



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

State of West Virginia
Contract

Order Date: 08-28-2026

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 6	Procurement Folder:	1355806
Document Name:	NeoGov Subscription	Reason for Modification:	CO No. 4 Increase 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 NEOGOV 2120 PARK PL STE 100 EL SEGUNDO CA 90245 US Vendor Contact Phone: 310-631-9990 Extension:				Requestor Name: James S Knapp Requestor Phone: (304) 558-3950 Requestor Email: james.s.knapp@wv.gov	
Discount Details:				2027 FILE LOCATION_____	
	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

8/31/2026

Total Order Amount: \$970,265.84

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 8/31/2026 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 8/31/2026 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 8/31/2026 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No. 04 is issued to amend the existing Software - Recruitment Selection and Applicant Tracking Contract to accommodate the transfer of West Virginia Department of Transportation (DOT) employees back under the DOP merit system pursuant to legislation enacted during the 2026 Regular Session of the West Virginia Legislature according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective Dates: August 26, 2026 - 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:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	43231505	0.00000		0.000000	\$16,457.06
Service From	Service To	Manufacturer		Model No	
2026-08-26	2027-03-31				

Commodity Line Description: Software - Subscription for Insight 2026 Addons from DOT

Extended Description:

Insight Subscription License Type Employee Based (Quantity 5,500 employees)



APPROVED
[Signature]
8/31/26

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

August 28, 2026

Samantha Willis, Director & General Counsel
Purchasing Division
2019 Washington Street, East
Charleston, WV 25305

Change Order - NEOGOV Recruitment Selection & Applicant Tracking Software

Ms. Willis:

The Division of Personnel (DOP), requests that the Purchasing Division process a change order pursuant to the attached agreement to amend the Software- Recruitment Selection and Applicant Tracking Contract for the Centralized Contract CCT PEL2400000001 that expires March 31, 2027.

More specifically, House Bill 5441 passed during the 2026 regular session of the West Virginia Legislature moved employees of the West Virginia Department of Transportation (DOT) back under the DOP merit system. Therefore, the DOP requests to add 5,500 employees to the aforementioned contract as the NEOGOV contract with the DOT expired August 25, 2026. The employee count for DOT is being migrated to DOP's existing contract in order to comply with the legislative changes. This change will result in an increase of \$16,457.06 to the DOP contract.

If you agree to this amendment, please sign below and return to my attention.

Sincerely,

[Signature: Sheryl R. Webb]

Sheryl R. Webb
Director of Personnel

Attachment



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

August 27, 2026

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

Software- Recruitment Selection & Applicant Tracking

Mr. Chun:

The State of West Virginia, Division of Personnel (DOP), requests agreement to amend the Software-Recruitment Selection and Applicant Tracking Contract for the Centralized Contract CCT PEL2400000001 that expires March 31, 2027.

More specifically, House Bill 5441 passed during the 2026 regular session of the West Virginia Legislature moved employees of the West Virginia Department of Transportation (DOT) back under the DOP merit system. Therefore, the DOP requests to add 5,500 employees to the aforementioned contract as the NEOGOV contract with the DOT expired August 25, 2026. The employee count for DOT is being migrated to DOP's existing contract in order to comply with the legislative changes. This change will result in an increase of \$16,457.06 to the DOP contract.

If you agree to this amendment, please sign below and return to my attention.

Sincerely,

A handwritten signature in blue ink that reads "Sheryl R. Webb".

Sheryl R. Webb
Director of Personnel

NEOGOV agrees to amend the contract as stated above according to the same terms, conditions, specifications, and pricing structure contained in the original contract including all authorized change orders.

DocuSigned by:
A handwritten signature in blue ink that reads "Amy Prins".
2085ADAABC9D453...

8/28/2026 | 6:44:06 AM PDT

Signature

Date

Amy Prins Director of Customer Renewals

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



t 800.749.5104
2120 Park Pl. Suite 100
El Segundo, CA 90245

NEOGOV

THIS IS NOT AN INVOICE

Contract Records		Order Details	
Account Number:	A-648037	Order #:	Q-505970
Customer:	West Virginia, State of (WV)	Valid Until:	8/31/2026
Effective Employee Count:	11,466		
Sales Rep:	Paul Raspućic		

Customer Contact		Shipping Contact	
Billing Contact:	West Virginia, State of (WV) James Knapp 1900 Kanawha Blvd East Charleston, WV 25305	Shipping Contact:	West Virginia, State of (WV) Sheryl R. Webb 1900 Kanawha Blvd East Charleston, WV 25305
Billing Address:		Shipping Address:	
Billing Contact Email:	james.s.knapp@wv.gov	Shipping Contact Email:	sheryl.r.webb@wv.gov
Billing Phone:	3045583950	Shipping Phone:	304-414-0816

