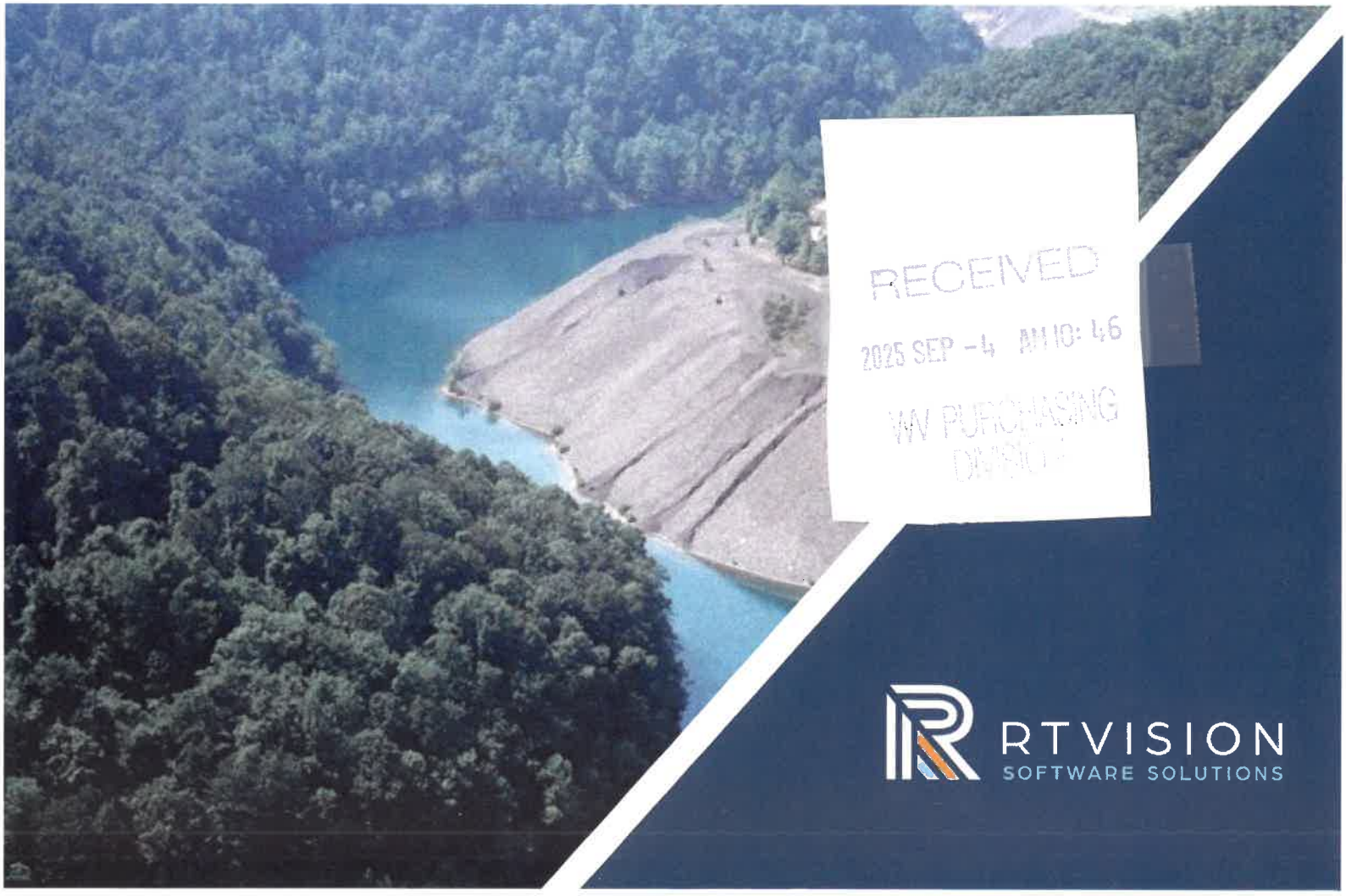
State of West Virginia, The Division of Land Restoration/Abandoned Mine Lands

Construction Management Systems Software

RFP 0313 DEP2600000001



RTVISION
SOFTWARE SOLUTIONS

RTVision, Inc.
115 2nd St NE
Little Falls, MN 56345
888..298.1705.
www.rtvision.com

September 2, 2025

Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305 -0130

RE: State of West Virginia, The Division of Land Restoration/Abandoned Mine Lands Construction Management Systems Software
RFP 0313 DEP2600000001

RTVision is pleased to present the State of West Virginia, The Division of Land Restoration/Abandoned Mine Lands program with our response to the RFP for Construction Management Systems Software. RTVision has a strong track record in serving government agencies, having partnered with hundreds across the United States over the past 25 years.

Developed with and designed for government agencies.

OneOffice is purpose-built for government agencies, with every feature designed to support the unique workflows, compliance requirements, and transparency needs of the public sector. Developed in close collaboration with government agencies, OneOffice enables efficient project oversight, streamlined approvals, and audit-ready documentation tailored to government operations.

Well established and proven track record.

RTVision is a well-established software provider with over 25 years of experience delivering solutions specifically for government agencies. With a proven track record that includes hundreds of successful implementations and long-term partnerships, RTVision consistently delivers reliable, purpose-driven technology that meets the evolving needs of government operations.

Modern, configurable, and scalable platform.

OneOffice is a modern, web-based platform built using scalable architecture that supports projects of all sizes, from small municipalities to large metropolitan agencies. Its low-code configuration tools allow agencies to tailor workflows, forms, dashboards, and user permissions without custom development, ensuring the system can adapt quickly to changing needs and future growth.

We appreciate the opportunity to support DLR/AML in implementing a construction project management system that aligns with the outlined goals and requirements.

Jonny Nguyen
Business Development
jonnyn@rtvision.com
860.387.9334

Melissa Scherer
President/CEO
melissas@rtvision.com
612.386.5653

Table of Contents

RTVISION
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Who We Are?

1999 Your firm is founded

400+ Government Installs

98% Retention Rate

4.8/5 Customer Service Rating

We are a Minnesota-based software company with over 25 years of experience delivering purpose-built technology solutions for government agencies. Specializing in infrastructure management applications, RTVision has more than 400 government product installations across the United States to manage capital planning, project execution, and public works operations. The company is known for its government-focused approach, user-friendly applications, and strong customer support.

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Our Mission

To advance the ability to manage, plan, construct, and maintain infrastructure through innovative software solutions.

RTVision combines decades of hands-on experience with public-sector infrastructure management and the latest advancements in cloud-based technology to deliver practical, high-performing solutions. This unique blend ensures that our software not only meets the technical demands of modern government operations but also aligns with real-world workflows, compliance standards, and budget constraints.

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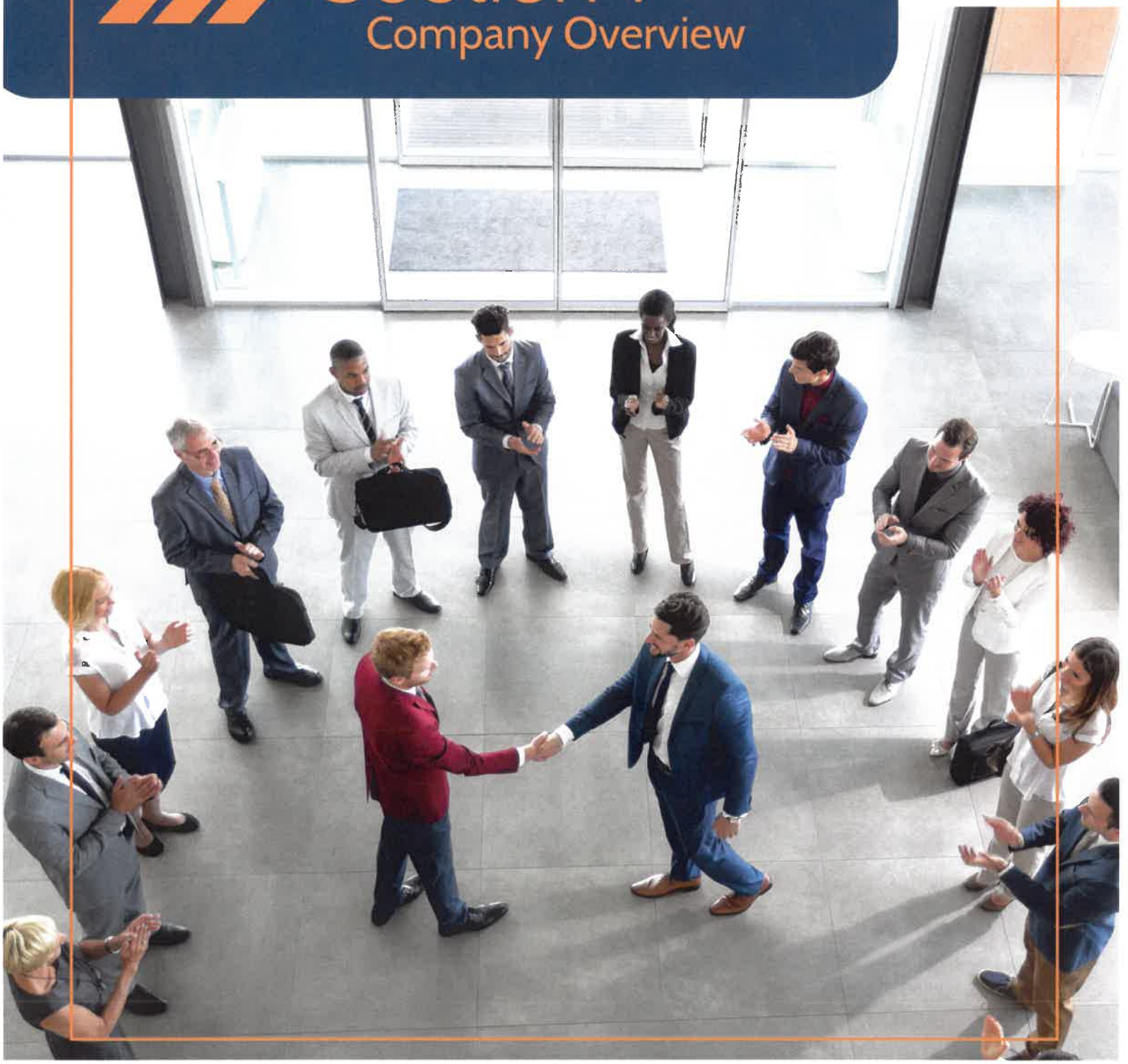
Section 1
Company Overview



RTVision is pleased to submit our proposal to the State of West Virginia Division of Land Restoration / Abandoned Mine Lands Program in response to the Request for Proposals for Construction Management Systems Software. With more than 25 years of experience serving public-sector clients, RTVision has successfully partnered with hundreds of government agencies across the United States, delivering reliable, purpose-built software solutions for infrastructure management.

OneOffice is a commercial off-the-shelf (COTS) platform designed specifically for government infrastructure programs. It offers a centralized solution for capital improvement planning, construction project management, right-of-way acquisition, asset management, and permit tracking. Built using modern, scalable technology, OneOffice eliminates data silos and enables agencies to manage complex projects with greater efficiency and oversight.

RTVision's OneOffice platform is uniquely designed for and with government agencies to meet the specific requirements of public-sector infrastructure project management. While many CMS solutions are designed for private-sector general contractors, OneOffice focuses on the workflows, compliance needs, funding complexities, and transparency requirements unique to public agencies.

Key differentiators include:

- **Government-Focused Design**
  Built around public infrastructure lifecycles, including capital improvement planning, budget forecasting, funding source tracking, public transparency reporting, and compliance. A government-oriented system prioritizes data integrity, traceability, and accessibility for multiple stakeholders (city councils, finance, public, contractors).
- **Time and Cost to Implement**
  Other CMS systems that are designed to work across multiple verticals/market segments often require long and costly implementations to configure the system for government agencies. With the public sector being the focus of OneOffice, the time and cost of implementation is reduced and bi-weekly releases include functionality that is most relevant to the public sector.
- **Integrated Program and Project Management**
  Combines portfolio-level oversight with project-specific tools in a single platform, eliminating the need for disparate systems.

- **Robust Financial Management**

Tracks budgets, forecasts, funding allocations, change orders, and pay applications with the ability to manage multi-level, multi-criteria funding splits that provide the ability to set funding splits by percents and funding caps that are then linked to item funding.

- **External Stakeholder Portal (ConneX)**
  Enables contractors, consultants, and partner agencies to securely collaborate in real time without requiring full licenses.
- **Configurable Workflows and Forms**
  Low-code tools let agencies adapt processes to match internal policies without custom development.
- **Strong Integration Capabilities specific to government infrastructure**
  Out-of-the-box and API-based integrations with GIS (ArcGIS), design tools (AutoCAD, Trimble), Microsoft 365, financial systems (Tyler MUNIS, SAP), and industry collaboration platforms (Bluebeam). RTVIsion integrates with over 50 different systems.
- **Scalability**
  Equally effective for agencies managing a dozen projects per year or hundreds, with budgets from under $10 million to over $200 million.

Typical Client Profile

Industry

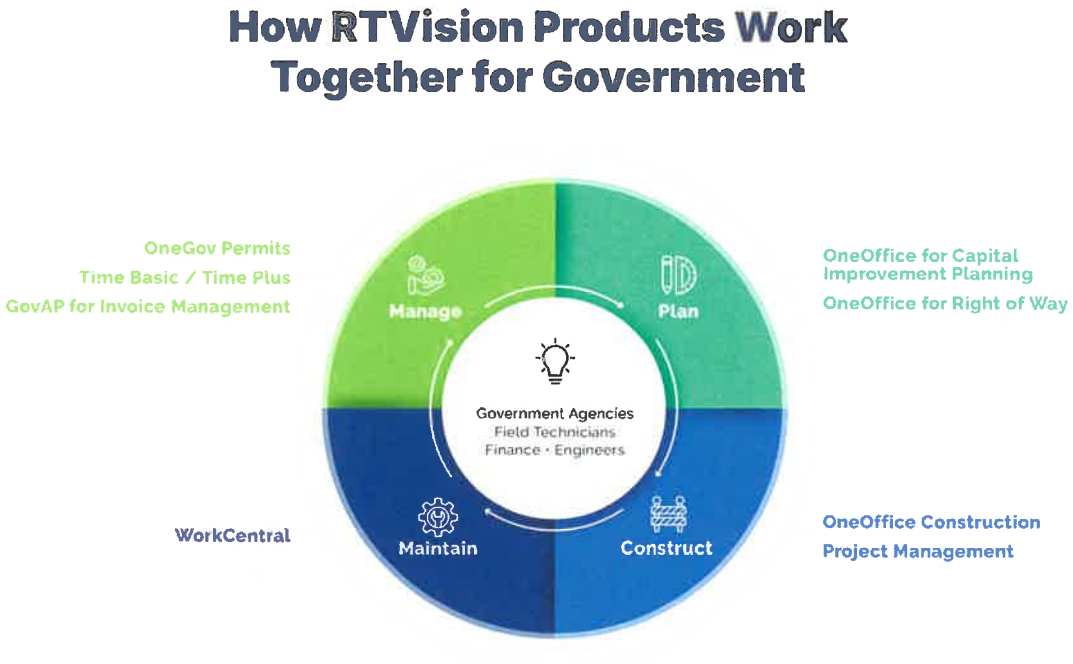
- Primarily state and local government agencies managing capital improvement projects, transportation and public works, utilities, environmental restoration, and other public infrastructure initiatives.
- Also serves engineering consulting firms contracted by government agencies to manage public-sector projects.

