



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

State of West Virginia Master Agreement

Order Date: 01-29-2025

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 4	Procurement Folder:	1141004
Document Name:	WVDMV ACCESS TO CDLIS, PDPS, NMVTIS, ETC.	Reason for Modification:	Change Order 3 To reduce commodity line 24 per attached User Fee Table
Document Description:	WVDMV ACCESS TO CDLIS, PDPS, NMVTIS, ETC.		
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 2025 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 File Copy

JE 3/3/25

PURCHASING DIVISION AUTHORIZATION

DATE: 3-5-25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 3/6/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 3-7-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No 3 is issued to reduce commodity line 24 per the attached NMVTIS User Fee Table for FY2025.

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	3148.170000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: NMVTIS FY25 State Fees

Extended Description:
NMVTIS FY23 State Fees



American Association of
Motor Vehicle Administrators

VISION

*Safe drivers
Safe vehicles
Secure identities
Saving lives!*

TO: Chief Motor Vehicle Administrators

FROM: Ian Grossman, President & CEO

DATE: September 21, 2023

RE: **Notification of FY2025 NMVTIS State User Fees and FY2025 Fee Table**

In support of state budget planning cycles and in accordance with federal regulations governing the National Motor Vehicle Title Information System (NMVTIS), I am sending this memo to notify you twelve months in advance of FY2025 NMVTIS State User Fees which will apply October 1, 2024 through September 30, 2025 (see Table 1 and Attachment 1).

The total FY2025 NMVTIS State User Fees have been set at \$9,886,610, the same level as FY2024 fees, and the key tenets as approved by the AAMVA Board and Department of Justice (DOJ) include:

- State User Fees cover all operations and maintenance (O&M) expenses.
- The State User Fee allocation is based on the most recent vehicle registration population as published by the Federal Highway Administration (FHWA).
- State User Fees are allocated using a progressive six tier structure (see Table 1).
- States approved by the U.S. Department of Justice (DOJ) as in compliance with NMVTIS will receive a 50% credit of the revenue collected for each consumer access transaction where data is returned for a VIN pointing to that state as the current state of title.
 - The NMVTIS Consumer Access State Fee Credit reminder memo was sent on September 11th, along with DOJ's notice regarding eligible uses for the credits.

The fee model requires that state fees cover all operations and maintenance (O&M) expenses, estimated at \$10,112,113 for FY2025. Due to a forecasted surplus in NMVTIS Program Reserve Funds at the end of FY2023, the AAMVA Board and DOJ approved using the surplus to keep the FY2025 state user fee amount at the same level as the FY2024.

If you have any questions or concerns, please feel free to contact me or Philip Quinlan at pquinlan@aamva.org. Thank you for participating in this important program.

IG/sfb

Table 1

TIER STRUCTURE				
Tier	Number of Jurisdictions	Number of Vehicles Registered	Registration Population¹	Effective Rate per Vehicle Registered
1	20	Under 1 Million	9%	\$ 0.1070
2	13	1.00 - 1.99 Million	19%	\$ 0.1032
3	9	2.00 - 2.99 Million	22%	\$ 0.0994
4	6	3.00 - 4.99 Million	22%	\$ 0.0956
5	2	5.00 - 9.99 Million	15%	\$ 0.0918
6	1	10 Million & Over	14%	\$ 0.0880

