



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: 03-21-2024

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 DMV2100000003 2	<b>Procurement Folder:</b>	778727
<b>Document Name:</b>	Direct Award - Digital Liens and Titles	<b>Reason for Modification:</b>	CO 1 Administrative change order only to correct requestor ID No Other Changes
<b>Document Description:</b>	Digital Liens and Titles		
<b>Procurement Type:</b>	Central Sole Source		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-02-15
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2026-02-14

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000162433	<b>Requestor Name:</b>	John A Springer
WEST VIRGINIA INTERACTIVE LLC 10 HALE ST 3RD FLOOR		<b>Requestor Phone:</b>	(304) 792-7116
CHARLESTON WV 25301		<b>Requestor Email:</b>	john.a.springer@wv.gov
US			
<b>Vendor Contact Phone:</b>	304-206-9720		
<b>Extension:</b>			
<b>Discount Details:</b>			
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

**24**  
 FILE LOCATION \_\_\_\_\_

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

3-27-246C

<b>Total Order Amount:</b>	Open End
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Purchasing Division's File Copy

JE 3/25/24

**PURCHASING DIVISION AUTHORIZATION**

DATE: *T. W. [Signature]* 3/27/2024

ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**

DATE: *John S. Gray*

ELECTRONIC SIGNATURE ON FILE

*5/28/2024*

**ENCUMBRANCE CERTIFICATION**

DATE: *[Signature]* 3-28-24

ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order 1  
Administrative change order only - to correct requestor ID

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	83121603			EA	5674000.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Digital Liens and Titles System Implementation

**Extended Description:**

Digital Lien and Title System implementation .

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	83121603			EA	1.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Title Correction

**Extended Description:**

Title Correction

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	83121603			EA	0.500000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Reassignment

**Extended Description:**

Title Correction

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	83121603			EA	3.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Lien Filing

**Extended Description:**

Title Correction

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	83121603			EA	5.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Casual Sale

**Extended Description:**

Title Correction

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	83121603			EA	2.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Deal Jacket Upload

**Extended Description:**  
Title Correction

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	83121603			EA	3.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** VRS Connector Fee

**Extended Description:**  
Title Correction

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	83121603			EA	1.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** DMV Self Service Connector Fee

**Extended Description:**  
Title Correction



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

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## Re: Administrative changes

1 message

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**Lyle, Tara L** <tara.l.lyle@wv.gov>  
To: "Davis, Georgina" <georgina.davis@wv.gov>  
Cc: David H Pauline <david.h.pauline@wv.gov>

Wed, Mar 20, 2024 at 11:24 AM

David and Georgina,

Since the department contact will be changing on the face of the contract, we will need to do a formal change order and go through the normal approval/signature processes.

Thanks,  
Tara

On Wed, Mar 20, 2024 at 10:49 AM Davis, Georgina <georgina.davis@wv.gov> wrote:

Hi David  
Including you and Tara in this administrative change.  
Thanks  
Georgie

On Wed, Mar 20, 2024 at 10:46 AM Lisa Comer <lisa.comer@wvoasis.gov> wrote:

Hello Georgina,

Since this is a central document, we request you include the central buyer supervisor for approval as an Administrative change.

Thank you,

**Lisa Comer**

Finance Team

WV Enterprise Resource Planning Board

Phone: 304-935-0487

Email: FinanceTeam@wvOASIS.gov

Web: wvOASIS.gov

**wvOASIS**

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**From:** Davis, Georgina <georgina.davis@wv.gov>  
**Sent:** Wednesday, March 20, 2024 9:57 AM  
**To:** Finance Team <FinanceTeam@wvoasis.gov>  
**Subject:** Administrative changes

Good morning

I have 2 CMA's that I need to correct the requestor ID's on. This is an administrative change only. No other changes are being made.

Can you approve these to final?

CMA DMV23\*06

CMA DMV22\*05

Thanks

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*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](mailto:georgina.davis@wv.gov)

**CAUTION:** This email originated from outside the organization. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

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*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](mailto:georgina.davis@wv.gov)

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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 the The West Virginia Secretary of State's database.*

### WEST VIRGINIA INTERACTIVE, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	2/13/2007		2/13/2007	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	5415 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Computer Systems Design and Related Services (design, programming, facilities mgmt)		<b>Capital Stock</b>
<b>Charter County</b>	Kanawha	<b>Control Number</b>	91471
<b>Charter State</b>	WV	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MGR
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

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<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Designated Office Address</b>	10 HALE STREET, 3RD FLOOR CHARLESTON, WV, 25301
<b>Mailing Address</b>	10 HALE STREET 3RD FLOOR CHARLESTON, WV, 25301 USA
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Principal Office Address</b>	10 HALE ST 3RD FL CHARLESTON, WV, 25301 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Manager</b>	H. LYNN MOORE JR 5101 TENNYSON PKWY. PLANO, TX, 75024
<b>Manager</b>	BRIAN K. MILLER 7701 COLLEGE BLVD, OVERLAND PARK, KS, 66210
<b>Organizer</b>	WILLIAM F BRADLEY, JR 10540 S RIDGEVIEW ROAD OLATHE, KS, 66061 USA
<b>Type</b>	<b>Name/Address</b>

<b>DBA</b>			
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>
NIC WEST VIRGINIA	TRADENAME	6/8/2020	
TYLER TECHNOLOGIES WEST VIRGINIA	TRADENAME	3/29/2023	

DBA Name	Description	Effective Date	Termination Date
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Date	Amendment
12/3/2012	FILED CHANGES TO ARTICLES 11 AND 12 OF THE ARTICLES OF ORGANIZATION, SEE IMAGE.
Date	Amendment

<b>Annual Reports</b>
Filed For
2023
2022
2021
2020
2019
2018
2017
2016
2015
2014
2013
2012
2011
2010
2009
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, March 25, 2024 — 12:49 PM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Estep</u> Date: <u>3/25/24</u>  Solicitation No. <u>CMA DOT 21*03</u> <u>CO#1</u>	Agency: WV Division of Motor Vehicles  Procurement Officer Submitting Requisition: Kristy James  Requisition No. CMA DMV2100000003 CO1  PF No.: 778727
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b>	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*\*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: \_\_\_\_\_

