



# West Virginia Purchasing Division

2019 Washington Street, East  
Charleston, WV 25305  
Telephone: 304-558-2306  
General Fax: 304-558-6026  
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header @ 3

List View

**General Information** | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#)

Procurement Folder: 257829

Procurement Type: Central Master Agreement

Vendor ID:

Legal Name: MORPHOTRUST USA

Alias/DBA:

Total Bid: \$0.00

Response Date:

Response Time:

SO Doc Code: CRFQ

SO Dept: 0802

SO Doc ID: DMV1700000002

Published Date: 4/25/17

Close Date: 5/3/17

Close Time: 13:30

Status: Closed

Solicitation Description:

Total of Header Attachments: 3

Total of All Attachments: 3



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 257829  
**Solicitation Description :** Addendum No. 8 Drivers License and ID Card  
**Proc Type :** Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-05-03 13:30:00	SR 0802 ESR05011700000005236	1

VENDOR
000000100868 MORPHOTRUST USA

**Solicitation Number:** CRFQ 0802 DMV1700000002

**Total Bid :** \$0.00      **Response Date:** 2017-05-01      **Response Time:** 11:02:59

**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 Melissa Pettrey  
 (304) 558-0094  
 melissa.k.pettrey@wv.gov

<b>Signature on File</b>	<b>FEIN #</b>	<b>DATE</b>
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Driver's License and Identification Cards	4000000.00000	EA	\$0.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
55121802			

<b>Extended Description :</b>	Driver's License and ID Card production. Estimated usage over a ten (10) year period. Cost per card.
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**Comments:** See Exhibit A: Cost Sheet

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Drivers License and Identification Cards	1000000.00000	EA	\$0.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
55121802			

<b>Extended Description :</b>	Drivers License and ID Card production. Estimated usage over a ten (10) year period. Cost per card.
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**Comments:** See Exhibit A: Cost Sheet

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Hourly Programming	400.00000	HOUR	\$0.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
81111511			

<b>Extended Description :</b>	Hourly programming rate. Estimated yearly quantity. Year One.
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**Comments:** See Exhibit A: Cost Sheet

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Hourly Programming	400.00000	HOUR	\$0.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
81111511			

Extended Description : Hourly programming rate.  
Estimated yearly usage  
Year Two.

**Comments:** See Exhibit A: Cost Sheet

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Hourly Programming	400.00000	HOUR	\$0.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
81111511			

Extended Description : Hourly programming rate.  
Estimated yearly usage.  
Year Three.

**Comments:** See Exhibit A: Cost Sheet

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Hourly Programming	400.00000	HOUR	\$0.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
81111511			

Extended Description : Hourly programming rate.  
Estimated yearly usage.  
Year Four.

**Comments:** See Exhibit A: Cost Sheet

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Hourly Programming	400.00000	HOUR	\$0.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
81111511			

Extended Description : Hourly programming rate.  
Estimated yearly usage.  
Year Five.

**Comments:** See Exhibit A: Cost Sheet

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	Hourly Programming	400.00000	HOUR	\$0.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
81111511			

Extended Description : Hourly programming rate.  
Estimated yearly usage.  
Year Six.

**Comments:** See Exhibit A: Cost Sheet

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Hourly Programming	400.00000	HOUR	\$0.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
81111511			

Extended Description : Hourly programming rate.  
Estimated yearly usage.  
Year Seven.

**Comments:** See Exhibit A: Cost Sheet

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	Hourly Programming	400.00000	HOUR	\$0.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
81111511			

**Extended Description :** Hourly programming rate.  
Estimated yearly usage.  
Year Eight.

**Comments:** See Exhibit A: Cost Sheet

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Hourly Programming	400.00000	HOUR	\$0.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
81111511			

**Extended Description :** Hourly programming rate.  
Estimated yearly usage.  
Year Nine, first optional renewal ,will be initiated by Agency request, agreed to by the Vendor and processed as a Change Order authorized as issued by the West Virginia Purchasing Division.

**Comments:** See Exhibit A: Cost Sheet

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	Hourly Programming	400.00000	HOUR	\$0.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
81111511			

**Extended Description :** Hourly programming rate.  
Estimated yearly usage.  
Year Ten. second optional renewal ,will be initiated by Agency request, agreed to by the Vendor and processed as a Change Order authorized as issued by the West Virginia Purchasing Division.