Size

- Ranges from small municipalities managing a handful of projects per year to large state agencies or multi-county programs overseeing hundreds of concurrent projects.
- Budgets supported range from under $10 million annually to more than $200 million.

Geography

- RTVision has over 400 product installs across North America
- Proven deployments in multi-region, multi-district, and statewide programs, ensuring the system supports diverse geographic, organizational, and regulatory environments.



OneOffice is hosted in a secure U.S.-based cloud environment on AWS (Amazon Web Services). All OneOffice support, implementation, and development is managed by RTVision, with all US-based employees. As a cost-effective solution with a proven return on investment, OneOffice is highly configurable to meet current project management and reporting needs while remaining adaptable to future requirements—without the need for costly redevelopment. Access permissions and dashboards can be customized and securely shared with internal teams, external partners, consultants, and the public. Project stakeholders can be granted controlled read/write access to specific modules to support collaborative activities such as plan reviews, document approvals, RFI/submittal management, punch list coordination, and warranty tracking. Our implementation methodology, training programs, and ongoing customer support are structured to ensure high adoption, user satisfaction, and long-term success.

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Section 1
Technical Approach

4.2.1. Goals and Objectives

4.2.1.1 System Architecture and Development

OneOffice is a highly-configurable, off-the-shelf program that would provide The Division of Land Restoration/Abandoned Mine Lands with the ability to effectively and efficiently implement a construction project management application. The application has default setup options as well as optional packages to easily implement different functionality without needing to pay for implementation hours or consultants to assist in configuration. This approach helps to minimize the timeframe and cost of both implementing the application, and with making configuration changes in the future. With the project kickoff, access is immediately provided to our customers so configuration changes can be discussed and outlined as part of a gap analysis.

At RTVision, we specialize in delivering modern, cloud-based project management solutions designed to meet the complex needs of public sector organizations. Our approach combines collaborative discovery, scalable architecture, and flexible configuration to ensure alignment with your project workflows, reporting requirements, and long-term program goals.

Understanding Your Program Needs

Our first step is a structured discovery process designed to deeply understand your organization's project management environment:

- **Stakeholder Engagement**: We facilitate working sessions with project managers, finance staff, and leadership to understand how projects are currently scoped, managed, tracked, and reported.
- **Current-State Assessment**: We review your existing tools (manual, legacy systems, spreadsheets) to identify bottlenecks, duplications, and opportunities for improvement.
- **Process Mapping**: We help visualize current workflows and identify areas where automation, centralized data, or version control can reduce risk and increase efficiency.

This consultative approach allows us to configure a system that supports your goals from day one—whether it's improving transparency, centralizing documentation, or streamlining contractor coordination.

Developing a Scalable System

Our SaaS platform is built for scalability, ensuring it grows with your team, workload, and capital investment:

- **Multi-Project & Multi-Department Support**: Easily manage hundreds of projects simultaneously across departments or funding sources.
- **Permission-Based Access**: Control user visibility and editing rights by role, project phase, or stakeholder type.
- **Cloud Architecture**: No hardware required, with performance optimized for high-volume data like schedules, plans, attachments, and field updates.

We also provide ongoing enhancements and new features through regular platform updates—without the need for reimplementation.

Tailoring the System to Fit Your Project Management Processes

Unlike rigid, out-of-the-box systems, our solution is built to adapt to your workflows, not the other way around. Key areas of configuration include:

- **Custom Project Types & Templates**: Define project types (e.g., road construction, facilities, utilities) with unique workflows, document requirements, and fields.
- **Task, RFI, and Submittal Workflows**: Assign tasks, track milestones, and manage contractor communications in a way that mirrors your current practices—just more efficiently.
- **Reporting & Dashboards**: Configure reports to meet funding agency requirements or internal oversight needs. Real-time dashboards allow managers to track budgets, deadlines, and risks at a glance.

We also offer integrations with GIS, financial systems, and document repositories to minimize re-entry and maximize data continuity.

4.2.1.2 Mobile-friendly data collection, form creation, and automated submission solutions

OneOffice is mobile optimized and can be used on any modern browser, and on any device (desktop, cellphone, tablet, etc....) without requiring mobile app downloads and management, including Microsoft, Apple, Google/Android. OneOffice also conforms to WCAG web accessibility standards.

OneOffice can also be used in an offline mode, allowing access to both view and enter information where there is poor mobile connectivity. Once a user has Internet connectivity, the user can click on sync to automatically save the data to the database, including any photos or attachments that may have been added while working offline. Users can optionally, 'check out' attachments to view when working offline as well. All project attachments are not available offline by default due to device limitations and file attachment sizes.

Existing, system-default forms for areas like contract changes, inspections, agreements, submittals, and more can be configured to match the exact data-tracking requirements of AML. Additionally, new forms can be added and configured. Configuration includes the ability to add field names, field types (i.e. text, currency, date, attachment, geo-coordinates, single select, multi select, checkbox, etc....) field descriptions to assist in form entry, default values, field requirements, field calculations, field format (i.e. currency), and other technical data that will aid in integrating the form data into other systems.

User access rights can be setup for each form to allow for certain roles to be able to view, add, edit, delete, and search on the data in the forms. Any number of users who have access to the form are able to add a record or add data on the form and each record can be saved noting the 'author' of the record (or whomever filled out the form); and any number of forms can be managed in OneOffice. With access control rights, external users can also be setup to access project forms. This provides the ability for other stakeholders to easily collaborate on projects without needing to have internal users re-enter project data. External users can be setup with access to specific projects and specific pages or forms within the project.

OneOffice has robust audit tracking capabilities that provide the ability to display any change made in the application, including the name of the person making the change, date/time of the change, method of change (i.e. add, edit, delete), and what was entered into the application. This not only gives full audit and security access to any change made, but it also provides the ability to view historical

entries and revert mistakes where data may have been deleted or 'saved over'. Audit tracking covers any changes made in the application, including project-related changes and administration as well.

Default forms available include:

- Contract Details
- Project Details
- Submittals
- Project Contracts/Agreements
- Permits
- Item Lists
- Messages
- Funding Setup
- Budgets
- Ad for Bid
- Bid Entry
- Master Agreements
- RFIs
- Ad for Bid
- Inspections
- Item Record Account
- Material Testing
- Contract Changes
- Program Details
- Encumbrances/Revenue
- Grants
- Price Escalation
- Payments
- Punch/Warranty Lists
- Schedules
- Completion/Closeout
- Milestones
- Checklists
- Risk Registers

Forms and reports or documents generated from the forms can be routed for review and approval.

In OneOffice, approvals can be conducted through a variety of flexible and secure methods designed to accommodate different workflows and user preferences. Key approval methods include:

1. **In-Application Approval:** Users can review and approve items (e.g., invoices, RFIs, submittals, change orders) directly within the OneOffice platform using their role-based dashboard and approval queue.
2. **Digital Signatures:** Built-in RSA-based digital signatures allow users to securely sign and approve documents without the need for printing or scanning and without the need for paying for other document approval products. All signatures are time-stamped and audit-tracked to prove authenticity.
3. **Email Notification and Direct Link Access**: Users receive email alerts with direct links to items awaiting approval, allowing quick access from any device without navigating through the entire system.

4. **Mobile Device Approval:** Approvals can be completed from mobile devices using OneOffice's responsive interface, enabling field staff and external partners to sign or approve items on the go.
5. **ConneX External Portal:** Contractors, consultants, or partner agencies can be granted secure access to approve submittals, sign documents, or respond to RFIs via the ConneX portal, without needing a full OneOffice license.

Custom workflows

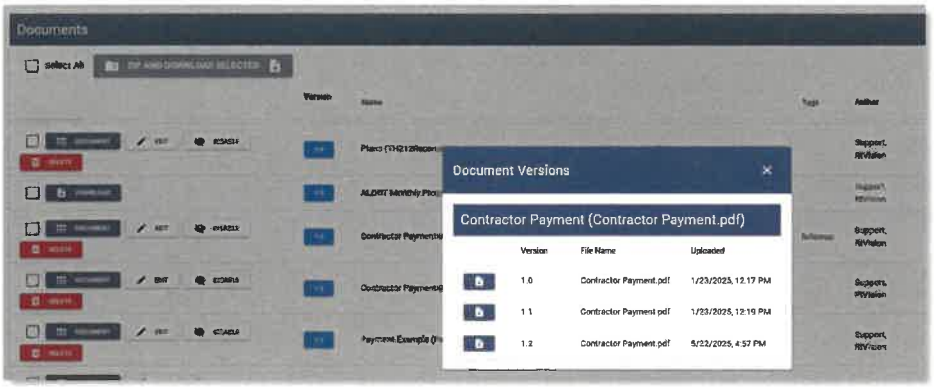
OneOffice manages custom workflows through a built-in, low-code configuration engine that allows agencies to define routing, approval steps, role-based permissions, and automated notifications tailored to each document type or process. These workflows can be easily adapted to match agency-specific policies for items like RFIs, submittals, payments, change orders, and inspections.

Key Version Control Features in OneOffice

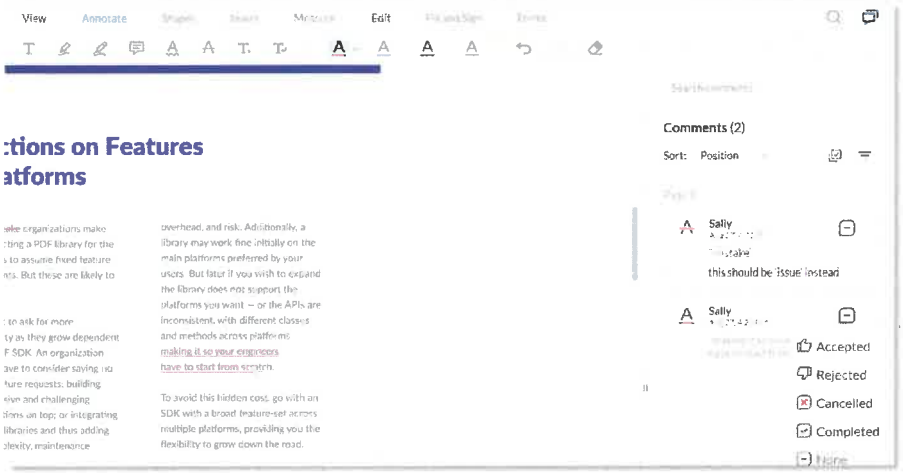
1. **Automatic Version Tracking:** Each time a document (e.g., submittal, RFI, contract, or plan set) is uploaded or updated, OneOffice creates a new version while preserving the previous one to easily access.
2. **Version History Logs:** Users can view a full version history, including timestamps, file names, and the name of the user who made the change. This ensures transparency and accountability.
3. **Side-by-Side Comparison:** For text-based files (such as Word or PDF), users can compare versions to identify changes made between revisions.
4. **Comment and Markup Tracking:** Comments and approvals associated with earlier versions are preserved, and users can view or export document review history as needed.
5. **Permissions and Controls**: Role-based permissions ensure that only authorized users can upload new versions, helping maintain control over document integrity.
6. **Microsoft OneDrive Integration:** Advanced version management through Microsoft OneDrive, including live collaboration, in-document editing, and dynamic version syncing.

Redlining and PDF Markup Features in OneOffice

1. **In-Platform PDF Viewer with Markup Tools:** Users can open PDF documents directly within OneOffice and use built-in tools to highlight text, add comments, draw shapes, insert stamps, and annotate directly on the file—streamlining the review process without requiring downloads.
2. **Version-Specific Annotations:** Markups are saved with the specific version of the document, preserving a clear audit trail of comments and changes over time.
3. **Comment Threads and Approvals:** Users can initiate comment threads on redlined documents and tag specific users for input or approval, allowing multiple reviewers to contribute collaboratively.
4. **Role-Based Access and Visibility:** Markup capabilities are governed by role-based permissions, ensuring that only authorized users can edit, annotate, or finalize documents, while others may view or download only.
5. **ConneX Portal Collaboration:** External users, such as contractors and consultants, can review and respond to redlined documents through the ConneX portal, enabling full collaboration without requiring a paid license or system access.
6. **Download and Export Options:** Annotated PDFs can be downloaded with redlines intact or exported in their original format for archiving or submission.
7. **Optional Bluebeam Integration:** An integration with Bluebeam for agencies that require advanced markup capabilities, allowing documents to move between systems while preserving version history and annotations.



Document center and document versioning



PDF markup

Mobile-optimized interface; can be used on any supported browser and any device

4.2.1.3 Comprehensive Integration, Tracking, and Centralization

RTVision's OneOffice platform offers robust capabilities to support simultaneous project and task tracking, data standardization, collaboration, and financial oversight, tailored specifically for government infrastructure and public works management.

Sharing, Editing, and Permissions

OneOffice provides fine-grained, role-based access controls, enabling organizations to assign permissions down to the field level. Users can share documents internally and externally with full control over view/edit rights. External stakeholders, such as contractors and consultants, access the platform through ConneX, a free project dashboard tailored to their roles. Documents can be edited in real-time, routed for digital signatures, and stored with full version control in a centralized repository.

Workflow and Project Management

The platform supports customizable workflows, milestones, and task management tools such as Gantt charts, scheduling templates, calendar views, and critical path dependencies. OneOffice enables project managers to track numerous active projects in varying stages, with tools to assign, prioritize, and track tasks while logging issues and change requests.

Data Analysis, Integration, and Export

All data in OneOffice can be analyzed through hundreds of built-in reports or customized reporting tools, and exported as CSV, Excel, Word, or PDF. The platform is API-based, making it easy to integrate with systems like Tyler MUNIS, Microsoft Office, ArcGIS, and financial systems. Audit logs track all system changes, ensuring full traceability and data integrity.

Standardization and Reduction of Disparate Systems

By consolidating document management, inspection tracking, financials, scheduling, and communication into a single application, OneOffice minimizes the need for disparate systems. Pre-configured templates, dashboards, workflows, and reporting tools promote standardization across departments and projects.

