

Project Number(s)

Encumbrance Document ID			
Trans	Dept	Unit	Identification Number
CT	DOT	0287	INTF00X02016J0090042

681

11/18/2016

**Funding Source**

Capital  Tolls Capital  Tolls General  Federal Grant   
 Operating  Tolls Operating  Expendable Trust

Approp No	Obj	Unit	Activity	Program	Phase	N/P	Amount Allocated
17903004	J33	IR04		RMV008			\$91,455.52
60440001	J33	R110					(\$91,455.52)
							<b>\$0.00</b>

**Obligation By Fiscal Year for Multi-Year Contracts**

	17903004	60440001	Total
2017	\$91,455.52	(\$91,455.52)	\$0.00
<b>MMARS Total</b>	<b>\$91,455.52</b>	<b>(\$91,455.52)</b>	<b>\$0.00</b>

Reason for Request: NZT to Atlas for 48 Scanners

Contract #: 90042

Cost Reduction %:

Vendor ID & Address Code: VC6000183131 AD001


Current Year Savings:


Vendor Name: MORPHOTRUST USA, LLC

Contract Location:

Contract Description: Morpho Trust Drivers License Production

Report Notes:

Recommended by:  11/18/2016  
(Signature / Date)

Approved by:  11.19.16  
(Signature / Date)

<b>Completed by the Budget Office:</b>	
Expense Budget Entered By: _____ (Signature / Date)	Approved by: _____ (Signature / Date)



Commonwealth of Massachusetts Office of the Comptroller  
Contract Commodity Encumbrance Form

Document Name: MORPHO TRUST DRIVERS LICENSE PRODUCTION [1702021]

Document Description: NZT to Alias for 48 Scanners

Document I.D.		MA Information						
Code	Dept	Unit	Document Identifier	Action	Code	Department	Identification Number	Vendor Line
CT	DOT	0287	INTF00X02016J0090042	Mod	MA			

Header / Vendor Information

Budget FY:	2017	Document Total:	
Fiscal Year:	2017	Vendor Name:	MORPHOTRUST USA, LLC
Period:	4	Vendor Address:	6840 CAROTHERS PKWY STE 650
Board Award:	0090042	Vendor/Customer No.:	VC6000183131
Requester ID:	dolaci	Address Code:	AD001
Report Note:		City:	FRANKLIN
		State:	TN
		Comment:	

Line #1 - Commodity Information

Commodity Code	821300000000	List Price		Description		Commodity Ref. Line	
Line Type	Service	Unit Price		Contract Amount			
Quantity		Service From	08/20/2015	Action (Incl/Dec)			
Unit of Measure		Service To	10/23/2021	Incl/Dec Amount			

Line #2 - Accounting Information

Event Type	PR05	Budget FY	2017	Unit	R110	Major Program		Location	
Line Amount	D \$91,455.52	Fiscal Year	2017	Object	J33	Program		Phase	
Dept	DOT	Period	4	Appropriation	60440001	Program Period		Activity	
Line Description	NZT to Alias for 48 Scanners								
				Dept Object		Function			

TO THE COMPTROLLER OF THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify under the penalties of perjury that all laws of the Commonwealth governing disbursements of public funds and the regulations thereof have been complied with and observed

Print Name: John Calvert Signed: [Signature] Prepared by: [Signature] Title: [Signature] Phone Ext.: 9961 Date: 11/18/2016

Print Name: William Xue Signed: [Signature] Authorized Signatory: [Signature] Title: IT Finance Manager Phone Ext.: 9878 Date: 11/18/2016

FOR FISCAL USE ONLY			
Entered By:	Date:	Verified By:	Date:
(Initial)	(Initial)	(Initial)	(Initial)



Document Name	MORPHO TRUST DRIVERS LICENSE PRODUCTION		[1702021]
Document Description	NZE to Alias for 48 Scanners		

Document I.D.			
Code	Dept	Unit	Action
CT	DOT	0287	INTF00X02016J0090042 Mod

**Line #8- Accounting Information**

Event Type	PR05	Budget FY	2017	Unit	IR04	Major Program		Location
Line Amount	1 \$91,455.52	Fiscal Year	2017	Object	J33	Program	RMV008	Phase
Dept	DOT	Period	4	Appropriation	17903004	Program Period		Activity
Line Description	NZE to Alias for 48 Scanners			Dept Object		Function		

**TO THE COMPTROLLER OF THE COMMONWEALTH OF MASSACHUSETTS**  
 I hereby certify under the penalties of perjury that all laws of the Commonwealth governing disbursements of public funds and the regulations thereof have been complied with and observed.

