



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

State of West Virginia  
Centralized Request for Information  
Info Technology

<b>Proc Folder:</b> 1739093			<b>Reason for Modification:</b> Addendum No. 5 - to extend time from 1:30 pm to 3:00 pm.
<b>Doc Description:</b> One-Stop-Shop Permitting			
<b>Proc Type:</b> Request for Information			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2025-08-29	2025-08-29 15:00	CRFI 0201 SEC2600000001	6

**BID RECEIVING LOCATION**

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

RECEIVED  
2025 AUG 29 AM 11:55  
WV PURCHASING DIVISION

**VENDOR**

**Vendor Customer Code:** VS0000049874  
**Vendor Name :** CoreSphere, LLC  
**Address :** 6700A Rockledge Drive, Suite 220  
**Street :**  
**City :** Bethesda  
**State :** MD **Country :** USA **Zip :** 20817  
**Principal Contact :** Shailesh Gupts  
**Vendor Contact Phone:** 301-830-4035 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Tara Lyle  
(304) 558-2544  
tara.l.lyle@wv.gov

**Vendor  
Signature X**

*Shailesh Gupta*

**FEIN#**

20-0926452

**DATE**

8-29-2025

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

Addendum No. 5

1.The bid opening time has changed from 1:30 pm to 3:00 pm for today, 8/29/2025.

Due to wvOASIS system limitations, online bid responses will not be able to be accessed.

Vendors may submit their proposal/information via email to Tara.L.Lyle@wv.gov before today's deadline at 3:00 pm. PLEASE PUT "CRFI SEC26\*01 RESPONSE" in the subject line.

If you have submitted an online response through wvOASIS - VSS, please resubmit your proposal by email to Tara Lyle at Tara.L.Lyle@wv.gov or you may fax the documentation to 304-558-3970.

No other changes.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	One-Stop-Shop Permitting Program				

Comm Code	Manufacturer	Specification	Model #
43232408			

**Extended Description:**

One-Stop-Shop Permitting Program

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Question deadline	2025-07-24

## SOLICITATION NUMBER: CRFI SEC26\*01

### Addendum Number: 5

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

#### Applicable Addendum Category:

- ☐ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☒ Other

#### Description of Modification to Solicitation:

1. The bid opening time has changed from 1:30 pm to 3:00 pm for today, 8/29/2025.

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**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

#### Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFI SEC26\*01**

**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)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input checked="" type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input checked="" type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input checked="" type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input checked="" type="checkbox"/> Addendum No. 5	<input type="checkbox"/> 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 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.

CoreSphere, LLC.

\_\_\_\_\_  
Company

*Shailesh Gupta*

\_\_\_\_\_  
Authorized Signature

8/29/2025

\_\_\_\_\_  
Date

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



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

State of West Virginia  
Centralized Request for Information  
Info Technology

<b>Proc Folder:</b> 1739093			<b>Reason for Modification:</b> Addendum No. 1
<b>Doc Description:</b> One-Stop-Shop Permitting			
<b>Proc Type:</b> Request for Information			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2025-08-01	2025-08-18 13:30	CRFI 0201 SEC2600000001	2

**BID RECEIVING LOCATION**

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

**VENDOR**

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**Vendor Contact Phone:** 301-830-4035 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Tara Lyle  
(304) 558-2544  
tara.l.lyle@wv.gov

**Vendor  
Signature**

**FEIN#** 20-0926452

**DATE** 8-27-25

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

Addendum No. 1 - to extend the bid opening date from 08/11/2025 to 08/18/2025. Responses to vendor questions will be issued under separate addendum.

No other changes.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	One-Stop-Shop Permitting Program				

Comm Code	Manufacturer	Specification	Model #
43232408			

**Extended Description:**

One-Stop-Shop Permitting Program

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Question deadline	2025-07-24

# **SOLICITATION NUMBER: CRFI SEC2600000001**

## **Addendum Number: 1**

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

### **Applicable Addendum Category:**

- ☒ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

### **Description of Modification to Solicitation:**

- 1. To extend the bid opening date from 08/11/2025 to 08/18/2025. The bid opening time remains at 1:30 pm.**
- 2. Responses to vendor questions will be issued under separate addendum.**

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

### **Terms and Conditions:**

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**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFI SEC2600000001**

**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:**

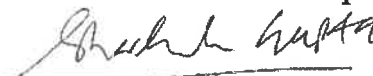
(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
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CoreSphere LLC

Company



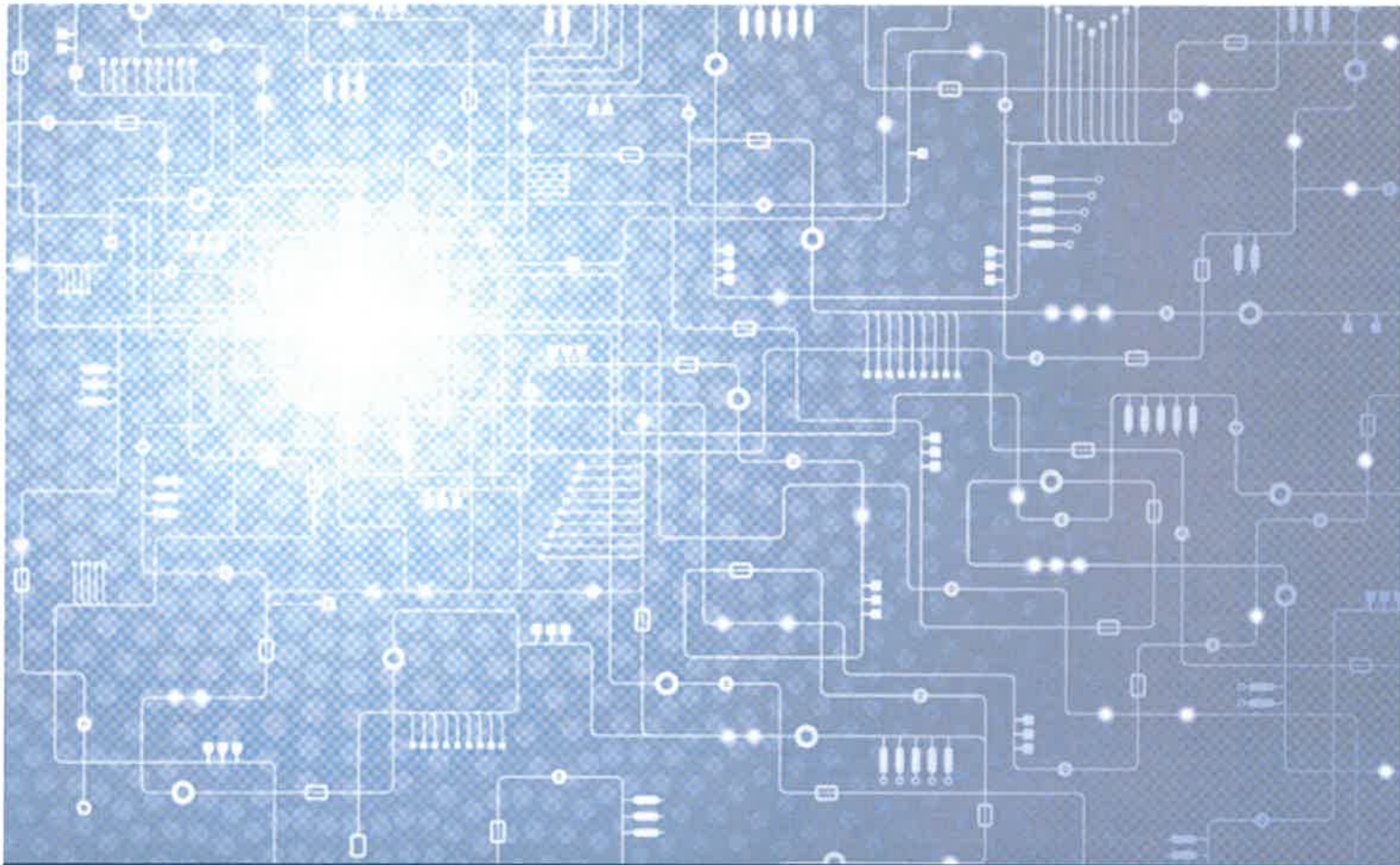
Authorized Signature

8-27-25

Date

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





**State of West Virginia Centralized Request for Information  
Info Technology  
CRFI SEC260000001 - One-Stop-Shop Permitting**

**August 29, 2025**

**BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STE  
Charlston, WV 25305**

**Submitted by:  
CoreSphere, LLC  
6700A Rockledge Drive  
Suite 220  
Bethesda, MD 20817  
Phone: 301-830-4035  
Fax: 301-825-8990  
[www.CoreSphere.com](http://www.CoreSphere.com)**

**coresphere**

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**CoreSphere, LLC is an Equal Opportunity Employer**



## TITLE PAGE

### Prepared For

- Customer Name
- Attn: POC NAME  
POC Title  
Address 1  
Address 2
- Email ID: POC Email

### Prepared By

- CoreSphere, LLC
- 6700A Rockledge Drive  
Suite 220  
Bethesda MD 20817
- Phone: 301-830-4035 Fax: 301-947-9648
- [www.CoreSphere.com](http://www.CoreSphere.com)

### CoreSphere Authorized Negotiator

- Mr. Shailesh Gupta, Managing Partner
- [SGupta@coresphere.com](mailto:SGupta@coresphere.com)
- Office: 301-637-3216
- Mobile: 202-421-8284
- Fax: 301-825-8990

### CoreSphere Corporate Information

- DUNS: 18-476-8583
- UEI: U7QGJ84HBNA7
- CAGE Code: 37GU1
- TIN: 20-0926452

### CoreSphere Contract Vehicles:

- GSA MAS IT Schedule
- GSA 8(a) STARS III
- SBA Small Disadvantaged Business (SDB)

## Table of Contents

<b>1. Response Reference.....</b>	<b>1</b>
<b>2. Specific Questions .....</b>	<b>1</b>
2.1 Please describe your ability and methodology to establish the One-Stop-Shop permitting solution.....	1
2.2 Provide examples of previous similar work products. (This Section is Marked as Confidential).....	3
2.3 Identify your company name, primary contact person, phone and email.....	6
2.4 Describe how your solution would address adding additional permits and licenses for the participating agencies, when necessary, as well as adding additional agencies and their permitting requirements that may come online after the fact. ....	6
2.5 How would you address permitting portals currently in use by state agencies? .....	9
2.6 Describe how you handle security and privacy/cyber security as well as backups and disaster recovery within your solution?.....	9
2.7 How would you ensure that the solution will be operational by the deadline indicated in the statute and legislative rule? .....	9
<b>3. Information Being Sought .....</b>	<b>9</b>
3.1 Examples of previous solutions of similar size and scope. ....	9
3.2 Please describe pricing strategy options available to address the cost of buildout and maintenance of the program, including user fee options.....	9
3.3 Any marketing materials, technical data or other relevant information to the solution.....	10

## Table of Exhibits

No table of figures entries found.

## 1. Response Reference

We appreciate the opportunity to present this response and are committed to delivering a modern, efficient, and user-friendly permitting solution to support the State of West Virginia's goals.

We are pleased to provide technical architecture diagrams, case studies, security compliance documents, and project timelines upon request.

RFI Number: CRFI SEC260000001

RFI Request: One Stop Shop Permitting Program

Company Name: CoreSphere

Representative: Shailesh Gupta, Managing Partner

Phone/Fax: 301 830 4035

Date: August 22, 2025

## 2. Specific Questions

### 2.1 Please describe your ability and methodology to establish the One-Stop-Shop permitting solution.

CoreSphere was founded in 2003 and has been delivering Salesforce solutions to the Public Sector since 2010. We are one of only a few small businesses that has earned **Summit** status, the highest level of partnership within the Salesforce consulting partner ecosystem. **We were recognized by the CRN Tech Elite 250, a definitive list of solution providers with deep technical expertise and premier certifications; and we were the only small business recognized by Forrester as a "Go To" Federal systems integrator for Salesforce.** We have a unified working environment and were selected by The Washington Post as one of the Top Workplaces in 2021, 2022, 2023 and 2024.

