

## **Ordering Instructions**

### **Statewide Contract – FNGRPRNT**

**Ordering Requirements** – An agency may request use of the Statewide Contract for Fingerprinting Equipment & Supplies (including laser) for any order as-needed.

**Special Instructions** – The above referenced contract is intended to provide Agencies with a purchase price for contract items as contained in the completed Pricing Pages attached to the contract.

**Approvals Required** – None.

**Agency and/or Vendor Contact Information:**

MorphoTrust USA  
6840 Carothers Pkwy, Suite 650  
Franklin, TN 37067  
Phone: 978-932-2200  
Contact: Faye Alvarado  
Email: bidops@morphotrust.com

See the **List of Buyer Assignments** located at the Purchasing Division website (Agency Resource Center) for the centralized buyer assigned to this contract.

**Type of Delivery Order** – Agency should prepare an Agency Delivery Order (ADO) for services rendered by the vendor.

**How to submit the completed order to the Vendor** – The agency must contact the vendor representative to initiate the procurement process. The vendor shall accept orders by regular mail, facsimile, e-mail, or any other written forms of communication. Furthermore, the vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

**POLITICAL SUBDIVISIONS:** Contact vendor to confirm that contract pricing is available.