



165 Capitol Avenue  
Hartford, CT 06106-1658

January 30, 2015

Daniel F. Moran  
DMV Lead Contract Administrator  
3M Traffic Safety and Security Division  
3M Center  
Building 225-4N-14  
St. Paul, MN 55144  
[dfmoran@mmm.com](mailto:dfmoran@mmm.com)

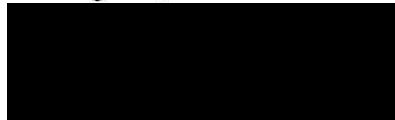
Re: Master Agreement 08ITZ0069MB

Dear Mr. Moran,

We have received your request to update the Product Schedule associated with the above noted Department of Administrative Services Master Agreement. **This change adds the Change Request #59088 per the attached detail for the Department of Motor Vehicles CIVLS Modernization Program.**

Given the Terms and Conditions of this agreement, the request to update the Product Schedule is approved. A copy of your Product Schedule update request is attached to this letter. Please consider the services a part of the associated Master Agreement and file this approval with the appropriate agreement for future reference.

Best regards,



Jean Del Greco  
Contract Specialist  
DAS Procurement Services

cc: Master Agreement File 08ITZ0069MB



January 30, 2015

Ms. Nancy Dumais  
State of Connecticut  
Department of Motor Vehicles  
60 State Street  
Wethersfield, CT 06109

Ms. Jean Del Greco  
Contract Specialist  
State of Connecticut  
Department of Administrative Services  
Procurement Services  
165 Capitol Avenue 5th Floor South  
Hartford, CT 06106-1658

Reference: State of Connecticut, Department of Information Technology, Connecticut Integrated Vehicle and Licensing System (CIVLS) Modernization Program #08ITZ0069MB

Subject: Request for Purchase Order for Change Request to Release 2

Dear Ms. Dumais and Ms. Del Greco:

This letter is in regard to the State of Connecticut's required change to services for Release 2. At the request of the State, 3M provided the State with the cost of specific changes to services for Release 2. As such, 3M hereby requests the State provide 3M with a Purchase Order for the requested and approved change order as detailed below. 3M will issue an invoice for these Change Orders on a monthly basis for work completed for applicable Release 2 Change Orders.

Change Request #59088 for Invitation printing - Fee Amount and Messages Change

- 1) Remove "Previous Balance Due" from the fees list and total amount due calculation.
- 2) Remove "Billed Previously"\* from the invitations (lower left-hand corner of form).
- 3) Remove "Emissions Late Fine" from the fees list and total amount due calculation.
- 4) Add messages\* in the top and bottom sections when the primary one-owner or lessee is charged an emissions late fine.

\*Message to be determined.



Daniel F. Moran  
DMV Lead Contract Administrator  
3M Traffic Safety and Security Division  
3M Center  
225-4N-14  
St Paul MN 55144  
651-736-6705  
dfmoran@mmm.com

**CIVLS**  
**(Connecticut Integrated Vehicle Licensing System)**  
**JAD (Joint Application Development)**  
**CCF (Change Control Form)**

Change Request #: 59088

Module: R2

**CHANGE REQUEST INITIATION:** Originator: \_\_\_\_\_ Phone#: \_\_\_\_\_ email: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Product Name: \_\_\_\_\_ Version Number: \_\_\_\_\_

**CONFIGURATION ITEM In CIVLS:**

Software: \_\_\_\_\_ Firmware: \_\_\_\_\_ Hardware: \_\_\_\_\_  
 Documentation: \_\_\_\_\_ Other: \_\_\_\_\_

**CHANGE TYPE:** New Requirement: \_\_\_\_\_ Requirement Change: \_\_\_\_\_ Design Change: \_\_\_\_\_ Other: \_\_\_\_\_

**COMPLETION PRIORITY:** HIGH (one week): \_\_\_\_\_ Medium (2-3 weeks) \_\_\_\_\_ Low (4-5 weeks): \_\_\_\_\_

**CHANGE DESCRIPTION:** (Detail functional and/or technical information. Use attachment if necessary. **Be specific.** )  
 What is the change?

