



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

State of West Virginia Contract

Order Date: 06-21-2022

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 PEL2100000001 3	Procurement Folder:	818301
Document Name:	NeoGov Subscription	Reason for Modification:	Change Order No. 1 issued to renew and increase the original contract
Document Description:	Software - Recruitment Selection and Applicant Tracking		
Procurement Type:	Central Sole Source		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-02-20
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-02-19

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000175715 NEOGOV DEPT LA 25067 PASADENA CA 91185 US Vendor Contact Phone: 301-631-9990 Extension:	Requestor Name: Cynthia D Baker Requestor Phone: (304) 558-3950 Requestor Email: cynthia.d.baker@wv.gov																				
Discount Details:	22 FILE LOCATION																				
<table><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
		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

Purchasing Division's File Copy Total Order Amount: \$548,512.10

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tina H 6/22/2022</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>June 27 2022</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No. 1 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract and including all authorized change orders, except that the contract (unit prices, hourly rates annual fee, etc.) is increased as defined in the attached documentation.

Effective date of renewal: 02/20/2022 - 02/19/2023

Renewals remaining: (1)

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect. No other changes..

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43231505	1.00000	LS	87405.050000	\$87,405.05
Service From	Service To	Manufacturer	Model No		
2021-02-20	2023-02-19				

Commodity Line Description: Software - Recruitment Selection and Applicant Tracking

Extended Description:

Software - Recruitment Selection and Applicant Tracking

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43231505	1.00000	LS	214702.000000	\$214,702.00
Service From	Service To	Manufacturer	Model No		
2021-02-20	2023-02-19				

Commodity Line Description: Software - Employee Performance Tracking Software

Extended Description:

Software - Employee Performance Tracking Software

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	43231505	1.00000	LS	246405.050000	\$246,405.05
Service From	Service To	Manufacturer	Model No		
2022-02-20	2023-02-19				

Commodity Line Description: Subscription for Insight and Perform

Extended Description:

Software - Recruitment Selection and Applicant Tracking

	Document Phase	Document Description	Page 3
PEL2100000001	Pending	Software - Recruitment Selection and Applicant Tracking	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



west virginia
DIVISION OF PERSONNEL

Sheryl R. Webb, Director
Mark D. Scott, Cabinet Secretary

March 15, 2022

Mike Burns, Accounting Director
NEOGOV [Vendor# 000000175715]
222 N Sepulveda Blvd #2000
El Segundo, CA 90245

Re: **CORRECTED RENEWAL PERIOD:** CCT 0222 PEL2100000001
Software- Recruitment Selection & Applicant Tracking

Mr. Burns,

The State of WV Division of Personnel is offering to renew the Software- Recruitment Selection and Applicant Tracking Contract for the Centralized Contract (CCT) 0222 PEL1800000001 according to the same terms, conditions, specifications and pricing contained in the original contract including all authorized change orders.

The renewal period will begin on **February 20, 2022 through February 19, 2023**. If you agree to this renewal, please sign below and return to my attention.

Sincerely,

Sheryl 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.

Signature

3/20/2022

Date

Michael Burns, Accounting Director
Name and Title Printed



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY


State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

Joshua D. Spence
Chief Information Officer

M E M O R A N D U M

TO: Sheila Gray, Administrative Services Assistant II
Division of Personnel

FROM: Joshua D. Spence, Chief Information Officer
Office of Technology 

SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
CCT 0222 PEL2100000001 IS&C NUMBER: 2022-7047

DATE: May 16, 2022

West Virginia Code §5A-6-4(a)(3) permits the Chief Technology Officer to “evaluate the economic justification, system design and suitability of information equipment and related services, and review and make recommendations on the purchase, lease or acquisition of information equipment and contracts for related services by the state spending units.”

West Virginia Code §5A-6-4c requires that the Chief Technology Officer review and approve “a major information technology project.”

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 ‘major 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 Technology 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 to renew Software-Recruitment Selection & Applicant Tracking Contract, 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.