Attachment 1 - NMVTIS FY2025 STATE USER FEES - DETAILED STATE BREAKDOWN

NMVTIS State User Fees Fiscal Year FY2025 2021 FHWA Data ¹				\$9,886,610		\$9,886,610
Motor Vehicle Registrations By State				FY2025 ¹		FY2024 ¹
Tier	State	Private and Commercial Vehicles	% Distribution of Total	FY2025 Effective Rate per Motor Vehicle Registered	Fee by State	Fee by State
Tier 1	Alaska	138,729	0.14%	\$ 0.1070	\$ 14,849	\$ 17,605
	Dist. of Col.	186,465	0.18%	\$ 0.1070	\$ 19,959	\$ 20,189
	Wyoming	186,214	0.18%	\$ 0.1070	\$ 19,932	\$ 19,819
	Vermont	177,239	0.17%	\$ 0.1070	\$ 18,971	\$ 19,984
	North Dakota	208,033	0.20%	\$ 0.1070	\$ 22,268	\$ 22,302
	South Dakota	311,336	0.31%	\$ 0.1070	\$ 33,325	\$ 33,652
	Maine	414,457	0.41%	\$ 0.1070	\$ 44,363	\$ 37,085
	Rhode Island	333,565	0.33%	\$ 0.1070	\$ 35,704	\$ 39,451
	Delaware	175,867	0.17%	\$ 0.1070	\$ 18,825	\$ 43,610
	Montana	463,104	0.46%	\$ 0.1070	\$ 49,570	\$ 48,758
	New Hampshire	454,868	0.45%	\$ 0.1070	\$ 48,688	\$ 46,218
	Hawaii	456,261	0.45%	\$ 0.1070	\$ 48,838	\$ 50,176
	West Virginia	352,938	0.35%	\$ 0.1070	\$ 37,778	\$ 52,377
	Idaho ³	568,864	0.56%	\$ 0.1070	\$ 60,890	\$ 61,660
	New Mexico	600,487	0.59%	\$ 0.1070	\$ 64,275	\$ 64,377
	Nebraska	594,827	0.59%	\$ 0.1070	\$ 63,669	\$ 64,279
	Mississippi	891,658	0.88%	\$ 0.1070	\$ 95,442	\$ 82,724
	Arkansas	940,535	0.93%	\$ 0.1070	\$ 100,674	\$ 90,557
	Utah	974,215	0.96%	\$ 0.1070	\$ 104,279	\$ 93,843
	Kansas	853,291	0.84%	\$ 0.1070	\$ 91,335	\$ 93,139
Tier 2	Nevada ²	1,051,246	1.03%	\$ 0.1032	\$ 108,531	\$ 103,344
	Iowa	1,119,070	1.10%	\$ 0.1032	\$ 115,533	\$ 116,832
	Oklahoma	1,051,337	1.03%	\$ 0.1032	\$ 108,540	\$ 123,416
	Connecticut ²	1,118,807	1.10%	\$ 0.1032	\$ 115,506	\$ 122,605
	Louisiana ³	1,246,843	1.23%	\$ 0.1032	\$ 128,725	\$ 130,522
	Oregon	1,338,818	1.32%	\$ 0.1032	\$ 138,220	\$ 143,495
	Colorado	1,479,975	1.46%	\$ 0.1032	\$ 152,793	\$ 164,468
	Kentucky	1,537,391	1.51%	\$ 0.1032	\$ 158,721	\$ 163,453
	Minnesota	1,724,915	1.70%	\$ 0.1032	\$ 178,081	\$ 185,098
	Wisconsin	1,791,851	1.76%	\$ 0.1032	\$ 184,991	\$ 189,778
	Missouri ²	1,915,254	1.89%	\$ 0.1032	\$ 197,732	\$ 200,078
	South Carolina	1,781,727	1.75%	\$ 0.1032	\$ 183,946	\$ 171,413
	Massachusetts	1,961,842	1.93%	\$ 0.1032	\$ 202,541	\$ 202,598
Tier 3	Alabama ²	2,057,940	2.03%	\$ 0.0994	\$ 204,646	\$ 201,910
	Indiana ⁴	2,062,916	2.03%	\$ 0.0994	\$ 205,141	\$ 206,589
	Maryland	2,048,469	2.02%	\$ 0.0994	\$ 203,704	\$ 181,940
	Arizona	2,225,380	2.19%	\$ 0.0994	\$ 221,297	\$ 232,919
	Tennessee	2,305,722	2.27%	\$ 0.0994	\$ 229,286	\$ 201,538
	New Jersey	2,511,428	2.47%	\$ 0.0994	\$ 249,742	\$ 245,312
	Michigan	2,857,124	2.81%	\$ 0.0994	\$ 284,119	\$ 260,199
	Washington	2,895,251	2.85%	\$ 0.0994	\$ 287,910	\$ 266,447
	Virginia	2,937,556	2.89%	\$ 0.0994	\$ 292,117	\$ 281,787
Tier 4	New York ³	3,099,312	3.05%	\$ 0.0956	\$ 296,431	\$ 393,901
	North Carolina	3,235,757	3.18%	\$ 0.0956	\$ 309,481	\$ 313,414
	Georgia ⁵	3,475,456	3.42%	\$ 0.0956	\$ 332,406	\$ 321,935
	Pennsylvania	3,874,368	3.81%	\$ 0.0956	\$ 370,560	\$ 373,815
	Ohio	4,047,391	3.98%	\$ 0.0956	\$ 387,109	\$ 393,426
Tier 5	Illinois	4,112,710	4.05%	\$ 0.0956	\$ 393,356	\$ 385,717
	Texas	7,672,313	7.55%	\$ 0.0918	\$ 704,669	\$ 716,495
Tier 6	Florida	7,752,292	7.63%	\$ 0.0918	\$ 712,015	\$ 692,869
	California	14,027,931	13.81%	\$ 0.0880	\$ 1,235,125	\$ 1,195,377
TOTAL		101,601,344	100.00%		\$ 9,886,610	\$ 9,886,610

Sums may not equal to totals due to rounding.

(1) Published data reflects State-supplied data without FHWA estimation procedures applied, except where noted. FY2024 fees used 2020 MV-1 data

(2) State did not report government registration data for 1 or more vehicle types.

(3) Data was estimated by FHWA due to data quality concerns which were not addressed by the State per FHWA's request.

(4) State verified significant decreases in reported data due to the instability caused by Covid-19 pandemic; accurate reporting anticipated to resume in 2023. FHWA estimated data due to data quality concerns.

(5) State provided estimated registration data in lieu of actual registration counts.

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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.

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)		
Charter County	Capital Stock		
Charter State	DC	Control Number	67222
At Will Term	Excess Acres		
At Will Term Years	Member Managed		
Authorized Shares	Par Value		
	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 808 Greenbrier Street Charleston, WV, 25311
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

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

Monday, March 3, 2025 — 8:28 AM

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American Association of Motor Vehicle Administrators 

Entity



Entity Name

No results found

Unique Entity ID



CAGE / NCAGE



Location



Status



- ☒ Active
- ☒ Inactive

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>3/3/25</u> Solicitation No. <u>DMV23*03</u> <u>CO#3</u>	Agency: WVDOT - Division of Motor Vehicles Procurement Officer Submitting Requisition: Kristy James Requisition No. 0802 DMV 23*03 PF No.: 1141004
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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: _____