Financial and Contract Management

OneOffice includes detailed tools for budget creation, cost tracking, forecasting, and change order management. Users can manage funding allocations at the item level, track invoices, automate retainage calculations, and generate payment documents with embedded approval workflows. Contract changes

and amendments update budgets and agreements in real-time and are tracked through customizable reports.

Automation and Task Management

OneOffice automates task notifications, approval reminders, contract revision updates, and material testing alerts. Workflow templates for documents, RFIs, submittals, and punch lists streamline responsibilities and ensure all team members—internal and external—are aligned.

Simultaneous Project Management

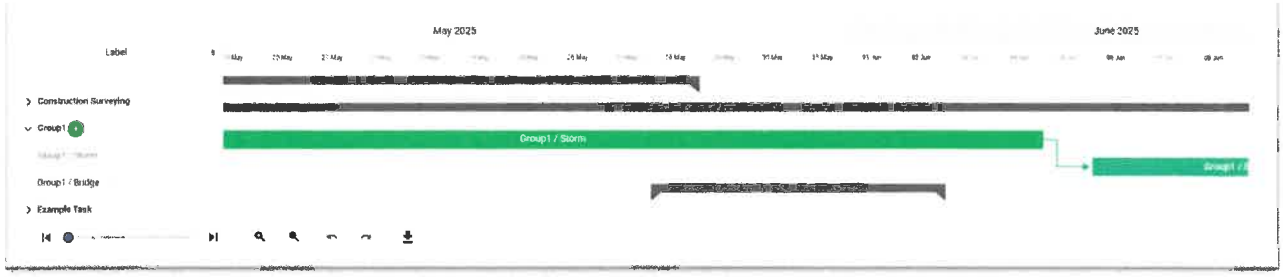
The system is specifically designed to handle multiple projects across various stages, with tools to manage interdependencies and multilevel structures (e.g., tasks, subtasks, and financial coding alignment). Central dashboards and milestone calendars give managers a consolidated view of all active and planned work.

License Transferability

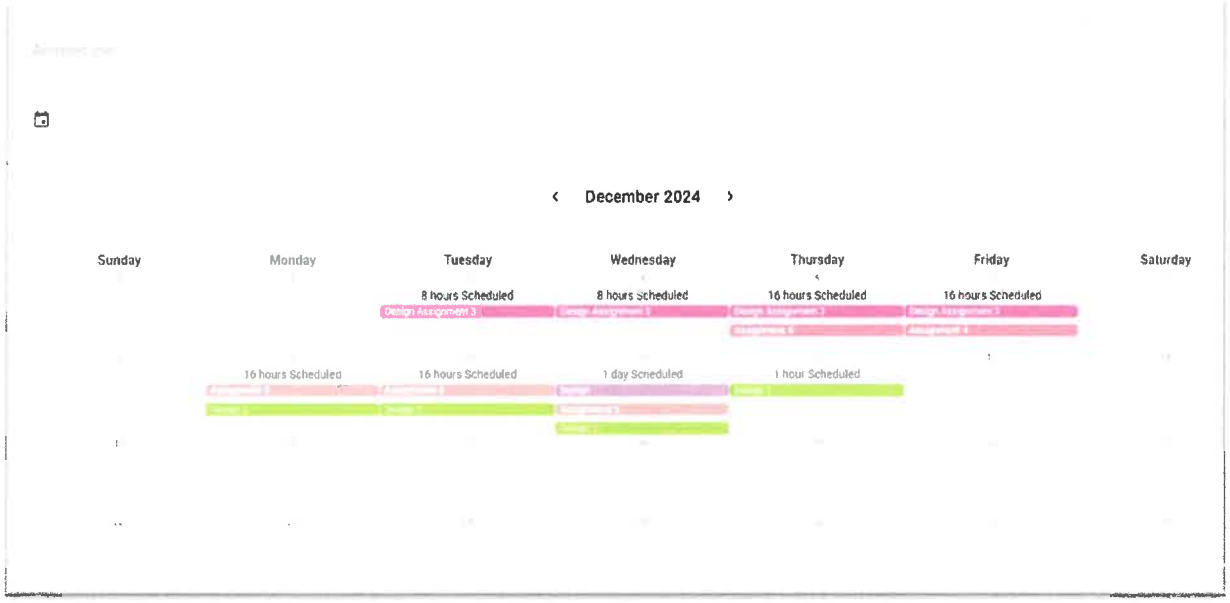
User licenses in OneOffice are fully transferable to accommodate staffing changes. The platform supports unlimited internal and external user roles, and access can be adjusted at any time via the administrative interface.

Auditability

All entries and changes in the application, including in Administration, are tracked through robust audit tracking. Users with access can see who made changes, the date/time of changes, and what was changed. This provides the ability to revert mistakes, including deleted data.



Gantt chart view of schedules



Resource Calendar Report

4.2.1.4 Enhanced Collaboration and Communication

Contact Information Management & Change Requests

All contact and organization information is managed through a centralized directory in OneOffice. Each contact record can be associated with multiple projects and roles (e.g., contractor, consultant, inspector). Stakeholders may request changes to their contact details via ConneX, the external-facing project dashboard. These changes can be reviewed and approved by internal administrators before updates are applied.

Document and Plan Access

Project documents, including plans, specifications, submittals, and contracts, are organized in a centralized document management system. Access is role-based and can be limited by document type, folder, or field. Stakeholders can search, view, download, and upload documents based on their permissions.

Invoice Submission and Requests

External vendors can securely submit invoices through ConneX, with options for notes, funding codes, and supporting documentation. Invoices route through automated workflows for internal review, electronic approval, and payment processing. Real-time updates and notifications are issued throughout the process.

Approvals and Workflow Management

All document types—such as invoices, RFIs, submittals, change orders—can be routed for internal and external electronic signature using OneOffice's built-in RSA-based digital signature functionality. Approval workflows are fully customizable by document type and user role. External stakeholders do not require paid licenses to participate in approvals.

Real-Time Communication and Sharing

OneOffice enables real-time collaboration through:

- Project-level messaging (viewable by role)
- Comment threads on documents and submittals
- Integration with Outlook for email archiving and tagging

- Notification alerts for tasks, approvals, or due dates

  All interactions are logged to maintain a comprehensive communication history

Data and Document Security

- All data is encrypted both at rest and in transit using AES-256 encryption.
- Each agency instance is hosted on a single-tenant architecture in AWS US-West.
- Backups occur hourly (RDS) and daily (EFS), with offsite storage at a SOC 2 Type 2 certified facility.
- All file attachments or uploads are scanned for malicious content

Customized Access Control

Role-based permissions can be tailored down to the field level. Administrators can assign or limit user permissions by:

- Page or section (e.g., budget, RFIs)
- Document access (read/write/delete)
- Workflow actions (approve, submit, reject)

Only authorized personnel can assign or modify user roles, and permissions can be updated in real time via the Admin interface.

Concurrent Users and Scalability

OneOffice supports unlimited concurrent users (internal and external). There are no limits on the number of users accessing the platform at once, ensuring seamless access across teams, departments, and contractor organizations

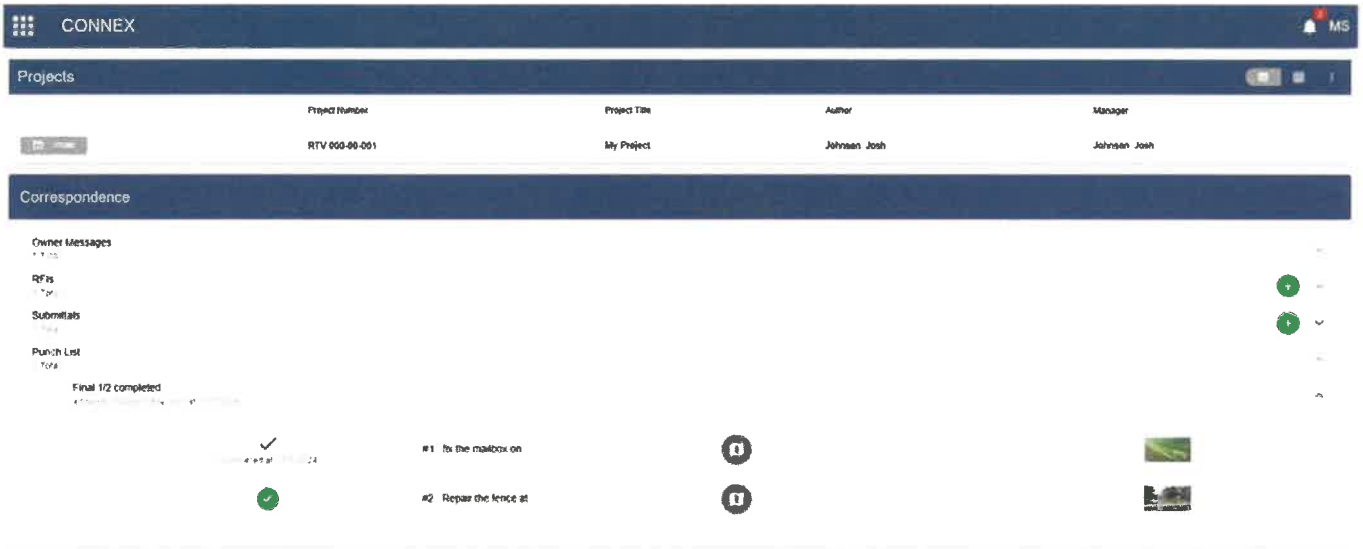
Storage and Upload Limits

- There is no limit on file storage.
- Default upload file size is 100MB per file, but this can be increased upon request.
- All standard file types (PDF, DOCX, XLSX, DWG, etc.) are supported for upload and viewing.

Process and Assignment Management

OneOffice streamlines process management through:

- Customizable workflows for documents, approvals, and data entry
- Task assignment and scheduling features with Gantt chart, calendar, and task list views
- Role-based dashboards for both internal users and external partners
- Milestone and deadline tracking, with automatic reminders and visual calendars
    - Built-in resource allocation tools to prevent schedule conflicts or over-utilization



Connex; external communication center

Example communication user interface

Approval workflow and electronic signatures

4.2.1.5 Dashboards

Dashboard Customization and Accessibility

RTVision's OneOffice platform provides a powerful, configurable dashboard system that enables users to easily visualize and interact with real-time project data across the full lifecycle—from planning to warranty inspection. Dashboards can be customized by role, project type, or stakeholder needs and are available both internally and through public or contractor/consultant-facing portals.

Customizable Dashboards

Users can create and modify dashboards using low-code tools built into the administration console, which allow for real-time filtering, data selection, and visual component layout without programming expertise. Dashboards can display information from any data entry form, imported data, or integrated system—enabling agencies to build role-specific insights tailored to engineers, managers, inspectors, or contractors.

Available dashboard categories include, but are not limited to:

- **Project Status & Completion**: Filterable lists with project metrics, statuses, responsible parties, budgets, and anticipated timelines.
- **Milestone Tracking**: View initial, current, and actual dates in a consolidated milestone calendar.
- **Budget and Financial Dashboard**: Budgeted vs. actual costs, funding allocations, and forecast summaries
- **Bidding Overview**: Plan holder data, addenda approved status, bid requirements
- **Invoice and Payment Dashboard**: Pending invoices, approved payments, retainage tracking
- **Change Order and Contract Management Dashboard**: Change request statuses, impact summaries, contract revisions
- **RFI/Submittal Dashboard**: Counts and statuses (submitted, approved, rejected), aging reports
- **Punch List and Warranty Dashboard**: Outstanding punch items, assigned responsibilities, warranty schedules

- **Public Engagement or Transparency Dashboard**: Read-only dashboards showing high-level project info for constituents
- **Document Approval:** Dashboards show documents pending approval, documents awaiting action, and completed approvals.
- **Invoice Submissions & Approvals**: Custom dashboards display submitted invoices, funding sources, approval status, and payment release timing.
- **Inspection Reports**: Summarize field entries such as weather, labor, equipment use, photos, and tagged locations on maps or inspections completed.
- **Warranty Inspections and Punch lists**: Track open tasks, warranty punch items, and contractor completion with a dashboard that summarizes current status and outstanding items.
- **Permit and Contractor Dashboards**: Public and contractor dashboards such as ConneX allow external users to manage documents, submittals, and inspection requirements efficiently.

Dashboards support multiple formats including:

- Tabular views for easy comparison
- Pie/bar charts for visual analysis
- Gantt charts and calendars for milestone and task tracking
- GIS-enabled map dashboards for location-based queries and project updates.

User Access and Interface

Users access dashboards through the OneOffice interface, which is web-based and mobile-enabled. Access can be customized per role, down to the page or field level, ensuring each user sees only what is relevant to their role.

Key highlights:

- Internal and external users have access to dashboards tailored to their permissions.

- Unlimited dashboards can be configured and viewed simultaneously across any number of projects.
- Dashboards are mobile-friendly and can be used offline with automatic sync once reconnected with Internet access.
- Public dashboards can be enabled for transparency, allowing constituents or stakeholders to view project progress and status in real time.

System Integration and Data Flow

Dashboards pull real-time data from system forms, workflows, and integrations with Microsoft Office, GIS, financial systems, and permitting platforms. Users can export dashboard data into PDF or CSV formats for external reporting or archival purposes.

Example project funding dashboard

Example construction metric dashboard

4.2.1.6 Transparency, Reporting, and Analytics

Reporting, Charting, and Data Tracking Capabilities

RTVision's OneOffice platform offers comprehensive, highly configurable reporting and analytics capabilities. All tracked data can be analyzed, visualized, exported, and shared in multiple formats (CSV, Excel, PDF, Word) and tailored to meet both internal project oversight needs and external reporting requirements for regulatory or funding agencies.

Data Tracking and Reporting Scope

OneOffice tracks and reports on all the categories listed by AML, including:

- **Project Progress & Budget Adherence**: Budget vs. actuals tracked at the item, project, and program level with multi-year and scenario-based budgeting reports.
- **Requests & Approvals**: Workflow statuses, timestamps, assigned approvers, and completion records.
- **Project Milestones**: Custom milestone reports, with aggregated milestone calendars across all projects.
- **Field Reports & Inspections**:
    - *Daily logs* include labor, equipment, weather, work completed, and attachments.
    - *Quality and field inspections* are tracked by inspector, project, and item, with geotagged photos and inspection-specific data.
- **Safety Incidents & Compliance**: Recorded via tagged field reports and categorized for searchable reporting and audit reviews.
- **Maintenance Scheduling and Completion**: Work orders, assigned resources, and dates tracked with completion status and labor/resource logs.
- **Materials On-site and Used**: Material usage logged per transaction with quantities, segments, photos, and source (stockpile or supplier).
- **Performance Schedules**: Tracked through calendar views, Gantt charts, and resource allocation reports.

