



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

State of West Virginia
Contract

Order Date: 04-15-2022

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 0802 5010 DMV2100000007 5	Procurement Folder:	848583
Document Name:	Direct Award- Professional & Tech Assistance for GHSP	Reason for Modification:	
Document Description:	Professional and Technical Assistance to Support GHSP	Change Order #1 to renew contract under same terms, conditions and pricing for year two	
Procurement Type:	Central Sole Source		
Buyer Name:	Jessica L Hovanec		
Telephone:	304-558-2314		
Email:	jessica.l.hovanec@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-04-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-03-15

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000100775	Requestor Name:	Steve E Monroe	
CAMBRIDGE SYSTEMATICS INC 101 STATION LANDING STE 410		Requestor Phone:	(304) 558-2232	
MEDFORD MA 02155 US		Requestor Email:	steven.e.monroe@wv.gov	
Vendor Contact Phone:	617-354-0167	<div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION</div>		
Discount Details:	Extension:			
Discount Allowed	Discount Percentage			Discount Days
#1 No	0.0000			0
#2	Not Entered			
#3	Not Entered			
#4	Not Entered			

INVOICE TO	SHIP TO
MANAGER ACCOUNTS PAYABLE DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200 CHARLESTON WV 25304 US	MANAGER DIVISION OF MOTOR VEHICLES KANAWHA CITY DMV 5707 MACCORKLE AVE, SE, STE 400 CHARLESTON WV 25304 US

4-20-22 Box

Total Order Amount:	\$333,579.00
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Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>Wagner 4/19/2022</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>9/22/2022</i> ELECTRONIC SIGNATURE ON FILE
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4/21/2022

Extended Description:

Change Order

Change Order #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: 03/16/2022 - 03/15/2023

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101505	0.00000		0.000000	\$49,913.00
Service From	Service To	Manufacturer		Model No	
2021-04-15	2023-03-15				

Commodity Line Description: Development of the Annual Highway Safety Plan

Extended Description:

TASK ONE: Development of the annual Highway Safety Plan per attached Statement of Work

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101505	0.00000		0.000000	\$11,722.00
Service From	Service To	Manufacturer		Model No	
2021-04-15	2023-03-15				

Commodity Line Description: Creation of the HSP PowerPoint Presentations

Extended Description:

TASK TWO: Creation of the HSP PowerPoint presentations per attached Statement of Work

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101505	0.00000		0.000000	\$42,156.00
Service From	Service To	Manufacturer		Model No	
2021-04-15	2023-03-15				

Commodity Line Description: Consulting for the Observational Seat Belt Survey

Extended Description:

TASK THREE: Consulting for the observational Seat Belt Survey per attached Statement of Work

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101505	0.00000		0.000000	\$59,728.00
Service From	Service To	Manufacturer		Model No	
2021-04-15	2023-03-15				

Commodity Line Description: Consulting on the Traffic Records Program Support

Extended Description:

TASK FOUR: Consulting on the Traffic Records Strategic plan per the attached statement of Work

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80101505	0.00000		0.000000	\$51,910.00
Service From	Service To	Manufacturer		Model No	
2022-03-16	2023-03-15				

Commodity Line Description: Development of the Annual Highway Safety Plan

Extended Description:

Development of the annual Highway Safety Plan year two

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80101505	0.00000		0.000000	\$12,191.00
Service From	Service To	Manufacturer		Model No	
2022-03-16	2023-03-15				

Commodity Line Description: Creation of the HSP PowerPoint Presentations

Extended Description:

Creation of the HSP PowerPoint presentations year two

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	80101505	0.00000		0.000000	\$43,842.00
Service From	Service To	Manufacturer		Model No	
2022-03-16	2023-03-15				

Commodity Line Description: Consulting for the Observational Seat Belt Survey

Extended Description:

Consulting for the observational Seat Belt Survey year two

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	80101505	0.00000		0.000000	\$62,117.00
Service From	Service To	Manufacturer		Model No	
2022-03-16	2023-03-15				

Commodity Line Description: Consulting on the Traffic Records Program Support

Extended Description:

Consulting on the Traffic Records Strategic plan year two



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Motor Vehicles

5707 MacCorkle Avenue, Southeast
Post Office Box 17300
Charleston, West Virginia 25317-0010 • (304) 558-3900
TDD: (800) 742-6991 • (800) 642-9066

February 24, 2022

Cambridge Systematics, Inc
101 Station landing, STE 410
Medford, MA 02155

RE: CCT DMV2100000007 – Professional and Technical Assistance to Support GHSP Renewal Notice

The West Virginia Division of Motor Vehicles, Governor’s Highway Safety Program is requesting to renew our current contract under the same terms, conditions and pricing as stated in the original contract. The renewal effective dates are March 16, 2022 through March 15, 2023 . If you agree to this renewal, please sign below and return to me.

I have attached a Purchasing Affidavit that is to be part of the renewal change order and is required to be signed, dated and notarized. You can return the signed documents to me at Georgina.davis@wv.gov. Please let me know if you have any questions.

Thank You.

Georgina Davis

Attachment

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

Cambridge Systematics, Inc.
Brad W. Wright
Name/Signature

President and CEO
Title

2/28/2022
Date

WVDMV Governor’s Highway Safety Program
Steve Monroe
Name/Signature

Director, Management Services
Title

3/1/2022
Date

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- Deliver a final HSP in print ready Word and PDF format (GHSP will print as needed) reflecting corrections based upon NHTSA comments for submission by July 1st each year.

