



State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, NH 03305
603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

RA#2 Sole Source

July 21, 2015

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

Requested Action

- Pursuant to MOP 1200, Membership, Dues and Licenses and RSA 263:91 Commercial Driver License, authorize the Department of Safety, Division of Motor Vehicles, to pay annual membership dues for two years to the American Association of Motor Vehicle Administrators (AAMVA) (VC# 175767-P001) Arlington, Virginia, in an amount not to exceed \$14,700.00. Effective upon Governor and Council approval for the period of October 1, 2015, through September 30, 2017. Funding source: 100% Agency Income.
- Authorize the Department of Safety, Division of Motor Vehicles, to pay **sole source** fees for two years to the American Association of Motor Vehicle Administrators (AAMVA) (VC# 175767-P001) Arlington, Virginia, in an amount not to exceed \$264,000.00 for Commercial Driver License Information System (CDLIS) transactions and for Programs & Technology and Network Services. Effective upon Governor and Executive Council approval for the period of October 1, 2015, through September 30, 2017. Funding source: 100% Agency Income.

Funds to support this request are anticipated to be available in the following accounts in SFY 2016 and SFY 2017 upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between fiscal years through the Budget Office, if needed and justified.

	<u>SFY2016</u>	<u>SFY2017</u>	<u>Total</u>
02-23-23-233015-31000000 Dept. of Safety – DMV – Admin 026-500251 Organizational Dues	\$7,200.00	\$7,500.00	\$14,700.00
02-23-23-233015-23110000 Dept. of Safety – DMV – Driver Licensing 103-502664 Contracts for Operational Services	\$130,000.00	\$134,000.00	\$264,000.00

Explanation

AAMVA is the only provider of the motor vehicle services to all North American jurisdictions making this a **sole source** request. Membership entitles motor vehicle agencies the ability to communicate with all member jurisdictions and key personnel on pending federal and state legislation, pertinent policies and legal issues. AAMVA is the only association in North America dedicated to providing motor vehicle services, support, communication, access to motor vehicle networks, access to motor vehicle databases and guidance to the motor vehicle agencies, departments and jurisdictions in the United States and Canada. Motor vehicle agencies and departments throughout North America belong to AAMVA.

AAMVA allows all member motor vehicle agencies to network and communicate with each other on a variety of topics that are critical to decisions pertaining to legislation and other vital issues. One of AAMVA's vice presidents communicates with all

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member jurisdictions on a regular basis to ensure that uniformity and consistency are maintained among jurisdictions dealing with motor vehicle issues. This is very beneficial when considering the implementation of a new project or process, preventing jurisdictions from duplicating efforts. In addition, this communication provides jurisdictions with advance notice of impacts of potential legislation of those jurisdictions that have already been through the process.

The CDLIS charges are based on the estimated number of annual New Hampshire commercial driver transactions and inquiries of all types to the CDLIS National Database. The Programs & Technology and Network Services is based on an estimated number of annual transactions, maintenance and Social Security On-Line Verification (SSOLV) inquiries. These fees were originally approved as a perpetual agreement by the Governor and Executive Council on February 28, 1990 as item #146. The SFY 2107 dues amount is an estimate based on increases over the past years.

In the 75-year history of AAMVA, no jurisdiction member has formally dropped its membership. Should that happen, the matter would have to go before the AAMVA Board of Directors to establish a new policy on how a non-member jurisdiction should be treated with regard to access to association networks and the jurisdictional and federal databases throughout the United States and Canada that the jurisdiction was previously granted access to via AAMVAnet by virtue of its membership in AAMVA. The AAMVA Board would establish a new pricing policy for non-member jurisdictional access to networks and databases to offset the usage costs which had previously been covered by membership dues. It is possible that access would be withdrawn completely to networks and databases.

Listed below are answers to standard questions required for Governor and Executive Council organization dues and membership approval submissions:

- 1. How long has this organization been in existence and how long has this agency been a member of this organization?* AAMVA was founded 1933. NH has been a member for many years.
- 2. Is there any other organization which provides the same or similar benefits which your agency belongs to?*
No.
- 3. How many other state's belong to this organization and is your agency the sole New Hampshire state agency that is a member?* The 50 US States and DC. The DMV is the only NH State agency belonging to AAMVA.
- 4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc)* Population, network and database access.
- 5. What benefit does the state receive from participating in this membership?* AAMVA provides the State of New Hampshire electronic access to several databases including Social Security On-Line Verification (SSOLV), Problem Driver Pointer System (PDPS), National Driver Register, (NDR), National Motor Vehicle Title Information System (NMVTIS) and most important, Commercial Driver License Information System (CDLIS), which is part of the Motor Carrier Safety Improvement Act (MCSIA). The CDLIS database checks on commercial drivers' national records in all jurisdictions. This program is mandated by federal law and maintained through AAMVA. If AAMVA decides to withdraw access to CDLIS to non-members, federal funds to the State of New Hampshire would be at risk.
- 6. Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail.* AAMVA allows all member motor vehicle agencies to network and communicate with each other on a variety of topics that are critical to decisions pertaining to legislation and other vital issues.
- 7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.* Yes. See question 5.
- 8. Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips.* AAMVA provides travel assistance grants for DMV employee(s) to attend the regional and international AAMVA conferences including rooms; meals; air fares, if applicable; and registration fees.