- **Work in Progress/Completed**: Measured by transaction entries, task status, daily logs, and milestone completions.
- **Permit Expiration & Deadlines**: Configurable alerts, due dates, and audit trails for each permit or document.
- **Tasks, Assignments & Team Members**: All task types are tied to responsible users with status tracking, due dates, and notifications.
- **Documents, Communications, and Changes**: Linked to project records, searchable by tags, fields, or custom metadata.

Dashboards, Graphs, and Charts

OneOffice includes multiple out-of-the-box dashboards and supports the creation of custom dashboards, including:

- **Planning dashboards** (e.g., cost breakdowns, overrun risks)
- **Construction dashboards** (e.g., days charged, work certified, document statuses)
- **Compliance dashboards** for tracking material test failures, incidents, or open safety issues
- **Public dashboards** that allow shared access to summary status and milestones
- Visual formats include tabular, bar, pie, calendar, Gantt, and GIS-based map reports/

Audit Trail and Version Control

OneOffice includes full audit history and version control:

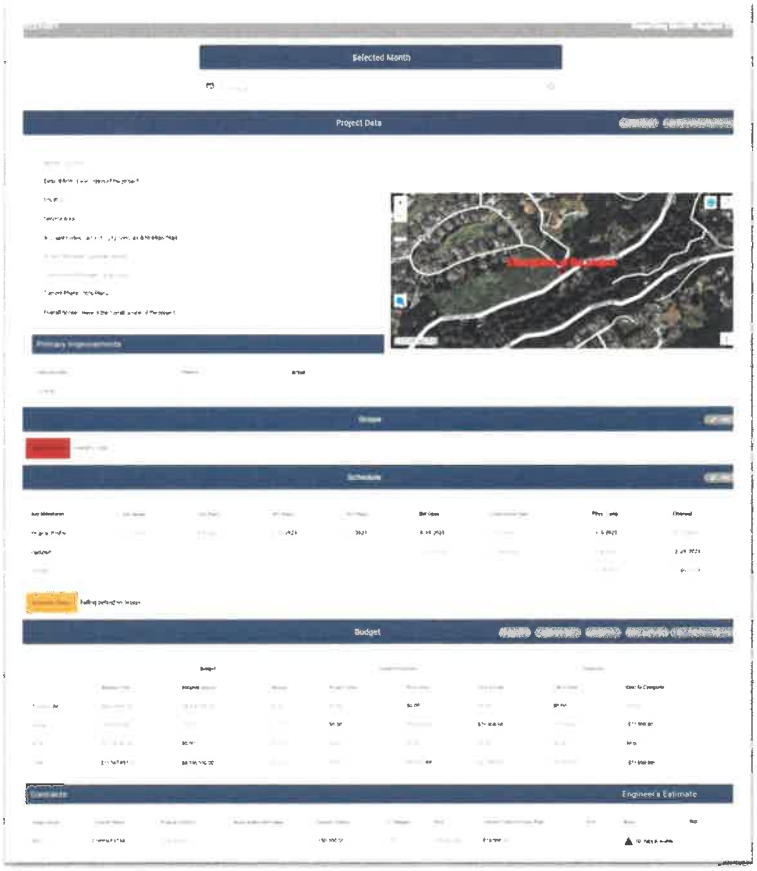
- Every database change is tracked with username, date/time stamp, previous value, and updated value.
- Documents support electronic signatures, approval timestamps, and versioned uploads, with complete approval logs.
- Communications such as comments and discussions on documents, RFIs, submittals, or safety reports are retained for audit review.

Custom Forms and Analytics

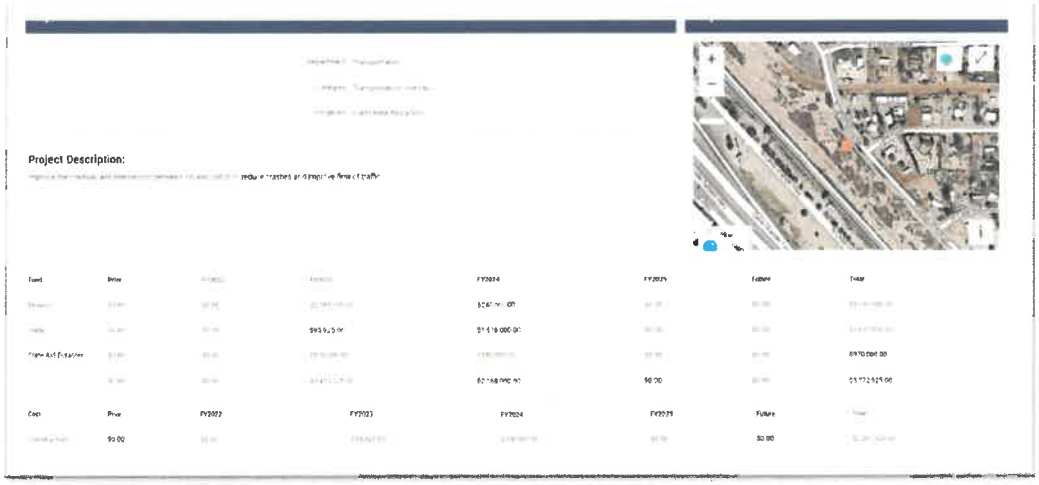
The system includes a low-code customization interface that enables:

- Creation of custom forms, fields, and workflows per agency or project
- Capturing form data directly into the database, making it immediately available for reports, charts, and exports
- Setup of custom logic and notification workflows based on field values, including safety incident alerts or compliance status triggers.

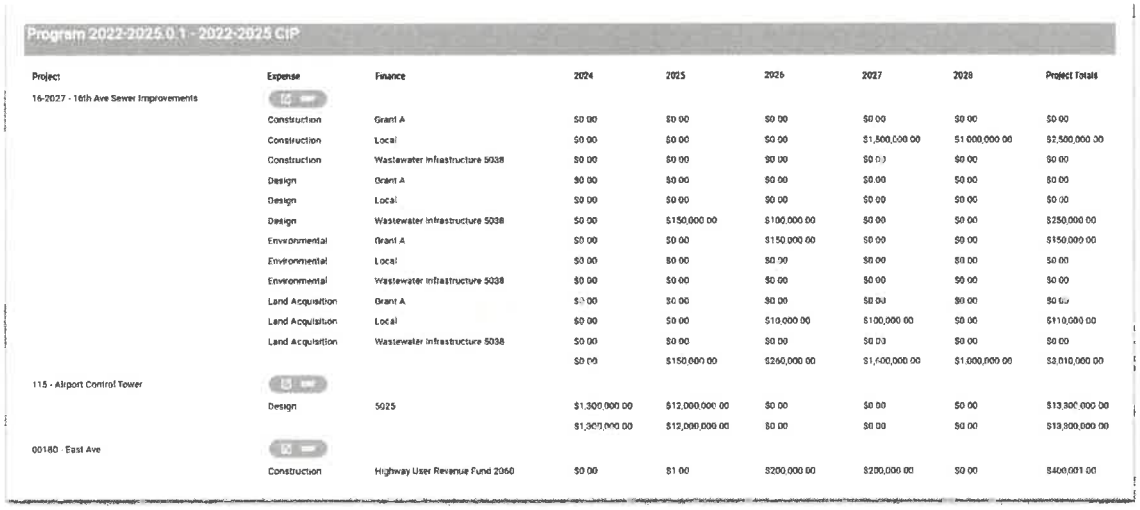
All data collected through forms—whether for inspections, permits, RFIs, daily logs, or task completion—can be used in dashboards, compliance tracking, and performance reporting.



Monthly project update report example



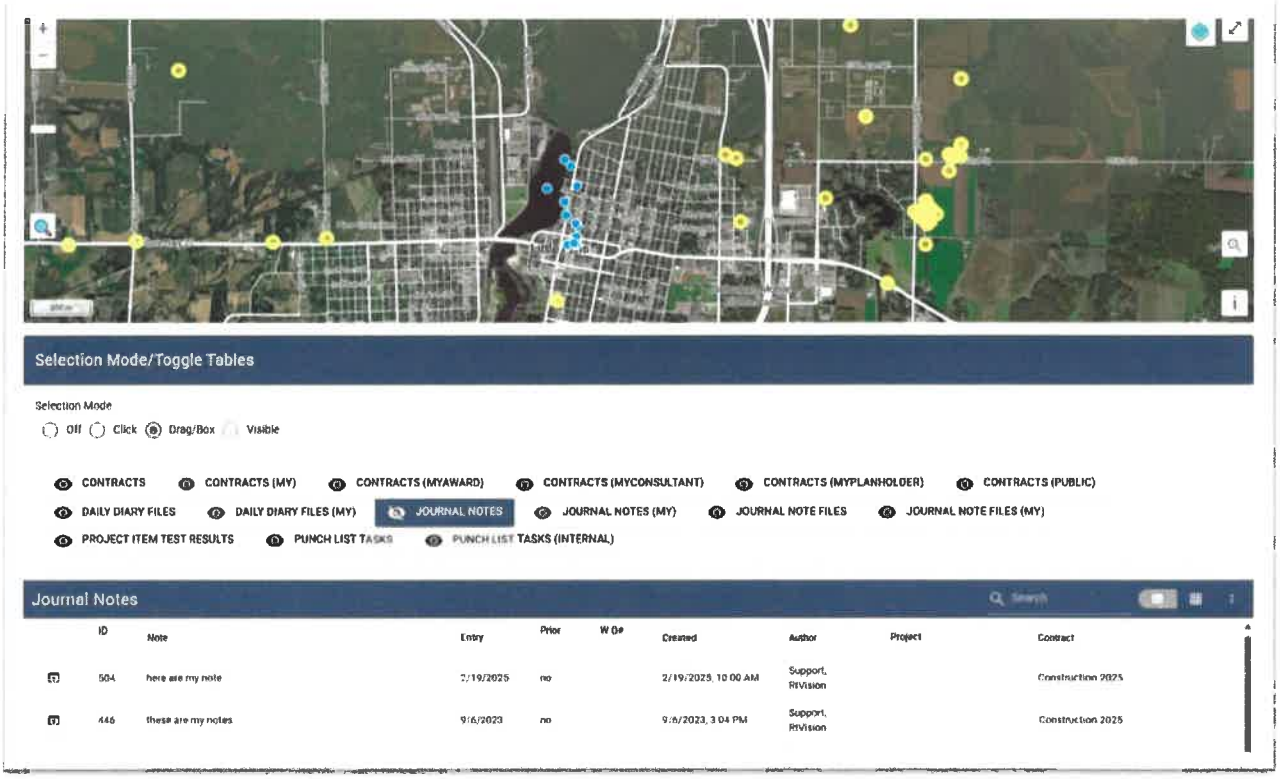
Public project status report example



Program 2022-2025.0.1 - 2022-2025 CIP

Project	Expense	Finance	2024	2025	2026	2027	2028	Project Totals
16-2027 - 16th Ave Sewer Improvements								
	Construction	Grant A	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Construction	Local	$0.00	$0.00	$0.00	$1,500,000.00	$1,000,000.00	$2,500,000.00
	Construction	Wastewater Infrastructure 5038	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Design	Grant A	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Design	Local	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Design	Wastewater Infrastructure 5038	$0.00	$150,000.00	$100,000.00	$0.00	$0.00	$250,000.00
	Environmental	Grant A	$0.00	$0.00	$150,000.00	$0.00	$0.00	$150,000.00
	Environmental	Local	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Environmental	Wastewater Infrastructure 5038	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Land Acquisition	Grant A	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Land Acquisition	Local	$0.00	$0.00	$10,000.00	$100,000.00	$0.00	$110,000.00
	Land Acquisition	Wastewater Infrastructure 5038	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
			$0.00	$150,000.00	$260,000.00	$1,600,000.00	$1,000,000.00	$3,010,000.00
115 - Airport Control Tower								
	Design	5025	$1,300,000.00	$12,000,000.00	$0.00	$0.00	$0.00	$13,300,000.00
			$1,300,000.00	$12,000,000.00	$0.00	$0.00	$0.00	$13,300,000.00
00180 - East Ave								
	Construction	Highway User Revenue Fund 2060	$0.00	$1.00	$200,000.00	$200,000.00	$0.00	$400,001.00

Program Budget Report with Per Project Drilldown



Map query with per project drilldown

4.2.1.7 Scalability and Flexibility

System Adaptability Across Project Types and Phases

RTVision's OneOffice platform is a flexible, low-code solution specifically designed to support a broad range of project types—including construction, open-ended maintenance, and reclamation efforts. The system is highly adaptable to projects in all lifecycle phases: planning, budgeting, construction, inspection, closeout, and ongoing maintenance.

Using OneOffice's administrative tools, agencies can tailor workflows, fields, reports, and dashboards to the unique needs of each project. This flexibility allows agencies to:

- Customize project types, templates, and statuses
- Configure fields, menus, and schedules based on department or activity (e.g., reclamation, road construction, waterline repair)
- Track ongoing or open-ended projects through recurring tasks, rolling budgets, and maintenance-specific reporting.

Pre-Construction Support: Budgeting, Estimating, Bid Management

OneOffice supports pre-construction workflows through:

- **Budget Estimating**: Import item lists or build estimates from historical pricing databases; associate funding sources at the line-item level
- **Cost Estimation Tools**: Pull previous bid prices and engineer's estimates to generate bid-ready documentation
- **Bid Management**: Enable an online plan room, track plan holders, issue addenda, and manage digital submissions
- **Bid Tabulation**: Auto-generate bid abstract reports and award analysis using submitted bids, including over/under analysis vs estimates.

Comprehensive Financial Management

The OneOffice platform includes robust tools for project and contract financial oversight:

- **Budget Creation & Forecasting**
    - Budgeting can be configured by project, line item, fund category, or cost center
    - Funding allocations can be set with caps, percentages, and formulas
    - Forecasting dashboards allow comparisons of budgeted vs actual expenses across one or multiple years
- **Cost Management & Payment Tracking**
    - Progress payments are calculated based on real-time quantity transactions
    - Retainage is tracked and automatically released per contract terms
    - Over/under-run tracking is included with variance reporting tools
- **Contract Management**
    - Full contract lifecycle tracking with support for multiple amendments and change orders
    - Track revised vs original contract amounts, working/calendar day adjustments, and automated change documentation
- **Purchase Orders & Funding**
    - Associate expenses and documents to purchase orders
    - Link to multiple funding sources and reflect funding splits at the payment level
- **Automation & Assignment Management**
    - Automate task assignments for approval routing, document submissions, and material test reminders
    - Use templates for RFIs, submittals, inspection workflows, and milestone alerts.