**Comments:** See Exhibit A: Cost Sheet

# Exhibit A: Cost Sheet

REVISED April 10, 2017

Item		Unit Cost	Unit of Measure	Estimated Quantity	Extended Cost
1	<b>Over The Counter Issuance, Cost Per Card</b>	<b>1.70</b>	Cost Per Card	<b>4,000,000</b>	<b>\$6,800,000.00</b>
2	<b>Central Issuance, Cost Per Card</b>	<b>4.95</b>	Cost Per Card	<b>1,000,000</b>	<b>\$4,950,000.00</b>
<b>Hourly Programming Rate</b>					
3	Year One	<b>148.00</b>	Per Hour	<b>400</b>	<b>\$59,200.00</b>
4	Year Two	<b>151.00</b>	Per Hour	<b>400</b>	<b>\$60,400.00</b>
5	Year Three	<b>154.00</b>	Per Hour	<b>400</b>	<b>\$61,600.00</b>
6	Year Four	<b>157.00</b>	Per Hour	<b>400</b>	<b>\$62,800.00</b>
7	Year Five	<b>160.00</b>	Per Hour	<b>400</b>	<b>\$64,000.00</b>
8	Year Six	<b>163.00</b>	Per Hour	<b>400</b>	<b>\$65,200.00</b>
9	Year Seven	<b>167.00</b>	Per Hour	<b>400</b>	<b>\$66,800.00</b>
10	Year Eight	<b>170.00</b>	Per Hour	<b>400</b>	<b>\$68,000.00</b>
11	Year Nine	<b>173.00</b>	Per Hour	<b>400</b>	<b>\$69,200.00</b>
12	Year Ten	<b>177.00</b>	Per Hour	<b>400</b>	<b>\$70,800.00</b>
<b>Total Bid Amount</b>					<b>\$12,398,000.00</b>

The Estimated Quantity for items one (1) and two (2) are based on estimated usage over ten (10) years. Cost for items one (1) and two (2) are to be a firm and fixed price for the length of the contract. Vendor should not alter pricing page and should fill out pricing page in its entirety. The addition of alterations to the pricing page and/or addition of commodities other than those listed on the pricing page online or as an attachment may result in disqualification of bid submittal.



This PDF contains the following documents in the specified order:

1. Request for Quotation Cover Sheet
2. Addendum Acknowledgement Form
3. Addendum 1 Cover Sheet
4. Addendum 2 Cover Sheet
5. Addendum 3 Cover Sheet
6. Addendum 4 Cover Sheet
7. Addendum 5 Cover Sheet
8. Addendum 6 Cover Sheet
9. Addendum 7 Cover Sheet
10. Addendum 8 Cover Sheet

All of these forms are signed by an authorized representative of MorphoTrust USA, LLC, per RFQ specifications.



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

State of West Virginia  
 Request for Quotation  
 33 - Service - Misc

Proc Folder: 257829

Doc Description: RFQ to provide Driver's License and ID Card production

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-02-10	2017-03-23 13:30:00	CRFQ 0802 DMV1700000002	1

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address and Telephone Number:  
  
 MorphoTrust USA, LLC  
 296 Concord Road, Suite 300  
 Billerica, Massachusetts 01821  
 978-215-2400

**FOR INFORMATION CONTACT THE BUYER**

Melissa Pettrey  
 (304) 558-0094  
 melissa.k.pettrey@wv.gov

Signature X  FEIN # 04-3320515 DATE April 10, 2017

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION:**

## Central Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Division of Motor Vehicles (WVDMV), for an Open-End Contract for a license and credential issuance system per the bid requirements, specifications, and terms and conditions that are a part of this solicitation and attached hereto.

INVOICE TO		SHIP TO	
MANAGER		MANAGER	
DIVISION OF MOTOR VEHICLES		DIVISION OF MOTOR VEHICLES	
PURCHASING/ACCOUNTS PAYABLE		PURCHASING/ACCOUNTS PAYABLE	
1317 HANSFORD ST		1317 HANSFORD ST	
CHARLESTON	WV25301	CHARLESTON	WV 25301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Driver's License and Identification Cards				See price sheet

Comm Code	Manufacturer	Specification	Model #
55121802			

**Extended Description :**

Driver's License and ID Card production

INVOICE TO		SHIP TO	
MANAGER		MANAGER	
DIVISION OF MOTOR VEHICLES		DIVISION OF MOTOR VEHICLES	
PURCHASING/ACCOUNTS PAYABLE		PURCHASING/ACCOUNTS PAYABLE	
1317 HANSFORD ST		1317 HANSFORD ST	
CHARLESTON	WV25301	CHARLESTON	WV 25301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Hourly Programming				See price sheet