CoreSphere specializes in Technology Modernization and Cloud-based solutions leveraging Salesforce to assist public and private sector customers to re-platform and modernize legacy, mission-critical applications. Having successfully completed numerous modernization projects for our State

and Federal customers, CoreSphere can bring this knowledge and expertise to assist State of West Virginia's One-Stop-Shop Permitting modernization effort. Over the last 10 years CoreSphere has implemented Salesforce solutions in over 25 Federal, State, and Local agencies for the following use cases: **Licensing and Permitting, Inspection Management, Case Management, Grants Management, Contact Centers, Home/Mortgage Counselling, Human Resources, Operations Management, Legacy Application Migrations, Complaints Management, Correspondence Management, and Property Management/Disposal**, to name a few. We have years of domain knowledge and expertise in the LPI space, having successfully implemented an enterprise Licensing and Permitting system for the State of New Hampshire Office of Professional Licensure and Certification (OPLC), as well as developed an Inspection Management/Audit





solution on the Salesforce platform named ReadySpectGO that is in use at HUD and currently available on the Salesforce AppExchange. CoreSphere has direct experience and knowledge of FedRAMP and HIPAA compliance, along with experience delivering Salesforce solutions to the States of Maryland, Massachusetts, New Hampshire, Washington, Montana, North Dakota, Washington, D.C., Allegheny County (Pennsylvania) Department of Human Services, the U.S. Department of Housing and Urban Development (HUD), and the Centers for Medicare and Medicaid Services (CMS), and more. CoreSphere's team is currently made up of a workforce of 90-100 resources including Full-time employees and additional independent contractors. Depending on finalized business and technical requirements, timelines, and source selection, we can bring to bear a more-than-adequate number of these resources to implement and deliver an enterprise One-Stop-Shop Licensing and Permitting solution for the State of West Virginia.

CoreSphere invests heavily in building solutions that we know are required by our Public Sector clients repeatedly, incorporating leading practices, as well as innovative approaches. We understand the Digital and IT solution needs of governments with our experienced Subject Matter Experts. We have developed and implemented pre-built assets and accelerators that help expedite the implementation with minimal customization and maximum cost benefit.

Currently, many States are moving to modernize and streamline their Licensing and Permitting systems and processes. At the New Hampshire Office of Professional Licensure and Certification (OPLC), CoreSphere unified 50+ boards into a single cloud-based platform, streamlining operations and enhancing user satisfaction. We are proposing that West Virginia also utilize a solution built by CoreSphere on the leading Salesforce Software as a Service (SaaS) platform for its One-Stop-Shop Permitting solution.

### **Key Advantages of CoreSphere**

- Salesforce Crest Partner with 15+ years of State, Federal, Nonprofit, and Commercial implementations
- 66+ certified individuals with over 210 certifications
- 40+ Public Sector enterprise implementations
- Delivered over \$160M in Salesforce services as a Prime Contractor
- 4.9 out of 5 Customer Satisfaction score

### **Our Approach**

CoreSphere uses our proven CoreAgile Implementation Methodology to guide the development of deliverable based SOWs. Our methodology typically includes design, development, testing, deployment, and post-production support activities. To ensure that best practices are followed, and processes are understood, the approach leverages an iterative framework of stages, activities, and tasks to meet the needs of our customers. Using the CoreAgile methodology, our team defines, develops, tests, and trains end users and deploys tested and accepted solutions. CoreSphere uses a Human-Centered Design approach along with Design Thinking to ensure our solutions are relevant and beneficial to the people they are intended to serve. CoreSphere has been delivering software solutions using our CoreAgile methodology since 2010 including over 75 applications to the public

sector agencies with contract value of over \$150 Million with an average customer satisfaction rating of 4.7 out of 5.

At the core of our methodology is a flexible, iterative, business process-oriented approach to systems development and deployment. This ensures that the focus is always on the customer's business processes and users, and not simply the technology being deployed. Often, system deployments fail for non-technical reasons such as user acceptance, organizational change management impacts, or inability to meet business process requirements. Our team's approach and methodology reduce the chance for such failure by focusing on the business process from the beginning, involving users and stakeholders in the design process, regular reviews and feedback of the configuration, and a robust user acceptance testing (UAT) program.

To implement deliverable-based SOWs we typically follow a 5-phase approach.

#### **Phase 1: Initiation & Discovery**

The Discovery Phase provides the groundwork for the management and scheduling activities for successful implementation. The initial focus of the discovery phase is to kick-off the project, establish governance and project controls, engage stakeholders to validate Project details, confirm the systems process, user stories prioritization and complete the Fit Gap Analysis document.

#### **Phase 2: Architecture and Design**

The Design stage ensures that the overall design for the systems, their connectivity, procedures and policies are in place before the start of the development cycles, minimizing development roadblocks.

#### **Phase 3: Functionality Configuration**

Configuration will be executed in Agile Sprints based on defined User Stories. Likewise, the development of data migration scripts and processes will be executed.

#### **Phase 4: User Acceptance Testing**

This testing will occur in a fully configured QA sandbox instance using mocked-up data. User Stories will be utilized to complete UAT and all defects along with severity will be logged.

#### **Phase 5: Deployment and Train**

Training on how to use the system with examples of how the new platform improves users' day-to-day activities using various training methodologies is performed. System is deployed to production.

## **2.2 Provide examples of previous similar work products. (This Section is Marked as Confidential)**

CoreSphere has implemented over 75 projects using the Salesforce Platform. Below is one description of a project that directly maps to West Virginia Requirements.

### **Project Overview:**

Our firm served as the selected Solution Integrator (SI) for the implementation of the State of New Hampshire's Salesforce-based Online Licensing & Certification System for the Office of Professional Licensing & Certification (OPLC). CoreSphere leveraged Salesforce's Public Sector Solutions to modernize New Hampshire's OPLC's licensing and permitting system modernization project - creating guided, interactive experiences for complex licensing applications and inspection processes, customized workflows for various license types, centralized case tracking and management, mobile-friendly inspection forms, real-time data capture and sync, scheduling and route optimization for inspectors, automated violation detection and case creation, and penalty calculation and assessment workflows. The project significantly improved the efficiency of the OPLC's licensing processes, enhanced user experience for applicants and staff, and established a scalable platform ready for future phases, including Case Management and Inspection workflows.

### **Project Description**

As the selected Solution Integrator (SI), our team led the transformation and modernization of the State of New Hampshire's licensing system for the Office of Professional Licensing & Certification (OPLC). The legacy systems—comprised of fragmented online tools, manual paper processes, and spreadsheets—were replaced with a fully digital, Salesforce-based system designed to handle all aspects of professional licensing and certification.

This initiative supported over 50 professional boards and commissions, representing approximately 200,000 licensees—equivalent to 15% of the state's population.

The scope included implementation of Salesforce PSS for licensing, integration of third-party payment processing, migration of data from the legacy MyLicense Office (MLO) system, and development of a unified licensing portal with role-based access for applicants, licensees, and administrators.

### **Key Tasks & Responsibilities**

- **Salesforce PSS Configuration & MVP Delivery**  
Configured and deployed 195 unique licenses using the standard Salesforce PSS framework and the universal application template developed during Phase I. All implementations adhered to an “Out-of-the-Box” methodology as mandated by the State.
- **Agile Delivery and Project Governance**  
Managed and led agile ceremonies including sprint planning, backlog grooming, demos, and retrospectives. Worked in two-week sprint cycles using SAFE Agile practices. All tasks, epics, and stories were managed via the State's Jira instance and documented in SharePoint.
- **Data Migration & Integration**  
Migrated legacy data from MLO and ensured seamless integration with external systems including:
  - NH Department of Safety (Background Checks)

- CE Broker (Continuing Education)
  - Veridoc (License Verification)
  - NH's centralized payment gateway
- **Portal Development & UI/UX Optimization**  
Delivered a self-service licensing portal that enables online application submission, renewals, complaint filing, and public license lookup. Optimized workflows and user experience for both public users and internal staff.
- **Reporting & Analytics**  
Implemented native Salesforce reporting and Tableau dashboards to support operational, financial, and compliance tracking, including license issuance, fees collected, application volumes, and demographic data.
- **Training & Knowledge Transfer**  
Produced training materials, videos, and documentation for licensing staff. Delivered structured knowledge transfer to the state's internal Salesforce team to support sustainability.

### Key Staff Roles

- Solution Architect – Oversaw technical design across all license types
- Salesforce Developers – Delivered all configurations within Salesforce PSS
- Scrum Master – Managed sprint cadence, team coordination, and timelines
- Business Analysts – Gathered requirements, wrote epics/stories, supported UAT
- QA Engineer – Conducted final validation, testing, and regression cycles
- Release Manager – Controlled release process across Dev, BAT, UAT, Production

### Outcomes & Impact

- Reduced license processing time and administrative burden by eliminating manual review steps.
- Improved public satisfaction through online access to services and real-time application status updates.
- Standardized workflows across 55+ licensing boards.
- Delivered a scalable foundation for future phases (e.g., Case Management & Inspections).
- Enhanced reporting and compliance tracking via Tableau and Salesforce-native dashboards.



### **2.3 Identify your company name, primary contact person, phone and email.**

CoreSphere, LLC | a Cloud Innovation Company

Sohrab Zibaii

Business Development Manager

Sohrab.Zibaii@Coresphere.com

Cell: (619) 214-0218

### **2.4 Describe how your solution would address adding additional permits and licenses for the participating agencies, when necessary, as well as adding additional agencies and their permitting requirements that may come online after the fact.**

Our Licensing, Permitting, and Inspections (LPI) SaaS solution built on the Salesforce Platform can be used by government agencies to improve the speed and efficiency of the inspections and permitting process. Users can create, capture and securely store all types of documents (i.e., regulations, tickets/citations/legal orders, operations guides, payments, invoices, etc.) streamlining the inspections process by easily collaborating among staff and between agencies to save time, paper, and storage cost. Agencies can increase productivity through the use of a single application by automatically routing documents for reviews and approvals. Information sharing is improved by capturing and reviewing investigations, integrating with other systems (i.e., GIS), backend systems, and public websites providing a 360-degree view of all information and interactions. All Salesforce solutions have extensive dashboards and reporting functionality, can be mobile, on any device, anywhere, anytime -- plus, the flexibility to modify and scale at will for changing needs.

The Salesforce Platform has been successfully used to develop and deploy solutions for planning, licensing, permitting, and inspections in numerous federal and state and local government agencies as well as commercial organizations. Our proposed One-Stop-Shop solution on the Salesforce platform is a comprehensive permitting and licensing solution that includes:

- Configurable workflows and digital forms for application, renewal, inspection, and appeals
- Dynamic rules engine to support varied requirements across agencies
- Integrated document management and electronic signature
- Role-based access and intelligent routing for agency staff
- Citizen-facing Experience Cloud portals for applications and self-service
- Real-time dashboards and robust reporting tools

From the New Hampshire OPLC deployment, our solution included:

CoreSphere's solution is a **Salesforce Public Sector Solutions (PSS)**-based platform designed to modernize the New Hampshire Office of Professional Licensing & Certification (OPLC)

licensing and certification processes. It expands on the Phase I foundation and delivers a fully configured, “**Out-of-the-Box**” MVP for all remaining 195 license types.

### **Core Components**

#### **1. Salesforce PSS Platform**

- Built on the State’s existing Salesforce environment, leveraging OmniStudio for dynamic workflows.
- Uses a **universal application template** created in Phase I for all license types to ensure consistency and efficiency.
- Designed for scalability, enabling future additions such as Case Management and Inspections.

#### **2. User Experience**

- Public-facing portal for applicants, licensees, and businesses to apply, renew, verify, and manage licenses online.
- Mobile-responsive design for accessibility across devices.
- Improved UI/UX to streamline navigation and reduce errors in application submission.

#### **3. Automated Workflows & Processing**

- Digitizes manual paper processes, standardizes licensing requirements, and supports board-specific rules where necessary.
- Automated status updates, reminders, and notifications to applicants.
- Streamlined internal workflows to allow licensing staff to function as generalists across license types.

#### **4. Data Migration & Integration**

- Migration of licensing data from the legacy MyLicense Office (MLO) system into Salesforce.
- Integrations with:
  - NH Department of Safety for background checks
  - CE Broker for continuing education tracking
  - Veridoc for license verification
  - State payment gateway for fee processing

#### **5. Reporting & Analytics**

- Configurable reports and dashboards for operational, financial, and compliance tracking.
- Native Salesforce reporting and Tableau integration for advanced analytics.
- Exports to Excel/CSV for ad-hoc analysis.

#### **6. Security & Compliance**

- Adheres to federal, state, and local regulations.
- Single sign-on (SSO) for secure access.
- Role-based access controls for internal and external users.

#### **7. Training & Knowledge Transfer**

- Comprehensive training plan for OPLC staff, including documentation and video guides.
- Knowledge transfer to ensure state teams can maintain and enhance the system post go-live.

#### **8. Agile Delivery Approach**

- SAFE Agile methodology with two-week sprints.
- Continuous demos, backlog grooming, sprint reviews, and retrospectives.
- Jira for tracking work and SharePoint for documentation.