Exporting Data, Forms, and Media

All data in OneOffice can be exported into standard formats including:

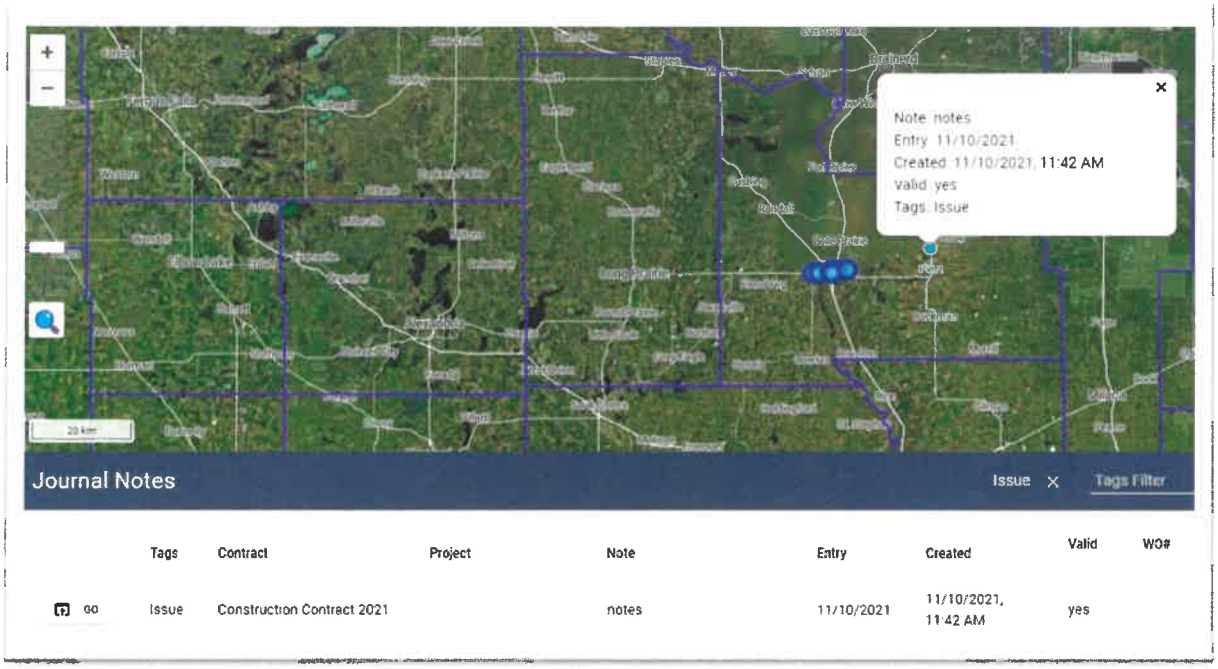
- **CSV/Excel (XLC)** for tabular data, budgets, and transaction logs
- **PDF/Word** documents for reports, payment summaries, and contract forms
- **JPG/MPG** for image and video assets linked to inspections, safety logs, and progress updates
- **Geo-tagged exports** of mapped records, using location-aware datasets from ArcGIS integrations.

OneOffice supports Microsoft Office integration to generate and download custom report templates in Word and Excel format. Emails, documents, and media files can be archived and attached to projects, RFIs, submittals, and daily reports.

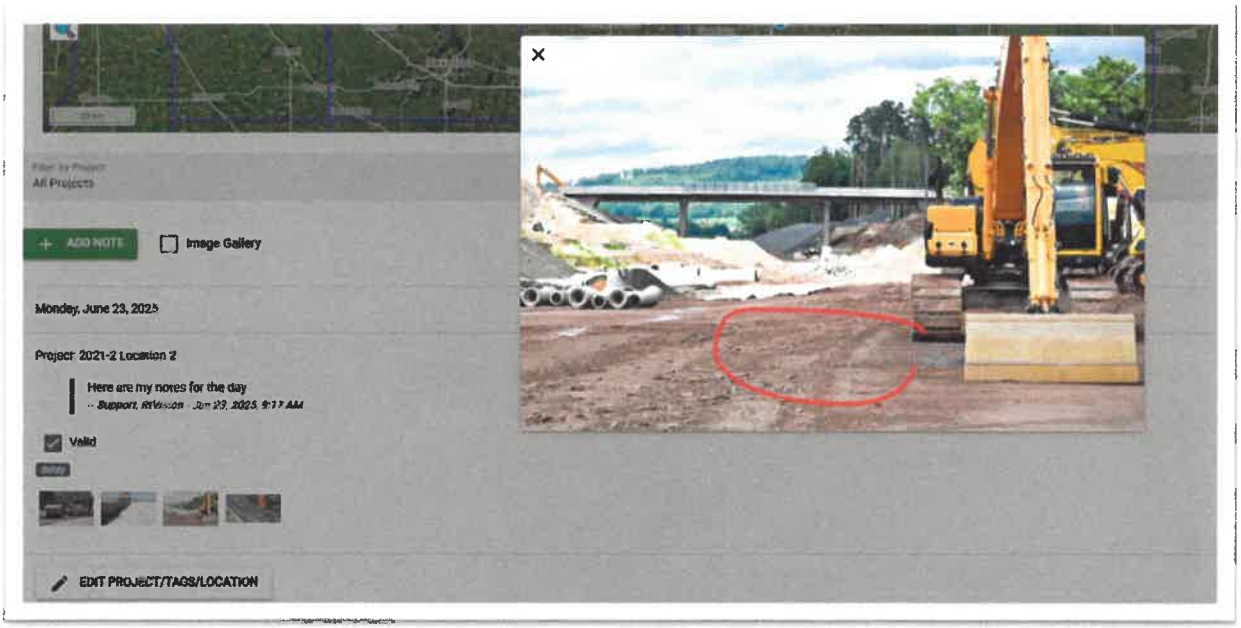
Media Handling: Tagging, Geo-referencing, Reporting

The platform fully supports the use of photo, video, and audio documentation within inspection reports, punch lists, and daily logs:

- **Auto-tagging & Metadata**: When photos/videos are uploaded, metadata including GPS location, direction, timestamp, and device data is captured and stored
- **Geo-referenced Mapping**: Assets are automatically tied to X,Y coordinates and viewable through GIS dashboards and map-based reports
- **Attachment to Records**: Media files are attached to their respective project elements (e.g., inspections, materials, tasks) and can be embedded directly in reports
- **Reporting**: Image galleries and photo logs can be printed or exported as part of daily or milestone reports.



Geo-tagged map report for inspection notes



Inspection notes and media example

4.2.1.8 Support and Training

Training and Support Overview

RTVision is committed to delivering exceptional customer service throughout the entire lifecycle of the OneOffice platform—from deployment to long-term support and system enhancements. Support and training are available for all users at any time during business hours, and post-implementation services ensure your system continues to evolve with your needs.

Customer Support Availability & Access

- **Support Channels**: RTVision provides customer support via phone, email, and an online service desk portal accessible directly through the OneOffice platform.
- **Support Hours**: Standard support is available Monday–Friday, 7:00 AM – 6:00 PM CST
- **Issue Prioritization and Response Times**:
    - **P1 (Critical)** – Resolved within 1 hour
    - **P2 (High)** – Resolved within 24 hours
    - **P3 (Medium)** – Resolved within 2 weeks
    - **P4 (Enhancements)** – Added to a voting-based backlog for future releases

RTVision's service desk includes **ticket tracking**, real-time updates, and links to detailed documentation and training. The support team is based in the U.S. and all tickets are handled by RTVision personnel (no subcontracting).

Communication of Technical Issues and Updates

- System updates or known issues are communicated via:
    - Email alerts
    - In-app pop-up notifications when users log in
    - A searchable Update Log inside the platform listing all historical releases and fixes

- Critical fixes may be deployed immediately without prior notice; however, general releases are announced 1 week in advance, and patches at least 24 hours in advance.

User Training and Role-Based Instruction

RTVision provides a structured training program, tailored to different roles and operating systems:

- **Training Modes**: Online (live or recorded), onsite (optional), and guided self-service documentation
- **Role-Based Sessions**:
    - *Inspectors*: inspections, punch lists, reports, mobile usage
    - *Project Managers*: contracts, scheduling, payments, RFIs
    - *Clerks/Technicians*: document creation, payment processing
    - *Administrators*: customization, user management, integrations
- **Device and OS Support**: OneOffice is browser-based and fully compatible with PC and mobile devices (iOS, Android, Windows, etc.). All training includes both desktop and mobile guidance.

All sessions can be recorded and archived for future reference, and all training guides (step-by-step with visuals) are available through RTVision's online portal (Atlassian Confluence), exportable to PDF or Word.

Deployment and Data Migration Plan

Deployment follows a six-phase implementation plan to ensure a seamless transition:

1. **Planning & Analysis** – Define roles, access needs, reporting formats
2. **Discovery & Design** – Review documentation, map data, and confirm integrations
3. **Build & Configure** – Customize site, import historical data, and run tests
4. **Testing** – UAT with support and change logging

5. **Training** – Hands-on and role-specific training sessions
6. **Production & Support** – Go-live transition and post-launch monitoring

Data Migration includes mapping and importing up to 5 projects (or more as needed), with file imports, historical budget/payment data, and user access levels transitioned from legacy systems. RTVision manages data transformation and initial population with agency guidance.

Ongoing Technical Support After Implementation

RTVision provides ongoing technical support and system maintenance throughout the term of the contract. This includes:

- Access to service desk ticketing and live assistance
- Quarterly webinars for new feature training
- Guided documentation and troubleshooting
- Scheduled postproduction meetings to review use, issues, and enhancement needs

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Post-Implementation Customization

Post-implementation, RTVision allows agencies to:

- Customize workflows, dashboards, and forms via the Admin interface
- Install new features and modules from RTVision's "Package Store" without code development
- Request new features or enhancements via a public voting board, reviewed for inclusion in future releases
- Continue to modify forms, reports, and document templates using low-code tools included with the system

4.2.1.9 Data Security

RTVision's OneOffice platform is built on a secure, scalable infrastructure that prioritizes data protection, system resilience, and regulatory compliance. The platform ensures data integrity and availability through encryption, access control, real-time monitoring, and robust backup protocols. RTVision is SOC 2 Type II certified, audited annually.

System Architecture and Data Isolation

- **Hosting**: Each customer operates on a single-tenant AWS EC2 and RDS instance, ensuring complete data isolation and enhanced control over data access and usage.
- **Data Storage**: OneOffice supports unlimited data and file storage. All uploaded files and transactional data are managed within the agency's dedicated environment and are available across modules for seamless access.

Security Measures and Cyber Protection

- **Encryption**: All data is encrypted in transit and at rest using AES-256 encryption. File storage, backups, and communications (including API connections) are secured using TLS/HTTPS.
- **Access Control**: The system employs role-based access control (RBAC) and attribute-based access for contractors, consultants, or external users. Permissions can be defined down to the field level.
- **Authentication**: Multifactor authentication (MFA) is available. Password policies comply with industry standards and are configurable.
- **Monitoring Tools**:
    - **XDR** (Extended Detection & Response)
    - **SIEM** (Security Information & Event Management)
    - **WAF** (Web Application Firewall)

      These tools continuously monitor traffic and behaviors to detect and prevent cyber threats.

Protection from Malicious or Unauthorized Access

- **Audit Logs**: A complete, timestamped audit trail is maintained for all data changes, including username, date/time, old value, and new value. This ensures accountability for every action within the system.
- **Session Controls**: User activity can be monitored and sessions can be revoked or restricted in real time.
- **Permission Management**: Only authorized administrators (as designated by the agency) can add, remove, or modify user roles and permissions.

Backup Frequency and Disaster Recovery

- Hourly database (RDS) backups with a 9-day retention
- Daily file system (EFS) backups with 35-day retention
- Offsite replication: Full daily and hourly backups are stored at a SOC 2 Type 2 certified offsite location with 1-month retention
- Disaster Recovery Testing: Scenario-based disaster recovery plans are reviewed semi-annually and tested annually to ensure minimal downtime and fast recovery.
- Recovery Point Objective (RPO): 1 hour or less
- Recovery Time Objective (RTO): Immediate failover via real-time replication across AWS availability zones

Security Breach Management

- **Breach Notification Policy**: RTVision will notify customers within 24 hours of discovering a security breach.

- **Remediation Protocol**: Includes assessment, containment, mitigation, audit reporting, and communication of next steps.
- **System Updates**: OS and application updates are applied in overnight maintenance windows (typically between 2–3 AM CST) and never interfere with daily operations. Critical security patches may be applied immediately, outside of normal notice periods, when necessary.

Operating System & Application Updates

- RTVision continuously monitors and tests compatibility with supported OS platforms and browsers.
- Application updates are issued bi-weekly (with urgent hotfixes as needed) and announced via in-app pop ups and email alerts.
- All application releases follow a three-stage deployment pipeline (Dev → Staging → Production) with automated testing to ensure stability and security.

4.2.1.10 Drone Operations

Drone Operations Integration and Data Management

RTVision's OneOffice platform is well-suited to support AML's drone operations by offering seamless data integration, comprehensive tracking, and flexible reporting capabilities. Whether used for construction monitoring, mapping, or discovery, the platform enables agencies to incorporate aerial intelligence into everyday workflows with precision and efficiency.

Drone Data Integration and Use in the Platform

The OneOffice system supports the import, storage, and management of drone-captured data, including georeferenced imagery, video, and mapping overlays. Supported drone outputs that can be integrated include:

- JPG/PNG/TIFF: Aerial images
- MP4/AVI/MOV: Flight videos
- CSV/KML/GeoJSON: Flight logs and point data
- Shapefiles/layers: GIS overlays

These files can be uploaded into specific project folders or directly embedded into inspection reports, construction activity logs, or mapping dashboards. Files can be manually uploaded or imported via drag-and-drop into mapped locations for accurate visual documentation.

OneOffice also has an integration with Trimble Connect so data collected from tools such as SiteVision and Stratus can be directly integrated into OneOffice.

Mapping and GIS Integration

OneOffice integrates with ESRI ArcGIS and other GIS platforms, enabling drone maps and overlays to be:

- Linked to specific project segments or construction zones

- Viewed within interactive dashboards alongside related construction data
- Auto-populated into inspection records, milestone reviews, or condition assessments

This streamlines drone-collected data into broader visual workflows and compliance reporting. For example, captured images showing erosion or change in grading can be tagged by location and linked to environmental inspection logs or punch list items.

Drone Flight Operations Management

OneOffice can be configured to support tracking and reporting of drone operations through custom forms and workflows. Agencies can:

- Log drone flight events with time, date, location, and pilot/operator
- Record pre-flight checklists, FAA authorization numbers, and weather conditions
- Attach flight plans, battery usage logs, and imagery to inspection or mapping reports
- Assign drone flights as scheduled tasks within project calendars

Each operation entry can include structured data fields and be tracked over time to provide audit trails, recurring flight schedules, and performance metrics.

