




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: 04-02-2026

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 2888 BBH2600000001 2	Change Order No:	1	Procurement Folder:	1837818
Document Name:	SOR Opioid Stigma Reduction Campaign 2026			Reason for Modification:	
Document Description:	SOR Opioid Stigma Reduction Campaign 2026			Change Order Request No.1 To add additional services.	
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 2	
Free on Board:	FOB Dest, Freight Prepaid				

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000109305	Requestor Name:	Jennifer L Fletcher
THE MANAHAN GROUP LLC		Requestor Phone:	304-352-5598
222 CAPITOL ST STE 400		Requestor Email:	jennifer.l.fletcher@wv.gov
CHARLESTON	WV 25301		
US			
Vendor Contact Phone:	999-999-9999 Extension:		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
PURCHASING AGENT - 304-356-4802	PURCHASING AGENT - 304-356-4802
HEALTH AND HUMAN RESOURCES	HEALTH AND HUMAN RESOURCES
BBH/HF	BBH/HF
350 CAPITOL ST, RM 350	350 CAPITOL ST, RM 350
CHARLESTON WV 25301-3702	CHARLESTON WV 25301-3702
US	US

Total Order Amount:	\$869,775.00
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Purchasing Division's File Copy

CH 4/16/26
 PURCHASING DIVISION AUTHORIZATION
 DATE: 4/13/26
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: 4-13-26
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order Request No. 1

Change Order No.1 is requested to add additional services to support the stigma reduction campaign that will address both awareness and education. This change order is needed to expand on the stigma reduction campaign in West Virginia. Specifically, we request an additional \$483,675.00. The funds will be allocated to labor and outside expenses. The labor hours increase from 835 to 1255 hours for a total of \$131,775.00. Outside costs increase from \$298,425.00 to \$738,000.00. The Manahan Group agrees to abide by all other terms and conditions outlined in the CDO. The total of this change order will now be \$869,775.00.

Original Contract Amount: \$386,100.00

CO 1 to add services and funding: \$483,675.00

New Contract Amount: \$869,775.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	82101800	55.00000	HOUR	\$105.0000	\$5,775.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2026-01-01	2026-09-29			2025-12-01	

Commodity Line Description: Contract Administration/Consultation

Extended Description:

Contract Administration/Consultation

CO 1 to add 20 hours of service.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	82101800	500.00000	HOUR	\$105.0000	\$52,500.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2026-01-01	2026-09-29			2025-12-01	

Commodity Line Description: Account Services

Extended Description:

Account Services

CO 1 to add 162 hours.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	82101800	250.00000	HOUR	\$105.0000	\$26,250.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2026-01-01	2026-09-29			2025-12-01	

Commodity Line Description: Media Buys

Extended Description:

Media Buys

CO 1 to add 66.50 hours.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	82101800	450.00000	HOUR	\$105.0000	\$47,250.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2026-01-01	2026-09-29			2025-12-01	

Commodity Line Description: Design & Copy

Extended Description:
Design & Copy

CO 1 to add 171.50 hours.

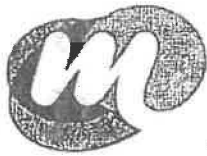
Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	82101800	0.00000		\$0.0000	\$738,000.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2026-01-01	2026-09-29			2025-12-01	

Commodity Line Description: Media Buying Add-On

Extended Description:
Percentage Add-On for Media Buying = 5%

Add on Multiplier: 1.05

CO 1 to add \$439,575.00 for services.



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 2888 BBH2600000001 1

February 24, 2026

Gwynn McGee, MS
Bureau for Behavioral Health
West Virginia Department of Human Services
350 Capitol Street, Rm 350
Charleston, WV 25301

Re: Change Order Request No. 01 for CDO 0506 2888 BBH2600000001 1

Dear Gwynn,

The Manahan Group LLC requests a change to CDO 0506 2888 BBH2600000001 1

Requested Change Order:

Change Order No. 01 is requested to add additional current fiscal-year funding that has not yet been allocated to support the stigma reduction campaign that will address both awareness and education.

This change order is needed to expand on the stigma reduction campaign in West Virginia.

Specifically, we request an additional \$483,675.00. The funds will be allocated to labor and outside expenses. The labor hours increase from 835 to 1255 hours for a total of \$131,775.00. Outside costs increase from \$298,425.00 to \$738,000.00.

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

The total of this change order will now be \$869,775.00.

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

Regards,

Tammy Harper
Sr. Account Manager
The Manahan Group LLC

OK



THE MANAHAN GROUP LLC

222 Capitol Street, Suite 500 • Charleston, WV 25301
P: 304.343.2800 • F: 304.343.2788 • manahangroup.com

Work Order

To: Gwyndolyn McGee
Mark Lanyon
SOR State Opioid Response Program, WV Department of Human Services (DoHS),
Bureau for Behavioral Health (BBH)

From: Tammy Harper
The Manahan Group LLC

RE: Work Order for SOR Opioid Stigma Reduction Campaign, FY2026

Date: February 24, 2026

Statement of Work to be Performed:

The U.S. Substance Abuse and Mental Health Services Administration (SAMHSA) awarded grant funding to the State of West Virginia to assist with treatment for individuals with Substance Use Disorder. The WV Department of Human Services, Bureau for Behavioral Health State Opioid Response (SOR) Grant Program administers the funding through grants to partners throughout the state. The Manahan Group LLC will work with representatives from SOR Grant Program to expend those dollars.

