



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: 01-03-2023

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:	CMA 0802 5030 DMV1900000007 5	Procurement Folder:	574329
Document Name:	Motor Vehicle and Driver's License Renewal Notices	Reason for Modification:	Change Order No. 4 - administrative change order to remove discontinued line status from commodity lines 6 and 7.
Document Description:	Driver's License and Motor Vehicle Renewal Notice		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:		Effective Start Date:	2019-07-01
Free on Board:		Effective End Date:	2023-06-30

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000018634	Requestor Name:	Debbie Ferguson
DATA INTEGRATORS INC		Requestor Phone:	(304) 926-0749
1190 INTERNATIONAL PARKWAY STE 109		Requestor Email:	debbie.l.ferguson@wv.gov
FREDERICKSBURG	VA 22406	<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US			
Vendor Contact Phone:	540-752-9740 Extension:		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
MANAGER ACCOUNTS PAYABLE	304-926-3960
DIVISION OF MOTOR VEHICLES	DIVISION OF MOTOR VEHICLES
5707 MACCORKLE AVE. S.E., SUITE 200	RECEIVING AND PROCESSING
	5707 MACCORKLE AVENUE, S.E. SUITE 200
CHARLESTON WV 25304	CHARLESTON WV 25317
US	US

1/04/2023

Purchasing Division's File Copy

Total Order Amount:	Open End
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ENTERED

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tina [Signature] 1/3/2023*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray [Signature]*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
Beverly Tolar [Signature]
 DATE: *1-6-2023*
 ELECTRONIC SIGNATURE ON FILE

1/6/2023

Extended Description:

Change Order No. 4 - Administrative change order to remove discontinued line status from commodity lines 6 and 7 inadvertently placed on Change Order No. 3.

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	Manufacturer	Model No	Unit	Unit Price
1	14111806			PM	126.000000
	Service From	Service To			
Commodity Ln Discontinued					

Commodity Line Description: Driver's License Renewal Notice

Extended Description:

Commodity Line Discontinued - See Commodity Line 6

Driver's License Renewal Notices item 3.1.1.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	14111806			PM	116.000000
	Service From	Service To			
Commodity Ln Discontinued					

Commodity Line Description: Motor Vehicle Renewal Notice

Extended Description:

Commodity Line Discontinued - See Commodity Line 7

Motor Vehicle Renewal Notices item 3.1.2.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81111504			HOUR	120.000000
	Service From	Service To			

Commodity Line Description: Composition/Data Processing Changes

Extended Description:

Charges for hourly services relating to composition and/or data processing changes item 3.1.2.7.2

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80161508			EA	0.003000
	Service From	Service To			

Commodity Line Description: Destruction - Driver's License Renewal Notice

Extended Description:

Destruction of pre-printed forms 3.1.2.7.3

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80161508			EA	0.003000
	Service From	Service To			

Commodity Line Description: Destruction - Motor Vehicle Renewal Notice

Extended Description:

Destruction of pre-printed forms 3.1.2.7.3

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	14111806			PM	150.000000
	Service From	Service To			

Commodity Line Description: Driver's License Renewal Notice - CO3

Extended Description:

Change Order No. 3 pricing - See Vendor Letter for pricing.

Driver's License Renewal Notices item 3.1.1.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	14111806			PM	145.000000
	Service From	Service To			

Commodity Line Description: Motor Vehicle Renewal Notice - CO3

Extended Description:

Change Order No. 3 pricing - See Vendor Letter for pricing.

Motor Vehicle Renewal Notices item 3.1.2.



Lyle, Tara L <tara.l.lyle@wv.gov>

CMA DMV19*07

1 message

Smith, Dusty J <dusty.j.smith@wv.gov>

Thu, Dec 29, 2022 at 11:15 AM

To: Tara L Lyle <tara.l.lyle@wv.gov>, Kristy E James <kristy.e.james@wv.gov>

Tara,

When the renewal was processed the Change Order 3 lines was discontinued on the commodity lines is it possible for it to be process as a administrative change and be finalized asap.

If you have any questions please let me know,

Thank you,
Mrs. Dusty Smith
Assistant Procurement Officer
PH 304.414.6859

1900 Kanawha Blvd E
Building 5 RM A-317
Charleston, WV 25305

Fax 304.558.0047

Any new Procurement information that has NOT been submitted to DOTPROCUREMENT@WV.GOV is NOT in tracking. If it is not in tracking we are unable to process it.