Automation and Reporting

Through the low-code tools in OneOffice, AML can set up:

- Automated reporting of drone activity (e.g., by project, by date range)
- Dashboards showing flight activity, imagery status, or missing records
- Approval workflows for drone usage documentation tied to permits, inspections, or environmental reviews

Captured drone data can also be exported in PDF, CSV, or other formats for submission to regulatory bodies, internal documentation, or public-facing portals.

Unlimited Storage and File Support

OneOffice offers unlimited file and data storage, making it ideal for large drone imagery libraries and video archives. Files retain their metadata (e.g., timestamp, coordinates, camera settings), which are preserved upon upload and can be used to auto-label and categorize entries.

4.2.2. Mandatory Project Requirements

4.2.2.1 Secure Data Storage

Secure Data Storage, Encryption, and Regulatory Compliance

RTVision's OneOffice platform is hosted in the Amazon Web Services (AWS) US-West Region and is designed to meet or exceed all applicable state and federal data protection standards, including FedRAMP, NIST, SOC 2 Type II, HIPAA, PCI DSS, and ISO 27001. RTVision has also a SOC 2 Type II certification. The system ensures that all data is securely stored, transmitted, and managed in a compliant environment.

Data Encryption

- At Rest: All data—including structured data (RDS) and unstructured data (EFS)—is encrypted at rest using AES-256 encryption.
- In Transit: All communications between users and the system are encrypted via TLS/HTTPS protocols, ensuring end-to-end data security across all devices and networks2.

Cloud Hosting and Compliance Certifications

RTVision's OneOffice platform is hosted in dedicated single-tenant environments within AWS, which provides the following compliance certifications for all hosting infrastructure:

- FedRAMP Moderate
- SOC 1 & SOC 2 Type II
- HIPAA & HITECH
- PCI DSS
- ISO 27001

All data centers are located within the United States, ensuring compliance with U.S. data residency requirements. Additionally all development and support is located in the U.S. and RTVision also has a SOC 2 Type II certification.

Access Control and Role-Based Security

The platform enforces role-based access control (RBAC) and follows the principle of least privilege. Permissions can be customized down to individual fields, data objects, and user roles. Each user action is logged in an audit trail with timestamps and change history to preserve transparency and accountability

Data Protection and Monitoring

- RTVision uses XDR/SIEM for continuous threat detection and monitoring
- Static and dynamic application-level scanning
- Full compliance with OWASP Top 10 Web Application Security Risks
- Automatic scanning of all file attachments to detect and prevent malicious content.

4.2.2.2 Capable of Integration

Integration

RTVision's OneOffice platform is designed as an open, API-driven system that supports seamless integration with widely used engineering, GIS, and infrastructure software—including AutoCAD and ArcGIS. The platform's flexible architecture ensures that AML can efficiently incorporate geospatial data, CAD designs, and mapping overlays into project workflows, reports, and dashboards.

ArcGIS Integration

OneOffice offers full bi-directional integration with ESRI ArcGIS, including:

- Pushing data to ArcGIS: Automatically syncs inspection results, project locations, and geotagged field data (e.g., from drone operations or asset inspections) into ArcGIS for mapping and spatial analysis.
- Importing GIS layers: Map layers from ArcGIS can be imported into OneOffice and displayed as background or interactive layers on dashboards, project maps, or inspection records.
- Automated project creation: New projects in OneOffice can be automatically created based on new entries in ArcGIS, helping align spatial datasets with project management processes.
- Location-based automation: Project elements (e.g., inspections or materials) can be tagged using GIS coordinates, enabling map-based tracking and data queries.

This integration enhances situational awareness, reduces data entry duplication, and allows AML to use geospatial data as a core component of construction and reclamation oversight.

AutoCAD Compatibility

OneOffice supports integration and interaction with AutoCAD data via several methods:

- Import/Attach CAD Files: AutoCAD files (.DWG, .DXF) can be uploaded into project folders or attached to RFIs, submittals, and plan sets.

- Version Tracking and Review: Integrated with Bluebeam to support markup tracking, revision history, and collaborative review of CAD-based plan sets.
- Visual Document Linking: AutoCAD documents can be associated with specific locations or project items, enabling engineers and inspectors to reference technical designs while working in OneOffice.

CAD documents can also be used to auto-populate project elements like measurement quantities or spatial segments, enhancing field-to-office coordination and reducing the potential for discrepancies.

Microsoft Office Integration Capabilities in OneOffice

1. Export to Word and Excel
    - Users can export reports, contracts, forms, schedules, and inspection logs directly from OneOffice into Microsoft Word (.docx) or Excel (.xlsx) formats for further editing, formatting, or printing.
    - Custom templates in Word or Excel can be configured for automated population with project data, ensuring consistency and reducing manual work.
2. Outlook Email Integration
    - Emails related to a project can be tagged and archived within OneOffice from Microsoft Outlook, allowing users to associate correspondence with specific projects, contracts, or RFIs.
    - Email notifications with direct approval links can also be sent and opened through Outlook, supporting real-time decision-making.
3. OneDrive Integration
    - RTVision is developing enhanced integration with Microsoft OneDrive to support:
        - Real-time document collaboration
        - Version control for shared files
        - Cloud storage and auto-syncing of files between OneOffice and OneDrive folders

4. Authentication Compatibility
    - OneOffice supports OpenID Connect, which is compatible with Microsoft Entra ID (formerly Azure Active Directory) for single sign-on (SSO). This simplifies access management and strengthens security for agencies using Microsoft identity services.

Trimble Integration Capabilities in OneOffice

OneOffice integrates with Trimble Connect which can pull in data from Trimble tools such as SiteVision (which allows users to visualize 3D design models in the field using augmented reality (AR), and Trimble Stratus (which provides drone captured data for measurements).

1. Pay Quantity Tracking
    - Using Trimble's spatial measurement tools, field-collected data (e.g., linear feet, square footage, volume) can be imported into OneOffice to automatically calculate pay quantities.
    - These quantities can then be directly linked to contract line items, streamlining progress payment requests and improving accuracy in contractor billing.
2. Geospatial Asset Tagging
    - Data captured via Trimble equipment—including GPS location, elevation, and asset attributes—can be imported into OneOffice and linked to relevant project components such as materials, inspections, or punch list.
    - This supports more precise documentation, particularly for agencies managing underground utilities, roadway alignments, or large-scale grading projects.

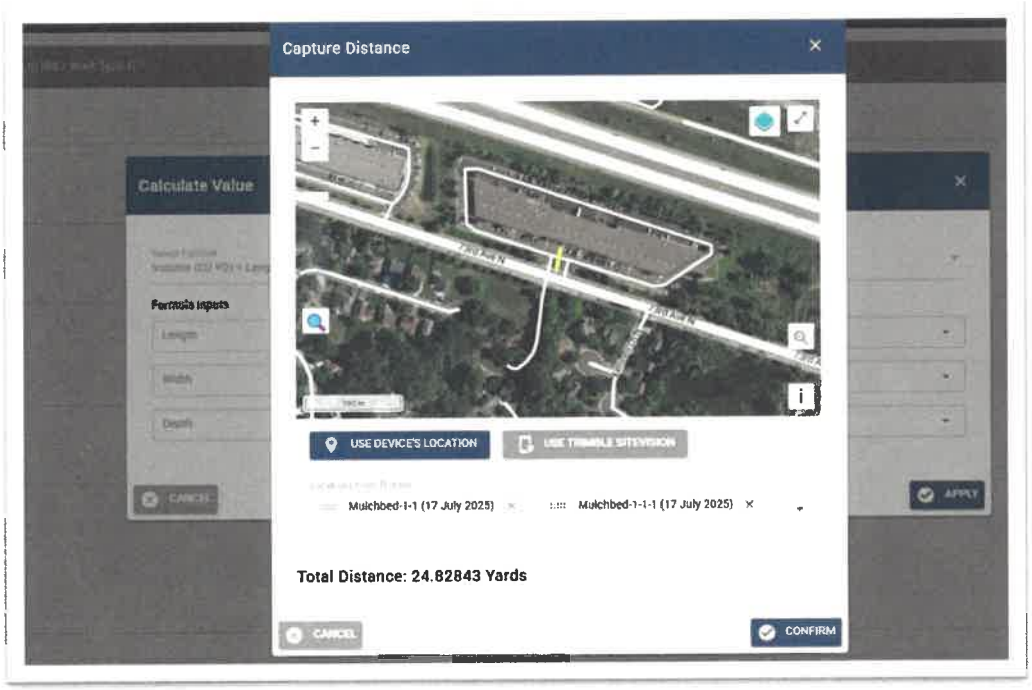
API and Data Flexibility

The OneOffice platform includes a comprehensive REST-based API, allowing for:

- Scheduled data syncs
- Real-time data exchange

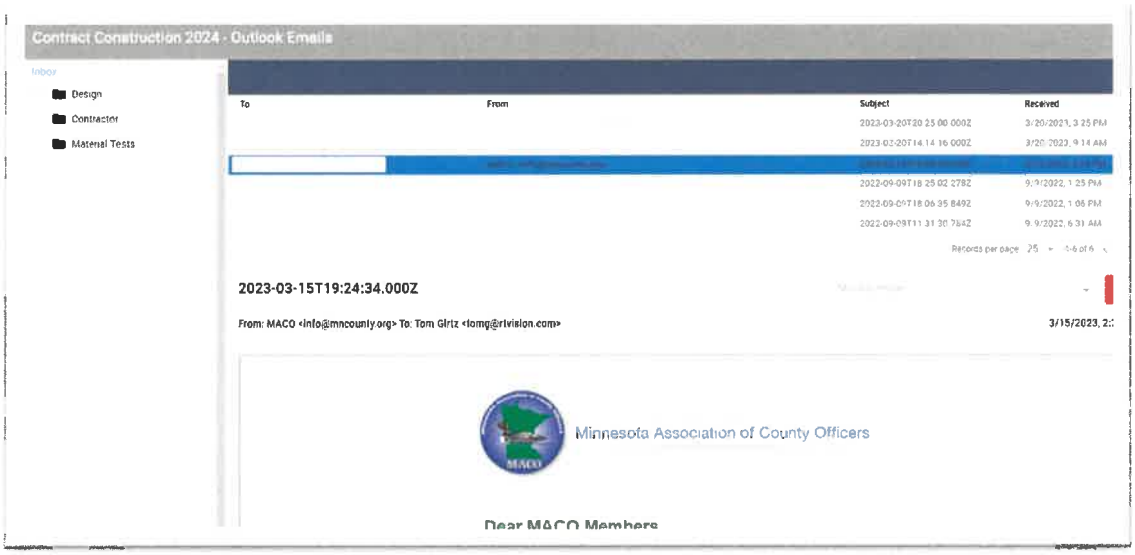
- Integration with additional tools such as Dropbox, Tyler MUNIS, and more

This ensures that AML's broader digital infrastructure can remain connected and up-to-date without manual workarounds or data silos.



Trimble measurement integration

CAD file overlay in a GIS map view



Outlook integration into OneOffice

4.2.2.3 Export of Data

Export Capabilities: Data, Forms, and Media

RTVision's OneOffice platform supports comprehensive export functionality across all modules, enabling users to retrieve and distribute project data, documents, forms, and media in a wide range of commonly used formats. These export options facilitate efficient collaboration, regulatory compliance, and external reporting.

Supported Export Formats

OneOffice allows users to export data and content in the following formats:

- **CSV / Excel (XLS/XLC)**: Budget summaries, payment transactions, inspection logs, submittal records, and more can be exported as structured datasets for financial systems, analysis, or manual review.
- **PDF**: All system-generated documents, including RFIs, submittals, invoices, contract change orders, punch list, and reports, can be exported or printed as PDF files with agency branding and custom templates.
- **Microsoft Word (DOCX)**: Templates for formal letters, agreements, and reports are generated using Microsoft Word, allowing for customized layouts and easy editing.
- **JPG / PNG**: Photos uploaded to inspections, punch list, and daily reports are stored in their original format and can be downloaded individually or included in compiled photo logs.
- **MP4 / MPG**: Video files, including drone footage or field documentation, can be uploaded, stored, and downloaded without format restrictions.

Media and Attachment Export

Media files—including images, georeferenced photos, and videos—are retained with original metadata and can be:

- Downloaded individually or in bulk
- Embedded in system-generated PDF reports
- Associated with mapped locations for GIS-based exports

All exports maintain consistent file names and folder structures to support archival and reporting workflows.

Custom Report Templates and Bulk Export

- Reports can be pre-configured or generated on demand using custom filters, and include automatic formatting for PDF, Excel, or Word export.
- Bulk export tools allow administrators to retrieve full project datasets, including all attached documents and audit logs, in compressed folders organized by project or date.

4.2.2.4 Cross-Platform Compliant

Cross-Platform Compliance and Mobile Field Functionality

RTVision's OneOffice platform is fully cross-platform compliant and designed to function seamlessly across both desktop and mobile devices, ensuring robust and secure access in office and field environments.

Cross-Platform Desktop Compatibility

OneOffice is a web-based SaaS application that runs on all modern browsers and is fully compatible with HP and Dell desktop systems running Microsoft Windows 10 and 11. The platform requires no local installation or administrative permissions, providing broad accessibility across agency devices. It supports the latest versions of Chrome, Edge, Firefox, Safari, and other Chromium-based browsers.

Mobile Device Support (iOS: iPhone and iPad)

OneOffice is fully accessible on iPhone and iPad devices through a mobile-optimized web interface. The platform uses responsive design to adjust the user interface automatically to the screen size and resolution of the device, ensuring that users have a consistent and intuitive experience on mobile devices.

Offline Functionality and Field Use

OneOffice provides robust offline capabilities for in-field use without access to internet, cellular, or Wi-Fi service:

- Data entered offline—including form submissions, field inspections, submittals, daily logs, and photos—is stored locally on the device.
- Once connectivity is restored, data is automatically synced with the server. A visual indicator (green sync button) alerts users to pending uploads and enables one-click synchronization when online.

Multimedia Capture, Geotagging, and Field Reporting

While in the field, OneOffice enables users to:

- Create and submit inspection reports, daily logs, RFIs, and punch lists
- Capture and embed multimedia such as photos, videos, and audio recordings
- Auto-tag media with GPS coordinates and date/time stamps
- Link entries directly to mapped locations, project segments, or report items
- Generate PDF reports that include embedded images, annotations, and geospatial data.

