



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

State of West Virginia  
**Master Agreement**

Order Date: 09-16-2024

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>	CMA 0802 5050 DMV2200000004 4	<b>Procurement Folder:</b>	962419
<b>Document Name:</b>	ATS Software Maintenance & Support	<b>Reason for Modification:</b>	
<b>Document Description:</b>	ATS Software Maintenance & Support	Change Order 3 To renew contract	
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2022-02-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2026-01-31

VENDOR		DEPARTMENT CONTACT			
<b>Vendor Customer Code:</b>	VS0000005235	<b>Requestor Name:</b>	Arlene G Moore		
INTELLECTUAL TECHNOLOGY INC 1901 CAMINO VIDA ROBLE STE 204		<b>Requestor Phone:</b>	(304) 926-0718		
CARLSBAD CA 92008		<b>Requestor Email:</b>	arlene.g.moore@wv.gov		
US		<div style="font-size: 2em; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
<b>Vendor Contact Phone:</b>	760-476-9100			<b>Extension:</b>	
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

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>	Open End
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Purchasing Division's File Copy

JE 9/20/24  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *JA 9.25.24*  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *John L. Gray*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *10.2.24*  
 ELECTRONIC SIGNATURE ON FILE

*10/2/2024*

**Extended Description:**

**Change Order**

Change Order No. 3, 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 February 1, 2025 through January 31, 2026

Renewals years remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81112200				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2022-02-01	2026-01-31		295400.00	

**Commodity Line Description:**    ATS software technical support and maintenance

**Extended Description:**

Services for ATS Software Technical Support and Maintenance per the specifications.



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

September 5, 2024

Intellectual Technology, Inc.  
1901 Camino Vida Roble STE 204  
Carlsbad, CA 92008

RE: CMA DMV2200000004 – ATS Software Maintenance and Support Renewal Notice

The West Virginia Division of Motor Vehicles is requesting to renew our current contract under the same terms, conditions and pricing as the original contract. The renewal effective dates are February 1, 2025 through January 31, 2026. If you agree to this renewal, please sign below and return to me.

You can return the signed document 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.*

Intellectual Technology, Inc.

DocuSigned by:  
Draw Melanson  
Name/Signature

Chief Executive Officer  
Title

9/13/2024  
Date

WV Division of Motor Vehicles

Harry B. Anderson  
Name/Signature

Project Manager / Asst. Director  
Title

9-16-2024  
Date

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## 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.*

### INTELLECTUAL TECHNOLOGY, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	8/19/2013		8/19/2013	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	5419 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Other Professional/Scientific/Technical Services (marketing research, public opinion polling, photographic, translation & interpretation, veterinary services)		
<b>Charter County</b>		<b>Control Number</b>	9A1U7
<b>Charter State</b>	DE	<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
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<b>Addresses</b>	
Type	Address
<b>Local Office Address</b>	2980 E. COLISEUM BLVD. SUITE 100 FORT WAYNE, IN, 46805
<b>Mailing Address</b>	2980 E. COLISEUM BLVD. SUITE 100 FORT WAYNE, IN, 46805 USA
<b>Notice of Process Address</b>	COGENCY GLOBAL INC. 128 CAPITOL STREET CHARLESTON, WV, 25301
<b>Principal Office Address</b>	2980 E. COLISEUM BLVD. SUITE 100 FORT WAYNE, IN, 46805 USA
Type	Address

<b>Officers</b>	
Type	Name/Address
<b>President</b>	DREW NICHOLSON 2980 E. COLISEUM BLVD. STE.100 FORT WAYNE, IN, 46805
<b>Secretary</b>	MIKE SEPE 2980 E. COLISEUM BLVD. STE. 100 FORT WAYNE, IN, 46805
<b>Vice-President</b>	CRAIG LITCHIN 1901 CAMINO VIDA ROBLE SUITE 204 CARLSBAD, CA, 92078
Type	Name/Address

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

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

Friday, September 20, 2024 — 12:31 PM

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Search

All Words

▼ eg: 19754-0210002



Select Domain  
All Domains



Filter By



### Keyword Search

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

Simple Search

Search Editor

Any Words

All Words

Exact Phrase

eg: 19754-0210002

"Intellectual Technology, Inc." x

### Federal Organizations

Enter only company name

Status



## No matches found

Your search did not return any results.

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Sign In

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

Yes

Go Back

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>9/20/24</u>  Solicitation No. <u>CMA DMV 22*04</u> <span style="margin-left: 100px;"><u>00#3</u></span>	Agency: Division of Motor Vehicles  Procurement Officer Submitting Requisition: Kristy James  Requisition No. CMA DMV22*04 CO3  PF No.: 962419
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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 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: \_\_\_\_\_

