



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: 02-26-2024

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 5010 DMV2200000005 4	Procurement Folder:	977064
Document Name:	Motorcycle Safety and Awareness Training	Reason for Modification:	Change Order 3 - to renew contract under same terms, conditions and pricing.
Document Description:	WV Motorcycle Safety Training Classes		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-03-07
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-03-06

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000192963			Requestor Name:	Harry B Anderson
MOTORCYCLE SAFETY FOUNDATION				Requestor Phone:	(304) 926-0713
2 JENNER ST STE 150				Requestor Email:	harry.b.anderson@wv.gov
IRVINE	CA	92618		<div style="font-size: 48pt; font-weight: bold;">24</div> FILE LOCATION _____	
US					
Vendor Contact Phone:	9494661802	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 DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200  CHARLESTON WV 25304  US	304-926-3960 DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200 CHARLESTON WV 25317  US

3-6-24 6C

Purchasing Division's File Copy

Total Order Amount:	Open End
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PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tanya 3/6/2024*  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *John S. Gray 3/14/2024*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *3-14-24*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 3 - to renew contract under same terms, conditions, pricing and any authorized change orders..

Effective date of renewal March 7, 2024, through March 6, 2025.

Renewals years remaining: One (1) year.

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	86101709			EA	169.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Basic Rider Course

**Extended Description:**

Motorcycle Safety and Awareness Training - Basic Rider Course.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	86101709			EA	169.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Experienced Rider Course

**Extended Description:**

Motorcycle Safety and Awareness Training - Experienced Rider Course.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	78181500			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
			Commodity Ln Discontinued	0.00	

**Commodity Line Description:** Vendor Reimbursement

**Extended Description:**

Line discontinued. See Commodity Line 4.

Annual Vendor reimbursement for motorcycle lease, repairs, & maintenance.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	78181500			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Vendor Reimbursement

**Extended Description:**

Annual Vendor reimbursement for motorcycle lease, repairs, & maintenance.



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

Everett J. Frazier  
Commissioner  
Division of Motor Vehicles

Jimmy Wriston, P.E.  
Secretary of Transportation  
Commissioner of Highways

January 30, 2024

Motorcycle Safety Foundation  
2 Jenner St. STE 150  
Irvine, CA 92618

RE: CMA DMV2200000005– Safety Training Classes Renewal Notice

The West Virginia Division of Motor Vehicles 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 7, 2024 through March 6, 2025. If you agree to this renewal, please sign below and return to me.

You can return the signed document to me at [Georgina.davis@wv.gov](mailto:Georgina.davis@wv.gov). Please let me know if you have any questions.

Thank You.

Georgie Davis

*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.*

*Motorcycle Safety Foundation*

*WV Division of Motor Vehicles*

*Name/Signature*

**Robert  
Gladden**

Digitally signed by Robert Gladden  
DN: cn=Robert Gladden, o=ASI/  
MSF/ROHVA, ou=Training  
Operations, email=rgladden@msf-  
usa.org, c=US  
Date: 2024.02.12 15:30:43 -08'00'

*Name/Signature*

*Director, Management Services*  
**Title**

*2/13/2024*  
**Date**

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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 not in the The West Virginia Secretary of State's database.*

### MOTORCYCLE SAFETY FOUNDATION, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	1/16/2013		1/16/2013	Foreign	Non-Profit			

Organization Information			
<b>Business Purpose</b>	6116 - Educational Services - Educational Services - Other Schools and Instruction (fine arts, sports & recreation, language, exam prep, tutoring, automobile driving)		
<b>Charter County</b>		<b>Control Number</b>	99YKQ
<b>Charter State</b>	DC	<b>Excess Acres</b>	<span>× Close</span>
<b>At Will Term</b>	Hi, I'm SOLO I'm here to help you launch your new LLC.		
<b>At Will Term Years</b>			
<b>Authorized Shares</b>	<b>Young Entrepreneur</b>	Not Specified	

--

<b>Addresses</b>	
Type	Address
<b>Local Office Address</b>	2 JENNER SUITE 150 IRVINE, CA, 92618
<b>Mailing Address</b>	2 JENNER SUITE 150 IRVINE, CA, 92618 USA
<b>Notice of Process Address</b>	ROBERT GLADDEN 2 JENNER, SUITE 150 IRVINE, CA, 92618
<b>Principal Office Address</b>	2 JENNER SUITE 150 IRVINE, CA, 92618 USA
Type	Address

<b>Officers</b>	
Type	Name/Address
<b>President</b>	ERIK PRITCHARD 2 JENNER, SUITE 150 IRVINE, CA, 92618
<b>Vice-President</b>	ROBERT GLADDEN 2 JENNER, SUITE 150 IRVINE, CA, 92618
Type	Name/Address

<b>Annual Reports</b>	× Close
<b>Filed For</b>	<div style="border: 1px solid #ccc; padding: 10px; width: fit-content;">                     Hi, I'm SOLO I'm here to help you launch your new LLC.                 </div>
2024	
2023	
2022	
2021	
2020	

2019
2018
2017x
2017
2016
2015
<b>Date filed</b>

For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, March 5, 2024 — 12:39 PM

© 2024 State of West Virginia

× Close

Hi, I'm SOLO I'm here to help you launch your new LLC.

An official website of the United States government [Here's how you know](#)



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e.g. 1606N020Q02

"motorcycle safety foundation" 

### Federal Organizations

Enter Code or Name



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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>3/5/2024</u>  Solicitation No. <u>CMA DMV22*05 CO3</u>	Agency: WV Division of Motor Vehicles  Procurement Officer Submitting Requisition: Kristy James  Requisition No. CMA DMV2200000005 CO#3  PF No.: 977064
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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: David Pauline