Real-Time Collaboration and Data Updates

- OneOffice enables real-time collaboration between internal and external users through shared access, comment threads, and automated task routing. Any number of users can be simultaneously updating project data in OneOffice and other users will instantly view project data changes.
- OneOffice facilitates seamless project management with consultants by providing a centralized, role-based platform that supports real-time collaboration, document sharing, task tracking, and approvals—tailored specifically for government and public infrastructure projects. OneOffice enhances project coordination with consultants by offering a structured, secure environment that supports transparent communication and efficient workflows—empowering agencies and consultants to work together more effectively throughout the full project lifecycle.
- ConneX, the external-facing portal of the OneOffice platform, plays a critical role in enabling real-time project collaboration between internal agency staff and external stakeholders such as contractors. ConneX bridges the gap between internal and external teams by providing a secure, streamlined, and real-time platform for sharing documents, tracking approvals, and collaborating on construction activities—eliminating communication silos and accelerating project delivery.

4.3.1 Qualifications and Experience Information

4.3.1.1 Prior experience of similar size and scope

Demonstrated Experience with Workflow and Project Management Systems

RTVision has over 25 years of experience delivering integrated workflow and project management solutions tailored to the needs of government agencies. Our flagship platform, OneOffice, is used by government agencies across North America—including cities, counties, regional agencies, and state departments—for managing infrastructure, capital improvement programs, maintenance operations, and construction projects.

Relevant Government Experience

- Nearly 50,000 government construction projects managed through OneOffice to date
- Billions of dollars in budgets and payments processed
- Over 10,000 external users, including contractors and consultants, accessing the platform for collaboration and compliance
- Over 50 software integrations, including ArcGIS, Tyler MUNIS, Microsoft Office, Trimble, and Bluebeam

4.3.1.2 Key Personnel

RTVision is proud to offer a dedicated and experienced implementation and training team to ensure the successful deployment and adoption of the OneOffice platform. All team members are full-time RTVision employees based in the United States, each with extensive experience supporting local government clients through system configuration, user training, and post-launch support.

4.3.1.3 Experience providing requestion and automated approval routing

Experience with Simplified Requisition Processes and Automated Approval Routing

RTVision's OneOffice platform has a proven track record of delivering streamlined requisition workflows and automated approval routing for government agencies managing complex construction, infrastructure, and maintenance projects. Our platform is specifically designed to reduce manual effort, minimize errors, and accelerate turnaround times for procurement, payments, and documentation approvals.

Simplified Requisition Processes

OneOffice enables users to initiate requisitions and requests (e.g., purchase orders, contract changes, funding requests, payment approvals) through intuitive, form-based interfaces that require no technical training. These requisition forms can be:

- Pre-filled using project templates
- Filtered by funding source, vendor, or contract line item
- Configured to support drop-downs, auto-calculations, and validations to reduce input errors

These features simplify the user experience and reduce training time while ensuring accuracy and consistency across departments and users.

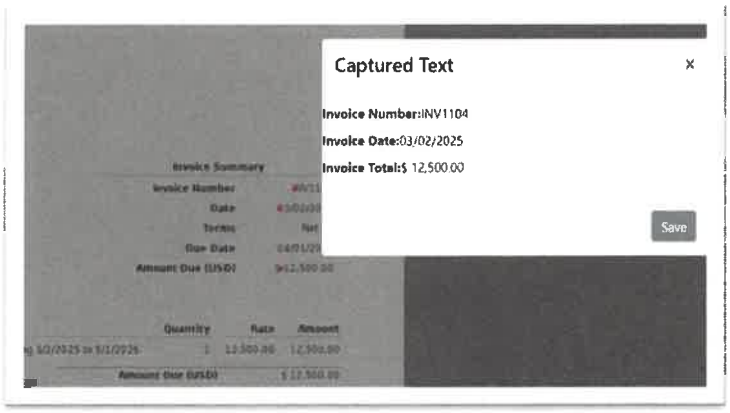
OneOffice currently uses web-based OCR to pull in key data fields from the invoice to facilitate the requisition process and help to automate the workflows. A planned update for end of 2025 is to migrate to using AI-based OCR to pull in key data fields.

Automated Routing and Approval Workflows

Key features of the approval system include:

- Role-based routing rules that automatically forward requisitions to the appropriate reviewer based on funding type, dollar threshold, or project type

- Automated email and in-app notifications to alert users of pending approvals
- Digital signatures and full audit logging for transparency and accountability.



Web-based text capture (OCR)

4.3.1.4 Experience and specializations with Microsoft and/or Google

Experience and Specializations in Microsoft and Google Workspaces

RTVision's development and support teams have extensive experience integrating and supporting Microsoft 365 (Office) environments, including document generation, cloud storage, and user authentication workflows. While the OneOffice platform is primarily browser-based and system agnostic, it is designed to seamlessly integrate with Microsoft tools to streamline user productivity and administrative efficiency.

Microsoft 365 (Office) Integration

OneOffice supports multiple Microsoft 365 functions:

- Microsoft Word and Excel Export: Project forms, contracts, reports, and tabular data can be exported directly in Word (.docx) or Excel (.xlsx) format for local editing or recordkeeping.

- Outlook Integration: Users can tag and archive project-related emails to specific records in OneOffice for centralized document tracking and communication logs.
- Microsoft OneDrive: Allows document version tracking, real-time collaboration, and backup through Microsoft OneDrive.
- Authentication: Single sign-on (SSO) with OpenID Connect, fully compatible with Microsoft Entra ID (formerly Azure AD)

RTVision's technical team includes engineers and product managers experienced in configuring Microsoft-based environments and APIs for integration and deployment. The platform is tested for compatibility with the latest versions of Microsoft Edge and Office suite applications.

Google Workspace Compatibility

While RTVision does not hold Google Workspace-specific certifications, OneOffice is:

- Fully accessible via Google Chrome and other Chromium-based browsers
- Compatible with Google Docs, Sheets, and Drive file uploads and downloads
- Capable of archiving and managing email content forwarded from Gmail
- Able to support OpenID Connect authentication, which can be used with Google SSO

4.3.1. Mandatory Qualification/Experience Requirements

4.3.1.1 Minimum of three government accounts

RTVision works with government agencies and consulting firms that also work on government infrastructure, and has over 400 government contracts for software that is used to manage the maintenance, planning, and construction of government infrastructure. The agencies range in size from a dozen or less users to hundreds of users. Agencies include transportation departments, utility districts, special districts, public works departments, conservation districts, and other government groups.

Specific customers are provided in the references section.

4.3.1.2 Key Personnel have prior experience

Each key personnel has no less than five years of experience at RTVision, and averages 12 years of experience.

Rachel Laudner, MBA

Implementation Lead/Project Manager

Experience: 5+ years at RTVision. managing implementations for customers across a variety of modules in OneOffice, including CIP, ROW, and Construction management. Rachel has successfully completed more than 50 implementations during the past five years.

Credentials: Master of Business Administration (MBA)

Role: Rachel will serve as the primary point of contact for the implementation. She has led over 25 government software implementations, including full-cycle coordination of a major OneOffice upgrade across 110 agencies.

Availability: Rachel will be dedicated to AML's implementation from planning through go-live and will facilitate all scheduling and team coordination activities.

Melissa Scherer, MBA

Executive Sponsor

Experience: 19 years at RTVision and has worked in various roles for the company, including implementations and product management. . Melissa was part of the team that implemented OneOffice, in a state-wide rollout for 87 counties in Minnesota. Coordinated application implementation with each of the 87 counties, as well as meetings and training sessions for hundreds of State personnel across 8 districts.

Credentials: MBA, University of Chicago Booth School of Business; former PMP certification, APWA- MN Board Appointee

Role: Melissa brings deep experience in project management, system architecture, and government workflows. She has overseen implementations for agencies ranging from small municipalities to state-wide rollouts in all 87 counties of Minnesota.

Availability: Melissa will support Rachel in project management responsibilities with a focus on resource availability to ensure an 'on-schedule' delivery.

Kevin Trettel | Technical Lead – Database and Integrated Services

Kevin has been with RTVision for the past 18 years and is a Principal Engineer. Kevin has a BA in Mathematics and Computer Science from St John's University, MN.

As the technical lead for database and integrated services, Kevin will be responsible for integration setup and configuration, as well as historical data import.

Jeff Fox | Technical Lead – Configurations

Jeff has been with RTVision for 5 years and has worked in Technical Support and QA/QC, and is currently a Level I Software Engineer. Jeff has an Associate Degree in Applied Science and Computer Programming from St Cloud Technical College, MN.

As the technical lead for customizations, Jeff will be responsible for assisting in the configuration or dashboards, views, and workflow processes

4.3.2.3 Possess in-depth understanding of construction management

In-Depth Understanding of Construction Management Lifecycle

RTVision brings over two decades of focused experience working with government agencies to support the full lifecycle of construction management—from early planning and budgeting to project closeout and warranty tracking. Our OneOffice platform is purpose-built for public sector construction workflows and has been shaped by continuous input from engineers, project managers, inspectors, and finance teams across over 150 cities, counties, and transportation agencies.

Comprehensive Lifecycle Management

RTVision's team has designed OneOffice to support every phase of construction program delivery:

1. Planning and Budgeting

- Multi-year and scenario-based capital improvement planning (CIP)
- Budget creation and funding allocation at line-item levels
- Integration with asset condition ratings and prioritization tools

2. Procurement and Pre-Construction

- Cost estimating and engineer's estimate templates
- Bid management, vendor tracking, and bid tabulation tools
- Funding source management and contract setup

3. Construction Execution

- Daily field inspection and quantity reporting
- Scheduling with milestones, Gantt charts, and critical path tracking
- Materials tracking, pay estimate generation, and automated retainage
- Submittals, RFIs, punch lists, and change order management

4. Financial Oversight

- Real-time cost tracking vs. budget
- Multi-fund allocation and audit-ready approval workflows
- Payment processing and invoice reconciliation with funding sources

5. Closeout and Warranty

- Punch list and deficiency tracking
- Final payment processing
- Warranty inspection scheduling
- Archiving of documentation for future reference or audit

Time and Cost to Implement

Other CMS systems that are designed to work across multiple verticals/market segments often require long and costly implementations to configure the system for government agencies. With the public sector being the focus of OneOffice, time and cost is reduced to implement the application and OneOffice bi-weekly releases include functionality that is most relevant to the public sector. Government-specific features and functionality are available 'out of the box', providing alignment with public sector workflows, compliance and audit-readiness, and data sharing features for transparency and accountability.

RTVision also has experience in integrating with other government-specific systems and is adept at managing multi-year programs with a focus on different funding source requirements that are not found in more general CMS systems.

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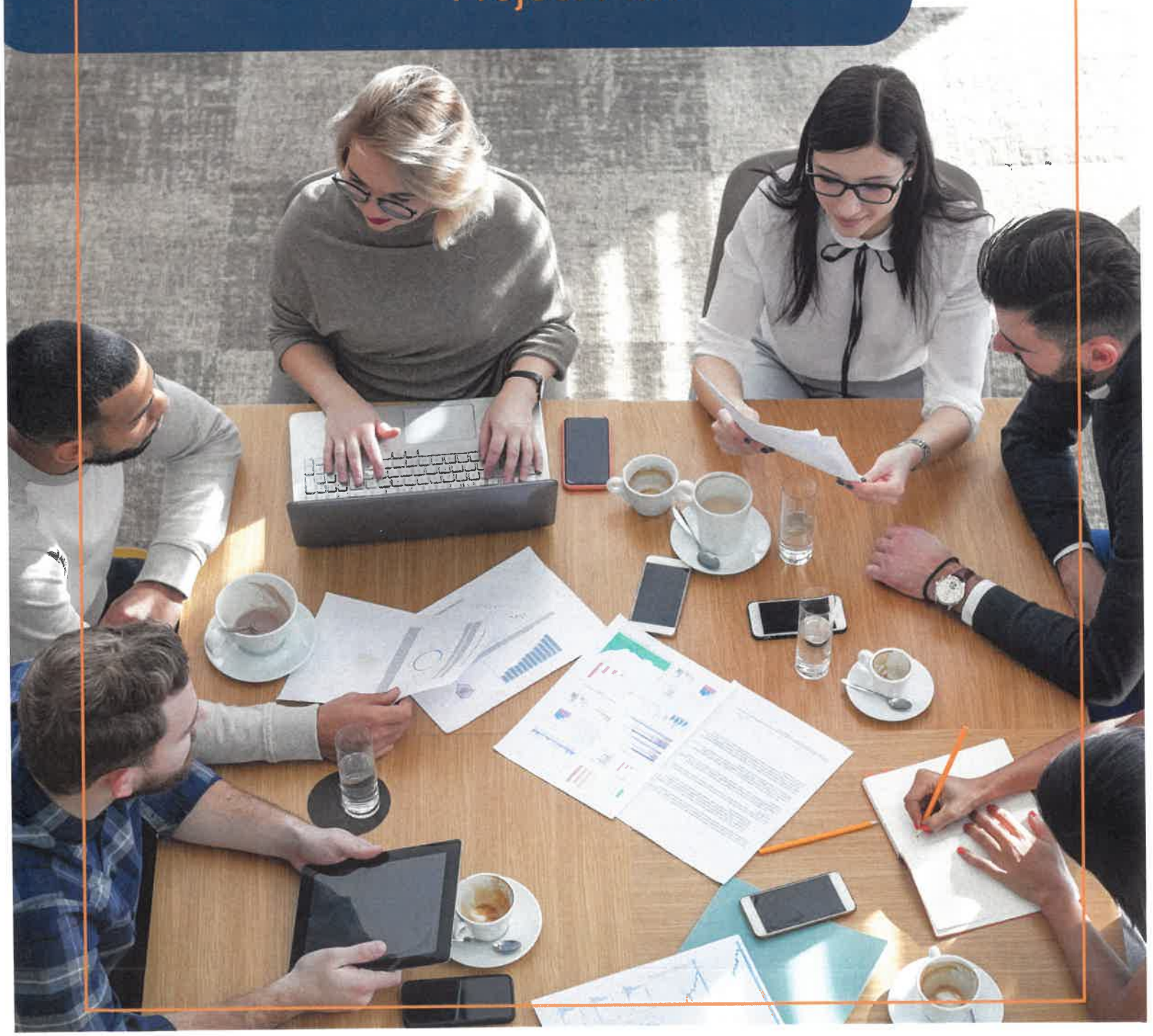
SOFTWARE SOLUTIONS

Section 1
Project Plan



The formalized Project Management Plan will be reviewed and finalized as part of initial meetings, however an outline, or overview, is provided below that outlines the primary communication platform and structure and the deliverables (including the timeline and resources). In past projects, the most prevalent risks are related to resource availability, ineffective communication, and scope creep. To address each of these risks, the Project Management Plan will provide a detailed outline of resource needs and timeframes to address scheduling conflicts as soon as possible. The PMP will also address preferred ways to communicate and store project related documents, as well as recommended mockups for any contract changes to reduce the amount of reconfiguration and scope creep.