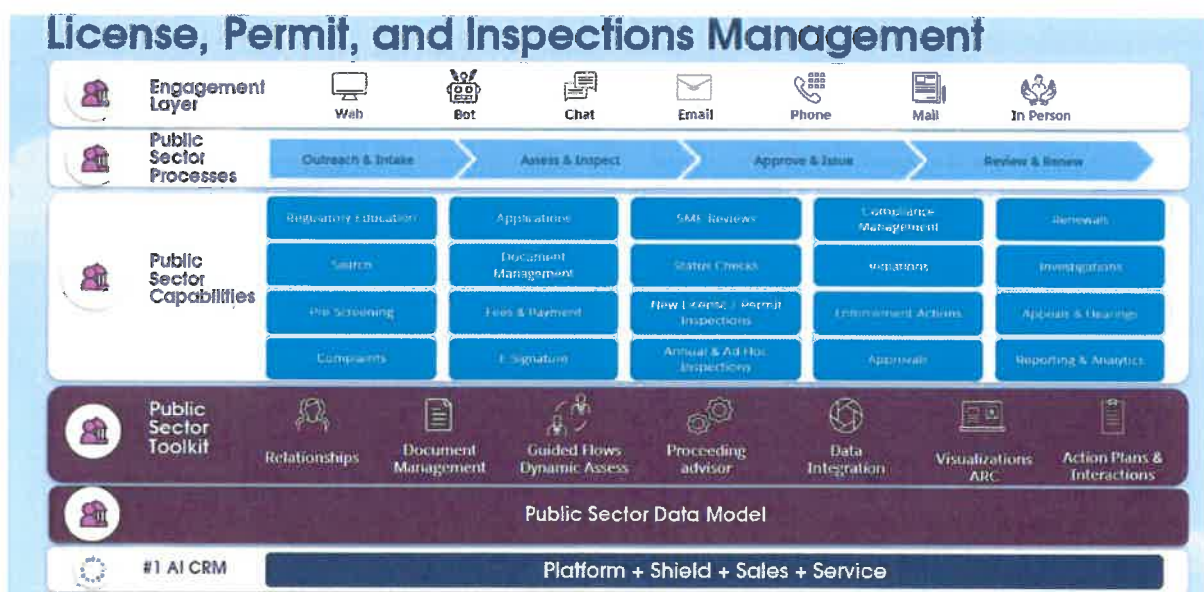
Our proposed Licensing and Permitting solution is delivered on a secure, multi-tenant cloud platform that is FedRAMP-authorized and compliant with NIST and SOC2 standards.

Salesforce Public Sector Solutions LPI stack is designed to help public sector organizations serve constituents at scale by digitizing the licensing and permitting application review and approvals lifecycle. Now applicants can find, submit, and check on the status of requests for licensing, permitting, and inspections using a single digital hub. Employees can serve applicants faster than ever, supported by a complete view of applicant data and application pipeline, real-time collaboration tools, and recommended actions at each phase of the application process to ensure no critical steps are missed.

Key benefits include:

- **Connect Constituents and Public Servants** - Increase collaboration between applicants and supporting public sector employees with digital-first collaboration tools.
- **Serve Constituents at Scale** - Provide an online self-service hub for constituents to find, submit, and check on the status of licensing and permitting both quickly and easily.
- **Accelerate the Application Pipeline from Request through Resolution** - Give public sector employees timely notifications for upcoming tasks, including clear next actions for each step in the review and application process to ensure no critical steps are missed.

A solution architecture diagram is provided below.



## **2.5 How would you address permitting portals currently in use by state agencies?**

CoreSphere will meet with West Virginia stakeholders and create a strategic plan to implement a One-Stop-Shop Permitting Portal. We will create a plan to phase out the existing portals to eliminate end user confusion and multiple points of entry that are hard to maintain.

## **2.6 Describe how you handle security and privacy/cyber security as well as backups and disaster recovery within your solution?**

Salesforce is a Software as a Service Platform that is Fed Ramp certified. Fed Ramp requires detailed security and backup / disaster recovery procedures to be followed. Salesforce is audited routinely by external entities to ensure compliance with Fed Ramp standards.

## **2.7 How would you ensure that the solution will be operational by the deadline indicated in the statute and legislative rule?**

CoreSphere is CMMI Level 3 certified. This level of certification mandates that our projects follow detailed procedures from project start to closure. Our processes and procedures that are externally audited provides our customers with assurances that we will complete our work on time and on budget.

## **3. Information Being Sought**

### **3.1 Examples of previous solutions of similar size and scope.**

Please see section 2.2

### **3.2 Please describe pricing strategy options available to address the cost of buildout and maintenance of the program, including user fee options.**

CoreSphere price is based on three distinct factors.

1. **Initial Buildout implementation cost.** Based on the requirements CoreSphere will create a detailed project plan and timeline with resource loading to determine the cost of implementation. We follow a Agile Methodology and our processes are CMMI Level 3 compliant.
2. **Ongoing Operations and Maintenance.** Customers require a wide range of O&M services. CoreSphere can provide Tier 1, Tier 2 and Tier 3 support as well as maintenance of the solution. CoreSphere will price our O&M support based on West Virginia needs.

3. **Salesforce License Fee:** Salesforce is a Software as a Service Offering that is based on license per user. Different user types have different costs. CoreSphere requires internal user counts as well as external users that will access the system to price the Salesforce platform.

### **3.3 Any marketing materials, technical data or other relevant information to the solution.**

Salesforce Licensing and Permitting Solution has been implemented across numerous use cases. The following link provides more information on the solution.

[Licensing and Permitting in Public Sector Solutions](#)

[License and Permit Management - Business](#)

[76f207f0-e556-4c9d-a5d3-98093e128d31\\_Data+Sheet-+Public+Sector+Solutions+License+&+Permit+Management.pdf](#)



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

State of West Virginia  
Centralized Request for Information  
Info Technology

<b>Proc Folder:</b> 1739093			<b>Reason for Modification:</b> Addendum No. 4
<b>Doc Description:</b> One-Stop-Shop Permitting			
<b>Proc Type:</b> Request for Information			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2025-08-21	2025-08-29 13:30	CRFI 0201 SEC2600000001	5

**BID RECEIVING LOCATION**

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

**VENDOR**

**Vendor Customer Code:** VS0000049874  
**Vendor Name :** CoreSphere LLC  
**Address :** 6700A Rockledge Drive, Suite 220  
**Street :**  
**City :** Bethesda  
**State :** MD **Country :** USA **Zip :** 20817  
**Principal Contact :** Shailesh Gupta  
**Vendor Contact Phone:** 301-830-4035 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Tara Lyle  
(304) 558-2544  
tara.l.lyle@wv.gov

Vendor  
Signature X

**FEIN#** 20-0926452

**DATE** 8-27-25

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

Addendum No. 4 -

1. To provide responses to vendor questions. See attached pages including Attachments A and B. Information about submitting a bid is also contained in the attached information. Email submission of your proposal is prohibited.

2. The bid opening date and time remains on 08/29/2025 at 1:30 pm EST.

No other changes.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	One-Stop-Shop Permitting Program				

Comm Code	Manufacturer	Specification	Model #
43232408			

**Extended Description:**

One-Stop-Shop Permitting Program

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Question deadline	2025-07-24

	Document Phase	Document Description	Page
SEC2600000001	Final	One-Stop-Shop Permitting	3

#### ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions





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<b>Proc Type:</b> Request for Information			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2025-07-11	2025-08-11 13:30	CRFI 0201 SEC2600000001	1

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**FEIN#** 20-0926452

**DATE** 8-27-25

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**ADDITIONAL INFORMATION****REQUEST FOR INFORMATION**

The West Virginia Purchasing Division ("Purchasing Division") is issuing this Request for Information (RFI), on behalf of West Virginia Department of Administration Cabinet Secretary's Office, to all vendors that have a desire to provide information about a One-Stop-Shop permitting program in accordance with West Virginia statute and legislative rule. This RFI is intended to provide the Agency with information necessary to plan and develop specifications for a future procurement.

\*\*\*QUESTIONS REGARDING THE SOLICITATION MUST BE SUBMITTED IN WRITING TO TARA.L.LYLE@WV.GOV PRIOR TO THE QUESTION PERIOD DEADLINE\*\*\*

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	One-Stop-Shop Permitting Program				

Comm Code	Manufacturer	Specification	Model #
43232408			

**Extended Description:**

One-Stop-Shop Permitting Program

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Question deadline	2025-07-24

	Document Phase	Document Description	Page 3
SEC2600000001	Final	One-Stop-Shop Permitting	

**ADDITIONAL TERMS AND CONDITIONS**

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Purchasing Division  
2019 Washington Street East  
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**Extended Description:**

One-Stop-Shop Permitting Program

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Question deadline	2025-07-24

# **Request for Information**

## **CRFI SEC260000001 – One-Stop Shot Permitting Program**

### **TABLE OF CONTENTS**

- A. Table of Contents**
- B. Section 1: General Information and Instructions**
- C. Section 2: Instructions to Vendors Submitting Information**
- D. Section 3: Information Being Sought**
- E. Section 4: Vendor Response**

### **BACKGROUND**

On April 9, 2025, House Bill 2002 was passed to create a One-Stop-Shop permitting program. This program is designed to enhance public awareness, collaboration, accountability, coordination, transparency, and predictability in the State's permitting, licensing, and authorization processes, including for critical infrastructure projects and projects delivering significant economic development to West Virginians. More information about House Bill 2002 and legislative rule, 148CSR25 can be found at [https://www.wvlegislature.gov/Bill\\_Status/bills\\_history.cfm?INPUT=2002&year=2025&sessiontype=RS](https://www.wvlegislature.gov/Bill_Status/bills_history.cfm?INPUT=2002&year=2025&sessiontype=RS) and <https://apps.sos.wv.gov/adlaw/csr/ruleview.aspx?document=18252&KeyWord=>

### **SECTION 1: GENERAL INFORMATION**

#### **1.1. Introduction:**

The West Virginia Purchasing Division ("Purchasing Division") is issuing this Request for Information (RFI), on behalf of the West Virginia Department of Administration ("Agency"), to all vendors that have a desire to provide information about establishing a one-stop shop permitting program and dashboard for several state permitting agencies. This RFI is intended to provide the Agency with information necessary to plan and develop specifications for a future procurement.

#### **1.2. Schedule of Events:**

RFI Released To Public	07/11/2025
Vendor's Written Questions Submission Deadline	07/24/2025
Addendum Issued	TBD
RFI Opening Date	08/11/2025 at 1:30 pm

### **SECTION 2: INSTRUCTIONS TO VENDORS SUBMITTING INFORMATION**

**2.1. REVIEW DOCUMENTS THOROUGHLY:** This form contains a request for information that may lead to a future procurement. Please read these instructions and all documents attached in their entirety.

Revised 1/24/2022

# **Request for Information**

## **CRFI SEC260000001 – One-Stop Shot Permitting Program**

**2.2. NOT A CONTRACT DOCUMENT:** Vendors must understand that this RFI is for information gathering purposes only, and a response to this RFI does not generate a contractual obligation on the part of the State to purchase any commodity or service.

**2.3. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this RFI to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in an RFI addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this RFI are preliminary in nature and are nonbinding. Submitted emails should have the RFI number in the subject line.

Submit Questions to:

Tara Lyle, Buyer Supervisor

Email: [Tara.L.Lyle@wv.gov](mailto:Tara.L.Lyle@wv.gov)

Submission Deadline: 07/24/2025

**2.4. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the RFI and any correspondence relating thereto are public documents. As public documents, they will be disclosed to the public following the RFI opening as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**PLEASE ENSURE ANY PROPRIETARY, CONFIDENTIAL, OR OTHERWISE NON-DISCLOSABLE INFORMATION IS CLEARLY MARKED, WITH EXPLANATION, TO ENSURE IT IS APPROPRIATELY REDACTED FROM PUBLISHED DOCUMENTS UNDER WEST VIRGINIA CODE § 29B-1-4(a)(1).**

Submission of any document to the State constitutes your explicit consent to the subsequent public disclosure of the document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

# **Request for Information**

## **CRFI SEC260000001 – One-Stop Shot Permitting Program**

### **SECTION 3: INFORMATION BEING SOUGHT**

#### **3.1. General Information Being Sought**

- 3.1.1.** We are seeking information for vendors to describe their ability to provide a “one-stop-shop” for obtaining and renewing permits, licenses and business registrations as described WV Code §5A-13-1 et seq. and legislative rule 148CSR25. The intent of this program is to revolutionize and streamline West Virginia’s permitting system by creating an online dashboard for processing and tracking permits for construction, economic development, infrastructure, and natural resource projects.

#### **3.2. Specific Questions**

- 3.2.1.** Please describe your ability and methodology to establish the One-Stop-Shop permitting solution.
- 3.2.2.** Provide examples of previous similar work products.
- 3.2.3.** Identify your company name, primary contact person, phone and email.
- 3.2.4.** Describe how your solution would address adding additional permits and licenses for the participating agencies, when necessary, as well as adding additional agencies and their permitting requirements that may come online after the fact.
- 3.2.5.** How would you address permitting portals currently in use by state agencies?
- 3.2.6.** Describe how you handle security and privacy/cyber security as well as backups and disaster recovery within your solution?
- 3.2.7.** How would you ensure that the solution will be operational by the deadline indicated in the statute and legislative rule?

#### **3.3. Information Being Sought**

- 3.3.1.** Examples of previous solutions of similar size and scope.
- 3.3.2.** Please describe pricing strategy options available to address the cost of buildout and maintenance of the program, including user fee options.
- 3.3.3.** Any marketing materials, technical data or other relevant information to the solution.

