

SOLE SOURCE DETERMINATION

The Purchasing Division has been requested to approve a sole source purchase for the commodity or service described below. Pursuant to West Virginia Code 5A-3-10c, the Purchasing Division is attempting to determine whether the commodity or service is sole source procurement. If you believe your company meets the required experience and qualification criteria stated below, please e-mail the Purchasing Division at team@wvadmin.gov to express your interest in the project. Please forward any and all information that will support your company's compliance with required qualification and eligibility criteria along with any other pertinent information relative to this project to the Purchasing Division no later than 01/30/2007.

Requisition Number: **DMV70018**

Department/Agency: **DIVISION OF MOTOR VEHICLES**

Detailed Description of Project:
Provide an information system which serves as a clearinghouse and depository of information pertaining to the licensing and identification of operators of commercial motor vehicles (CDLIS) Commercial Driver License Information System.

Proposed Sole Source Vendor:
AAMVA (American Association of Motor Vehicle Administrators)

Specific Eligibility Criteria:
Designation by the FHWA (Federal Highway Administration) as Sole Operator of CDLIS, a program established by the Commercial Motor Vehicle Safety Act (CMVSA) of 1986. Public Law 99-570

Specific Qualification Criteria:
Must have designation by FHWA as the access method for CDLIS

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA); approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

SIGNED BID TO:

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

State of West Virginia
Purchasing Division

PURCHASE REQUISITION

Requisition No. DMV70018	Buyer 21	Requisition Date
Agency/Invoice To: WV DIVISION OF MOTOR VEHICLES 1800 KANAWHA BLVD E BLDG 3 ROOM 337 CHARLESTON WV 25317	TEAM Code	WVFIMS Document # 8209-2007-0802-099-025
Agency/Ship To: SAME	TEAM Code	Suggested Vendors: 1. AAMVA 2. 3. <i>Additional Vendors on Reverse Side</i>
RECEIVED JAN 10 2007 AAMVA 4301 WILSON BLVD ARLINGTON, VA 22203 Transportation Finance & Highways Business Management Director		PURCHASING DIVISION'S USE ONLY
		Commodity Code: Instructions:
WVFIMS Vendor # 192010	TEAM Vendor #	
Terms	F.O.B.	

RECEIVED

00 JAN -8 AM 10:42

FINANCE-PROCUREMENT

RECEIVED

06 JAN -7 AM 10:39

FINANCE-PROCUREMENT

RECEIVED

2007 JAN 10 P 4:27

PURCHASING DIVISION
STATE OF WV

Item No.	Quantity	Description	Unit Price	Amount
		AGREEMENT <i>Type of Purchase</i>		
		The purpose of this request is for the use of an information system which serves as a clearinghouse and depository of information pertaining to the licensing and identification of operators of commercial motor vehicles (aka "CDLIS" Commercial Driver License Information System) This vendor is the sole source provider of this information system that the Commercial Motor Vehicles Safety Act of 1986 required, to allow information to be shared among the 50 states to improve highway safety RATE OF PAY: See attached Rate Schedule Effective 11/01/06 to 10/31/07 Entered in ReqTrak/Team By <u>jk</u> Date <u>1-11-07</u>		

Authorized Signature Karen J. Lane
 Title Procurement Officer
 Telephone 558-4247 558-2232

Total Estimated Value of this Requisition: Open End
 Maximum Budgeted Amount: _____
www.state.wv.us/admin/purchase

[Signature]
 BUSINESS MANAGER
 Date 1-10-07

STATE OF WEST VIRGINIA
PURCHASING DIVISION
AGREEMENT

PURCHASE ORDER # DMV70018 WVFIMS ACCOUNT # _____
TEAM VENDOR # _____ WVFIMS VENDOR # _____

I, AAMVA, 4301 WILSON BLVD, ARLINGTON, VA 22203, AGREE TO PERFORM THE FOLLOWING SERVICES
FOR WEST VIRGINIA DIVISION OF MOTOR VEHICLES AT CHARLESTON, WV

(DETAILED DESCRIPTION OF SERVICES TO BE PERFORMED)
USE OF AN INFORMATION SYSTEM WHICH SERVES AS A CLEARINGHOUSE AND DEPOSITORY OF INFORMATION PERTAINING TO THE LICENSING
AND IDENTIFICATION OF OPERATIONS OF COMMERCIAL MOTOR VEHICLES (CDLIS) COMMERCIAL DRIVER LICENSE INFORMATION SYSTEMS

DATE OF SERVICE FROM 11/1/2006 10/31/2007

THE RATE OF PAY SHALL BE PER GOVERNMENT RATE SCHEDULE PER

NOT TO EXCEED \$ OPEN END FOR THE ENTIRE TERM OF THE CONTRACT

NOTE: ANY ANTICIPATED TRAVEL MUST BE INCORPORATED INTO THE VENDOR'S FEE. NO TRAVEL
WILL BE REIMBURSED BY THE STATE AND IS THE SOLE RESPONSIBILITY OF THE VENDOR.
THE FOLLOWING CERTIFICATION MUST BE COMPLETED AND SIGNED IF THE VENDOR IS A
FULL-TIME EMPLOYEE OF THE STATE OF WEST VIRGINIA.

PLEASE CHECK THE APPROPRIATE BOX BELOW:

I AM NOT CURRENTLY A FULL-TIME EMPLOYEE OF THE STATE OF WEST VIRGINIA;

I AM CURRENTLY A FULL-TIME EMPLOYEE OF THE STATE OF WEST VIRGINIA
(COMPLETE CERTIFICATION BELOW))

IT IS HEREBY CERTIFIED THAT THE SERVICES TO BE PERFORMED UNDER THIS AGREEMENT WILL NOT INTERFERE WITH OR
DETRACT FROM THE FULL-TIME DUTIES OF THE EMPLOYEE AND THE AMOUNT OF ANNUAL COMPENSATION RECEIVED BY
AAMVA (ABOVE NAMED VENDOR) FROM THE STATE OF WEST VIRGINIA FOR

FULL-TIME EMPLOYMENT DURING THE CURRENT FISCAL YEAR WILL BE \$ open ended
VENDOR SERVES AS _____ WITH THE TITLE OF _____
(POSITION)

APPROVED BY:

AGENCY WV DIV OF MOTOR VEHICLES

(AUTHORIZED SIGNATURE OF AGENCY)
DOT BUSINESS MANAGER

(TITLE)

(DATE)

VENDOR AAMVA
Jeffrey Chestnut

(VENDOR'S SIGNATURE)
53-0172317

(SOCIAL SECURITY OR FEIN)
12-05-06

(DATE)