FOR FISCAL USE ONLY			
Entered By:	Date:	Verified By:	Date:
(Initial)		(Initial)	

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Phone Ext.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Prepared by \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Phone Ext.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorized Signatory



# IT PURCHASE REQUEST FORM

**FOR OFFICE USE ONLY**  
 File # *11521*  
 Initials / Date: *10/7/16*  
 Contract # *90042*

*Morpho Trust  
 Satran*

Requestor: Sye Chanthaboun

Phone/Location: 857-368-7722/QHQ

Keith Costantino

(List any other person(s) to inform status of request via email)

Category (from drop down list)	Description of Spend	Make / Model	Quantity	Unit Cost (in dollars)	Total Cost (in dollars)	In Forecast	Innotas Project/ Number	Project Name	Funding Source/Unit
Hardware	Fujitsu Scanners for DCU with 5 year warranty		48	\$ 1,878.24	\$90,156	Yes	15539	RMV Atlas	1790-3004

- Complete any fields highlighted in Red
- Request is not processed if missing information and without proper authorization below

Hardware	\$90,156	U07 Equipment
Software	\$0	U03 Software licenses, support
Prof Svcs	\$0	U05 Staff augmentation, Consultants
Maint Svcs	\$0	U10 Equipment maintenance, support, agreements
Other	\$0	Please explain "Other" below in justification
<b>Total IT Request</b>	<b>\$90,156</b>	<i>+1,300 install = 91,455.52</i>

**Business Justification**  
(If applicable; attach document, note ship to address, explain if not in current forecast)

**Description** 48 scanners for the RMV Driver Control Unit

**Reason** This funding request is to purchase 48 desktop scanners and the associated professional services to warranty the equipment for the RMV Driver Control Unit.

**Benefit** By implementing a document scanning, DCU will be able to immediately access highly sensitive and timely documentation that is required to support a hearing determination. The scanning solution will result in an enhanced customer experience by reducing the wait times for hearings by enabling Hearings Officers to retrieve documents on a real-time basis.

**AUTHORIZED APPROVERS**

Requestor: *Sye Chanthaboun*  
Signature

Division/District/Administrator/Supervisor: *Colleen Ogilvie*  
Print Name and Signature

IT Unit Head/Director: \_\_\_\_\_  
(Required for requests greater than \$2 SK) Print Name and Signature

Deputy CIO/ Deputy CTO: \_\_\_\_\_  
(Required for requests greater than \$15K) Signature

IT Budget Office: \_\_\_\_\_  
Signature

Chief Information Officer\*: \_\_\_\_\_  
Signature

Date: 9/26/2016

Date: 9/27/16

Date: 10-24-16

Date: 10-21-16

Date: 10-24-16

\* Required for all requests greater than \$50K. All authorizations including IT Budget must be obtained before submitting to CIO for review.



# IT PURCHASE REQUEST FORM

**FOR OFFICE USE ONLY**  
 File# 11582  
 Initials / Date: 11/9/2016  
 Contract # 90042

Requestor: Sye Chanthaboun

Phone/Location: 857-368-7722/QHQ

Keith Costantino

(List any other person(s) to inform status of request via email)

Category (from drop down list)	Description of Spend	Make / Model	Quantity	Unit Cost (in dollars)	Total Cost (in dollars)	In Forecast	Innotas Project/Number	Project Name	Funding Source/Unit
Prof Svcs	Installation of Fujitsu Scanners for DCU		13	\$ 100.00	\$1,300	Yes	15539	RMV Atlas	1790-3004

- Complete any fields highlighted in Red
- Request is not processed if missing information and without proper authorization below

Hardware	\$0	U07 Equipment
Software	\$0	U03 Software licenses, support
Prof Svcs	\$1,300	U05 Staff augmentation, Consultants
Maint Svcs	\$0	U10 Equipment maintenance, support, agreements
Other	\$0	Please explain "Other" below in justification
<b>Total IT Request</b>	<b>\$1,300</b>	

**Business Justification**  
 (If applicable; attach document, note ship to address, explain if not in current forecast)

**Description** This request is for the installation of scanners for the RMV Driver Control Unit. This cost includes the installation of scanners at locations that do not align with rollout. The installation of the scanners at locations that do align with the DL/ID rollout will be done at no additional cost.

