



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

State of West Virginia  
**Contract**

Order Date: 01-17-2023

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 0210 4429 ISC2200000002 3	Procurement Folder:	764852
Document Name:	CO2: Security/Privacy Training (OT23063)	Reason for Modification:	Change Order 2 is issued to renew contract for one (1) year.
Document Description:	CO2: Security/Privacy Training (OT23063)		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Jessica L Hovanec		
Telephone:	304-558-2314		
Email:	jessica.l.hovanec@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2022-01-20
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-01-19

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VC0000073778	Requestor Name:	Andrew C Lore
KnowBe4 Inc		Requestor Phone:	304-352-4944
33 N Garden Avenue Suite 1200		Requestor Email:	andrew.c.lore@wv.gov
Clearwater	FL	<div style="font-size: 48px; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US	33755		
Vendor Contact Phone:	727-230-9203 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
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV 25305 US	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

Total Order Amount:	\$179,000.00
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Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION  DATE: <i>Murphy</i> - 1/18/2023 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM  DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION  DATE: <i>[Signature]</i> 1/20/2023 ELECTRONIC SIGNATURE ON FILE
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1/19/2023

**Extended Description:**

Change Order 2

Change Order 2 is issued to renew the contract for one (1) year according to all terms and conditions, pricing, and specifications contained in the Original Contract and subsequent Change Orders not modified herein.

Effective Dates: 01/20/2023 - 01/19/2024

Renewals Remaining: 1

All other provisions of the Original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43232502	1.00000	EA	89500.000000	\$89,500.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Privacy and Cybersecurity Training Solution - Optional YR 2

**Extended Description:**

Lump Sum Cost for Year Two Contract Services.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43232502	1.00000	EA	89500.000000	\$89,500.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Privacy and Cybersecurity Training Solution - Optional YR 3

**Extended Description:**

Specification 3.1.3



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

**TO:** Jessica Hovanec  
Senior Buyer, Purchasing Division

**FROM:** Andrew Lore *AL*  
WVOT Procurement Manager/ISMII, West Virginia Office of Technology

**SUBJECT:** CCT ISC22\*02 Change Order 2 – KnowBe4 Renewal

**DATE:** January 17, 2023

The WVOT is requesting Change Order 2 to CCT ISC22\*02. This Change Order is to renew the contract under the same pricing, terms and conditions, and specifications contained in the Original Contract and subsequent Change Orders.

Attached are the Vendor's Memo and other relevant documentation.

Please let me know if you need anything further to support this request.



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF TECHNOLOGY

State Capitol

Charleston, West Virginia 25305

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Chief Information Officer

December 20, 2022

Dane Fiori  
KnowBe4 USA  
[DaneF@knowbe4.com](mailto:DaneF@knowbe4.com)

Subject: Renewal of agreement CCT ISC22\*02, Privacy/Security Training Renewal

Dear Mr./Ms. Fiori:

Provisions were included, in the original contract documents, to renew subject contract under the same terms, conditions and pricing. The renewal dates are January 20, 2023 through January 19, 2024. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

Please contact me if you have any questions.

Sincerely,

Andrew Lore  
WVOT Procurement Manager/ISMII  
1900 Kanawha Blvd. E., Bldg. 5, 10<sup>th</sup> Floor  
Charleston, WV 25305  
304-352-4944

We agree to renew the contract for the period as stated above under the same terms, conditions and pricing as in the original purchase order and any change orders thereto.

Dane Fiori

  
Name/Signature

Dec 20, 2022

Date



Lore, Andrew C <andrew.c.lore@wv.gov>

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## Re: CIO Approval for Renewal of Privacy/Security Training

1 message

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**Shears, Meghan** <meghan.shears@wv.gov>  
To: "Lore, Andrew C" <andrew.c.lore@wv.gov>

Tue, Dec 20, 2022 at 10:05 AM

The renewal of KnowBe4 is approved.

Thanks,  
Meghan

On Tue, Dec 20, 2022 at 10:04 AM Lore, Andrew C <andrew.c.lore@wv.gov> wrote:  
Meghan,  
Can you provide CIO Approval for the renewal of Privacy and Security Training with KnowBe4?

Andrew Lore  
WVOT Procurement Manager/ISMII  
West Virginia Office of Technology  
1900 Kanawha Blvd., E.  
Building 5, 10<sup>th</sup> Floor  
Charleston, WV 25305  
T: 304-352-4944



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Meghan S. Shears, AFI  
Chief Financial Officer  
West Virginia Office of Technology  
Building 5, 10th Floor  
1900 Kanawha Blvd., East  
Charleston, West Virginia 25305  
304-352-4942 (o)  
681-317-4605 (m)

