



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: 04-22-2026

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:	CMA 0327 0327 COM2300000001 5	Procurement Folder:	1146311
Document Name:	ADVERTISING SERVICES	Reason for Modification:	
Document Description:	ADVERTISING SERVICES	CHANGE ORDER 03 TO RENEW CONTRACT	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-06-06
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-06-05

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	VS0000002227	Requestor Name:	Carley R Cochran		
DIGITAL RELATIVITY LLC 108 1/2 CAPITOL ST		Requestor Phone:	304-414-2229		
CHARLESTON WV 25301		Requestor Email:	carley.r.cochran@wv.gov		
US		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
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				

INVOICE TO	SHIP TO
PROCUREMENT OFFICER DEPARTMENT OF COMMERCE BLDG 3 SUITE 800 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	DEPARTMENT OF COMMERCE BLDG 3 SUITE 600 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

CR 4-23-26

Total Order Amount:	Open End
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Purchasing Division's File Copy

4/22/26

PURCHASING DIVISION AUTHORIZATION
 DATE: *Mark Oltz - 4/23/2026*
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: *Carley R Cochran*
 DATE: *4-23-26*
 ELECTRONIC SIGNATURE ON FILE

4/23/2026

Extended Description:

CHANGE ORDER 3

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 06/06/2026 -06/05/2027

0 RENEW YEARS REMAINING.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82101800				0.000000
	Service From	Service To			Service Contract Amount
				0.00	

Commodity Line Description: Advertising agency services

Extended Description:

As Per Attachment C- Cost Sheet as attached.



State of West Virginia
DEPARTMENT OF COMMERCE

March 5, 2026

Pat Strader
Digital Relativity, LLC
129 S. Court Street
Unit B
Fayetteville, WV 25840

**RE: CHANGE ORDER #3
COM2300000001—CONTRACT RENEWAL**

Mr. Strader,

The West Virginia Department of Commerce is offering to renew the above referenced contract according to the same terms, conditions, specifications, pricing, and any authorized change orders as stated in the original contract. The renewal dates are from June 6th, 2026, through June 5th, 2027. Please sign below if your company agrees to this renewal.

Carley Cochran

Carley Cochran, Procurement Officer
WV Department of Commerce

[Signature]
Matt Herridge, Cabinet Secretary
WV Department of Commerce

We agree to renew the contract for the period stated above under the same terms, conditions, specifications, and pricing as stated in the original contract, including all authorized change orders.

[Signature]

Name/Title

3/9/2026
Date

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Business Organization Detail

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DIGITAL RELATIVITY LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	11/19/2010		11/19/2010	Domestic	Profit			

Organization Information			
Business Purpose	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services		Capital Stock
Charter County	Kanawha	Control Number	99MJM
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MGR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	108 1/2 CAPITOL STREET CHARLESTON, WV, 25301 ✓
Notice of Process Address	JAMES STRADER 803 49TH STREET VIENNA, WV, 26105
Principal Office Address	108 1/2 CAPITOL STREET CHARLESTON, WV, 25301
Principal Office Mailing Address	PO BOX 599 FAYETTEVILLE, WV, 25840
Type	Address

Officers	
Type	Name/Address
Manager	PATRICK STRADER 601 WOODLAWN AVENUE BECKLEY, WV, 25801
Organizer	PATRICK STRADER 2075 SUNDAY ROAD HICO, WV, 25854 USA
Type	Name/Address

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

Wednesday, April 22, 2026 — 1:56 PM

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e.g. 123456789, Smith Corp

"DIGITAL RELATIVITY LLC" x

Classification

Excluded Individual

Excluded Entity

Federal Organizations

Exclusion Type

- Ineligible (Proceedings Pending)
- Ineligible (Proceedings Complete)
- Prohibition/Restriction
- Voluntary Exclusion

Exclusion Program

Location

Dates

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use</i> Buyer: <u>Larry D. McDonnell</u> Date: <u>4/22/26</u>	Agency: WV DEPARTMENT OF COMMERCE/ SECRETARY OFFICE
Solicitation No. <u>COM23#01 c/o 3</u>	Procurement Officer Submitting Requisition: CARLEY COCHRAN
	Requisition No. CMA COM2300000001
	PF No.: 1146311

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	<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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: _____