### **SECTION 4: VENDOR RESPONSE**

- 4.1. Incurring Cost:** Neither the State nor any of its employees or officers shall be held liable for any expenses incurred by any Vendor responding to this RFI, including but not limited to preparation, delivery, samples, or travel.



# **Request for Information**

## **CRFI SEC260000001 – One-Stop Shot Permitting Program**

**4.2. Proposal Format:** Vendors should provide responses in the format listed below:

**4.2.1. Title Page:** State the RFI subject, number, Vendor's name, business address, telephone number, fax number, name of contact person, email address, and Vendor signature and date.

**4.2.2. Table of Contents:** Clearly identify the material by section and page number.

**4.2.3. Response Reference:** Vendor's response should clearly reference how the information provided applies to the RFI request. For example, listing the RFI number and restating the RFI request as a header in the proposal would be considered a clear reference.

**4.2.4. Responses:** All responses must be submitted to the Purchasing Division **prior** to the date and time stipulated in the RFI as the opening date. All submissions must be in accordance with the provisions listed in Section 2: Instructions to Vendors Submitting Information.

By signing below, I certify that I have reviewed this Request for Information in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this information for review and consideration.

CoreSphere LLC  
(Company)

Shailesh Gupta, Managing Partner  
(Representative Name, Title)

301-830-4035 / 301-947-9648  
(Contact Phone/Fax Number)

8-27-25  
(Date)



Department of Administration  
Purchasing Division  
2019 Washington Street East  
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State of West Virginia  
Centralized Request for Information  
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<b>Proc Folder:</b> 1739093			<b>Reason for Modification:</b> Addendum No. 4
<b>Doc Description:</b> One-Stop-Shop Permitting			
<b>Proc Type:</b> Request for Information			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2025-08-21	2025-08-29 13:30	CRFI 0201 SEC2600000001	5

**BID RECEIVING LOCATION**

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

**VENDOR**

**Vendor Customer Code:** VS0000049874  
**Vendor Name :** CoreSphere LLC  
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**Street :**  
**City :** Bethesda  
**State :** MD **Country :** USA **Zip :** 20817  
**Principal Contact :** Shailesh Gupta  
**Vendor Contact Phone:** 301-830-4035 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Tara Lyle  
(304) 558-2544  
tara.l.lyle@wv.gov

Vendor  
Signature X

FEIN#

20-0926452

DATE

8-27-25

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

Addendum No. 4 -

1. To provide responses to vendor questions. See attached pages including Attachments A and B. Information about submitting a bid is also contained in the attached information. Email submission of your proposal is prohibited.

2. The bid opening date and time remains on 08/29/2025 at 1:30 pm EST.

No other changes.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	One-Stop-Shop Permitting Program				

Comm Code	Manufacturer	Specification	Model #
43232408			

**Extended Description:**

One-Stop-Shop Permitting Program

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Question deadline	2025-07-24

# SOLICITATION NUMBER: CRFI SEC2600000001

## Addendum Number: 4

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

### Applicable Addendum Category:

- ☐ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☒ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☒ Other

### Description of Modification to Solicitation:

Addendum is issued to publish and distribute the following information to the Vendor community.

1. To provide responses to vendor questions. See attached pages including Attachments A and B.
2. The bid opening date and time remains on 08/29/2025 at 1:30 pm EST.

**No other changes.****Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as attachments and is specifically incorporated herein by reference.

### Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**CRFI SEC26\*01**  
**ADDENDUM NO. 4**

**Questions and Responses:**

**Q1:** What existing systems or agencies are in scope for potential consolidation under the OneStop platform?

**A1:** Per the enacting statute, the following agencies are in scope for inclusion in the One-Stop-Shop: the Department of Commerce (“Commerce”), the Department of Environmental Protection (“DEP”), the Office of Environmental Health Services (“OEHS”), the Department of Revenue (except the Lottery, Lottery Commission, and the Division of Financial Institutions) (“Revenue”), the Department of Tourism (“Tourism”), the Department of Transportation (except the Division of Motor Vehicles) (“DOT”), and the Secretary of State (“SOS”).

**Q2:** Are there existing applications or platforms the State expects to keep and integrate with?

**A2:** Yes. The Department of Environmental Protection has developed two permitting and reporting platforms that are used by the Division of Mining and Reclamation (DMR). The Electronic Submission System (ESS) is an online portal that industry uses to submit all types of coal mining and quarrying applications. The Environmental Resources Information System (ERIS) is the database that ESS communicates with to track and assist users in completing application information. ERIS also generates all permit tracking reports. The Division of Water and Waste Management also uses an electronic submission system. The Division of Air Quality utilizes an electronic submission system and for certain permits an email portal system. The Office of Oil and Gas (OOG) uses a database (RBDMS) developed by the Groundwater Protection Council for use by states’ oil and gas regulatory agencies. It is through this database that OOG tracks wells, permits, inspections, enforcement actions, etc.

The Department of Transportation uses Hyland Onbase for their existing permitting portal. It does not currently have an effective mobile version.

The Office of Environmental Health Services processes asbestos, lead radon CDLR licenses as well as Physicist, Radiographic Vendors, Facilities that house radiation machines, Radiation Inspection Payments, and Shielding plan payments; all are submitted through the State Treasurer’s Office ePay and eGov Systems. Microsoft Access and GEC’s CertTracker programs are used internally to track applications and licenses. HS Gov Tech HS Cloud is used for permit generation.

For the State Historic Preservation Office within Tourism, licenses or permits are not issued, but federal agencies or their designees use our [GOapply portal](#) to submit projects for consultation with our office.

The Alcohol Beverage Control Agency (“ABCA”) within the Department of Revenue uses GL Solutions for licensing and DoForms in the field for initial inspections. They also utilize and reference: Gentax, WorkforceWV Workers’Comp, Office of the Insurance Commissioner, WV State Police Website for background checks, [Courtswv.gov](#), eGov, and Quickbooks.

Commerce uses an internal database (SmartTerm, hosted by MPL Corporation) to enter and track the permitting/permitting history/inspections of the mining operations/inspections of independent

contractor's/notice of violations/defaults on notice of violations by company and/or owner's and officer's/permit renewals/what is missing for permit renewals that then generates letters that are sent to the companies explaining what they are missing. They also utilize LONIE and an Access database, certain agencies utilize excel and burn permitting is looking to switch to an ArcGIS platform.

Q3: Is the State seeking a vendor-hosted (SaaS), State-hosted, or hybrid cloud architecture?

A3: The State has three cloud portfolios available for use, but we would like vendor suggestions on the best solution for this project.

Q4: What external systems or data sources are expected to integrate with OneStop (e.g., identity providers, payment gateways, GIS, document management)?

A4: Please refer to Q2 for all provider and portal information.

Q5: Are standard APIs required or is batch file-based integration acceptable?

A5: Standard APIs preferred.

Q6: Which regulatory programs or agencies are priorities for the first phase of implementation?

A6: The goal of the One-Stop Permitting Program is to facilitate critical infrastructure projects and projects delivering significant economic development. Permits that are necessary for construction, economic development, infrastructure, or natural resource projects are identified in the enabling statute as key to that goal. Agencies such as the Department of Commerce, the Department of Environmental Protection, and the Department of Transportation have a number of important permits related to these types of projects and are a top priority for this program.

Q7: Are there any accessibility requirements vendors should be aware of?

A7: The only accessibility requirements applicable should be the updated Federal ADA requirements.

Q8: What are the expectations for data migration from legacy systems?

A8: Undetermined at this time.

Q9: Are there specific cybersecurity, data retention, or privacy policies the vendor must comply with?

A9: Yes. NIST 800-53 and FIPS 199

Q10: Is the State open to a phased/agile delivery or is a big-bang rollout preferred?

A10: The State published this RFI to seek information from vendors knowledgeable in these types of projects up to and including suggestions related to development and strategy. The information gathered through the RFI process will be used to develop specifications for a Request for Proposal later. Please share any details or suggestions for effective and appropriate implementation of such a program, along with any suggestions or alternative schedules for phased-in, agile-delivery, and/or big-band rollout. We are open to all suggestions and ideas at this stage of the process.

Q11: What timeline does the State envision for vendor selection, implementation, and go-live?

A11: Per the enacting statute, the complete portal must go-live for customer use on January 1, 2027, and should be the exclusive method of obtaining licenses by July 1, 2027.

Q12: Re: 3.2.5 – can you please provide examples (some or all) of the existing permitting portals?

A12: Yes, the following links will take you to most applicable existing permitting portals.

- <https://apps.dep.wv.gov>
- <https://dep.wv.gov/ess/Pages/default.aspx>
- <https://wvdotportal.wvoasis.gov>
- <https://wv.gotpermits.com/>
- <https://apps.dep.wv.gov/eplogin.cfm>
- <http://epay.wvsto.com/processepay/default.aspx?guid=03E9BDBE-57F8-4053-AFBC-8C5D4BA358D5>
- <https://epay.wvsto.com/processepay/default.aspx?guid=1B2D10ED-3F34-4521-9D99-61C97A071C8E>
- <https://epay.wvsto.com/processepay/default.aspx?guid=89D5A787-3FFD-497A-98EC-0F230BC6E651>
- <https://epay.wvsto.com/processepay/default.aspx?GUID=38C79127-1B05-4400-A14A-B67070AFB66C>
- <https://epay.wvsto.com/processepay/default.aspx?GUID=EBFFCFE8-6034-446B-923F-4EA85F5045BD>
- <https://epay.wvsto.com/processepay/default.aspx?GUID=CE3BDE15-6485-4D2C-897E-0215897B1AC7>
- <https://epay.wvsto.com/processepay/default.aspx?GUID=94EB9CAC-1E13-4DCF-9FA7-99095E9AC7D6>
- <https://epay.wvsto.com/processepay/default.aspx?GUID=6EC7899A-5C5B-49DC-8590-FEB4012A04D0>
- <https://epay.wvsto.com/processepay/default.aspx?GUID=CE7C1158-1B96-4A6D-89C1-377F83AC702E>
- <https://epay.wvsto.com/processepay/default.aspx?GUID=949DAC7B-748D-405C-974D-64BCAA73FE6D>
- <https://epay.wvsto.com/processepay/default.aspx?GUID=B051B213-DC48-4CD7-A316-AFA527D8E602>
- <https://oehs.wvdhhr.org/media/yc0ffkxj/online-application-for-training-provider-a.pdf>
- <https://epay.wvsto.com/processepay/default.aspx?guid=53A2A0DC-4FA4-4B48-B1BE-F0A16E299C1B>
- <https://epay.wvsto.com/processepay/default.aspx?guid=381645BE-18E1-440C-880A-4755E5FBEB9B>
- <https://epay.wvsto.com/processepay/default.aspx?guid=0EBAD3DF-4D8E-4A50-903D-B6A0AF8A99F3>
- <https://epay.wvsto.com/processepay/default.aspx?GUID=A38B0D39-9A67-4053-80CF-82F343B00C99>
- <https://epay.wvsto.com/processepay/default.aspx?GUID=E211C373-2C0D-4092-9C76-18D9413DCF08>
- <https://epay.wvsto.com/processepay/default.aspx?GUID=EE4CE1F3-A043-4D3E-9CBF-F0ED3A683A8A>
- <https://epay.wvsto.com/processepay/default.aspx?GUID=BA1F1BF8-2A08-4045-BB0C-06C3B8673AF2>



- <https://epay.wvsto.com/processepay/default.aspx?GUID=088D051C-5FD8-4E51-97D6-4AA325D99138>
- Paper applications and E-pay links are found at:
  - <https://oehs.wvdhhr.org/eed/infrastructure-capacity-development/permits-and-application-fee-payments>
  - <https://oehs.wvdhhr.org/eed/certification-training>
  - <https://portal.gecsws.com/Account/Login?ReturnUrl=%2F> (internal portal only)
- E-pay links are on the front page: <https://oehs.wvdhhr.org/phs/>
- [abca.wv.gov](http://abca.wv.gov)
- [gl7.wvabca.com/ui/login](http://gl7.wvabca.com/ui/login) (internal only)
- <http://wvlonie.com/users/login>

Q13: 1.1. General Information – Introduction - “establishing a one-stop shop permitting program and dashboard for several state permitting agencies” Please clarify: Is this just a "permitting dashboard" that will interface with multiple back-office systems for the represented agencies or is the permitting system for these agencies included in the scope?

A13: For most agencies the permitting dashboard will interface with back-office systems. However, certain agencies and/or permits are in paper only or PDF only, for those agencies, developing the permitting system for those agencies will be included in scope. In particular, the Office of Environmental Health Services does not have a digital system. In the future, we may seek to fully replace legacy systems over time, but that would not be a part of the initial phases of this project.

Q14: For the “One-Stop-Shop” Permitting Program, can the State provide a listing of all the license / permit / registration types envisioned to be supported within the system?

