



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

State of West Virginia
Contract

Order Date: 06-04-2026

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 0323 9612 WWV2400000001 7	Procurement Folder:	1252619
Document Name:	CO #3 Virtual Job Fair Management License and Business Part	Reason for Modification:	CO #3 to renew contract
Document Description:	CO #3 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:	2027-08-31

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		
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				
2026 FILE LOCATION _____					

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, ROOM 125 CHARLESTON WV 25305 US

CR 6-8-26
Purchasing Division's File Copy

Total Order Amount: \$40,000.00

PURCHASING DIVISION AUTHORIZATION DATE: <i>6/8/2026</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>6/8/2026</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>6-8-26</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No. 3 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: 9/01/26 - 8/31/27

Renewals remaining: 0

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

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80000000	0.00000		0.000000	\$10,500.00
Service From	Service To	Manufacturer		Model No	
2025-09-01	2026-08-31				

Commodity Line Description: Virtual Job Service Platform Services & Set-Up Cost Year 3

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
4	80000000	0.00000		0.000000	\$10,500.00
Service From	Service To	Manufacturer		Model No	
2026-09-01	2027-08-31				

Commodity Line Description: Virtual Job Service Platform Services & Set-Up Cost Year 4

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 4, 2025

Premier Virtual LLC
PO Box 741024
Boynton Beach, FL 33474

Re: CO #3 CCT WWV2400000001

Our Records indicate the CCT WWV2400000001 contract held by you will expire on 08-31-26.

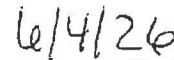
We are offering to renew this contract to add the optional 4th year of services allowed under this contract in accordance with the terms and conditions and pricing contained in the original award and/or approved change orders.

If you agree to renew, please sign below and return to me via email @ Tina.L.Lesavich@wv.gov.

Thank you.



WorkForce West Virginia



Date

DocuSigned by:

EB7FA36C130B49A

Premier Virtual LLC

6/4/2026

Date

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West Virginia Secretary of State — Online Data Services

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		
Business Purpose	5112 - Information - Publishing Industries - Software Publishers	Capital Stock
Charter County		Control Number
Charter State	DE	Excess Acres
At Will Term	A	Member Managed MGR
At Will Term Years		Par Value
Authorized Shares		Young Entrepreneur No

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

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

Annual Reports	
Filed For	
2026	
2025	
Date filed	

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

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All Words e.g. 1606N020Q02

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< All Entity Information

Entities

Disaster Response Registry

Respon: >

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☐ All Words *i*

☐ Exact Phrase *i*

e.g. 123456789, Smith Corp

"PREMIER VIRTUAL, LLC" x

Entity ^

Location ^

Status ^

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10-Brandon Barr</u> Date: <u>6/8/2026</u> Solicitation No. <u>CCT WWV24*01</u>	Agency: WorkForce West Virginia Procurement Officer Submitting Requisition: Tina Lesavich Requisition No. CCT WWV2400000001 PF No.: 1252619
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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	☒	☐	☐	☐
2	Use of correct specification template	☒	☐	☐	☐
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	☒	☐	☐	☐
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	☒	☐	☐	☐
5	Maximum budgeted amount in wvOASIS	☒	☐	☐	☐
6	Suggested vendors in wvOASIS	☒	☐	☐	☐
7	Capitol Building Commission pre-approval	☐	☐	☐	☐
8	Financing (Governor's Office) pre-approval	☐	☐	☐	☐
9	Fleet Management Division pre-approval	☐	☐	☐	☐

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	☐	☐	☐	☐
	Automobile Liability	☐	☐	☐	☐
	Workers' Compensation/Employer's Liability	☐	☐	☐	☐
	Cyber Liability	☐	☐	☐	☐
	Builder's Risk/Installation Floater	☐	☐	☐	☐
	Professional Liability	☐	☐	☐	☐
	Other (specify)	☐	☐	☐	☐
11	Office of Technology CIO pre-approval	☐	☐	☐	☐
12	Treasurer's Office (banking) pre-approval	☐	☐	☐	☐

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	☒	☒	☐	☒
2	Standard change order language	☒	☒	☐	☒
3	Office of Technology CIO approval	☐	☐	☒	☐
4	Justification for price increases/backdating/other	☐	☐	☒	☐
5	Bond Rider (Construction)	☐	☐	☒	☐
6	Secretary of State Verification	☒	☒	☐	☒
7	State debarment verification	☒	☒	☐	☒
8	Federal debarment verification	☒	☒	☐	☒

**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: _____

6/8/2026