R2 - Invitation printing - Fee Amount and Messages Change

**Change:**

- 1) Remove the Previous Balance Due amount from the fees list and total amount due calculation and remove the "\*Billed Previously" notation from the invitations (lower left-hand corner of form).
- 2) Remove the Emissions Late Fine amount from the fees list and total amount due calculation
- 3) Add \*messages in the top and bottom section when the primary 1 owner or lessee has an emissions late fine  
 \*Message still needs to be determined.

**Impacts:**

- 1) Renewal Invitation Batch Job – Vehicles (non-boats)
- 2) Renewal Invitation Batch Job – Boats
- 3) On Demand Renewal Invitation
- 4) Does not impact existing validation rules for renewals
- 5) Does not impact special rules for On Demand Renewal Invitations (i.e. Registration late fees)

**Priority:**

3M prefers to do all before go-live as it will be easier to make the changes once. Removal of the Previous Balance Due needs to be before go live. The other two can wait if necessary.

*Effort/Cost*

ID - Title	Program Control	Technical & Business Analysis	Dev & Test	Total Hours & Cost	
R2 - Invitation printing - Fee Amount and Messages Changes	Hours	20	57	77	*154 + 2 = 77
	Dollars	\$2,200.00	\$6,270.00	\$8,470.00	*\$16,940.00 + 2 = \$8,470.00

Total Cost of change = **\$16,940.00 ÷ 2 = \$8,470.00**

\*3M and CT agreed to split the cost of this change order.

**Why do we need the change?**

The function was designed to show outstanding balances to new invitees for other vehicles, however during Acceptance Testing, Connecticut realized that their desire to communicate additional issues to their customers would actually causing confusion.

Who needs to be involved in the change?

Who is impacted/benefits from the change – **the Stakeholders?** (list key Stakeholders)

Have all Stakeholders approved of the change and will review the Change output?

**Attachments:** Yes / No

**CHANGE OWNER:**

**WHAT WILL BE DONE:** \_\_\_\_\_

**WHEN WILL IT BE DONE BY? (Commitment Date):** \_\_\_\_/\_\_\_\_/\_\_\_\_ (JAD CCF Metric)

**Project Impact Analysis Needed:** Yes / No (if yes, include impact on budget, resources, schedule, risk etc.)

**Schedule Impact?** \_\_

2 – 4 day project slip or schedule impact will be minimized by delaying several UAT defect resolution task.

**Notes:**

3M states that this change will affect end date.

**TECHNICAL EVALUATION:** (Use attachment to explain changes, impact on other entities, impact on performance etc.)

Received By: \_\_\_\_\_ Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Assigned To: \_\_\_\_\_ Date Assigned: \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of Software/Hardware/etc. Affected: \_\_\_\_\_

Modules/Screens/Tables/Files Affected: \_\_\_\_\_

Documentation Affected:	Section #	Page #	Date Completed	Initial
Requirements Specification	_____	_____	____/____/____	_____
System Design Specification	_____	_____	____/____/____	_____
Training Plan	_____	_____	____/____/____	_____
User System Reference Manual	_____	_____	____/____/____	_____
System Maintenance Manual	_____	_____	____/____/____	_____
Other (Specify)	_____	_____	____/____/____	_____

**APPROVAL**

Change Not Approved: \_\_\_\_\_ Hold (Future Enhancement): \_\_\_\_\_

1. Signature \_\_\_\_\_

Date: \_\_\_\_\_

2. Signature \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

3. Signature \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Operational Definitions :**

**CIVLS** Connecticut Integrated Vehicle Licensing System

**JAD** Joint Application Development

**COTS** Commercial Off The Shelf

**MOTS** Modified Off The Shelf

**Stakeholder** Any individual, group, or customer that is affected by or would care about the change.