

From: Sheets, Mike - Purchasing
Sent: Tuesday, January 15, 2019 11:41 AM
To: Monroe, Steven E <Steven.E.Monroe@wv.gov>
Cc: Whittaker, Frank M <Frank.M.Whittaker@wv.gov>
Subject: RE: Division of Motor Vehicles Emergency Purchase Request

Steve,

Your emergency request for processing of Driver's License and Motor Vehicle Registration Renewal Notices for the period of 01/23/19 to 07/31/19 is approved. Please follow emergency purchasing procedures as found in the Handbook and follow up with documentation within thirty days.

Regards,
Mike

W. Michael Sheets
Director
WV Purchasing Division
2019 Washington Street, East
Charleston, WV 25305

Phone: (304) 558-0492
Fax: (304) 558-4115

From: Monroe, Steven E <Steven.E.Monroe@wv.gov>
Sent: Tuesday, January 15, 2019 11:35 AM
To: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Cc: Whittaker, Frank M <Frank.M.Whittaker@wv.gov>
Subject: FW: Division of Motor Vehicles Emergency Purchase Request

Dear Mike:

Please see the attached emergency purchase request to process Driver's License and Motor Vehicle Registration Renewal Notices.

Thank you for your time and consideration of this request.

Steve Monroe, Manager
West Virginia Division of Motor Vehicles
1317 Hansford Street
Charleston, WV 25301
(304)558-2232
Steven.e.monroe@wv.gov

From: 9075@wv.gov <9075@wv.gov>
Sent: Tuesday, January 15, 2019 11:42 AM
To: Monroe, Steven E <Steven.E.Monroe@wv.gov>
Subject: Message from KM_364e DMV Purchasing/Accounts Payable



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Motor Vehicles

1317 Hansford Street
Charleston, West Virginia 25301 • (304) 558-3900
TDD: (800) 742-6991 • (800) 642-9066


Thomas J. Smith, P. E.
Cabinet Secretary

Jill M. Newman
Deputy Secretary

January 15, 2019

MEMORANDUM

TO: Mike Sheets, Director, Purchasing Division

FROM: Steve Monroe, DMV Purchasing 

SUBJECT: Request for Emergency Purchase Driver's License and Motor Vehicle Registration Renewal Notices

The Division of Motor Vehicles (DMV) requests approval of an emergency purchase to obtain a vendor to produce Driver's License and Motor Vehicle Registration Renewal Notices from January 23, 2019 to July 31, 2019. The current contract, CMA 0802 DMV1500000002 expires January 22, 2019.

The Division is required by §17B-2-12a of the Code of West Virginia, to deliver these renewal notices. DMV feels this emergency purchase is critical to maintaining uninterrupted services of renewal notices for the Citizens of West Virginia. DMV estimates the cost of this emergency purchase to be approximately one hundred sixty-five thousand dollars (\$165,000.00).

The Division has developed an RFQ for a new contract to provide this service. However, the REQ process has been greatly hindered by the passage of House Bill 4015 (HB 4015). HB 4015 requires the Division design a new license plate for the front and back of all State Vehicles. The Division must then issue new titles, registration cards and plates to all state owned or leased vehicles by December 31, 2018. Any vehicle not properly titled and displaying the new registration plates as of January 1, 2019 will not be legal to operate on the highway. As written, HB 4015 does not provide additional personnel or funding for DMV to meet these requirements, causing DMV to shift its focus from Motor Vehicle Registration Renewal Notices specifications drafting to accomplishing requirements of HB 4015. Failure to meet deadlines imposed by this bill could inhibit an Agency's ability to operate.

DMV is currently working with IS&C to determine if the Driver's License and Motor Vehicle Registration Renewal Notice process can be completed in house. DMV feels it is important to explore this possibility thoroughly before advertising an RFQ.

DMV's mission is to provide essential motor vehicle and driver services, facilitate interstate travel by providing reciprocity for West Virginia vehicles and drivers in other states, issue secure credentials, and to host identification information used in Homeland Security operations. Because Driver License and

Motor Vehicle Registration renewal notices is a critical part of DMV provided services, it is necessary to have continuous and uninterrupted services of renewal notices sent to the citizens of West Virginia.

DMV hopes this is enough information to allow you to authorize an emergency purchase of Driver's License and Motor Vehicle Registration Renewal Notices from January 23, 2019 through July 31, 2019.

Please call me at (304)558-2232 if you have any questions.