



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

State of West Virginia
Contract

Order Date: 04-01-2026

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 0231 4483 OOT2500000008 2	Procurement Folder:	1670518
Document Name:	CO#1 Google and Microsoft Training for LMS (OT25182)	Reason for Modification:	CO#1 is for the renewal for another year
Document Description:	CO#1 Google and Microsoft Training for LMS (OT25182)		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Toby L Welch		
Telephone:	(304) 558-8802		
Email:	toby.l.welch@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2025-05-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-04-30

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000184812	Requestor Name:	Derrick K Day	
CUSTOMGUIDE INC		Requestor Phone:	(304) 957-8277	
4125 TRENTON LANE N		Requestor Email:	derrick.k.day@wv.gov	
PLYMOUTH	MN			
US	55441			
Vendor Contact Phone:	612-871-5004			
Extension:				
Discount Details:		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION</div>		
Discount Allowed	Discount Percentage			Discount Days
#1 No	0.0000			0
#2 Not Entered				
#3 Not Entered				
#4 Not Entered				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV 25305 US	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

4/2/26 GC

Total Order Amount: \$120,000.00

Purchasing Division's File Copy

rw 4/1/26

PURCHASING DIVISION AUTHORIZATION	ATTORNEY GENERAL APPROVAL AS TO FORM	ENCUMBRANCE CERTIFICATION
DATE: <i>Murphy 4/2/26</i>	DATE: <i>John S. Gray 4/6/26</i>	DATE: <i>4-6-26</i>
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE

Extended Description:

CO#1 Google and Microsoft Training for LMS (OT25182)

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 date of renewal 5/1/26 through 4/30/27

Renewal Years Remaining: Two (2)

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43232502	15000.00000	EA	2.000000	\$30,000.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Microsoft Workspace Training Software

Extended Description:

Microsoft Workspace Training Software - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43232502	15000.00000	EA	2.000000	\$30,000.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Google Workspace Training Software

Extended Description:

Google Workspace Training Software - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	43232502	15000.00000	EA	2.000000	\$30,000.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Microsoft Workspace Training Software YR 2

Extended Description:

Microsoft Workspace Training Software - Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	43232502	15000.00000	EA	2.000000	\$30,000.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Google Workspace Training Software YR 2

Extended Description:

Google Workspace Training Software - Year 2



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Eric L. Householder
Cabinet Secretary

Heather D. Abbott
Chief Information
Officer

March 4, 2026

Julianne Manuel
Learning Success Manager
julianne@customguide.com

Subject: Renewal of agreement CCTOOT25*08, Google and Microsoft Training for LMS

Dear Ms. Manuel:

Provisions were included in the original contract documents, to renew subject contract under the same terms, conditions and pricing. The renewal dates are May 1, 2026, through April 30, 2027. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

Please contact me if you have any questions.

Sincerely,

Jacob Redman
Procurement Associate
West Virginia Office of Technology
1900 Kanawha Blvd. E., Bldg 5, 10th Floor
Charleston, WV 25305

Attachment

We agree to renew contract for the period as stated above under the same terms, conditions and pricing as in the original purchase order and change orders thereto:

Name/Signature

03/04/2026

Date

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Business Organization Detail

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CUSTOMGUIDE, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	5/23/2021		5/23/2021	Foreign	Profit				

Organization Information										
Business Purpose	5191 - Information - Data Processing, Hosting, and Related Services - Other Information Services (news syndicates, libraries, archives, internet publishing, broadcasting, web search portals)					Capital Stock				
Charter County						Control Number				
Charter State	MN						Excess Acres			
At Will Term						Member Managed × Close				
At Will Term Years						Pa Hi, I'm SOLO! I can help you file your Annual Report.				
Authorized Shares						Y Entr				

Addresses

Type	Address
Designated Office Address	4125 TRENTON LANE N PLYMOUTH, MN, 55441
Notice of Process Address	JONATHAN HIGH 4125 TRENTON LANE N PLYMOUTH, MN, 55441
Principal Office Address	4125 TRENTON LANE N ST. LOUIS PARK, MN, 55441 USA
Principal Office Mailing Address	4125 TRENTON LANE N PLYMOUTH, MN, 55441 USA
Type	Address

