



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

Request for Quotation

RFQ NUMBER
DMV90414

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
FRANK WHITTAKER 304-558-2316

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF MOTOR VEHICLES

 1317 HANSFORD STREET
 CHARLESTON, WV
 25311 558-0002

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/15/2009				

BID OPENING DATE: **08/26/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		990-32		
<p>AUTOMATED DRIVERS TESTING SYSTEM</p> <p>REQUEST FOR PROPOSAL (RFP)</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY THE WEST VIRGINIA DIVISION OF MOTOR VEHICLES IS REQUESTING PROPOSALS FROM RESPONSIBLE VENDORS TO PROVIDE AN AUTOMATED DRIVERS TESTING SYSTEM WHICH WILL INCLUDE APPLICATION SOFTWARE, TECHNICAL SUPPORT, INSTALLATION AND TRAINING PER THE ATTACHED SPECIFICATIONS.</p> <p>A MANDATORY PRE-BID MEETING WILL BE HELD ON 07/28/09 AT 10:00 AM AT THE WV DIVISION OF MOTOR VEHICLES, 1900 KANAWHA BLVD., EAST, CHARLESTON, WV 25305. THE MEETING WILL BE HELD IN BUILDING 3, CONFERENCE ROOM B, ROOM 319. FAILURE TO ATTEND THE MANDATORY PRE-BID MEETING WILL RESULT IN BID DISQUALIFICATION. AN INDIVIDUAL MAY NOT REPRESENT MORE THAN ONE VENDOR AT THE MANDATORY PRE-BID MEETING.</p> <p>ALL TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE PURCHASING DIVISION VIA FAX AT 304-558-4115 OF VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV DEADLINE FOR TECHNICAL QUESTIONS IS 7/31/09 AT 4:00 PM ALL TECHNICAL QUESTIONS WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**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 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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 may be deemed null and void, and 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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 case 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
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 CHARLESTON, WV
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DATE PRINTED 07/15/2009	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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<p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: 44</p> <p>RFQ. NO.: DMV90414</p> <p>BID OPENING DATE: 08/26/09</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p>						

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 Department of Administration
 Purchasing Division
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CONTACT PERSON (PLEASE PRINT CLEARLY):						

***** THIS IS THE END OF RFQ DMV90414 ***** TOTAL: _____						

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REQUEST FOR PROPOSAL
Department of Transportation
Division of Motor Vehicles

AUTOMATED DRIVER LICENSE TESTING SYSTEM
RFP DMV90414

TABLE OF CONTENTS

Part 1	GENERAL INFORMATION	Page 2
Part 2	OPERATING ENVIRONMENT	Page 12
Part 3	PROCUREMENT SPECIFICATIONS	Page 26
Part 4	PROPOSAL FORMAT	Page 52
	DMV REGIONAL OFFICES	Exhibit A
	MEDICAL EXAMINATION REPORT	Exhibit B
	CDL-1 APPLICATION FORM	Exhibit C
	DLAB-2 FORM	Exhibit D
	DS23P APPLICATION FORM	Exhibit E
	DESS-1 FORM	Exhibit F
	DMV10-GDL FORM	Exhibit G
	MST-1 FORM	Exhibit H
	DPS-37 REPORT OF DRIVERS INTERVIEW	Exhibit I
	DMV SALESPERSON APPLICATION	Exhibit J
	DRUG/ALCOHOL AWARENESS	Exhibit K

REQUEST FOR PROPOSAL
 Department of Transportation
 Division of Motor Vehicles
 RFP DMV90414

PART 1 GENERAL INFORMATION, TERMS AND CONDITIONS

1.1 Purpose:

The Acquisition and Contract Administration Section of the Purchasing Division, hereinafter referred to as "State", is soliciting proposals for the Department of Transportation, Division of Motor Vehicles "Agency" to provide a turnkey solution for the Automated Driver License Testing System (ADLTS). The initial implementation will focus on the Commercial Driver License (CDL). This solicitation serves as notice, pursuant to West Virginia Code §5A-3-10b, of the commodity or service being sought and is to be considered the opportunity for vendors to indicate their interest in bidding on such commodity or service.

1.2 Project:

The purpose of this Request for Proposal (RFP) is to seek responses on bids from vendors interested in providing an automated drivers testing system for a turnkey offering of application software, technical support services, installation, and training.

The Division of Motor Vehicles (DMV) intends to deliver high quality services, easy to use tests, and process the results in a timely and professional manner. Customers from many varied and diverse backgrounds will depend upon this knowledge testing system. The test presentation will be explicit, purposeful, interesting, and straightforward. The driver license knowledge tests will be delivered in a manner that leaves no room for applicant confusion.

1.3 RFP Format:

This RFP has four parts. "Part 1" contains general information, terms and conditions; "Part 2" describes the background and working environment of the project; "Part 3" is a statement of the specifications for the services requested pursuant to this RFP, contractual requirements, and special terms and conditions; and "Part 4" explains the required format of the Bidder's response to the RFP, the evaluation criteria the State will use in evaluating the proposals received and how the evaluation will be conducted.

1.4 Inquiries:

Additional information inquiries regarding specifications of this RFP must be submitted in writing to the State Buyer with the exception of questions regarding the proposal submission which may be oral. The deadline for written inquiries is identified in the Schedule of Events, Section 1.16. All inquiries of specification clarification must be addressed to:

Frank Whittaker, Senior Buyer
 Purchasing Division
 2019 Washington Street, East
 P.O. Box 50130
 Charleston, WV 25305-0130
 Fax: (304) 558-4115

The vendor, or anyone on the vendor's behalf, is not permitted to make any contact whatsoever with any member of the evaluation committee. Violation may result in rejection of the bid. The State Buyer named above is the sole contact for any and all inquiries after this RFP has been released.

1.5 Vendor Registration:

Vendors participating in this process should complete and file a **Vendor Registration and Disclosure Statement** (Form WV-1) and remit the registration fee. Vendor is not required to be a registered vendor in order to submit a proposal, but the **successful bidder must** register and pay the fee prior to the award of an actual purchase order or contract.

1.6 Oral Statements and Commitments:

Vendor must clearly understand 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 Request for Proposal specifications file by an official written addendum are binding.

1.7 Economy of Preparation:

Proposals should be prepared simply and economically, providing a straightforward, concise description of Vendor's abilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

1.8 Labeling of RFP Sections:

The sections within this RFP contain instructions governing how the Vendor's proposal is to be arranged, submitted and to identify the material to be included therein.

1.8.1 Mandatory Requirements.

Any specification or statement containing the word "must", "shall", or "will" are mandatory. Section 3 contains mandatory deliverables required upon contract execution. By signing and submitting a response to this RFP, the vendor agrees to all mandatory deliverables described herein. Section 4 describes RFP response requirements, which may be mandatory. The vendor is required to meet all mandatory requirements in order to be eligible for consideration and to continue in the evaluation process. Failure to meet or agree to mandatory items shall result in disqualification of the Vendor's proposal and the evaluation process will be terminated for that vendor. Decisions regarding compliance with any mandatory requirement shall be at the sole discretion of the State.

1.8.2 Contract Terms and Conditions:

This Request for Proposals contains all the contractual terms and conditions under which the State of West Virginia will enter into a contract.

1.8.3 Informational Sections:

All non-mandatory information specifications do not require a response from the Vendor. They are intended to aid the vendor in structuring an effective proposal capable of meeting the needs of the issuing agency.

1.9 Proposal Format and Submission:

1.9.1 Each proposal should be formatted as per the outline in Part 4 of this RFP. No other arrangement or distribution of the proposal information may be made by the bidder. Failure on the part of the bidder to respond to specific requirements detailed in the RFP may be the basis for disqualification of the proposal. The State reserves the right to waive any informality in the proposal format and minor irregularities.

1.9.2 State law requires that the original technical and cost proposal be submitted to the Purchasing Division. All proposals must be submitted to the Purchasing Division **prior** to the date and time stipulated in the RFP as the opening date. All bids will be dated and time stamped to verify official time and date of receipt.

1.9.3 Vendors mailing proposals should allow sufficient time for mail delivery to ensure timely arrival. In accordance with West Virginia Code §5A-3-11, the Purchasing Division cannot waive or excuse late receipt of a proposal which is delayed and late for any reason. Any proposal received after the bid opening date and time will be immediately disqualified in accordance with State law and the administrative rules and regulations.

Vendors responding to this RFP shall submit:

One original technical and cost plus seven (7) convenience copies to:

Purchasing Division
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130

The outside of the envelope or package(s) should be clearly marked:

Buyer: 44
Req#: DMV90414
Opening Date: 08/26/2009 _____
Opening Time: 1:30 pm

1.9.4. Best Value Purchasing Standard Format

All Requests for Proposals should follow the standard format defined by the Purchasing Division. This format addresses required areas and enables the agency to modify the background and scope of work to meet its needs.

1.9.4.1 *Evaluation Criteria:* All evaluation criteria must be clearly defined in the specifications section and based on a 100 point total score. Based on a 100 point total, cost shall represent a minimum of 30 of the 100 total points in the criteria.

1.9.4.2 *Proposal Format and Content:* Proposals shall be requested and received in two distinct parts: Technical and Cost. The cost portion shall be sealed in a separate envelope and will not be opened initially.

1.9.4.3 *Technical Bid Opening:* The Purchasing Division will open only the technical proposals on the date and time specified in the Request for Proposal. The Purchasing

Division representative will read aloud the names of those who responded to the solicitation. The Purchasing Division Buyer will confirm that the original packages contain a separately sealed cost proposal prior to providing the courtesy copies to the agency to begin the evaluation process.

1.9.4.4 *Technical Evaluation:* The pre-selected, approved evaluation committee will review the technical proposals, deduct appropriate points for deficiencies and make a final written consensus recommendation to the Purchasing Division Buyer. If the Buyer approves the committee's recommendation, the technical evaluation will be forwarded to an internal review committee within the Purchasing Division.

1.9.4.5 *Cost Bid Opening:* Upon approval of the technical evaluation from the internal review committee, the Purchasing Division shall schedule a time and date to publicly open and read aloud the cost proposals. The agency and the vendors shall be notified of this date.

1.9.4.6 *Cost Evaluation and Resident Vendor Preference:* The evaluation committee will review the cost proposals, assign appropriate points and make a final consensus recommendation to the Purchasing Division. In accordance with West Virginia Code §5A-3-37, the Purchasing Division will make the determination of the Resident Vendor Preference, if applicable. Resident Vendor Preference 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. A certificate of application is used to request this preference. A West Virginia vendor may be eligible for two 2.5% preferences in the evaluation process.

1.9.4.7 *Contract Approval and Award:* After the cost proposals have been opened, the evaluation committee completes its review and prepares the final evaluation making its recommendation for contract award based on the highest scoring vendor. The final evaluation is submitted to the Purchasing Division buyer. Once approved by the buyer, the final evaluation must be reviewed and approved by the Purchasing Division internal review committee. The contract is prepared and signed in the Purchasing Division, forwarded to the Attorney General's Office for approval as to form, encumbered and mailed to the appropriate parties.

1.10 **Rejection of Proposals:**

The State shall select the best value solution according to the evaluation criteria. However, the State reserves the right to accept or reject any or all proposals, in part or in whole at its discretion. The State reserves the right to withdraw this RFP at any time and for any reason. Submission of, or receipt by the State of proposals confers no rights upon the bidder nor obligates the State in any manner.

A contract based on this RFP and the Vendor's proposal, may or may not be awarded. Any contract resulting in an award from this RFP is not valid until properly approved and executed by the Purchasing Division and approved as to form by the Attorney General.

1.11 **Incurring Costs:**

The State and any of its employees or officers shall not be held liable for any expenses incurred by any bidder responding to this RFP for expenses to prepare, deliver the proposal, or to attend any mandatory prebid meeting or oral presentations.

1.12 **Addenda:**

If it becomes necessary to revise any part of this RFP, an official written addendum will be issued by the State to all bidders of record.

1.13 **Independent Price Determination:**

A proposal will not be considered for award if the price in the proposal was not arrived at independently without collusion, consultation, communication or agreement as to any matter relating to prices with any competitor unless the proposal is submitted as a joint venture.

1.14 **Price Quotations:**

The price(s) quoted in the bidder's proposal will not be subject to any increase and will be considered firm for the life of the contract unless specific provisions have been provided for adjustment in the original contract.

1.15 **Public Record:**

1.15.1 *Submissions are Public Record.*

All documents submitted to the State Purchasing Division related to purchase orders or contracts are considered public records. All bids, proposals or offers submitted by bidders shall become public information and are available for inspection during normal official business hours in the Purchasing Division Records and Distribution center after the bid opening.

1.15.2 *Written Release of Information.*

All public information may be released with or without a Freedom of Information request, however, only a written request will be acted upon with duplications fees paid in advance. Duplication fees shall apply to all requests for copies of any document. Currently the fees are \$0.50/page, or a minimum of \$10.00 per request which ever is greater.

1.15.3 *Risk of Disclosure.*

The only exemptions to disclosure of information are listed in West Virginia Code §29B-1-4. Primarily, only trade secrets, as submitted by a bidder, are exempt to public disclosure. The submission of any information to the State by a vendor puts the risk of disclosure on the vendor. The State does not guarantee non-disclosure of any information to the public.

1.16 **Schedule of Events:** (Dates to be set upon mutually agreed upon (TBA) after submission and approval of the RFP by Purchasing. Events not required may be deleted.)

Release of the RFP.....	07/17/09
Mandatory Prebid Conference	07/28/09
Vendor's Written Questions Submission Deadline.	07/31/09
Response to Questions.....	TBD

Addendum Issued	TBD
Bid Opening Date	08/26/09
Oral Presentation	TBD

1.17 **Mandatory Prebid Conference: (Agency Option)**

A mandatory prebid conference shall be conducted on the date specified above at 10:00 am. Said conference will be held at 1900 Kanawha Blvd., E., Charleston, WV 25305, Bldg 3, room 318, Conference room B. **All interested bidders are required to be present at this meeting. Failure to attend the mandatory prebid conference shall automatically result in disqualification. No one person can represent more than one vendor.**

1.18 **Purchasing Affidavit:**

West Virginia Code §5A-3-10a requires that all bidders submit an affidavit regarding any debt owed to the State. The affidavit must be signed and submitted prior to award. It is preferred that the affidavit be submitted with the proposal.

1.19 **General Terms and Conditions:**

By signing and submitting its proposal, the successful Vendor agrees to be bound by all the terms contained in this RFP.

1.19.1 *Conflict of Interest:*

Vendor affirms that it, its officers or members or employees presently have no interest and shall not acquire any interest, direct or indirect, which would conflict or compromise in any manner or degree with the performance or its services hereunder. The Vendor further covenants that in the performance of the contract, the Vendor shall periodically inquire of its officers, members and employees concerning such interests. Any such interests discovered shall be promptly presented in detail to the Agency.

1.19.2 *Prohibition Against Gratuities:*

Vendor warrants that it has not employed any company or person other than a bona fide employee working solely for the vendor or a company regularly employed as its marketing agent to solicit or secure the contract and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award of the contract.

For breach or violation of this warranty, the State shall have the right to annul this contract without liability at its discretion or to pursue any other remedies available under this contract or by law.

1.19.3 *Certifications Related to Lobbying:*

Vendor certifies that no federal appropriated funds have been paid or will be paid, by or on behalf of the company or an employee thereof, to any person for purposes of influencing or attempting to influence an officer or employee of any Federal entity, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any

Federal contract, grant, loan or cooperative agreement.

If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Vendor shall complete and submit a disclosure form to report the lobbying.

Vendor agrees that this language of certification shall be included in the award documents for all sub-awards at all tiers, including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements, and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this contract was made and entered into.

1.19.4 Vendor Relationship:

The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to this contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents.

Vendor shall be responsible for selecting, supervising and compensating any and all individuals employed pursuant to the terms of this RFP and resulting contract. Neither the Vendor, nor any employees or contractors of the vendor, shall be deemed to be employees of the State for any purposes whatsoever.

Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, and licensing fees, etc. and the filing of all necessary documents, forms and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including but not limited to the foregoing payments, withholdings, contributions, taxes, social security taxes and employer income tax returns.

The Vendor shall not assign, convey, transfer or delegate any of its responsibilities and obligations under this contract to any person, corporation, partnership, association or entity without expressed written consent of the Agency.

1.19.5 Indemnification:

The Vendor agrees to indemnify, defend and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person or firm performing or supplying services, materials or supplies in connection with the performance of the contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers,

employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use or disposition of any data used under the contract in a manner not authorized by the contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees or subcontractors to observe State and Federal laws, including but not limited to labor and wage laws.

1.19.6 Contract Provisions:

After the successful Vendor is selected, a formal contract document will be executed between the State and the Vendor. In addition, the RFP and the Vendor's response will be included as part of the contract by reference. The order of precedence is the contract, the RFP and the Vendor's proposal in response to the RFP.

1.19.7 Governing Law:

This contract shall be governed by the laws of the State of West Virginia. The Vendor further agrees to comply with the Civil Rights Act of 1964 and all other applicable laws and regulations, Federal, State and Local Government.

1.19.8 Compliance with Laws and Regulations:

The vendor shall procure all necessary permits and licenses to comply with all applicable laws, Federal, State or municipal, along with all regulations, and ordinances of any regulating body.

The Vendor shall pay any applicable sales, use or personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this contract, the transaction, or the equipment, or services delivered pursuant here to shall be borne by the contractor. It is clearly understood that the State of West Virginia is exempt from any taxes regarding performance of the scope of work of this contract.

1.19.9 Subcontracts/Joint Ventures:

The Vendor is solely responsible for all work performed under the contract and shall assume prime contractor responsibility for all services offered and products to be delivered under the terms of this contract. The State will consider the Vendor to be the sole point of contact with regard to all contractual matters. The Vendor may, with the prior written consent of the State, enter into written subcontracts for performance of work under this contract; however, the vendor is totally responsible for payment of all subcontractors.

1.19.10 Term of Contract & Renewals:

This contract will be effective (date set upon award) and shall extend for the period of one (1) year, at which time the contract may, upon mutual consent, be renewed. Such renewals are for a period of up to one (1) year, with a maximum of two (2) one year renewals, or until such reasonable time thereafter as is necessary to obtain a new contract. The "reasonable time" period shall not exceed twelve (12) months. During the "reasonable time" period Vendor may terminate the contract for any reason upon giving the Agency ninety (90) days written notice. Notice by Vendor of intent to terminate will not relieve Vendor of the obligation to continue to provide services pursuant to the terms of the contract.

Any change in Federal or State law, or court actions which constitute binding precedent in West Virginia, and which significantly alters the Vendor's required activities or any change in the availability of funds, shall be viewed as binding and shall warrant good faith renegotiation of the compensation paid to the Vendor by the Agency and of such other provisions of the contract that are affected. If such renegotiation proves unsuccessful, the contract may be terminated by the State upon written notice to the Vendor at least thirty (30) days prior to termination of this contract.

1.19.11 Non-Appropriation of Funds:

If the Agency is not allotted funds in any succeeding fiscal year for the continued use of the service covered by this contract by the West Virginia Legislature, the Agency may terminate the contract at the end of the affected current fiscal period without further charge or penalty. The Agency shall give the vendor written notice of such non-allocation of funds as soon as possible after the Agency receives notice. No penalty shall accrue to the Agency in the event this provision is exercised.

1.19.12 Contract Termination:

The State may terminate any contract resulting from this RFP immediately at any time the Vendor fails to carry out its responsibilities or to make substantial progress under the terms of this RFP and resulting contract. The State shall provide the Vendor with advance notice of performance conditions which are endangering the contract's continuation. If after such notice the Vendor fails to remedy the conditions contained in the notice, within the time period contained in the notice, the State shall issue the Vendor an order to cease and desist any and all work immediately. The State shall be obligated only for services rendered and accepted prior to the date of the notice of termination.

The contract may also be terminated by the State with thirty (30) days prior notice.

1.19.13 Changes:

If changes to the original contract become necessary, a formal contract change order will be negotiated by the State, the Agency and the Vendor, to address changes to the terms and conditions, costs of work included under the contract. An approved contract change order is defined as one approved by the Purchasing Division and approved as to form by the West Virginia Attorney General's Office, encumbered and placed in the U.S. Mail prior to the effective date of such amendment. An approved contract change order is required whenever the change affects the payment provision or the scope of the work. Such changes may be necessitated by new and amended Federal and State regulations and requirements.

As soon as possible after receipt of a written change request from the Agency, but in no event more than thirty (30) days thereafter, the Vendor shall determine if there is an impact on price with the change requested and provide the Agency a written statement to identifying any price impact on the contract or to state that there is no impact. In the event that price will be impacted by the change, the Vendor shall provide a description of the price increase or decrease involved in implementing the requested change.

NO CHANGE SHALL BE IMPLEMENTED BY THE VENDOR UNTIL SUCH TIME AS

THE VENDOR RECEIVES AN APPROVED WRITTEN CHANGE ORDER.

