



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: 09-16-2024

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 5050 DMV2300000003 3	Procurement Folder:	1141004
Document Name:	WVDMV ACCESS TO CDLIS, PDPS, NMVTIS, ETC.	Reason for Modification:	
Document Description:	WVDMV ACCESS TO CDLIS, PDPS, NMVTIS, ETC.	Change Order 2 To Renew and Increase Contract	
Procurement Type:	Central Sole Source		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-01-01
Free on Board:		Effective End Date:	2025-09-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000196641 AAMVA 4401 Wilson Blvd  Arlington VA 22203-4195 US Vendor Contact Phone: 703-340-7376 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>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Arlene G Moore Requestor Phone: (304) 926-0718 Requestor Email: arlene.g.moore@wv.gov  <b>2025</b> FILE LOCATION _____
	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

Total Order Amount: Open End

Purchasing Division's File Copy

JE 9/17/24

PURCHASING DIVISION AUTHORIZATION  
DATE: 9/19/24  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
DATE: John L. Gray  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: 9-25-24  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:****Change Order**

Change Order No 2 is issued to renew the original contract according to all terms, conditions and specifications contained in the original contract and all authorized change orders, except that the contract pricing is increased as defined in the attached documentation.

Effective Date of renewal 10/01/2024 through 09/30/2025

Renewal Years Remaining: 1 (One)

No other changes.

All provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81111820			EA	0.027500
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** CDLIS Fees

**Extended Description:**

CDLIS Fees

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81111820			MO	2229.957500
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** AAMVA Program Service Fees

**Extended Description:**

AAMVA Program Service Fees

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81111820			MO	963.442500
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** AAMVA Technology Fee

**Extended Description:**

AAMVA Technology Fee

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	81111820			EA	0.050000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** SSN Verification

**Extended Description:**

SSN Verification

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	81111820			MO	40.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: AAMVA Net Service Fee

Extended Description:  
AAMVA Net Service Fee

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	81111820			MO	1034.540000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: UNI Windows Maintenance Fee

Extended Description:  
UNI Windows Maintenance Fee

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	81111820			MO	1293.180000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: UNI Mainframe Maintenance Fee

Extended Description:  
UNI Mainframe Maintenance Fee

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	81111820			MO	2440.830000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: NMVTIS FY23 State Fees

Extended Description:  
NMVTIS FY23 State Fees

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	81111820			EA	0.027500
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: CDLIS Fees FY24

Extended Description:  
CDLIS Fees

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	81111820			MO	2210.913000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: AAMVA Program Service Fees FY24

Extended Description:  
AAMVA Program Service Fees

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	81111820			MO	955.215000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: AAMVA Technology Fee FY24

Extended Description:  
AAMVA Technology Fee

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	81111820			EA	0.050000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: SSN Verification FY24

Extended Description:  
SSN Verification

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	81111820			MO	40.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: AAMVA Net Service Fee FY24

Extended Description:  
AAMVA Net Service Fee

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	81111820			MO	1206.240000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: UNI Windows Maintenance Fee FY24

Extended Description:  
UNI Windows Maintenance Fee

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	81111820			MO	1724.240000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: UNI Mainframe Maintenance Fee FY24

Extended Description:  
UNI Mainframe Maintenance Fee

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	81111820			MO	4364.750000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: NMVTIS FY24 State Fees

Extended Description:  
NMVTIS FY23 State Fees

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	81111820			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: CDLIS Fees FY25 - Discontinued

Extended Description:  
CDLIS Fees

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	81111820			MO	2193.870000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: AAMVA Program Service Fees FY25

Extended Description:  
AAMVA Program Service Fees

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	81111820			MO	947.850000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: AAMVA Technology Fee FY25

Extended Description:  
AAMVA Technology Fee

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	81111820			EA	0.050000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: SSN Verification FY25

Extended Description:  
SSN Verification

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	81111820			MO	40.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: AAMVA Net Service Fee FY25

Extended Description:  
AAMVA Net Service Fee

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	81111820			MO	1397.390000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: UNI Windows Maintenance Fee FY25

