



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

State of West Virginia Contract

Order Date: 03-03-2025

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: | CCT 0222 0222 PEL2400000001 4 | Procurement Folder: | 1355806 |
| Document Name: | NeoGov Subscription | Reason for Modification: | |
| Document Description: | Software - Recruitment Selection & Applicant Tracking | Change Order No. 2 - to renew contract | |
| Procurement Type: | Central Sole Source | | |
| Buyer Name: | Tara Lyle | | |
| Telephone: | (304) 558-2544 | | |
| Email: | tara.l.lyle@wv.gov | | |
| Shipping Method: | Best Way | Effective Start Date: | 2024-04-01 |
| Free on Board: | FOB Dest, Freight Prepaid | Effective End Date: | 2026-03-31 |

| VENDOR | | | | DEPARTMENT CONTACT | |
|------------------------------------|------------------|---------------------|-------|---------------------------------------|--|
| Vendor Customer Code: 000000175715 | | | | Requestor Name: James S Knapp | |
| NEOGOV | | | | Requestor Phone: (304) 558-3950 | |
| 2120 PARK PL STE 100 | | | | Requestor Email: james.s.knapp@wv.gov | |
| EL SEGUNDO | | CA | 90245 | | |
| US | | | | | |
| Vendor Contact Phone: 310-631-9990 | | Extension: | | | |
| Discount Details: | | | | | |
| | Discount Allowed | Discount Percentage | | Discount Days | |
| #1 | No | 0.0000 | | 0 | |
| #2 | Not Entered | | | | |
| #3 | Not Entered | | | | |
| #4 | Not Entered | | | | |

| INVOICE TO | SHIP TO |
|---|---|
| ASA1 DIVISION OF PERSONNEL BLDG 3, SUITE 500 1900 KANAWHA BLVD E CHARLESTON WV 25305-0139 US | ASA1 DIVISION OF PERSONNEL BLDG 3, SUITE 500 1900 KANAWHA BLVD E CHARLESTON WV 25305-0139 US |

| | |
|---------------------|--------------|
| Total Order Amount: | \$626,383.85 |
|---------------------|--------------|

Purchasing Division's File Copy

| | | |
|---|---|--|
| PURCHASING DIVISION AUTHORIZATION DATE: 3/3/25 ELECTRONIC SIGNATURE ON FILE | ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 3/16/2025 ELECTRONIC SIGNATURE ON FILE | ENCUMBRANCE CERTIFICATION DATE: 3-10-25 ELECTRONIC SIGNATURE ON FILE |
|---|---|--|

Extended Description:

Change Order No. 02 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: April 1, 2025 through March 31, 2026

Renewal Years Remaining: 1

No other changes.

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 1 | 43231505 | 0.00000 | | 0.000000 | \$0.00 |
| Service From | Service To | Manufacturer | | Model No | |
| 2024-04-01 | 2025-03-31 | | | | |

Commodity Line Description: Software - Subscription for Perform

Extended Description:

Line inactivated - use Commodity Line 3

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 2 | 43231505 | 0.00000 | | 0.000000 | \$0.00 |
| Service From | Service To | Manufacturer | | Model No | |
| 2024-04-01 | 2025-03-31 | | | | |

Commodity Line Description: Software - Subscription for Insight

Extended Description:

Line inactivated - use Commodity Line 4

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|--------------|
| 3 | 43231505 | 0.00000 | | 0.000000 | \$197,281.00 |
| Service From | Service To | Manufacturer | | Model No | |
| 2024-04-01 | 2025-03-31 | | | | |

Commodity Line Description: Software - Subscription for Perform

Extended Description:

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|--------------|
| 4 | 43231505 | 0.00000 | | 0.000000 | \$118,883.00 |
| Service From | Service To | Manufacturer | | Model No | |
| 2024-04-01 | 2025-03-31 | | | | |

Commodity Line Description: Software - Subscription for Insight

Extended Description:

