST VIRGINIA STATE TREASURERS OFFICE - CAPITOL BLDG 1 RM E-145 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
2	Creative/Design Services	50.00000	HOUR	\$65.00	\$3,250.00

Comm Code	Manufacturer	Specification	Model #
82101800			

**Extended Description:**  
Creative/Design Services

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE  CHARLESTON WV 25304 US	WEST VIRGINIA STATE TREASURERS OFFICE - CAPITOL BLDG 1 RM E-145 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
3	Video/Audio Production	20.00000	HOUR	\$100.00	\$2,000.00

Comm Code	Manufacturer	Specification	Model #
82101800			

**Extended Description:**  
Video/Audio Production

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE  CHARLESTON WV 25304 US	WEST VIRGINIA STATE TREASURERS OFFICE - CAPITOL BLDG 1 RM E-145 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
4	Digital Production	20.00000	HOUR	<i>\$75.00</i>	<i>\$1,500.00</i>

Comm Code	Manufacturer	Specification	Model #
82101800			

**Extended Description:**  
Digital Production

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE  CHARLESTON WV 25304 US	WEST VIRGINIA STATE TREASURERS OFFICE - CAPITOL BLDG 1 RM E-145 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
5	Print Production	20.00000	HOUR	<i>\$50.00</i>	<i>\$1,000.00</i>

Comm Code	Manufacturer	Specification	Model #
82101800			

**Extended Description:**  
Print Production

INVOICE TO		SHIP TO	
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE		WEST VIRGINIA STATE TREASURERS OFFICE - CAPITOL BLDG 1 RM E-145	
CHARLESTON	WV 25304	1900 KANAWHA BLVD E CHARLESTON	WV 25305
US		US	

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
6	Print Production	20.00000	HOUR	50.00	1,000.00

Comm Code	Manufacturer	Specification	Model #
82101800			

**Extended Description:**  
Print Production

INVOICE TO		SHIP TO	
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE		WEST VIRGINIA STATE TREASURERS OFFICE - CAPITOL BLDG 1 RM E-145	
CHARLESTON	WV 25304	1900 KANAWHA BLVD E CHARLESTON	WV 25305
US		US	

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
7	Advertisement Placement Buys	0.00000	PCT	65.00	

Comm Code	Manufacturer	Specification	Model #
82101800			

**Extended Description:**  
Advertisement Placement Buys

INVOICE TO		SHIP TO	
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE		WEST VIRGINIA STATE TREASURERS OFFICE - CAPITOL BLDG 1 RM E-145	
CHARLESTON	WV 25304	1900 KANAWHA BLVD E CHARLESTON	WV 25305
US		US	

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
8	Subcontracted Services	0.00000	PCT	\$65.00	

Comm Code	Manufacturer	Specification	Model #
82101800			

**Extended Description:**  
Subcontracted Services

SCHEDULE OF EVENTS		
Line	Event	Event Date



July 13, 2021

Melissa Pettrey
Department of Administration
Purchasing Division
2019 Washington St. E
Charleston, WV 25305

Dear Ms. Pettrey,
Please find attached my proposal for solicitation for Advertising/Marketing/PR.
Here is a summary of the bid.

Table with 6 columns: Line, Description, Qty, Unit of Measure, Unit Price, Total Price. Rows include Account Management, Creative Design Services, Video/Audio Productions, Digital Production, Print Production, Advertisement Placement Buys, and Subcontracted Services.

For your reference some of my clients include HD Media Group, Goodwill Industries of Kanawha Valley, Webb Law Centre, and Physical Exams Inc., to name a few. If you would need references, I would be happy to provide them.

I have included a copy of my State of West Virginia SWAM certification and approval.

Thank you for consideration.

Kind Regards,

Amy M. Ditto (handwritten signature)

Amy M. Ditto
President
Call Ditto, LLC
O: 304-300-7368
C: 803-818-0894
amy@callditto.com