



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

## State of West Virginia Delivery Order

Order Date: 12-02-2025

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:	CDO 0802 5020 DMV2600000001 1	Change Order No:	Procurement Folder:	1847495
Document Name:	Mainframe Programmer Billy Lane	Reason for Modification:		
Document Description:	Mainframe Programmer Billy Lane			
Procurement Type:	Central Delivery Order			
Buyer Name:	Kristine E James			
Telephone:	304-558-0408			
Email:	kristy.e.james@wv.gov			
Shipping Method:	Best Way	Master Agreement Number: CMA 0802 DMV2600000005 1		
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> VS0000009860 SMART SHARED SERVICES LLC PO Box 1187  Charleston WV 25324-1187 US <b>Vendor Contact Phone:</b> 855-807-6278 <b>Extension:</b> 229  <b>Discount Details:</b> <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			<b>Requestor Name:</b> Timothy L Rutherford <b>Requestor Phone:</b> 304-352-5394 <b>Requestor Email:</b> timothy.l.rutherford@wv.gov  <h1>2026</h1> <b>FILE LOCATION</b> _____
	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: \$289,120.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION  
DATE: 12-5-25  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: 12-8-25  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Mainframe Programmer Billy Lane

Contract dates 12/1/25-11/30/26

3 Renewals remaining

First accounting line is event type PR05 for the rest of fiscal year 2026

Second accounting line event type PR07 and will be activated when the system roles to fiscal year 2027

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81111600	2080.00000	HOURL	\$139.00000	\$289,120.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-12-01	2026-11-30				

**Commodity Line Description:** Mainframe Application Programmer  
Billy Lane

**Extended Description:**

Mainframe Application Programmer Technical Staffing Services. This will be an open-end services contract that will provide the services of mainframe application programmer analysts on an hourly rate basis to provide technical expertise to meet agency needs. These services will be utilized to develop modifications and enhancements to the mainframe computer systems currently utilized by the DMV. Service from 12/1/2025 - 11/30/2026

# Smart Shared Services, LLC

## EXHIBIT A - PRICING PAGE

MAINFRAME APPLICATION PROGRAMMER ANALYSTS				
LOCATION - 5707 MacCorkle Avenue, S.E., Charleston, WV 25304				
Item Number	Quantity	Description	Hourly Rate	Annual Total
Year One - Regular Time		Application Programmer Analysts Contract Cost for 1 year based on hourly rate, regular time hours- - Year One	\$ 139.00	
Year One - Overtime		Application Programmer Analysts Contract Cost for 1 year based on hourly rate, overtime hours - - Year One	\$ 139.00	
Optional Year Two Regular Time		Application Programmer Analysts Contract Cost for 1 year based on hourly rate, regular time hours- - Optional Year Two	\$ 143.17	
Optional Year Two Overtime		Application Programmer Analysts Contract Cost for 1 year based on hourly rate, overtime hours - - Optional Year Two	\$ 143.17	
Optional Year Three Regular Time		Application Programmer Analysts Contract Cost for 1 year based on hourly rate, regular time hours - - Optional Year Three	\$ 147.47	
Optional Year Three Overtime		Application Programmer Analysts Contract Cost for 1 year based on hourly rate, overtime hours - - Optional Year Three	\$ 147.47	
Optional Year Four Regular Time		Application Programmer Analysts Contract Cost for 1 year based on hourly rate, regular time hours - - Optional Year Four	\$ 151.89	
Optional Year Four Overtime		Application Programmer Analysts Contract Cost for 1 year based on hourly rate, overtime hours - - Optional Year Four	\$ 151.89	\$

**\*\* THIS AMOUNT IS FOR EVALUATION PURPOSES ONLY\*\***



PO Box 1187  
Charleston WV 25324  
855-807-6278 phone  
888-680-6555 fax

**West Virginia Division of Motor Vehicles**

**Statement of Work**

Date: Dec. 1, 2025

Project: Mainframe Application Programmer Analyst

Proposed scope of services to be performed to modernize the mainframe Driver System. Smart Shared Services will provide the services of a Mainframe Application Programmer Analyst on an hourly rate basis. The Mainframe Application Programmer Analyst will work under the direction and supervision of the WV DMV to develop modifications and enhancements to the mainframe computer systems currently utilized by the Division of Motor Vehicles (DMV) and Office of Administrative Hearings (OAR).

Duties will include, but are not limited to the following:

1. create and implement modifications to the WV DMV Drivers' License System to meet the AAMVA CDLIS Modernization Federal requirements which will allow WV to create a clean CDL file (CD31)
2. perform enhancements to the DMV Driver License system to incorporate the new ACD codes as dictated by the Federal Motor Carriers Safety Administration (FMCSA).
3. perform enhancements to the DMV Drivers' License System to satisfy the requirements of the FMCSA to interface with the WV Court System to comply with the requirement that all convictions involving a Commercial Driver License holder or Commercial motor Vehicle must be added to the driver's record within (10) days from conviction date for compliance with federal law
4. perform enhancements to the DMV Drivers' License System as required to establish the interface with the new WV DMV Cash Register system
5. perform enhancements to the current DMV Driver' License System to ensure compliance with continual changes in both Federal and State laws
6. perform enhancements and ensure the day-to-day operation of the DMV Drivers' License System resulting from mainframe system upgrades and new programming requests submitted by DMV
7. perform enhancements and maintain the day-to-day operation of the OAHIDMV docketing system resulting from mainframe system upgrades and new programming requests submitted by the OAR
8. perform daily operational support to the OAHIDMV docketing system. Operational Support includes, telephone support provided to end users, attending meetings, developing and conducting training and troubleshooting problems as they occur. Some examples of enhancements that would be required, include the development of a state-to-state interfaced based on mandated made by Federal and State regulatory authorities. The candidate would be required to develop code to programmatically meet these mandates. This would also involve system design, documentation, meeting with agency personnel, system testing and training

Signature:

A handwritten signature in black ink, appearing to read "Eva Kordusky".

For Smart Shared Services

Date: Dec. 1, 2025

Signature:

A handwritten signature in black ink, appearing to be a stylized "J" or "L" followed by a flourish.

For WV DMV

Date: 12/1/25

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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.*

### SMART SHARED SERVICES LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	6/27/2014		6/27/2014	Domestic	Profit			

Organization Information			
Business Purpose	5613 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs)		Capital Stock
Charter County	Kanawha	Control Number	
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years	Par Value		
Authorized Shares	Young Entrepreneur		Not Specified

**Addresses**

Type	Address
<b>Designated Office Address</b>	P O 1187 CHARLESTON, WV, 25324
<b>Mailing Address</b>	P O 1187 CHARLESTON, WV, 25324 USA
<b>Notice of Process Address</b>	RICH EDWARDS P O 243 SCOTT DEPOT, WV, 25560
<b>Principal Office Address</b>	P O 1187 CHARLESTON, WV, 25324 USA
Type	Address

**Officers**

Type	Name/Address
<b>Member</b>	RICH EDWARDS P O 7318 CHARLESTON, WV, 25356
<b>Organizer</b>	RICH EDWARDS P O 7318 CHARLESTON, WV, 25356
Type	Name/Address

**Annual Reports****Filed For**

2025

2024

2023

2022

2021

2020

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

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

Friday, December 5, 2025 — 9:29 AM

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All Words e.g. 1606N020Q02



Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qu



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Shared Services



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