1.19.14 *Invoices, Progress Payments, & Retainage:*

The WV DMV agrees, in consideration of the specifications to be performed by the Vendor, to pay to the Vendor, when the terms and conditions of the contract have been fully completed and fulfilled to the satisfaction of the DMV, the sum of the individual order amount.

Upon system acceptance according to the terms and conditions of Section 3 of the specifications, the Vendor shall submit an invoice in triplicate (original and two copies) to the DMV.

1.19.15 *Liquidated Damages: (Agency Option if appropriate)*

According to West Virginia State Code §5A-3-4(8), Vendor agrees that liquidated damages shall be imposed at the rate of \$500.00 per calendar day for failure to provide any service or deliverables, meet milestones identified to keep the project on target, or failure to meet specified deadlines agreed upon by the Vendor and agency. This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue to any other additional remedy to which the State or Agency may have legal cause for action including further damages against the Vendor.

1.19.16 *Record Retention (Access & Confidentiality):*

Vendor shall comply with all applicable Federal and State of West Virginia rules and regulations, and requirements governing the maintenance of documentation to verify any cost of services or commodities rendered under this contract by Vendor. The Vendor shall maintain such records a minimum of five (5) years and make available all records to Agency personnel at Vendor's location during normal business hours upon written request by Agency within 10 days after receipt of the request.

Vendor shall have access to private and confidential data maintained by Agency to the extent required for Vendor to carry out the duties and responsibilities defined in this contract. Vendor agrees to maintain confidentiality and security of the data made available and shall indemnify and hold harmless the State and Agency against any and all claims brought by any party attributed to actions of breach of confidentiality by the Vendor, subcontractors or individuals permitted access by Vendor.

PART 2 OPERATING ENVIRONMENT

2.1 Location:

Currently, the West Virginia (WV) Department of Transportation (DOT), Division of Motor Vehicles (DMV), utilizes an Automated Testing System (ATS) designed by the West Virginia Division of Highways, for drivers of automobiles, motorcycles, commercial vehicles, ATVs and automobile salespeople in twenty-three (23) Regional Offices throughout the State (see Exhibit A).

The new Automated Driver's License Testing System (ADLTS) will replace the existing ATS system, and add the new system in the twenty-three (23) existing Regional Offices, two (2) satellite locations, and potentially in other testing locations throughout the State.

The connectivity being used at all the regional offices are a minimum of T1 lines with one (1) satellite office utilizing DSL.

2.2 Background:

The Division of Motor Vehicles (DMV) is responsible for the administration of WV Driver's License knowledge test to driver's license applicants. These tests include Operator Driver's License, Commercial Driver's License (CDL), Motorcycle, Driver Clinic Interviews, Deaf and Salesperson. Vendor may be required to comply with changes according to the national secure issue license (Real ID Act).

All locations utilize the current ATS system for the above mentioned tests. Most tracking, statistical analysis, maintenance of testing integrity, and general checks and balances are completed through the ATS system and online reporting. Some paper-based tracking is still required.

The current hardware includes 144 Dell GX620s stations with 17 inch touch screen monitors housed in locked kiosks. The data is housed in a central SQL server, as well as the remote sites located throughout the State. The data is kept in an Access database at the examiner's station. All graphics and audio files are kept on each individual computer. A batch file is used to shut down the testing stations from the examiner's console.

2.3 COMMERCIAL DRIVER LICENSE (CDL)

A commercial driver's license (CDL) is required for anyone driving a vehicle that weighs more than 26,000 pounds Gross Vehicle Weight Rating (GVWR), carries sixteen (16) or more passengers or transports placarded amounts of hazardous materials.

An applicant applying for a WV CDL license must:

- Currently have a valid Class E Operator's license
- Obtain a DOT certified physical examination and the proper documents associated with the physical Medical Examination Report (see Exhibit B)
- Complete the CDL application form CDL-1 (see Exhibit C)

- Contact the DMV or send information and fees to the CDL Headquarters for test approval
- Pay appropriate fees (cash, check, or credit card) associated with the tests
- Provide driver's license and DOT certified physical examination documents to the test center
- Take appropriate knowledge tests associated with CDL class requested
- Pass all knowledge tests with a minimum of 80% per test
- Receive CDL Instruction Permit
- Take appropriate skills tests associated with the CDL class instruction permit from a certified Third Party tester (see Attachment I)
- Pass all skills requirements and receive results in an envelope from tester
- Take all appropriate documentation (driver's license, instruction permit, and skills test results to test center for the CDL driver's license

2.3.1 CDL CLASSIFICATIONS

Commercial Driver's License may be issued with the following classifications, endorsements, and restrictions. The holder of a valid Commercial Driver's License may drive all vehicles in the class for which the license is issued, all lesser classes of vehicles, and vehicles requiring an endorsement, if the proper endorsement appears on the license.

CLASS A

Any combination of vehicles with a gross weight of 26,001 pounds or more, provided the gross weight rating of the vehicles (s) being towed is in excess of 10,000 pounds.

CLASS B

Any single vehicle with a gross weight of 26,001 pounds or more provided the vehicle being towed is not in excess of 10,000 pounds.

CLASS C

Any single vehicle with a Gross Vehicle Weight Rating (GVWR) of less than 26,001 pounds, or any such vehicle being towed, not in excess of 10,000 pounds, provided that:

- vehicles designed to transport 16 or more passengers, including the driver; and
- vehicles used in the transportation of hazardous materials which requires the vehicle to be placarded less than 49 CFR, part 172, sub-part F.

CLASS D

Any single vehicle with a Gross Vehicle Weight Rating (GVWR) of less than 26,001 pounds and more than 8,000 pounds, and the primary function or employment is the transportation of persons (less than 16) or property (not including hazardous materials) for compensation or wages. This classification does not require testing, but it does require additional fees.

Operators with a Class D license are required to obtain a DOT Medical Certificate when operating a vehicle of 10,001 pounds GVWR or more.

2.3.2 CDL KNOWLEDGE TEST

Commercial Driver knowledge testing for Classes A, B, or C must meet the American Association of Motor Vehicles Administrators (AAMVA) 2005 ADLTS test standards. The CDL knowledge testing for the above classes requires the following tests which are offered orally or written with the exception of hazardous materials endorsements. Applicants will be given three (3) opportunities to successfully complete EACH test after the appropriate waiting period of seven (7) days. All applications for CDL testing **must** be submitted to the CDL office at the DMV Central Headquarters for approval. A forty-eight (48) hour waiting period is required for applicants who mail their applications in for the knowledge tests. Applicants who apply in person will not have a waiting period.

Below is an example of the CDL knowledge test procedure:

John Doe is applying for the first time to take the Class A CDL test with Tanker Endorsement. He will apply in person at the CDL Unit in Charleston. After all documents are reviewed and approved, the information is entered into the ATS system indicating which tests he is approved to take. He has three (3) chances to pass each required tests. The applicant goes to a regional office on Tuesday, May 1 and submits his valid West Virginia (WV) license to the DMV personnel, and they will assign his tests. John does not pass the General Knowledge test. He cannot take any other tests and must wait seven (7) days to be eligible to re-test.

On Tuesday, May 8th, John returns to re-take the applicable tests. This time:

- Passes General Knowledge with 88% correct
- Fails Air Brakes test with 77% correct
- Passes Combination test with 96% correct
- Fails Tanker test with 44% correct

The system will automatically update the tests successfully completed and failed. The applicant is allowed to test, EACH TEST, three times. He will just need to re-take the Air Brakes and Tanker tests.

All testing information (first, second and third chance) will be maintained by the new ADLTS system.

CLASS A

The General Knowledge test consists of fifty (50) questions. The applicant must answer correctly at least forty (40) questions to pass. This test must be passed prior to taking any other portion of the CDL test.

The Air Brakes portion consists of twenty-five (25) questions. The applicant must answer correctly at least nineteen (19) questions to pass.

Combination tests consist of twenty (20) questions. The applicant must answer correctly at least sixteen (16) questions to pass.

CLASS B

The General Knowledge test consists of fifty (50) questions. The applicant must answer correctly at least forty (40) questions to pass. This test must be passed prior to taking any other portion of the CDL test.

The Air Brakes portion consists of twenty-five (25) questions. The applicant must answer correctly at least nineteen (19) questions to pass.

To qualify for a School Bus endorsements, it is mandatory to have successfully completed Passenger endorsement.

CLASS C

The General Knowledge test consists of fifty (50) questions. The applicant must answer correctly at least forty (40) questions to pass. This test must be passed prior to taking any other portion of the CDL test. This classification requires either the passenger or Hazardous Materials endorsement.

ENDORSEMENTS

The Doubles/Triple-Trailers test consists of twenty (20) questions. The applicant must answer sixteen (16) questions correctly to pass.

The Tank test consists of twenty (20) questions. The applicant must answer sixteen (16) questions correctly to pass.

The Passenger test consists of twenty (20) questions. The applicant must answer sixteen (16) questions correctly to pass.

The Hazardous Materials test consists of thirty (30) questions. The applicant must answer twenty-four (24) questions correctly to pass and must provide a letter of approval from the Transportation Security Administration (TSA).

The School Bus test consists of twenty (20) questions. The applicant must answer sixteen (16) questions correctly to pass. The applicant must have passed the passenger endorsement test in order to qualify for this test.

2.3.3 CDL INSTRUCTION PERMIT

Upon successfully completing the appropriate tests associated with the classification desired, the Commercial Examiner will document the test scores and certify the test for the applicant. The Commercial Examiner or Customer Service Representative (CSR) will provide the applicant with a list of names and telephone numbers of Third Party testers to apply for the driving skills test. The Commercial Examiner will take the results of the test to the Customer Service Representative for processing the CDL instruction permit, along with the applicant driver's license, and a copy of the DOT physical. This permit will be valid for six (6) months from the date of issue, and can be renewed one (1) time for an additional six (6) months, providing that the renewal be performed within two (2) years of expiration. This permit allows the applicant to drive a commercial vehicle with a person who has a valid commercial driver's license in the same class of licenses.

2.3.4 CDL DRIVING SKILLS TEST

When the applicant is ready to take the driving skills test, he/she must contact the third party tester to schedule a date and time to take the test, provide the appropriate commercial vehicle for testing, pay the appropriate fees to the tester and have their CDL photo instruction permit available for the tester.

The applicant must pass both the pre-trip inspection and the driver skills portion of the test before he/she will be given an actual CDL driver's license. Upon successfully completing both tests, the third party tester will document and certify the test results and give the applicant a sealed envelope to return to the nearest DMV location for their CDL license. The applicant must submit his/her driver's license and CDL instruction permit along with the envelope from the third party tester. The applicant will have a new photo identification taken and receive his/her CDL driver's license.

2.3.5 At the conclusion of each exam, all test data and applicant information will be copied to the CDL skills testing server for data analysis.

2.4 CLASS E DRIVERS LICENSE – Eighteen (18) or Older

LEARNERS PERMIT

For a first time applicant, the DMV personnel will review the required identifications and documents mandated by the DMV policies.

The applicant will be administered a vision test. If the applicant cannot pass the vision test, he/she will be given a DLAB-2 form (see Exhibit D) to be filled out by a vision specialist.

After the screening information is received and entered into the testing system, a \$5.00 charge is collected allowing for two (2) tests; the applicant taking the computer driver's

test is assigned a Test Station. The computer knowledge test has twenty-five (25) questions with a 50 minute time limit. Each test question includes: a question, and four (4) potential answers (choices), with one (1) choice that is the correct answer. The system will display immediate feedback to the applicant as to whether or not the selected answer was correct or incorrect. After completion of the test, the station will display to the applicant whether the test has been passed or failed. If the applicant incorrectly answers seven (7) questions, the computer automatically fails the applicant and stops the test. If the applicant correctly answers nineteen (19) questions, the computer automatically stops the test. The station will display the total number of answers that were correct or incorrect at the end of the test. If, the applicant has failed the test, he/she must wait seven (7) consecutive days before re-testing. All documents and identifications are required every time the applicant request a driver's license or re-testing. If, the applicant has passed the test, the DMV personnel will certify the applicant's DMV DS23P form (see Exhibit E).

After the applicant passes the driver's knowledge test, he/she will pay the appropriate fees with cash, check, or credit card. Next, the photo identification card is taken at the Customer Service Desk for the learner's permit. The photo card is printed on the Drivers License Photo printer. A learner's permit for applicant's eighteen (18) or older is valid for ninety (90) days. This permit can be renewed one (1) time for an additional ninety (90) days. If, the applicant never had a driver's license, he/she must wait thirty (30) days before taking the skills test. A learner's permit for applicants under eighteen (18) years old is valid until he/she reaches the age of eighteen (18). This permit cannot be renewed. The applicant must wait 180 consecutive days or reach the age of eighteen (18) prior to taking the road skills test.

To be eligible for the skills test, the applicant must have the required proof of identifications and documents mandated by the DMV policies.

SKILLS TEST

The DMV personnel will enter the applicant's information into the ADLTS and register them, DESS-1 form, for the road skills test (see Exhibit F). Before the applicant is tested, he/she must be able to perform on their vehicle a pre-trip inspection, as well as locating and operating certain equipment. The equipment must be in working condition. If not, the applicant has the option to repair the defect(s) on the vehicle and return the same day with the same vehicle for testing. Failure to locate or operate the equipment will result in the applicant failing the road skills test. Then the applicant must wait seven (7) consecutive days prior to re-testing.

If, the vehicle passes the equipment test, the applicant must demonstrate basic driving skills, and the ability to drive safety while obeying the traffic laws (see Exhibit F).

Once the skills test is complete, the DMV personnel will enter the test information into the ADLTS. The Electronic Commercial Drivers License (eCDL) will capture the test information from the host server.

After the applicant passes the road skills test, he/she will fill out the DMV DS23P form (see Exhibit E). The DMV personnel will certify the test on the DS23P form, and the applicant will pay the appropriate fees with cash, check, or credit card. Next, the photo identification card is taken at the Customer Service Desk for his/her driver's license. The photo card is printed on the Drivers License Photo printer.

2.5 GRADUATED LICENSES – Under Eighteen (18)

An applicant between the ages of fifteen (15) and seventeen (17) years old is considered under the Graduated Driver Licensing (GDL) program. There are three (3) levels to this program, and it allows young drivers to develop their driving skills in a safe manner.

LEVEL I – Instruction Permit

Each applicant must provide the required proof of identifications and documents mandated by the DMV policies.

After identifications and documents are approved by the DMV personnel, the applicant must fill out a Driver's License/Photo ID Application.

The knowledge testing is the same process under the Level I as the first time applicant eighteen (18) years or older.

After successful completion of the knowledge test, the applicant will be instructed on the laws and restrictions of the GDL program. He/she will be given an instruction booklet containing the GDL information on completing the thirty (30) hour certification form, DMV 10-GDL (see Exhibit G), and the date that he/she is eligible for the driver's skills test. The applicant must hold their Level I learner's permit for a minimum of 180 consecutive days, and he/she must be at least fifteen (15) years of age. Level I learner's permit is valid until he/she reaches the age of eighteen (18).

Two (2) convictions within the issued time period while driving on a Level I permit will result in a ninety (90) day immediate revocation. At the end of the revocation period, the applicant will be eligible for re-testing.

LEVEL II – Intermediate Driver's License

After successful completion of the Level I - instruction permit, the applicant is eligible to take the skills portion of the driver's test, provided he/she is between sixteen (16) and seventeen (17) years of age.

To be eligible for the Level II test, the applicant must provide the required proof of identifications and documents mandated by the DMV policies.

After identifications are approved by the DMV personnel, the applicant must fill out a Driver's License/Photo ID Application DS23P form (see Exhibit E).

The road skills test follows the same process under the Level II as the first time applicant eighteen (18) years or older.

After successful completion of the road skills test, the applicant will be instructed as to the laws and restrictions of the GDL program for Level II drivers. The Level II license is valid until age eighteen (18) or age twenty-one (21) with an issuance of a full license, under Level III.

One (1) moving violation will result in a twelve (12) months infraction-free driving period and a required Driver Improvement Program. Two (2) violations will result in revocation until age eighteen (18), then the applicant will have to take the vision, computer/written, and driver's tests again.

LEVEL III – Full Class E License

After successfully completing one (1) year of infraction-free driving with a Level II driver's license, the applicant is eligible to receive a Level III driver's license with no restrictions, provided he/she is under the age of eighteen (18). The applicant must complete the DMV DS23P form (see Exhibit E) and provide the required proof of identifications and documents mandated by the DMV policies. The Level III GDL is valid until his/her twenty-first (21) birthday.

2.6 MOTORCYCLE INSTRUCTION PERMIT/LICENSE

LEARNERS PERMIT

The DMV require individuals to apply for a permit for motorcycles 50cc's or more. An applicant over eighteen (18) years of age can have a motorcycle license only or motorcycle endorsement. An applicant under eighteen (18) years of age must have at least a Level 2 GDL license in order to take the computer/written test.

Each applicant must provide the required proof of identifications and documents mandated by the DMV policies.

After, the screening information is received and entered into the testing system, a \$5.00 charge is collected allowing for two (2) tests; the applicant taking the computer knowledge test is assigned a Test Station. The computer knowledge test has twenty-five (25) questions. Each test question includes: a question, and four (4) potential answers (choices), with one (1) choice that is the correct answer. The system will display immediate feedback to the applicant as to whether or not the answer selected was correct or incorrect. After completion of the test, the station will display to the applicant whether the test has been passed or failed. If the applicant incorrectly answers seven (7) questions, the computer will automatically fail the applicant and stop the test. If the applicant correctly answers 19 questions, the computer will automatically stop the test. The station will display the total number of answers that were correct or incorrect at the

end of the test. If, the applicant has failed the test, he/she must wait seven (7) consecutive days before re-testing. All documents and identifications are required every time the applicant applies for testing. If, the applicant has passed the test, the DMV personnel will certify the applicant's DMV DS23P form (see Exhibit E).

After the applicant passes the motorcycle's computer/written test, he/she will pay the appropriate fees with cash, check, or credit card. Next, the photo identification card is taken at the Customer Service Desk for the instruction permit. The photo card is printed on the Drivers License Photo printer. This permit is valid for ninety (90) days and cannot be renewed.

SKILLS TEST

Upon successful completion of the motorcycle skills test (see Exhibit H), it must be manually or electronically entered into the ADLTS. Applicant must complete the DMV DS23P forms (see Exhibit E). The DMV personnel will certify the application. The applicant will remit their driver's license and motorcycle instruction permit, and receive the driver's license with a motorcycle endorsement (F). The applicant will pay the appropriate fees with cash, check, or credit card. Next, the photo identification card is taken at the Customer Service Desk for his/her driver's license.

If the applicant chooses to take the Safety Course, he/she will contact the Motorcycle Safety number to schedule the class and pay the appropriate fee. This is a two (2) day course that teaches the basics about riding a motorcycle. A skills test at the DMV Driver's Exam Center is not required.

Upon successful completion of this course, the applicant will submit their driver's license, motorcycle learner's permit, and safety course certification to the DMV Office, and receive their driver's license with a motorcycle endorsement (F). The applicant will pay the appropriate fees with cash, check, or credit card. Next, the photo identification card is taken at the Customer Service Desk for his/her driver's license.

2.7 DRIVER CLINICS - (Medical Review)

Driver Clinics are intended for individuals who require re-testing for their driver's license due to either medical or physical conditions affecting their ability to drive safely. The individual must apply with the DMV Driver Services' Division to reinstate their driving privileges. The individual will be notified by letter when and where the testing will take place, and what test is required for reinstatement. If the individual fails to appear, he/she must re-apply for a new date and time.

When being re-tested, the applicant is required to show proof of identifications and documents mandated by the DMV policies.

The DMV personnel will fill out the DPS-37 Report of Driver Interview form (see Exhibit I). This interview form **must** be entered into the ADLTS with the option of printing.

The applicant will be administered a vision test, knowledge test and skills test for Class E drivers, as described in 2.4 of this document. If the applicant fails the vision, knowledge or skills testing, he/she must re-apply to Driver Services before taking further tests.

Upon successful completion of the road skills test, the DMV personnel will certify the test and send the results to the Driver Services Division. Driver Services will contact the applicant about getting their license before operating a vehicle.

All tracking and documentation of the applicant's test scores will be maintained at the DMV testing location.

The Knowledge Test consists of fifty (50) randomized questions. The applicant must answer thirty-five (35) questions correctly to pass. The Driver Clinics knowledge test **must** be available for manual and computerized testing without any time limit.

2.8 RENEWALS AND DUPLICATE LICENSES

RENEWALS

Driver's license renewal dates will vary by age due to a five-year license renewal program. Depending on the driver's calculated age at the time of renewal, their license may be issued for a period ranging from three (3) to seven (7) years. The license will expire when the applicant's age is divisible by five, then the next renewal date will expire on the applicant's birth date in five (5) years. If the license is expired, then a expiration fee will be collected at the time of renewal. If the license has expired for more than six (6) months, the applicant will have to take the computer/written and skills test again. Both tests can be taken in the same day.