**Reason** This funding request is procure professional services from MorphoTrust to install scanners for the RMV Driver Control Unit.

**Benefit** The installation will be performed by Morpho and eliminates the need for internal resources to physically install the DCU scanners. The new scanning solution to immediately scan and access highly sensitive documentation that is required to support a hearing determination.  
 The scanning solution will result in an enhanced customer experience by reducing the wait times for hearings.

<b>AUTHORIZED APPROVERS</b>		
Requestor	<u>Sye Chanthaboun</u> Signature	Date <u>11/7/2016</u>
Division/District/Administrator/Supervisor	<u>Colleen Ogilvie</u> Print Name and Signature	Date <u>11/8/16</u>
IT Unit Head/Director <small>(Required for requests greater than \$25K)</small>	_____ Print Name and Signature	Date _____
Deputy CIO/ Deputy CTO <small>(Required for requests greater than \$15K)</small>	_____ Signature	Date _____
IT Budget Office	_____ Signature	Date _____
Chief Information Officer *	_____ Signature	Date _____

\* Required for all requests greater than \$50K. All authorizations including IT Budget must be obtained before submitting to CIO for review.

## Cadorette, John (DOT)

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**From:** Chanthaboun, Sye (DOT) <Sye.Chanthaboun@MassMail.State.MA.US>  
**Sent:** Wednesday, November 09, 2016 3:47 PM  
**To:** Yee, Bill (DOT)  
**Cc:** Malster, John (DOT); Cadorette, John (DOT)  
**Subject:** RE: Purchase Request - MRB 48 Scanners  
**Attachments:** Scanned from a Xerox multifunction device.pdf; MA 48 Scanners Patrtial Installation FQ20160811MA13R3 Quote Letter 5 yea....pdf

Bill and John C,

See the attached IT Purchase request for the installation cost of DCU scanners that can be packaged with the equipment. I've also attached the final quote from Morpho that includes both the equipment and installation.

Thanks,  
Sye

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Sye Chanthaboun  
857-368-7722

**From:** Yee, Bill (DOT) [<mailto:bill.yee@dot.state.ma.us>]  
**Sent:** Monday, November 7, 2016 3:17 PM  
**To:** Chanthaboun, Sye (DOT) <[Sye.Chanthaboun@MassMail.State.MA.US](mailto:Sye.Chanthaboun@MassMail.State.MA.US)>  
**Cc:** Malster, John (DOT) <[john.malster@dot.state.ma.us](mailto:john.malster@dot.state.ma.us)>; Cadorette, John (DOT) <[john.cadorette@dot.state.ma.us](mailto:john.cadorette@dot.state.ma.us)>  
**Subject:** RE: Purchase Request - MRB 48 Scanners

Sye, Yes, submit an IT Request, along with the quote, only for the install/amendment and John M can sign. We'll package it with the \$90K that Gary had originally approved. Thanks, Bill

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**From:** Chanthaboun, Sye (DOT) [<mailto:Sye.Chanthaboun@MassMail.State.MA.US>]  
**Sent:** Monday, November 07, 2016 3:09 PM  
**To:** Yee, Bill (DOT)  
**Cc:** Malster, John (DOT)  
**Subject:** RE: Purchase Request - MRB 48 Scanners

Bill,

We received a quote from Morpho with installation last week, but I had to request an amendment. They'll be sending the final version tomorrow.

The additional cost for installation will be \$1,300. Do I need to submit a new request form?

