



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

State of West Virginia
Contract

Order Date: 11-26-2024

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:	CCT 0802 5010 DMV2400000001 7	Procurement Folder:	1262745
Document Name:	To provide support and assistance to GHSP	Reason for Modification:	Change Order No. 4 - to explain change order numbers in sequence.
Document Description:	To provide support and assistance to GHSP		
Procurement Type:	Central Sole Source		
Buyer Name:	David H Pauline		
Telephone:	304-558-0067		
Email:	david.h.pauline@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-09-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000100775 CAMBRIDGE SYSTEMATICS INC 101 STATION LANDING STE 410 MEDFORD MA 02155 US Vendor Contact Phone: 617-354-0167 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Bobby C Tipton Requestor Phone: (304) 926-3823 Requestor Email: bob.c.tipton@wv.gov 2025 FILE LOCATION _____
	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	304-926-3960 DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200 CHARLESTON WV 25317 US

11/26/24 6L

Total Order Amount:	\$665,729.52
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Purchasing Division's File Copy

JE 11/26/24

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tarah</i> 11/26/24 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John L. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>[Signature]</i> 11-26-24 ELECTRONIC SIGNATURE ON FILE
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11/26/2024

Extended Description:

Change Order No. 4 - issued for administrative purpose only in order to address an error in change order numbers previously processed and encumbered.

There were two (2) administrative accounting changes done which do not require approvals or documentation to be processed since they are accounting changes in nature. These were processed on 11/13/2023 (accounting adjustment) and 7/31/2024 (roll document).

Change Order No. 2 was processed and encumbered on 8/26/2024. This should have been Change Order No. 1.

Change Order No. 3 was processed and encumbered on 10/15/2024. This should have been Change Order No. 2.

Since the administrative change orders were processed before an official change order, the change order numbers became out of sequence, therefore, Change Order No. 1 is nonexistent.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101505	0.00000		0.000000	\$61,145.00
Service From	Service To	Manufacturer	Model No		
2023-10-01	2024-09-30				

Commodity Line Description: Highway Safety Plan/Annual Grant Application - Year 1

Extended Description:

Highway Safety Plan/Annual Grant Application - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101505	0.00000		0.000000	\$39,580.00
Service From	Service To	Manufacturer	Model No		
2023-10-01	2024-09-30				

Commodity Line Description: Annual Report - Year 1

Extended Description:

Annual Report - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101505	0.00000		0.000000	\$47,636.00
Service From	Service To	Manufacturer	Model No		
2023-10-01	2024-09-30				

Commodity Line Description: Annual observational Seat Belt Survey - year 1

Extended Description:

Annual observational Seat Belt Survey - year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101505	0.00000		0.000000	\$58,354.00
Service From	Service To	Manufacturer	Model No		
2023-10-01	2024-09-30				

Commodity Line Description: Traffic Records Support - year 1

Extended Description:

Traffic Records Support - year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80101505	0.00000		0.000000	\$16,740.00
Service From	Service To	Manufacturer	Model No		
2023-10-01	2024-09-30				

Commodity Line Description: Regional Highway Safety PowerPoint Presentation - Year 1

Extended Description:

Regional Highway Safety PowerPoint Presentation - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80101505	0.00000		0.000000	\$11,889.00
Service From	Service To	Manufacturer	Model No		
2023-10-01	2024-09-30				

Commodity Line Description: GHSP Procedure Manual - Year 1

Extended Description:

GHSP Procedure Manual - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	80101505	0.00000		0.000000	\$11,247.00
Service From	Service To	Manufacturer	Model No		
2023-10-01	2024-09-30				

Commodity Line Description: NHTSA Program Area Assessment Support - Year 1

Extended Description:

NHTSA Program Area Assessment Support - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	80101505	0.00000		0.000000	\$55,825.00
Service From	Service To	Manufacturer	Model No		
2023-10-01	2024-09-30				

Commodity Line Description: Distracted Driving Report - Year 1

Extended Description:

Distracted Driving Report - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	80101505	0.00000		0.000000	\$23,922.00
Service From	Service To	Manufacturer	Model No		
2023-10-01	2024-09-30				

Commodity Line Description: On-Call Tasks - Year 1

Extended Description:

On-Call Tasks - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	80101505	0.00000		0.000000	\$63,590.80
Service From	Service To	Manufacturer	Model No		
2024-10-01	2025-09-30				

