



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

State of West Virginia  
**Contract**

Order Date: 01-06-2023

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

|                              |   |                                 |   |
|------------------------------|---|---------------------------------|---|
| <b>Order Number:</b>         | CCT 0222 0222 PEL2100000001 6                           | <b>Procurement Folder:</b>      | 818301  |
| <b>Document Name:</b>        | NeoGov Subscription                                     | <b>Reason for Modification:</b> | Change Order No. 02 to renew and increase the original contract |
| <b>Document Description:</b> | Software - Recruitment Selection and Applicant Tracking |                                 |   |
| <b>Procurement Type:</b>     | Central Sole Source                                     |                                 |   |
| <b>Buyer Name:</b>           | Melissa Pettrey   |                                 |   |
| <b>Telephone:</b>            | (304) 558-0094  |                                 |   |
| <b>Email:</b>                | melissa.k.pettrey@wv.gov                                |                                 |   |
| <b>Shipping Method:</b>      | Best Way  | <b>Effective Start Date:</b>    | 2021-02-20  |
| <b>Free on Board:</b>        | FOB Dest, Freight Prepaid                               | <b>Effective End Date:</b>      | 2024-02-19  |

| VENDOR                       |                         |                            |                      | DEPARTMENT CONTACT  |                        |
|------------------------------|-------------------------|----------------------------|----------------------|---|------------------------|
| <b>Vendor Customer Code:</b> | 000000175715            |                            |                      | <b>Requestor Name:</b>  | Cynthia D Baker        |
| NEOGOV                       |                         |                            |                      | <b>Requestor Phone:</b>   | (304) 414-9057         |
| DEPT LA 25067                |                         |                            |                      | <b>Requestor Email:</b>   | cynthia.d.baker@wv.gov |
| PASADENA                     | CA                      | 91185                      |                      | <div style="font-size: 48pt; font-weight: bold;">23</div> FILE LOCATION _____ |                        |
| US                           |                         |                            |                      |   |                        |
| <b>Vendor Contact Phone:</b> | 301-631-9990            | <b>Extension:</b>          |                      |   |                        |
| <b>Discount Details:</b>     |                         |                            |                      |   |                        |
|                              | <b>Discount Allowed</b> | <b>Discount Percentage</b> | <b>Discount Days</b> |   |                        |
| #1                           | No                      | 0.0000                     | 0                    |   |                        |
| #2                           | Not Entered             |                            |                      |   |                        |
| #3                           | Not Entered             |                            |                      |   |                        |
| #4                           | Not Entered             |                            |                      |   |                        |

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

1-11-23 BAK

**Total Order Amount:** \$807,237.40

Purchasing Division's File Copy

**ENTERED**

TRCP 01/10/2023

|  |   |  |
|--|---|--|
| <b>PURCHASING DIVISION AUTHORIZATION</b>                     | <b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>                   | <b>ENCUMBRANCE CERTIFICATION</b>                                   |
| DATE: <i>Tara</i> 11/10/2023<br>ELECTRONIC SIGNATURE ON FILE | DATE: <i>John &amp; Grace</i><br>ELECTRONIC SIGNATURE ON FILE | DATE: <i>[Signature]</i> 1/17/2023<br>ELECTRONIC SIGNATURE ON FILE |

**Extended Description:**

Change Order No. 2 is issued to renew the original contract with an increase of 5% as defined in the attached documentation, according to all terms, conditions, specifications contained in the original contract including all authorized change orders.

Effective date of renewal: 02/20/2022 - 02/19/2024

Renewals remaining: (0)

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 |
| <b>Service From</b> | <b>Service To</b> | <b>Manufacturer</b> | <b>Model No</b> |              |             |
| 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 |
| <b>Service From</b> | <b>Service To</b> | <b>Manufacturer</b> | <b>Model No</b> |               |              |
| 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 |
| <b>Service From</b> | <b>Service To</b> | <b>Manufacturer</b> | <b>Model No</b> |               |              |
| 2022-02-20          | 2023-02-19        |                     |                 |               |              |

**Commodity Line Description:** Subscription for Insight and Perform

**Extended Description:**

Software - Recruitment Selection and Applicant Tracking

| Line                | Commodity Code    | Quantity            | Unit            | Unit Price | Total Price  |
|---------------------|-------------------|---------------------|-----------------|------------|--------------|
| 5                   | 43231505          | 0.00000             |                 | 0.000000   | \$258,725.30 |
| <b>Service From</b> | <b>Service To</b> | <b>Manufacturer</b> | <b>Model No</b> |            |              |
| 2023-02-20          | 2024-02-19        |                     |                 |            |              |

**Commodity Line Description:** Subscription for Insight and Perform

**Extended Description:**



west virginia  
DIVISION OF PERSONNEL

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

December 29, 2022

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

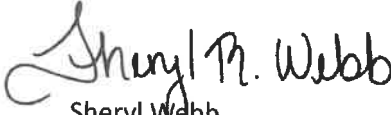
Re: **Renewal Letter CCT PEL2100000001**  
**Software- Recruitment Selection & Applicant Tracking**

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 PEL2100000001 according to the same terms, conditions, specifications contained in the original contract except for a five percent increase in price from the last renewal year.

The renewal period will begin on **February 20, 2023 through February 19, 2024**. 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

12/29/2022

Date

Michael Burns, Accounting Director

Name and Title Printed

## Invoice #INV-31183

**From**

Governmentjobs.com, Inc. DBA NEOGOV  
2120 Park Pl,  
Suite 100  
El Segundo, CA 90245

**Bill To**

West Virginia, State of (WV)  
1900 Kanawha Blvd East  
Charleston, WV 25305  
USA

**Invoice Summary**

|                         |               |
|-------------------------|---------------|
| <b>Invoice Number</b>   | INV-31183     |
| <b>Date</b>             | 01/20/2023    |
| <b>Terms</b>            | Net 30        |
| <b>Due Date</b>         | 02/19/2023    |
| <b>Amount Due (USD)</b> | \$ 258,725.30 |

**Item / Description****Total****Insight**

91,775.30

This is your subscription fee for Insight for the term starting 02/20/2023 and ending 02/19/2024.

**Perform**

166,950.00

This is your subscription fee for Perform for the term starting 02/20/2023 and ending 02/19/2024.

**Amount Due (USD)**

\$ 258,725.30

Thank you for your business!

For questions, or pay by credit card, please reply to this email or reach out to [billing@neogov.com](mailto:billing@neogov.com). For questions on a renewals invoice, please reach out to [renewals@neogov.com](mailto:renewals@neogov.com).

Please make checks payable to:

Governmentjobs.com, Inc  
DEPT LA 25067  
Pasadena, CA 91185-5067

For Payments by Wire:

Silicon Valley Bank  
Account #: 3302022848  
Account Name: Governmentjobs.com, Inc.  
Bank Routing No.: 121140399  
Swift Code: SVBKUS6SIBO

For a copy of our W9, please click on "Download W9" above.



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

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

A handwritten signature in black ink, appearing to read "JDS", positioned to the right of the "FROM:" line.

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
IS&C NUMBER: 2023-9203**

**DATE: January 5, 2023**

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 for NeoGov CO No.2 Renewal, the Office of Technology has determined:

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](mailto:Consulting.Services@wv.gov).