



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

State of West Virginia  
**Master Agreement**

Order Date: 12-01-2021

CORRECT ORDER NUMBER MUST  
 APPEAR ON ALL PACKAGES, INVOICES,  
 AND SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CMA 0802 5050 DMV1900000002 3	<b>Procurement Folder:</b>	435033
<b>Document Name:</b>	Driver's License and ID Cards	<b>Reason for Modification:</b>	Change Order 2 provide system acceptance and add the commodity line to reimburse the vendor for postage.
<b>Document Description:</b>	Driver's License and ID Cards		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2018-09-15
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-12-13

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000187048	<b>Requestor Name:</b>	Steve E Monroe
IDEMIA IDENTITY & SECURITY USA LLC 6840 CAROTHERS PKWY STE 650		<b>Requestor Phone:</b>	(304) 558-2232
FRANKLIN TN 37067 US		<b>Requestor Email:</b>	steven.e.monroe@wv.gov
<b>Vendor Contact Phone:</b>	999-999-9999 Extension:	<div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION _____</div>	
<b>Discount Details:</b>			
	<b>Discount Allowed    Discount Percentage    Discount Days</b>		
#1	No                      0.0000                      0		
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 5707 MacCorkle Ave. SE, Ste. 200 CHARLESTON WV 25304 US	MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV 25301 US

12-16-21  
BAT

Purchasing Division's File Copy

<b>Total Order Amount:</b>	Open End
----------------------------	----------

ENTERED

JCH 12/10/21

<b>PURCHASING DIVISION AUTHORIZATION</b>
<b>DATE:</b> Tara Hef 12/15/2021
<b>ELECTRONIC SIGNATURE ON FILE</b>

<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>
<b>DATE:</b> John S. Gray 12/16/2021
<b>ELECTRONIC SIGNATURE ON FILE</b>

<b>ENCUMBRANCE CERTIFICATION</b>
<b>DATE:</b> Beverly Toler 12-16-21
<b>ELECTRONIC SIGNATURE ON FILE</b>

**Extended Description:**

Change Order 2 issued to document acceptance of the Driver's License and ID Card production system as described in Section 4, Subsection 5.55.1 and to add a commodity line to reimburse the vendor for postage as described in 5.24.4.

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	55121802			EA	2.390000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Driver's license / ID card

**Extended Description:**

Central Issuance, Cost Per Card

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81111504			HOUR	154.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Year one hourly programming

**Extended Description:**

Year one hourly programming

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	44121513			EA	0.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Postage

**Extended Description:**

To reimburse vendor for Postage used to mail Driver's License and ID Cards.

# IDEMIA

## Customer Acceptance Form

Customer Name	West Virginia Department of Motor Vehicles
Program Name	Driver's License and ID Cards
Contract #	CMA DMV1900000002
Milestone Name	Project completed
Price Per card	\$2.39
Shipping Costs	Pass-through to WVDMV

**Description / Comments:**

Deliverable	Status	Completion Date	Price
DL/ID Central Issuance solution – state wide solution rollout complete	COMPLETE	Jan 28 2021	<ul style="list-style-type: none"> <li>• IDEMIA Producing WV cards since 11/16/20 go-live</li> <li>• As of Sept 3 2021 IDEMIA produced and shipped 311,087 WV credentials.</li> </ul>
Disaster Recovery Test	INCOMPLETE	Oct 15 2021	IDEMIA to complete by October 15 2021, subject to availability of Smartronix, WVOT networking, and WV Interactive.
Fix the following PROD issues: 1. B5000 not working 2. M500 not working 3. MIMO pad sporadic loss of calibration 4. Server Timeout X milliseconds 5. Duplicate cards issued after a single bad record from Online Renewal 6. Save photo of completed credential	INCOMPLETE	Oct 15 2021	IDEMIA to complete by October 15 2021

**CUSTOMER Approval:**

This is to certify that the deliverable(s) listed above as COMPLETE, have been received and found consistent with the requirements as detailed in the contract's statement of work. Signature indicates that deliverables marked COMPLETE in the above table are approved for payment invoice submission.