Commodity Line Description: Highway Safety Plan/Annual Grant Application - Year 2

Extended Description:

Highway Safety Plan/Annual Grant Application - Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	80101505	0.00000		0.000000	\$41,163.20
Service From	Service To	Manufacturer	Model No		
2024-10-01	2025-09-30				

Commodity Line Description: Annual Report - Year 2

Extended Description:

Annual Report - Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	80101505	0.00000		0.000000	\$49,541.44
Service From	Service To	Manufacturer	Model No		
2024-10-01	2025-09-30				

Commodity Line Description: Annual observational Seat Belt Survey - Year 2

Extended Description:

Annual observational Seat Belt Survey - year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	80101505	0.00000		0.000000	\$60,688.16
Service From	Service To	Manufacturer	Model No		
2024-10-01	2025-09-30				

Commodity Line Description: Traffic Records Support - Year 2

Extended Description:

Traffic Records Support - year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	80101505	0.00000		0.000000	\$17,409.60
Service From	Service To	Manufacturer	Model No		
2024-10-01	2025-09-30				

Commodity Line Description: Regional Highway Safety PowerPoint Presentation - Year 2

Extended Description:

Regional Highway Safety PowerPoint Presentation - Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	80101505	0.00000		0.000000	\$12,364.56
Service From	Service To	Manufacturer	Model No		
2024-10-01	2025-09-30				

Commodity Line Description: GHSP Procedure Manual - Year 2

Extended Description:

GHSP Procedure Manual - Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	80101505	0.00000		0.000000	\$11,696.88
Service From	Service To	Manufacturer	Model No		
2024-10-01	2025-09-30				

Commodity Line Description: NHTSA Program Area Assessment Support - Year 2

Extended Description:

NHTSA Program Area Assessment Support - Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
17	80101505	0.00000		0.000000	\$58,058.00
Service From	Service To	Manufacturer	Model No		
2024-10-01	2025-09-30				

Commodity Line Description: Distracted Driving Report - Year 2

Extended Description:
Distracted Driving Report - Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
18	80101505	0.00000		0.000000	\$24,878.88
Service From	Service To	Manufacturer	Model No		
2024-10-01	2025-09-30				

Commodity Line Description: On-Call Tasks - Year 2

Extended Description:
On-Call Tasks - Year 2

Estep, John W <john.w.estep@wv.gov>**Fwd: Cambridge**

1 message

Heath, Amber J <amber.j.heath@wv.gov>
To: John W Estep <john.w.estep@wv.gov>

Wed, Nov 13, 2024 at 2:49 PM

Here is what the AO is saying about the change order that was misnumbered.

J. Amber Heath

WV Department of Transportation
Assistant Director, Procurement Section
1900 Kanawha Blvd. E
Building 6 - Room 340
Charleston, WV 25305
Phone: 304-414-7105



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

From: **Monroe, Steven E** <Steven.e.monroe@wv.gov>

Date: Wed, Nov 13, 2024 at 2:37 PM

Subject: Fwd: Cambridge

To: Smith, Dusty J <dotprocurement@wv.gov>

Cc: Dusty J Smith <dusty.j.smith@wv.gov>, Kristy E James <kristy.e.james@wv.gov>, Amber J Heath <amber.j.heath@wv.gov>, Georgina Davis <Georgina.Davis@wv.gov>, Samuel A Curia <samuel.a.curia@wv.gov>

Dusty,

Here is what the Auditor's Office recommended. Please let us know if you need anything further.

Angie,

I would get with State purchasing and see about doing an administrative change order to correct change order # 2 to #1 due to numbering error.

David Sull

Director of Auditing – WWSAO

Phone 304-205-8558 (New Number)

David.sull@wvsao.gov

Steve Monroe
Director, Management Services
5707 MacCorkle Avenue, SE Suite 200
Charleston, WV 25304
(304) 352-5948
steven.e.monroe@wv.gov

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

From: **Chaney, Angie L** <angie.l.chaney@wv.gov>
Date: Wed, Nov 13, 2024 at 10:59 AM
Subject: Fwd: Cambridge
To: Steven E Monroe <Steven.e.monroe@wv.gov>

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

From: **Smith, Dusty J** <dusty.j.smith@wv.gov>
Date: Wed, Nov 13, 2024 at 10:23 AM
Subject: Fwd: Cambridge
To: Angie L Chaney <angie.l.chaney@wv.gov>, Kristy E James <kristy.e.james@wv.gov>, Amber J Heath <amber.j.heath@wv.gov>

What I've received from Purchasing

Thank you,

Mrs. Dusty Smith
Assistant Procurement Officer
304.414.6859

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.