Lyle, Tara L <tara.l.lyle@wv.gov>

Re: NOTICE **ACCOUNT CLOSURE**

1 message

Davis, Georgina <georgina.davis@wv.gov>

Thu, Dec 29, 2022 at 2:29 PM

To: "Pauline, David H" <david.h.pauline@wv.gov>

Cc: Tara L Lyle <tara.l.lyle@wv.gov>, Kristy E James <Kristy.E.James@wv.gov>, Steven E Monroe <Steven.e.monroe@wv.gov>

David

The new commodity lines that were added for the price increase (6 and 7) are marked discontinued and we can not reference any of them when creating ADO's.

This needs to be corrected before we can move forward with any payments.

Georgie

On Thu, Dec 29, 2022 at 2:18 PM Pauline, David H <david.h.pauline@wv.gov> wrote:

It shows that it has been completed 12/22

David Pauline

David Pauline, Senior Buyer
WV Purchasing Division
2019 Washington Street, East
Charleston, WV 25305-0130

(304) 558-0067

On Thu, Dec 29, 2022 at 2:08 PM Davis, Georgina <georgina.davis@wv.gov> wrote:

Any update on this?

----- Forwarded message -----

From: **Davis, Georgina** <georgina.davis@wv.gov>

Date: Wed, Dec 28, 2022 at 1:08 PM

Subject: Re: NOTICE ****ACCOUNT CLOSURE

To: Lyle, Tara L <tara.l.lyle@wv.gov>

Cc: Kristy E James <kristy.e.james@wv.gov>, David H Pauline <david.h.pauline@wv.gov>

Good afternoon

We have a problem with the change order - the new lines 6 and 7 that were added to show the price increase have been marked as "discontinued" so when you go to create the ADO using the SHOP, lines 6 and 7 along with lines 1 and 2 are all discontinued lines and cannot be referenced. We have no way to pay the invoices.

On Tue, Dec 20, 2022 at 11:58 AM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Georgina,

I have Change Order No. 3 submitted in OASIS and it's ready for approval.

The vendor is out of compliance with the WVSOS - I have attached the sheet showing the compliance issue as well as the link for the page.

WV SOS - Business and Licensing - Corporations - Online Data Services

Looks like they need to file their annual report. It appears that they can file the report online through the link above or they can contact the WVSOS office at 304-558-8000.

Please contact the vendor and advise them of the issue. We won't be able to process the change order until the issue is resolved.

Thanks,
Tara

----- Forwarded message -----

From: **Davis, Georgina** <georgina.davis@wv.gov>

Date: Mon, Dec 19, 2022 at 3:22 PM

Subject: Re: NOTICE ****ACCOUNT CLOSURE

To: Lyle, Tara L <tara.l.lyle@wv.gov>

Cc: David H Pauline <david.h.pauline@wv.gov>, Kristy E James <kristy.e.james@wv.gov>, Steven E Monroe <Steven.e.monroe@wv.gov>

Hi Tara

Attached is the signed letter. Please let me know if you need anything else.

Thanks so much for all your help!

Georgie

On Mon, Dec 19, 2022 at 2:27 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:
Georgie,

We will need a signed renewal letter from the vendor. The renewal letter attached to the header is a Word document and not signed. The letter from the vendor attached to the header is only talking about the price increases - it doesn't state the vendor agrees to the renewal.

In order to process the change order - we will need two-party agreement for the renewal and the price increase. The vendor has finally supplied the needed documentation to approve the price increase but renewal agreement is needed to move forward.

If you can get the vendor or sign the renewal letter - we can get the change order moving. I would change the renewal letter to state "to renew our current contract under the same terms, conditions and pricing increase per the attached documentation." See attached letter.

Any questions, please let me know.

Thanks,
Tara

On Mon, Dec 19, 2022 at 12:01 PM Davis, Georgina <georgina.davis@wv.gov> wrote:

This is on CMA DMV19*07.

Is there any way possible we can get this one completed today?

Thanks
Georgie

----- Forwarded message -----

From: **Andrew Jessop** <ajessop@dataintegrators.com>

Date: Mon, Dec 19, 2022 at 11:11 AM

Subject: NOTICE ****ACCOUNT CLOSURE

To: <georgina.davis@wv.gov>

Your account remains in arrears. The ftp site and all activity will be suspended this week.

NO RENEWALS WILL BE ISSUED UNTIL A CHECK IS PROCESSED.

ANDREW JESSOP

513.319.3574

Ajessop@dataintegrators.com

iPad Air

--
Georgie

Georgina Davis

Division Manager

West Virginia Division of Motor Vehicles

5707 MacCorkle Avenue, S.E. Suite 50

Charleston, WV 25304

(304) 352-5691

georgina.davis@wv.gov

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Georgie

Georgina Davis

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Georgie

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