



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

State of West Virginia  
**Contract**

Order Date: 07-25-2024

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 0323 9612 WWV2400000001 3	Procurement Folder:	1252619
Document Name:	CO #1 Virtual Job Fair Management License and Business Part	Reason for Modification:	Change Order #1 to add year 2 pricing effective dates 09/01/24 thru 08/31/25 No other Changes
Document Description:	CO #1 Virtual Job Fair Management License and Business Part		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Brandon L Barr		
Telephone:	304-558-2652		
Email:	brandon.l.barr@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-09-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-08-31

VENDOR			DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000038082		Requestor Name:	Debra K Morgan
PREMIER VIRTUAL LLC			Requestor Phone:	(304) 558-2631
PO BOX 741024			Requestor Email:	debra.k.morgan@wv.gov
BOYNTON BEACH	FL	33474	<h1>2025</h1> <p>FILE LOCATION _____</p>	
US				
Vendor Contact Phone:	9545471760	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
FISCAL AND ADMINISTRATIVE MANAGEMENT - 5301 WORKFORCE WEST VIRGINIA 1900 KANAWHA BLVD, EAST BLDG 3, 3RD FLOOR, SUITE 300 CHARLESTON WV 25305 US	OFFICE OF ADMIN SUPPORT - 5302 WORKFORCE WEST VIRGINIA 1900 KANAWHA BLVD E BLDG 3, 8TH FLOOR CHARLESTON WV 25305 US

8/14/24 6C

Purchasing Division's File Copy

Total Order Amount:	\$19,000.00
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*[Signature]* 7/30/2024

PURCHASING DIVISION AUTHORIZATION DATE: <i>[Signature]</i> 8/14/2024 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>[Signature]</i> DATE: 8/19/2024 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>[Signature]</i> 8-19-24 DATE: 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 including all authorized change orders.

Effective Dates: 9/01/24 - 8/31/25

Renewals remaining: 2

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80000000	0.00000		0.000000	\$9,500.00
Service From	Service To	Manufacturer	Model No		
2023-09-01	2024-08-31				

**Commodity Line Description:** Virtual Job Service Platform Services & Set-Up Cost Year 1

**Extended Description:**

Virtual Job Fair Platform including set-up costs including two (2) admin license and seven (7) user licenses for agency ability to host virtual job fair events and provide the services for employers/job seekers per the attached specifications

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80000000	0.00000		0.000000	\$9,500.00
Service From	Service To	Manufacturer	Model No		
2024-09-01	2025-08-31				

**Commodity Line Description:** Virtual Job Service Platform Services & Set-Up Cost Year 2

**Extended Description:**

Virtual Job Fair Platform including set-up costs including two (2) admin license and seven (7) user licenses for agency ability to host virtual job fair events and provide the services for employers/job seekers per the attached specifications

June 13, 2024

Premier Virtual LLC  
PO Box 741024  
Boynton Beach, FL 33474

Re: CCT WWV2400000001

Our records indicate the CCT WWV2400000001 contract held by you will expire on 8-31-24.

We are offering to renew this contract to add the optional 2<sup>nd</sup> year of services allowed under this contract in accordance with the terms and conditions and pricing contained in the original award and/or approved change orders.

If you agree to renew, please sign below and return by email to [debra.k.morgan@wv.gov](mailto:debra.k.morgan@wv.gov).

Should you have questions please contact me via email or 304-352-3879.

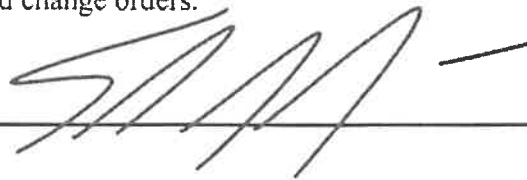
Sincerely,

  
Debbie Morgan  
Procurement Manager

We agree to renew WWV CCTWWV2400000001 under the same terms and conditions and pricing contained in the original contract and/or approved change orders.

Steven Edwards - President - 6/26/2024

Name Title Date



# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10-Brandon Barr</u> Date: <u>7/30/2024</u>	Agency: WorkForce West Virginia
Solicitation No. <u>CCT WWV24*01</u>	Procurement Officer Submitting Requisition: Debra Morgan
	Requisition No. CCT WWV240000001
	PF No.: 1252619

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
10	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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:**

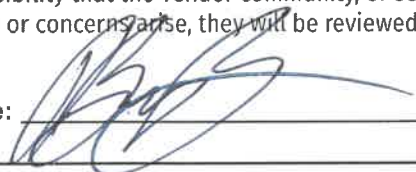
1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked=""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

 7/30/2024

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**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.*

**PREMIER VIRTUAL, LLC**

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	7/25/2024		7/25/2024	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	5415 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Computer Systems Design and Related Services (design, programming, facilities mgmt)		<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>	A	<b>Member Managed</b>	MGR
<b>At Will Term Years</b>	<b>Par Value</b>		
<b>Authorized Shares</b>	<b>Young Entrepreneur</b> No		

Addresses	
Type	Address
<b>Designated Office Address</b>	111 MAIN ST BECKLEY, WV, 25801
<b>Mailing Address</b>	6385 GREBE CT LAKE WORTH, FL, 33463 USA
<b>Notice of Process Address</b>	STEVEN EDWARDS 6385 GREBE CT LAKE WORTH, FL, 33463
<b>Principal Office Address</b>	6385 GREBE CT LAKE WORTH, FL, 33463 USA
Type	Address

VCust  
Print  
on  
next  
page

← VCust  
Address

Officers	
Type	Name/Address
<b>Manager</b>	STEVEN EDWARDS 6385 GREBE CT LAKE WORTH, FL, 33463
Type	Name/Address

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

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

Monday, July 29, 2024 — 3:16 PM

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Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	PO BOX 741024	BOYNTON BEACH	FL	33474	
Web Registrar	PO BOX 741024	BOYNTON BEACH	FL	33474	Gary Chambers
Billing	PO BOX 741024	BOYNTON BEACH	FL	33474	Gary Chambers
Payment	PO BOX 741024	BOYNTON BEACH	FL	33474	Gary Chambers
Ordering	PO BOX 741024	BOYNTON BEACH	FL	33474	Gary Chambers
Ordering	6385 Grebe Ct.	Lake Worth	FL	33463	

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : VS0000038082

PREMIER VIRTUAL LLC

Address Type : Payment

Division/Department :

Additional Address Info : duplicate address

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 08/31/2022

Active To : 06/12/2023

Default Record :

Mail Returned :

Active Address : No

Address Information

Address ID : AD000001

Country Phone Code : 1

Street 1 : PO BOX 741024

Phone : 000-000-0000

Street 2 :

Phone Extension :

City : BOYNTON BEACH

County :

State/Province : FL

County Name :

Zip/Postal Code : 33474

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

Prenote/EFT

Remittance Advice

Contact Information

Contact Address Information

Geographic Designation

Change Management

Or

Modify Existing Record Add New Address

Master Address Master Contacts Languages

Vendor Transaction History



Home Search Data Bank Data Services Help

Search

All Words

e.g. 1606N020Q02



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Select Domain Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By



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

"PREMIER VIRTUAL, LLC" x

Entity



Location



Status



Active

Inactive

Reset



No matches found