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

From: **Estep, John W** <john.w.estep@wv.gov>
Date: Wed, Nov 13, 2024 at 7:17 AM
Subject: Re: Cambridge
To: Smith, Dusty J <dusty.j.smith@wv.gov>
Cc: Amber J Heath <amber.j.heath@wv.gov>

I think someone needs to talk to the auditor's office and make sure what they want.
So we won't be doing it again. The Administrative maybe the way

Thanks

John Estep

*Senior Buyer, Purchasing Division
304-558-2566 • John.W.Estep@wv.gov*



On Tue, Nov 12, 2024 at 6:49 PM Smith, Dusty J <dusty.j.smith@wv.gov> wrote:
So do you think we can do administrative adjustments to correct the numbering?

Otherwise it doesn't really make sense. This has already happened and we just need to fix it.

Thank you,

Mrs. Dusty Smith
Assistant Procurement Officer

304.414.6859

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.

On Tue, Nov 12, 2024 at 8:34 AM Estep, John W <john.w.estep@wv.gov> wrote:

John Estep

Senior Buyer, Purchasing Division

304-558-2566 • John.W.Estep@wv.gov



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

From: **Nora Dolin** <nora.dolin@wvoasis.gov>

Date: Fri, Nov 8, 2024 at 2:34 PM

Subject: RE: Cambridge

To: Estep, John W <john.w.estep@wv.gov>

Hi John,

I misspoke in my email earlier; I didn't mean to assume whether you wanted to consider that clarification modification version as a true change order. To answer your question, the Track Changes manages the Change Order Number on the modification tab:

General Information Contract Details Reference Requestor Issuer Buyer **Modification**

Fixed Asset Intent Reference Document Information

Track Changes: ☐

Change Order Number: 2

Modified: Yes

By checking the Track Changes box, when the document goes to final, the system will list the Change Order Number as the number 3 (based on the above example). This is why we advise agencies not to check mark the Track Changes box when processing Accounting Adjustments, because those are not true change orders and should not be counted as such in the system. So by unchecking the Track Changes, the system doesn't populate a 'Change Order Number' in the above pictured field.

Thank you,

Nora Dolin

Finance Team

Email: FinanceTeam@wvOASIS.gov

Web: wvOASIS.gov

wvOASIS

From: Estep, John W <john.w.estep@wv.gov>

Sent: Friday, November 8, 2024 2:18 PM

To: Nora Dolin <nora.dolin@wvoasis.gov>

Subject: Re: Cambridge

Could you tell me what the track changes does?



On Fri, Nov 8, 2024 at 12:56 PM Nora Dolin <nora.dolin@wvoasis.gov> wrote:

John,

Alternatively you could just add a comment to v5 of the CCT explaining it is CO1.

Thank you,

Nora Dolin

Finance Team

Email: FinanceTeam@wvOASIS.gov

Web: wvOASIS.gov

wvOASIS

From: Nora Dolin <nora.dolin@wvoasis.gov>
Sent: Friday, November 8, 2024 12:44 PM
To: Estep, John W <john.w.estep@wv.gov>
Cc: Finance Team <FinanceTeam@wvoasis.gov>
Subject: RE: Cambridge

Good afternoon,

Our recommendation would be to process another change order to the CCT, making sure the Track Changes is selected, and clarifying that version 5 of the CCT really was change order number 1 (CO1) and version 6 is change order number 2 (CO2).

Thank you,

Nora Dolin

Finance Team

Email: FinanceTeam@wvOASIS.gov

Web: wvOASIS.gov

The logo for wvOASIS, featuring the letters "wv" in a stylized font followed by "OASIS" in a larger, bold font.

From: Estep, John W <john.w.estep@wv.gov>
Sent: Friday, November 8, 2024 12:13 PM
To: Nora Dolin <nora.dolin@wvoasis.gov>
Subject: Fwd: Cambridge

Good Afternoon.