In addition, CS will provide overall management of the project including communicating with GHSP as needed throughout HSP and 405 application development via conference call or email communication as determined by the GHSP, and submitting a monthly project report and invoice as needed on the project.

Year one: \$49,913.00

Year two: \$51,910.00

Year three: \$53,986.00

Year four: \$56,145.00

Task 2 – Regional Highway Safety Data Overview PowerPoint Presentations

After completion of the annual HSP, the CS team will use data from the HSP data analysis, and conduct additional analysis as needed, to create and/or update Highway Safety Data Overview PowerPoint presentations for each Regional Traffic Safety Program identified in the HSP. Each presentation will include statewide trends, general regional trends, and regional data and maps of fatal and serious injury motor vehicle crashes related to alcohol and drugs, unrestrained vehicle occupants, speeding and motorcycles at a minimum. Additions to the presentations, such as adding additional serious crash types or maps to pinpoint countermeasure related crash locations by county, will be added at the direction of GHSP. CS will consult with GHSP staff throughout the creation of the presentations.

Year one: \$11,722.00

Year two: \$12,191.00

Year three: \$12,679.00

Year four: \$13,186.00

Task 3 - Observational Seat Belt Survey

The CS team will consult with GHSP staff during all phases of the annual observational seat belt survey project which includes the following tasks:

- Work with the observational survey application developer.
 - A. Incorporate survey sites into an updated version of the survey data collection application for use by the surveyors as needed.
 - B. Work with developer to address and correct any errors or bugs with the application.
- Compile observational survey results, conduct analysis, and provide certified results to GHSP for submittal to NHTSA.
 - A. Review survey sites and develop a schedule in conjunction with GHSP staff which includes survey observations on weekdays and weekends.
 - B. Compile all observation site data submitted by surveyors.
 - C. Conduct analysis of data and quality control of data.
 - E. Provide the annual certified seat belt observation rate to GHSP for submission to NHTSA no later than September 30th or on another date required by NHTSA.
- Draft the annual Observational Seat Belt Survey Report for GHSP.
 - A. Develop an observational survey report which includes:
 1. Information on the methodology used and site selection
 2. Procedures used by observers for collecting the data

3. Results of the survey including all requirements of 23 CFR Part 1340, such as:
 - a. Statewide observed seat belt usage rate
 - b. Total observations, selected occupant(s), vehicle, and site characteristics
 - c. Weighted seat belt use rate
 - d. Weighted seat belt use rate by county
 - e. Characteristics of belted drivers and passengers
 - f. Drivers and passengers belted by gender
 - g. Drivers and passengers belted by vehicle type and site characteristics
 - h. Standard error
4. Conclusions and recommendations
 - Provide overall management of the project and communication with GHSP.
 - A. Discuss any changes or modifications the GHSP staff would like incorporated in the Observational Seat Belt Survey Report.
 - B. Provide monthly reports to GHSP on the status of the project via conference call or email communication as determined by the GHSP.
 - C. Submit a monthly project report and invoice as needed on the project.

Assumptions - The GHSP will pay the observational survey application developer directly for any costs needed to update the seat belt survey application used to record data by the surveyors; and for any materials or equipment purchases needed to conduct the seat belt observations, such as GPS locators.

Year one: \$42,156.00

Year two: \$43,842.00

Year three: \$45,596.00

Year four: \$47,420.00

Task 4 – Traffic Records Program Support

The CS team will consult with GHSP staff throughout the year on traffic records program activities and deliverables including developing or updating the Traffic Records Strategic Plan, supporting West Virginia's Traffic Records Coordinating Committee (TRCC) and/or assisting the GHSP's Traffic Records Coordinator with implementation of the strategic plan. Tasks for each year will be determined by the GHSP and may include:

- Traffic Records Assessment – Assist with communications with subject matter experts of West Virginia's TRCC in collecting and accurately recording answers to an established set of NHTSA questions. Assist in the fulfillment of the assessment requirements for the State traffic safety information system Improvements grant (23 U.S.C. §405(c)). Work to be started July 1, 2021 and completed between January - April 2022.
- Traffic Records Strategic Plan Update - CS will update the Traffic Records Strategic Plan including agreed upon data milestones, priorities, and benchmarks based on recommendations from the Traffic Records Assessment Report provided from NHTSA in the Spring of 2022 .
 - Work with the West Virginia TRCC to prepare a draft of the traffic records strategic plan for GHSP and TRCC members' review in the Summer of 2022. Based on feedback received from the TRCC and GHSP CS will revise the plan and submit a final draft plan for GHSP's final review and submittal to NHTSA for approval.
- Traffic Records Strategic Plan Implementation - Identify trends, new and noteworthy practices, areas for improvement and new Federal regulations which could impact the traffic records strategic plan; assist the GHSP and TRCC with traffic records assessment recommendations, 405c funding allocation priorities, and tracking progress in implementing their Traffic Records Strategic Plan.

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- TRCC meeting support - Provide TRCC meeting support for up to three (3) meetings, including preparation of meeting agendas and materials for review and approval; collection and preparation of information or communications for TRCC members, preparing invitations for presenters and other individuals or organizations associated with the meetings.
- Overall project management - CS will provide overall management of the project in consultation with GHSP, providing monthly updates on the status of the project via conference call or email communication as determined by the GHSP, and submitting a monthly project report and invoice as needed on the project.

Year one: \$ 59,728.00

Year two: \$62,117.00


Year three: \$64,602.00

Year four: \$67,186.00

Signatures


Cambridge Systematics, Inc.
2-22-2021

Date


West Virginia Governor's Highway Safety Program
2/22/21

Date