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|--------------|
| 5 | 43231505 | 0.00000 | | 0.000000 | \$197,281.00 |
| Service From | Service To | Manufacturer | | Model No | |
| 2025-04-01 | 2026-03-31 | | | | |

Commodity Line Description: Software - Subscription for Perform 2025

Extended Description:

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|--------------|
| 6 | 43231505 | 0.00000 | | 0.000000 | \$112,938.85 |
| Service From | Service To | Manufacturer | | Model No | |
| 2025-04-01 | 2026-03-31 | | | | |

Commodity Line Description: Software - Subscription for Insight 2025

Extended Description:

WV-96
1/1/2019

STATE OF WEST VIRGINIA ADDENDUM TO VENDOR'S STANDARD CONTRACTUAL FORMS

State Agency, Board, or Commission (the "State"): *WV Division of Personnel*

Vendor: *Neo Gov*

Contract/Lease Number ("Contract"): *CCT PEL24W01 / CSSD PEL24W01*

Commodity/Service: *Software*

The State and the Vendor are entering into the Contract identified above. The Vendor desires to incorporate one or more forms it created into the Contract. Vendor's form(s), however, include(s) one or more contractual terms and conditions that the State cannot or will not accept. In consideration for the State's incorporating Vendor's form(s) into the Contract, the Vendor enters into this Addendum which specifically eliminates or alters the legal enforceability of certain terms and conditions contained in Vendor's form(s). Therefore, on the date shown below each signature line, the parties agree to the following contractual terms and conditions in this Addendum are dominate over any competing terms made a part of the Contract:

1. **ORDER OF PRECEDENCE:** This Addendum modifies and supersedes anything contained on Vendor's form(s) whether or not they are submitted before or after the signing of this Addendum. **IN THE EVENT OF ANY CONFLICT BETWEEN VENDOR'S FORM(S) AND THIS ADDENDUM, THIS ADDENDUM SHALL CONTROL.**
2. **PAYMENT** – Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software licenses, subscriptions, or maintenance may be paid annually in advance.
Any language imposing any interest or charges due to late payment is deleted.
3. **FISCAL YEAR FUNDING** – Performance of this Contract is contingent upon funds being appropriated by the WV Legislature or otherwise being available for this Contract. In the event funds are not appropriated or otherwise available, the Contract becomes of no effect and is null and void after June 30 of the current fiscal year. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.
4. **RIGHT TO TERMINATE** – The State reserves the right to terminate this Contract upon thirty (30) days written notice to the Vendor. If this right is exercised, the State agrees to pay the Vendor only for all undisputed services rendered or goods received before the termination's effective date. All provisions are deleted that seek to require the State to (1) compensate Vendor, in whole or in part, for lost profit, (2) pay a termination fee, or (3) pay liquidated damages if the Contract is terminated early.
Any language seeking to accelerate payments in the event of Contract termination, default, or non-funding is hereby deleted.
5. **DISPUTES** – Any language binding the State to any arbitration or to the decision of any arbitration board, commission, panel or other entity is deleted; as is any requirement to waive a jury trial.
Any language requiring or permitting disputes under this Contract to be resolved in the courts of any state other than the State of West Virginia is deleted. All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.
Any language requiring the State to agree to, or be subject to, any form of equitable relief not authorized by the Constitution or laws of State of West Virginia is deleted.
6. **FEES OR COSTS:** Any language obligating the State to pay costs of collection, court costs, or attorney's fees, unless ordered by a court of competent jurisdiction is deleted.
7. **GOVERNING LAW** – Any language requiring the application of the law of any state other than the State of West Virginia in interpreting or enforcing the Contract is deleted. The Contract shall be governed by the laws of the State of West Virginia.
8. **RISK SHIFTING** – Any provision requiring the State to bear the costs of all or a majority of business/legal risks associated with this Contract, to indemnify the Vendor, or hold the Vendor or a third party harmless for any act or omission is hereby deleted.
9. **LIMITING LIABILITY** – Any language limiting the Vendor's liability for direct damages ~~to person or property is deleted.~~ for bodily injury, death, or damage to property (tangible or intangible) caused by the negligence or willful misconduct of such person's employees or agents is deleted.
10. **TAXES** – Any provisions requiring the State to pay Federal, State or local taxes or file tax returns or reports on behalf of Vendor are deleted. The State will, upon request, provide a tax exempt certificate to confirm its tax exempt status.
11. **NO WAIVER** – Any provision requiring the State to waive any rights, claims or defenses is hereby deleted.

