

## **MOTOR VEHICLE DRIVER LICENSE AUTHORIZED AGENT SERVICES JUS18-0066N-2**

**THIS CONTRACT** is entered into by and between the State of Montana, Department of Justice, Motor Vehicle Division, (State), whose address and phone number are 302 N. Roberts Helena Montana 59620 406-444-3638, and O.S.LLC d.b.a. MVD Express/MVD Express Montana (Agent) whose address and phone number are 10200 Menaul Blvd. N.E.Ste.100, Albuquerque, MN 87112 and 505-323-0408 Ext 08151.

### **1. EFFECTIVE DATE, DURATION, AND RENEWAL**

**1.1 Contract Term.** The Contract's initial term shall commence upon execution by the State, and shall terminate on December 31, 2024, unless terminated earlier as provided in this Contract. In no event is this Contract binding on State unless State's authorized representative has signed it. The legal counsel signature approving legal content of the Contract and the procurement officer signature approving the form of the Contract do not constitute an authorized signature.

**1.2 Contract Renewal.** State may renew the term of this Agreement under its then-existing terms and conditions in one four-year term. The term of this Agreement, including any and all renewals, may not exceed a total of ten years.

### **2. CONSIDERATION/PAYMENT**

**2.1** The service fees charged during the initial contract term shall be set forth in each work order. The transaction fee for each service shall not exceed \$50.00.

**2.2** If State agrees, the parties may negotiate fee adjustments at the time of Contract renewal and an acceptable adjustment will not be unreasonably withheld.

**2.3** Service fees and any applicable gross receipts tax shall be in addition to all Motor Vehicle Division (MVD) taxes, charges, and other fees imposed by statute or regulation. Agent acknowledges and agrees that the service fee described in this section shall constitute Agent's sole compensation for providing services under this Contract. Agent shall not be entitled to, nor shall MVD pay, any compensation or fee to Agent for services provided by Agent to the public under this Contract.

### **3. SERVICES AND/OR SUPPLIES**

#### **3.1 Agent may provide the following:**

3.1.1 Agent may perform duties related to servicing the MVD customers and other services that may be deemed necessary by MVD in the driver services realm. The Agent as defined in Montana Code Annotated (MCA) § 61-3-116 will be authorized through the work order procedure to perform services listed below:

The types of transactions could include, upon mutual agreement, the following:

- ⌚ New Montana driver license issuance for noncommercial, including an out of state transfer
- ⌚ Noncommercial driver license replacements
- ⌚ Noncommercial driver license renewals
- ⌚ Noncommercial REAL ID license issuance
- ⌚ Identification card issuance
- ⌚ Noncommercial written testing

### 34. EXECUTION

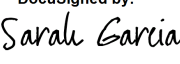
The parties through their authorized agents have executed this Contract on the dates set out below.

#### STATE OF MONTANA

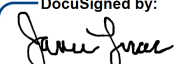
**Department of Justice, MVD**  
**302 N. Roberts**  
**Helena, MT 59601**

**MVD Express**  
**10200 Menaul Blvd. NE Ste 125**  
**Albuquerque, NM 87111**  
**(505) 323-0408 ext 08151**  
**FEDERAL ID # 47-2453766**

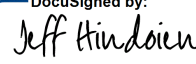
BY: Sarah Garcia, MVD Administrator

DocuSigned by:  
  
237BEE59327F423... 10/9/2018  
(Signature and Date)

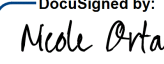
BY: Janice Lucero, President

DocuSigned by:  
  
0BFE2513E79148E... 10/9/2018  
(Signature and Date)

Approved as to Legal Content:


DocuSigned by:  
  
FF57B5E3F01A491... 10/4/2018  
Legal Counsel (Date)  
Department of Justice

Approved as to Form:

DocuSigned by:  
  
6407350C31CF4E8... 10/4/2018  
Procurement Officer (Date)  
State Procurement Bureau

Chief Information Officer Approval:

Agent is notified that, under the provisions of 2-17-514, MCA, the Department of Administration retains the right to cancel or modify any contract, project, or activity that is not in compliance with the Agency's Plan for Information Technology, the State Strategic Plan for Information Technology, or any statewide IT policy or standard.

