



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

State of West Virginia  
**Contract**

Order Date: 07-26-2024

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CCT 0802 5010 DMV240000001 3	<b>Procurement Folder:</b>	1262745
<b>Document Name:</b>	To provide support and assistance to GHSP	<b>Reason for Modification:</b>	Change Order 2 To renew contract
<b>Document Description:</b>	To provide support and assistance to GHSP		
<b>Procurement Type:</b>	Central Sole Source		
<b>Buyer Name:</b>	David H Pauline		
<b>Telephone:</b>	304-558-0067		
<b>Email:</b>	david.h.pauline@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2023-10-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-09-30

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000100775	<b>Requestor Name:</b>	Jackie L McNeely
CAMBRIDGE SYSTEMATICS INC 101 STATION LANDING STE 410		<b>Requestor Phone:</b>	(304) 926-3823
MEDFORD MA 02155 US		<b>Requestor Email:</b>	jack.l.mcneely@wv.gov
<b>Vendor Contact Phone:</b>	617-354-0167 Extension:	<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION</div>	
<b>Discount Details:</b>			
	<b>Discount Allowed</b> <b>Discount Percentage</b> <b>Discount Days</b>		
#1	No                      0.0000                      0		
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

INVOICE TO	SHIP TO
MANAGER ACCOUNTS PAYABLE DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200  CHARLESTON WV 25304  US	304-926-3960 DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING  5707 MACCORKLE AVENUE, S.E. SUITE 200 CHARLESTON WV 25317  US

<b>Total Order Amount:</b>	\$665,729.52
----------------------------	--------------

Purchasing Division's File Copy

JE 7/29/24

<b>PURCHASING DIVISION AUTHORIZATION</b>  DATE: <i>JA 7.30.24</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>  DATE: <i>John L. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b>  DATE: <i>8-26-24</i> ELECTRONIC SIGNATURE ON FILE
---	--	--

*8/26/2024*

**Extended Description:**

Changer Order 2

Change Order 2 is issued to renew the original contract according to all terms, conditions, prices, and specifications contained in the original contract, including all authorized change orders.

Effective date of renewal: 10/1/24-9/30/25

Renewals remaining: 2 (two)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101505	0.00000		0.000000	\$61,145.00
Service From	Service To	Manufacturer		Model No	
2023-10-01	2024-09-30				

**Commodity Line Description:** Highway Safety Plan/Annual Grant Application - Year 1

**Extended Description:**

Highway Safety Plan/Annual Grant Application - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101505	0.00000		0.000000	\$39,580.00
Service From	Service To	Manufacturer		Model No	
2023-10-01	2024-09-30				

**Commodity Line Description:** Annual Report - Year 1

**Extended Description:**

Annual Report - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101505	0.00000		0.000000	\$47,636.00
Service From	Service To	Manufacturer		Model No	
2023-10-01	2024-09-30				

**Commodity Line Description:** Annual observational Seat Belt Survey - year 1

**Extended Description:**

Annual observational Seat Belt Survey - year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101505	0.00000		0.000000	\$58,354.00
Service From	Service To	Manufacturer		Model No	
2023-10-01	2024-09-30				

**Commodity Line Description:** Traffic Records Support - year 1

**Extended Description:**

Traffic Records Support - year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80101505	0.00000		0.000000	\$16,740.00
Service From	Service To	Manufacturer		Model No	
2023-10-01	2024-09-30				

**Commodity Line Description:** Regional Highway Safety PowerPoint Presentation - Year 1

**Extended Description:**

Regional Highway Safety PowerPoint Presentation - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80101505	0.00000		0.000000	\$11,889.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-10-01	2024-09-30				

**Commodity Line Description:** GHSP Procedure Manual - Year 1

**Extended Description:**

GHSP Procedure Manual - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	80101505	0.00000		0.000000	\$11,247.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-10-01	2024-09-30				

**Commodity Line Description:** NHTSA Program Area Assessment Support - Year 1

**Extended Description:**

NHTSA Program Area Assessment Support - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	80101505	0.00000		0.000000	\$55,825.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-10-01	2024-09-30				

**Commodity Line Description:** Distracted Driving Report - Year 1

**Extended Description:**

Distracted Driving Report - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	80101505	0.00000		0.000000	\$23,922.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-10-01	2024-09-30				

**Commodity Line Description:** On-Call Tasks - Year 1

**Extended Description:**

On-Call Tasks - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	80101505	0.00000		0.000000	\$63,590.80
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2024-10-01	2025-09-30				

**Commodity Line Description:** Highway Safety Plan/Annual Grant Application - Year 2

**Extended Description:**

Highway Safety Plan/Annual Grant Application - Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	80101505	0.00000		0.000000	\$41,163.20
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2024-10-01	2025-09-30				

**Commodity Line Description:** Highway Safety Plan/Annual Grant Application - Year 2

**Extended Description:**

Annual Report - Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	80101505	0.00000		0.000000	\$49,541.44
Service From	Service To	Manufacturer		Model No	
2024-10-01	2025-09-30				

**Commodity Line Description:** Annual observational Seat Belt Survey - year 2

**Extended Description:**

Annual observational Seat Belt Survey - year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	80101505	0.00000		0.000000	\$60,688.16
Service From	Service To	Manufacturer		Model No	
2024-10-01	2025-09-30				

**Commodity Line Description:** Traffic Records Support - year 2

**Extended Description:**

Traffic Records Support - year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	80101505	0.00000		0.000000	\$17,409.60
Service From	Service To	Manufacturer		Model No	
2024-10-01	2025-09-30				