VISION SCREENING

To renew a driver's license, the applicant must show proof of identifications and documents mandated by the DMV policies, as well as successfully pass the DMV Vision Screening at 20/40 or submit the DLAB-2 form (see Exhibit D) from a licensed Vision Specialist stating his/her vision is 20/60 or better. The results must be entered and maintained by the ADLTS.

DUPLICATE LICENSE

In order to receive a duplicate license, two (2) documents of identification must be presented, and approved by the DMV Examiner. Some of the reasons for re-issuance of a license: lost or stolen, a name change, address change, date of birth correction, or it has been broken.

In the case of a name change or date of birth correction, the applicant must show proof of identifications that are required by DMV policies.

2.9 OUT OF STATE TRANSFERS

OPERATORS

All applicants transferring from out-of-state are required to show proof of identifications and documents mandated by the DMV policies.

The DMV personnel will verify the documentations, and certify the transfer of license.

If, the applicant has an expired out-of-state license, the vision, knowledge, and skills tests must be taken again.

If, the applicant does not have the out-of-state license in their possession, he/she must contact the DMV from that state, and request a certified driver record or a "Letter of Clearance" to apply for a WV driver's license.

GDL LEARNERS/LICENSE

Applicants under the age of eighteen (18) cannot transfer a non-GDL learners permit from another state. If the applicant has a GDL learners permit from another state, the time involved from the date of issuance is transferable with his/her driving record and the waiting period reduced. The computer/written test will be required to obtain a WV learner's permit. The applicant must provide all the appropriate identification and their out-of-state learners permit prior to being eligible for testing.

Applicants with a GDL license under the age of eighteen (18) may transfer a valid license from another state. He/she must provide appropriate identifications, turn in their out-of-state license, and certified driving record. No driver skills test will be required. If the applicant's license is not valid, he/she must take the computer/written and driver skills test again. If requested, both tests may be taken on the same day.

COMMERCIAL DRIVER'S LICENSE (CDL)

All applicants transferring an out-of-state CDL license are required to show proof of identifications and documents mandated by the DMV policies.

The CDL applicants applying for a renewal license that are exempt from DOT's Medical Examination physical (long-form) requirements must successfully pass the DMV Vision Screening at 20/40 or submit the DLAB2 form (see Exhibit D) from a licensed Vision Specialist stating that his/her vision is 20/60 or better. The ADLTS system must show applicant's DOT Medical Examination physical expiration date.

All CDL transfers must submit all required documents for review by CDL Unit prior to transfer.

If the applicant's license has expired, their CDL license cannot be transferred. If the applicant has a Hazardous Materials endorsement, he/she must take the knowledge test in order to retain that endorsement on their CDL license.

The DMV personnel must verify all documentation, and copy the physical examination long-form for processing. If HAZMAT is involved, the applicant must successfully pass the Hazardous Materials test, and provide an approval letter from TSA, before the endorsement test may be issued on the license.

2.10 Salesperson

The DMV require individuals to apply for a license for Salesperson. An applicant who wishes to be employed as a salesperson must provide the required proof of identifications and documents mandated by the DMV policies. Also, these individuals must submit to a background investigation.

After the screening information is entered onto the testing system, he/she will pay the appropriate fees with cash, check, or credit card, and then assigned to a test station. The computer knowledge test has twenty-five (25) questions with a 50 minute time limit. Each test question has three (3) potential answers (choices), with one (1) choice that is the correct answer. The system will display immediate feedback to the applicant as to whether or not the answer selected was correct or incorrect. After completion of the test, the station will display to the applicant whether the test has been passed or failed. If the applicant incorrectly answers seven (7) questions, the computer will automatically fails the applicant and stops the test. If the applicant correctly answers 19 questions, the computer will automatically stop the test. The station will display the total number of answers that were correct or incorrect at the end of the test. If the applicant has failed the test, he/she must wait seven (7) consecutive days before re-testing. All documents of identification are required every time the applicant applies for testing. If the applicant has passed the test, the DMV personnel will certify the DMV Salesperson application (see Exhibit J)

After the applicant passes the salespersons computer/written test, the photo identification card is taken at the Customer Service Desk. The photo card is printed of the Drivers License Photo printer. The applicant then receives his/her Salespersons License. The computer system will retain a "temporary" status pending background investigation approval. Once notification is sent to the DMV, status will be updated.

The Salespersons License is valid from 1 to 5 years depending on the birth year of the applicant.

2.11 ATV Video

The system must be capable of displaying training materials of video and audio.

2.12 Drug/Alcohol Awareness Video/Acknowledgement

All applicants must read the Drug and Alcohol information before taking the appropriate written/computer test associated with the classification desired (see Exhibit K). This information must be on the ADLTS system. The test will consist of questions pertaining to the Drug and Alcohol Awareness information.

Effects of Driving Skills

DMV will revoke your license in the State of WV for blood alcohol level above .05. A person is considered legally drunk with blood alcohol level at .08. Driving while drunk enables poor judgment, blurred vision, increases the time it takes for your eyes to adjust to night vision, distortion of distance and muscular coordination loss.

If the driver licensee is under 21 years of age and arrested with blood alcohol content (BAC) of .02%, he/she will lose their license for 60 days.

2.13 ENDORSEMENTS

- F MOTORCYCLE
- H HAZMAT (Hazardous Materials)
- N TANKER
- P PASSENGER
- S SCHOOL BUS
- T DOUBLE/TRIPLES – Trailers
- X HAZMAT & TANKER Combined

RESTRICTIONS CODES

- 1 ARTIFICIAL LIMBS
- 2 CORRECTIVE LENSES
- 3 AUTOMATIC TRANSMISSION
- 4 MECHANICAL SIGNALS
- 5 HAND CONTROLS
- 6 OUTSIDE MIRRORS
- 7 CORR LENSES & OUTSIDE MIRRORS
- 8 MOTOR DRIVEN CYCLE
- 9 OTHER, MUST ENTER DESCRIPTION

- D DAYLIGHT DRIVING ONLY
- I INTERLOCK
- K CDL INTRASTATE ONLY
- L NO AIRBRAKES
- M CLASS B OR C BUS ONLY
- N CLASS C BUS ONLY
- P POWER STEERING & BRAKES

S SPINNER KNOB
X VIOLENT SEXUAL PREDATOR

The vendor will make changes to this list if requested by DMV without any additional charge.

PART 3 PROCUREMENT SPECIFICATIONS – MANDATORY

3.1 General Requirements

This contract **will** provide DMV an ADLTS System with technical support, installation, and training. DMV intends to deliver high quality services, easy to use tests, and process the results in a timely and professional manner.

The vendor **MUST**:

- 3.1.1 Show proof that they have been in business as a company or corporation for two (2) years and provided services on an automated testing system as described in this RFP.
- 3.1.2 Provide documentation showing a demonstrated track record of meeting contract requirements and specifications and assuring successful ADLTS systems by:
 - 1) Delivering Testing systems (software);
 - 2) Meeting installations and customer implementation schedules; and
 - 3) Providing training and maintenance.
- 3.1.3 Be solely responsible for all work performed under the contract and **shall** assume prime contractor responsibility for all services offered and products to be delivered under the terms of this contract.
- 3.1.4 Ensure that the original software, source code, object code, and all modifications, throughout the life of any agreement resulting from the release of this RFP, will be held in escrow, to be released to the agency upon termination of said agreement. It is further understood that the State will retain a perpetual license to the object code.
- 3.1.5 Demonstrate and provide any certification(s) of the ability to integrate and/or interface with complex, modular systems, such as those commonly found in the Enterprise Resource Planning System (ERPs).

3.2 Scope of Work

It is the intent of this RFP to procure all necessary services to replace the current testing system and provide a Windows-based, networking capable Automated Drivers License Testing System (ADLTS) that will meet all Federal Motor Carrier Safety Administration (FMCSA) and American Association of Motor Vehicle Administrators (AAMVA) requirements for knowledge and skills tests. These requirements are provided on the websites: www.fmcsa.dot.gov and www.aamva.com. The system **must** include application software, technical support services, installation, and training. The system **must** be capable of conducting tests, providing DMV with the results, updating and revising tests, retrieving and transmitting statistical information, and serving as a backup

host for the Electronic Commercial Drivers License (eCDL) system via the Rahall Appalachian Transportation Institute (RTI). (See website: www.njrti.org)

The system should provide the following capabilities:

- Easy to use and administer from the examiner's and applicant's viewpoint
- Windows-based and/or web-based
- Flexible enough to meet present and changing driver license testing needs
- Allow for future expansion
- Allow for addition of new capabilities such as vision testing and improved access for individuals with disabilities
- Reliable and capable of handling extreme volumes of workload and information storage
- Support all required languages in on-screen, oral and written formats
- Comprehensive and flexible statistical reporting
- Capability to administer digital image, full motion video, or color graphics
- Web-based in educational settings (Mozilla or i.e. compatible)

3.2.1 Test Types

This system **must** be able to add any federal/state mandated test(s) as needed at a future date.

The system **shall** include the following driver license knowledge test:

- Commercial Driver's License (CDL) General Knowledge
- CDL Air Brakes
- CDL Combination Vehicle
- CDL Tanker
- CDL Passengers
- CDL Hazardous Materials
- CDL Doubles/Triples
- CDL School Bus
- Operator
- Motorcycle
- Driver Clinic Interview (Attachment II)
- Deaf
- Vision Failures
- Expandable to other Knowledge Tests
- Salesperson License
- ATV
- New Vision Impaired
- Written (Paper) Test

3.2.2 Languages

3.2.2.1 The Driver Licensing knowledge tests **shall** be provided in the following languages:

- English
- French
- German
- Japanese (see Attachment III)
- Spanish (see Attachment IV)

The system **must** be expandable to include, at a minimum, tests in the five (5) languages listed above and eleven (11) additional languages (to be added at a later date, for example Russian, Vietnamese, Chinese). For all tests administered in a foreign language, the exam should have the English language available on the screen upon request.

The CDL Hazardous Materials test will be given in the English language only.

3.2.3 Test Specifications

3.2.3.1 The text for all test questions and answers **will** be developed and/or approved by DMV.

3.2.3.2 Test length will be determined by DMV and **may** vary among various test types.

3.2.3.3 Each test question **shall** include a question and multiple choice answers. The text for all finalized test items should reside on a Central Test Database that is utilized and supported by the automated system itself. The State desires that all changes made to the test questions should be through the central server, which will allow for updates at the remote test sites.

3.2.3.4 Each test item **shall** have multiple choices with one choice that is the correct answer and up to three (3) others that are included as distracters.

3.2.3.5 Character size, type, and font **must** be approved in advance by the DMV.

3.2.3.6 Each test item **shall** have the capability to include a corresponding graphic relevant to the question.

3.2.3.7 Test items **must** be able to utilize graphic depictions of driving/traffic situations including road sign, intersections, traffic lights, roads, and other visual representations associated with driver license handbook.

The graphics **shall** appear visually on the Test Station monitor in conjunction with the associated test item.

- 3.2.3.8 Visually on the Test Station monitors, the picture depicting the test question **shall** be digital image (no motion) with the capability of expanding to full motion, and supplied by the vendor unless otherwise approved by DMV. DMV **will** work with the vendor to select the picture from DMV's pool of pictures for each question. The DMV reserves the right to refuse to allow any image to be used within any aspect of the automated system.
- 3.2.3.9 Written test results **must** be capable of being entered manually in the ADLTS system.
- 3.2.3.10 The addition of new or replacement pictures must be possible without upgrades to the software. If for some reason, an upgrade becomes necessary, it shall be at no cost to DMV.
- 3.2.3.11 Allow the applicant to enlarge the graphic image to full screen size by touching an on-screen control so that he/she may study the picture. Once, the image is enlarged to full screen, it **will** be returned automatically to normal size by timer function after five (5) seconds, or by touching the screen again.
- 3.2.3.12 DMV **must** have the ability to add/delete or modify pictures.
- 3.2.3.13 The picture **shall** appear in the same place on the monitor screen for all tests.
- 3.2.3.14 The system **must** be capable of assigning an applicant to take multiple tests at one setting.
- 3.2.3.15 The system **must** be capable of pre-loading questions and associated audio or image in a status that does not allow the question to be used in an examination until a specific date parameter is met. This feature **will** be used to pre-load each location with test questions that relate to new laws that take effect on specific dates. These questions **must** not be used in an exam until the new law takes effect.
- 3.2.3.16 The system **must** generate a unique identifier for each test distributed by each Test Station.
- 3.2.3.17 The system **must** retain all scoring, statistical and audit data of the test in progress at the time of a test station failure.
- 3.2.3.18 The system **shall** allow automated restart of tests which are in progress at the time of a system failure. The system **must** continue from the question given at the time of the failure, and **must** not require

the applicant to retake any test questions or increase the number of test questions being given for that particular test. All statistics such as correct/incorrect **must** be saved to make certain the correct test results are obtained, and the quick pass/fail feature remain effective for that test.

- 3.2.3.19 The system **must** provide for central storage and retrieval of statistics, questions/answers, images, and audio associated with the appropriate question.
- 3.2.3.20 The system **must** be user friendly and capable of presenting questions randomly or in any sequence, scoring the answers, providing instant correct or wrong feedback, and providing results in electronic form. The results required are a pass or fail indication on the monitor at the examiner console. At the conclusion of the test, the examiner **shall** be able to review the test.
- 3.2.3.21 The system **shall** be capable of providing to the applicant at the end of each test a print-out summarizing his/her test activity.
- 3.2.3.22 The system **must** have the capability and capacity for administering questions in English. The system **must** be capable of accommodating additional languages (see Section 3.2.2).
- 3.2.3.23 The system **must** select test items from the required categories within the question bank in a random selection manner for each test type and language.
- 3.2.3.24 The system **must** provide selected test items to applicants in randomized sequence for each test type and language.
- 3.2.3.25 The system **must** provide answers to selected questions in randomized sequence or given sequence for each test type and language.
- 3.2.3.26 The system **must** be capable of displaying certain pre-specified questions within subcategories (defined by the FMCSA, AAMVA, USDOT and the State of WV) required by Section 3.2.3.24 on each and every version of a specific test type.
- 3.2.3.27 The system **must** provide "all of the above" answer as the last multiple choice answers.
- 3.2.3.28 Each test **must** be linked to the individual Examiner who assigned the test via a logon id for audit and tracking purposes.

3.2.4 Oral (Audio) Test Requirements

The oral (audio) test **must**:

- 3.2.4.1 Be available on all Test Stations.
- 3.2.4.2 Be conducted with the use of detachable listening devices (for example handset, headset) to ensure privacy during test and removable when the audio function is not being used.
- 3.2.4.3 Include a volume control feature to enable an applicant taking an oral test to change the volume to a comfortable level. The volume must automatically reset to a prescribed level at the conclusion of each test.
- 3.2.4.4 Be presented in clear and understandable audio.
- 3.2.4.5 Use a digitized human voice system to preclude the requirement for tape drives or other mechanisms prone to wear and require regular adjustment or calibration. This is the requirement for all oral tests, including the original five (5) languages and the additional eleven (11) to be added at a later date. (see Section 3.2.2). Systems with synthesized audio **will not** be responsive to DMV needs and **will** be rejected.
- 3.2.4.6 The oral (audio) test **shall** correspond, word for word, with the visual tests displayed on the Test Station monitors.
- 3.2.4.7 Provide the test question and all possible multiple choice answers after, the applicant has selected his/her answer, only then will the system provide the correct answer.
- 3.2.4.8 Permit the applicant to repeat the question and answer choices by touching a specific touch zone, for example, "Repeat Question."
- 3.2.4.9 Be available in all languages in which an on-screen test is available.

3.2.5 Written Test Requirements

- 3.2.5.1 The system **must** be capable of printing paper copies of examinations that contain randomly selected questions and answer choices for an applicant on DMV printers in all locations.
- 3.2.5.2 The written (printed) paper test **shall** correspond, word for word, with the visual tests displayed on the Test Station monitors.
- 3.2.5.3 The system **must** be capable of printing a black and white/color paper copy of the visual image (photograph) associated with each particular test item for all test types.

- 3.2.5.4** The system **must** print an answer key for the examiner that corresponds with each printed test for all test types. The system **must** be able to print at a later date all test types and test languages in English as described in this RFP.
- 3.2.5.5** The tests **shall** be printed on 8 1/2" X 11" paper.
- 3.2.5.6** The printing **shall** be near letter quality. Character size, type, and font **must** be approved in advance by the DMV.
- 3.2.5.7** **Shall** allow manual input of test results from written test for statistical purposes. The DMV personnel must have the ability to enter each answer at the keyboard.

3.2.6 System Components

The vendor **must** supply user manuals with technical documentations necessary to install, maintain and operate the software for the Test Station, Examiner Console and Administrator Console (see Section 3.2.10.2). The vendor **must** provide the minimum hardware specifications to operate the software for the following components:

- A. Test Station
- B. Examiner Console
- C. Administrator Console
- D. Central Database Server

The system must work with current connectivity of T1 lines in all the regional offices with one (1) satellite office utilizing DSL.

The vendor is not responsible for provision of hardware under this RFP. However, the vendor shall provide the minimum hardware requirements to be delivered for this system. The hardware is not included in this RFP.

3.2.6.1 Test Station Functions

The Test Station is the device on which the applicant will take the knowledge test. It will present the questions; a picture corresponding to the questions, alternative answers, and provides prompts and test feedback.

3.2.6.1A DMV On-Site Test Station must:

- 3.2.6.1.1** Operate automatically (with minimal supervision) once powered up.

- 3.2.6.1.2** Operate in an environment where other business transactions, besides testing, will occur. Audio for orally administered tests **must** be delivered through the use of a device attached (headphones) to the Test Station.
- 3.2.6.1.3** Display the message on the initial screen for the driver's license knowledge test, "Welcome to the State of West Virginia Driver's License Testing System." The screen **must** be capable of providing a graphic, a message, and a Test Station identifier that will aid the examiner in directing the applicant to the correct Test Station. An example would be a display of the DMV logo and the message, "This is Test Station Number One."
- 3.2.6.1.4** Display an applicant verification screen. This screen should mimic an actual test question. The applicant's test question would be a verification of the applicant's identification. This would aid the applicant in understanding the testing process. Plus verify the applicant's information as entered into the ATS.
- 3.2.6.1.5** Display message screen. The screen **must** have a graphic and a message from the WV Governor that will be supplied by the WV DMV.
- 3.2.6.1.6** Display a set of screens that show the DUI Awareness policies for the state of WV as provided by the DMV. There **must** be a button for each of these screens in which the applicant must touch that says he has read and understands these policies.
- 3.2.6.1.7** Be capable of allowing an applicant to take multiple tests of different lengths; for example, (one test with twenty-five (25) questions and another with fifty (50) questions) at one setting.
- 3.2.6.1.8** Be capable of accurately and immediately scoring each individual test and recording the results.

3.2.6.1.8.1 Required Software Functions

The DMV On-Site Test Station software **must**:

- A. Display instructions to guide the applicant on how to take the test. The system should have at least four (4) prompts:
- A prompt providing instructions on how to answer the test questions or how to respond to screen commands,

- A prompt that instructs the applicant to touch the 'next question' button to finalize the answer and to move on to the next question,
 - A prompt instructing the applicant that the test is over and to report to the DMV personnel.
- B. Require a minimal amount of time per day, per examination site to perform routine system management tasks in order for the system to operate.
- C. Offer a secure operating environment.
- D. Be capable of simultaneously displaying both text and picture for each test item.
- E. Develop clear, well- defined on-screen instructional procedures that provide the applicant with a clear understanding of how to proceed with the test.
- F. Flexible to allow DMV to edit any message appearing on the screens. Messages include but are not limited to logos, official names, introduction, end of test messages and PSAs (for example "Welcome to West Virginia Driver's License Testing System," "Return to the Examiner," and "Proceed to the Next Question)." DMV will provide the successful vendor with specifics at a later date.
- G. Allow results data from individual Test Stations to be electronically stamped with unique identifiers to enable DMV to identify examiner, location, test station, applicant, time, date and other information approved by DMV.
- H. Generate a unique identifier for each test distributed by each Test Station.
- I. Provide a method of verification on the test terminal prior to starting the test. The State desires a verification method that allows the applicant to review their personal information before proceeding with the test. The information that will need to be verified is name, address, social security number, date of birth, sex and type of test being taken.
- J. Provide a flag, if the applicant has failed the CDL written or any skills test three (3) times.