Extended Description:  
UNI Windows Maintenance Fee

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	81111820			MO	2155.330000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description:     UNI Mainframe Maintenance Fee FY25

Extended Description:  
UNI Mainframe Maintenance Fee

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	81111820			MO	4364.750000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description:     NMVTIS FY25 State Fees

Extended Description:  
NMVTIS FY23 State Fees



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

August 30, 2024

AAMVA  
4401 Wilson Blvd.  
Arlington, VA 22203-4195

RE: CMA DMV2300000003- WVDMV Access to CDLIS, PDPS, NMVTIS, ETC. Renewal Notice

The West Virginia Division of Motor Vehicles is requesting to renew our current contract under the same terms and conditions as stated in the original contract and agrees to the pricing increase. The renewal effective dates are October 1, 2024 through September 30, 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.*

AAMVA

Harold M. Gollos / *Harold M. Gollos*

Name/Signature

Director, Contracts Administration

Title

September 6, 2024

Date

WV Division of Motor Vehicles

*[Signature]* Steve Monroe

Name/Signature

Director, Management Services

Title

9/9/2024

Date

*[Signature]*  
TOLINGRI 9/16/24



American Association of  
Motor Vehicle Administrators

VISION

Safe drivers  
Safe vehicles  
Secure identities  
Saving lives!

September 6, 2024

Steve Monroe  
West Virginia Division of Motor Vehicles  
1317 Hansford Street  
Charleston, WV 25301

Dear Mr. Monroe,

The purpose of this letter is to provide a revised price quote for the Master Account WVMST for the period of October 1, 2024 through September 30, 2025. The contents of this revised price quote is solely a price estimate. These estimates are for budgeting purposes only and should not be considered "Actual" costs for the October 1, 2025 through September 30, 2025 period. Rates and costs are subject to change upon 30 days written notice from AAMVA.

**Account: WVMST-WVDOT Price Quote Estimate for 10/01/24 - 09/30/25**

Service	Monthly	Extended	Catalog
Verizon Dual 256k PIP Connection	\$2,494.95	\$29,939.40	n/a
Verizon Dual 256k PIP CDLIS Reimbursement	(\$2,494.95)	(\$29,939.40)	n/a
AAMVA Program Services Fee	\$2,193.87	\$26,326.42	*
AAMVA Technology Fee	\$947.85	\$11,374.21	*
SSN Verification Fee (\$.05 per transaction)	\$2,803.38	\$33,640.58	*
Service Fee	\$40.00	\$480.00	*
UNI Windows Maintenance Fee	\$1,397.39	\$16,768.68	*
UNI Mainframe Maintenance Fee	\$2,155.33	\$25,864.00	*
<b>Total WVDOT for 10/01/24 - 09/30/25:</b>		<b>\$114,453.89</b>	

**Account: WVMST-WVNV1 Price Quote Estimate for 10/01/24 - 09/30/25**

Service	Monthly	Extended	Catalog
NMVTIS FY23 State Fees	\$4,364.75	\$37,778.00	*
<b>Total WVNV1 for 10/01/24 - 09/30/25:</b>		<b>\$37,778.00</b>	
<b>Total for Master Account WVMST 10/01/24 - 09/30/25</b>		<b>\$152,231.89</b>	

\* FY25 Catalog will be available 10/01/2024

The total price quote estimate for Master Account WVMST is **\$152,231.89** for the period of October 1, 2024 through September 30, 2025. The fees will be billed on a monthly invoice. Every AAMVA invoice has a net term of 60 days from the date on the invoice. If you have any questions, please contact me at your earliest convenience. I can be reached at (703) 340-7376 or via e-mail at [hgollos@aamva.org](mailto:hgollos@aamva.org).

Sincerely,

*Harold M. Gollos*

Harold M. Gollos  
Director, Contracts Administration





## MEMO

TO: State Driver License Administrators and CDLIS Users

FROM: Ian Grossman, President & CEO

DATE: October 2, 2023

RE: Discontinuation of AAMVA User Fee charges for the Commercial Driver's License Information System (CDLIS)

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The purpose of this memo is to advise you that following months of discussion with the Federal Motor Carrier Safety Administration (FMCSA or agency), the agency is directing AAMVA to immediately discontinue charging User Fees to jurisdictions and third parties for operation and maintenance of the CDLIS service. The impact of this directive is that, for the time being, the last invoice AAMVA will send you for charges relating to your use of CDLIS will be for services rendered through September 30, 2023. CDLIS services to your jurisdiction will continue, uninterrupted.