Comm Code	Manufacturer	Specification	Model #
81111511			

**Extended Description :**

Hourly programming rate

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Mandatory Pre-Bid Meeting @ 1:30 P.M. EST	2017-02-23
2	Question Deadline @ 10:00 A.M. EST	2017-03-06

<b>DMV170000002</b>	<b>Document Phase</b> Final	<b>Document Description</b> RFQ to provide Driver's License and ID Card production	<b>Page 3</b> <b>of 3</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: DMV1700000002**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input checked="" type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input checked="" type="checkbox"/> Addendum No. 7 |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input checked="" type="checkbox"/> Addendum No. 8 |
| <input checked="" type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9            |
| <input checked="" type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10           |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

MorphoTrust USA, LLC

\_\_\_\_\_  
Company

  
\_\_\_\_\_  
Authorized Signature

April 25, 2017

\_\_\_\_\_  
Date

**NOTE:** This addendum acknowledgement should be submitted with the bid to expedite document processing.



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

State of West Virginia  
 Request for Quotation  
 33 — Service - Misc

Proc Folder: 257829

Doc Description: Addendum No. 1 Drivers License and ID Card

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-02-14	2017-03-23 13:30:00	CRFQ 0802 DMV1700000002	2

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address and Telephone Number:

MorphoTrust USA, LLC  
 296 Concord Road, Suite 300  
 Billerica, Massachusetts 01821  
 978-215-2400

**FOR INFORMATION CONTACT THE BUYER**

Melissa Pettrey  
 (304) 558-0094  
 melissa.k.pettrey@wv.gov

Signature 

FEIN # 04-3320515

DATE April 10, 2017

All offers subject to all terms and conditions contained in this solicitation



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

State of West Virginia  
 Request for Quotation  
 33 - Service - Misc

Proc Folder: 257829

Doc Description: Addendum No. 2 Drivers License and ID Card

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-03-13	2017-04-13 13:30:00	CRFQ 0802 DMV1700000002	3

**BID RECEIVING LOCATION**

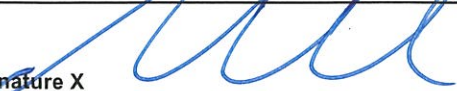
BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address and Telephone Number:  
 MorphoTrust USA, LLC  
 296 Concord Road, Suite 300  
 Billerica, Massachusetts 01821  
 978-215-2400

**FOR INFORMATION CONTACT THE BUYER**

Melissa Pettrey  
 (304) 558-0094  
 melissa.k.pettrey@wy.gov

Signature X  FEIN # 04-3320515 DATE April 10, 2017

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

State of West Virginia  
 Request for Quotation  
 33 - Service - Misc

Proc Folder: 257829

Doc Description: Addendum No. 3 Drivers License and ID Card

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-04-03	2017-04-27 13:30:00	CRFQ 0802 DMV1700000002	4

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

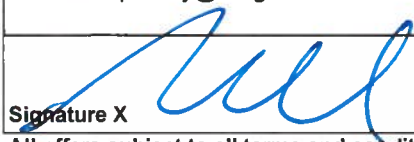
**VENDOR**

Vendor Name, Address and Telephone Number:

MorphoTrust USA, LLC  
 296 Concord Road, Suite 300  
 Billerica, Massachusetts 01821  
 978-215-2400

**FOR INFORMATION CONTACT THE BUYER**

Melissa Pettrey  
 (304) 558-0094  
 melissa.k.pettrey@wv.gov

  
 Signature X

FEIN # 04-3320515

DATE April 10, 2017

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

State of West Virginia  
 Request for Quotation  
 33 - Service - Misc

Proc Folder: 257829

Doc Description: Addendum No. 4 Drivers License and ID Card

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-04-03	2017-04-27 13:30:00	CRFQ 0802 DMV1700000002	5

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address and Telephone Number:

MorphoTrust USA, LLC  
 296 Concord Road, Suite 300  
 Billerica, Massachusetts 01821  
 978-215-2400