Addiction is treatable and is all too common in our society. There are many ways to stop the cycle of stigma surrounding substance use disorder in WV. Awareness and education are key. This stigma reduction campaign will address both, by implementing Behavior Change Strategies.

The Manahan Group agrees to use the following funding statement on all public facing products and advertisements:

This project is administered by the West Virginia Department of Human Services (DoHS) and is supported by the Substance Abuse and Mental Health Services Administration (SAMHSA) under grant number H79TI087828. Federal funding in the amount of \$869,775 supports 100% of the total project cost, with 0% funded by non-government sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by, SAMHSA/HHS, or the U.S. Government.

Under this Statement of Work, The Manahan Group LLC will create and implement campaign elements to achieve goals set forth such as generating awareness of resources available and increasing website traffic. This will include, but is not limited to the following:

Services

- Campaign Development & Execution
- Development of Social Marketing Tactics
- Production Associated with Campaign Tactics
- Website Development/Updates
- Campaign Optimization & Reporting
- Media Campaign Development & Strategy
- Processing & Management of Invoices

Timeframe:

February 24, 2026 – September 29, 2026 *(The Manahan Group LLC will honor the terms, conditions, and pricing past the expiration date of the master agreement for this work order.)*

Estimated Labor and Costs:

The Manahan Group LLC will need a total of **1,255** labor hours to help create, plan, and coordinate the campaign elements for this project. Per the terms of CMA 0506 0506 HHR2200000001 5, the breakdown of hours between commodity line items is as follows:

Commodity Line Description	# Hours	Rate	Total
Contract Admin/Consultation	55	\$105.00	\$5,775.00
Account Services	500	\$105.00	\$52,500.00
Design/Layout	450	\$105.00	\$47,250.00
Media Buys	250	\$105.00	\$26,250.00

Total Labor: \$131,775.00

Estimated Production and Outside Costs:

The Manahan Group LLC will coordinate production and place media on behalf of WV Department of Human Services, Bureau for Public Health and the SOR Program. Per the terms of CMA 0506 0506 HHR2200000001 5, all outside costs are billed under commodity line item "Media Buying Add-on".

Commodity Line Description	Outside Costs	Total
Media Buying Add-On	Misc.	\$4,989.75
Media Buying Add-On	Media Placements (Net)	\$698,105.00
Media Buying Add-On	5% Mark-up on Media Placements	\$34,905.25

Total Outside Costs: \$738,000.00

WORK ORDER TOTAL: \$869,775.00

Submitted by:

Tammy Harper

Tammy Harper

The Manahan Group LLC



STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR BEHAVIORAL HEALTH

Christina Mullins, MA
Acting Cabinet Secretary

Elizabeth Hardy
Commissioner

April 7, 2026

Bryan Rosen, Purchasing Director
Office of Shared Administration
One Davis Square, Suite 100
Charleston, WV 25301

Re: Justification for Changes to CDO BBH26*01 to Allot for Cost Increase

Please accept this letter as a formal request and justification for an increase in the costs associated with CDO BBH26*01 which is awarded to The Manahan Group LLC. This delivery order is funded by and provides services under the Federal Substance Abuse and Mental Health Services Administration (SAMHSA) State Opioid Response (SOR) grant funding. The original delivery order was awarded to fund an anti-stigma campaign for opioid use disorder and encumbered all available funding at that time. Subsequent to that award, BBH had requested and received Federal Approval for a Carryover of unspent prior years funding. With that approval we are now seeking to add development of new materials and to expand that original campaign for the remainder of the grant period.

The BBH has reviewed and fully supports the statement of work expansion of this project and note that we are satisfied with the work provided by the vendor. Thank you for your consideration of this request, and if you have any questions, please feel free to contact me directly at (304) 352-5592.

Sincerely,

A handwritten signature in black ink, appearing to read "Damon Iarossi".

Damon Iarossi
Deputy Commissioner for Administration
Bureau for Behavioral Health
WV Department of Human Services

OK
A handwritten signature in black ink, appearing to read "Althes Greenhowe".





Scheduled SAM Maintenance [Show Details](#)
Apr 3, 2026



[See All Alerts](#)

Contract Awards Scheduled Maintenance [Show Details](#)
Mar 30, 2026



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Search

All Words

e.g. 1606N020Q02

Filter By

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

Any Words ⁱ

All Words ⁱ

Exact Phrase ⁱ

e.g. 123456789, Smith Corp

"the manahan group llc" ×

Entity ∨

Location ∨

Status ∧

Active

Inactive

Reset

[Entity Information](#) ∧



[All Entity Information](#)

[Entities](#)

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[Responsibility / Qualification](#) ∧



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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	

Type	Name/Address
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	
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Date filed

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

Monday, April 6, 2026 — 1:57 PM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>4/6/26</u> Solicitation No. <u>CDO BBH26*01</u>	Agency: OSA Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CDO 0506 BBH26*1 PF No.: 1837818
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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:

	Compliance Check Type	Required	Provided, if 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 type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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: _____

Crystal Hustead