



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

State of West Virginia Contract

Order Date: 05-06-2025

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:	CCT 0802 5030 DMV2400000002 2	Procurement Folder:	1400622
Document Name:	VIN Verification for WVDMV	Reason for Modification:	Change Order 1 To renew Contract
Document Description:	VIN Verification for WVDMV		
Procurement Type:	Central Sole Source		
Buyer Name:	John W Estep		
Telephone:	304-558-2566		
Email:	john.w.estep@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2025-05-21
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-05-20

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000181543 R L POLK & COMPANY 26533 EVERGREEN RD STE 900 SOUTHFIELD MI 480764249 US Vendor Contact Phone: 999-999-9999 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: John A Springer Requestor Phone: 304-352-5923 Requestor Email: john.a.springer@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

CR 5-23-25

Purchasing Division's File Copy

Total Order Amount: \$73,173.56

PURCHASING DIVISION AUTHORIZATION DATE: <i>JA 5-22-25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John A. Springer</i> DATE: <i>5/23/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>John A. Springer</i> DATE: <i>5-23-25</i> ELECTRONIC SIGNATURE ON FILE
--	---	--

Extended Description:

Change Order 1

Change Order 1 is issued to renew the original contract according all all terms, conditions, pricing and specifications contained in the original contract and all authorized change orders.

Effective date of renewal 5/21/25-5/20/26

Renewal Years Remaining: Two (2)

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43232306	1.00000	EA	25057.480000	\$25,057.48
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: VINTelligence VIN Verification**Extended Description:**VIN Verification Year One
05/21/2024 - 05/20/2025

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	43232306	1.00000	EA	10636.940000	\$10,636.94
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: VINTelligence IRP Service**Extended Description:**VIN Verification IRP Year One
05/21/2024 - 05/20/2025

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	43232306	1.00000	EA	26310.360000	\$26,310.36
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: VINTelligence VIN Verification Year 2**Extended Description:**

VIN Verification IRP Year Two

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	43232306	1.00000	EA	11168.780000	\$11,168.78
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: VINTelligence IRP Service Year 2**Extended Description:**

VIN Verification IRP Year Three



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

Stephen T. Rumbaugh P.E.
Secretary of Transportation
Commissioner of Highways

May 2, 2025

R L Polk & Company
26533 Evergreen RD STE 900
Southfield, MI 48076-4249

RE: CCT DMV2400000002- VIN Verification Contract Renewal

The West Virginia Division of Motor Vehicles is requesting to renew year 2 of our current contract in the amount of \$37,479.14 under the same terms and conditions and pricing as stated in the original contract. The renewal effective dates are May 21, 2025, through May 20, 2026. 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. 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.

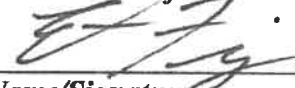
R L Polk & Company

Signed by:
Susan Marsden
Name/Signature

Susan Marsden
Title

speicalist Order Management
Date May 5, 2025

WV Division of Motor Vehicles


Name/Signature

Commissioner
Title

5/5/25
Date



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Eric L. Householder
Cabinet Secretary

Heather D. Abbott
Chief Information Officer

**TO: Lisa DiNallo, Controller
WV Department of Transportation**

**FROM: Heather D. Abbott, Chief Information Officer
Office of Technology**

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
WVOT Number 2025-2614**

DATE: May 20, 2025

West Virginia Code §5A-6-4(a) permits the Chief Information Officer to review and approve technology purchases for suitability to ensure such purchases comport with the State of West Virginia's overall strategic information technology goals.

West Virginia Code §5A-6-4c requires the Chief Information Officer to review and approve "technology projects."

West Virginia Code §5A-6-5 requires that "any state spending unit that pursues an information technology purchase that does not meet the definition of a 'technology project' and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Information Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems.

A review has been conducted of your request to to renew CCT DMV24*2 Vin Verification for the next year + the remaining (2) renewal years, the Office of Technology has determined:

X Your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

This memorandum constitutes this office's official review and a copy should be attached to your purchase order and any other correspondence related to this request.

You are viewing this page over a secure connection. [Click here for more information.](#)

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.

R. L. POLK & CO.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	7/2/1935		7/2/1935	Foreign	Profit			

Organization Information			
Business Purpose	5191 - Information - Data Processing, Hosting, and Related Services - Other Information Services (news syndicates, libraries, archives, internet publishing, broadcasting, web search portals)		Capital Stock 0.0000
Charter County			Control Number 0
Charter State	DE	Excess Acres	0
At Will Term	Member Managed		
At Will Term Years			Par Value 0.000000
Authorized Shares	0	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Mailing Address	55 WATER STREET NEW YORK, NY, 10041 USA
Notice of Process Address	Corporation Service Company 808 Greenbrier Street Charleston, WV, 25311
Principal Office Address	26533 EVERGREEN ROAD, SUITE 1100 SOUTHFIELD, MI, 48076 USA
Type	Address

Officers	
Type	Name/Address
Director	HENRY OWEN RUHNKE 55 WATER STREET NEW YORK, NY, 10041
Director	TAPTESH (TASHA) MATHARU 55 WATER STREET NEW YORK, NY, 10041
President	HENRY OWEN RUHNKE 55 WATER STREET NEW YORK, NY, 10041
Secretary	TAPTESH (TASHA) MATHARU 55 WATER STREET NEW YORK, NY, 10041
Treasurer	HENRY OWEN RUHNKE 55 WATER STREET NEW YORK, NY, 10041
Type	Name/Address

Date	Amendment
6/23/1964	AMENDMENT: CERTIFICATE OF INCORPORATION (BOOK 210 PAGE 392)
6/13/1963	AMENDMENT: ARTICLES OF INCORPORATION (BOOK 210 PAGE 365).
12/31/1936	AGREEMENT OF MERGER WITH R. L. POLK & COMPANY, A F P. BOOK 152 PAGE 167
Date	Amendment

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017x	
2017	
2016	
2015	
2014	
2013	
2012	
2011	
2010	
2009	
2008	
2007	
2006	
2005	
2004	
2003	
2002	
2001	
2000	
1999	
1998	
Date filed	

File Your Current Year Annual Report Online Here

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

Thursday, May 22, 2025 — 7:39 AM

© 2025 State of West Virginia

Search

All Words ▼ e.g. 1606N020Q02



Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

[Sign In](#)

Filter By

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Q






Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

[Search Editor](#)

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

e.g. T23456789, Smith Corp

R.L.Polk



Entity



Location



Status



- ☒ Active
- ☒ Inactive

[Reset](#) 

No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

[Go Back](#)

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>5/22/24</u>		Agency: WV Division of Motor Vehicles
Solicitation No. <u>CCT DOT 24#02</u> <u>CO#1</u>		Procurement Officer Submitting Requisition: Kristy James
		Requisition No. CRQS DMV2400000005 CO1
		PF No.: 1400622

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 (www.state.wv.us/admin/purchase/TCP.pdf)	<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
10	Insurance requirements				
	Commercial General Liability	<input checked="" 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"/>
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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	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: _____