You are receiving this information on short notice. Normally, AAMVA alerts jurisdictions 12 months before changing a fee. However, the matters that led to this action required significant negotiation between the parties and were not finalized until this week. The outcome is based on a letter and subsequent guidance AAMVA received from FMCSA in July 2021 as discussed below and reported to members several times since then. AAMVA's Board of Directors and staff took every action possible to support your interests and AAMVA's during these negotiations.

I hope the following information helps answer any questions you may have regarding this action. This item will be reviewed on the October 10<sup>th</sup> Chief Administrators call and we are happy to host any additional follow up discussions with Chief Administrators as needed.

### Background

In July 2021, FMCSA in a letter requested that AAMVA *"terminate its collection of CDLIS program income ... [and use] its CDLIS program income reserve for the operation and maintenance of CDLIS."* The letter goes on to state: *"...FMCSA will clarify which CDLIS program income collection AAMVA should terminate. We will also determine a date on which collection should terminate and will assist with messaging to stakeholders on the termination of the collection of CDLIS program income."*

The specific challenge FMCSA cited for its request is statutory language that authorizes a CDLIS fee but does not account for fees that would be collected and used by the CDLIS operating entity, 49 USC 31309. AAMVA has further learned that FMCSA relies on an opinion issued by the US General Accounting Office concerning federal no-cost contracts. Although the current operation and user fee framework of CDLIS was established among the parties 30 years ago, FMCSA has determined that at this time that it cannot authorize AAMVA to charge states and third parties a fee for the operation, maintenance, and enhancement of the CDLIS service AAMVA developed and operates on behalf of the states.

Through a series of meetings, written correspondence and briefings to the Board, discussions on how to proceed gained momentum in January of this year when FMCSA provided direction and options the agency wanted AAMVA to pursue. The Board communicated its expectation that it would consider committing the CDLIS program funding to this direction providing the Agency first:

- Update the contractual agreement by which AAMVA is directed in operating CDLIS; and
- Provide federal funds equivalent to the CDLIS users fees to fund program operations.

**Follow-up**

A few additional points of information to assist your agency in adjusting to this change:

- CDLIS service will continue, uninterrupted by this change in program funding
- The change is strictly related to how AAMVA charges user fees for CDLIS and will not impact the daily operation of this critical safety platform
- During this change, AAMVA will utilize the balance of CDLIS program income to support the continued operations, maintenance, and enhancement
- AAMVA will keep you informed as discussions between the parties, FMCSA and AAMVA, continue.
- States continue to have full autonomy and discretion as it relates to any fees they charge individual drivers during the CDL issuance and renewal process

Please contact me or AAMVA CFO Wendy Sibley if you or your staff have any questions.

IG/sfb



**U.S. Department  
of Transportation**

**Federal Motor Carrier  
Safety Administration**

**Administrator**

October 2, 2023

**1200 New Jersey Ave, SE  
Washington, DC 20590**

Dear State Driver Licensing Administrators and CDLIS Users:

The Commercial Driver's License Information System (CDLIS) is a vital tool in helping the Federal Motor Carrier Safety Administration (FMCSA) achieve its mission by ensuring that each commercial driver has only one driver's license and one driving record. As such, FMCSA is committed to CDLIS' effective operations, maintenance, and modernization. The purpose of this letter is to update you on a significant change to CDLIS' operations and how it will impact your agency. More specifically, it is to notify CDLIS users that the American Association of Motor Vehicle Administrators (AAMVA) will immediately discontinue collecting fees and invoicing States and third parties to access the system.

