



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

State of West Virginia Master Agreement

Order Date: 09-20-2023

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:	CMA 1300 1300 STO2200000002 4	Procurement Folder:	876247
Document Name:	Advertising/Marketing/PR	Reason for Modification:	Change Order #03 To Renew Contract
Document Description:	Advertising/Marketing/PR		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-09-30

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000002227	Requestor Name:	Alberta Kincaid
DIGITAL RELATIVITY LLC		Requestor Phone:	(304) 341-0723
108 1/2 CAPITOL ST		Requestor Email:	alberta.kincaid@wvsto.com
CHARLESTON	WV 25301		
US			
Vendor Contact Phone:	304-663-6890		
Extension:			
Discount Details:			
Discount Allowed	Discount Percentage	Discount Days	
#1 No	0.0000	0	
#2 No			
#3 No			
#4 No			

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 FILE LOCATION _____

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

9-20-23 BWT

Purchasing Division's File Copy

Total Order Amount:	Open End
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ENTERED

PURCHASING DIVISION AUTHORIZATION
 DATE: *Mindy O'Neil 9/20/23*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Beverly Tolson 9-21-23*
 ELECTRONIC SIGNATURE ON FILE

9/21/2023

Extended Description:

Change Order

Change Order No. 3 is issued to-renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal: 10/01/2023 through 09/30/2024.

Renewals Remaining: One (1) Year.

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82101800			HOUR	110.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Account Management

Extended Description:

Account Management

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82101800			HOUR	110.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Creative/Design Services

Extended Description:

Creative/Design Services

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	82101800			HOUR	110.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Video/Audio Production

Extended Description:

Video/Audio Production

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	82101800			HOUR	110.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Digital Production

Extended Description:

Digital Production

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	82101800			HOUR	85.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Print Production

Extended Description:
Print Production

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	82101800			HOUR	85.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Survey/Analysis/Evaluation

Extended Description:
Survey/Analysis/Evaluation

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	82101800			PCT	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Advertisement Placement Buys

Extended Description:
Advertisement Placement Buys

Percentage Charged will be 3%

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	82101800			PCT	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Subcontracted Services

Extended Description:
Subcontracted Services

Percentage Charged will be 3%



State of West Virginia

OFFICE OF THE STATE TREASURER
PHONE: 304-558-5000 or 1-800-422-7498
www.wvtreasury.com

STATE CAPITOL, ROOM E-145
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV 25305

RILEY MOORE
STATE TREASURER

September 7, 2023
Via Electronic Communication

Mr. Patrick Strader
Digital Relativity LLC
108-1/2 Capitol Street
Charleston, WV 25301

Subject: Contract CMA STO22*002 for Advertising/Marketing/PR – Ch Order #03

The WV State Treasurer’s Office is offering to renew the above contract under the same terms, conditions and pricing as contained in the original contract including all authorized change orders. The renewal dates are 10/01/2023 through 09/30/2024. If your company agrees to this extension, please sign below and return to my attention for processing (email, fax or US Postal Service). We will also need a current certificate of insurance as a review of the file indicates that the coverage has expired.

Sincerely,

Alberta Kincaid, CPPB
Executive Director of Purchasing
Phone: 304-341-0723 / Fax: 304-340-1518
Email: alberta.kincaid@wvsto.gov / purchasing@wvsto.gov

I/We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.

Name/Signature

Founder/CEO

Printed Title

9/07/2023

Date

