

Project Number(s)

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

681

1/16/2019

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
60440001	U10	IR03	009N	C000000	000		\$9,500.00
							\$9,500.00

Obligation By Fiscal Year for Multi-Year Contracts

	60440001	Total
2019	\$9,500.00	\$9,500.00
MMARS Total	\$9,500.00	\$9,500.00

Reason for Request: Increase \$9,500 for Watertown Move

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:  1/16/18
(Signature / Date)

Approved by:  1/17/19
(Signature / Date)

Completed by the Budget Office:

Expense Budget Entered By: _____
(Signature / Date)

Approved by: _____
(Signature / Date)

Completed by the FAPRO (Applies to Capital only):

Approved by: _____
(Signature / Date)



Document Name: MORPHO TRUST DRIVERS LICENSE PRODUCTION [2126622]
 Document Description: Increase \$9,500 for Watertown Move

Code		Unit		Document Identifier		Action		Code		Department		Identification Number		Vendor Line	
CT	DOT	DOT	0287	INTF00X02016J0090042	INTF00X02016J0090042	Mod	MA								

Header / Vendor Information

Budget FY:	2019	Document Total:	
Fiscal Year:	2019	Vendor Name:	MORPHOTRUST USA, LLC
Period:	7	Vendor Address:	6840 CAROTHERS PKWY STE 650
Board Award:	0090042	Vendor/Customer No.:	VC6000183131
Requester ID:	ddt8z	Address Code:	AD001
Report Note:		Comment:	

Line #1 - Commodity Information

Commodity Code	821300000000	List Price		Description		Contract Amount		Commodity Ref Line	0
Line Type	Service	Unit Price		Contract Amount					
Quantity		Service From	08/20/2015	Action (Incl/Dec)	1				
Unit of Measure		Service To	10/23/2021	Incl/Dec Amount	\$9,500.00				

Line #30 - Accounting Information

Event Type	PR05	Budget FY	2019	Unit	IR03	Major Program		Location	
Line Amount	1 \$9,500.00	Fiscal Year	2019	Object	U10	Program	C000000	Phase	000
Dept	DOT	Period	7	Appropriation	60440001	Program Period		Activity	009N
Line Description	Incr 390k for Scanners, USB Hubs, Cabling for SCMS Phase 2								

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 Cadorelle
 Signed:
 Title: *WMA*
 Prepared by:
 Title: IT Finance Manager
 Phone Ext.: 9878
 Date: 1/16/2019
 Print Name: William Yee
 Signed:
 Title: Authorized Signatory
 Phone Ext.: 9878
 Date: 1/17/19

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



IT PURCHASE REQUEST FORM

Requestor: Alan Macdonald

David Bedard / Mark Newton

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

Phone/Location: (857) 368-7980 / QHQ

File Number: 15045
Initials and Date: g 1/15/19
Contract/Project Info #: 90042
CommBuys Bid #: 441-30

Category (from drop down list)	DESCRIPTION OF SPEND	Coverage / Service dates (licenses, annual maint support, SOW)	Make / Model	Quantity	Unit Cost (in dollars)	Total Cost (in dollars)	In Fiscal Budget	In Forecast	Innotes Project/ Number	Project Name	Funding Source/Unit
Prof Svcs	Idemia: Professional Services and material for the Watertown move.	Please see quote for detail		1	\$9,500.00	\$9,500.00				Move RMV Watertown Service Center	MMV05007
											6044
											2001

- Request is not processed if missing information and without proper authorization below**
- Hardware
- Software
- Contractor
- Prof Svcs
- Maint Svcs
- Other
- Total IT Request: \$9,500.00

U07 Equipment	
U03 Software licenses, annual fees	
U05 Hourly paid staff augmentation	
U11 Services paid on a per deliverable/task order basis	
U10 Equipment integration & service and annual maintenance support	
Other:	
Total IT Request	\$9,500.00

BUSINESS JUSTIFICATION

The RMV will be moving its Watertown Service Center to a new site in the same mall (Watertown Mall). Attached please find the details from Idemia from Quote No: FQ20181228MMA15. This is a FIRM FIXED PRICE QUOTATION.

The quote depicts the necessary D/L/D hardware, software, BACKDROPS, professional services and maintenance services requested by the RMV from Idemia through MassDOT IT.

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Other

AUTHORIZED APPROVERS FOR IT REQUEST FORM

Requestor: Alan Macdonald Date: 1/11/2019

Signature: _____

Business Approver/Manager/Dept Head: _____

IT Director: _____

Print Name and Signature - IT Manager can approve up to \$2,500

Deputy CIO/ Deputy CTO: _____

IT Finance: _____

Print Name and Signature - IT Director can approve up to \$5,000

Signature - Required for all requests greater than \$5,000

Signature - Required for all requests

Chief Information Officer: _____

Signature - Required for all requests greater than \$50,000 or issues



COMMONWEALTH OF MASSACHUSETTS
 MASSACHUSETTS DEPARTMENT OF TRANSPORTATION
 PURCHASE ORDER
 FOR COMMODITIES AND/OR SERVICES