11/14/24, 9:16 AM

State of West Virginia Mail - Fwd: Cambridge

Could you maybe give us a little help on this. The DMV is having trouble getting some invoices paid.

See the email below.

Call me if you need to talk about it.

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

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

Date: Fri, Nov 8, 2024 at 11:33 AM

Subject: Re: Cambridge

To: Estep, John W <john.w.estep@wv.gov>

CCT DMV24*01

On Fri, Nov 8, 2024 at 11:32 AM Estep, John W <john.w.estep@wv.gov> wrote:

What is the CMA Number DMV ???

On Fri, Nov 8, 2024 at 11:29 AM Davis, Georgina <georgina.davis@wv.gov> wrote:

Good morning

Can you help me fix this issue with the Auditor's office?

They do not want to pay any of the invoices because the change order numbers are wrong.

I would appreciate your guidance.

Thanks

Georgie

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

From: Chaney, Angie L <angie.l.chaney@wv.gov>

Date: Fri, Nov 8, 2024 at 10:38 AM

Subject: Cambridge

To: Davis, Georgina <Georgina.Davis@wv.gov>

Cc: Samuel A Curia <samuel.a.curia@wv.gov>, Steven E Monroe <Steven.e.monroe@wv.gov>, Tonya N Smith <tonya.n.smith@wv.gov>, Christopher A Walton <christopher.a.walton@wv.gov>

Pertaining to the conversation we had this morning, I am including all the comments in the eight rejected PRMs for Cambridge.

10/28/24 - Auditors rejected all with the statement ***"Please verify the CO numbers in the system. In OASIS CO2 appears to actually be CO1 according to the modification tab and if that is the case then CO3 should also be CO2. Thank you!"***

10/31/24 - After talking with Sam Curia - I resubmitted stating ***"Version 5 should be CO1 and version 6 CO2. Is there anything we can do without having to try to have the entire purchase order redone?"***

11/8/24 - Auditors rejected again with the statement ***"Need to contact Purchasing Division on how to correct CO #1 being skipped"***

I am going to leave the PRMS (amounts below) in rejected status so nothing else is created until this issue is resolved. Thank you and please let me know what you find out!

\$15,509.77

\$16,970.97

\$ 2,051.85

\$ 141.68

\$ 2,998.97
\$11,195.67
\$19,484.73
\$ 9,761.61

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Angela Chaney, Manager

WV Division of Motor Vehicles

5707 Maccorkle Avenue, SE

Charleston, WV 25304

304-352-5929

--

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

--

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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Angela Chaney, Manager
WV Division of Motor Vehicles
5707 Maccorkle Avenue, SE
Charleston, WV 25304
304-352-5929



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

State of West Virginia
Contract

Order Date: 11-13-2023

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:	CCT 0802 5010 DMV2400000001 2	Procurement Folder:	1262745
Document Name:	To provide support and assistance to GHSP	Reason for Modification:	
Document Description:	To provide support and assistance to GHSP	Accounting Adjustment to Include Grant Information in Accounting Lines	
Procurement Type:	Central Sole Source		
Buyer Name:	David H Pauline		
Telephone:	304-558-0067		
Email:	david.h.pauline@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-09-30

VENDOR				DEPARTMENT CONTACT																					
Vendor Customer Code: 000000100775 CAMBRIDGE SYSTEMATICS INC 101 STATION LANDING STE 410 MEDFORD MA 02155 US Vendor Contact Phone: 617-354-0167 Extension: Discount Details: <table><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td colspan="3">Not Entered</td></tr><tr><td>#3</td><td colspan="3">Not Entered</td></tr><tr><td>#4</td><td colspan="3">Not Entered</td></tr></table>					Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Bobby C Tipton Requestor Phone: (304) 926-3823 Requestor Email: bob.c.tipton@wv.gov	
	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	304-926-3960 DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200 CHARLESTON WV 25317 US

Total Order Amount: \$326,338.00

PURCHASING DIVISION AUTHORIZATION	ATTORNEY GENERAL APPROVAL AS TO FORM	ENCUMBRANCE CERTIFICATION
DATE: ELECTRONIC SIGNATURE ON FILE	DATE: ELECTRONIC SIGNATURE ON FILE	DATE: ELECTRONIC SIGNATURE ON FILE

Extended Description:

The Vendor, Cambridge Systematics, Inc., agrees to enter with the West Virginia Department of Motor Vehicles (DMV), into a contract to provide support and technical assistance to the West Virginia Governor's Highway Safety Program (GHSP), in the development and preparation of the annual Highway Safety Plan and 405 grant documentation; development and / or updating of Regional Highway Safety Data Overview PowerPoint Presentations; conduct the annual seat belt survey as required by National Highway Traffic Safety Administration (NHTSA); and assist with implementation of the State's traffic records program activities including a traffic records assessment and revision of the Traffic Records Strategic Plan required to comply with NHTSA requirements., per the attached documentation, per the specifications, terms and conditions, bid requirements, incorporated herein by reference and made apart hereof. See attached.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101505	0.00000		0.000000	\$61,145.00
Service From	Service To	Manufacturer	Model No		
2023-10-01	2024-09-30				

Commodity Line Description: Highway Safety Plan/Annual Grant Application - Year 1

Extended Description:

Highway Safety Plan/Annual Grant Application - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101505	0.00000		0.000000	\$39,580.00
Service From	Service To	Manufacturer	Model No		
2023-10-01	2024-09-30				

Commodity Line Description: Annual Report - Year 1

Extended Description:

Annual Report - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101505	0.00000		0.000000	\$47,636.00
Service From	Service To	Manufacturer	Model No		
2023-10-01	2024-09-30				

Commodity Line Description: Annual observational Seat Belt Survey - year 1

Extended Description:

Annual observational Seat Belt Survey - year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101505	0.00000		0.000000	\$58,354.00
Service From	Service To	Manufacturer	Model No		
2023-10-01	2024-09-30				

Commodity Line Description: Traffic Records Support - year 1

Extended Description:

Traffic Records Support - year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80101505	0.00000		0.000000	\$16,740.00
Service From	Service To	Manufacturer	Model No		
2023-10-01	2024-09-30				

Commodity Line Description: Regional Highway Safety PowerPoint Presentation - Year 1

Extended Description:

Regional Highway Safety PowerPoint Presentation - Year 1

Line#	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80101505	0.00000		0.000000	\$11,889.00
Service From	Service To	Manufacturer	Model No		
2023-10-01	2024-09-30				

Commodity Line Description: GHSP Procedure Manual - Year 1

Extended Description:

GHSP Procedure Manual - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	80101505	0.00000		0.000000	\$11,247.00
Service From	Service To	Manufacturer	Model No		
2023-10-01	2024-09-30				

Commodity Line Description: NHTSA Program Area Assessment Support - Year 1

Extended Description:

NHTSA Program Area Assessment Support - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	80101505	0.00000		0.000000	\$55,825.00
Service From	Service To	Manufacturer	Model No		
2023-10-01	2024-09-30				

Commodity Line Description: Distracted Driving Report - Year 1

Extended Description:

Distracted Driving Report - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	80101505	0.00000		0.000000	\$23,922.00
Service From	Service To	Manufacturer	Model No		
2023-10-01	2024-09-30				

Commodity Line Description: On-Call Tasks - Year 1

Extended Description:

On-Call Tasks - Year 1

- Document Navigator
- Header
- Renewal Period
- Accounting Distribution
- Vendor
- Business Type
- Commodity
- Commodity T & C
- Accounting
- Posting
- Sub Vendor
- Terms and Conditions
- Special Instructions
- Award Details
- Surety/Insurance
- Supporting Documents

Header 3

General Information

Contract Details

Reference

Requestor Issuer Buyer

Modification

Extended Description

Track Changes:

Change Order Number:

Modified:

No

Reason for Modification:

Roll Document from 2024 to 2025

Administrative
Change order
processed 7/31/24 -
Roll document
oasis generated



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

State of West Virginia
Contract

Order Date: 07-26-2024

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:	CCT 0802 5010 DMV2400000001 3	Procurement Folder:	1262745
Document Name:	To provide support and assistance to GHSP	Reason for Modification:	Change Order 2 To renew contract
Document Description:	To provide support and assistance to GHSP		
Procurement Type:	Central Sole Source		
Buyer Name:	David H Pauline		
Telephone:	304-558-0067		
Email:	david.h.pauline@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-09-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000100775 CAMBRIDGE SYSTEMATICS INC 101 STATION LANDING STE 410 MEDFORD MA 02155 US Vendor Contact Phone: 617-354-0167 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Jackie L McNeely Requestor Phone: (304) 926-3823 Requestor Email: jack.l.mcneely@wv.gov 2025 FILE LOCATION <u>51732</u>
	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	304-926-3960 DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200 CHARLESTON WV 25317 US

