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# State of New Hampshire

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

JOHN J. BARTHELMES  
COMMISSIONER

July 24, 2015

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

*Sole Source*

### Requested Action

Pursuant to MOP 150, Section III, authorize the Department of Safety, Division of Motor Vehicles to pay **sole source**, for continued National Motor Vehicle Title Information System (NMVTIS) annual service and support, to the American Association of Motor Vehicle Administrators (AAMVA) (VC#175767 – P001) Arlington, Virginia, for two years in an amount not to exceed \$39,968.00. 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 State FY 2016 and State FY 2017 upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office, if needed and justified.

02-23-23-233015-23140000	Dept. of Safety – Div. of Motor Vehicles – Certificate of Title			
103-502664	Contracts for Operational Services	<u>SFY2016</u>	<u>SFY2017</u>	<u>Total</u>
		\$17,017.00	\$22,951.00	\$39,968.00

### Explanation

This item is **sole source** is due to AAMVA being 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 and departments for the jurisdictions in the United States and Canada. Motor vehicle agencies and departments throughout North America belong to AAMVA.

Through annual dues, 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 Commercial Driver License Information System (CDLIS), which is part of the Motor Carrier Safety Improvement Act (MCSIA). NMVTIS tracks branded vehicles and is designed to protect consumers from fraud and unsafe vehicles and to keep stolen vehicles from being resold. NMVTIS is also a tool that assists states and law enforcement in deterring and preventing title fraud and other crimes.

Respectfully submitted,

*John J. Barthelmes*  
John J. Barthelmes  
Commissioner of Safety



# American Association of Motor Vehicle Administrators

Anne S. Ferro  
President and CEO

Mark D. Lowe, Chair of the Board  
Director, Motor Vehicle Division  
Iowa Department of Transportation

July 1, 2015

Arthur Garlow  
New Hampshire Department of Safety  
33 Hazen Drive  
Concord, NH 03305

Dear Mr. Garlow,

The purpose of this letter is to provide a price quote for the subaccount NHDOS for the period of 10/01/15 – 09/30/16. The contents of this price quote is solely a price estimate. This estimate is for budgeting purposes only and should not be considered "Actual" costs for the 10/01/15 – 09/30/16 period. Rates and costs are subject to change upon 30 days written notice from AAMVA.

**Account: WYDRT Price Quote Estimate for 07/01/15 – 06/30/16**

Service	Monthly	Annually	Catalog
NMVTIS FY16 State Fees	\$1,418.08	\$17,017.00	N/A

The total price quote estimate for sub-account NHDOS is **\$17,017.00** for the period of 10/01/15 – 09/30/16. The fees will be billed on a monthly invoice. Every AAMVA invoice has a net term of 60 days from the date on the invoice. If you have any questions, please contact Hal Gollos at your earliest convenience. Hal can be reached at (703) 908-8286 or via e-mail at [hgollos@aamva.org](mailto:hgollos@aamva.org).

Sincerely,

Harold M. Gollos  
Director, Contracts Administration

**An International Safety Association of Motor Vehicle and Law Enforcement Administrators**

4401 Wilson Blvd, Suite 700 • Arlington, VA 22203 • Tel 703.522.4200 • Fax 703.522.1553  
[www.aamva.org](http://www.aamva.org)

## DAS MANUAL OF PROCEDURES

- C. Governor and Executive Council Policy 2010-1 provides that when the Governor and Council meet in official session, and when the Council conducts public hearings, the Secretary of State is to make an audio recording of the meeting or hearing. It further provides that the Secretary of State is to include an audio recording of each meeting and hearing in the Secretary's record of the proceedings, but that the Secretary's minutes will nonetheless remain the official minutes of the meeting, with the audio recording being a supplemental record.
- D. Governor and Executive Council Policy 2010-1 also provides that audio recordings should be available to the public in a common digital format; that the recordings should be accessible at the Secretary of State's office, the State Archives and on the State's web site; that electronic files are to be available for download, without charge, from the State's web site; and that any person requesting an electronic copy of the audio file on CD or other media shall pay the cost for producing and providing the copy. Additionally, certified paper transcripts of audio recordings shall be available upon written request for transcription and payment to the Secretary of State of the estimated cost of transcription, as well as payment of any balance due for the actual cost upon receipt of the paper transcript.

### \* III. Designation of Retroactive and Sole Source Contracts in Agency Requests to Governor and Executive Council

- A. In submissions to the Governor and Executive Council, agencies shall clearly and prominently identify any request for approval of a "sole source" contract or request for retroactive approval of a contract in the manner set forth below.
- B. Agencies shall state in the first paragraph of their letter requesting Governor and Executive Council approval (the "Requested Action" section) that the item at issue involves a "sole source" contract, a request for retroactive approval, or both, whichever is the case. This statement shall be set forth in **bold print**.
- C. In addition to the foregoing, whenever a submission to the Governor and Executive Council involves a "sole source" contract and/or a request for retroactive approval, the agency shall include in the first paragraph of the explanatory portion of its letter (the "Explanation" section) a clear indication of the reason or reasons that the matter is presented as a "sole source" item and/or a retroactive item.