WV-96
1/1/2019

12. **STATUTE OF LIMITATIONS** – Any clauses limiting the time in which the State may bring suit against the Vendor or any other third party are deleted.
13. **ASSIGNMENT** – The Vendor agrees not to assign the Contract to any person or entity without the State's prior written consent, which will not be unreasonably delayed or denied. The State reserves the right to assign this Contract to another State agency, board or commission upon thirty (30) days written notice to the Vendor. These restrictions do not apply to the payments made by the State. Any assignment will not become effective and binding upon the State until the State is notified of the assignment, and the State and Vendor execute a change order to the Contract.
14. **RENEWAL** – Any language that seeks to automatically renew, modify, or extend the Contract beyond the initial term or automatically continue the Contract period from term to term is deleted. The Contract may be renewed or continued only upon mutual written agreement of the Parties.
15. **INSURANCE** – Any provision requiring the State to maintain any type of insurance for either its or the Vendor's benefit is deleted.
16. **RIGHT TO REPOSSESSION NOTICE** – Any provision for repossession of equipment without notice is hereby deleted. However, the State does recognize a right of repossession with notice.
17. **DELIVERY** – All deliveries under the Contract will be FOB destination unless the State expressly and knowingly agrees otherwise. Any contrary delivery terms are hereby deleted.
18. **CONFIDENTIALITY** – Any provisions regarding confidential treatment or non-disclosure of the terms and conditions of the Contract are hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act ("FOIA") (W. Va. Code §29B-a-1, et seq.) and public procurement laws. This Contract and other public records may be disclosed without notice to the vendor at the State's sole discretion.
- Any provisions regarding confidentiality or non-disclosure related to contract performance are only effective to the extent they are consistent with FOIA and incorporated into the Contract through a separately approved and signed non-disclosure agreement.
19. **THIRD-PARTY SOFTWARE** – If this Contract contemplates or requires the use of third-party software, the vendor represents that none of the mandatory click-through, unsigned, or web-linked terms and conditions presented or required before using such third-party software conflict with any term of this Addendum or that it has the authority to modify such third-party software's terms and conditions to be subordinate to this Addendum. ~~The Vendor shall indemnify and defend the State against all claims resulting from an assertion that such third-party terms and conditions are not in accord with, or subordinate to, this Addendum.~~
20. **AMENDMENTS** – The parties agree that all amendments, modifications, alterations or changes to the Contract shall be by mutual agreement, in writing, and signed by both parties. Any language to the contrary is deleted.

Notwithstanding the foregoing, this Addendum can only be amended by (1) identifying the alterations to this form by using *Italics* to identify language being added and ~~strike through~~ for language being deleted (do not use track-changes) and (2) having the Office of the West Virginia Attorney General's authorized representative expressly agree to and knowingly approve those alterations.

State: WV Division of Personnel

By:

Sheryl B. Webb

Printed Name: Sheryl B. Webb

Title: Director

Date: 3/21/24

Vendor: Governmentjobs.com Inc

DocuSigned by:

By:

Alex Chun

EB203BD7D816408

Alex Chun

Printed Name:

Title: CFO

Date: 3/21/2024 | 1:22:35 PM PDT



west virginia
DIVISION OF PERSONNEL

Sheryl R. Webb, Director
Eric L. Householder, Cabinet Secretary

January 16, 2025

Alex Chun, Chief Financial Officer
NEOGOV [Vendor# 000000175715]
222 N Sepulveda Blvd #2000
El Segundo, CA 90245

Re: **Renewal Letter CCT PEL2400000001**

Software- Recruitment Selection & Applicant Tracking

Mr. Chun:

The State of WV Division of Personnel is offering to renew the Software- Recruitment Selection and Applicant Tracking Contract for the Centralized Contract CCT PEL2400000001 according to the same terms, conditions, specifications contained in the original contract.

