

Project Number(s)

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

681

6/12/2018

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	R110	009N	C000000	000		\$24,040.00
							\$24,040.00

Obligation By Fiscal Year for Multi-Year Contracts

	60440001	Total
2019	\$12,020.00	\$12,020.00
2020	\$12,020.00	\$12,020.00
MMARS Total	\$24,040.00	\$24,040.00

Reason for Request: Maint Year 2&3 for 4 Haverhill Capture Workstations

Contract #: **90042**

Cost Reduction %:

Vendor ID & Adress Code: **VC6000183131 AD001**

Current Year Savings:

Vendor Name: **MORPHOTRUST USA, LLC**

Contract Location:


Contract Description: **Morpho Trust Drivers License Production**

Report Notes:

Recommended by:  6/12/2018
(Signature / Date)

Approved by:  6/13/18
(Signature / Date)

Completed by the Budget Office:

Expense Budget Entered By:  6/14/18
(Signature / Date)

Approved by:  6/15/18
(Signature / Date)

Completed by the FAPRO (Applies to Capital only):

Approved by: _____
(Signature / Date)



Commonwealth of Massachusetts Office of the Comptroller
Contract Commodity Encumbrance Form

95042

12032774

Document Name	MORPHO TRUST DRIVERS LICENSE PRODUCTION	Document ID	INTF00X02016J0090042
Document Description	Maint Year 2&3 for 4 Haverhill Capture Workstations	Action	Mod
Code	Dept Unit	Code	MA
CT	DOT 0287	Department	
Document Identifier		Identification Number	Vendor Line

Header / Vendor Information		Document Total:	
Budget FY	2018 2019	Vendor Name:	MORPHOTRUST USA, LLC
Fiscal Year	2018 11	Vendor Address:	6840 CAROTHERS PKWY STE 650
Period	12 1	Vendor/Customer No.:	VC6000183131
Board Award	0090042	Address Code:	AD001
Requester ID	dotadi	City	FRANKLIN
Report Note:		State	TN
		Comment	

Line #1 - Commodity Information			
Commodity Code	821300000000	List Price	
Line Type	Service	Unit Price	
Quantity		Service From	08/20/2015
Unit of Measure		Service To	10/23/2021
		Incl/Dec Amount	\$24,040.00

Line #37 - Accounting Information			
Event Type	PR08	Budget FY	2019
Line Amount	1 \$12,020.00	Fiscal Year	2018 2019
Dept	DOT	Period	12 1
Line Description	Maint Y12 for Capture Workstations(4) for Haverhill		
Unit		Object	U10
		Appropriation	60440001
		Dept Object	
		Major Program	
		Program	C000000
		Phase	000
		Program Period	
		Activity	009N

Line #38 - Accounting Information			
Event Type	PR08	Budget FY	2020
Line Amount	1 \$12,020.00	Fiscal Year	2018
Dept	DOT	Period	12
Line Description	Maint Y13 for Capture Workstations(4) for Haverhill		
Unit		Object	U10
		Appropriation	60440001
		Dept Object	
		Major Program	
		Program	C000000
		Phase	000
		Program Period	
		Activity	009N

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: <u>MM</u> (Initial)	Date: <u>7/10</u>
Verified By: <u>MM</u> (Initial)	Date: <u>7/19</u>

Print Name: John Cabette Signed: [Signature] Title: MA Phone: 9460 Date: 6/21/18

Print Name: William Foe Signed: [Signature] Title: IT Financial Mgr Phone: 9878 Date: 6/13/18

Prepared by: [Signature] Authorized Signatory: [Signature]



IT PURCHASE REQUEST FORM

File Number

12580

Initials and Date

6/5/18

Contract/Project Info #

90042

Requestor: Sarah Zaphiris

Bill Norrish, Joseph Tomassini

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

Phone/Location: 9458/Registrar's Office

CommBUYS Bid #

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	Involes Project/ Number	Project Name	Funding Source/Unit
Hardware	Capture Workstation w/ Engineering & Installation [Total Cost of Goods]		103179	4	\$17,758.50	\$71,034.00			40	Capture Workstations PARS/Program: RM18XXX025	6A20-1317 / R06
Maint Svcs	3 Year (1st year free)		90042	8	\$3,005.00	\$24,040.00			40	IT Operating	6044-0001 / R04
						\$0.00					
Total IT Request						\$95,074.00					

- Request is not processed if missing information and without proper authorization below

Hardware	\$71,034.00
Software	
Contractor	
Prof Svcs	
Maint Svcs	\$24,040.00
Other	
Total IT Request	\$95,074.00

- 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:

BUSINESS JUSTIFICATION

Description: Quote #: FQ20180322MA03 [ATTACHED]

Reason: RMV Haverhill Service Center License Workstations required for normal operating business of new ATLAS & REAL ID Programs. This Equipment Purchase is part of the RMV Modernization & Improvement CIP Initiative.

Benefit: Customer Service

Other: *NOT REFINANCING*

AUTHORIZED APPROVERS FOR IT REQUEST FORM

Requestor: *[Signature]* Date: 6/5/2018

Business Approver/Manager/Dept Head: *[Signature]* Sarah Zaphiris Date: 6/5/18
 Print Name and Signature - IT Manager can approve up to \$2,500

IT Director: *[Signature]* Date: 6/11/2018
 Print Name and Signature - Director can approve up to \$5,000

Deputy CIO/ Deputy CTO: *[Signature]* Date: 6/11/2018
 Signature - Required for all requests greater than \$5,000

IT Finance: *[Signature]* Date: 6/11/18
 Signature - Required for all requests

Chief Information Officer: *[Signature]*
 Signature - Required for all requests greater than \$50,000 or issues

Cadorette, John (DOT)

From: Zaphiris, Sarah (DOT) <sarah.zaphiris@state.ma.us>
Sent: Tuesday, June 05, 2018 2:46 PM
To: Norrish, Bill (DOT)
Cc: Kunen, David; Corson, John; Tibma, Mary (DOT); Bedard, David (DOT); Cadorette, John (DOT); Tomassini, Joseph (DOT)
Subject: RE: Quote for Haverhill Move plus 4 Workstations
Attachments: Signed quote for Haverhill workstations 060518.pdf

Signed quote attached.