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5618EC5F091042A... 10/9/2018  
Chief Information Officer (Date)

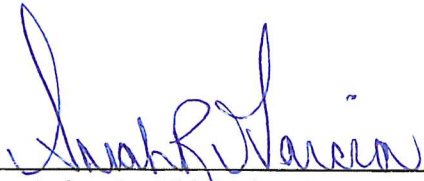
## MVD Express (MVDE) Montana

### Non-commercial Driver License Replacements and Renewals Work Order

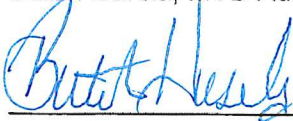
Tracking Number: 1

Date Last Updated: October 1, 2018

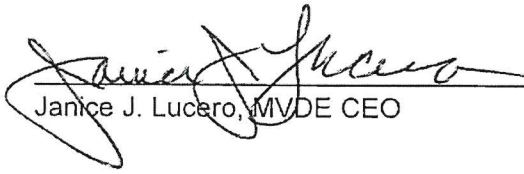
Agency	Department of Justice
Division	Motor Vehicle Division (MVD)
Project Name	Phase 1
Project Description/Deliverables	<p>MVDE will process limited Montana driver license transaction types following MVD's applications, procedures, and requirements as listed below:</p> <p>The transactions will include the following</p> <ul style="list-style-type: none"><li>• Non-commercial driver license replacements</li><li>• Non-commercial driver license renewals</li></ul> <p>The transactions do not include any transaction:</p> <ul style="list-style-type: none"><li>• requiring a medical or vision determination</li><li>• foreign nationals</li><li>• involving a commercial driver</li></ul>
Project Schedule	<p>Go live for the MVDE Billings office planned for no later than November 5, 2018 assuming the following:</p> <ol style="list-style-type: none"><li>a. MERLIN Release 15.5 is in production.</li><li>b. Card production system equipment is installed, connected, and operational.</li><li>c. MVDE staff are trained and proficient in processing the transactions identified above.</li></ol>
MVDE Project Manager	Janice J. Lucero, 505.323.0408, janice.lucero@mvdexpress.com
DOJ Project Manager	Sky Schaefer, 406.438.2347, sschaefer@mt.gov
DOJ Technical Contact	Mike Perez, 406.444.4116, MPerez@mt.gov



Sarah Garcia, MVD Administrator



Butch Huseby, JITSD Administrator



Janice J. Lucero, MVDE CEO

**MVD Express**

**Process Driver Written and Road tests Work Order (JUS18-0066N-2)**  
**No cost work order**

Tracking Number:     #1    

Date Last Updated: April 13, 2021

<b>Agency</b>	Department of Justice
<b>Division</b>	Motor Vehicle Division (MVD)
<b>Project Name</b>	Class D Driver Written and Road testing
<b>Project Description</b>	MVD Express will administer Class D written and road tests.
<b>DOJ Systems Integration</b>	<p>MVD Express will follow MVD business processes and standards to conduct written and road tests. MVD Express will follow MVD approved drive test routes.</p> <p>MVD Express will utilize MVD approved equipment to administer driver written and road tests.</p>
<b>Deliverables</b>	MVD Express will provide MVD Staff with a plan outlining driver written and road testing. MVD staff to approve and validate testing.
<b>Stakeholder Training</b>	<p><b>MVD Staff</b> MVD Express will provide documentation and training for written and road tests.</p> <p><b>MVD Business Partners:</b> MVD Express will support users with user training.</p>
<b>Stakeholder Support</b>	<p>MVD Express will provide 24/7/365 support for MVD Staff and Public users</p> <p>Phone:</p> <p>Email:</p>
<b>Estimated DOJ Support</b>	DOJ staff must assist with training and implementation of the driving written/road testing project with MVD Express. DOJ estimates the staff time at 8 hours.
<b>MVD Express Project Manager</b>	Candido Alarid, (505) 294-1732, candido.alarid@mvdexpress.com
<b>DOJ Project Manager</b>	Sky Schaefer, 406.438.2347, sschaefer@mt.gov
<b>DOJ Technical Contact</b>	Mike Perez, 406.444.4116, <a href="mailto:mperez@mt.gov">mperez@mt.gov</a>

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Laurie Bakri, MVD Administrator  
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Michael Harris JITSD Administrator  
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Candido Alarid, Chief Operating Officer, MVD Express  
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