This change is necessary to comply with federal law relating to the collections of fees by a third-party on behalf of a federal agency. AAMVA has managed and operated CDLIS under several agreements with FMCSA since the system was established under the Commercial Motor Vehicle Safety Act of 1986. Pursuant to those agreements, AAMVA has charged States and third parties fees to cover the costs of operating and maintaining the database. After substantial consultation with AAMVA's leadership and approval by its Board of Directors, FMCSA and AAMVA mutually agreed that AAMVA will suspend charging and invoicing States and third parties' fees to access CDLIS, effective for any access after September 30, 2023.

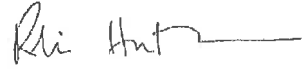
FMCSA is required by federal law to maintain CDLIS and is working to put in place a funding instrument to cover the costs for maintaining and continuing the modernization of CDLIS. In the interim, there will be no disruption in CDLIS' operations or a state's ability to access the database, and AAMVA will continue to operate and maintain the system. CDLIS users will be provided ample notice, if and, when fee collection may resume.

FMCSA recognizes that the cessation of fee collection is a significant change to how States and third parties interact with CDLIS. We stand ready to provide technical assistance to AAMVA, States and/or third parties as the transition takes effect.

Page 2

Thank you in advance for your attention to this important change to the operations of CDLIS. If you have questions or encounter issues, please contact Nikki McDavid, Senior Policy Advisor, at [nikki.mcdavid@dot.gov](mailto:nikki.mcdavid@dot.gov) or 202-689-5230.

Respectfully,

A handwritten signature in black ink, appearing to read "Robin Hutcheson", with a horizontal line extending from the end of the signature.

Robin Hutcheson

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Business Organization Detail

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AMERICAN ASSOCIATION OF MOTOR VEHICLE ADMINISTRATORS, THE

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	6/9/2004		6/9/2004	Foreign	Non-Profit			

Organization Information		
Business Purpose	9231 - Public Administration - Administration of Human Resource Programs - Administration of Human Resource Programs (educational, public health, HR, Veteran's Affairs)	
Capital Stock		
Charter County	Control Number	67222
Charter State	DC	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	209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Mailing Address	4401 WILSON BOULEVARD SUITE 700 ARLINGTON, VA, 22203 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	4401 WILSON BOULEVARD SUITE 700 ARLINGTON, VA, 22203 USA
Type	Address

Officers	
Type	Name/Address
	RICHARD HOLCOMB - BOARD VICE CHAIR 4401 WILSON BOULEVARD SUITE 700 ARLINGTON, VA, 22203 USA
	JEAN SHIOMOTO - BOARD VICE CHAIR 4401 WILSON BOULEVARD SUITE 700 ARLINGTON, VA, 22203 USA
Director	PORTIA MANLEY 4401 WILSON BOULEVARD SUITE 700 ARLINGTON, VA, 22203
Director	ROBIN REHBORG 4401 WILSON BOULEVARD SUITE 700 ARLINGTON, VA, 22203
President	IAN GROSSMAN 4401 WILSON BOULEVARD SUITE 700

	ARLINGTON, VA, 22203
Secretary	MELISSA GILLET 4401 WILSON BOULEVARD SUITE 700 ARLINGTON, VA, 22203
Treasurer	GABRIEL T. ROBINSON 4401 WILSON BLVD STE 700 ARLINGTON, VA, 22203
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
THE AMERICAN ASSOCIATION OF MOTOR VEHICLE ADMINISTRATORS, INC	FORCED DBA	6/9/2004	
DBA Name	Description	Effective Date	Termination Date

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
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2009
2007
Date filed

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

Tuesday, September 17, 2024 — 10:11 AM

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Disaster Response Registry

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[Search Editor](#)

- ☐ Any Words
- ☒ All Words
- ☐ Exact Phrase

e.g. 123456789, Smith Corp.

"American Association of Motor Vehicle Administrators"

Entity

Location

Status

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- ☐ Inactive

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## COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use: Buyer: <u>J. ESTEP</u> Date: <u>9/17/24</u>	Agency: WV Division of Motor Vehicles
Solicitation No. <u>CMA DMV 23X03</u> <u>CO#2</u>	Procurement Officer Submitting Requisition: Kristy James
	Requisition No. CMA DMV2300000003 CO2  PF No.: 1141004

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 type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: \_\_\_\_\_