A14: See the Attachment A - the One Stop Shop Rule.

Q15: Does the State have a required or desired page limit for responses?

A15: Please utilize as much or as little space as you need, the information provided will be used to develop specifications for a later RFP.

Q16: Is the State open to a phased implementation approach? If a phased implementation approach is acceptable, what is the desired order for which Permitting agencies are to be implemented?

A16: See answer to Q6.

Q17: Has the Purchasing Department participated in or viewed any live or online demonstrations related to this project or its general scope? If so, which Vendors?

A17: The Department of Administration team working on this project has performed market research in advance of publishing this RFI. To the extent it is relevant to this Request for Information, those meetings included generalized online demonstrations, as well as discussions of feasibility, scope, etc., which led to the conclusion that a formal RFI with information from a number of vendors would be helpful as we craft a formal solicitation and identify our needs.



Q18: Please provide the total number of Qualifying Permits throughout the 7 Departments listed.

A18: There are an estimated 285 different types of permits throughout the seven departments.

Q19: Can the Purchasing Department provide insight into the complexity of the permitting workflow? For example, how many signatures and approvals are involved? How many steps are in the workflow process from beginning to end?

A19: See Attachment B - workflow documents.

Q20: Can the Purchasing Department provide workflow documentation for a single permit as a sample?

A20: See Attachment B - workflow documents.

Q21: Any Permit Legacy Data that will need to be imported into the new Enterprise Solution?

A21: See answer to Q8.

Q22: Does the state have preferred online Payment Vendor?

A22: State agencies that accept credit cards must use the State Treasurer's system for acceptance of payments as set forth in W.Va. Code § 12-3A-6.

Q23: Can you provide any integrations with other current installations the State would like as a part of this Enterprise solution.

A23: See answer to Q12 for list of existing portals that require integration. No additional information is available at this time.

Q24: What performance indicators (KPIs) will define success for permit processing times, transparency, or applicant experience?

A24: Please recommend measurable KPIs to achieve the purposes described in the enabling statute.

Q25: Are there comparable systems in other states you're looking to emulate (or avoid)?

A25: We looked at Maryland, <https://onestop.md.gov/>, and Pennsylvania, <https://business.pa.gov/> as examples.

Q26: Are you using any identity verification or digital signature tools today (like DocuSign, Adobe, in-house built)?

A26: The state does not currently have a statewide contract for any particular vendor providing these services. Agencies use a variety of tools procured at the agency level to meet these needs.

Q27: What feedback have you already received from applicants or agencies about pain points in the current permitting process?

A27: One of DEP's permitting reporting platforms (ERIS), was designed with an older program language that requires more maintenance than newer program language. It also requires greater care when making changes to ensure existing features are not compromised. One of the primary challenges we encounter is the lack of operational consistency across districts. While the core policies and regulations are uniform statewide, variations in how they are applied—such as

differences in documentation requirements, review timelines, and evaluation criteria—often lead to confusion for both applicants and staff.

For DMTF, an agency within DOT, the process is rather informal and requests can get lost in the shuffle. However, that agency receives less than 10 permit applications a year so the volume is manageable. Another pain point is getting prompt consent from our third-party operators on crossing or lease agreements for utility crossings.

For DOT, the current permit site does not work well on smart phones and tablets. When you receive your approved permit back by email you can not open it on a smart phone or tablet to view your approved permit, you either see just the approval letter sheet and nothing else or nothing at all but a white screen. You can only send the approved permit to the applicant contact, not multiple people at the company that also needs the permit.

For OEHS, the agency would like to receive an email notification when an application has been submitted. Currently OEHS has to go into the system periodically throughout the day to check for applications. Would be helpful for required documentation to be attached to the application. Currently applicants have to email the documentation separately. The most common issues are related to incomplete applications. Also, payments are made to the State Treasurers Office and there is currently not a notification process to our agency of processed payments. OEHS would also need the ability to upload additional documentation with the application in order to supplement incomplete applications with required documents, drawings, or sketches.

For Commerce, out-of-state companies struggle to figure out our regulations in comparison to theirs. It would be helpful to have a virtual or assigned assistant to answer permitting and policy questions in real-time as applicants are working on their permits. Many do not hold standard working hours. This process would cut down on the back and forth and delay in communications due to work hours while allowing companies/operators to submit their paperwork with confidence that it is complete and they are in compliance in all prerequisite areas.

**Q28:** Can you provide the quantities of permits that are issued by your jurisdiction annually by department/agency (and if available also by permit/license/registration record types)?

**A28:** DEP's Division of Mining and Reclamation issues between 1,500 and 2,000 applications, annually. For FY 2025, 4,316 permits, registrations, and modifications were issued by DWWM for permits associated with discharges to waters. For FY 2025, 300 total NSR permits were processed and 78 Title V permits.

DOT's EDMS processed 4,021 permits in FY 2024.

DMTF: Less than 10 a year, on average.

O&G processed 399 in FY 2025

Hauling processed 111,374 in FY 2025.

The Office of Environmental Health processes approximately 250 construction permits and 3,000 licenses annually.

The WVABCA would project that approximately 8500 licenses and permits are processed each year.

Commerce processed approximately 14,700 permits in FY 2025

Q29: Are you using an Electronic Document Management System (EDMS) system such as Laserfiche or Onbase. If so, which one are you using and is it your likely desire to integrate the new One-Stop Shopping permitting program with your EDMS? If so, can we assume that all documents will be stored in the EDMS and will remain in those systems (no document conversion required)?

A29: We do not have this information available at this time.

Q30: Can you provide a list of third-party systems you may want to develop interfaces to so that you can integrate your One-Stop Shopping permitting program?

- a. Payment Provider (e.g. Elavon, Forte, PayPal, etc. or other payment provider)
- b. Financial management software (e.g. PeopleSoft, WorkDay, Oracle, etc.)
- c. 311 system
- d. Electronic Signature
- e. Interactive Voice Response
- f. GIS
- g. etc.

A30: We are not able to provide a complete list at this time. Please refer to previous answers for information about which tools we are currently aware will likely need integration.

Q31: Can you provide a list of all of the departments in scope (e.g. Department of Labor: Licensing, Safety, Wage & Hour, Weights & Measures, Contractor Licensing, Professional Licenses, Registration: EIN, Business, Department of Agriculture, Department of Commerce, Department of Environmental Protection, Department of Revenue, Department of Tourism, Department of Transportation, and the Secretary of State...)?

A31: See answer to Q1.

Q32: Can you provide a list of all permits, licenses, certifications, and inspections (by department if possible) that you are looking to be in scope for this project? Can you list which of these require renewals?

A32: See Attachment A.

Q33: Can you provide a full list and count of reports by report type (ad-hoc, letter reports, financial reports, permit reports, etc.) that are expected to be needed for the entire project?

A33: See answer to Q76.

Q34: Do you know how many project team members, which roles/departments, and percentage of each individual can be available during the project from conception to go-live? Can the State please provide a list of all the data sources (in a table if it is easier) that is required to perform data conversion on and for each please provide the below information for as much as is feasible?

- a. Data Source Name (e.g. Acme Data System)
- b. Database Source Type (e.g. Oracle, SQL, Access Database, Excel spreadsheets, etc.)
- c. Number of tables
- d. Number of rows
- e. Number of columns
- f. Disk space

A34: We currently have a small team working on the development of this project that includes 6 individuals. All individuals are managing and working on other projects in addition to this one. We also have agency contacts and collaborators involved on both the process and technical sides, a total of approximately 30 people. Those individuals also have other projects including ensuring and maintaining the existing permitting and licensing processes continue during this process. We are anticipating that historical document conversion into the new permitting program will be part of full implementation but are willing to have the historic documentation conversion occur over time. We also have not determined the full number of documents that need to be converted at this RFI stage.

Q35: Do you have full access to all database sources?

A35: Access to all sources will require coordination with each agency and possibly the vendors hosting any SaaS systems.

Q36: Will the State be required to perform a document conversion as well into the new system? If so, can you please provide a count of the documents to be converted and the approximate disk space size of all documents?

A36: See answer to Q34.

Q37: Is there an expected project timeline duration requirement?

A37: Answered above in part. Vendor's contract will need to extend beyond full implementation to address bugs, make adjustments, and continue to assist the state in creating and implementing an effective system. Eventual contract may include ongoing support depending upon need.

Q38: Do you have a budget number that you can provide that is available solely for this project for software and services?

A38: This RFI is published in part to assist us in determining scope and approximating budget for this project.

Q39: Would you prefer a train-the-trainer approach (bidder providers training to your staff and your staff then trains your staff) for training or would you prefer end user training (bidder trains all staff in all departments) on the product?

A39: The State does not have a preference.

Q40: How many staff members will require access to the new One-Stop Shopping permitting system? This includes back-office staff including inspectors. Will there be a potential need for users external to the State that may require access to do reviews within permits or other Processes? If yes, how many do you anticipate?

A40: We currently anticipate between 450 - 500 internal staff members will need access to this portal once it is fully developed. There should not be individuals external to the state that need to perform reviews or formal evaluations in any way. Citizens will need access to fill out applications and provide relevant materials.

Q41: Do you have security requirements that you plan to provide? If so, can you provide any at this time?

A41: The Security requirements can vary depending upon the sensitivity of the data being collected within each system. The enabling statute requires the program to protect the financial and proprietary information of all permit applicants.

Q42: Do you have data backup requirements?

A42: Yes. The system and data should include backup and data recovery capability.

Q43: Is the State planning to issue an RFP or will the State be considered going direct to a vendor/implementor?

A43: The State is planning to utilize the information gathered here to issue an RFP.

Q44: If the State is issuing an RFP, is the State planning to hire a firm or person to support the development of this RFP and can you share who this will be, or is the State planning to develop the RFP completely with internal staff?

A44: Currently, the State is planning to develop the RFP completely with internal staff.

Q45: Are you working with Electronic Document Review (EDR) electronic plans (architectural plans / drawings such as road plans) today?

A45: We do not have access to this information at this time.

Q46: Can you share if you plan to use an integrated Electronic Document Review (EDR) tool (e.g. Bluebeam)? Do you have a requirement to use a specific plan review tool if so or will you be open to any EDR tool proposed? Would you prefer or accept the software solution to provide an integrated EDR tool?

A46: Please propose any tools that you believe would be advantageous to this system.

Q47: How many groups are required to review your plans per department?

A47: Review processes vary by agency. Please see Attachment B to review workflow documents.



Q48: Do you have your own ArcGIS system that is relatively updated with that latest Address, Parcel, and Owner information? Do you have other GIS layers (e.g. flood plains, inspection districts, preservation areas, etc.) that may be expected to be incorporated into the new system?

A48: DEP's ESS and ERIS communicate with an ArcGIS tool known as Mining Explorer. This tool is public facing. It uses ESS and ERIS to update permit boundaries and mine permit information. Air Quality does utilize an ArcGIS system, but only to verify the information provided and it is not part of the permitting process that would need to be integrated with a portal. OOG uses ArcMap, which directly interfaces with RBDMS. During permit review, staff will use the permit coordinates to verify location and research relevant offset wells. DOT's EDMS integrates maps into the front-end website and they operate as a part of the permit application process. OEHS uses an ArcGIS system, however, it has layers which contain sensitive data on it such as archaeological resources which cannot be shared outside of our office for the protection of those resources. Commerce does not, but has expressed that it would be a welcome feature.

Q49: How many inspectors do you currently have that would be expected to use this new system?

A49: Yes, DMR (a division of DEP) has 79 inspectors in the field that inspect coal mining and quarrying permits that need mobile access to the system. DMR conducts approximately 20,000 inspections annually. DMR inspectors are equipped with laptops, iPhones, and iPads. WVDAQ currently has 21 inspectors and 3 supervisors, all would potentially need mobile access to the system. All inspectors utilize laptops and iPhones while some use tablets. Inspection frequencies are based on the type of facility being inspected, but generally major and synthetic minor sources are inspected every two years and minor sources are inspected once every three years. This frequency may increase based on findings during previous inspections or citizen complaints directed at specific facilities. For FY2024, 564 permits were processed and for FY2025, 353 (Partial numbers since inspections for FY2025 may not have been entered into database).

OOG's Inspection and Enforcement (I&E) section is made up of an Assistant Chief, 1 Environmental Resources Analyst, three Oil and Gas Inspector Supervisors, and 18 Oil and Gas Inspector positions. There are four Oil and Gas Inspector Specialists in the Abandoned Well Plugging Program. I&E Staff need access to database resources.

I&E Staff record inspections within RBDMS and store electronic inspection forms (laptop generated) in Application Enhancer. Staff also use apps on their phones (e.g., WellFinder) to locate wells. Annually, I&E Staff perform approximately 9,000 inspections. Inspections are performed on active and abandoned wells throughout the state on a daily basis.

Asbestos Inspections: Most of our staff are inspectors; they have access to databases but not payment information.

