



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

State of West Virginia
Contract

Order Date: 09-20-2024

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 0222 0222 PEL2400000001 2	Procurement Folder:	1355806
Document Name:	NeoGov Subscription	Reason for Modification:	Change Order No. 1 - to remove incorrect order for and replace with new one and to change commodity lines from ITEM to SERVICE line type.
Document Description:	Software - Recruitment Selection & Applicant Tracking		
Procurement Type:	Central Sole Source		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-04-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-03-31

VENDOR			
Vendor Customer Code:	000000175715		
NEOGOV	2120 PARK PL STE 100		
EL SEGUNDO	CA	90245	
US			
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		

DEPARTMENT CONTACT	
Requestor Name:	James S Knapp
Requestor Phone:	(304) 558-3950
Requestor Email:	james.s.knapp@wv.gov

2025
 FILE LOCATION

INVOICE TO
ASA1 DIVISION OF PERSONNEL BLDG 3, SUITE 500 1900 KANAWHA BLVD E CHARLESTON WV 25305-0139 US

SHIP TO
ASA1 DIVISION OF PERSONNEL BLDG 3, SUITE 500 1900 KANAWHA BLVD E CHARLESTON WV 25305-0139 US

Q-25-2466

Purchasing Division's File Copy

Total Order Amount:	\$316,164.00
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NKRP 09/25/2024

PURCHASING DIVISION AUTHORIZATION
DATE: <i>Twealbe 9/25/24</i>
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: <i>John S. Gray</i>
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: <i>10-8-24</i>
ELECTRONIC SIGNATURE ON FILE

10/3/2024

Extended Description:

Change Order No. 01 is issued to remove the incorrect order form and replace with the correct one.

Also to change the commodity line type from ITEM to SERVICE by inactivating Commodity Lines 1 and 2 and adding Commodity Lines 3 and 4.

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	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:

NEOGOV ORDER FORM			
NEOGOV: GovernmentJobs.com, INC. (dba "NEOGOV") 2120 Park Place, Suite 100 El Segundo, CA 90245 billing@neogov.com		Customer Name & Address: West Virginia, State of (WV) 1900 Kanawha Blvd East Charleston, WV 25305	
Quote Creation Date:	09/10/2024	Contact Name:	James Knapp
Quote Expiration Date:	30 days from Quote Creation	Contact Email:	james.s.knapp@wv.gov
Payment Terms	Annual. Net 30 from NEOGOV invoice.		FTE:
Subscription Start Date: 04/01/2024			
Subscription Term (months): 12			

Fee Summary		
Service Description	Term	Term Fees
Insight Enterprise Subscription (IN)	04/01/2024 - 03/31/2025	\$118,883.00
Perform Subscription (PE)	04/01/2024 - 03/31/2025	\$197,281.00
Total:		\$316,164.00

A. Terms and Conditions

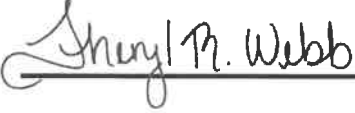
1. Agreement. This Ordering Document and the Services purchased herein are expressly conditioned upon the acceptance by Customer of the terms of the NEOGOV Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Form available at <https://www.neogov.com/service-specifications>. Unless otherwise stated, all capitalized terms used but not defined in this Order Form shall have the meanings given to them in the NEOGOV Services Agreement.
2. Effectiveness & Modification. The Effective Date shall be the Subscription Start Date. This Order Form may not be modified or amended except through a written instrument signed by the parties.
3. Summary of Fees. Listed above is a summary of Fees under this Order. Once placed, your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Agreement.
4. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.

B. Special Conditions (if any).

1. This Amended and Restated Order Form Supersedes and terminates in its entirety the previous Order Form signed by the Customer and Governmentjobs.com, Inc. on April 18, 2024.

NEOGOV™

IN WITNESS WHEREOF, this Order has been executed by such party's duly authorized signatory as of the date set forth below, and such duly authorized signatory consents to the Agreement.

Customer	Governmentjobs.com, Inc. (DBA "NEOGOV")
Entity Name: West Virginia Division of Personnel	
Signature: 	
Print Name: Sheryl R. Webb	
Date: 09/11/2024	

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

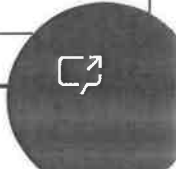
Business Organization Detail

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



Addresses	
Type	Address
Local Office Address	300 CONTINENTAL BLVD STE 565 EL SEGUNDO, CA, 90245
Mailing Address	2120 PARK PLACE EL SEGUNDO, CA, 90245 USA
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
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	
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.

Thursday, September 19, 2024 — 9:27 AM

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Search



Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

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](#)

Any Words i

All Words f

Exact Phrase i

x

Entity ∨

Location ∨

Status ∧

Active

Inactive

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No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 MKP</u> Date: <u>09/19/2024</u> Solicitation No. _____ <div style="font-size: 2em; color: blue; margin-left: 20px;">c/o 1</div>	Agency: DOA Division of Personnel Procurement Officer Submitting Requisition: Shelia Gray Requisition No. Centralized Contract(CCT)Dept:0222ID:PEL240000001 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				
	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"/>
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 type="checkbox"/>	<input 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"/>

*mckf
10/19/21*

*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: *Melissa K. Pettrey, Senior Buyer*