**FOR INFORMATION CONTACT THE BUYER**

Melissa Pettrey  
 (304) 558-0094  
 melissa.k.pettrey@wv.gov

Signature X

FEIN # 043320515

DATE April 10, 2017

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

State of West Virginia  
 Request for Quotation  
 33 — Service - Misc

Proc Folder: 257829

Doc Description: Addendum No. 5 Drivers License and ID Card

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-04-05	2017-04-27 13:30:00	CRFQ 0802 DMV1700000002	6

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address and Telephone Number:

MorphoTrust USA, LLC  
 296 Concord Road, Suite 300  
 Billerica, Massachusetts 01821  
 978-215-2400

**FOR INFORMATION CONTACT THE BUYER**

Melissa Pettrey  
 (304) 558-0094  
 melissa.k.pettrey@wv.gov

Signature X

FEIN # 04-3320515

DATE April 10, 2017

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 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
 Request for Quotation  
 33 – Service - Misc

Proc Folder: 257829

Doc Description: Addendum No. 6 Drivers License and ID Card

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-04-07	2017-04-27 13:30:00	CRFQ 0802 DMV1700000002	7

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address and Telephone Number:

MorphoTrust USA, LLC  
 296 Concord Road, Suite 300  
 Billerica, Massachusetts 01821  
 978-215-2400

**FOR INFORMATION CONTACT THE BUYER**

Melissa Pettrey  
 (304) 558-0094  
 melissa.k.pettrey@wv.gov

Signature X

FEIN # 04-3320515

DATE April 10, 2017

All offers subject to all terms and conditions contained in this solicitation



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

State of West Virginia  
 Request for Quotation  
 33 – Service - Misc

Proc Folder: 257829

Doc Description: Addendum No. 7 Drivers License and ID Card

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-04-10	2017-04-27 13:30:00	CRFQ 0802 DMV1700000002	8

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address and Telephone Number:

MorphoTrust USA, LLC  
 296 Concord Road, Suite 300  
 Billerica, Massachusetts 01821  
 978-215-2400

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Melissa Pettrey  
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Signature X

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

State of West Virginia  
 Request for Quotation  
 33 - Service - Misc

Proc Folder: 257829

Doc Description: Addendum No. 8 Drivers License and ID Card

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-04-25	2017-05-03 13:30:00	CRFQ 0802 DMV1700000002	9

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address and Telephone Number:

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 296 Concord Road, Suite 300  
 Billerica, Massachusetts 01821  
 978-215-2400

**FOR INFORMATION CONTACT THE BUYER**

Melissa Pettrey  
 (304) 558-0094  
 melissa.k.pettrey@wv.gov

Signature X

FEIN # 04-3320515

DATE April 25, 2017

All offers subject to all terms and conditions contained in this solicitation

This PDF contains the following documents in the specified order:

1. State of West Virginia Purchasing Affidavit
2. Designated Contact and Certification and Signature page
3. 8.4 Contract Manager
4. Exhibit D PII Acknowledgement
5. Vendor Preference Certificate

All designated forms are signed by an authorized representative of MorphoTrust USA, LLC, per RFQ specifications. However, the Vendor Preference Certificate is not signed as it is not applicable to MorphoTrust.



STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**MANDATE:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: MorphoTrust USA, LLC

Authorized Signature: [Signature] Date: April 10, 2017

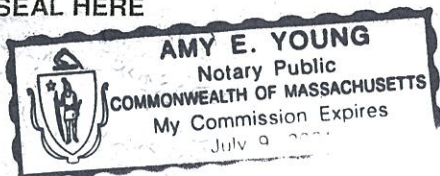
State of Massachusetts

County of Middlesex, to-wit:

Taken, subscribed, and sworn to before me this 27 day of March, 2017.

My Commission expires 7/9, 2021.

**AFFIX SEAL HERE**



**NOTARY PUBLIC**

[Signature]

Purchasing Affidavit (Revised 08/01/2015)

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Robert Mullins, Senior Program Manager

(Name, Title)

Robert Mullins, Senior Program Manager

(Printed Name and Title)

296 Concord Road, Billerica Massachusetts 01821

(Address)

Phone: 978-215-2886 Fax: 978-215-2406

(Phone Number) / (Fax Number)

rmullins@morphotrust.com

(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

MorphoTrust USA, LLC

(Company)

(Authorized Signature) (Representative Name, Title)

Robert Eckel, President and CEO

(Printed Name and Title of Authorized Representative)

April 10, 2017

(Date)