- K. Provide digital image, full motion video, or color graphics on the monitor with questions and multiple choice answers displayed below.
- L. Provide the applicant with options to answer the question, skip the question, or have the question repeated. The system shall allow the applicant to change the answer and/or skip the question prior to scoring. If, the applicant skips the question, the system **shall** repeat that question at the end of the test (but only if additional questions are necessary to pass or fail the applicant via quick/fail test option). The skip option does not apply to CDL.
- M. Display immediate feedback to the applicant as to whether or not the answer selected was correct or incorrect. If an applicant selects the wrong answer, the system **must** reveal the correct answer so that he/she may review it before proceeding on to the next question.
- N. Allow the applicant to enlarge the graphic image to full screen size by touching an on-screen control so that he/she may study the picture. Once, the image is enlarged to full screen, it **will** be returned automatically to normal size by timer function after five (5) seconds, or by touching the screen again.
- O. Display to the applicant whether the test has been passed or failed. The display **shall** depict the total number of answers that were correct or incorrect at the end of the test.
- P. Allow the system the option to end any test, which the applicant has answered sufficient questions correctly to make a passing score or incorrectly to make a failing score. This feature **must** be automated within the system and have the ability, administered by the Administrator, to be turned on/off within the system depending on the test type, so that the quick pass/fail does not require examiner intervention for each test.
- Q. Deny applicants or other unauthorized persons the ability to print any aspect of the testing information contained within a Test Station.
- R. The applicant information, test name and whether the test was passed or failed **must** be automatically up-loaded, after completion of test, to the statistical portion of the central database (see Section 3.2.7) and immediately

accessible via Administrator and Examiner Consoles statewide. The test results (answers chosen) and information (questions given with order of answers as displayed, etc.) may be up-loaded to the statistical portion of the database as a nightly batch.

- S. Provide software version control to ensure that all production machines are set to the correct version.
- T. Time allowed and time remaining for each test will be constantly displayed for the applicant on the test screen. (ref. 3.2.3.2)

3.2.6.1B Web-Site Test Station

The Web-Site Test Station **must** be capable of tracking the number of times the Learner's Permit (LP) test is taken, print test card to be given to applicant upon completion of test and show the total amount due. (Example: the applicant has taken the LP test seven (7) times at \$5.00 per two (2) chances; the customer will owe \$20.00 to the DMV for the LP issuance.)

Web-Site Test Station **must**:

- 3.2.6.1.1 Operate a secure environment for non-DMV controlled facilities.
- 3.2.6.1.2 Display the message on the initial screen for the driver's license knowledge test, "Welcome to the State of West Virginia Driver's License Testing System." The screen **must** be capable of providing a graphic, a message, and a Test Station identifier that will aid the examiner in directing the applicant to the correct Test Station. An example would be a display of the DMV logo and the message, "This is Test Station Number One."
- 3.2.6.1.3 Display an applicant verification screen. This screen should mimic an actual test question. The applicant's test question would be a verification of the applicant's identification. This would aid the applicant in understanding the testing process. Plus verify the applicant's information as entered into the ATS.
- 3.2.6.1.4 Display message screen. The screen **must** have a graphic and a message from the WV Governor that will be supplied by the WV DMV.
- 3.2.6.1.5 Display a set of screens that show the DUI Awareness policies for the state of WV as provided by the DMV.

There must be a button for each of these screens in which the applicant must touch that says he has read and understands these policies.

- 3.2.6.1.6** Be capable of accurately and immediately scoring each individual test, transmit the results to DMV and print test card to be given to applicant upon completion of test.

3.2.6.1.6.1 Required Software Functions

The Web-Site Test Station Software **must**:

A. Display instructions to guide the applicant on how to take the test. The system should have at least four (4) prompts:

- A prompt providing instructions on how to answer the test questions or how to respond to screen commands,
- A prompt that instructs the applicant to touch the 'next question' button to finalize the answer and to move on to the next question,
- A prompt instructing the applicant that the test is over and to report to the DMV personnel.

B. Offer a secure operating environment.

C. Be capable of simultaneously displaying both text and picture for each test item.

D. Develop clear, well- defined on-screen instructional procedures that provide the applicant with a clear understanding of how to proceed with the test.

E. Allow results data from individual Test Stations to be electronically stamped with unique identifiers to enable DMV to identify examiner, location, test station, applicant, time, date and other information approved by DMV.

F. Generate a unique identifier for each test distributed by each Test Station.

G. Provide a method of verification on the test terminal prior to starting the test. The State desires a verification method that allows the applicant to review their personal information before proceeding with the test.

The information that will need to be verified is name, address, social security number, date of birth, sex and type of test being taken.

- H. Provide digital image, full motion video, or color graphics on the monitor with questions and multiple choice answers displayed below.
- I. Provide the applicant with options to answer the question, skip the question, or have the question repeated. The system shall allow the applicant to change the answer and/or skip the question prior to scoring. If, the applicant skips the question, the system **shall** repeat that question at the end of the test (but only if additional questions are necessary to pass or fail the applicant via quick/fail test option). The skip option does not apply to CDL.
- J. Display immediate feedback to the applicant as to whether or not the answer selected was correct or incorrect. If an applicant selects the wrong answer, the system **must** reveal the correct answer so that he/she may review it before proceeding on to the next question.
- K. Allow the applicant to enlarge the graphic image to full screen size by touching an on-screen control so that he/she may study the picture. Once, the image is enlarged to full screen, it **will** be returned automatically to normal size by timer function after five (5) seconds, or by touching the screen again.
- L. Display to the applicant whether the test has been passed or failed. The display **shall** depict the total number of answers that were correct or incorrect at the end of the test.
- M. Allow the system the option to end any test, which the applicant has answered sufficient questions correctly to make a passing score or incorrectly to make a failing score. This feature **must** be automated within the system and have the ability, administered by the Administrator, to be turned on/off within the system depending on the test type, so that the quick pass/fail does not require examiner intervention for each test.

- N. Deny applicants or other unauthorized persons the ability to print any aspect of the testing information contained within a Test Station.
- O. The applicant information, test name and whether the test was passed or failed **must** be automatically up-loaded, after completion of test, to the statistical portion of the central database (see Section 3.2.7) and immediately accessible via Administrator and Examiner Consoles statewide. The test results (answers chosen) and information (questions given with order of answers as displayed, etc.) may be up-loaded to the statistical portion of the database as a nightly batch.
- P. Provide software version control to ensure that all production machines are set to the correct version.
- Q. Time allowed and time remaining for each test will be constantly displayed for the applicant on the test screen. (ref. 3.2.3.2)

3.2.6.2 Examiner Console

The Examiner Console is the central point of control for the system at each location. The Examiner Console is used to assign applicants to a test(s), monitor test progress, display test results, review tests, print test results, and print statistical reports. There must be a minimum of one (1) Examiner Console per location with the remaining units as testing units.

- 3.2.6.2.1 Operate in an environment where other business transactions besides testing will occur.
- 3.2.6.2.2 Allow review of any examination with examiner intervention. Any examination **shall** be reviewed from any Test Station at the location.
- 3.2.6.2.3 Be operational, without the need to load any program or read any external media at each power-on.
- 3.2.6.2.4 Be user friendly and menu driven so that DMV employees with basic computer skills and training **will** be able to use the software with minimal instruction and supervision.
- 3.2.6.2.5 Have the capability to retrieve and review test results for tests currently in-progress and previously completed.

3.2.6.2.6 Monitor the local site and report software failures to the Administrator Console and Central Database.

3.2.6.2.7 Be able to generate all tests and select reports.

3.2.6.2.8 Perform a system configuration check at any time that the system is initially powered-on.

3.2.6.2.9 **Must** be able to shut down Test Station(s) from the Examiner Console.

3.2.6.2.9.1 Required Software Functions

The Examiner Console software **must**:

- A. Offer a secure operating environment.
- B. Include a "ready" status indicator notifying the examiner that a specific Test Station is online and available.
- C. Require a combination of screen name (or user number) and secure password that **will** grant examiners access to pre-defined user rights for various levels of system access.
- D. Utilize automated procedures that guarantee password protection but allow authorized users to change their personal passwords quickly and easily.
- E. Allow Administrative personnel to authorize user who has forgotten his/her password. The system **must** allow the Administrator to access the system and set a new password for the affected user. Once logged on with an interim password, the user is required to designate a new, personally protected password before being allowed to login again.
- F. Provide examiners the ability to assign an applicant to a specific test at a specific Test Station; however, an override **must** be allowed for the system to randomly select the Test Station.
- G. Provide the ability to enter a unique identifier (alphanumeric) for each applicant (example: driver's license number).

- H. Provide a continually updated display of the status and test progress for each local Test Station. The data displayed **must** include at least the following:
- a) Test Station number
 - b) Applicant identifier
 - c) Start time
 - d) Elapsed time
 - e) Number of questions answered correctly and incorrectly for test in- progress
 - f) Number of questions answered correctly and incorrectly, and a pass/fail indicator for completed tests
 - g) The names of other tests assigned but not started
- I. Be capable of switching between test monitor displays and other display screens.
- J. A menu driven search utility **must** be in place to allow for rapid retrieval of test result data.
- K. Provide the ability for the examiner to review all questions and answers for any local test. The review **must** display the questions and answers in the order presented in the test including graphics, the answer selected by the applicant, and the correct answer, when different from the selected answer. The examiner **must** have the ability to have the test displayed on the Examiner Console or any Test Station at the location.
- L. Allow the examiner the choice of terminating a test after a preset number or percentage of the questions have been answered correctly or incorrectly (quick pass/fail), or requiring the applicant to take the entire test regardless of whether the applicant passes or fails. The examiner entering the written test **must** be capable of entering the complete test and then have the system grade the test.
- M. Have all utilities menu driven and require as few keystrokes as possible. Utilities **shall** include such processes as: printing test results, changing test system password, and setting test parameters for each type of test.
- N. Enable the examiner to cancel any test in progress at any time. All normal statistical data shall be captured for the cancelled tests. A notation in the data **will** be

made to show that the test was cancelled before completion and why the test was cancelled.

- O. Allow for manual data entry of test results that are obtained from the administration of all written and skills test to include but not limited to:

- CDL pre-trip
- CDL basic control skills
- CDL driver skills
- Automotive written/skills
- Motorcycle written/skills
- Driver clinic written/skills
- Salespersons

so that statistical and audit reports reflect all aspects of statewide test performance. The written test result data **must** be entered at the Examiner Console or the Administrative Console.

- Basic control skills percentage
- Driver skills percentage

- P. If an Examiner Console fails, any test console **must** be able to convert to an Examiner Console and assume the functions of the Examiner Console.
- Q. Interface with the mainframe DMV Drivers System to verify social security and driver's license numbers. If applicable, retrieve applicant information, such as, but not limited to, name, address and date of birth. The DMV Driver's System data is stored in a mainframe DB2 database (IBM z/OS version 1.7).
- R. Update the DMV Drivers System DB2 database with applicant information and test results when applicants successfully pass the test.
- S. During the registration of an applicant, the system **must** verify that the applicant has **NOT** taken the test they are registering for, anywhere in the State in the previous seven (7) days. If so, they will not be able to continue with the registration.

3.2.6.2.10 Require the least number of fields entered for a particular command (example, name and unique identifier match information). When the database ascertains that there is a match, the remaining fields required by the examiner **must**

be automatically populated with complete and accurate information. Query, search, and execution by category and test type or license, **must** also be available upon DMV personnel request.

3.2.6.3 Administrator Console

The Administrator Console **will** be the central point of administration and control for the entire ADLTS. The Administrator Console **will** be used to add users and set user rights; set parameters for the construction of tests; create and maintain test items; consolidate, review, format and display test results; print test results; print statistical and audit reports; and maintain logon ID's and passwords.

The Administrator Console **must**:

- 3.2.6.3.1 Be connected to all sites through the statewide network, which is TCPIP.
- 3.2.6.3.2 Be user friendly and menu driven so that DMV employees with basic computer skills and training **will** be able to use the software with minimal instruction and supervision.
- 3.2.6.3.3 Require a secure combination of logon ID (user name or user number) and password in order for an operator to gain access to the system.
- 3.2.6.3.4 Operate in a manner that is consistent and compatible with other software aspects of the system (Test Station, Test and Statistical Database, and Examiner Software) and **shall** reflect the format, characteristics and requirements that have been previously described in Section 3.2.6.

3.2.6.3.4.1 Required Software Functions

The Administrator Console software **must**:

- A. Offer a secure operating environment.
- B. Be able to create, archive, and modify test questions and answers to all tests, including on-screen, oral and written. These capabilities **must** include the ability to:
 - a) Create new test question types and categories
 - b) Create new test questions and answers
 - c) Modify test questions and answers
 - d) Archive prior test questions and answers
 - e) Define/revise the number of questions for a test

- f) Define the categories for each question in a pool to be used to generate a test
 - g) Define/revise the passing grade for each test by either a number or percentage of questions answered correctly
 - h) Change a graphic associated with a question
 - i) Set effective dates beginning and ending for questions and/or answers.
- C. Update immediately or on delay new and modified tests from the Administrator Console to Test Stations. The update process **shall** be transparent to the remote locations users and achieved without regional office operator intervention.
- D. Perform all Examiner Console functions.
- E. Perform remote operations and file transfers along with routine test management.
- F. Review all statistical data from all locations in real-time.
- G. Collect statistical data from the regional offices without regional office operator intervention.
- H. Require a logon ID and password for every authorized user to access the system. The format and function of the logon ID **must** be approved by DMV.
- I. Allow every authorized user to change their personal password frequently and easily.
- J. Allow Administrative personnel to authorize user who has forgotten his/her password. The system **must** allow the Administrator to access the system and set a new password for the affected user. Once logged on with an interim password, the user is required to designate a new, personally protected password before being allowed to login again.
- K. Be capable of pre-setting levels of access as a means of controlling which administrative aspects of the system **will** be accessed by a specific operator with a specific logon ID.
- L. Function key to logon and logoff without a complete shutdown of the station.

- M. Interface with the mainframe DMV Drivers System to verify social security and driver's license numbers. If applicable, retrieve applicant information, such as, but not limited to, name, address and date of birth. The DMV Driver's System data is stored in a mainframe DB2 database (IBM z/OS version 1.7).
- N. Update the DMV Drivers System DB2 database with applicant information and test results when applicants successfully pass the test.

3.2.7 Test and Statistical Database Requirements

The Test Database and the Statistical Database **will** reside at DMV's Administrative Office, on a central server located at 1900 Kanawha Boulevard, East, Building 6, Charleston, West Virginia and maintained by the Office of Technology.

The Test and Statistical Database **must** be able to:

- 3.2.7.1 The central databases **must** be on a Microsoft Structured Query Language (SQL) server.
- 3.2.7.2 DMV specific representatives **will** be given administrative access to all parts of the system.
- 3.2.7.3 Record, electronically store and manage multiple-choice test questions that will be maintained in each of the languages previously listed (see Section 3.2.2).
- 3.2.7.4 The database **must** store the test question bank with all the questions, choices, the locations of the photographic images and the location of the audio components associated with individual test questions. The database server **must** maintain an original copy of the photographic images and audio components.
- 3.2.7.5 Store all database information in a separate, password-protected location.
- 3.2.7.6 Add new or replacement test questions without additional cost to the DMV and without upgrades to the software. DMV personnel **must** be able to accomplish these functions.
- 3.2.7.7 Electronically store more questions for each test type than **will** be required for any single test version. The system **must** be able to generate several versions of an examination without repeating all of the questions that are used on any one test. In order to generate the required type and version of a test in real time, the entire test question bank **must** be available to all Test Stations at all times.

- 3.2.7.8** Store test questions within the test question bank that are on a "hold" status and **not** included in the "active" test question bank (usually due to a specified condition that has not been met). The DMV **will** use this feature to provide new test questions to the examiners in advance so that they may review the questions before they go "live." Test questions on "hold" **must not** be used as part of an exam until the "hold" status is removed.
- 3.2.7.9** Automatically remove a question from the "active" question bank by recognizing a user assigned expiration date.
- 3.2.7.10** Provide for and maintain an "audit trail" that tracks any changes made to the test question database. The audit trail **must** be keyed to the logon ID, date and time of a change, user making the change, and the nature and impact of the change that has been made, including preservation of both the original and revised versions of any test question that has been modified.
- 3.2.7.11** The statistical portion of the database is the component of the ADLTS that **must** serve as the central repository for the retention of core information relevant to applicant testing, the testing process, test results and the certification of test performance that **will** result in specific authorization for a license to drive.
- 3.2.7.12** The statistical portion of the database **must** be able to record and electronically store the results of on-screen and oral tests. The database **must** accept electronic data entered manually for written tests via the Examiner Console and Administrator Console.
- 3.2.7.13** Supports data entry, data exchange, data transfer, automated processing and comprehensive compilation of responses to requests made by any examiner, any time from the Examiner Console.
- 3.2.7.14** The applicant's information **must** be entered only once.
- 3.2.7.15** Store and report information in a manner that is compatible with state standards and reflects the current "state of the art" information technology industry.
- 3.2.7.16** Process requests easily and accurately, regardless of request type. Examiners and other system users **must** be able to input and obtain information online. Responses **must** be promptly returned on all queries.
- 3.2.7.17** Require that all data input pass system edits (with associated warning prompts) that are designed to ensure data accuracy, and flag the system that something is wrong.

3.2.7.18 Assist with data reconstruction, problem analysis, and data transfer reconciliation and system audits. The statistical portion of the database **must** include provisions for an audit trail of system transactions and database updates, including the identity of the user who initiated the transaction.

3.2.7.19 The DMV policies require maintenance of records of the current year plus four (4) previous years on-line. The ADLTS system **must** have the ability to archive data yearly or on demand. The system **must** be able to retrieve data seven (7) to ten (10) years old from the archival database. A historical database **must** be provided which allows archived data to be electronically retained after seven (7) years then moved to CD, or other "electronic media" format, suitable for archival purposes (see Attachment V).

3.2.7.20 The State will populate the driving record using the file provided by the vendor.

3.2.7.21 Maintain the following information for each applicant taking a test:

- An individual driver's name as last, first, middle, suffix
- State-assigned applicant Driver's Test Sequence Number
- State-assigned applicant Driver's License Number and Type
- Applicant's Residence Address **must** include City, County, State and Zip Code
- Applicant's Mailing Address
- Gender
- Social Security Number
- Eye Color
- Date of Birth
- Out-of-State license number and expiration date
- Restrictions/Endorsements

3.2.7.22 Maintain the following information for each test taken by an applicant:

- Testing center location
- Date of test
- Test start time
- Test end time (elapsed time)
- Test language(s)
- Test category
- Test type(s)
- Test version(s)
- Test mode(s)
- Record of score (%)
- Test outcome (pass, fail, abandon, cancel)

- Test Station ID
- Examiner's ID
- Medical Examination physical expiration date
- Test History (see Attachment VI)

3.2.7.23 Maintain the following information for each test question:

- Test question identifier
- Total question usage
- Choices selected
- Choices correct
- Average time required to respond to each question
- Elapsed time per question

3.2.8 Reports

The ADLTS **must** be capable of allowing the Examiners at each location to view and generate reports from their local data only, and the Administrators can view and generate reports from all locations.

The ADLTS **must** offer all listed reports and future requested reports at no additional cost to the DMV.

The ADLTS **shall**:

- 3.2.8.1** Generate informative reports that detail test and system usage and user statistics.
- 3.2.8.2** Compile and print reports that **will** be utilized by employees who are not computer programmers. The operation of the reporting functions **must** be presented in an intuitive and simple to use format, appropriate to the skill level of a casual computer user.
- 3.2.8.3** Generate reports, on demand, as frequently as desired.
- 3.2.8.4** Generate reports automatically at pre-designed intervals and times that can be printed on any standard printer or be placed in a folder on a designated computer.
- 3.2.8.5** Provide ad hoc query and reporting.
- 3.2.8.6** Automatically print reports on certain days.

3.2.9 Standard Reports

The ADLTS **shall** generate the following reports:

3.2.9.1 Daily Detail Knowledge

List applicants name, DOB, test taken and results for each DMV location for any particular day.

3.2.9.2 Daily Detail Skills

List applicants name, DOB, and test results for all Road Skills, test results for all Motorcycle Skills (separately) including the name of the examiner administering each test for all DMV locations.

3.2.9.3 Daily Summary Driver Testing Results

Total of all tests given at each location and a final total for all locations combined (list name of test, how many pass/fail, and total).

3.2.9.4 Monthly Summary Driver Testing Results

List test taken (with pass and fail totals), total test cancelled, total oral tests, total tests in other languages besides English (list the language and total), and total paper tests printed with the results for each location.

3.2.9.5 Monthly Summary Day by Day

List each test (with pass and fail totals) daily at each location and list total tests of all locations combined.

3.2.9.6 Monthly Skills Test by Examiner

List total number of driving skills and motorcycle skills tests per examiner at each location for the month.

3.2.9.7 Yearly Summary of all Tests

List all written and skills tests including detail knowledge (applicants name, DOB, test taken and results for each location).

3.2.9.8 Daily, Monthly, Yearly Vision Testing Results

List Vision test results (pass and fail) and total DLAB-2 (see Exhibit D) forms submitted per location.

3.2.9.9 Daily, Monthly, Yearly Driver Clinic Results

List Driver Clinics scheduled, clinics given, passed and failed, and any "no show" results.

3.2.9.10 Future Reports

Report that combines CDL questions, road skills results and crash test data into a statistical report (data is currently not available for report purposes).