Amend ment
Increase -
Watertown Move

COMMODITY/EQUIPMENT SERVICE

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

*Purchase Order Issue Date:		*Purchase Order Number: CTDOT028719090042						
		Contract Number: 90042						
Contract Start Date: 8/20/2015	Contract End Date: 10/23/2021	Reference MA or Contract: RFR						
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): FQ20181228MA15						
Department Information								
RMV DLID Workstations - Watertown Move in Mail PO Contact: John Cadorette Email: john.cadorette@state.ma.us Contract Manager: Alan Macdonald, Deputy Registrar Email: alan.macdonald@state.ma.us		*Bill to Department Name: MassDOT - IT *Contact Person: Antonia Pires *Address: 10 Park Plaza, Room 8350 *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:								
<p>1. 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.</p> <p>2. The purchase order number must appear on the vendor's packing list.</p> <p>3. 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.</p> <p>4. 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.</p>								
<p>* 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.</p>								
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: <i>[Signature]</i> *Printed Name: William Yee, IT Finance Manager *Date: 11/7/19					Subtotal: Shipping and Handling: 0.00 Total Order Amount: \$9,500.00 <i>Increase</i>			
<i>please sign</i> * Vendor Approval (only required for the Engagement of Services) Signature: <i>[Signature]</i> *Printed Name: David Kunen *Date: January 16, 2019								

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



January 9, 2019

Alan Macdonald
 Chief Operating Officer
 Registry of Motor Vehicles
 10 Park Plaza
 Boston, MA 02116

Subject: Quotation Reference Number FQ20181228MA15

Dear Mr. Macdonald:

IDEMIA is pleased to provide the Massachusetts Registry of Motor Vehicles (MA RMV) with this quotation in response to your request. A description of the goods and services that you have requested, plus certain terms and conditions of this quotation, appear below.

DESCRIPTION OF GOODS AND SERVICES

The MA RMV requested pricing to move the Watertown office from its current location in the Watertown Mall to a new location in the same mall. IDEMIA will move existing equipment, install new equipment, and provide 18 backdrop cloths for the DL/ID workstations. IDEMIA will set in place and cable all workstations and PCs, including those for which IDEMIA is not contractually responsible. Details of the equipment are provided below.

Area	Existing Equipment Moves	New Equipment Installs	Total Pieces of Equipment
DL/ID Workstations	15 Workstations	3 Workstations	18
Reg Only Workstations	2 Orange/Green PCs		2
ATS Permit Stations	8 Workstations	1 Workstation	9
Road Test Office	2 PCs 1 Printer	2 PCs	5
Hearing Office		1 PC 1 Printer	2
Audit Office	1 PC		1
Office Manger's Office	1 PC 1 Printer		2
District Manger Office	1 PC		1
Cash Room	2 PCs 1 Credit Card Device 1 BOA Scanner	1 PC 1 BOA Scanner	6
Counting Rooms	4 PCs 2 Printers	2 PCs	8
Self-Service PC	2 PCs	1 PC	3

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Area	Existing Equipment Moves	New Equipment Installs	Total Pieces of Equipment
TOTALS	23 Workstations 2 Orange/Green PCs 13 PCs 4 Printers 1 Credit Card Device 1 BOA Scanner	4 Workstations 7 PCs 1 Printer 1 BOA Scanner	57

IDEMIA will prepare a standard operating procedure (SOP) prior to installation. This SOP will incorporate lessons learned from the Danvers office installation.

ASSUMPTIONS

- The three new DL/ID workstations and one new ATS workstation will be taken from the MA RMV reserve in IDEMIA's warehouse. MA RMV will provide all other workstations.
- The installation work will occur on a mutually agreed upon weekend, from Friday evening until Sunday afternoon.
- MassDOT IT will be on-site to support the work and will handle any logins to systems to which IDEMIA does not have access.
- The MassDOT IT network will be in place
- MassDOT's moving vendor will move the equipment from the current site to the new site.
- MassDOT will arrange for a subcontractor to install the backdrops on the partitions.

FIRM FIXED PRICE QUOTATION

Scope	Price
Professional services and material for Watertown move	\$9,500

MILESTONE BILLING SCHEDULE

#	Milestone Definition	Milestone Value
1	Completion of Watertown move ¹	\$9,500

OTHER TERMS AND CONDITIONS

- The terms and conditions associated with contract # 90042 will apply to this change order.
- Prices specified in this quotation shall remain fixed for a period of 30 days from the date of this quotation.
- MA RMV to provide two or more sets of dates for installation in order for IDEMIA to schedule resources for the install
- Prices quoted herein are based upon the information that has been provided to IDEMIA by MA RMV. Changes to the information provided may result in a change in price.

¹ Also denotes final acceptance of work performed.



296 Concord Road Suite 300
Billerica, MA 01821
978-215-2400

- We are only able to begin work on this project upon receipt of a purchase order.
- IDEMIA will invoice according to the milestone billing schedule.

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

Sincerely,

A handwritten signature in black ink, appearing to read "John Corson".

John Corson
Client Executive
IDEMIA
296 Concord Road Suite 300
Billerica, MA 01821
518-956-0347
jcorson@us.idemia.com

