

Request For Proposal
West Virginia State Treasurer's Office
Professional Advertising, Marketing and Promotional
Services
Attachment A: Cost Sheet

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REQUEST FOR PROPOSAL

West Virginia State Treasurer's Office

Professional Advertising, Marketing and Promotional Services

Attachment A: Cost Sheet

Provide cost information as detailed below and submit it in a separate sealed envelope. Cost should be clearly marked.

Bids for hourly rates must include ALL expenses, including travel, overhead, media buys, and markup for third-party subcontracted vendors. Vendor may only charge subcontractor vendor costs when agreed upon ahead of time by the Agency. Vendor must provide a quote comparison for two or more third-party vendors whenever possible, with the exception of media buys. The Agency shall not pay any other fees or costs.

Insert the hourly rate bids in the chart below. Multiply the estimated hours by the hourly rate bids. Enter the total at the bottom.

The Vendor understands that all services will be provided and billed for based upon actual hours. Estimated hours noted on the Cost Sheet are for evaluation purposes only. The Agency makes no guarantee to the actual quantity of service hours that will be required by the Agency.

Services/Category	Estimated Hours	Hourly Rate	TOTAL
Account Management	200	\$ 150.00	\$ 30,000
Campaign Strategy	300	75.00	22,500
Creative Services	500	\$ 118.00	\$ 59,000
Advertisement Placement	100	\$ 75.00	\$ 7,500
FINAL TOTAL:	1,100 Hours	-	\$ 119,000.00

The Manahan Group LLC

Buyer: Toby L. Welch


Solicitation No.: CRFP STO2600000001

Bid Opening Date: Wed., September 17, 2025

Bid Opening Time: 1:30 pm

Fax Number: 304.343.2788

By Signing Below, I attest that the Costs Submitted above are correct. The Manahan Group is an In-State Vendor and a Small Business, and requests that those preferences be awarded to our bid.


Bethany West, President


Date