Phone: 978-215-2400 Fax 978-215-2406

(Phone Number) (Fax Number)



**REQUEST FOR QUOTATION**  
**License and Credential Issuance System**

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request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

- 8.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

**Contract Manager:** Robert Mullins  
**Telephone Number:** 978-215-2886  
**Fax Number:** 978-215-2406  
**Email Address:** rmullins@morphotrust.com

Exhibit D  
PII Acknowledgement

The Vendor understands that this Agreement requires access to Personally Identifiable Information or PII found within the WVDMV's records. Personally Identifiable Information includes any information that can identify a person, including, but not limited to the name, address, social security number, driver's license number, date of birth, photograph, computerized image, telephone number, medical information or disability information of any person or organization found in DMV records.

The Vendor understands that any PII obtained from the WVDMV's records is subject to the federal Driver Privacy Protection Act and the West Virginia Uniform Records Disclosure Act, hereinafter WVURDA found at West Virginia Code §17A-2A-1, et seq. A copy of the WVURDA is attached and made a part of this Agreement.

The Vendor and its' employees, agents, contractors, subcontractors, assigns and heirs agree to read the WVURDA, and all personnel who will have access to the WVDMV's records must sign a Confidentiality Agreement prior to access to PII found within the WVDMV's records. Failure to comply with this provision may affect deadlines required by the Vendor. The Vendor agrees that failure to submit Confidentiality Agreements from all Vendor users of the WVDMV's records constitutes a breach of the Agreement and the WVDMV may terminate the Agreement without consequence to WVDMV on that basis. To complete the Confidentiality Agreement, the Division's Privacy Program must be reviewed by each user. Copies of the Division's Privacy Policy and the Confidentiality Agreement are attached and are made part of this Agreement.

The Vendor hereby agrees that it will only access PII as required to perform its duties under the Agreement. The Vendor understands that it is required to secure the PII that it accesses as part of this Agreement and to ensure that it is not accessed by unauthorized individuals or released to any other persons, companies or entities.

The Vendor agrees to keep all personal and non personal information accessed from testing applicants and WVDMV confidential and protected from intentional and unintentional disclosure;

The Vendor acknowledges that authorized access or transactions provide no right to possession or ownership by the Vendor to the WVDMV's data records or to the records of the testing applicants at any time;

The Vendor shall not access or retain any data submitted by testing applicants or by the WVDMV for any reason other than the information that it is required to retain under this Agreement in its transaction logs;

The Vendor will ensure that it does not aggregate information or create any databases to information which it has access, including WVDMV's data and data submitted by testing applicants for the purposes of building comprehensive data records or for any other purpose;

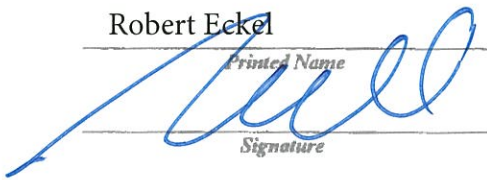
The Vendor will take all reasonable precautions to protect against unauthorized access or release of WVDMV data records, confidential records or confidential information in its custody;

The Vendor will follow the notification requirement if it discovers that information or services provided under this Agreement have been disclosed or are being used in violation of the federal Driver Privacy Protection Act, the West Virginia Records Disclosure Act, the federal Privacy Act of 1974 or any other state or federal laws. **The Vendor shall also immediately notify the WVDMV within 24 hours by telephone at 304.558.2723 and by facsimile machine at 304.558.1987 as well as the West Virginia Office of Technology at 304.558.9966 or 877.558.9966 if it discovers that personal information provided under this Agreement have been disclosed or are being used in violation of the Agreement, or state or federal laws;**

AGREED:

Robert Eckel

*Printed Name*



*Signature*

President and CEO

*Title*

April 10, 2017

*Date*

State of West Virginia

**VENDOR PREFERENCE CERTIFICATE**

**NOT APPLICABLE TO MORPHOTRUST**

Certification and application is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

**1. Application is made for 2.5% vendor preference for the reason checked:**

- Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**
- Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification;
- Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; **or,**
- Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or,**

**2. Application is made for 2.5% vendor preference for the reason checked:**

- Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**

**3. Application is made for 2.5% vendor preference for the reason checked:**

- Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; **or,**

**4. Application is made for 5% vendor preference for the reason checked:**

- Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or,**

**5. Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

- Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or,**

**6. Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

- Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

**7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**

- Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

**Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.**

Bidder: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.