



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

# State of West Virginia Master Agreement

Order Date: 05-22-2024

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>	CMA 0210 4472 ISC2200000007 3	<b>Procurement Folder:</b>	996263
<b>Document Name:</b>	CO2: Online Technical Training Platform (OT24128)	<b>Reason for Modification:</b>	Change Order 2 is issued to renew contract for one (1) year.
<b>Document Description:</b>	CO2: Online Technical Training Platform (OT24128)		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2022-04-18
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-04-17

VENDOR		DEPARTMENT CONTACT																					
<b>Vendor Customer Code:</b>	VS0000038480	<b>Requestor Name:</b>	Andrew C Lore																				
UDEMY INC		<b>Requestor Phone:</b>	304-352-4944																				
PO BOX 734229		<b>Requestor Email:</b>	andrew.c.lore@wv.gov																				
CHICAGO	IL 60673 4229																						
US																							
<b>Vendor Contact Phone:</b>	415-813-1710																						
<b>Extension:</b>																							
<b>Discount Details:</b>		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																					
	<table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>				Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No		
	Discount Allowed			Discount Percentage	Discount Days																		
#1	No			0.0000	0																		
#2	No																						
#3	No																						
#4	No																						

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION	WV OFFICE OF TECHNOLOGY
OFFICE OF TECHNOLOGY	BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR	1900 KANAWHA BLVD E
CHARLESTON WV 25305	CHARLESTON WV 25305
US	US

5.23-2466

<b>Total Order Amount:</b>	Open End
----------------------------	----------

TW 5/23/24  
**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Murphy 5/23/24*  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *John L. Gray 5/23/2024*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
 DATE: *5.23.24*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order 2

Change Order No. 02 is issued to renew the contract for one (1) year, including all terms, conditions, prices, and specifications contained in the original contract.

Effective dates: 04/18/2024 - 4/17/2025

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	Manufacturer	Model No	Unit	Unit Price
1	43232502			EA	281.250000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Online Technical Training

**Extended Description:**

Online Technical Training per User

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	43232502			EA	281.250000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Online Technical Training - Year 2

**Extended Description:**

Online Technical Training per User

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	43232502			EA	281.250000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Online Technical Training - Year 3

**Extended Description:**

Online Technical Training per User



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF TECHNOLOGY  
State Capitol  
Charleston, West Virginia 25305

Mark D. Scott  
Cabinet Secretary

Heather Abbott  
Chief Information Officer

March 13, 2024

Rick Maltez  
Udemy Inc  
[Rick.Maltez@udemy.com](mailto:Rick.Maltez@udemy.com)

Subject: Renewal of agreement CMA ISC22\*07, Udemy Licenses Renewal

Dear Mr./Ms. Maltez:

Provisions were included, in the original contract documents, to renew subject contract under the same terms, conditions and pricing. The renewal dates are April 18, 2024, through April 17, 2025. 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,

A handwritten signature in black ink, appearing to be "AL", written over a horizontal line.

Andrew Lore  
IT Procurement & Business Services Manager/ISMIII  
West Virginia Office of Technology  
1900 Kanawha Blvd. E., Bldg. 5, 10<sup>th</sup> Floor  
Charleston, WV 25305

Attachment

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.

DocuSigned by:  
*Casimiro Carlos*  
3D87AE6AC0E1447...

05/08/2024

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Date

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

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#### UDEMY, INC.

*\* SEE ATTACHED*

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
PC   Public Corporation	11/5/2021		11/5/2021	Foreign	Profit				

Organization Information									
<b>Business Purpose</b>	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services				<b>Capital Stock</b>				
<b>Charter County</b>					<b>Control Number</b>				
<b>Charter State</b>	DE					<b>Excess Acres</b>			
<b>At Will Term</b>					<b>Member Managed</b>				
<b>At Will Term Years</b>					<b>Par Value</b>				
<b>Authorized Shares</b>					<b>Young Entrepreneur</b>	No			