The renewal period will begin on **April 1, 2025 through March 31, 2026**. If you agree to this renewal, please sign below and return to my attention.

Sincerely,

A handwritten signature in blue ink that reads "Sheryl R. Webb".

Sheryl R. Webb
Director of Personnel

NEOGOV agrees to renew the contract as stated above according to the same terms, conditions, specifications and pricing contained in the original contract including all authorized change orders.

DocuSigned by:
A handwritten signature in blue ink that reads "Alex Chun".
C48A2B32DE9F457...

Signature

1/29/2025 | 4:29:27 PM PST

Date

Alex Chun CFO

Name and Title Printed

Building 3, Suite 500, 1900 Kanawha Boulevard, East, Charleston, West Virginia 25305-0139
TEL: 304.558.3950 VISIT OUR WEBPAGE AT: www.personnel.wv.gov FAX: 304.957.0141

THE DIVISION OF PERSONNEL IS AN EQUAL OPPORTUNITY EMPLOYER



t 800.749.5104
2120 Park Pl. Suite 100
El Segundo, CA 90245



Your signature below constitutes acceptance of terms herein and contractual commitment to purchase the items listed above.

Accepted and Agreed By: **West Virginia, State of (WV)**

Signed By NEOGOV:

Signature:

A handwritten signature in blue ink that reads "Sheryl R. Webb".

Printed Name: **Sheryl R. Webb**

Title: **Director**

Date: **1/14/2025**

Signature:

DocuSigned by:
A handwritten signature in blue ink that reads "Alex Chun".

Printed Name: **Alex Chun**

Title: **CFO**

Date: **1/29/2025 | 4:29:27 PM PST**

THE INFORMATION AND PRICING CONTAINED IN THIS ORDER FORM IS STRICTLY CONFIDENTIAL



t 800.749.5104
2120 Park Pl. Suite 100
El Segundo, CA 90245



THIS IS NOT AN INVOICE

| Contract Records | | Order Details | |
|----------------------------------|------------------------------|---------------------|----------|
| Account Number: | A-648037 | Order #: | Q-339281 |
| Customer: | West Virginia, State of (WV) | Valid Until: | 4/1/2025 |
| Effective Employee Count: | 11,407 | | |
| Sales Rep: | Salesforce Administrator | | |

| Customer Contact | | Shipping Contact | |
|-------------------------------|--|--------------------------------|--|
| Billing Contact: | West Virginia, State of (WV) Sheryl Webb | Shipping Contact : | West Virginia, State of (WV) Sheryl Webb |
| Billing Address: | 1900 Kanawha Blvd East Charleston, WV 25305 | Shipping Address: | 1900 Kanawha Blvd East Charleston, WV 25305 |
| Billing Contact Email: | | Shipping Contact Email: | |
| Billing Phone: | (304) 558-3950 | Shipping Phone: | (304) 558-3950 |

| Payment Terms | | Notes: | |
|----------------------|--------|--|--|
| Payment Term: | Net 60 | Updated Employee Count for each product at Renewal | |
| PO Number: | | | |

Subscription Service

April 2025

| Item | Type | Start Date | End Date | Qty. | License Type | Total (USD) |
|--------------------------|-----------|------------|-----------|--------|----------------|---------------------|
| Perform Subscription | Recurring | 4/1/2025 | 3/31/2026 | 11,407 | Employee Based | \$197,281.00 |
| Insight Subscription | Recurring | 4/1/2025 | 3/31/2026 | 10,763 | Employee Based | \$112,938.85 |
| April 2025 TOTAL: | | | | | | \$310,219.85 |
| Total: | | | | | | \$310,219.85 |

This price does NOT include any sales tax. Total in USD

Additional Terms and Conditions

License Terms: Enterprise license denotes that Customer has purchased an enterprise wide license up to the employee count specified above. User based license denotes that Customer has purchased the number of licenses set forth in the quantity column. Item count denotes the number of items that Customer has licensed as set forth in the quantity column.