Name:  Steve Monroe  
 Director, Management Services Date: 9/24/2021

**IDEMIA Approval:**

Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Regional GM: \_\_\_\_\_ Date: \_\_\_\_\_

# IDEMIA

## Customer Acceptance Form

Customer Name	West Virginia Department of Motor Vehicles
Program Name	Driver's License and ID Cards
Contract #	CMA DMV1900000002
Milestone Name	Project completed
Price Per card	\$2.39
Shipping Costs	Pass-through to WVDMV

**Description / Comments:**

Deliverable	Status	Completion Date	Price
DL/ID Central Issuance solution – state wide solution rollout complete	COMPLETE	Jan 28 2021	<ul style="list-style-type: none"> <li>• IDEMIA Producing WV cards since 11/16/20 go-live</li> <li>• As of Sept 3 2021 IDEMIA produced and shipped 311,087 WV credentials.</li> </ul>
Disaster Recovery Test	INCOMPLETE	Oct 15 2021	IDEMIA to complete by October 15 2021, subject to availability of Smartronix, WVOT networking, and WV Interactive.
Fix the following PROD issues: 1. B5000 not working 2. M500 not working 3. MIMO pad sporadic loss of calibration 4. Server Timeout X milliseconds 5. Duplicate cards issued after a single bad record from Online Renewal 6. Save photo of completed credential	INCOMPLETE	Oct 15 2021	IDEMIA to complete by October 15 2021

**CUSTOMER Approval:**

This is to certify that the deliverable(s) listed above as COMPLETE, have been received and found consistent with the requirements as detailed in the contract's statement of work. Signature indicates that deliverables marked COMPLETE in the above table are approved for payment invoice submission.

Name:  Steve Monroe  
 Director, Management Services Date: 9/24/2021

**IDEMIA Approval:**

Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
 Regional GM: \_\_\_\_\_ Date: \_\_\_\_\_

*12/15/21  
 discussed  
 w/ FW/JM  
 okay to  
 process  
 TJR*

# REQUEST FOR PROPOSAL

## West Virginia Division of Motor Vehicles Driver's License and Credential Issuance System (*dmvLICENSE*) CRFP DMV1800000001

Revised 06/15/2018

- 5.24.4. Vendor shall invoice WVDMV monthly for actual postage costs as a pass-through cost. Postage costs should not be included in the fixed price per card.
- 5.24.5. Vendor is to use the most cost-effective USPS product to meet the requirements of this RFP.
- 5.24.6. Vendor must submit monthly invoices to WVDMV for actual postage costs.

### CARD DESIGN AND SECURITY FEATURES REQUIREMENTS

#### 5.25. Data on Secure Temporary Driver's License and ID's

- 5.25.1. The secure temporary DL or ID will include the same data that will be printed on the permanent, standard term card, including facial image and signature.
- 5.25.2. Must include correct expiration date of temporary credential.
- 5.25.3. Must state on face that it is a temporary credential.
- 5.25.4. Must include statement, "Valid for operation of motor vehicle only".
- 5.25.5. Must have a fraud-warning marker on the temporary credential, for any application that is marked for potential fraud, i.e. not meeting the facial 1:1 match.

#### 5.26. Card Types

- 5.26.1. Vendor's solution must produce the card types defined in Attachment G – Current Card Types, as issued by the Agency.

#### 5.27. Card Design.

- 5.27.1. Card design shall be based on 2016 AAMVA DL/ID Card Design Standard (<http://www.aamva.org/2016CardDesignStandard/>).
- 5.27.2. Card design must comply with West Virginia Code §Chapter 17B Motor Vehicle Driver's License (<http://www.legis.state.wv.us/wvcode/Code.cfm?chap=17b&art=1>).

#### 5.28. Card Materials and Security Features

- 5.28.1. Card materials must be serialized during manufacturing.
- 5.28.2. Specific card layout and design will be selected during the planning phase after contract award.
- 5.28.3. The credential must comply with 2016 AAMVA DL/ID Card Design Standard - Annex B Physical Security requirements listed (<http://www.aamva.org/2016CardDesignStandard/>).

#### 5.29. Card Design Changes

- 5.29.1. Any changes to the card design will be handled by Change Request, approved by the agency based on an hourly rate as defined in Attachment C Cost Sheet.