Total Order Amount: \$665,729.52

Purchasing Division's File Copy

SCANNED

JE 7/29/24

PURCHASING DIVISION AUTHORIZATION DATE: <u>JA 1.30.24</u> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <u>John L. Gray</u> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <u>8-28-24</u> ELECTRONIC SIGNATURE ON FILE
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Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia Contract

Order Date: 10-09-2024

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:	CCT 0802 5010 DMV2400000001 6	Procurement Folder:	1262745
Document Name:	To provide support and assistance to GHSP	Reason for Modification:	Correcting commodity line 13 description on the contract renewal to match line 4. Zero dollar change.
Document Description:	To provide support and assistance to GHSP		
Procurement Type:	Central Sole Source		
Buyer Name:	David H Pauline		
Telephone:	304-558-0067		
Email:	david.h.pauline@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-09-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000100775 CAMBRIDGE SYSTEMATICS INC 101 STATION LANDING STE 410 MEDFORD MA 02155 US Vendor Contact Phone: 617-354-0167 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Bobby C Tipton Requestor Phone: (304) 926-3823 Requestor Email: bob.c.tipton@wv.gov 2025 FILE LOCATION <u>52082</u>
	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	304-926-3960 DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200 CHARLESTON WV 25317 US

CR 10-11-24

Total Order Amount:

\$665,729.52

Purchasing Division's File Copy

JE 10/9/24

SCANNED

PURCHASING DIVISION AUTHORIZATION DATE: <u>JA 10-11-24</u> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <u>John L. Gray</u> DATE: <u>10-15-24</u> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <u>Clayton</u> DATE: <u>10-15-24</u> ELECTRONIC SIGNATURE ON FILE
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10156004

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>JE</u> Date: <u>11/26/24</u> Solicitation No. <u>Admin C044</u> <u>To explain CO number</u> <u>sequences.</u>	Agency: <u>WV DOT</u> Procurement Officer Submitting Requisition: <u>Krish James</u> Requisition No.: <u>CCT DMV 24001</u> PF No.: <u>1262745</u>
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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 type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

FOR CHANGE ORDERS/RENEWALS:

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

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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.

CAMBRIDGE SYSTEMATICS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	1/13/2009		1/13/2009	Foreign	Profit			

Organization Information			
Business Purpose	5416 - Professional, Scientific and Techincal Servies - Professional, Scientific and Techincal Servies - Management, Scientific and Tech Consulting Services (administrative, general, HR, marketing, process, physical distribution, logistics, environmental)		Capital Stock
Charter County		Control Number	99CTZ
Charter State	MA	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses

Type	Address
Local Office Address	101 STANTON LANDING SUITE 410 MEDFORD, MA, 02155
Mailing Address	101 STATION LANDING SUITE 410 MEDFORD, MA, 02155 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	101 STATION LANDING SUITE 410 MEDFORD, MA, 02155 USA
Type	Address

Officers

Type	Name/Address
Director	MARLENE CONNOR 101 STATION LANDING SUITE 410 MEDFORD, MA, 02155
Director	BRADFORD W. WRIGHT 101 STATION LANDING SUITE 410 MEDFORD, MA, 02155
President	BRADFORD W. WRIGHT 101 STATION LANDING SUITE 410 MEDFORD, MA, 02155
Secretary	SUSAN A. KRABBE 101 STATION LANDING SUITE 410 MEDFORD, MA, 02155
Treasurer	KAREN NOCITO 101 STATION LANDING SUITE 410 MEDFORD, MA, 02155
Type	Name/Address

Annual Reports
Filed For
2024
2023
2022
2021
2020
2019
2018
2017x
2017
2016
2015
2014
2013
2012
2011
2010
Date filed

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

Tuesday, November 26, 2024 — 9:06 AM

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- ☐ Any Words ⁱ
- ☐ All Words ⁱ
- ☐ Exact Phrase ⁱ

e.g. 123456789, Smith Corp

"cambridge systematics inc"

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Entity



Location



Status



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