Payment Terms: All invoices issued hereunder are **due upon the invoice due date**. If the Order is for a period longer than one year, the fees for the first period shown shall be invoiced immediately and the fees for future years/periods shall be invoiced annually in advance of each 12 month period shown on the Order, but regardless of the billing cycle, Customer is responsible for the fees for the entire Order. The fees set forth in this Service Order are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable. Payment for services ordered hereunder shall be made to GovernmentJobs.com, Inc., (D/B/A NEOGOV).

Terms & Conditions: This Order Form creates a legally binding contract on the parties. Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (D/B/A/ NEOGOV), parent company of PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "NEOGOV") and Customer, this Order Form and the services to be furnished pursuant to this Order Form are subject to the terms and conditions set forth here: <https://www.neogov.com/service-specifications>. The Effective Date (as defined in the terms and conditions) shall be the Subscription Start Date.

Special Condition:



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION

SAMANTHA WILLIS
PURCHASING DIRECTOR

PURCHASING DIVISION

To: All State Agencies Under Purchasing Division

From: Samantha Willis, Director & General Counsel

WV Purchasing *SLW*

Date: January 23, 2025

Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

The Accompanying Request has been reviewed and approved by the following:

Sheryl R. Webb

Agency Head

1/28/2025

Date

Eric Householder

Cabinet Secretary/Department Head

1/30/25

Date

[Signature]

Governor's Office Representative

2/2/25
Date

Software Contract DOP



MEMORANDUM

To: Eric L. Householder, Cabinet Secretary
Department of Administration

From: Sheryl R. Webb, Director

Date: January 28, 2025

Re: Purchasing Contract Over \$100,000

The Division of Personnel (DOP) has a software contract for a recruitment and applicant tracking system (Insight) and employee performance appraisal system (Perform) with NEOGOV. The current contract is from April 1, 2024 through March 31, 2025. The renewal is for April 1, 2025 through March 31, 2026. The DOP has begun the renewal process of getting required signatures between the vendor and agency for the renewal letter and contract to ensure there is time for the contract to get approvals through the Purchasing process.

| | |
|----------------------|----------------|
| Insight Subscription | \$ 112,938.85 |
| Perform Subscription | \$ 197,281.00* |
| Total | \$ 310,219.85 |

**The Perform subscription is paid for by the DOP and reimbursed by the agencies that utilize the electronic employee appraisal system.*

Detailed Justification for Expenditure

Since 2005, NEOGOV has been the sole system for automating the hiring process for DOP-covered agencies in West Virginia. Prior to implementing the NEOGOV/Insight software, the applicant tracking process and recordkeeping for the state was manually maintained. Upon implementation in 2005, NEOGOV/Insight became the repository for all applicant records and it houses the history of applicants and position postings since implementation.

Through this software, the DOP uses NEOGOV/Insight to:

- post jobs on the www.personnel.wv.gov website
- accept online applications
- rate applications electronically
- provide lists of eligible applicants to hiring agencies

- serve as an electronic record of applicant profiles
- ensure compliance with merit principles for hiring
- Track applicants disqualified from employment or reemployment

This system not only automates the DOP part of applicant processing, it also serves as the system of inquiry and requests used by over 103 agencies throughout the state, including affiliated local health departments, seeking to hire applicants for more than 3,000 position postings annually.