**Commodity Line Description:** Regional Highway Safety PowerPoint Presentation - Year 2

**Extended Description:**

Regional Highway Safety PowerPoint Presentation - Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	80101505	0.00000		0.000000	\$12,364.56
Service From	Service To	Manufacturer		Model No	
2024-10-01	2025-09-30				

**Commodity Line Description:** GHSP Procedure Manual - Year 2

**Extended Description:**

GHSP Procedure Manual - Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	80101505	0.00000		0.000000	\$11,696.88
Service From	Service To	Manufacturer		Model No	
2024-10-01	2025-09-30				

**Commodity Line Description:** NHTSA Program Area Assessment Support - Year 2

**Extended Description:**

NHTSA Program Area Assessment Support - Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
17	80101505	0.00000		0.000000	\$58,058.00
Service From	Service To	Manufacturer		Model No	
2024-10-01	2025-09-30				

**Commodity Line Description:** Distracted Driving Report - Year 2

**Extended Description:**

Distracted Driving Report - Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
18	80101505	0.00000		0.000000	\$24,878.88
Service From	Service To	Manufacturer	Model No		
2024-10-01	2025-09-30				

**Commodity Line Description:** On-Call Tasks - Year 2

**Extended Description:**

On-Call Tasks - Year 2



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
**Division of Motor Vehicles**

5707 MacCorkle Avenue, Southeast  
Post Office Box 17300  
Charleston, West Virginia 25317-0010 • (304) 558-3900  
TDD: (800) 742-6991 • (800) 642-9066

Everett J. Frazier  
*Commissioner*  
Division of Motor Vehicles

Jimmy Wriston, P.E.  
*Secretary of Transportation*  
Commissioner of Highways

June 6, 2024

Cambridge Systematics, Inc.  
101 Station Landing STE 410  
Medford, MA 02155

**RE: CCT DMV2400000001 – Support and Assistance to GHSP**

The West Virginia Division of Motor Vehicles is requesting to renew year two of our current contract for the support and assistance to GHSP. The renewal effective dates are October 1, 2024 through September 30, 2025. If you agree to this renewal, please sign below and return to me at [Georgina.davis@wv.gov](mailto:Georgina.davis@wv.gov). Please let me know if you have any questions.

Thank you.

Georgie Davis

*We agree to renew the contract for the period stated above under the same terms and conditions as in the original purchase order and any change orders thereto.*

*Cambridge Systematics, Inc.*

Steven A. Capecchi  
*Steven A. Capecchi*  
Name/Signature

Chief Operating Officer  
Title

06/27/2024  
Date

*WV Division of Motor Vehicles*

[Signature]  
Name/Signature

Director  
Title

7/1/2024  
Date

You are viewing this page over a secure connection. Click here for more information.

## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

### CAMBRIDGE SYSTEMATICS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	1/13/2009		1/13/2009	Foreign	Profit			

Organization Information		
<b>Business Purpose</b>	5416 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Management, Scientific and Tech Consulting Services (administrative, general, HR, marketing, process, physical distribution, logistics, environmental)	
<b>Charter County</b>		<b>Control Number</b> 99CTZ
<b>Charter State</b>	MA	<b>Excess Acres</b>
<b>At Will Term</b>		<b>Member Managed</b>
<b>At Will Term Years</b>		<b>Par Value</b>

<b>Authorized Shares</b>	<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Local Office Address</b>	101 STANTON LANDING SUITE 410 MEDFORD, MA, 02155
<b>Mailing Address</b>	101 STATION LANDING SUITE 410 MEDFORD, MA, 02155 USA
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Principal Office Address</b>	101 STATION LANDING SUITE 410 MEDFORD, MA, 02155 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	MARLENE CONNOR 101 STATION LANDING SUITE 410 MEDFORD, MA, 02155
<b>Director</b>	BRADFORD W. WRIGHT 101 STATION LANDING SUITE 410 MEDFORD, MA, 02155
<b>President</b>	BRADFORD W. WRIGHT 101 STATION LANDING SUITE 410 MEDFORD, MA, 02155
<b>Secretary</b>	SUSAN A. KRABBE 101 STATION LANDING SUITE 410 MEDFORD, MA, 02155



<b>Treasurer</b>	KAREN NOCITO 101 STATION LANDING SUITE 410 MEDFORD, MA, 02155
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>
<b>Filed For</b>
2024
2023
2022
2021
2020
2019
2018
2017x
2017
2016
2015
2014
2013
2012
2011
2010
<b>Date filed</b>

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

Monday, July 29, 2024 — 12:38 PM

© 2024 State of West Virginia

Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry. [Sign In](#)

Select Domain **Entity Information**

All Entity Information

**Entities**

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

**Search Editor**

- Any Words
- All Words
- Exact Phrase

Entity

Entity Name

No results found  
Unique Entity ID

CAGE / NCAGE

Location

Status

- Active
- Inactive

Reset



## No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

- [Search inactive](#)
- [Go back](#)

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>7/29/24</u>	Agency: Division of Motor Vehicles
Solicitation No. <u>CCT DMV24*01</u> <span style="margin-left: 100px;"><u>CO#2</u></span>	Procurement Officer Submitting Requisition: Kristy James
	Requisition No. CCT DMV2400000001 CO2
	PF No.: 1262745

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b>	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

*For Purchasing Division Use Only:*

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: \_\_\_\_\_