The Enforcement Agents will need access to the system. They will need to have mobile access. Most licensed locations are visited for initial inspections and for routine inspections at least 2 times per year. Approximately 12,000 per year. Inspectors do work in the field and inspect the permits while on sight. Mobile access to the database system is not currently in use, due in part to connectivity in remote areas. Documents related to those inspections are entered into the system at the regional offices after the paperwork completed by inspectors is turned in.

LSCA inspectors verify licensure and Certification. They do not necessarily need the mobile aspect as they can verify questionable cases with the office by phone or radio. Our inspectors perform about 4300 inspections per year, trying to visit each logging operation at least once.

Q50: How many types of inspections do you have? If you have a list per department, please provide.

A50: Approximately 6,000 inspections, across all agencies, 1,500 complaint investigations, and over 700 spill responses were done last year. Frequency varies depending on agency, type of facility, and compliance status. Most agencies report the count otherwise varies, but inspections may occur on a daily basis. Additional estimates are provided in Q49.

Q51: What hardware devices are your inspectors currently using (Laptops, iPads, iPhones, Android tablets, Android phones)?

A51: Most agency inspectors utilize laptops, mobile phones and tablets, including both android tablets and iPads - most phones are iPhones. Some have thermal printers.

Q52: Do you currently have any system today that maintains public user accounts that you need to migrate to the new system or can they be considered new user accounts in the new system that they register for?

A52: A single sign on solution will need to be integrated with this project. Currently, DOT and SOS are the two agencies that we are aware of with public accounts.

Q53: Do you have a list of departments that would be in scope by priority? Can you provide the departments from this list that are required to go-live on or before July 1, 2026.

A53: See list above. Per the enacting statute, all departments are required to go live on or before January 1, 2027.

Q54: What payment hardware is used today? Do you use credit card swipers?

A54: Please see the Treasurer's Office list of authorized hardware.

Q55: How many refunds are generated weekly/monthly basis? Is there anticipation of this number increasing due to the new statute?

A55: DMR rarely issues refunds for applications, approximately seven per month. Most of these are refunds to credit cards through the eGov system. Many are partial refunds where the permittee calculated the incorrect amount. Adjustments to deadlines may result in an increase in refunds.

WVDAQ does not generally issue refunds and does not anticipate an increase in the number of refunds due to the enactment of this statute.

The only mechanism for providing a refund is in the event OOG does not meet its statutory obligation for expedited permit/modification review. To date, OOG has only refunded one such permit fee. OOG does not anticipate that new permit timeframes will lead to additional refunds based on current staffing levels and workload.

Average about seven refunds per month including refunds for overpayment, duplicate payment, licenses issued after the pro-rated period, withdrawn applications and stagnant applications. All other agencies provide that refunds are rare to nonexistent, and most do not foresee a significant increase in refunds as a result of this statute.

Q56: Can the State confirm that the RFI submission should be sent via email to the contact listed on the CRFI document?

A56: Submissions are not to be sent via email. They may be submitted electronically via wvOASIS portal, by mail, by fax, or hand-delivered to the Purchasing Division.

Q57: What is the total number of type of permits and permit volume in the initial phase of the project?

A57: See the answer to Q18 and Q28.

Q58: Do you expect integration with State ERP and e-Gov Payment System?

A58: Integration with the e-Gov Payment system will likely be necessary, but integration with the full ERP system is not anticipated at this time. Suggestions or proposals regarding the necessity or advantages of such integration would be welcome.

Q59: Background House Bill 2002 - From the documentation related to this bill, it includes the following departments: Commerce, Environmental Protection, Environmental Health Services, Revenue, Tourism, Transportation, Secretary of State. Some exemptions are listed and with these in mind we have assumed the following permits/certifications/registrations. Please confirm this list we have provided or provide a list of the registrations/ certifications/permits that should be included.

- Air Quality Permits - minor source air permits, major source operating permits, general permits (concrete batch plants, asphalt plants, emergency generators), relocation permits
- Water and Waste Permitting – pollutant discharge, facilities for sewage systems, stormwater, underground injection control, hazardous waste
- Other – public water supply system and manufactured home community (construct, alter, renovate), sewage collection and treatment system
- Food service
- Septic System
- General Sanitation
- Water and Waste
- Hazardous Waste
- Business Registration Certificate
- Annual Report filed for each business
- Sellers Permit - Sales and Use Tax
- Tobacco Products
- Motor Fuel
- Severance Tax (extraction of natural resources)
- Trip Permits
- Driver's License

A59: See Attachment A to compare.



Q60: In order to provide accurate licensing and user fee options for the proposed solution, could the State provide the total number of internal users who will require access to the system? If available, please break this out by department and user type.

A60: See the answer to Q40.

Q61: Are there specific user access levels the State would like us to account for (e.g., read-only, full access, mobile-only)? If so, could the State please provide user counts by access type?

A61: We would appreciate vendor suggestions in this area based upon the information provided in answers to these questions. An internal/privileged model will likely be necessary for state users and a mobile friendly version with external features would be advantageous for citizens.

Q62: How many field inspectors will require access to the mobile field inspections application? Additionally, how many dispatchers will need access? If dispatchers require access to both the mobile inspections and dispatching functionality, please confirm.

A62: Between 300 - 400 field inspectors will need access, most will likely require mobile access.

Q63: Are there any system security requirements or considerations the State would like vendors to be aware of (e.g., FedRAMP compliance, encryption at rest and in transit, etc.)?

A63: All data must be FedRamp compliant with encryption at rest and in transit. All data must also be stored within the United States.

Q64: To support accurate licensing modeling, would the State like portal users to have the ability to view inspectors' availability and schedule their own inspections? If so, could the State provide the average number of inspections scheduled through the portal each month?

A64: Yes, some agencies would like the option.

Q65: Could the State provide the estimated number of external users who will need access to the public portal?

A65: Not available at this time.

Q66: Does the State require integration with Outlook for email or calendaring functionality? If so, please indicate the number of users who would require this integration.

A66: No, many state agencies utilize gmail and that may need to be integrated.

Q67: Is the State seeking SMS communication capabilities with citizens? If so, could the State clarify whether this would be one-way or bi-directional SMS, and provide an estimate of the average number of messages sent per month?

A67: Some agencies would like this capability.

Q68: Could the State provide the average number of permits and licenses issued annually?

A68: See answer to Q18.

Q69: Can the State provide the total number of distinct record types (also referred to as business processes) expected to be implemented in the solution? If available, break this down by department and include the name of each process or application.

A69: See Attachment A.

Q70: Can you clarify the information that you are requesting from the following question: *How would you address permitting portals currently in use by state agencies?* Is this asking about integrating with internal agencies that are using other portals/software?

A70: Yes. Certain agencies do currently utilize permitting software and/or portals. We need to know what ability there may be to integrate existing solutions and/or whether replacement of those solutions with a single unified system will be required.

Q71: Can you please provide instruction for how we should submit our responses to this CRFI?

A71: Please submit your responses via the wvOASIS portal or via mail, fax, or hand delivery to the purchasing division by 1:30pm on August 11. Responses must be *received in full* by 1:30pm.

Q72: Do you envision the system supporting payments, fee schedules, or invoicing functionality as part of the permitting process?

A72: Yes

Q73: Are there any business rules or workflows that are particularly complex or unique across certain agencies (e.g., conditional approvals, multi-agency sign-off)?

A73: See Attachment B - workflow documents.

Q74: Will the system need to support inspections, certifications, or follow-up workflows after a permit is issued?

A74: Yes.

Q75: Are there any restrictions or preferences regarding offshore development, data storage, or support resources?

A75: All data must be FedRamp compliant with encryption at rest and in transit. All data must also be stored within the United States.

Q76: Will the system need to support any specific federal reporting standards or intergovernmental data sharing (e.g., FEMA, EPA)?

A76: Yes. Examples include:

Application History

Application List

Submittals List

Application List with Geographic Data

Applicant List with Addresses

Completed Applications

Completed Applications Summary

Application Tracking Log

Application Activity Totals Summary Report

Public Comments Report

Application Pending Summary Report  
Application Pending Detail Report  
Activity Distribution  
Application with Latest Activity  
State Historic Preservation Officer Report  
Annual Update Report  
Annual Update Pending Report  
Yearly Bond Report  
Project Activity Allowed Report  
Valley Fill and 404 Report  
Pending Applications with Dams  
SMA/ QMA Status Report  
Application Type Milestone Report  
Senate Concurrent Resolution No. 46 Report  
Article 3 Issued Application Production Summary Report  
Release Applications Issued  
Release Applications Pending  
Release Applications Bond Released  
Permit/ Responsible Party Report  
Ownership and Control Hierarchy – Tree View  
View Ownership and Control  
Blocklist Report  
Active Permittees with Default Addresses  
Expiring and Expired Permits  
Bonds for Party Subsidiaries  
Bond Report for Party Subsidiaries  
All Bonds Report  
Bond Institutions with Totals  
Bond Details  
Bond Report  
Impoundment Breakthrough Report  
PEP – Bat Report  
Interstate Mining Compact Commission Annual Post-Mine Land Use Report  
Post-Mine Land Use Report  
Emergency Warning Plan – Dam Certificate Report  
Permittee Operators Report  
Applications Awaiting Signatures  
Application Type Milestone Report  
Permitting Activity Summary  
Applications with Manganese 5-Mile Module  
Applications without Manganese Module Within Intakes Less than 5 Miles  
EPA Reviewable Applications  
NPDES Production Detail Report  
NPDES Draft Written Production Summary Report  
NDPES Pending Activity Distribution  
Associated Permits Multiple Coverage  
Associate Permits – Different Inspectors  
Closed Permits Open Permit Relationships  
Permits in County Report  
Permits By Watershed  
Permits by Watershed with Renewals  
Inspectable Unit Comparison  
Active Responsible Parties

## Mitigation Details

Permit Inspectable Units by Watershed

Permit Inspectable Units Locations

Permit Inspectable Units Report

NPDES Permit Limits

EPA ICIS for NPDES permitting, EPA RCRA Info for Hazardous Waste permitting, and National Inventory of Dams for Dam Safety certifications.

All inspections, Annual Title V Compliance Certifications, and performance tests for major and synthetic minor sources are entered into WVDAQ's current system (Airtrax) and uploaded to EPA's Integrated Compliance Information System (ICIS).

OOG has to adhere to certain EPA reporting requirements pertaining to its administration of the Class II/III UIC program. Staff generate regular reports to EPA (i.e., Form 7520), as required.

Volume of Total Applications Submitted, Application by Permit Type, and Application by District/Statewide

Timeframes for the Average Time to Final Decision and Average Time by Permit Type

Workflow of the Percentage of Applications in Each Status (submitted, under review, awaiting applicant response, approved, denied) and Queue Lengths (active applications awaiting processing per reviewer, approver, and district) Productivity for Inspections Completed, Inspection Duration, and Travel Time Ad hoc reporting functionality

EPA. Number of approvals, permit types

EPA - annual number of permits and licenses issued, broken down by type. Number of permit approvals and permit types.

National Park Service - number of reviews and finding effect types (no effect, no adverse effect, adverse effect).

License Approval/Denials

Certification Approvals/Denials

Notification Approvals/Rejections

Information from Notifications

Information from Inspections

Information about Enforcement actions taken

The types of reports that will need to be pulled from the proposed system depend upon how closely it is integrated with our existing system.

Permit prerequisites depend on approvals from agencies such as the Secretary of State's Office, WV Insurance Commission (Workers Compensation), Division of Labor, and WVDEP. Combining those into a dashboard or checklist for approvals could be helpful, especially the ability to verify a contractor's license, as that is applicable for some Independent Contractors.

**Q77:** Will we be required to integrate with any legacy case management or financial systems (e.g., ERP, GIS, document repositories)?

**A77:** See answer to Q58.

**Q78:** Is there an enterprise service bus (ESB) or integration platform already in use (e.g., MuleSoft, Boomi), or should we propose one?

**A78:** Please propose a solution.

**Q79:** What is the expected number of users (internal and external) in Year 1, and what is the projected scale over 3–5 years?

**A79:** Unknown at this time, to the extent available, estimates are provided in answers above.

Q80: Are you seeking mobile-friendly capabilities or dedicated mobile apps for public users or inspectors?

A80: Yes

Q81: Do you anticipate a phased rollout by agency or region, or is a big-bang statewide launch preferred?

A81: See answer to Q10.

Q82: What level of post-deployment support is expected (e.g., 24/7 support, SLAs, admin training, change management assistance)?

A82: See answer to Q37.

**OTHER INFORMATION:**

1. The bid opening date and time remains on 08/29/2025 at 1:30 pm.
2. Information regarding submitting your proposal.

BID SUBMISSION: All proposals must be submitted on or before the date and time of the bid opening listed in Item No. 1 above. Vendors can submit proposals electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below. ***The Purchasing Division will not accept proposals or modification of bids via email.*** Proposals submitted in paper, facsimile, or via wvOASIS should contain a signature. A proposal submitted in paper or facsimile form should contain the information listed below on the face of the submission envelope or fax cover sheet. Otherwise, the proposal may be rejected by the Purchasing Division.