3.2.10 Training

Training **will** be held in the areas of Kanawha City, Martinsburg, Clarksburg and Moundsville (see Exhibit A). DMV **will only** be responsible for expenses incurred by **state employees** for training facilities, travel, meals, and lodging. The vendor's quote must be all-inclusive of travel expenses.

The successful vendor is responsible for designing and delivering training to the trainers of the system. This **will** include any system examiners, supervisors, managers, administrative personnel, and Information Services support person(s) employed or appointed by DMV. Training should ensure that each user will be able to operate the ADLTS as authorized and planned in advance. Once a user successfully completes training that has been conducted or arranged by the vendor, the user **must** be capable of competently and effectively using the ADLTS system and implementing all aspects and functionality of the system for which they have been trained.

- 3.2.10.1 The vendor **shall** provide qualified trainers to conduct all training required to ensure a successful implementation of the ADLTS system. DMV **will** have approximately 50 employees to be trained from the Regional Offices.
- 3.2.10.2 The vendor is responsible for all training materials necessary for 50 (fifty) training manuals. DMV **shall** have the right to re-produce and use any of the training materials for in-house training programs delivered to DMV employees.
- 3.2.10.3 The successful vendor **will** furnish all materials and supplies necessary to provide training on the ADLTS. The vendor will provide the training on computers supplied by DMV.
- 3.2.10.4 A training schedule **will** be developed by the vendor and DMV.
- 3.2.10.5 The vendor should have a representative available on-site for each installation to assure a successful start-up at each location.

3.2.11 Maintenance

- 3.2.11.1 The vendor **must** ensure the proper, continuing system software functionality of all components of the ADLTS system for the processing of driver knowledge and skills tests, providing DMV, at a minimum with the results, updating and revising tests, and retrieving and transmitting statistical information. Vendor **shall** respond to a service call within 30 minutes and provide a resolution and/or plan of action within four (4) hours. When a resolution to a problem cannot be

made on the telephone, the vendor **must** provide on-site support at no additional cost. DMV will exhaust all resources before calling the vendor and requiring them to report on-site.

- 3.2.11.2 In order to ensure long-term viability of the system, the vendor **must** provide maintenance, which **must** include all available upgrades and new releases of test, as well as technical support for all software provided (example: question on the CDL to populate the system by CD or disk).
- 3.2.11.3 The vendor **must** provide a Customer Service Help Desk, for technical support, with a toll-free number after installation at no additional cost to the State. The Help Desk **shall** operate between the hours of 8:00 AM through 6:00 PM EST, Monday through Saturday.
- 3.2.11.4 The State of West Virginia **shall** obtain ownership of the software or an unlimited license for its use. In the case of an unlimited license, the vendor **will** arrange for the system source code to be placed where the State **will** have access to it, in the event the vendor ceases to exist.
- 3.2.11.5 The vendor **must** be able to maintain and be in compliance with any changes that the Federal Motor Carrier Safety Administration (FMCSA) and American Association of Motor Vehicle Administrators (AAMVA) guidelines or federal laws and state rules and regulations that have been mandated for knowledge or skills tests.
- 3.2.11.6 Remote maintenance of computerized system components **must** be controllable from a central site using remote access software.
- 3.2.11.7 The system **must** perform an automatic back-up and recovery process after hours on a daily basis.

3.3 **Special Terms and Conditions:**

- 3.3.1 *Bid and Performance Bonds: N/A*
- 3.3.2 *Insurance Requirements: N/A*
- 3.3.3 *License Requirements: N/A*
- 3.3.4 *Litigation Bond: N/A*

PART 4 PROPOSAL FORMAT AND RESPONSE REQUIREMENTS

4.1 Vendor's Proposal Format:

The proposal should be formatted in the same order, providing the information listed below:

Title page - Should state the RFP Subject and number; the name of the Vendor, Vendor's business address, telephone number, name of authorized contact person to speak on behalf of the Vendor, dated and signed.

Table of Contents - Clearly identify the material by section and page number.

Section I - Project Understanding - The Vendor should provide a response in narrative form that illustrates that the Vendor has a perfectly clear understanding of the background and the proposed scope of work to be performed.

Section II - Vendor Experience

A. Describe the proposed approach for organizing and staffing this project. The approach should address the entire system development cycle. The vendor should provide detailed information about the proposed team members' roles and responsibilities and how they are organized. The response should include, but not be limited to:

- 1) The number and types of staff included in the team;
- 2) A project organization chart;
- 3) The positions/job responsibilities for each "key member" of the team;
- 4) The organizational structure of the team;
- 5) A discussion of how the proposed team will position the Vendor to effectively provide for knowledge transfer and coaching of all aspects of the system to assigned DMV staff, if any; and
- 6) A discussion of why the proposed team is the solution to meet the needs and goals for this procurement.

Vendor should provide resumes of proposed project team members and provide adequate combined experience indicating a minimum of three (3) years with all aspects of a knowledge testing system, including software, installation, training, support and maintenance.

Describe the Vendor's policies, plans, and intentions regarding maintaining continuity of personnel assignments throughout the performance of any contact resulting from this RFP. Address how availability of any of the proposed staff for this project could be impacted by existing contracts to

which they are currently assigned or from other potential contracts for which they are proposed. Where such cases exist, identify the priority DMV would have in cases of conflict. Discuss the Vendor's plans to avoid and minimize the impact of staff changes. Identify planned back-up staff assignments.

DMV requires immediate notification of any change in key staff (as identified in Vendor's response to this RFP). DMV may request that Vendor remove selected staff on notice.

- B. Should provide a minimum of one (1) successful project related to a knowledge testing system running on a PC based platform, consisting of an Administrator Console, Examiner Console and Test Stations. **The referenced project should have a successfully completed implementation.** Projects that are in process but not completed may be used as options. The Vendor should have had primary responsibility for the various phases of the projects including analysis, process design, construction, pilot phases, and implementation. Projects where the services have not, or are in the process of being put in place may not satisfy this requirement. Clearly describe the scope and scale of those projects. Describe why your experience positions your company as the best candidate for this project. Identify projects by Vendor or subcontractor and describe the nature and extent of the involvement with a testing system and internet solutions. Vendor and subcontractor experience should be listed separately.

Include in this section any other experience deemed relevant by the Vendor or subcontractor. Vendors may describe as many additional projects as they deem appropriate to adequately convey their experience and qualifications.

- C Vendor should provide a minimum of one (1) customer reference, qualifications may be verified for the project listed above, and a minimum of one (1) customer reference for each proposed subcontractor. WV DMV may, at its option, contact the Vendor customer reference(s) and successful project listed above, by telephone or other means, and evaluate the Vendor based upon the reference(s) and performance.

Provide the following information for each customer:

- 1) Firm or agency name
- 2) Firm or agency address
- 3) Name of contact person
- 4) Position Title of contact person
- 5) Telephone number for contact person
- 6) Fax phone number for contact person

7) E-mail address for contact person

Section III – Technical/System Evaluation - Provide detailed responses to specifications 3.2.1 through 3.2.11.7. The Vendor should explain in detail a clear and concise message of their ability to provide the functionality point by point as described in section three of this RFP.

Section IV – Additional Desirable System Features - Provide detailed responses

Although desirable ADLTS System features are not mandatory for compliance with the ADLTS System, all respondents should address each feature listed below and provide any associated cost in Section 4.5. It is the vendor's option to include any of these desirable features at no cost within the proposed base system functionality (if the option is not available, please state this in your response). If the vendor opts to include a desirable feature, they should include the option in the cost proposal and indicate that it is included at zero (\$0.00) on the cost proposal.

- A. In the event of a system outage due to a system failure of any combination of Test Stations and/or Examiner Console or Administrator Console, the Test Stations should be capable of restarting all tests within five (5) minutes of the restoration of power.
- B. The system should be capable of interfacing with new programs currently in development.
- C. Demonstrate a function to alert the examiner when the applicant requests help.
- D. The vendor should develop all required software and/or scripts to integrate/implement the web-based ADLTS system.
- E. The system should allow the pictures associated with the test questions on the Test Station monitors to be expandable from digital image to full motion video (See 3.2.3.8).

Section V – System Software - Provide any software license agreement and /or maintenance agreement.

- A. Strongly recommend that the vendor provide a suggested time line for installation of software to be mutually agreed upon by both parties. The software will be installed on the central server located at 1900 Kanawha

Boulevard, East, Building 6, Charleston, West Virginia and at all twenty-three (23) Regional Offices throughout the State.

B. ERP Interface language:

Show how your company will meet the capability to integrate and/or interface with complex, modular systems, such as those commonly found in Enterprise Resource Planning Systems (ERPs).

Section VI - Training

A. Vendors should describe and submit detailed plans for the initial training and follow-up training as needed to ensure continuing, trouble-free operation.

B. Provide, at a minimum, the following information regarding proposed training:

- Qualifications of trainer(s)
- Outline and duration of initial training
- Maximum number of students per class
- Power Point presentation to enhance/reinforce the training
- Student manuals
- Allow videotaping of training for future use by DMV
- Class agenda, including how long each section will take to teach
- Software installation; training will enable management to modify, recover, backup, and update the system, including documentation and methodology used to do so. Instructions should be provided in Microsoft Word format
- A detailed list of the tasks to be performed daily

C. Vendor should include sample training materials. Vendors may submit published documentation, handouts, graphics, diagrams, or other training aids which have been developed for use with other clients.

Section VII – Maintenance

A. The vendor should call with estimated time for problem resolution or plan of action. The vendor's proposal should describe the escalation process for unresolved problems and requirements for scheduled down time. (See 3.2.11.1)

B. The vendor should describe the functions and services that will be provided by the Help Desk.

- C. The vendor should specify in their proposal whether the State will obtain ownership of the software or be granted the unlimited license. The vendor should describe in their proposal the arrangement for the unlimited license which should be pre-approved by the DMV prior to the issuance of a purchase order. The vendor should supply all technical documentation necessary to install, maintain, and operate the software. The vendor **must** provide the cost for the software licenses at each site. The vendor should submit the software terms and conditions/license. The vendor **must** include this documentation with their proposal.

4.2 Evaluation Process:

4.2.1 Method of Evaluation:

The proposals will be evaluated by a committee of three (3) or more individuals in accordance with the criteria stated. The Vendor who meets all the mandatory specifications and attains the highest point score of all vendors shall be awarded the contract. The selection of the successful vendor will be made by a consensus of the evaluation committee.

4.2.1.2 Pricing Requirements

The vendor's response should provide a proposal in accordance with the attached "Cost Proposal" page for a total (all inclusive) cost. The total **must** reflect all costs associated with meeting the requirements and services listed in the RFP, being offered by the Vendor as part of the Vendor's response, inclusive of expenses. The vendor **must** provide a complete cost quote for software licensing, software installation, training, and technical support including updates. **Note: Any anticipated travel or any other expense should not be itemized. Expenses cannot be paid on an "as incurred" basis, an "out-of-pocket" basis or "miscellaneous or sundry."** Failure to provide cost quotes in accordance with the attached cost page and may be grounds for disqualification.

4.2.1.3

During this project, DMV or the Vendor may suggest changes that were not possible to identify during the finalization of this contract. The Vendor should provide a rate schedule for the services, modifications, and installation, specifying cost per hour. Contract modifications addressing implementation of projects using the rates schedule will be done as Change Orders. If changes to the original contract become necessary, they should be in accordance with 1.19.13

4.3 Evaluation Criteria: The following are the factors and point values:

A. Project/Scope of Work Understanding	10 Points Possible
B. Vendor Experience	10 Points Possible
C. Technical/System	50 Points Possible
D. Cost	<u>30 Points Possible</u>
Total	100 Points Possible

Each cost proposal cost will be scored by use of the following formula for all vendors who attained the Minimum acceptable score:

$$\frac{\text{Lowest price of all proposals}}{\text{Price of Proposal being evaluated}} \times (?)30 = \text{Price Score}$$

Price of Proposal being evaluated

4.4 Minimum Acceptable Score:

Vendors must score a minimum of 70% of the total technical points possible. The technical points are listed above in Section 4.3. The minimum qualifying score on the technical portion is 49 points. All vendors not attaining the minimum acceptable score (MAS) shall be disqualified and removed from further consideration.

The State will select the successful vendor's proposal based on best value purchasing which is not necessarily the vendor with the lowest price. Cost is considered but is not the sole determining factor for award. The State does reserves the right to accept or reject any or all of the proposals, in whole or in part, without prejudice, if to do so is felt to be in the best interests of the State.

Vendor's failure to provide complete and accurate information may be considered grounds for disqualification. The State reserves the right, if necessary, to ask vendors for additional information to clarify their proposals.

4.5 Cost Proposal Bid Sheets

Cost proposal bid sheets are to be provided on a separate page in order to be filled out and submitted independently from the technical proposal.

BASIC SYSTEM

ATTACHMENT A		COST
SOFTWARE LICENSE	\$_____per license X 23 sites	
IMPLEMENTATION/INSTALLATION	(One time charge)	
TRAINING	(One time charge for life of contract)	
ATTACHMENT A	SUBTOTAL	

MAINTENANCE & SUPPORT
(INCLUSIVE OF UPGRADES AND HELP DESK)

ATTACHMENT B		COST
Maintenance & Support	YEAR 1	
Maintenance & Support	YEAR 2	
Maintenance & Support	YEAR 3	
ATTACHMENT B	SUBTOTAL	

ADDITIONAL DESIRABLE SYSTEM FEATURES

(Vendor should provide lump sum costs for each feature)

SECTION IV	DESIRABLE FEATURES	COST
A.	System failure restart all test within 5 minutes	
B.	Interface with new programs	
C.	Alert examiner when applicant requests help	
D.	Develop software to implement web-based system	
E.	Digital image to full motion video	
DESIRABLES	SUBTOTAL	
TOTALS of ATTACHMENT A + B + DESIRABLES =	GRAND TOTAL	

RATE SCHEDULE FOR ANY NECESSARY CHANGE ORDERS

SERVICES	COST PER HOUR
MODIFICATIONS	
INSTALLATION	

EXHIBIT A

DIVISION OF MOTOR VEHICLES
REGIONAL OFFICES

OFFICE ADDRESS

CITY, STATE, ZIP

Beckley 107 Pinecrest Drive Charles Town 24 Ruland
 Road Clarksburg 105 Platinum Drive Suite D Elkins
 1029 North Randolph Avenue Flatwoods 295 Skidmore
 Lane Franklin Pendleton Bus Center, Suite 200
 Huntington 801 Madison Avenue Kanawha City 140
 Kanawha Mall Lewisburg 148 Maplewood Avenue
 Logan 428 Main Street Martinsburg 1438 Edwin Miller
 Boulevard Moorefield 410 South Main Street
 Morgantown 1525 Deckers Creek Boulevard
 Moundsville 400 Teletech Drive, Suite 100 Parkersburg
 3001 Dudley Avenue Point Pleasant 1408 Kanawha
 Street Princeton 198 Davis Street Romney Ridge Loop
 Rd & US Route 50

Beckley, WV 25801
 Kearneysville, WV 25430
 Bridgeport, WV 26330
 Elkins, WV 26241 Sutton,
 WV 26601 Franklin, WV
 26807 Huntington, WV
 25701 Charleston, WV
 25387 Lewisburg, WV
 24901 Logan, WV 25601
 Martinsburg, WV 25401
 Moorefield, WV 26836
 Morgantown, WV 26505
 Moundsville, WV 26041
 Parkersburg, WV 26104
 Point Pleasant, WV 25550
 Princeton, WV 24740
 Romney, WV 26757

@ Sunrise Summit Spencer 115 Church Street Weirton
 Route 2 and Cove Road, Suite 100

Spencer, WV 25276
 Weirton, WV 26062

Municipal Plaza Welch 92 McDowell
 Street Williamson 225 East 3rd Avenue
 Winfield 116 Liberty Square

Welch, WV 24801
 Williamson, WV 25661
 Winfield, WV 25526

Driver Examination Center

Fairmont 9395 Middletown Mall Wheeling
 2600 Eoff Street WV State Police Office

Whitehall, WV 26664
 Wheeling, WV 26003

EXHIBIT B

Medical Examination Report FOR COMMERCIAL DRIVER FITNESS DETERMINATION

1. DRIVER'S INFORMATION Driver completes this section											
Driver's Name (Last, First, Middle)			Social Security No.		Birthdate M/D/Y	Age	Sex <input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> New certification <input type="checkbox"/> Recertification <input type="checkbox"/> Follow-Up	Date of Exam	
Address		City, State, Zip Code		Work Tel: ()		Home Tel: ()		Driver License No.		License Class <input type="checkbox"/> A <input type="checkbox"/> C <input type="checkbox"/> B <input type="checkbox"/> D <input type="checkbox"/> Other	State of Issue
2. HEALTH HISTORY Driver completes this section, but medical examiner is encouraged to discuss with driver											
Yes No <input type="checkbox"/> <input type="checkbox"/> Any illness or injury in last 5 years? <input type="checkbox"/> <input type="checkbox"/> Head/Brain injuries, disorders or illness <input type="checkbox"/> <input type="checkbox"/> Seizures, epilepsy <input type="checkbox"/> medication _____ <input type="checkbox"/> <input type="checkbox"/> Eye disorders or impaired vision (except corrective lenses) <input type="checkbox"/> <input type="checkbox"/> Ear disorders, loss of hearing or balance <input type="checkbox"/> <input type="checkbox"/> Heart Disease or heart attack; other cardiovascular condition <input type="checkbox"/> medication _____ <input type="checkbox"/> <input type="checkbox"/> Heart surgery (valve replacement/bypass, angioplasty, pacemaker) <input type="checkbox"/> <input type="checkbox"/> High blood pressure <input type="checkbox"/> Medication <input type="checkbox"/> <input type="checkbox"/> Muscular disease <input type="checkbox"/> <input type="checkbox"/> Shortness of breath			Yes No <input type="checkbox"/> <input type="checkbox"/> Lung disease, emphysema, asthma, chronic bronchitis <input type="checkbox"/> <input type="checkbox"/> Kidney disease, dialysis <input type="checkbox"/> <input type="checkbox"/> Liver disease <input type="checkbox"/> <input type="checkbox"/> Digestive problems <input type="checkbox"/> <input type="checkbox"/> Diabetes or elevated blood sugar controlled by: <input type="checkbox"/> diet <input type="checkbox"/> pills <input type="checkbox"/> insulin <input type="checkbox"/> <input type="checkbox"/> Nervous or psychiatric disorders, e.g. severe depression <input type="checkbox"/> medication <input type="checkbox"/> <input type="checkbox"/> Loss of, or altered consciousness			Yes No <input type="checkbox"/> <input type="checkbox"/> Fainting, dizziness <input type="checkbox"/> <input type="checkbox"/> Sleep disorders, pauses in breathing while asleep, daytime sleepiness, loud snoring <input type="checkbox"/> <input type="checkbox"/> Stroke or paralysis <input type="checkbox"/> <input type="checkbox"/> Missing or impaired hand, arm, foot, leg, finger, toe. <input type="checkbox"/> <input type="checkbox"/> Spinal injury or disease <input type="checkbox"/> <input type="checkbox"/> Chronic low back pain <input type="checkbox"/> <input type="checkbox"/> Regular, frequent alcohol use <input type="checkbox"/> <input type="checkbox"/> Narcotic or habit forming drug use					
For any YES answer, indicate onset date, diagnosis, treating physician's name and address, and any current limitations. List all medications (including over-the-counter medications) used regularly or recently. _____ _____ _____											

I certify that the above information is complete and true. I understand that inaccurate, false or missing information may invalidate the examination and the Medical Examiner's Certificate.

 Driver's Signature

 Date

Medical Examiner's Comments on Health History: (The medical examiner must review and discuss with the driver any "yes" answers and potential hazards of medications, including over-the-counter medications, while driving.) This discussion must be documented below.

TESTING (Medical Examiner completes Section 3 through 7)

3. VISION Standard: At least 20/40 vision acuity (Snellen) in each eye with or without correction. At least 70° peripheral in horizontal meridian measured in each eye. The use of corrective lenses should be noted on the Medical Examiner's Certificate.

INSTRUCTIONS: When other than the Snellen chart is used, give test results in Snellen-comparable values. In recording distance vision, use 20 feet as normal. Report visual acuity as a ratio with 20 as numerator and the smallest type read at 20 feet as denominator. If the applicant wears corrective lenses, these should be worn while visual acuity is being tested. If the driver habitually wears contact lenses, or intends to do so while driving, sufficient evidence of good tolerance and adaptation to their use must be obvious. Monocular drivers are not qualified.

Numerical readings must be provided.