RTVision manages all product implementations through an online project management tool that the assigned personnel will have access to, providing transparency to the entire process and reducing risks that may otherwise be introduced to the project through poor communication and disjointed project organization. The tool will show assigned resources, provide a single location to store project management documents, and will send reminders to keep the project on schedule. The application also provides real-time access to progress reports, milestone summaries and schedules, resource requirements, and identified risks and corrective actions. These areas will be reviewed during weekly status calls but are also available for assigned personnel at any time throughout the course of the implementation. During the implementation process, a UAT document will be created which will aid the AML in testing and acceptance of the system configuration and setup. All integrations and API connections to other systems will also be tested during this timeframe. Any areas that do not pass acceptance tests will be discussed and reworked with RTVision. RTVision also approves the AML to conduct any vulnerability or security scans on the application (many current customers already do so).

Our project delivery is broken down into the following phases:

1. Plan and Analyze
2. Discovery and Design
3. Build and Configure
4. Testing
5. Training
6. Production and Postproduction Support

Phase 1: Plan and Analyze

Week 1-3

The Planning phase sets the stage and expectations for the upcoming implementation. For each product implementation, we use an online project/sprint planning board that provides visual oversight for task assignments, including priority, timelines, and updates. This tool provides the ability for stakeholders to easily view the status of each task and is used to lead discussion during weekly or bi-weekly meetings (as determined by contract requirements). It also provides automated email reminders to ensure that assigned tasks have appropriate visibility and lessen the risk of falling behind in the schedule.

Deliverables:

- Review Project Management Plan
- Provide an overview of the implementation process and schedule/milestones
- Review and discussion requirements provided in RFP, as well as documentation and reporting requirements
- Conduct gap analysis: Review current processes and perform gap analysis for process improvement recommendations
- Create Requirement Traceability Matrix

Phase 2: Discovery and Design

Week 3-5

During this phase you and your RTVision Project Manager will create a schedule for department/role information gathering sessions. Understanding where and how data is shared between the groups, as well as with external stakeholders, will be an important step in making sure that access control is being added correctly with any new sections or fields.

Deliverables:

- Review and discuss the AML documents, forms, and reports that need to be implemented or generated from the application

- Discuss and document customizations and administrative changes to support requirements outlined in prior phase
- Initial communications with other vendors or departments to facilitate required integrations will begin; integration specs to be provided.
- Discuss Contract Change process
- Install production and sandbox sites

Phase 3: Build and Configure

Week 5-15

During this phase, RTVision will take the data gathered in prior stages to begin making application and administration changes in the application. A UAT document will also be created for the subsequent testing and training phases. Weekly status reports will be provided to discuss progress and prioritize any configuration changes that need additional discussion. The use of the implementation Kanban board will also help to establish weekly discussion topics.

RTVision typically recommends agencies install our 'default' construction project management package and will also recommend other package installs based upon the information gather sessions. Package installs from our 'store' provide the ability to add customizations quickly and easily to the site, without going through administration setup to do so.

Deliverables:

- Iterative configuration; Configure the OneOffice administration section to reflect the outlined design needs and requirements; progress reports/updates
- UAT document created
- Integrations completed and initial connection tests conducted
- Change requests created and logged

Phase 4: Testing

Week 16-20

An initial training session will help to ensure productive UAT testing and general software familiarity prior to more formalized, role specific training. Using the UAT as a guide, each area should be checked to pass, or notes added of additional configuration needs. This should be a reiterative process; the AML does not need to complete all user testing before providing feedback for reconfiguration. Weekly meetings provide the ability to check-in, ask questions, and provide ongoing feedback.

Deliverables:

- Initial Training and walk through of the application
- User acceptance testing by the AML
- Meetings to review any issues found in UAT that will require attention
- Reconfiguration of system setup based upon UAT feedback
- Change requests created and logged

Phase 5: Training

Week 20-21

The second round of training will go into more in-depth processes for a wider variety of individuals and groups. This typically is done through several sessions (see example session outlines below) and will allow the AML to invite those individuals or groups who are most applicable based upon the session outline/description.

All sessions will be recorded for future use and can either be done remotely or onsite.

Item	Description	Approximate Hours
Functional Training	Training of functional areas and processes, based up user roles and/or phases Training topics: project planning & budget management, document management & communications,	8-10 hours

	scheduling/task/resource management, contract management, inspections	
Administration Training	Training for Administration setup and customizations, including access setup for internal and external users	2-4 hours

Phase 6: Production and Postproduction Support

Week 22

The final step of your implementation is for you to move test site setup to production, begin use of the application, and transition to standard RTVision Support Services.

RTVision has phone support, as well as online support ticketing which assists users in finding documentation related to their support question and provides the ability for them to view and manage support tickets from a single support dashboard. After initial training, ongoing training resources are available online in an easy to use, searchable site.
By transitioning you can take advantage of being able to reach any number of individuals in our Support Team. Please see below for our complete Service Level Agreement.

Postproduction meetings can be scheduled for an agreed upon timeframe to ensure any issues in production and ensure project success. (The user of our Service Desk system will provide the ability to easily compile any submitted service tickets from the last postproduction meeting).

Deliverables:

- Remove test data (if applicable)
- Process live data through the software
- Notifications to internal and external users
- Transition to Support
- Meetings to discuss any postproduction issues or changes required
- Project acceptance and close out
- Establish post-production meeting schedule

RTVISION
SOFTWARE SOLUTIONS

Section 1
References

Kyle Schlink
Construction Services Supervisor
City of Rochester, MN
Telephone: 507-328-2444
Fax: 507-328-2901
Email: kschlink@rochestermn.gov

The City of Rochester Public Works Department started using OneOffice for Construction Project Management in 2009 and has managed hundreds of projects through OneOffice, including a $75 million dollar transit project this year. Their annual budget varies between 80-200 million dollars annually. We have delivered installation, implementation, training, support and maintenance services.

Lance Robertson
Engineering Supervisor
Saint Louis County, MN
Public Works Department
Telephone: 218-262-0269
Fax: 218-625-3888
Email: robertsonl@stlouiscountymn.gov

Saint Louis County started using OneOffice for Construction Project Management in 2005 and has an average annual Public Works capital budget of around 100 million dollars and currently has over 100 projects in active management and nearly 2,000 projects managed through OneOffice.

They have subsequently added the following solutions from RTVision to streamline processes within the Public Works Department: online permitting, capital improvement planning and ROW land acquisition management. We have delivered installation, implementation, training, support and maintenance services to the County for all RTVision solutions.

Michael Van Beuseksom
Engineering Supervisor
City of Saint Paul, MN
Public Works Department
Telephone: 651-266-6083
Email:
Michael.vanbeuseksom@ci.stpaul.mn.us

The City of Saint Paul Public Works Department purchased OneOffice for Construction Project Management in 2021 following a project trial. Realizing the benefits of the software for the Public Works Department, the St. Paul Regional Water Services Department purchased the software to manage construction projects as well. The City manages approximately 200 million in public works capital projects annually. We have delivered installation, implementation, training, support and maintenance services to both departments.

Amy Rein
Administrative Assistant
Telephone: 320-309-2732
Email: areing@wsbeng.com

WSB Engineering is an AEC firm that works with government agencies across the United States. WSB has been using OneOffice for over 20 years and is a partner of RTVision's. WSB has over 300 active employee user accounts and manages nearly 200 active projects annually. They have over 8,000 historical projects managed through and archived in OneOffice.

We have delivered installation, implementation, training, support and ongoing maintenance services.

Jay Owens, P.E.
State Aid Office Director
Minnesota Department of Transportation
(612) 749-7181
Jay.owens@state.mn.us

MnDOT users RTVision's ConneX site to provide access to all Minnesota agencies to post bid information, regardless of the plan room or bid site used. This provides a single location for contractors to reference projects out for bid in the State. MnDOT also works with RTVision to facilitate use of OneOffice for construction project management at the local government level.

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Section 1
Support

RTVision uses secure and modern infrastructure and technical systems to host, develop, and support it's OneOffice application. The platform is built using modern and widely used technologies, NodeJS and VueJS, which provides high performance for real-time applications and easily scales to meet demand. The user interface is mobile-enabled and is supported on any device, with any modern, supported browser. The platform is also API-based, which provides a secure and standardized method to easily connect to other applications. Data is encrypted at rest and in motion, and each customer site runs on its own dedicated instance. Guaranteed uptime is 99.95%; please see below for more information on our security and support services. OneOffice has experienced no unplanned downtime for the past three years, with 100% uptime.

RTVision prides itself on customer support and currently maintains a 4.9/5.0 rating for OneOffice support. After going live with the application, customers have access to our service desk ticketing system where issues can be submitted and tracked from a single dashboard. All support is managed by RTVision's US-based personnel support can be reached by phone, email, or service desk ticket. Our regular support hours are M-F 7a – 6p CST, with the exclusion of certain holidays (New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day). After hours support available at any time for P1 level support.

For any new releases, email notifications are sent to customers that provide links to written instructions and/or training videos. This same information is also available as an in- app notification for all users (prompted when the user logs in) and is also available in the Update Log within the application (this shows all past update versions, dates and changes). RTVision also conducts quarterly webinars where recent updates are reviewed in a more interactive environment. All of our support documentation is available online and allows users to easily search for help questions by key word(s) and by the section and phase of the project.

RTVision's primary source of enhancements and functionality released in major/minor releases come from customer feedback. Customer enhancement requests are logged in a product roadmap so that other customers can view, vote, and watch enhancement requests submitted by other agencies. RTVision will then determine which enhancements to incorporate into OneOffice, as well as the priority for doing so, based upon these votes and other strategic interests.

RTVision Service Level Agreement

Issue Resolution

Support Response Time	Respond to within an hour but may not be resolved, during that hour if ongoing discussion is required. See also Resolution Time for issues that are beyond support inquiries.
Resolution Time & Classification	Resolution time is dependent upon classification (see below). P1: Within 1 hour; Customer is unable to use application. P2: 24 hours; Issue that prevents proper use of the application, no workaround exists P3: 2 weeks; Issue but not critical to the user of the application or a workaround exists P4: varies; voted on by users to be approved and worked on for future releases which occur monthly; Enhancement request

Updates

Notifications	Notifications for application and OS updates will be sent one week in advance. Notifications for patch updates may occur 24 hours in advance. RTVision reserves the right to provide critical updates without advanced notice if use of applications is severely impacted.
Application Release Process	Releases typically occur during overnight hours, between 2:00a – 3:00a CST. Applications will be inaccessible for a few minutes during this timeframe. This downtime is not applied to RTVision's uptime commitment.
AWS Maintenance and Updates	Some OS and maintenance updates that may impact site access, and cannot be scheduled to run overnight, will be conducted during non-business hours for all time zones. This will typically occur between 8:00 PM CST and 12:00 PM CST. This downtime is not applied to RTVision's uptime commitment.

Reliability and Recovery OneOffice

Uptime	99.95%
Backups	EFS (file storage) daily incremental backups with 35-day retention, and RDS (database) hourly instance snapshots with a 9-day retention, stored on AWS. EFS daily full syncs, and RDS hourly full backups with a 1-month retention, stored at an off-site, SOC 2, Type 2 data center (see additional data center certifications under 'Security'). Customers have the option to use RTVision's Host Console site to download a full backup of their database on a monthly basis.
Data	Single tenant, dedicated EC2 & RDS instance with a multi-tenant proxy in front.
Disaster Recovery	RTVision reviews its Disaster Recovery Plan semi-annually and conducts annual scenario tests to ensure that customer downtime and data loss is minimized in the event of an emergency or failure.
Recovery Time Objective	1 hour or less
Recovery Point Objective	1 hour or less

Security

Access	HTTPS (HTTP over TLS) Web UI & API Direct DB access over TLS restricted by source IP address available upon request (but discouraged in favor of API)
Encryption	Using AES256, data is encrypted in-transit & at rest. Backups are also encrypted.
Hosting and Data Center Certifications	All AWS hosting and data center backups are located in the United States. FedRAMP, Soc 1, Soc2 Type 2, HIPAA, PCI DSS, ISO 27001
Password Requirements	Meets industry complexity standards. Configurable expiration. MFA options available to be enabled per user account.

Notification of Breach	RTVision's Data Breach Policy stipulates that any breach will be communicated within 24 hours from when the occurrence became known.

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August 6, 2025

Thank you for your consideration

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August 6, 2025

Thank you for your consideration

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REQUEST FOR PROPOSAL

Construction Management System Software

Physical Address: 115 2nd St NE
Little Falls, MN 56345

Remit to Address: PO Box 394
Little Falls, MN 56345

Phone No.: 612.386.5653

Facsimile:

Email: melissas@rtvision.com

Vendor Representative (Print Name): Melissa Scherer

Signature:

Date: 09/03/2024

Example:

Proposal 1 Cost is $1,000,000
Proposal 2 Cost is $1,100,000
Points Allocated to Cost Proposal is 30

Proposal 1: Step 1 – $1,000,000 / $1,000,000 = Cost Score Percentage of 1 (100%)
Step 2 – 1 X 30 = Total Cost Score of 30

Proposal 2: Step 1– $1,000,000 / $1,100,000 = Cost Score Percentage of 0.909091 (90.9091%)
Step 2 – 0.909091 X 30 = Total Cost Score of 27.27273

6.8. Availability of Information: Proposal submissions become public and are available for review immediately after opening pursuant to West Virginia Code §5A-3-11(h). All other information associated with the RFP, including but not limited to, technical scores and reasons for disqualification, will not be available until after the contract has been awarded pursuant to West Virginia Code of State Rules §148-1-6.3.d.

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

RTVision, Inc.

(Company)

Jonny Nguyen, Business Development Associate

(Representative Name, Title)

860.387.9334

(Contact Phone/Fax Number)

09/03/2025

(Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:
(Check the box next to each addendum received)

- [x] Addendum No. 1
- [x] Addendum No. 2
- [x] Addendum No. 3
- [ ] Addendum No. 4
- [ ] Addendum No. 5
- [ ] Addendum No. 6
- [ ] Addendum No. 7
- [ ] Addendum No. 8
- [ ] Addendum No. 9
- [ ] Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

RTVision

Company

Authorized Signature

09/02/2025

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Jonny Nguyen

(Address) 115 2nd St NE, Little Falls, MN

(Phone Number) / (Fax Number) 860-387-9334

(email address) jonny@rtvision.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through *wv*OASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

RTVision
(Company)

(Signature of Authorized Representative)

Melissa Scherer, President/CEO 08/05/2025
(Printed Name and Title of Authorized Representative) (Date)

612.386.5653
(Phone Number) (Fax Number)

melissas@rtvision.com
(Email Address)