VENDOR NAME:

BUYER: Tara Lyle, Buyer Supervisor

SOLICITATION NO.: CFRI SEC26\*01

BID OPENING DATE: 08/29/2025

BID OPENING TIME: 1:30 pm EST

FAX NUMBER: 304-558-3970

Any proposal received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason.

**Bid Delivery Address and Fax Number:**

Department of Administration

Purchasing Division

2019 Washington Street East

Charleston, WV 25305-0130

Fax: 304-558-3970

# ATTACHMENT A



**WEST VIRGINIA SECRETARY OF STATE**

**KRIS WARNER**

**ADMINISTRATIVE LAW DIVISION**

**eFILED**

6/9/2025 4:36:11 PM

Office of West Virginia  
Secretary Of State

**NOTICE OF AN EMERGENCY RULE**

AGENCY: Administration

TITLE-SERIES: 148-25

RULE TYPE: Legislative

Amendment to Existing Rule: No

RULE NAME: ONE-STOP-SHOP PERMITTING PROGRAM

CITE STATUTORY AUTHORITY FOR PROMULGATING EMERGENCY RULE:

W. Va. Code § 5A-13-1 et seq.

IF THE EMERGENCY RULE WAS PROMULGATED TO COMPLY WITH A TIME LIMIT ESTABLISHED BY CODE OR FEDERAL STATUTE OR REGULATION, CITE THE CODE PROVISION, FEDERAL STATUTE OR REGULATION AND TIME LIMIT ESTABLISHED THEREIN:

W. Va. Code § 5A-13-4(b) requires an emergency rule be filed within 60 days of the effective date.

PRIMARY CONTACT:

NAME: Samantha L. Willis

ADDRESS: 2019 Washington Street East Charleston WV

EMAIL: samantha.l.willis@wv.gov

PHONE NUMBER: 304-558-0492

THE ABOVE RULE IS BEING FILED AS AN EMERGENCY RULE TO BECOME EFFECTIVE AFTER APPROVAL BY THE SECRETARY OF STATE OR THE 42ND DAY AFTER FILING, WHICHEVER OCCURS FIRST. THE FACTS AND CIRCUMSTANCES CONSTITUTING THE EMERGENCY ARE AS FOLLOWS:

This emergency rule is an initial step in the implementation of the One Stop Permitting Program enacted by the West Virginia Legislature, at the request of the Governor, in House Bill 2002. That Program seeks to revolutionize and streamline West Virginias permitting system by creating an online dashboard for processing and tracking permits for construction, economic development, infrastructure, and natural resource projects. In turn, this dashboard will increase transparency and efficiency in agency permitting, streamline the review process, and accelerate business and economic development throughout the State. The Program is also set to create a fast track option allowing developers of urgent projects to pay an additional fee to ensure their time-sensitive permits are expedited.

Under W. Va. Code § 5A-13-3(c), the Program is set to be available to the public on January 1, 2027. To ensure the Program can meet that roll-out date, House Bill 2002 established certain implementation benchmarks. These include W. Va. Code § 5A-13-4(b) which requires the Secretary of Administration to file an emergency rule, in consultation with the various permitting agencies, to initially identify relevant permits and their corresponding deadlines. This rule filing also provides the public with notice so that these proposed deadlines for agencies to respond to permit applications can be evaluated well in advance of the full program implementation on January 1, 2027. The Secretary looks forward to meaningful comments on the deadlines and fast-track fees proposed in this rule and to working with stakeholders to ensure success of this Program.

DOES THIS EMERGENCY RULE REPEAL A CURRENT RULE? No

HAS THE SAME OR SIMILAR EMERGENCY RULE PREVIOUSLY BEEN FILED AND OR EXPIRED? No

SUMMARIZE IN A CLEAR AND CONCISE MANNER THE OVERALL ECONOMIC IMPACT OF THE PROPOSED LEGISLATIVE RULE:

A. ECONOMIC IMPACT ON REVENUES OF STATE GOVERNMENT:

Adopting the emergency rule will create procedures for the One-Stop-Shop Permitting program, which will streamline statewide economic development efforts by ensuring business partners can find and track key business permits, all in one convenient location. This structural reorganization of the permitting process will create ease of use for West Virginias partners, while the clarified deadlines, upcoming fast-track deadlines, and corresponding fees will encourage speed and consistency in review. This program will incentivize West Virginias agencies to maintain a business-friendly posture, through tracking and transparency efforts. Further, the data collected and maintained through this process will help West Virginias agencies to evaluate and continuously improve current and future processes, creating an opportunity for growth, development, and increased competition with neighboring states. This emergency rule provides notice to potential permit holders of the proposed deadlines and associated fees which will come into effect upon full implementation. This gives those agencies and individuals impacted the opportunity to provide initial comments and feedback well-in advance of implementation to ensure the One-Stop-Shop permitting portal will be advantageous and effective for all participants.

B. ECONOMIC IMPACT ON SPECIAL REVENUE ACCOUNTS:

When fully implemented the rule will establish new fees in the form of fast track fees, allowing permit applicants to request fast-track consideration, for quicker investment in the State.

C. ECONOMIC IMPACT ON THE STATE OR ITS RESIDENTS:



The Program and this related rule are designed to revolutionize and streamline West Virginia's permitting system for construction, economic development, infrastructure, and natural resource projects. It is also designed to make West Virginia more competitive in relation to the neighboring states by reducing red-tape and decreasing permitting review time. The rule is expected to attract and encourage business development by simplifying and streamlining the permit application process. Construction, economic development, infrastructure, and natural resource projects are a core piece of West Virginia's economic success. Creating a welcoming regulatory environment for these types of projects is key to generating jobs and economic growth.

**D. FISCAL NOTE DETAIL:**

<b>Effect of Proposal</b>	<b>Fiscal Year</b>		
	<b>2025 Increase/Decrease (use "-")</b>	<b>2026 Increase/Decrease (use "-")</b>	<b>Fiscal Year (Upon Full Implementation)</b>
<b>1. Estimated Total Cost</b>			
<b>Personal Services</b>			
<b>Current Expenses</b>			
<b>Repairs and Alterations</b>			
<b>Assets</b>			
<b>Other</b>			
<b>2. Estimated Total Revenues</b>			

**E. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):**

As provided in W. Va. Code § 5A-13-3(c), the program and the permitting deadlines in this rule will not be in effect until January 1, 2027. The costs of implementation are unknown at this time as the Secretary of Administration continues to explore technology options for the dashboard. The system parameters and specifications for the system are researched and developed. The majority of costs are expected to be offset by fees and future income resulting from an increase in permits and statewide project development.

**BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.**

**Yes**

**Misty Peal--By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.**

148CSR25

TITLE 148  
LEGISLATIVE RULES  
DEPARTMENT OF ADMINISTRATION

SERIES 25  
ONE-STOP-SHOP PERMITTING PROGRAM

§148-25-1. General.

1.1. Scope. -- This rule implements deadlines and procedures for the One-Stop Shop Permitting Program to expedite the state's permitting, licensing, and authorization processes.

1.2. Authority. -- W. Va. Code § 5A-13-1 et seq.

1.3. Filing Date. --

1.4. Effective Date. --

1.5. Sunset Provision -- This rule shall terminate and have no further force and effect on August 1, 2031.

§148-25-2. Definitions.

2.1. For the purposes of this rule:

2.1.1. "Complete Permit Application" means a request for the issuance or renewal of a permit that contains all information, signatures, supporting evidence, and payments necessary for a permitting agency to process and approve the permit.

2.1.2. "Day" means business days for any review or fast track deadline value of ten (10) or less and calendar days for any value of ten (10) or greater, unless otherwise specified.

2.1.3. "Dashboard" means the publicly accessible, interactive, online platform created by the Department of Administration to facilitate the issuance and renewal of permits through the One-Stop-Shop Permitting Program.

2.1.4. "Department" means the Department of Administration.

2.1.5. "Economic Development Project" means a commercial, industrial, community improvement, or preservation project resulting from a strategic and coordinated effort which is likely to foster local or state economic growth.

2.1.6. "Fast-Track" means an option for an applicant to request expedited processing of a permit application for a fee.

2.1.7. "Permit" - means any permit, license, or approval that is a prerequisite for performing any economic development project and that is available and applied for using the One-Stop-Shop Permitting Program dashboard. A permit includes, but is not limited to, projects for construction; economic development; infrastructure; or natural resource project in this state that a permitting agency issues, grants, modifies, renews, denies, or revokes.

## 148CSR25

2.1.8. "Permitting agency" means any division, office, board, or other entity of the Department of Commerce, the Department of Environmental Protection, the Office of Environmental Health Services, the Department of Revenue, the Department of Tourism, the Department of Transportation, and the Secretary of State that grants, issues, denies, or revokes a permit or business registration. Per W. Va. Code §5A-13-2, permitting agency does not include Lottery, Lottery Commission, the Division of Financial Institutions, or the Division of Motor Vehicles.

2.1.9. "Program" means the One-Stop-Shop Permitting Program created in W. Va. Code §5A-13-1 et seq. designed to enhance public awareness, collaboration, accountability, coordination, transparency, and predictability in the state's permitting, licensing, and authorization process.

2.1.10. "Secretary" means the cabinet secretary for the Department of Administration.

### §148-25-3. Permit Processing Deadlines.

3.1. If a deadline for agencies to process a Program permit does not exist in statute or regulation, Attachment A to this rule establishes one.

3.1.1. Permitting agencies shall follow the processing deadlines in Attachment A for any permit applied for through the Program when:

3.1.1.a. Determining the completeness of an application.

3.1.1.b. Denying a complete permit application.

3.1.1.c. Approving a complete permit application, or

3.1.1.d. Renewing a complete permit application.

3.1.2. Processing deadlines established in Attachment A shall become applicable and effective when the Secretary makes the Program available to the public pursuant to W. Va. Code §5A-13-3(c).

### §148-25-4. Fast Track.

4.1. If a permitting agency offers fast track consideration, the agency deadline and associated fee to expedite the processing of a Program permit application is established in Attachment A to this rule.

4.1.1. Fast track fees included in Attachment A represent the total cost for filing the permit application and fast track processing combined.

4.2. Fast track deadlines and fees become applicable and effective when the secretary makes the Program available to the public pursuant to W. Va. Code §5A-13-3(c).

### 148-25-5. Refunds.

5.1. Beginning on January 1, 2027, any permitting agency failing to meet a deadline established in Attachment A when determining completeness, granting, or denying a permit that was processed through the dashboard, must refund all fees paid by the applicant for that permit.

**Attachment A**

<u>Permit Name</u>	<u>Agency Deadline</u>	<u>Permit Fee</u>	<u>Fast Track Deadline</u>	<u>Fast Track Permit Fee</u>
<b><u>Department of Commerce</u></b>				
<b><u>Division of Natural Resources</u></b> <b><u>Office of Land &amp; Streams</u></b>				
<u>Land Leases</u>	<u>30 days</u>	<u>\$0</u>	<u>15 days</u>	<u>\$25</u>
<u>Land Licenses</u>	<u>30 days</u>	<u>\$0</u>	<u>15 days</u>	<u>\$25</u>
<u>Rights-of-Way</u>	<u>30 days</u>	<u>\$0</u>	<u>15 days</u>	<u>\$25</u>
<u>Easements</u>	<u>30 days</u>	<u>\$0</u>	<u>15 days</u>	<u>\$25</u>
<u>Timber</u>	<u>30 days</u>	<u>\$0</u>	<u>15 days</u>	<u>\$25</u>
<u>Surface Use Agreements</u>	<u>30 days</u>	<u>\$0</u>	<u>15 days</u>	<u>\$25</u>
<u>Oil &amp; gas</u>	<u>30 days</u>	<u>\$0</u>	<u>15 days</u>	<u>\$25</u>
<u>Sand &amp; Gravel</u>	<u>30 days</u>	<u>\$0</u>	<u>15 days</u>	<u>\$25</u>
<u>Salt Brine</u>	<u>30 days</u>	<u>\$0</u>	<u>15 days</u>	<u>\$25</u>
<b><u>Division of Natural Resources</u></b> <b><u>Division of Labor</u></b>				
<u>Install a High-Pressure Steam Boiler</u>	<u>4 days</u>	<u>\$70</u>	<u>2 days</u>	<u>\$95</u>
<u>Operate a High-Pressure Steam Boiler</u>	<u>4 days</u>	<u>\$35</u>	<u>2 days</u>	<u>\$60</u>
<u>Temporary Extension of Permit to Operate High-Pressure Steam Boiler - 60 Day</u>	<u>4 days</u>	<u>\$70</u>	<u>2 days</u>	<u>\$95</u>
<u>Annual Amusement Ride/Attraction Permit to Operate - Per Ride/Attraction</u>	<u>4 days</u>	<u>\$100</u>	<u>2 days</u>	<u>\$125</u>
<u>Annual Bedding/Upholstery Manufacturer Registration - Per Location</u>	<u>4 days</u>	<u>\$90</u>	<u>2 days</u>	<u>\$115</u>
<u>Annual Elevator Certificate of Operation</u>	<u>4 days</u>	<u>\$90</u>	<u>2 days</u>	<u>\$115</u>
<u>Biennial Elevator Mechanic License</u>	<u>4 days</u>	<u>\$180</u>	<u>2 days</u>	<u>\$205</u>
<u>Biennial Accessibility Technician License</u>	<u>4 days</u>	<u>\$180</u>	<u>2 days</u>	<u>\$205</u>
<u>Biennial Limited Technician License</u>	<u>4 days</u>	<u>\$180</u>	<u>2 days</u>	<u>\$205</u>
<u>Annual Master Plumber Certification</u>	<u>4 days</u>	<u>\$75</u>	<u>2 days</u>	<u>\$100</u>