From: Norrish, Bill (DOT)
Sent: Tuesday, June 5, 2018 11:31 AM
To: Zaphiris, Sarah (DOT)
Cc: Kunen, David; Corson, John; Tibma, Mary (DOT); Bedard, David (DOT)
Subject: RE: Quote for Haverhill Move plus 4 Workstations

Sarah

The update I received this morning from General Services was that Haverhill construction has started and the Service Center is targeted to open September 1. Can we submit this for approval this week? There is a 12 week lead time on procuring new Licensing hardware.

Thanks
Bill

From: Corson, John [<mailto:John.Corson@us.idemia.com>]
Sent: Monday, April 02, 2018 5:06 PM
To: Norrish, Bill (DOT) <Bill.Norrish@MassMail.State.MA.US>
Cc: Zaphiris, Sarah (DOT) <sarah.zaphiris@MassMail.State.MA.US>; Kunen, David <David.Kunen@us.idemia.com>
Subject: Quote for Haverhill Move plus 4 Workstations

Good Afternoon,

Please see the attached quote and let me know if you have any questions. Any information you can provide us with regard to timing will help us ensure equipment availability...

Thank you and have a great evening.

John

John CORSON
Client Executive | Sales | NORAM I&S



john.corson@us.IDEMIA.com

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OT-MORPHO is now DEMIA

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

COMMODITY/EQUIPMENT SERVICE

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

*Purchase Order Issue Date:	*Purchase Order Number: CTDOT028718090042	
	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	Contact Person: John Corson
*Address: 6840 Carothers Pkwy, Ste 650	Telephone: 678-575-1586
*City, State, Zip Code: Franklin, TN 37067	Fax:
	Email: jcorson@morphotrust.com
	Quote Number (if applicable): FQ20180322MA03 YEAR 2&3

Department Information

PO Contact: John Cadorette Email: john.cadorette@state.ma.us	*Bill to Department Name: MassDOT - IT
Contract Manager: Sarah Zaphiris, Deputy Registrar Email: sarah.zaphiris@massmail.state.ma.us	*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:

- 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: William Yee, IT Finance Manager *Date: 6/17/11	Subtotal: Shipping and Handling: 0.00 Total Order Amount: \$24,040.00 <i>Year 2 9 (2,020.00)</i> <i>Year 3 4 (2,020.00)</i>
* Vendor Approval (only required for the Engagement of Services) *Signature: <i>[Signature]</i> *Printed Name: Zara Gerald *Date: 8-15-18	

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



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

FIRM FIXED PRICE QUOTATION

Date: April 2, 2018
 Quote No: FQ20180322MA03
 Valid Through: 60 days from date above
 Payment Terms: Per contract terms
 Delivery: Per RMV instruction; not before 12 weeks after receipt of order

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

From:
 John Corson
 Client Executive
 IDEMIA
 296 Concord Road Suite 300
 Billerica, MA 01821

Capture Workstation	Quantity	Unit Price	Total
Signature Capture Device	4	\$642	\$2,568
Photo Image Capture Device	4	\$2,316	\$9,264
Document Imaging Scanners	4	\$1,204	\$4,816
Vision Screening Test Device	4	\$3,385	\$13,540
Document Authentication Scanner	4	\$4,375	\$17,500
Customer Facing Monitor	4	\$289	\$1,156
Freestanding Backdrop - Double-Sided	4	\$2,000	\$8,000
Workstation Printer	4	\$625	\$2,500
Peripherals (Hub, Dongle, Cables)	4	\$300	\$1,200
Vision Bracket	4	\$750	\$3,000
Capture Workstation Subtotal			\$63,544
Professional Services	Quantity	Unit Price	Total
Program Management	4	\$185	\$740
Integration Engineer	12	\$125	\$1,500
PC Installation	32	\$125	\$4,000
Professional Services Subtotal			\$6,240
Non-Recurring Engineering	Quantity	Unit Price	Total
Subcontractor non-recurring engineering for double-sided backdrop	1	\$1,250	\$1,250
Non-Recurring Engineering Subtotal			\$1,250
Maintenance	Quantity	Unit Price	Total
Year 1 (Warranty Period)	4	\$0	\$0
Year 2	4	\$3,005	\$12,020
Year 3	4	\$3,005	\$12,020
Maintenance Subtotal			\$24,040
Total			\$95,074

Pricing notes:

- The non-recurring engineering charge for double-sided backdrop will be waived if paid for on another change order.

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

- The freestanding, double-sided backdrop has been priced. If the RMV prefers a different model, IDEMIA will update this quote.
- Price includes applicable software licenses.

Quote Acceptance: FQ20180130MA01

[Handwritten Signature]
Signature

Jun 5, 2018
Date

Sarah Zepheris
Printed Name

*** TO BETTER ALLOW IDEMIA TO PROCESS YOUR ORDER ***

PLEASE SIGN THE ABOVE ACCEPTANCE OF THIS OFFER, AND RETURN THIS DOCUMENT TO YOUR IDEMIA CONTACT.

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