Thanks,  
Sye

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Sye Chanthaboun  
857-368-7722

**From:** Malster, John (DOT) [<mailto:john.malster@dot.state.ma.us>]  
**Sent:** Tuesday, October 25, 2016 7:07 AM  
**To:** Chanthaboun, Sye (DOT) <[Sye.Chanthaboun@MassMail.State.MA.US](mailto:Sye.Chanthaboun@MassMail.State.MA.US)>  
**Cc:** Yee, Bill (DOT) <[bill.yee@dot.state.ma.us](mailto:bill.yee@dot.state.ma.us)>  
**Subject:** Purchase Request - MRB 48 Scanners

Morning Sye,

Gary signed off of the purchase request for the MRB scanners. Bill Y. was looking at the docs and the installation services were not listed. Did we need an updated agreement or was this going to be handled separately?

Thanks,  
John

John Malster  
Deputy Chief Technology Officer  
Massachusetts Department of Transportation | 10 Park Plaza Suite 8110, Boston, MA 02116  
Email: [john.malster@state.ma.us](mailto:john.malster@state.ma.us)  
Phone: (857) 368-9940 | Mobile: (617) 549-8606





COMMONWEALTH OF MASSACHUSETTS  
PURCHASE ORDER  
FOR COMMODITIES AND/OR SERVICES

Includes &  
Install of Scanners

COMMODITY/EQUIPMENT  SERVICE

THIS PURCHASE ORDER CONFIRMS AN ORDER THAT WAS PREVIOUSLY PLACED. PLEASE DO NOT DUPLICATE.

*Purchase Order Issue Date:		*Purchase Order Number: <b>CTDOT028717090042</b>	
		Statewide Contract Number:	
Contract Start Date: 8/20/2015	Contract End Date: 10/23/2021	Reference MA or Contract:	

Vendor Information	
*Name: MorphoTrust USA LLC *Address: 6840 Carothers Pkwy. Ste 650 *City, State, Zip Code: Franklin, TN 37067	Contact Person: John Corson Telephone: 678-575-1586 Fax: Email: jcorson@morphotrust.com Quote Number (if applicable): FQ20160811MA13R4

Department Information	
	*Bill to Department Name: MassDOT - IT *Contact Person: Antonia Pires *Address: 10 Park Plaza, Room 5231 *City, State, Zip Code: Boston, MA 02116 Telephone: 857-368-9897 Email: antonia.pires@state.ma.us Prompt Payment Discount (Terms & %):

**Instructions to the Vendor:**

- The vendor's invoice must include the following minimum information: Purchase order number, quantity and description of item(s) shipped, unit of measure, unit price, total dollar amount of any discount, total price and the vendor's invoice number.
- The purchase order number must appear on the vendor's packing list.
- See attached specifications, if any, related to this purchase order. If this purchase order is for services, please see the section entitled Engagement of Services below. Additional specifications are not necessary if the details of the performance are covered in the contract.
- Vendor assumes risk of loss for commodities in transit. All commodities are subject to inspection upon delivery. Commodities delivered after the Requested Delivery Date above may be rejected. Rejected commodities will be returned at the vendor's expense.

\* Engagement of Services (may be required for services): If this Purchase Order is for the provision of services which have been negotiated with the vendor, provide a brief description here of those services (attach detailed specifications, if appropriate). Also, include the dates of service, the number of hours and the hourly rates associated with this engagement. The vendor must sign this form for the engagement of services. Note: This form or additional specifications are not required if the RFR and contract contain all of the required Purchase Order information.

Line #	Vendor Item Number	Item Description	Unit of Measure	Quantity	Unit Price	Subtotal (Quantity x Unit Price)	** Discount	Total Price (Subtotal minus Discount)
1	SEE ATTACHED							
2								
3								

Department Approval Signature: <u>X</u> <i>[Signature]</i> *Printed Name: John Mabton, Deputy CTO *Date:	Subtotal:  Shipping and Handling: 0.00  Total Order Amount: <u>\$91,455.52</u>
* Vendor Approval (only required for the Engagement of Services) Signature: <i>[Signature]</i> *Printed Name: Robert Eckel, President & CEO *Date: 11/17/16	

\* Indicates required field. \*\* Discount includes any Prompt Payment Discounts.





