



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 2896 WIC2300000002 19	Change Order No:	4	Procurement Folder:	1141887
Document Name:	Advertising and Marketing Service			Reason for Modification:	
Document Description:	Advertising and Marketing Service			CO 4 - To cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.	
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 19	
Free on Board:	FOB Dest, Freight Prepaid				

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000109305			Requestor Name:	Erin C Basham
THE MANAHAN GROUP LLC 222 CAPITOL ST STE 400				Requestor Phone:	304-356-4097
CHARLESTON WV 25301				Requestor Email:	erin.c.basham@wv.gov
US				<div style="text-align: center; font-size: 2em; font-weight: bold;">2026</div> FILE LOCATION _____	
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 DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 515 CHARLESTON WV 25301-3717 US	WV DHHR Materials Management OFFICE OF HEALTH FACILITIES 160 JACOBSON DRIVE DOCK 11 POCA WV 25159-9772 US

Total Order Amount:	\$830,336.09
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Purchasing Division's File Copy

CH 4/8/26
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara* 4/8/26
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Cody* 4-20-26
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change order 4 is to cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Original Contract Total: \$861,780.00
Change Order # Decrease: (\$ 31,443.91)
New Contract Total: \$830,336.09

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	82101800	6.00000	HOUR	\$105.0000	\$630.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-01	2024-01-31				

Commodity Line Description: Contract Administration/Consultation

Extended Description:

CO 4 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Contract Administration/Consultation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	82101800	150.00000	HOUR	\$105.0000	\$15,750.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-01	2025-09-30				

Commodity Line Description: Account Services

Extended Description:

CO 4 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Account Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	82101800	12.25000	HOUR	\$105.0000	\$1,286.25
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-01	2024-01-31				

Commodity Line Description: Media Buys

Extended Description:

CO 4 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Media Buys

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	82101800	200.00000	HOUR	\$105.0000	\$21,000.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-01	2025-09-30				

Commodity Line Description: Design & Copy

Extended Description:

CO 4 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Design & Copy

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	82101800	0.00000		\$0.0000	\$183,819.60
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-01	2024-01-31				

Commodity Line Description: Media Buying Add-On

Extended Description:

CO 4 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Percentage Add-On for Media Buying = 5%

Add on Multiplier: 1.05

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	82101800	10.00000	HOUR	\$105.0000	\$1,050.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-01	2025-09-30				

Commodity Line Description: Contract Administration/Consultation

Extended Description:

CO 4 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Contract Administration/Consultation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	82101800	150.00000	HOUR	\$105.0000	\$15,750.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-01	2025-09-30				

Commodity Line Description: Account Services

Extended Description:

CO 4 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Account Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	82101800	337.75000	HOUR	\$105.0000	\$35,463.75
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-01	2025-09-30				

Commodity Line Description: Media Buys

Extended Description:

CO 4 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Media Buys

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	82101800	200.00000	HOUR	\$105.0000	\$21,000.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-01	2025-09-30				

Commodity Line Description: Design & Copy

Extended Description:

CO 4 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Design & Copy

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	82101800	0.00000		\$0.0000	\$405,436.49
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-01	2025-09-30				

Commodity Line Description: Media Buying Add-On

Extended Description:

CO 4 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Percentage Add-On for Media Buying = 5%

Add on Multiplier: 1.05

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	82101800	980.00000	HOUR	\$105.0000	\$102,900.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-01	2025-09-30				

Commodity Line Description: Account Services

Extended Description:

CO 4 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Account Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	82101800	250.00000	HOUR	\$105.0000	\$26,250.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-01	2025-09-30				

Commodity Line Description: Design & Copy

Extended Description:

CO 4 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Design & Copy



THE MANAHAN GROUP LLC

222 Capitol Street, Suite 400 • Charleston, WV 25301

P: 304.343.2800 • F: 304.343.2788

Close out Request – CDO 0506 2896 WIC2300000002 11

March 17, 2026

Charles Adkins, MPH, CHES, CHN
Operations Division Director
Office of Nutritional Services
West Virginia Department of Health
350 Capitol Street
Charleston, WV 25301

Re: Close out Request CDO 0506 2896 WIC2300000002 11.

Dear Charles,

The Manahan Group LLC requests to close out CDO 0506 2896 WIC2300000002 11.

The Manahan Group LLC wishes to release the unspent funds totaling \$31,443.91.

All invoices that have been sent have been paid. We have no further claims or obligations against this CDO.

Regards,



Ron Jarrett
VP Comptroller

Agreed





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



[See All Alerts](#)

Revolutionary FAR Overhaul Impacts to SAM.gov [Show Details](#)
Aug 15, 2025



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All Words

e.g. 1606N020Q02

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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

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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 Servies - Professional, Scientific and Technical Servies - 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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For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, April 8, 2026 — 8:26 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husband</u> Date: <u>4/8/26</u> Solicitation No. <u>CDO WIC23*02</u> <div style="font-size: 1.5em; color: blue; text-align: center;"> copy 4 cancel close out </div>	Agency: ONS Procurement Officer Submitting Requisition: Erin Basham Requisition No. CDO WIC23*002 PF No.: 1141887
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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