Payment Terms		Notes:	
Payment Term:	Net 30		
PO Number:			

Subscription Service

August 2026 - Addons from DOT

Item	Type	Start Date	End Date	Qty.	Price	License Type	Total (USD)
Insight Subscription	Recurring	8/26/2026	3/31/2027	5,500	\$27,438.87	Employee Based	\$16,457.06
August 2026 - Addons from DOT TOTAL:							\$16,457.06

Total: \$16,457.06	
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This price does NOT include any sales tax. Total in USD

Additional Terms and Conditions:

License Terms: Enterprise license denotes that Customer has purchased an enterprise wide license up to the employee count specified above. User based license denotes that Customer has purchased the number of licenses set forth in the quantity column. Item count denotes the number of items that Customer has licensed as set forth in the quantity column.

Payment Terms: All invoices issued hereunder are **due upon the invoice due date**. If the Order is for a period longer than one year, the fees for the first period shown shall be invoiced immediately and the fees for future years/periods shall be invoiced annually in advance of each 12 month period shown on the Order, but regardless of the billing cycle, Customer is responsible for the fees for the entire Order. The fees set forth in this Order Form are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable. Payment for services ordered hereunder shall be made to GovernmentJobs.com, Inc., (D/B/A NEOGOV).

Terms & Conditions: This Order Form creates a legally binding contract between the parties. Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (d/b/a NEOGOV) and Customer, this Order Form and the services provided hereunder are subject to the terms and conditions located at <https://www.neogov.com/service-specifications> (the "NEOGOV Site"), together with all addenda, exhibits, policies, and supplemental terms posted on or referenced in the NEOGOV Site, including, as applicable, the product addenda corresponding to the products subscribed to under this Order Form; professional services addenda applicable to any purchased professional, implementation, onboarding, configuration, or setup services; data processing terms; service level terms; AI-related terms; and other service-specific terms and policies, all of which are incorporated herein by reference.

Find a copy of our [W-9 here](#).



t 800.749.5104
2120 Park Pl. Suite 100
El Segundo, CA 90245



Special Condition:

This Order Form amends and is incorporated into the Software Recruitment Selection and Applicant Tracking Contract, Centralized Contract No. CCT PEL2400000001, between NEOGOV and the State of West Virginia, Division of Personnel (DOP), which expires March 31, 2027 (the "Existing Contract"). All terms and conditions of the Existing Contract remain in full force and effect and are unchanged except as expressly modified herein.

Your signature below constitutes acceptance of terms herein and contractual commitment to purchase the items listed above.

Accepted and Agreed By Authorized Representative of:
West Virginia, State of (WV)

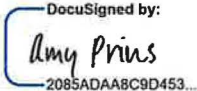
Signature: 

Printed Name: Sheryl R. Webb

Title: Director

Date 8/28/2026

Accepted and Agreed By Authorized Representative of:
NEOGOV

Signature:  2085ADAA8C9D453...

Printed Name: Amy Prins

Title: Director of Customer Renewals

Date 8/28/2026 | 6:44:06 AM PDT

NEOGOV LEGAL


8:03 pm, Aug 27 2026

THE INFORMATION AND PRICING CONTAINED IN THIS ORDER FORM IS STRICTLY CONFIDENTIAL.



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Search

All Words



e.g. 1606N020Q02



Filter By

Keyword Search

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Simple Search

Search Editor

- ☐ Any Words
- ☒ All Words
- ☐ Exact Phrase

e.g. 123456789, Smith Corp

"GOVERNMENT JOBS COM INC"

neogov

Classification

Excluded Individual

Excluded Entity

Federal Organizations

Exclusion Type

Exclusion Program

Location

Dates

Reset

Entity Information



Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions



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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.

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	5416 - Professional, Scientific and Techincal Servies - Professional, Scientific and Techincal Servies - Management, Scientific and Tech Consulting Services (administrative, general, HR, marketing, process, physical distribution, logistics, environmental)	
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	SHANE EVANGELIST 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	
2026	
2025	
2024	
2023	
2022	
2021	
2020	

2019
2018
2017
2015
Date filed

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

Monday, August 31, 2026 — 12:51 PM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>8/31/2026</u> Solicitation No.: <u>CS&D-PEL 24*81</u>	Agency: WV DOP Procurement Officer Submitting Requisition: Shelia Gray Requisition No. Centralized Contract(CCT)Dept:0222ID:PEL2400000001 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	☒	☐	☐	☐
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: _____