November 7, 2016

Sarah Zaphiris  
Deputy Registrar for Operations  
Registry of Motor Vehicles  
25 Newport Avenue Extension  
Quincy, MA 02171

**Quotation Reference Number:**

**FQ20160811MA13R4**

Dear Ms. Zaphiris,

MorphoTrust USA, LLC ("MorphoTrust") is pleased to provide the Massachusetts Registry of Motor Vehicles ("MassDOT") with this quote to supply the MA RMV with 48 additional Document Image Scanners.

**Description of Goods and Services:**

MassDOT is interested in an estimate for 48 additional Fujitsu Document Image Scanners, including a 5 year warranty period, to be deployed in the following 10 locations:

- Boston
- Braintree
- Fall River
- S. Yarmouth
- Wilmington
- Lawrence
- Worcester
- Springfield
- Pittsfield
- Brockton

The workstations that will leverage them are the MA RMV standard Lenovo ThinkCenter M93P. These machines would run on Win7 though as they have not yet been upgraded. There is the potential that at some point in the not too distant future, the workstations will be upgraded to Win10 but not on the same timeline as this delivery request.

The Document Image Scanners will be used by Registry Hearings Officers –who are moving to a point of sale scanning/retrieval solution and working with another vendor – Fairfax - to implement Datacap and Filenet 5.2.1.4.

**ASSUMPTIONS:**

- This quote is dependent on agreement of final specifications with the MA RMV
- MorphoTrust will install and set up the hardware only, no software implementation is included in the pricing
- The installations that take place during the scheduled Driver License Program Rollout will be installed at no additional charge
- For those locations where MorphoTrust will need to return to install, a charge of \$100 per scanner will apply (locations and numbers of scanners are denoted in the pricing table below)

Prices specified in this quotation shall remain fixed for a period of 60 days from the date of this quotation. Prices quoted herein are based upon the information that has been provided to MorphoTrust by RMV. Changes to this information may require a re quoting of the effort.

MorphoTrust standard terms and conditions which govern all purchases made pursuant to this quotation are listed below. To the extent such terms directly conflict with those set forth in this quotation, the terms in this quotation shall govern.

Please feel free to contact me with any questions you may have.

Sincerely,



John Corson  
MorphoTrust USA  
296 Concord Rd.  
Billerica, MA 01821  
518-956-0347  
jcorson@morphotrust.com

**QUOTATION**

Date: November 7, 2016  
 Quote No: FQ20160811MA13R4  
 Valid Through: 60 days from date above  
 Payment Terms: Payable within 30 days of Invoice or PPC  
 Delivery: TBD

**To:**  
 Sarah Zaphiris  
 Deputy Registrar for Operations  
 Registry of Motor Vehicles  
 25 Newport Avenue Extension  
 Quincy, MA 02171

**From:**  
 John Corson  
 MorphoTrust USA  
 296 Concord Rd.  
 Billerica, MA 01821

**NOTE: This is a firm fixed quotation for goods and services.**

Products and Services	QTY	Unit Price	Total
Document Imaging Scanners with 5 year Warranty	48	\$1,878.24	\$90,155.52
<b>Total</b>			<b>\$90,155.52</b>
<b>Installation by location</b>			
Fall River	3	\$100.00	\$300.00
Braintree	2	\$100.00	\$200.00
Lawrence	3	\$100.00	\$300.00
Springfield	3	\$100.00	\$300.00
Wilmington	2	\$100.00	\$200.00
Total Installation			\$1,300.00
<b>Total Price</b>			<b>\$91,455.52</b>

**PAYMENT TERMS:**

Payable within 30 days of invoice by MA RMV. The terms and conditions associated with Contract # 90042 will apply to this change order.

**Quote Acceptance:**

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**\*\*\* TO BETTER ALLOW MORPHOTRUST TO PROCESS YOUR ORDER \*\*\***

- 1) PLEASE SIGN THE ABOVE ACCEPTANCE OF THIS OFFER AND RETURN THIS DOCUMENT TO YOUR MORPHOTRUST SALESPERSON/CONTACT.
- 2) ALTERNATIVELY, IF YOU ARE PREPARING A PURCHASE ORDER OR CONTRACT AMENDMENT, PLEASE INCLUDE THIS OFFER WITH THE DOCUMENTS YOU ARE SUBMITTING.