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Local Office Address</b>	600 HARRISON ST 3RD FLOOR SAN FRANCISCO, CA, 94107
<b>Mailing Address</b>	600 HARRISON ST 3RD FLOOR SAN FRANCISCO, CA, 94107
<b>Notice of Process Address</b>	CT CORPORATION SYSTEM 1627 QUARRIER ST. CHARLESTON, WV, 25311
<b>Principal Office Address</b>	600 HARRISON ST 3RD FLOOR SAN FRANCISCO, CA, 94107 ✓
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	EREN BALI 600 HARRISON STREET, 3RD FLOOR SAN FRANCISCO, CA, 94107
<b>Director</b>	JEFF LIEBERMAN 600 HARRISON STREET, 3RD FLOOR SAN FRANCISCO, CA, 94107
<b>President</b>	GREGG COCCARI 600 HARRISON ST 3RD FLOOR SAN FRANCISCO, CA, 94107
<b>Secretary</b>	KENNETH HIRSCHMAN 600 HARRISON STREET, 3RD FLOOR SAN FRANCISCO, CA, 94107
<b>Treasurer</b>	SARAH BLANCHARD 600 HARRISON STREET, 3RD FLOOR SAN FRANCISCO, CA, 94107
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2023	
2022	
<b>Date filed</b>	

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

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

Wednesday, May 22, 2024 — 7:52 AM

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Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Billing	PO BOX 734229	CHICAGO	IL	60673 4229	Christina Gouveia
Payment	PO BOX 734229	CHICAGO	IL	60673 4229	Christina Gouveia
Ordering	PO BOX 734229	CHICAGO	IL	60673 4229	Christina Gouveia
Web Registrar	PO BOX 734229	CHICAGO	IL	60673 4229	Christina Gouveia
Payment	600 HARRISON STREET 3RD FLOOR	SAN FRANCISCO	CA	94107	

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Vendor/Customer : VS0000038480  
Address Type : Billing  
Division/Department :  
Additional Address Info :  
Prevent New Spending :   
Default Currency : USD - US Dollar

Active From : 07/22/2021  
Active To :  
Default Record :   
Mail Returned :   
Active Address : Yes

▼ Address Information

Address ID : AD000002  
Street 1 : PO BOX 734229  
Street 2 :  
City : CHICAGO  
State/Province : IL  
Zip/Postal Code : 60673 4229  
DUNS :  
Extended DUNS :  
Unique Entity Identifier :  
CAGE Code :

Country Phone Code : 1  
Phone : 415-813-1710  
Phone Extension :  
County :  
County Name :  
Country : US

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▶ Remittance Advice

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▶ Contact Address Information

▶ Geographic Designation

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Entities

Disaster Response Registry

Responsibility / Qualification

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udemy x

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STATE OF WEST VIRGINIA  
**DEPARTMENT OF ADMINISTRATION**  
OFFICE OF TECHNOLOGY  
State Capitol  
Charleston, West Virginia 25305

*OK per Frank W.  
Mury Aug  
5/23/2024*

Mark D. Scott  
Cabinet Secretary

Heather Abbott  
Chief Information Officer

**TO:** Toby Welch  
Senior Buyer, Purchasing Division

**FROM:** Andrew Lore *AL*  
IT Procurement & Business Services Manager/ISMIII, West Virginia Office of  
Technology

**SUBJECT:** CMA ISC22\*07 Change Order 2 – Udemy Training Renewal

**DATE:** May 22, 2024

The WVOT is requesting the above Change Order to renew the subject contract under the same pricing, terms and conditions, and specification contained in the Original Contract and subsequent Change Orders not modified herein. The WVOT recognizes this renewal is late; however, the Vendor was provided the necessary paperwork in March, but did not return it until recently.

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

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>TW-09</u> Date: <u>5/23/24</u>  Solicitation No. <u>CMA ISC 22'07</u>	Agency: WVOT  Procurement Officer Submitting Requisition: Andrew Lore  Requisition No. CMA ISC22*07 Change Order 2  PF No.: 996263
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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 ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	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:  \_\_\_\_\_