ACUITY	UNCORRECTED	CORRECTED	HORIZONTAL FIELD OF VISION:
Right Eye	20/	20/	Right Eye <input type="radio"/>
Left Eye	20/	20/	Left Eye <input type="radio"/>
Both Eyes	20/	20/	<input type="radio"/>

Applicant can recognize and distinguish among traffic control signals and devices showing standard red, green, and amber colors? Yes No

Applicant meets visual acuity requirement only when wearing: Corrective Lenses

Monocular Vision: Yes No

Complete next line only if vision testing is done by an ophthalmologist or optometrist

Date of Examination: _____ Name of Ophthalmologist: _____ Tel No.: _____ License No./State of Issue: _____ Signature: _____

4. HEARING Standard: a) Must first perceive forced whispered voice > 5 ft., with or without hearing aid, or b) average hearing loss in better ear < 40 dB. Check if hearing aid used for tests. Check if hearing aid required to meet standard

INSTRUCTIONS: To convert audiometric test results from ISO to ANSI, -14 dB from ISO for 500 Hz, -10 dB for 1000 Hz, -8.5 for 2000 Hz. To average, add the readings for 3 frequencies tested and divide by 3.

Numerical readings must be recorded.

a) Record distance from individual at which forced whispered voice can first be heard.	Right Ear	Left Ear
	Feet	Feet

b) If audiometer is used, record hearing loss in decibels. (acc. to ANSI-Z24.5-1951)

Right Ear			Left Ear		
500 Hz	1000 Hz	2000 Hz	500 Hz	1000 Hz	2000 Hz
Average:			Average:		

5. BLOOD PRESSURE/PULSE RATE Numerical readings must be recorded. Medical Examiner should take at least two readings to confirm BP. GUIDELINES FOR BLOOD PRESSURE EVALUATION

Blood Pressure	Systolic	Diastolic

Reading
140-159/90-99

Category
Stage 1

Expiration Date
1 year

Recertification
1 year if ≤ 140/90
One-time certificate for 3 months if 141-159/91-99.

Driver qualified if < 140/90 on initial exam

160-179/100-109

Stage 2

One-time certificate for 3 months.

1 year from date of exam if ≤ 140/90.

Pulse Rate: Regular Irregular

≥ 180/110

Stage 3

6 months from date of exam if ≤ 140/90.

6 months if ≤ 140/90.

Record Pulse Rate:

6. LABORATORY AND OTHER TEST FINDINGS Numerical readings must be recorded.

Urinalysis is required. Protein, blood or sugar in the urine may be an indication for further testing to rule out any underlying medical problem. Other Testing (Describe and record)

URINE SPECIMEN	SP. GR.	PROTEIN	BLOOD	SUGAR

7. PHYSICAL EXAMINATION

Height: _____ (in)

Weight: _____ (lbs)

The presence of a certain condition may not necessarily disqualify a driver, particularly if the condition is controlled adequately, is not likely to worsen or is readily amenable to treatment. Even if a condition does not disqualify a driver, the medical examiner may consider deferring the driver temporarily. Also, the driver should be advised to take the necessary steps to correct the condition as soon as possible, particularly if the condition, if neglected, could result in more serious illness that might affect driving.

Check YES if there are any abnormalities. Check NO if the body system is normal. Discuss any YES answers in detail in the space below, and indicate whether it would affect the driver's ability to operate a commercial motor vehicle safely. Enter applicable item number before each comment. If organic disease is present, note that it has been compensated for. See *Instructions To The Medical Examiner* for guidance.

BODY SYSTEM	CHECK FOR:	YES	NO	BODY SYSTEM	CHECK FOR:	YES*	NO
1. General Appearance	Marked overweight, tremor, signs of alcoholism, problem drinking, or drug abuse. Pupillary equality, reaction to light, accommodation, ocular motility, ocular muscle imbalance, extraocular movement, nystagmus, exophthalmos, strabismus uncorrected by corrective lenses, retinopathy, cataracts, aphakia, glaucoma, macular degeneration.			7. Abdomen and Viscera	Enlarged liver, enlarged spleen, masses, bruits, hernia, significant abdominal wall muscle weakness.		
2. Eyes				8. Vascular system			
3. Ears	Scarring of tympanic membrane, occlusion of external canal, perforated eardrums.			9. Genito-urinary system	Hernias		
4. Mouth and Throat				10. Extremities- Limb impaired. Driver may be subject to SPE certificate if otherwise qualified.			
5. Heart	Murmurs, extra sounds, enlarged heart, pacemaker, implantable defibrillator.			11. Spine; other musculoskeletal	Previous surgery, deformities, limitations of motion, tenderness.		
6. Lungs and chest not including breast examination.				12. Neurological			

*Comments: _____

Note certification status here. See *Instructions to the Medical Examiner* for guidance.

Meets standards in 49 CFR 391.41; qualifies for 2 year certificate

Does not meet standards

Meets standards, but periodic evaluation required.

Due to _____ driver qualified only for:

3 months 1 year

6 months Other

Temporarily disqualified due to (condition or medication): _____

Return to medical examiner's office for follow up on _____

Wearing corrective lenses

Wearing hearing aid

Accompanied by a _____ waiver/exemption

Skill Performance Evaluation (SPE) Certificate

Driving within an exempt intracity zone.

Qualified by operation of 49 CFR 391.64

Medical Examiner's Signature: _____

Medical Examiner's Name (print): _____

Address: _____

Telephone Number: _____

If meets standards, complete a Medical Examiner's Certificate according to 49 CFR 391.43(h). Driver must carry certificate when operating a commercial vehicle.)

Do you wish to register to vote? YES NO

Do you wish to register for Selective Service? YES NO
Men ages 16-26 only

Do you wish to be designated on your license/ID as an organ donor? YES NO

Do you wish to be designated on your license/ID as diabetic or deaf and hard of hearing? YES NO
If so, a physician (for diabetics) or licensed audiologist (for the deaf and hard of hearing) must certify your condition.

PHYSICIAN / AUDIOLOGIST CERTIFICATION FOR MEDICAL ENDORSEMENT

I hereby certify that the applicant has been examined and is free from the following conditions:

Diabetes Deaf and hard of hearing

Physician / Audiologist Name: _____
Address: _____
Office Address: _____ Office Telephone: _____

I certify I meet the qualifications requirements for a DOT Medical Examination Certificate contained in Part 391 of the Federal Motor Carrier Safety Regulations. YES NO

I certify that I am not subject to Part 391 and provide written documentation from my employer to substantiate. YES NO

CHILD SUPPORT LAW COMPLIANCE

Do you owe a child support obligation? YES NO

Do you owe a child support obligation that is more than 6 months in arrears? YES NO

Are you the subject of a child support-related warrant, subpoena or court order? YES NO

I hereby certify, under penalty of false swearing, that all my answers to the above questions are true.

Applicants Initials:

Have you ever had a license issued by any other jurisdiction in the past 10 years? YES NO

Issuing jurisdictions and numbers:

Concerning Medical Waivers

If you are applying for a CDL license, and are not medically certified in accordance with DOT requirements Part 391, you may be eligible for a medical waiver intrastate only license. Call (304) 558-2350 for further information.

If you wish to be able to operate a commercial motor vehicle (interstate) in all 50 states, and have a medical waiver apply to the Federal Motor Carrier Safety Administration. Call (304) 347-5935 for further information.

IF YOU HAVE EXPERIENCED ANY OF THE FOLLOWING, YOU MUST SO INDICATE, AND SUBMIT A LETTER OF EXPLANATION

	yes	no
any seizures or loss of consciousness	<input type="checkbox"/>	<input type="checkbox"/>
emotional or mental illness	<input type="checkbox"/>	<input type="checkbox"/>
alcohol or drug problems	<input type="checkbox"/>	<input type="checkbox"/>
any physical condition requiring special equipment to drive	<input type="checkbox"/>	<input type="checkbox"/>
glasses or contact lenses	<input type="checkbox"/>	<input type="checkbox"/>
visual/medical condition(s) affecting ability to drive safely	<input type="checkbox"/>	<input type="checkbox"/>
license suspension/revocation or pending license suspension/revocation in any jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>
refusal by any jurisdiction to issue a driver's license	<input type="checkbox"/>	<input type="checkbox"/>
diabetes requiring insulin or medication	<input type="checkbox"/>	<input type="checkbox"/>

As a commercial driver license applicant, I certify that I meet the qualifications contained in part 391 of the Federal Motor Carrier Regulations. I certify that the motor vehicle in which I am applying to operate is representative of the type of vehicle I operate or expect to operate. I certify that I am not subject to any disqualification, suspension, revocation or cancellation. I certify that I do not have a driver's license from more than one state or jurisdiction. I do solemnly swear or affirm under penalty of perjury that I am the person named and described herein and that the statements in this application are true and correct. Men ages 18-26 only: By submitting this application and answering "yes" to the relevant questions, I am consenting to release of my personal information to the Selective Service System for draft registration, as required by Federal law. Any false statement may result in cancellation or suspension of my license.

SIGNATURE: _____ DATE: _____

EXHIBIT C

EXHIBIT D

DLAB-2

License No. _____

STATE OF WEST VIRGINIA DEPARTMENT OF TRANSPORTATION DIVISION OF MOTOR VEHICLES

Date _____

Applicant's full name _____

Street Address _____

City _____

State _____

Date of Birth _____

REPORT ON VISUAL EXAMINATION

Distant Vision Only	Right Eye	Left Eye	Both Eyes	EVIDENCE OF SUPPRESSION	TEST USED
Without Glasses	20/	20/	20/	COORDINATION	
	/	/	/	@ 20 ft. EXO _____ ESO _____ RT. H. _____ LF. H. _____	
With Present Glasses	20/	20/	20/	FUSION-DISTANCE	TEST USED
	/	/	/	EXCELLENT	
With New Prescription	20/	20/	20/	FUSION-NEAR	TEST USED
	/	/	/	EXCELLENT	
If Possible Measure Above @ 20 Ft.				DEPTH PERCEPTION	TEST USED
If Not, Please State Dist. Used.				EXCELLENT	
Fields -- Horizontal Perception				COLOR VISION	TEST USED
Rt. °	Lt. °	Total °		NORMAL	
				DEFICIENT	
				FAIL	

To Examining Doctor:

Kindly complete this form. Please leave blank any spaces for test on which you have made no examination. If the case is peculiar, any additional comments on a separate sheet would be appreciated

IMPORTANT: For proper identification, will you please have the person whom you have examined sign the report in your presence.
Sign here: _____

Are corrective lenses needed for distant vision? _____ For near vision? _____ Is there any double vision? _____

If so, is it corrected with glasses or other treatment? _____ Any evidence of eye disease or injury? _____

If so, describe: _____

Can this be corrected or compensated for? _____

Any visual difficulty in seeing in dim light or at night? _____

In your opinion, does this person have sufficient vision to operate a motor vehicle safely? _____ If yes, should there be any restrictions imposed? _____ If so, what restrictions? _____

Comments: _____

CERTIFICATION OF VISION SPECIALIST

I, _____, being licensed to practice in West Virginia, certify that I have personally examined the vision of the above named, that a true record of this examination appears on this report and that he or she signed this form in my presence.

Signature of examining doctor: _____

Business address: _____ Date: _____

DRIVER'S LICENSE / PHOTO ID APPLICATION

APPLICANT'S IDENTITY, ADDRESS, AND PHYSICAL DESCRIPTION (must change address within 20 days)

Name _____ WY license # _____
LAST FIRST MIDDLE

Former names _____ Gender _____ Birthdate _____
SUPPORTING LEGAL DOCUMENTATION IS REQUIRED BY LAW

Residence address _____ Weight _____ Height _____ Eye Color _____

Mailing address _____ SSN _____
REQUIRED IF DIFFERENT FROM RESIDENCE ADDRESS REQUIRED BY FEDERAL LAW - DOES NOT APPEAR ON LICENSE IF 0

City, state, ZIP code _____
 Has your address changed since last license / ID issuance? yes no
 Are you a United States citizen? yes no Alien Registration # _____

Have you ever had a license issued by any other jurisdiction (s)? yes no
 Leaving jurisdiction (s) and number (s) _____

IF YOU HAVE EXPERIENCED ANY OF THE FOLLOWING, YOU MUST SO INDICATE, AND SUBMIT A LETTER OF EXPLANATION

	YES	NO
any seizures or loss of consciousness	<input type="checkbox"/>	<input type="checkbox"/>
emotional or mental illness	<input type="checkbox"/>	<input type="checkbox"/>
alcohol or drug problems	<input type="checkbox"/>	<input type="checkbox"/>
any physical condition requiring special equipment to drive glasses or contact lenses	<input type="checkbox"/>	<input type="checkbox"/>
visual/medical condition (s) affecting ability to drive safely	<input type="checkbox"/>	<input type="checkbox"/>
license suspension/revocation or pending license suspension/revocation in any jurisdiction replaced by any jurisdiction to issue a driver's license	<input type="checkbox"/>	<input type="checkbox"/>

TYPE OF LICENSE / ID APPLICANT WISHES TO OBTAIN Any valid license / ID issued by any jurisdiction must be surrendered. See reverse for fees not listed below.

<input checked="" type="checkbox"/> §5 Instruction permit Level 1 age 15-17	<input type="checkbox"/> skills test E age 18 and over	<input checked="" type="checkbox"/> §5 duplicate license
<input checked="" type="checkbox"/> §5 skills test Level 2 age 16-17	<input checked="" type="checkbox"/> §5 instruction permit F motorcycle	<input type="checkbox"/> both photo ID, eye test and over
<input type="checkbox"/> Level 3 license	<input type="checkbox"/> motorcycle skills test/safety course	<input type="checkbox"/> transfer
<input checked="" type="checkbox"/> §5 instruction permit E age 18 and over	<input type="checkbox"/> motorcycle endorsement	<input type="checkbox"/> renewal

CHILD SUPPORT LAW COMPLIANCE

Do you owe a child support obligation? yes no

Do you owe a child support obligation that is more than 6 months in arrears? yes no

Are you the subject of a child support-related warrant, subpoena or court order? yes no

I hereby certify, under penalty of false swearing, that all my answers to the above questions are true.

APPLICANT'S INITIALS _____

Complete both sides of form. All information requested is mandatory. **UNCOMPLETE FORMS WILL NOT BE PROCESSED.**

I HEREBY CERTIFY, UNDER PENALTY OF FALSE SWEARING, THAT ALL STATEMENTS CONTAINED ON THIS FORM ARE TRUE.
 Any false statement may result in cancellation or suspension of my license.

Men ages 16-26 only: By submitting this application and answering "yes" to the relevant questions, I am consenting to release of my personal information to the Selective Service System for draft registration, as required by Federal law.

 APPLICANT SIGNATURE

 DATE

 APPLICANT SIGNATURE (Applicants Under 18 for Instruction Permit Only)

 DATE

EXHIBIT E

Do you wish to register to vote? YES NO

Do you wish to register for Selective Service? YES NO
Men ages 16-26 only

Do you wish to be designated on your license/ID as an organ donor? YES NO

Do you wish to be designated on your license/ID as diabetic or deaf and hard of hearing? YES NO
If so, a physician (for diabetics) or licensed audiologist (for the deaf and hard of hearing) must certify your condition.

PHYSICIAN/AUDIOLOGIST CERTIFICATION FOR MEDICAL ENDORSEMENT
 Certify that the applicant named herein is diabetic deaf and hard of hearing

Physician/Audiologist signature: _____
 Date: _____
 Office address: _____

Medical license # (State): _____

GRADUATED DRIVER'S LICENSE APPLICANTS ONLY

Level 2 applicants: Have you been convicted of a traffic violation in the past six months? yes no

Level 3 applicants: Have you been convicted of a traffic violation in the past 12 months? yes no

GRADUATED DRIVER'S LICENSE FEES

Level 3 full license --assessed by age

Level	age	fee
Level 1 instruction permit	17	\$10.50
Level 2 intermediate license	18	\$ 8.00
	19	\$ 5.50
	20	\$ 3.00

ADULT LICENSE/ID FEES -- ASSESSED BY CALCULATED AGE
 (current year - applicant's birth year = calculated age)

Calculated age and actual age may differ. Use next calendar year to calculate age for December applications. All licenses expire in next year that bearer's age is a multiple of five. This chart applies to all license issuances, transfers and renewals. An additional \$5.00 fee is assessed for renewal of expired licenses.

LAST DIGIT OF CALCULATED AGE	LICENSE/ID WILL BE VALID FOR	YOUR FEE IS
2 or 7	3 years	\$ 8.00
1 or 6	4 years	\$10.50
0 or 5	5 years	\$13.00
4 or 9	6 years	\$15.50
3 or 8	7 years	\$18.00

The applicant named herein passed the DMV written test <input type="checkbox"/> road skills test <input type="checkbox"/> on this _____ day of _____, 20____, which was conducted at DMV's _____ office. Vision Screening Passed: _____ Failed: _____ Knowledge Exam 1 st : _____ 2 nd : _____ The following restrictions apply: _____ Examiner's signature and unit number _____	IDENTIFICATION PRESENTED <input type="checkbox"/> certified birth certificate <input type="checkbox"/> Social Security card <input type="checkbox"/> school enrollment form <input type="checkbox"/> certified marriage certificate <input type="checkbox"/> WDDMV children's ID <input type="checkbox"/> valid USDOD military ID card <input type="checkbox"/> other government-issued non-driver ID <input type="checkbox"/> other _____ Out of State License Surrendered? Yes <input type="checkbox"/> No <input type="checkbox"/> State _____	DATES OF ALL EXAMINATIONS _____ _____ _____ _____
---	---	--

EXHIBIT E

EXHIBIT F

KANAWHA CITY REGIONAL OFFICE

State of West Virginia
Division of Motor Vehicles
Driver Examination Score Sheet



DRIVERS LICENSE# OF 21+ YR OLD DRIVER: _____

NAME: _____

APPLICANTS NAME: _____

INSURANCE COMPANY: _____

DATE OF BIRTH: _____

POLICY NUMBER: _____

SOC SEC NUMBER: _____

VEHICLE YEAR/MAKE: _____

INST PERMIT NUMBER: _____

LICENSE PLATE NUMBER: _____

A.STARTING

1.Fails to look around when starting 5-10
2.Unnecessarily fast getaway 5-10
3.Fails to signal properly 5-15

B.STOPPING

1.Slows down too suddenly 5-15
2.Fails to check rear traffic 5-10

C.TURNING

1.Fails to approach in proper lane FAIL
2.Fails to signal properly 5-20
3.Fails to look in mirror/out of window 5-20
4.Swings wide to the right/cuts corner to left 5-20
5.Excessive speed 5-10

D.BACKING

1.Fails to look behind before & while backing 15-30
2.Uncertain steering when backing 5-15
3.Excessive speed 5-10

E.PARKING

1.Hits other cars/standards in parking FAIL
2.Climbs curb in parking 5-15
3.Parks too far away from curb 5-10
3A.Parks too far away from curb(3 attempts) FAIL
4.Gently taps curb 5-10
5.Fails to signal properly 5-10

F.TRAFFIC SIGNALS

1.Fails to notice signal - runs light on red FAIL
2.Starts before light changes to green FAIL
3.Does not start promptly on green 5-10
4.Fails to make permissible turn on red 0-5

G.SIGNS

1.Does not make full stop at stop signs FAIL
2.Ignores or doesn't see STOP sign FAIL
3.Does not notice warning signs 5-10
4.Fails to observe directional signs 5-20

H.HILLS

1.Cannot shift gears on an upgrade 5-20
2.Rolls back when starting on a hill 5-25
3.Descends in neutral can't shift going down 5-25

I.SPEED

1.Excessive speed in school zone FAIL
2.Speed greater than consistent with safety 5-20
3.Hinders traffic by driving slowly 5-20

J.ATTENTION

1.Fails to notice dangerous spots 5-20
2.Doesn't give complete attention at traffic intersections 5-20

K.ATTITUDE TOWARDS OTHERS

1.Depends on others for safety 5-25
2.Inconsiderate of pedestrians 5-20
3.Fails to anticipate what others may do 5-20
4.Uncooperative 5-15

L.MISCELLANEOUS

1.Stalls in intersection 5-30
2.Fails to stay in correct lane 5-20
3.Follows too closely 5-15
4.Poor posture 5-10
5.Reacts slowly in an emergency 5-25
6.Stops in crosswalk 5-10
7.General inexperience 10-20
8.Takes right of way at intersection when not entitled to 5-25
9.Additional Comments: _____

(OVER)

VEHICLE EQUIPMENT: _____

FAIL: _____

REASON: _____

TOTAL DEDUCTIONS: _____

GRADE: _____

EXAMINER: _____

UNIT NUMBER: _____

DATE: _____

TIME: _____

print applicant's name and permit number in ink

Date	Location of practice (highway, residential area, etc.)	Time of day	Weather conditions	Time spent	Initials of supervising adult

Enter total practice hours here. This form may be photocopied if space for additional entries is required.

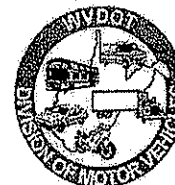


I hereby certify that , who bears instruction permit # , has completed a minimum of 30 hours of behind-the-wheel driving practice and is sufficiently prepared and able to safely operate a motor vehicle. I understand that all of the said 30 hours must have been conducted under the supervision of an adult 21 years of age or older, who has been licensed to drive for at least one year. Under penalty of perjury, I swear or affirm that all information submitted herein by me regarding this certification is true, correct and complete.

signature and driver's license number of parent or guardian date

State of West Virginia
Department of Motor Vehicles
Driver Examination Section
Motorcycle Skills Test **MST-1**

Passed _____ Failed _____



Year _____ Make/Model _____ Size (cc) _____

Name: _____ (Last) _____ (First) _____ (M.I.)