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9. *Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization.* Richard C. Bailey, Jr., Director of Motor Vehicles; William Joseph, Deputy Director of Motor Vehicles; five (5) DMV bureau supervisors.
10. *Explain in detail any negative impact to the State if the Agency did not belong to this organization.* NH would not have access to networks and databases required to complete motor vehicle transactions.

Respectfully submitted,



John J. Barthelmes
Commissioner of Safety

From: [Murphy, Shervonne](#)
To: [Garlow, Arthur](#)
Cc: [Walker, Lindsey](#); [Harbour, Michael](#); [Xu, Celine](#)
Subject: RE: 2015 AAMVA dues quote - State of NH
Date: Wednesday, June 24, 2015 4:53:49 PM

Hello Arthur,

For now, it's safe to assume that your membership dues will be the same as they were for FY2015 (\$6,331).

I won't know the absolute amount until we run invoices for FY2016 (done in August 2015) and FY2017 (done in August 2016) – and can confirm whether or not the vehicle numbers in New Hampshire have increased or decreased.

Shervonne

From: Garlow, Arthur [mailto:Arthur.Garlow@dos.nh.gov]
Sent: Tuesday, June 23, 2015 2:56 PM
To: Murphy, Shervonne
Cc: Walker, Lindsey; Harbour, Michael; Xu, Celine
Subject: RE: 2015 AAMVA dues quote - State of NH

Good afternoon Shervonne,

Could you please e-mail me the quote for the State of NH AAMVA annual dues for the next two years, starting October 1, 2015.

Thank you.

Arthur Garlow
NH Department of Safety
Division of Motor Vehicles.
603-227-4050

From: Murphy, Shervonne [mailto:SMurphy@aamva.org]
Sent: Friday, June 13, 2014 2:08 PM
To: Garlow, Arthur; Xu, Celine
Cc: Rapp, Lindsey; Harbour, Michael
Subject: RE: 2015 AAMVA dues quote - State of NH

Hello Arthur,

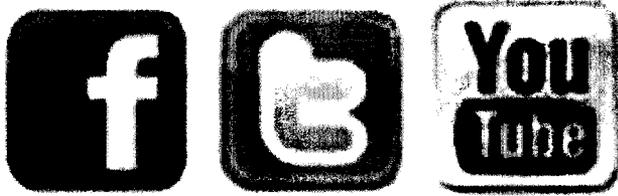
The FY2015 membership dues amount will be \$6,331, the same as FY2014. Thank you.

Shervonne Murphy | Membership Coordinator
AAMVA | 4301 Wilson Boulevard, Suite 400, Arlington, VA 22203

P: 703-908-5778 | F: 703-908-5868 | smurphy@@aamva.org | www.aamva.org

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From: Garlow, Arthur [<mailto:Arthur.Garlow@dos.nh.gov>]

Sent: Wednesday, June 11, 2014 11:36 AM

To: Xu, Celine; Murphy, Shervonne

Subject: RE: 2015 AAMVA dues quote - State of NH

Good morning,

As I need approvals to pay for the dues, please submit a 2015 quote to my attention.

Thanks.

Arthur

From: Xu, Celine [<mailto:CXu@aamva.org>]

Sent: Wednesday, June 11, 2014 11:35 AM

To: Murphy, Shervonne

Cc: Garlow, Arthur

Subject: RE: 2015 AAMVA dues quote - State of NH

Shervonne,

Can you look into this please? Will bill for 2015 the same as 2014?

Thanks,

Celine

From: Garlow, Arthur [<mailto:Arthur.Garlow@dos.nh.gov>]

Sent: Wednesday, June 11, 2014 11:31 AM

To: Xu, Celine

Subject: 2015 AAMVA dues quote - State of NH

Good morning Celine,

Please provide a quote for the State of New Hampshire AAMVA dues for 2015.
Thank you.

Arthur Garlow
NH-DMV
603-227-4050

TITLE XXI

MOTOR VEHICLES

CHAPTER 263

DRIVERS' LICENSES

Commercial Licensing

Section 263:91

263:91 Commercial Driver License. –

I. The commercial driver license shall be marked "commercial driver license" or "CDL" or "nonresident commercial driver license" or "NRCDL" or "commercial driver learner permit" or "CDLP" and shall be, to the maximum extent practicable, tamper-proof, and shall include, but not be limited to, the following information:

(a) The full legal name and current residential address of the licensee. A post office box number shall not constitute a current residential address;

(b) The licensee's color photograph;

(c) A physical description of the licensee including sex, height, weight, eye and hair color;

(d) Date of birth;

(e) Social security number, if requested by the applicant;

(f) Any number or identifier deemed appropriate by the department;

(g) The licensee's signature;

(h) The class or type of commercial motor vehicle or vehicles which the person is authorized to drive together with any endorsements or restrictions;

(i) The name of this state; and

(j) The expiration date.

II. Before issuing a commercial driver license, the department shall ascertain from the commercial driver license information system and the national driver register (NDR) all available information pertaining to the driving record of the person to be licensed.

III. Within 10 days after issuing a commercial driver license, the department shall notify the commercial driver license information system of that fact, providing all information required to ensure identification of the person.

IV. The department shall maintain copies of all documents including, but not limited to, the application, commercial driver license issued, and any other documents pertaining to the licensee.

V. Within 10 days after suspending, revoking or cancelling a commercial driver license, the department shall notify the commercial driver license information system of that disqualification.

Source. 1989, 319:17, eff. July 1, 1989.