



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

State of West Virginia
Contract

Order Date: 02-17-2026

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 PEL2400000001 5	Procurement Folder:	1355806
Document Name:	NeoGov Subscription	Reason for Modification:	Change Order No. 3 - to renew contract
Document Description:	Software - Recruitment Selection & Applicant Tracking		
Procurement Type:	Central Sole Source		
Buyer Name:	Tara Lyle		
Telephone:	(304) 558-2544		
Email:	tara.l.lyle@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-04-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-03-31

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	000000175715	Requestor Name:	James S Knapp		
NEOGOVS		Requestor Phone:	(304) 558-3950		
2120 PARK PL STE 100		Requestor Email:	james.s.knapp@wv.gov		
EL SEGUNDO	CA	<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
US	90245				
Vendor Contact Phone:	310-631-9990			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
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

CR 2-20-26

Total Order Amount:	\$953,808.78
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Purchasing Division's File Copy

 PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara Lyle 2/19/26</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM  DATE: <i>2/24/2026</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION  DATE: <i>2-24-26</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No. 03 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 date of renewal: April 1, 2026 through March 31, 2027

Renewal Years Remaining: 0

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43231505	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	
2024-04-01	2025-03-31				

Commodity Line Description: Software - Subscription for Perform

Extended Description:

Line inactivated - use Commodity Line 3

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43231505	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	
2024-04-01	2025-03-31				

Commodity Line Description: Software - Subscription for Insight

Extended Description:

Line inactivated - use Commodity Line 4

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	43231505	0.00000		0.000000	\$197,281.00
Service From	Service To	Manufacturer		Model No	
2024-04-01	2025-03-31				

Commodity Line Description: Software - Subscription for Perform

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	43231505	0.00000		0.000000	\$118,883.00
Service From	Service To	Manufacturer		Model No	
2024-04-01	2025-03-31				

Commodity Line Description: Software - Subscription for Insight

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	43231505	0.00000		0.000000	\$197,281.00
Service From	Service To	Manufacturer		Model No	
2025-04-01	2026-03-31				

Commodity Line Description: Software - Subscription for Perform 2025

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	43231505	0.00000		0.000000	\$112,938.85
Service From	Service To	Manufacturer		Model No	
2025-04-01	2026-03-31				

Commodity Line Description: Software - Subscription for Insight 2025

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	43231505	0.00000		0.000000	\$207,145.05
Service From	Service To	Manufacturer		Model No	
2026-04-01	2027-03-31				

Commodity Line Description: Software - Subscription for Perform 2026

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	43231505	0.00000		0.000000	\$120,279.88
Service From	Service To	Manufacturer		Model No	
2026-04-01	2027-03-31				

Commodity Line Description: Software - Subscription for Insight 2026

Extended Description:



west virginia
DIVISION OF PERSONNEL

Sheryl R. Webb, Director
Eric L. Householder, Cabinet Secretary

November 19, 2025

Alex Chun, Chief Financial Officer
NEOGOV [Vendor# 000000175715]
222 N Sepulveda Blvd #2000
El Segundo, CA 90245

Re: **Renewal Letter CCT PEL2400000001**

Software- Recruitment Selection & Applicant Tracking

Mr. Chun:

The State of WV Division of Personnel is offering to renew the Software- Recruitment Selection and Applicant Tracking Contract for the Centralized Contract CCT PEL2400000001 according to the same terms, conditions, specifications contained in the original contract.

The renewal period will begin on **April 1, 2026 through March 31, 2027**. If you agree to this renewal, please sign below and return to my attention.

Sincerely,

Sheryl R. 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.

DocuSigned by:

Signature

2/13/2026 | 3:17 PST

Date

Alex Chun CFO
Name and Title Printed



Building 3, Suite 500, 1900 Kanawha Boulevard, East, Charleston, West Virginia 25305-0139
TEL: 304.558.3950 VISIT OUR WEBPAGE AT: www.personnel.wv.gov FAX: 304.957.0141

THE DIVISION OF PERSONNEL IS AN EQUAL OPPORTUNITY EMPLOYER

NEOGOV

INVOICE



Vendor Information / Contact:

2120 Park Pl, Suite 100
 El Segundo, CA 90245
 Email: billing@neogov.net
 Phone: (310) 426-6304
 EIN: 33-0888748

Need a W-9? Click here: [W-9 PDF](#)

Invoice Summary:

Invoice No.: INV-153099
 Invoice Date: 01-31-2026
 Due Date: 04-01-2026
 Payment Terms: Net 60
 Purchase Order No.:
 Customer No.: A-648037

Customer Billing Information
James Knapp West Virginia, State of (WV)
1900 Kanawha Blvd East Charleston, WV 25305 United States

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

Invoice Details:

Product	Start Date	End Date	Quantity	Total Price (\$USD)
Insight Subscription	04-01-2026	03-31-2027	10242	\$120,279.88
Perform Subscription	04-01-2026	03-31-2027	11466	\$207,145.05

SUBTOTAL (\$USD)	\$327,424.93
Sales Tax	\$0.00
TOTAL	\$327,424.93
Payments	\$0.00
Credits	\$0.00
Balance Due (\$USD)	\$327,424.93

WV Division of Personnel
 I hereby certify that the items
 listed hereon have been received
 and are approved for payment.