DOB: _____ DL# _____ DATE: _____ LOCATION: _____

The ALTERNATE MOTORCYCLE SKILLS TEST consists of seven exercises which evaluate your ability to perform basic vehicle control, riding judgement, and hazard response skills. Throughout the entire test, you will be scored on time and distance standards, as well as path and "foot down" violations. The test may be terminated due to point accumulation, falling or dropping the motorcycle, disregard for instructions, committing and unsafe act or failure to understand or follow instructions. If at any time you feel an exercise is too difficult, you may stop the test. However, you must complete the entire test to pass it.

ALTERNATE MOST SCORE SHEET

							Points Assessed	
A	SHARP TURN							
		A. Path			3	5		
		B. Foot Down						
		Exercise Points						
B	NORMAL STOP							
		A. Skid			3	5		
		B. Stopped Position						
		Exercise Points						
C	CONE WEAWE							
		A. Tire skips or hits cone/s			3	5		
		B. Foot Down			3	5		
		Exercise Points						
D	"U" TURN							
		A. Path				5		
		B. Foot Down				5		
		Exercise Points						
E	QUICK STOP							
		A. Stopping Distance	Time	Time	Stopping Distance		Distance Allowed	
		Exercise Points			1	2	3	4
F	OBSTACLE TURN							
		A. Path	Time	Time			5	
		Exercise Points						
G	STALLING							
		A. Stalling engine during any exercise.			1	3	5	
Exercise Points								
TOTAL POINTS 0-10 PASSING								

TURNING DISTANCE CHART-----44 FOOT TURNING ZONE

Seconds	Speed	Maximum Stopping Distance	AUTOMATIC FAILURE
1.50 - 1.57	20 MPH	23 FEET	<input type="checkbox"/> Falls or drops the motorcycle.
1.58 - 1.66	19 MPH	20 FEET	
1.67 - 1.76	18 MPH	18 FEET	<input type="checkbox"/> Disregard for instructions.
1.77 - 1.87	17 MPH	16 FEET	
1.88 - 1.99	16 MPH	14 FEET	<input type="checkbox"/> Commits an unsafe act.
2.00 - 2.14	15 MPH	13 FEET	
2.15 - 2.30	14 MPH	11 FEET	<input type="checkbox"/> Fails to understand instructions repeatedly.
2.31 - 2.50	13 MPH	10 FEET	
2.51 - 2.60	12 MPH	09 FEET	

Release: The applicant assumes all risk for the performance of this motorcycle skills test. The applicant shall be solely responsible and answerable in damages for all accidents or injuries to persons or property. The applicant hereby covenants and agrees to indemnify and hold harmless the testing facility and the Division of Motor Vehicles, their officers and employees from any and all claims, suits, losses, damages, or injury to persons or property of whatsoever kind and nature, whether direct or indirect, arising out of the performance of this test. Additionally, the applicant agrees to indemnify and hold harmless the Division of Motor Vehicles from any careless, negligent, intentional or improper conduct of the applicant or other applicants.

 APPLICANT SIGNATURE DATE

 EXAMINER SIGNATURE DATE

EXHIBIT I

REPORT OF
DRIVER INTERVIEW

STATE OF WEST VIRGINIA

CASE NO. _____

WV STATE POLICE

Re-examination of:

Full Address:

Examining Officer (Sign):

Conducted At:

Place

On:

Date

At:

Time

PASSING SCORE 70

Married Yes No

No. of Dependents _____

Extent of Education Grade School or Less
 High School
 College

Race White
 Black
 Other

Write English Yes No

Nationality _____

Read English Yes No

Date of Birth _____

Occupation _____

Employed By _____

Length of Employment _____ Years

Is Driving necessary with his/her work? Yes No Driving Experience _____ Years

If foreign born, number of years in United States _____ Is subject a citizen Yes No

Operator's License No. _____ State _____

Has operating privilege ever been revoked in this or any other State? _____

Chauffer's License No. _____ State _____

DRIVING

EXAMINER'S IMPRESSION OF DRIVER
(CHECK ANY AND ALL WHICH APPLY)

	GOOD	FAIR	POOR
STARTING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STOPPING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RIGHT TURN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEFT TURN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TURNING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PARKING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Irresponsible
- Careless
- Over-Confident
- Became Angry
- Nervous
- Uncertain
- Inexperienced
- Over-Cautious
- Slow - Dull
- Lacks Confidence
- Attention Wandering
- Not Cooperative
- Over-Rates Driving Ability
- Not receptive to suggestions
- Tried to Influence Examiner
- Cooperative

VISION WITHOUT GLASSES

VISION WITH GLASSES

WRITTEN EXAM:

RIGHT 20/ LEFT 20/ BOTH 20/ RIGHT 20/ LEFT 20/ BOTH 20/

REPORT OF DRIVER CLINIC INTERVIEW

PAGE NO. 2

RE-EXAMINATION OF:

PHYSICALLY INCOMPETENT: (State in detail physical disability and reasons why such disability may affect safe operation of motor vehicle.)

MENTALLY INCOMPETENT: (State in detail mental condition and support with statement from medical authority or other person familiar with conditions if possible.)

Was any particular fault noted during the interview that might be considered a contributing factor in the type of accident or violation, in which subject was most frequently involved?
YES NO Comment:

What explanation, if any, did subject offer for accidents or violations in which he has been involved? Comment:

Did subject indicate by action or comment that he was impressed by his poor driving record and agree to make every effort toward future improvement?
YES NO

ATTITUDE TOWARD TRAFFIC LAWS - COMMENTS - REMARKS:

Officer Recommendation:

Passed Failed

Explain reasons for failure:

(Use and attach as many sheets as necessary to clarify answers)

MOTOR VEHICLE SALESPERSON LICENSE APPLICATION

Date _____ Salesperson License # _____

Name _____ SSN _____
LAST FIRST MIDDLE REQUIRED BY FEDERAL LAW -- DOES NOT APPEAR ON LICENSE / ID

D.O.B. _____ Driver License/ID # _____ DL/ID State _____

Dealer# _____ Type _____ Sex _____ Weight _____

Dealer Name _____ Height _____ Eye Color _____

List additional locations or dealers on back of application.

Applicants Address _____ Phone# (Home) _____

City, state, ZIP code _____ (Cell) _____

Has your address changed since last license / ID issuance? yes no

Are you a United States citizen? yes no

YOU MUST ANSWER ALL OF THE FOLLOWING AND, IF THE ANSWER IS "YES" TO ANY, YOU MUST SUBMIT DETAILS IN A SEPARATE STATEMENT AND INCLUDE DATES

SALESPERSON LICENSE REQUIRED FEES	Amount
Background Investigation	\$25
License Renewal	\$10
License Per Year	\$7
Duplicate	\$5
Transfer	\$5

Has either your application or your privilege to sell motor vehicles ever been suspended, revoked or refused as a salesperson or dealer in this or any other state? (INITIALS) _____

Have you ever had your dealer license revoked or have you ever been employed by a dealer whose license to deal in motor vehicles was revoked or suspended? (INITIALS) _____

Have you individually or as an owner, business partner, officer or director of a business, entity been convicted of a felony and/or committed a fraudulent act or omission or repeatedly defaulted financial obligations in connection with the buying, selling, leasing, rental or otherwise dealing in motor vehicles, recreational vehicles or trailers? (INITIALS) _____

Do you owe a child support obligation that is more than six months in arrears or the subject of a child support related warrant, subpoena or court order? (INITIALS) _____

Have you done any act(s) which would justify suspension or revocation of a salesperson's license under section nine of this article? (INITIALS) _____

Complete online form. All information requested is mandatory. INCOMPLETE FORMS WILL NOT BE PROCESSED

Certification of Applicant

I hereby certify, under penalty of perjury, that the statements made herein are true and accurate to the best of my knowledge, information and belief. I will engage in the business of selling motor vehicles only for the dealer(s) for which the Dealer Licensing Section has so authorized.

APPLICANT: _____ SIGNATURE _____ DATE _____

Certification of Dealer

It is hereby certified that the above named person is/was employed and duly appointed as a salesperson by the undersigned, a licensed motor vehicle dealer.

I hereby certify that the above named person was employed as a salesperson on or before June 8, 2006.

DEALER: _____ SIGNATURE _____ DATE _____ DEALER NO. _____

Additional Dealerships and Locations

Dealer No. _____

Dealer No. _____

Dealer No. _____

Dealer No. _____

Dealer No. _____

EXHIBIT K

The Cost of DUI

1. TIME AND EMBARRASSMENT

Being pulled over by police

Performing sobriety tests outside your car

Being arrested, handcuffed, fingerprinted, and put in jail

Appearing in court

Having name published in paper

Use of alternative transportation due to loss of license

Having auto insurance canceled

Lost time at work or school

Attending required alcohol education programs

2. FINANCIAL COSTS

Auto towed/impounded \$50+

Bail out of jail \$1500+

Criminal and Administrative Representations \$3000+

Fines and court costs:

a. Municipal \$160+

b. Magistrate \$300+

c. Circuit court \$200+

d. If found GUILTY \$100-5000

Alcohol Education Program \$250+

Reinstatement of License \$15+

High Risk Insurance \$2600-6000

This pamphlet printed in cooperation with the West Virginia State Police, the West Virginia Division of Motor Vehicles, the West Virginia Commission on Drunk Driving Prevention, and the West Virginia Governor's Highway Safety Program

DRUNK DRIVING

in West Virginia will
NOT be tolerated!



*Before you read further,
did you know that:*

.08 is legally drunk in the State
of West Virginia?

Anything above a .05 will revoke
your license in the State of
West Virginia?

Remember! You do the crime, you pay the time!

THINK BEFORE YOU DRINK!

EXHIBIT K

Facts About Alcohol



Alcohol is a drug. In the brain, alcohol acts to depress nerve transmission and reduces coordination between nerve centers.

Alcohol acts as a depressant, NOT as a stimulant

As alcohol concentration increases, large groups of muscles are impaired affecting gross muscular coordination

As alcohol concentration continues to rise, involuntary muscles are affected and can cause respiration to cease, resulting in death.

Reaction time is slowed.

A can of beer, a glass of wine, or a wine cooler is just as intoxicating as a shot of liquor. They all contain approximately the same amount of alcohol.

Effects of Driving Skills



Poor judgment

Blurred vision

Increase in time it takes the eyes to adjust to night vision

Distortion of distance

Muscular coordination loss

PLEASE RETURN THIS PAMPHLET TO THE INFORMATION DESK AFTER READING! THANK YOU!

Criminal Penalties



If convicted of DUI, expect to suffer some of the following:

1st Offense-Jail: Minimum 24 hours-6 months
Fine: \$100-500 plus court costs

2nd Offense-Jail: Minimum 6 months-1 year or Home Confinement
Fine: \$1000-3000 plus court costs

3rd and Subsequent Offenses-Jail: Felony with 1-3 year sentence in state prison
Fine: \$3000-5000 plus court costs

DUI WITH DEATH-Jail: Up to 10 years in prison
Fine: Up to \$3000

Under Age 21-If you are under the age of 21 and you are arrested with a Blood Alcohol Level of .02% or greater:
1st Offense- Fined up to \$100

2nd or Subsequent Offenses- \$100-500 plus court costs

Administration Sanctions

WV has some of the most severe DUI laws in the nation. In addition to paying fines and spending time in jail, you will lose your privilege to drive in WV. The suspension periods are as follows:

1st Offense-6 months

2nd Offense-10 years

3rd or Subsequent Offense-Life

You must complete the DUI Safety and Treatment Program before any license will be reinstated to you. Completion of the DUI Safety and Treatment Program may reduce your revocation to:

1st Offense-90 days

2nd Offense-5 years

3rd Offense-10 years

DUI CAUSING DEATH-10 years

If you are under 21 and are arrested with an alcohol level of .02% you will lose your license for 60 days.

Date _____

West Virginia CDL Skills Tests Score Sheet (front)

Applicant Name _____ Driver License # _____ Examiner _____

VEHICLE INSPECTION TEST

Engine Compartment

- oil level
- coolant level
- power steering fluid/(belt)
- water pump (belt)
- alternator (belt)
- *air compressor (belt)
- leaks/hoses

Engine Start

- clutch/gearshift
- temperature
- oil pressure
- ammeter/voltmeter
- *air brake check (1-2-3)
- steering play

- parking brake, hydraulic
- mirrors, windshield
- wipers/washers
- lighting indicators (L-R-4-H)
- horn(s)
- heater/defroster
- safety belt/emerg (F-E-T)

Optional Equipment

- vehicle axes 2 3
- trailer axes 1 2
- air brakes Yes No (*)

(*) If vehicle has no air brakes, put a line through these components.

School Bus/Truck/Tractor

- Front of Vehicle**
- lights
 - steering box/hoses
 - steering linkage

- Front Suspension**
- spring/air
 - spring mount
 - shock absorber

- Front Wheel**
- rims
 - hub oil seal
 - tires (I-C-D)
 - lug nuts

- Front Brake**
- *slack adjuster
 - *brake chamber
 - brake hoses/lines
 - brake drum/linings

- Driver/Fuel Area**
- door, mirror
 - fuel tank/leaks
 - battery/box

- Under Vehicle**
- drive shaft
 - exhaust system
 - frame

- School Bus Only**
- passenger entry/lift
 - emergency exits, seating
 - student lights, stop arm

- Rear Wheels**
- | | | |
|---------------|--------------------------|--------------------------|
| | F | R |
| rims | <input type="checkbox"/> | <input type="checkbox"/> |
| tires (I-C-D) | <input type="checkbox"/> | <input type="checkbox"/> |
| axle seals | <input type="checkbox"/> | <input type="checkbox"/> |
| lug nuts | <input type="checkbox"/> | <input type="checkbox"/> |
| spacers | <input type="checkbox"/> | <input type="checkbox"/> |

- Rear Suspension**
- | | | |
|--------------------|--------------------------|--------------------------|
| springs/air/torque | <input type="checkbox"/> | <input type="checkbox"/> |
| spring mounts | <input type="checkbox"/> | <input type="checkbox"/> |
| shock absorbers | <input type="checkbox"/> | <input type="checkbox"/> |

- Rear Brakes**
- | | | |
|--------------------|--------------------------|--------------------------|
| *slack adjuster | <input type="checkbox"/> | <input type="checkbox"/> |
| *brake chamber | <input type="checkbox"/> | <input type="checkbox"/> |
| brake hoses/lines | <input type="checkbox"/> | <input type="checkbox"/> |
| brake drum/linings | <input type="checkbox"/> | <input type="checkbox"/> |

- Rear of Vehicle**
- | | |
|-------------------|--------------------------|
| lights/reflectors | <input type="checkbox"/> |
| doors/ties/lift | <input type="checkbox"/> |
| splash guards | <input type="checkbox"/> |

- Tractor Only**
- | | |
|--------------------|--------------------------|
| air/electric lines | <input type="checkbox"/> |
| catwalk | <input type="checkbox"/> |
| lights/reflectors | <input type="checkbox"/> |

- Coupling System**
- | | |
|--------------------------------|--------------------------|
| mounting bolts | <input type="checkbox"/> |
| safety latch/locking jaws | <input type="checkbox"/> |
| platform | <input type="checkbox"/> |
| release arm | <input type="checkbox"/> |
| kingpin/apron/gap | <input type="checkbox"/> |
| sliding 5th wheel locking pins | <input type="checkbox"/> |

Trailer

- Trailer Front**
- | | |
|----------------------|--------------------------|
| air/electric connect | <input type="checkbox"/> |
| header board | <input type="checkbox"/> |
| lights/reflectors | <input type="checkbox"/> |

- Side of Trailer**
- | | |
|-----------------------|--------------------------|
| landing gear | <input type="checkbox"/> |
| frame, tandem release | <input type="checkbox"/> |
| lights/reflectors | <input type="checkbox"/> |
| doors/ties/lifts | <input type="checkbox"/> |

- Wheels**
- | | | |
|---------------|--------------------------|--------------------------|
| | F | R |
| rims | <input type="checkbox"/> | <input type="checkbox"/> |
| tires (I-C-D) | <input type="checkbox"/> | <input type="checkbox"/> |
| axle seals | <input type="checkbox"/> | <input type="checkbox"/> |
| lug nuts | <input type="checkbox"/> | <input type="checkbox"/> |
| spacers | <input type="checkbox"/> | <input type="checkbox"/> |

- Suspension**
- | | | |
|--------------------|--------------------------|--------------------------|
| springs/air/torque | <input type="checkbox"/> | <input type="checkbox"/> |
| spring mounts | <input type="checkbox"/> | <input type="checkbox"/> |

- Brakes**
- | | | |
|--------------------|--------------------------|--------------------------|
| *slack adjuster | <input type="checkbox"/> | <input type="checkbox"/> |
| *brake chamber | <input type="checkbox"/> | <input type="checkbox"/> |
| brake hoses/lines | <input type="checkbox"/> | <input type="checkbox"/> |
| brake drum/linings | <input type="checkbox"/> | <input type="checkbox"/> |

- Rear of Trailer**
- | | |
|-------------------|--------------------------|
| lights/reflectors | <input type="checkbox"/> |
| doors/ties/lift | <input type="checkbox"/> |
| splash guards | <input type="checkbox"/> |

Coach/Transit Bus

- Front of Vehicle**
- lights

- Passenger Items**
- passenger entry/lift
 - emergency exits
 - seating

- Driver/Entry Area**
- door, mirror

- Front Brakes/Suspension**
- air leaks/level

- Front Wheel**
- rims
 - hub oil seal
 - tires (I-C-D)
 - lug nuts

- Fuel Tank Area**
- fuel tank/leaks

- Baggage Compartments**
- battery/box
 - doors secure

- Rear Wheels**
- | | | |
|---------------|--------------------------|--------------------------|
| | F | R |
| rims | <input type="checkbox"/> | <input type="checkbox"/> |
| tires (I-C-D) | <input type="checkbox"/> | <input type="checkbox"/> |
| axle seals | <input type="checkbox"/> | <input type="checkbox"/> |
| lug nuts | <input type="checkbox"/> | <input type="checkbox"/> |
| spacers | <input type="checkbox"/> | <input type="checkbox"/> |

- Rear Brakes/Suspension**
- air leaks/level

- Rear of Vehicle**
- | | |
|-------------------|--------------------------|
| lights/reflectors | <input type="checkbox"/> |
| splash guards | <input type="checkbox"/> |

BASIC CONTROL SKILLS TESTS

Right Turn		Straight Line Backing		Parallel Park (Conventional)	
Pullups	0 1 2 3 4 5	Pullups	0 1 2 3 4 5	Pullups	0 1 2 3 4 5
Encroachments	0 1 2 3 4 5	Encroachments	0 1 2 3 4 5	Encroachments	0 1 2 3 4 5
Clearance	0 1 2 3 4 5	Stop Line (2 ft.)	0 1	Inside	0 1 Rear (18") 0 1
Alley Dock		Serpentine		Parallel Park (Sight Side)	
Pullups	0 1 2 3 4 5	Pullups	0 1 2 3 4 5	Pullups	0 1 2 3 4 5
Encroachments	0 1 2 3 4 5	Encroachments	0 1 2 3 4 5	Encroachments	0 1 2 3 4 5
Stop Line (2 ft.)	0 1			Inside	0 1 Rear (18") 0 1

VEHICLE INSPECTION SCORE:

BASIC CONTROL SKILLS SCORE:

ROAD TEST

LEFT				<u>TURNS</u>				RIGHT				EXPRESSWAY			
1	2	3	4	Approach				1	2	3	4	Merge On			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	traffic check.....				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	traffic check, signal, spacing,			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	signal, decel, coast, lane.....				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	no stop, merge, cancel signal <input type="checkbox"/>			
				If Stop								Lane Changes			
				necessary, smooth, gap, stop line,								traffic check,			
				full stop, wheels straight.....								signal, spacing, smooth <input type="checkbox"/>			
												change, cancel sign..... <input type="checkbox"/>			
				Turning								Exit			
				traffic check.....								traffic check, signal..... <input type="checkbox"/>			
				both hands, gears.....								smooth merge to exit lane..... <input type="checkbox"/>			
				speed, wide/short.....								decelerate in exit lane..... <input type="checkbox"/>			
												ramp speed, spacing, cancel signal. <input type="checkbox"/>			
				Complete Turn								No Errors			
				traffic check.....								-			
				correct lane.....											
				signal, accelerate, right.....											
-				No Errors				-				-			

INTERSECTIONS

Stopping S S

traffic check

deceleration, coast

gap, stop line, full stop

Driving Through T R

traffic check

yield, lane, gear

accelerate

No Errors

URBAN/RURAL U R

regular traffic checks

selects proper lane

keeps vehicle in lane

speed, following distance

lane changes: traffic check,

signal, space, smooth change

left

right

No Errors

START/STOP ON GRADE

Approach U D

traffic check

signal on

correct lane, deceleration,

not coast

Stop

parallel, not blocking, not rolling

signal off/4-ways on

parking brake on

Resume

traffic check, 4-ways off/signals on

parking brake, not stall engine

traffic check, accelerate

No Errors

CURVE

speed: enter, through,

stay in lane

traffic checks

No Errors

DRIVE UP GRADE

proper gear

keep right, 4-ways if slow

traffic checks

No Errors

DRIVE DOWN GRADE A S

in proper gear, keep right

brake check, clutch

safe speed, braking

traffic checks

No Errors

RAILROAD CROSSING

traffic check

law, gears, stop, pass, change lanes

No Errors

BRIDGE/OVERPASS/SIGN

knew weight/clearance/sign

No Errors

GENERAL DRIVING BEHAVIOR

used clutch properly (shifting, double clutched, didn't ride)

used gears properly (did not rev/lug engine, clash gears, or coast)

used brakes properly (smooth braking, no riding or pumping)

proper steering (both hands on wheel, no over/under control)

proper lane usage (not over lanes, stop lines, etc., correct lane)

wore safety belt

AUTOMATIC FAILURES:

moving traffic violation or disobeyed signs and signals

avoidable accident or incident

dangerous action or unsafe behavior

put vehicle over sidewalks or curbs

other (see Notes)

NOTES:

ROAD TEST SCORE:

REPORT OF DRIVER INTERVIEW

STATE OF WEST VIRGINIA

DEPARTMENT OF PUBLIC SAFETY

DPS-37

Re-examination of: _____

Full Address: _____

Examining Officer (Sign): _____

Conducted At: _____ On: _____ At: _____
Place Date Time

PASSING SCORE 70

Married () Yes () No
No. Dependents _____
Extent of Education () Grade School or Less
() High School
() College

Race () White
() Black
() Other

Write English () Yes () No

Nationality _____

Read English () Yes () No

Date of Birth _____

Occupation _____

Employed By _____

Length of Employment _____ Years

Is driving necessary with his work? () Yes () No Driving Experience _____ Years

If foreign born, number of years in United States _____ Is subject a citizen () Yes () No

Operator's License No. _____ State _____ Has operating privilege ever been revoked in this or any other State?