This multidimensional software program enables the DOP to communicate quickly and effectively with hiring agencies in all areas of the state. In addition, it provides a mechanism for communicating effectively with the 42,871 applicants who apply for West Virginia positions nationwide and globally each year.

The NEOGOV/Insight system has been used for posting positions and rating and tracking applicants for positions available to the general public. Class specifications are housed in NEOGOV for display to our website instead of utilizing the mainframe Human Resources Information System (HRIS). Additionally, the DOP transitioned from HRIS to NEOGOV for the job posting approval process. This is especially important since the Office of Technology wants all processes removed from HRIS and other mainframe systems as it will be maintained solely for historical information.

The State of West Virginia depends on NEOGOV/Insight to keep job postings, applicant tracking and applicant records current, accurate and accessible. NEOGOV meets the needs of applicant tracking for the state and includes in the annual renewal a variety of consultative resources, monthly conferences and webinars to enable DOP's recruiting staff to troubleshoot system issues, expand use of the system resources and learn more about best practices for use of the system with no extra cost to the state. NEOGOV has always provided solutions to any issues that have developed in our use of the system at no additional charge.

The NEOGOV/Insight system is robust. The system has the capacity to integrate records from applicants, to support testing and scoring, and to supply recruiting and hiring metrics. It can also serve as an automated resource for interview scoring and subject matter expert review.

There are numerous applicant tracking systems of varying functionality on the market. Most are not specifically designed to meet the specialized and firmly established needs of recruiting and hiring processes for state and local governments. West Virginia's DOP was the first state personnel agency to become a NEOGOV/Insight user.

The consequence of ending the NEOGOV/Insight relationship would be major statewide recruiting issues which could possibly produce devastating results. The cost of evaluating and implementing a new system



for the State of West Virginia and local health departments would substantially outweigh any potential benefit that may be gained through changing systems or eliminating this contract.

In early 2020, the DOP with the approval of the Cabinet Secretary of the Department of Administration, began the process of revising and updating the employee performance appraisal (EPA) process, which is required of all covered agencies under the Division of Personnel's Employee Performance Appraisal Policy (DOP-17).

Evidence of meritorious performance via the EPA process is necessary as all post-appointment promotions and discretionary increases in the classified service must be based on merit and fitness and such documentation is necessary to ensure that said increases are not arbitrary or based on factors not related to performance. As such it is important to ensure such processes and procedures are being consistently adhered to within agencies and the unrevised paper processes were making HR tracking of that unwieldy. This was confirmed in the data gathering portion of the revision process, which uncovered a desire from HR representatives and supervisors/managers to transition the process online in order to make it easier to track as well as make the reporting requirements and performance feedback easier and more real time for employees, supervisors, and agency administrators.

Thank you for your consideration of this request to move forward with the NEOGOV contract renewal process.



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY

Eric L. Householder
Cabinet Secretary

State Capitol
Charleston, West Virginia 25305

Heather D. Abbott
Chief Information Officer

**TO: Shelia Gray, Procurement Supervisor
Department of Administration**

**FROM: Heather D. Abbott, Chief Information Officer
Office of Technology**

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
IS&C NUMBER: 2025-2439**

DATE: February 19, 2025

West Virginia Code §5A-6-4(a) permits the Chief Information Officer to review and approve technology purchases for suitability to ensure such purchases comport with the State of West Virginia's overall strategic information technology goals.

West Virginia Code §5A-6-4c requires the Chief Information Officer to review and approve "technology projects."

West Virginia Code §5A-6-5 requires that "any state spending unit that pursues an information technology purchase that does not meet the definition of a 'technology project' and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Information Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems.

After conducting a review of your request for Renew Centralized Contract CCT PEL2400000001, the Office of Technology has determined:

X That your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

This memorandum constitutes this office's official review and a copy should be attached to your purchase order and any other correspondence related to this request.

If you have questions, or need additional information, please contact Consulting Services at Consulting.Services@wv.gov.