Officers

Type	Name/Address
President	JONATHAN HIGH 3387 BROWNLOW AVE ST. LOUIS PARK, MN, 55426
Type	Name/Address

Annual Reports

Filed For
2025
2024
2023
2022
Date filed

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For more information, please contact the Secretary of State

Wednesday, April 1, 2026 — 8:09 AM

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Welch, Toby L <toby.l.welch@wv.gov>

State of West Virginia WVOT - Renewal - CCT OOT2500000008

2 messages

Welch, Toby L <toby.l.welch@wv.gov>

Fri, Mar 20, 2026 at 11:18 AM

To: Julianne Manuel <julianne@customguide.com>, Derrick K Day <derrick.k.day@wv.gov>, Jacob M Redman <jacob.m.redman@wv.gov>

Good morning,

The OASIS registration for your firm, **CustomGuide, Inc.**, has expired (*customer number V/C 000000184812*). Vendor registration with the West Virginia Purchasing Division must be updated, and the annual vendor registration fee is required before this contract can be renewed.

You may update your information and pay the registration fee online at www.wvoasis.gov and log into your VSS account.

If you have any questions, please contact the Vendor Registration team at **304-558-2306**.

Regards,

Toby L Welch

Senior Buyer

Purchasing Division

304-558-8802 | Toby.L.Welch@wv.gov

2019 Washington St. E., Charleston, WV 25305



Welch, Toby L <toby.l.welch@wv.gov>

Fri, Mar 20, 2026 at 11:20 AM

To: Derrick K Day <derrick.k.day@wv.gov>, Jacob M Redman <jacob.m.redman@wv.gov>

Good morning,

I have copied you on my recent email to the vendor regarding their PNO (Prevent New Orders) hold.

Once the vendor becomes current and compliant, we will be able to move forward with this renewal.

Please let me know if you have any questions or would like to discuss this further.

Thanks,

Toby L Welch

4/1/26, 8:03 AM

State of West Virginia Mail - State of West Virginia WVOT - Renewal - CCT OOT2500000008

Senior Buyer

Purchasing Division

304-558-8802 | Toby.L.Welch@wv.gov

2019 Washington St. E., Charleston, WV 25305



[Quoted text hidden]



Plants, Allison M <allison.m.plants@wv.gov>

Request for approval - Purchasing Request Form (PR1) - Step 4 CFO - FW1772557759921

1 message

Form Workflow Plus <sandra.d.henson@wv.gov>
To: meghan.shears@wv.gov, sandra.d.henson@wv.gov, allison.m.plants@wv.gov

Tue, Mar 3, 2026 at 1:12 PM

Hello,

jeremy.h.rhodes@wv.gov has submitted a new Google Form on workflow **Purchasing Request Form (PR1)** from the **wvot_cso** domain.

Please review the form responses then complete the approval module below:

smar:11548

Timestamp:3/3/2026 12:09:12

Email Address:jeremy.h.rhodes@wv.gov

Unit::CIO

Manager Name::

Estimated Annual/One Time Cost::60000

Year 2-4 Cost, if applicable::60000

Requested Date Due::5/15/2026

Purchase for::Technology Learning Center

Type of Purchase::Release Order- From an existing open-end contract

:

Contract Reference: APO/CPO, ACT/CCT, AMA/CMA, ISC/OOT#, NA if applicable::CCT
ISC1000000016

Description of item(s) to be purchased::Google course ware that includes workbooks, curriculum, online content to be loaded into the LMS. This course ware is an interactive simulation which allows you to "work in the software" to learn it's functionality. This is needed for the Google Workspace deployment.

Vendor(s), if known::CustomGuide

Justification of Purchase::This is the current source of most of our Google and Microsoft training on the LMS. This is a renewal of our current contract with Custom Guide that lasts till 2029.

If being purchased for another agency, which?::

Alternate Shipping Address::

Backup::<https://drive.google.com/open?id=1LwDaa0CoJWpw6Uv5w1yg96pxtRhS2uFG>

Fiscal Year:

Best regards,

The previous Step has been approved by sandra.d.henson@wv.gov .

The previous reviewer comment is : **2220-0210-0231-4483-13000-3242-3694 2026**