Name Sheryl R Webb Date 2/14/26
 Sheryl R Webb

Payment Instructions:

Remit checks to:	Remit electronic payments to:	Credit card payments:
Governmentjobs.com, Inc. DEPT LA 25067 Pasadena, CA 91185-5067	Silicon Valley Bank Name: Governmentjobs.com, Inc. Account #: 3302022848 Routing #: 121140399 Swift Code: SVBUS6SIBO	Credit Card Payment Portal Link

By making the payment specified in this invoice, customer agrees that the terms and conditions of the agreement previously executed by the parties shall apply to this purchase, or if there is no prior agreement, the terms and conditions of the NEOGOV Services Agreement set forth in the quote previously provided to Customer shall apply. Any other terms and conditions provided by customer to NEOGOV in a purchase order or otherwise shall be deemed void.



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY

Eric L. Householder
Cabinet Secretary

State Capitol
Charleston, West Virginia 25305

Heather D. Abbott
Chief Information Officer

TO: Sheila Gray, Procurement & Accounts Payable
Department of Administration, Division of Personnel

FROM: Heather D. Abbott, Chief Information Officer
Office of Technology *Heather D. Abbott*

SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
WVOT Number 2026-0328

DATE: January 13, 2026

West Virginia Code §5A-6-4(a) permits the Chief Information Officer to review and approve technology purchases for suitability to ensure such purchases comport with the State of West Virginia's overall strategic information technology goals.

West Virginia Code §5A-6-4c requires the Chief Information Officer to review and approve "technology projects."

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 '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 Information Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems.

A review has been conducted of your request for approval to purchase NEOGOV recruitment selection and applicant tracking software subscription, the Office of Technology has determined:

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.



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All Words

e.g. 1606N020Q02

Filter By

Keyword Search

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Simple Search

Search Editor

Any Words *i*

All Words *i*

Exact Phrase *i*

e.g. 123456789, Smith Corp

"Governmentjobs.com Inc" x

Entity

Location

Status

Active

Inactive

Reset

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qi



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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

See attached
for db.9

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.

GOVERNMENTJOBS.COM, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	1/31/2013		1/31/2013	Foreign	Profit			

Organization Information			
Business Purpose	5415 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Computer Systems Design and Related Services (design, programming, facilities mgmt)		Capital Stock
Charter County		Control Number	0
Charter State	CA	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses

Type	Address
Designated Office Address	300 CONTINENTAL BLVD STE 565 EL SEGUNDO, CA, 90245
Notice of Process Address	NATIONAL REGISTERED AGENTS, INC 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
Principal Office Address	2120 PARK PLACE EL SEGUNDO, CA, 90245 USA
Principal Office Mailing Address	2120 PARK PLACE EL SEGUNDO, CA, 90245 USA
Type	Address

Officers

Type	Name/Address
Director	BRIAN CHANG 2120 PARK PLACE EL SEGUNDO, CA, 90245
Director	NICHOLAS SMITH WANG 2120 PARK PLACE EL SEGUNDO, CA, 90245
President	SHANE EVANGELIST 2120 PARK PLACE EL SEGUNDO, CA, 90245
Secretary	DAVID EISLER 2120 PARK PLACE EL SEGUNDO, CA, 90245
Treasurer	ALEX CHUN 2120 PARK PLACE EL SEGUNDO, CA, 90245
Type	Name/Address

Annual Reports

Filed For
2025
2024
2023

2022
2021
2020
2019
2018
2017
2015
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, February 19, 2026 — 3:20 PM

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Vendor/Customer

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ 000000175715	NEOGOV	GOVERNMENT JOBS COM INC	Active	Inactive	

From 1 to 1 of 1 First Prev Next Last [Attachments](#)

Save [Undo](#) Delete Insert [Copy](#) Paste [Search](#)

▼ General Info

Vendor/Customer : 000000175715	Restrict Use by Department :
Legal Name : NEOGOV	Miscellaneous Account :
Alias/DBA : GOVERNMENT JOBS COM	Internal Account :
Vendor Active Status : Active ▼	Third Party Only :
Vendor Approval Status : Complete	Third Party Vendor :
Customer Active Status : Inactive ▼	Third Party Customer :
Customer Approval Status : Incomplete	Inventory Customer :
Location Name :	Healthcare Provider :
First Name :	Never Archive :
Middle Name :	Restrict VSS Access : No ▼
Last Name :	Discontinue - No New Business :
Company Name : NEOGOV	Prevent MA Reference :
Previous Name :	PunchOut Enabled :
Previous Street :	Re-PunchOut Enabled :
Previous City :	Electronic Order Enabled :
Previous State/Province :	W-9 Received : <input type="checkbox"/>
Previous Country :	W-9 Received Date : 07/01/2022
	W-8 Received :
	W-8 Received Date :
	Accepts Credit Cards :
	Active From : 01/01/1999
	Active To :
	Last Usage Date : 02/03/2026
	Department :
	Unit :

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u># 13</u> Date: <u>2/19/2026</u> Solicitation No. <u>PEL 24*01</u> <u>PF: 1355806</u> <u>CCT</u> <u>C#3 Renew</u>	Agency: DOA Division of Personnel Procurement Officer Submitting Requisition: Candace Colagrosso Requisition No. Centralized Contract (CCT) Dept: 0222 ID: PEL 240000001 PF No.: 1355806
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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 www.state.wv.us/admin/purchase/TCP.pdf	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input 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: _____