Chauffer's License No. _____ State _____

DRIVING

EXAMINER'S IMPRESSION OF DRIVER

Good Fair Poor

(Check any and all which apply)

STARTING () () ()

STOPPING () () ()

RIGHT TURN () () ()

LEFT TURN () () ()

TURNING () () ()

PARKING () () ()

- () Irresponsible
- () Careless
- () Over-Confident
- () Became Angry
- () Nervous
- () Uncertain
- () Inexperienced
- () Over Cautious
- () Slow - Dull
- () Lacks Confidence
- () Attention Wanders
- () Not Cooperative
- () Over-rates Driving Ability
- () Not Receptive to Suggestions
- () Tried to Influence Examiner
- () Cooperative

ROAD LAW AND SAFETY PRACTICES

WRITTEN EXAMINATION GRADE _____

VISION WITHOUT GLASSES

Right 20/ Left 20/ Both 20/

VISION WITH GLASSES

Right 20/ Left 20/ Both 20/

REPORT OF DRIVER CLINIC INTERVIEW

PAGE NO. 2

RE-EXAMINATION OF: _____

PHYSICALLY INCOMPETENT: (State in detail physical disability and reasons why such disability may effect safe operation of motor vehicle.)

MENTALLY INCOMPETENT: (State in detail mental condition and support with statement from medical authority or other person familiar with conditions if possible.)

Was any particular fault noted during the interview that might be considered a contributing factor in the type of accident or violation, in which subject was most frequently involved?
 YES _____ NO _____ Comment:

What explanation, if any, did subject offer for accidents or violations in which he has been involved? Comment:

Did subject indicate by action or comment that he was impressed by his poor driving record and agree to make every effort toward future improvement?
 YES _____ NO _____

ATTITUDE TOWARD TRAFFIC LAWS - COMMENTS - REMARKS:

Officer Recommendation:

Passed _____ Failed _____

Explain reasons for failure:

(Use and attach as many sheets as necessary to clarify answers)

DEPARTMENT OF PUBLIC SAFETYDriver Interview Examination

Grade _____

NAME _____

ADDRESS _____

DATE _____

PLACE _____

EXAMINING OFFICER (SIGN) _____

(Each question answered correctly has a value of two (2) points.)

INSTRUCTIONS: Some of the following statements are true; some are false. Read each question carefully. If you think the statement is true, write in the letter "T". If you think the statement is false, write in the letter "F" on the proper line.

-
- _____ 1. Night speeds should be lower than daylight speeds because sight distance is limited by the headlight beams.
 - _____ 2. The maximum speed limit in a school zone during lunch hour is 20 miles per hour.
 - _____ 3. If two vehicles reach an unregulated intersection at the same time, the vehicle on the right must yield the right-of-way.
 - _____ 4. Before making a turn, the operator of a vehicle shall give a continuous signal, indicating his intention, for at least 100 feet before making such turn.
 - _____ 5. Highway signs should be obeyed only when driving on unfamiliar roads.
 - _____ 6. "Coasting" is a safe and economical way to descend hills.
 - _____ 7. The distance between your vehicle and the one ahead of you should be governed by the speed of your vehicle.
 - _____ 8. Where a policeman is on duty and electric traffic signals are in operation, the directions of the officer shall prevail.
 - _____ 9. Drivers making left hand turns from the right hand lane create a hazardous condition for which safe drivers must be alert.
 - _____ 10. When you are driving from an alley or private driveway and approaching a sidewalk, you should continue slowly and blow your horn.

11. If your vehicle begins to skid, the best way to regain control is to steer away from the skid and do not apply brakes.
12. Drivers are required by law to stop on a red traffic signal because other motorists should have their turn to use the intersection without fear of an accident.
13. A driver's license is a privilege which is granted by the State and not a right such as free speech.
14. Speeding is permitted in passing.
15. If the approaching driver fails to dim his lights, you need not dim yours.
16. The driver pulling out into traffic from a parking space by giving a hand signal, gains the right-of-way over other traffic.
17. When a driver is unable to stop within the range of his head lights, he is overdriving his lights.
18. Penalties for driving intoxicated are severe because many accidents are caused by drivers who have been drinking.
19. On the approach of an emergency vehicle using a red light or siren, you should slow down to enable it to pass.
20. Accidents in which property damage exceeds \$100 or any person is injured must be reported to the Department of Motor Vehicles within 24 hours.
21. A rear view mirror can be relied upon for a complete view of what is behind your car.
22. A Driver License Law is an effective way to protect you from traffic accidents as it provides a means for taking off the road drivers who develop or have bad records.
23. When driving on a four-lane highway, you should keep close to the right-hand edge except when passing another car or preparing to turn left.
24. When following another vehicle along the highway, the interval between your car and the one you are following should be at least one car length for each 15 miles per hour.
25. When you approach an intersection at which has been erected an official stop sign, you may, if no traffic is approaching, slow down to 5 miles per hour and proceed.

INSTRUCTIONS: Read each question carefully. Place "X" on the line opposite the answer you believe to be correct.

26. The round traffic control sign means:

- a. Caution or regulation
- b. Full stop
- c. Reduce speed or warning
- d. None of the above

27. The purpose embodied in giving operators examinations by the Department of Public Safety is to:

- a. Establish a record of drivers
- b. Determine the fitness of individuals for driving
- c. Qualify persons for jobs
- d. Obtain funds

28. The surest and safest cure for drowsiness is to:

- a. Pull off the road and take a nap
- b. Turn on the radio
- c. Put your head out the window
- d. Slow down to 25 miles per hour

29. What should be the driver's opinion of a stop sign?

- a. It is a warning to go in lower gear
- b. It is chiefly for beginners and drivers not familiar with the road
- c. It means stop at all times
- d. It need not be obeyed if there is not danger

30. Because of natural forces pulling on your car when you round a curve, it is best to:

- a. Cut a straight path across the curve
- b. Slow down while in the curve
- c. Apply the brakes in the curve
- d. Slow down before reaching the curve and accelerate slightly if required

31. Which is the most dangerous place to pass?

- a. Just before reaching a hillcrest
- b. Just over a hillcrest
- c. Going down hill 150 feet beyond a hillcrest
- d. At the bottom of the hill

32. It is illegal to park:

- a. Within 30 feet of a fire hydrant
- b. Within 100 feet of a railroad grade crossing
- c. Within an intersection
- d. Within 50 feet of a rural mailbox

33. When approaching a school bus that is stopped and red flashing lights operating:

- a. You need not stop unless you are signaled to do so by the driver
- b. You need not stop if you are approaching from the front
- c. You may pass the school bus providing you are not travelling over 5 miles per hour
- d. You must stop and remain stationary until the bus has resumed motion or until you are signaled to pass by the driver or other authorized person

34. Generally the safest drivers are those who:

- a. Have the best reaction time
- b. Adjusts their driving to existing conditions
- c. Stay within the law
- d. Drive 5 miles per hour under the speed limit

35. A driver needs to be attentive and cautious when driving in the dark because:
- a. More drunken drivers are on the road at night
 - b. Visibility is poor
 - c. He may fall asleep
36. Which is the most important factor in causing traffic accidents?
- a. Mechanical defects
 - b. Weather conditions
 - c. The driver
 - d. Bad roads
37. If you are driving at night and your car has a flat tire, the safe thing for you to do is:
- a. Pull over to the right as far as possible and turn off the lights
 - b. Pull over to the left side of the road and turn off the lights
 - c. Stop on the pavement where you are, but leave the lights on
 - d. Pull over to the right side as far as possible and turn dome and park lights on
38. Why should you dim your headlights when meeting other cars at night?
- a. To keep from temporarily blinding other drivers
 - b. To increase the life on the lamps
 - c. To decrease the drain on the battery
 - d. To increase your own visibility
39. Flashing red light means
- a. Slow
 - b. Stop
 - c. Warning
 - d. Go
40. What is considered the worst single cause of accidents?
- a. Drunk driving
 - b. Speed too fast for conditions
 - c. Defective equipment
 - d. Driving while under the influence of drugs
41. You are driving at 50 miles per hour on a concrete highway in a rural area, your right front wheel drops off the pavement onto the shoulder of the road. For the sake of safety you should correct this situation in the following manner:
- a. Keep the same speed, turn front wheels sharply to the left and get back on the highway
 - b. Jam on brakes and head for the ditch in order to stop the car
 - c. Brake carefully to slow down safely, then steer car back on highway when reaching spot where shoulder is level with pavement and after making certain no vehicles are so close as to present an immediate danger
 - d. Jam on brakes and stop as soon as possible

42. Which of the following is the most helpful in avoiding traffic accidents?
- a. Never exceed the speed limits
 - b. Learning the traffic laws
 - c. Developing a sense of self-confidence
 - d. Developing good driving habits
43. If you heard the horn of an automobile which was about to pass you, which of the following actions would you take?
- a. Increase speed by 10 miles per hour
 - b. Keep to the right in order that the other car may have clear passage on the left
 - c. Continue to watch the road ahead and let the driver of the rear car take full responsibility for passing you
 - d. Hit your brakes to decrease your speed rapidly to let the other car around
44. What should you do when about to pass or over-take another vehicle on a two-lane highway
- a. Never pass unless the highway is centerlined
 - b. Pass the vehicle on the right
 - c. Need not blow your horn if the car is on the right
 - d. Make certain of assured clear distance ahead
45. You are driving on a snow covered road and have to make a stop quickly. The best method is:
- a. Apply brake gently and firmly
 - b. Turn off ignition
 - c. Cut brakes on hard
 - d. Apply hand brake
46. Persons walking along the highway where sidewalks are not provided, must:
- a. Walk on the highway in the direction in which traffic is moving
 - b. Walk on the left side facing approaching traffic
 - c. Walk two or three feet from the right edge of the highway
 - d. Wear a black or brown suit or jacket
47. When may a person ordinarily double park?
- a. Only in a business zone
 - b. Once in a while
 - c. Never
 - d. Sometimes
48. When approaching another vehicle from the rear the driver must dim his lights within:
- a. 200 feet
 - b. 500 feet
 - c. 100 feet
 - d. 300 feet

49. Most vehicle skids are due to:

- a. Inexperienced drivers
- b. Over-inflated tires
- c. Under-sized tires
- d. Speed too fast for road conditions

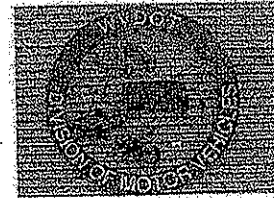
50. You are driving up a hill and about 200 feet from the top there is a large truck going very slowly. He turns on his left signal light. What should you do?

- a. Pass on the right
- b. Remain behind the truck until the top of the hill is reached
- c. Increase your speed to get by on the left quickly
- d. Blow your horn for the driver to give you a signal to pass

JAPANESE LEARNERS

1. When applying to take the road skills test for your driver's license, the driver accompanying you must be at least:

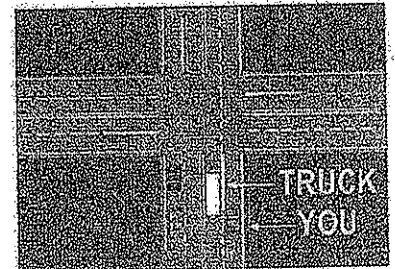
運転免許取得のための路上テストの申し込むとします。
そのときあなたに付き添っているドライバーは少なくとも...



- A. 18才であること
- B. 19才であること
- C. 20才であること
- D. 21才であること

2. You are driving in the right lane of a four lane city street when a truck just ahead in the left lane stops suddenly. What should you do?

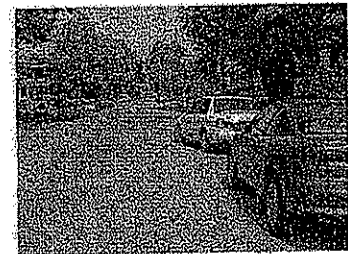
あなたが市内の4車線道路の右車線を走っていると、すぐ左の車線のトラックが急停車しました。あなたはどのようにしますか？



- A. のままの速度を保持するが、すぐ停車できる用意でいる。
- B. すばやく速度を落とし、停車の用意をする。
- C. クラクシオンを鳴らしてから追い越す。
- D. そこにいったん停車し、それから前進する。

3. If you want to enter the driving lane from a parallel parked position, what should you do?

あなたは平行駐車から出て、車線に進もうとしていますが、そのときどうすればよいと思いますか？



- A. 信号を出し、車線の車両に先を譲る。
- B. 車線にすばやく入る。
- C. クラクシオンを鳴らし、すばやく走り出す。
- D. 上記のいずれも正しくない。

SPANISH

Learners

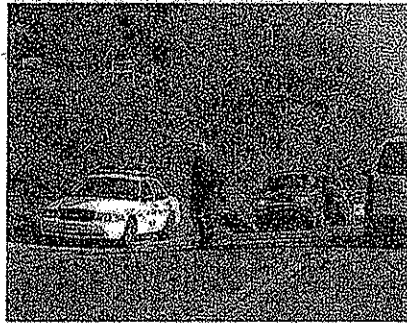
Eres considerado legalmente como intoxicado cuando la concentración de alcohol en tu sangre es:

- A. 0.10%
- B. 0.09%
- C. 0.07%
- D. 0.08%



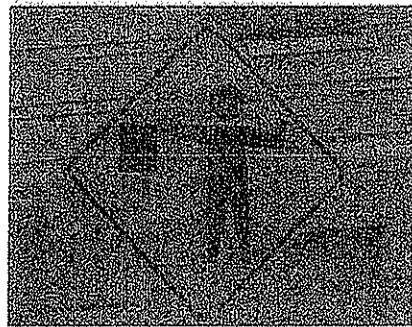
Si un oficial te indica que pases una luz roja, ¿qué haces?

- A. Sigue como te lo indica sin detenerte.
- B. Detente, después sigue como te indica.
- C. Espera a que pase cualquier vehículo de emergencia y continúa.
- D. Espera la luz verde.



Esta señal de tráfico significa:

- A. Prepárese para una curva peligrosa a la izquierda adelante.
- B. Disminuya su velocidad. Zona de trabajo adelante.
- C. Zona de no adelantar.
- D. Precaución con peatones cruzando.



ATTACHMENT V

Year to Date Written Testing Totals for 2008

Regional Office/Exam Center	# Kiosks In Use	LP over 18	GDL LP (under 18)	Motorcycle Permit	GDL	Salesperson	Total Tests given per Office	
							7797	
Beckley	8	3182	2331	1136	860	88	4161	
Charles Town	10	1898	1148	710	393	12	7690	
Clarksburg	9	2730	2851	1268	1287	54	4166	
Elkins	4	1443	1375	562	761	25	2698	
Fairmont (exam center)	4	1068	953	478	190	9	3590	
Flatwoods	5	1342	1053	486	695	14	357	
Franklin	3	98	146	54	59	0	5713	
Huntington	8	2830	1433	978	439	33	14449	
Kanawha City	16	6802	3671	2001	2189	86	2871	
Lewisburg	4	1024	951	460	421	15	3280	
Logan	4	1484	956	519	291	30	7235	
Martinsburg	8	2960	2104	1211	901	59	1906	
Moorefield	3	712	560	350	284	0	6353	
Morgantown	8	2807	1780	1234	507	25	4799	
Moundsville	7	1720	1617	866	537	59	6324	
Parkersburg	8	2339	2073	1073	783	56	1719	
Point Pleasant	3	574	697	372	176	0	4517	
Princeton	4	1664	1362	929	482	80	3104	
Romney	3	974	1076	677	470	13	1670	
Spencer	3	737	549	227	156	1	3117	
Weintown	5	1170	1006	536	400	5	2231	
Welch	3	1168	602	251	210	0		
Wheeling (exam center)	10	Testing Not Operational- no connection available						
Williamson	4	737	449	342	153	8	1689	
Winfield	8	1887	1714	940	718	150	5409	
Two kiosks are currently not in use								
Subtotal		43530	31551	17560	13362	322		
Total Tests Given Statewide	144						106845	

Total Driver Clinic Exams Scheduled

236

(not included in any totals)

ATTACHMENT VI

COPY

DMV-CDL-2-10
8/19/2002 (Revised)

002903

YEAR
2 0

FEE PAID
\$

WEST VIRGINIA COMMERCIAL DRIVER'S LICENSE SKILLS TEST HISTORY FORM

APPLICANT'S NAME:		DRIVER'S LICENSE NUMBER:	
ADDRESS:		D.O.B.:	
PHONE:		SOCIAL SECURITY NUMBER:	

VEHICLE DESCRIPTION

CLASS A		CLASS B		CLASS C	
<input type="checkbox"/>	Tractor/Semi-Trailer	<input type="checkbox"/>	Straight Truck	<input type="checkbox"/>	Straight Truck
<input type="checkbox"/>	Truck & Trailer	<input type="checkbox"/>	School Bus	<input type="checkbox"/>	Van
<input type="checkbox"/>	Tow Truck	<input type="checkbox"/>	Coach Bus	<input type="checkbox"/>	Bus
<input type="checkbox"/>	Cab Over	<input type="checkbox"/>	Transit Bus	<input type="checkbox"/>	Passenger Capacity
<input type="checkbox"/>	Conventional	<input type="checkbox"/>	Tow Truck	<input type="checkbox"/>	Passenger Capacity

GVWR:	GVWR:	GVWR:			
<input type="checkbox"/>	Truck/Trailer	<input type="checkbox"/>	Truck/Trailer	<input type="checkbox"/>	Truck
<input type="checkbox"/>	Trailer	<input type="checkbox"/>	Bus License	<input type="checkbox"/>	Bus License
<input type="checkbox"/>	Truck License				
<input type="checkbox"/>	Trailer License				

EQUIPPED WITH AIR BRAKES VEHICLE WITHOUT AIR BRAKES

1st Administration

2nd Administration

3rd Administration

	Score	Pass/Fail
VEHICLE INSP. SCORE:		
BASIC CONDITION SCORE:		
ROAD TESTS SCORE:		

Score	Pass/Fail

Score	Pass/Fail

REMARKS:

Examiner's Signature

Certification Number

Date of Test

White Copy: To be sent to Division of Motor Vehicles
 Yellow Copy: To be forwarded to Third-Party Sponsor (In-House only)
 Pink Copy: To be forwarded to the Regional Site Coordinator
 Goldenrod: To be retained by the Third-Party Examiner

State of West Virginia **VENDOR PREFERENCE CERTIFICATE**

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 Resident Vendor Preference, if applicable.

- 1. **Application is made for 2.5% resident 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; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **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% resident 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% resident vendor preference for the reason checked:**
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,
- 4. **Application is made for 5% resident 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% resident 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% resident 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.

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) reject the bid; 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.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), 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.

RFQ No. _____

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE:

West Virginia Code §5A-3-10a provides that: 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 the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: _____

Authorized Signature: _____ Date: _____