You are viewing this page over a secure connection. Click [here](#) for more information.

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.

GOVERNMENTJOBS.COM, INC.

Organization Information

| Org Type | Effective Date | Established Date | Filing Date | Charter | Class | Sec Type | Termination Date | Termination Reason |
|-----------------|----------------|------------------|-------------|---------|--------|----------|------------------|--------------------|
| C Corporation | 1/31/2013 | | 1/31/2013 | Foreign | Profit | | | |

Organization Information

| | | | | | |
|---------------------------|--|---------------------------|---------------|----------------------|--|
| Business Purpose | 5415 - Professional, Scientific and Technical Servies - Professional, Scientific and Techincal Servies - Computer Systems Design and Related Services (design, programming, facilities mgmt) | | | Capital Stock | |
| Charter County | | Control Number | 0 | | |
| Charter State | CA | Excess Acres | | | |
| At Will Term | | Member Managed | | | |
| At Will Term Years | | Par Value | | | |
| Authorized Shares | | Young Entrepreneur | Not Specified | | |



Addresses

| Type | Address |
|----------------------------------|--|
| Local Office Address | 300 CONTINENTAL BLVD STE 565 EL SEGUNDO, CA, 90245 |
| Mailing Address | 2120 PARK PLACE EL SEGUNDO, CA, 90245 USA |
| Notice of Process Address | NATIONAL REGISTERED AGENTS, INC 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561 |
| Principal Office Address | 2120 PARK PLACE EL SEGUNDO, CA, 90245 USA |
| Type | Address |

Officers

| Type | Name/Address |
|------------------|---|
| Director | BRIAN CHANG 2120 PARK PLACE EL SEGUNDO, CA, 90245 |
| Director | NICHOLAS SMITH WANG 2120 PARK PLACE EL SEGUNDO, CA, 90245 |
| President | SHANE EVANGELIST 2120 PARK PLACE EL SEGUNDO, CA, 90245 |
| Secretary | DAVID EISLER 2120 PARK PLACE EL SEGUNDO, CA, 90245 |
| Treasurer | ALEX CHUN 2120 PARK PLACE EL SEGUNDO, CA, 90245 |
| Type | Name/Address |

Annual Reports

Filed For

2024

2023

2022

| |
|-------------------|
| 2021 |
| 2020 |
| 2019 |
| 2018 |
| 2017 |
| 2015 |
| Date filed |

[File Your Current Year Annual Report Online Here](#)

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

Monday, March 3, 2025 — 10:48 AM

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Document Navigator



Header

Renewal Period

Accounting Distribution

Vendor

Business Type

Commodity

Commodity T & C

Accounting

Posting

Sub Vendor

Terms and Conditions

Special Instructions

Award Details

Surety/Insurance

Supporting Documents

Vendor

Vendor Customer: 000000175715

Legal Name:

| | Vendor Line | Vendor Cust |
|----------------------|-------------|--------------|
| | 1 | 000000175715 |
| From 1 to 1 Total: 1 | | |

Vendor

Discount

Vendor Customer: 000000175715



Legal Name: NEOGOV

Alias/DBA: GOVERNMENT JOBS COM INC

Address Code: CV20001



2120 PARK PL STE 100

EL SEGUNDO

CA

90245

US

Web Address http://:

Vendor Preference Level: 99

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

"governmentjobs.com, inc."

×

Entity



Location



Status



☒ Active

☐ Inactive

Reset



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

Search inactive

Go back

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

| | |
|--|---|
| <i>Purchasing Division Use:</i> Buyer: <u>12/05</u> Date: <u>3/3/25</u> Solicitation No. <u>C0#2</u> <u>Renew</u> | Agency: DOA Division of Personnel <hr/> Procurement Officer Submitting Requisition: Shelia Gray <hr/> Requisition No. Centralized Contract(CCT)Dept:0222ID:PEL2400000001 <hr/> PF No.: 1355806 |
|--|---|

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