**148CSR25**

<u>Annual Journeyman Plumber Certification</u>	<u>4 days</u>	<u>\$75</u>	<u>2 days</u>	<u>\$100</u>
<u>Annual Plumber-In-Training Certification</u>	<u>4 days</u>	<u>\$25</u>	<u>2 days</u>	<u>\$50</u>
<u>Annual HVAC Technician Certification</u>	<u>4 days</u>	<u>\$75</u>	<u>2 days</u>	<u>\$100</u>
<u>Annual HVAC residential technician certification</u>	<u>4 days</u>	<u>\$60</u>	<u>2 days</u>	<u>\$85</u>
<u>Annual HVAC Technician-In-Training Certification</u>	<u>4 days</u>	<u>\$25</u>	<u>2 days</u>	<u>\$50</u>
<u>Annual Contractor License</u>	<u>4 days</u>	<u>\$90</u>	<u>2 days</u>	<u>\$115</u>
<div><div>Division of Natural Resources</div><div>Division of Forestry</div></div>				
<u>Timber License</u>	<u>2 weeks</u>	<u>\$0</u>	<u>1 week</u>	<u>\$25</u>
<u>Certified Logger</u>	<u>2 weeks</u>	<u>\$0</u>	<u>1 week</u>	<u>\$25</u>
<u>Timbering Operation Notification Form</u>	<u>3 days</u>	<u>\$0</u>	<u>Unavailable</u>	
<u>Timbering Operation Exemption Application and Notification Form</u>	<u>3 days</u>	<u>\$0</u>	<u>Unavailable</u>	
<u>Ginseng Growers</u>	<u>2 weeks</u>	<u>\$0</u>	<u>7 days</u>	<u>\$25</u>
<u>Ginseng Dealers</u>	<u>2 weeks</u>	<u>\$0</u>	<u>7 days</u>	<u>\$25</u>
<u>Commercial Burning Permits</u>	<u>3 days</u>	<u>\$0</u>	<u>Unavailable</u>	
<div><div>Division of Natural Resources</div><div>Office of Miners' Health, Safety and Training</div></div>				
<u>Underground Mine Permits (Initial DMM60 Permit)</u>	<u>10 days</u>	<u>\$100</u>	<u>8 days</u>	<u>\$125</u>
<u>Surface Mine Permits (Initial DMM60S Permit)</u>	<u>10 days</u>	<u>\$100</u>	<u>8 days</u>	<u>\$125</u>
<u>Surface Mine Sub-Permits (Initial DMM60 Permit)</u>	<u>10 days</u>	<u>\$100</u>	<u>8 days</u>	<u>\$125</u>
<u>Coal Handling Facility Permits (Initial DMM60 Permit)</u>	<u>10 days</u>	<u>\$0</u>	<u>8 days</u>	<u>\$25</u>
<u>Quarry Mine Permits (Initial DMM60 Permit)</u>	<u>10 days</u>	<u>\$0</u>	<u>8 days</u>	<u>\$25</u>
<u>Quarry Contractor Permits (Initial DMM60Q Permit)</u>	<u>10 days</u>	<u>\$50</u>	<u>8 days</u>	<u>\$75</u>
<u>Contractor Permits (Initial DMM60C Permit)</u>	<u>10 days</u>	<u>\$100</u>	<u>8 days</u>	<u>\$125</u>
<u>Annual Permit Extension for Underground Mine</u>	<u>20 days</u>	<u>\$100</u>	<u>18 days</u>	<u>\$125</u>
<u>Annual Permit Extension for Surface Mine</u>	<u>20 days</u>	<u>\$100</u>	<u>18 days</u>	<u>\$125</u>
<u>Annual Permit Extension for Contractors</u>	<u>20 days</u>	<u>\$100</u>	<u>18 days</u>	<u>\$125</u>
<u>Approved Inactive Status (DMM57)</u>	<u>10 days</u>	<u>\$0</u>	<u>8 days</u>	<u>\$25</u>
<u>Permit to Mine (Production Contractor Underground) (DMM60B)</u>	<u>10 days</u>	<u>\$100</u>	<u>8 days</u>	<u>\$125</u>
<u>Permit to Mine (Production Contractor Surface) (DMM60SB)</u>	<u>10 days</u>	<u>\$100</u>	<u>8 days</u>	<u>\$125</u>

**148CSR25**

<u>General Permit (DMM61)</u>	<u>10 days</u>	<u>\$0</u>	<u>8 days</u>	<u>\$25</u>
<u>Multiple Shooting Permit (DMM62)</u>	<u>10 days</u>	<u>\$0</u>	<u>8 days</u>	<u>\$25</u>
<u>Permit to Stop the Fan (DMM63)</u>	<u>10 days</u>	<u>\$0</u>	<u>8 days</u>	<u>\$25</u>
<u>Solid Shooting Permit (DMM64)</u>	<u>10 days</u>	<u>\$0</u>	<u>8 days</u>	<u>\$25</u>
<u>Permit to Use Propane Gas in Making Permanent Cable Splices (DMM65)</u>	<u>10 days</u>	<u>\$0</u>	<u>8 days</u>	<u>\$25</u>
<u>Multiple Shooting in Coal Only (DMM66)</u>	<u>10 days</u>	<u>\$0</u>	<u>8 days</u>	<u>\$25</u>
<u>Permit to Surface Mine Within 500 Feet of Underground Mine (DMM67)</u>	<u>10 days</u>	<u>\$0</u>	<u>8 days</u>	<u>\$25</u>
<u>Approval to Discharge Into Underground Mine (DMM68)</u>	<u>10 days</u>	<u>\$0</u>	<u>8 days</u>	<u>\$25</u>
<u>Waiver of Telephone Service of Communication Facility (DMM70)</u>	<u>10 days</u>	<u>\$0</u>	<u>8 days</u>	<u>\$25</u>
<u>Waiver of the Use of an A.R.T.S. (DMM71)</u>	<u>10 days</u>	<u>\$0</u>	<u>8 days</u>	<u>\$25</u>
<u>Waiver of Back-Up Communication System (DMM72)</u>	<u>10 days</u>	<u>\$0</u>	<u>8 days</u>	<u>\$25</u>
<u>Waiver for Ground Maintenance - A.C. (DMM73)</u>	<u>10 days</u>	<u>\$0</u>	<u>8 days</u>	<u>\$25</u>
<u>Waiver for Ground Monitor System - D.C. (DMM74)</u>	<u>10 days</u>	<u>\$0</u>	<u>8 days</u>	<u>\$25</u>
<u>Pillar Permit to Drill Oil or Gas Well Through Mines</u>	<u>10 days</u>	<u>\$0</u>	<u>8 days</u>	<u>\$25</u>

**Department of Tourism**

**State Historic Preservation Office**

<u>106 Review Process</u>	<u>30 days</u>	<u>\$0</u>	<u>Unavailable</u>
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**Department of Environmental Protection**

**Office of Oil & Gas**

<u>Conventional</u>	<u>45 days</u>	<u>\$400</u>	<u>25 days</u>	<u>\$1,200</u>
<u>Coalbed Methane</u>	<u>45 days</u>	<u>\$650</u>	<u>25 days</u>	<u>\$1,950</u>
<u>Deep Well Work Permits</u>	<u>45 days</u>	<u>\$650</u>	<u>25 days</u>	<u>\$1,950</u>
<u>Conventional Modifications</u>	<u>30 days</u>	<u>\$0</u>	<u>20 days</u>	<u>\$600</u>
<u>Coalbed Methane Modifications</u>	<u>30 days</u>	<u>\$0</u>	<u>20 days</u>	<u>\$975</u>
<u>Deep Well Work Permit Modifications</u>	<u>30 days</u>	<u>\$0</u>	<u>20 days</u>	<u>\$975</u>
<u>Horizontal Well Work - First Well</u>	<u>90 days</u>	<u>\$10,000</u>	<u>Unavailable</u>	
<u>Horizontal Well Work - Subsequent Wells</u>	<u>90 days</u>	<u>\$5,000</u>	<u>W. Va. Code</u>	

**148CSR25**

			<u>§ 22-6A-7</u>	
<u>Horizontal Well Work Permit Modifications</u>	<u>40 days</u>	<u>\$2,500</u>	<u>W. Va. Code</u> <u>§ 22-6A-7</u>	
<u>Class 2 and Class 3 UIC Permits</u>	<u>180 days</u>	<u>\$500</u>	<u>90 days</u>	<u>\$1,500</u>
<u>Class 2 and Class 3 UIC Permit Modifications - Minor</u>	<u>40 days</u>	<u>\$0</u>	<u>45 days</u>	<u>\$25</u>
<u>Class 2 and Class 3 UIC Permit Modifications - Major</u>	<u>90 days</u>	<u>\$0</u>	<u>45 days</u>	<u>\$750</u>
<u>UIC Permit Transfers</u>	<u>60 days</u>	<u>\$0</u>	<u>30 days</u>	<u>\$500</u>
<u>Article 6A Permit Transfers</u>	<u>60 days</u>	<u>\$500</u>	<u>30 days</u>	<u>\$1,500</u>
<u>Water Pollution Control General Permit Registration - Well Work</u>	<u>45 days</u>	<u>\$100</u>	<u>25 days</u>	<u>\$125</u>
<u>Water Pollution Control General Permit Registration - CBM Produced Water</u>	<u>120 days</u>	<u>Quantity Based</u>	<u>60 days</u>	<u>Quantity Based</u>
<u>Bona Fide Future Use Designation</u>	<u>60 days</u>	<u>\$0</u>	<u>30 days</u>	<u>\$100</u>
<u>Well Bonds</u>	<u>40 days</u>	<u>\$0</u>	<u>20 days</u>	<u>\$500</u>
<b><u>Division of Air Quality</u></b>				
<u>G70 Annual Certifications for Natural Gas Facilities Located at a Well Site</u>	<u>30 days</u>	<u>\$1,000</u>	<u>Unavailable</u>	
<u>Open Burning Permits</u>	<u>10 days</u>	<u>\$0</u>	<u>Unavailable</u>	
<u>Asphalt Operating Permits</u>	<u>Feb. 1</u>	<u>\$0</u>	<u>Unavailable</u>	
<u>Odor/Dust Control Plans</u>	<u>365 days</u>	<u>\$0</u>	<u>Unavailable</u>	
<u>Title V Operating Permit</u>	<u>365 days</u>	<u>\$0</u>	<u>Unavailable</u>	
<u>New Source Review Permitting Option: Standard Minor Source Permit Construction</u>	<u>90 days</u>	<u>\$1,000</u>	<u>Unavailable</u>	
<u>New Source Review Permitting Option: Standard Minor Source Permit Modification.</u>	<u>90 days</u>	<u>\$1,000</u>	<u>Unavailable</u>	
<u>New Source Review Permitting Option: Class II Administrative Update for Changes To Operating Parameters, Emission Points, Control Equipment or Other Aspects That Results in an Increase of Pollutants Below Levels That Trigger the Requirement for a Modification Permit.</u>	<u>60 days</u>	<u>\$300</u>	<u>Unavailable</u>	
<u>New Source Review Permitting Option: Class I Administrative Update for Specified Changes to an Existing Permit That do Not Result in an Increase in Emissions.</u>	<u>60 days</u>	<u>\$0</u>	<u>Unavailable</u>	
<u>New Source Review Permitting Option: Relocation Permit Available to Sources that Have an Existing Permit and Wish to Relocate Operations Without Modifications.</u>	<u>45 days</u>	<u>\$1,000</u>	<u>Unavailable</u>	
<u>New Source Review Permitting Option: Temporary Permit Issued to Sources That Will Operate Six Months or Less.</u>	<u>45 days</u>	<u>\$300</u>	<u>Unavailable</u>	
<u>General Permit Options for Specific Source Types - Single Emergency Generators</u>	<u>45 days</u>	<u>\$250</u>	<u>Unavailable</u>	



**148CSR25**

<u>General Permit Options for Specific Source Type - Non Single Emergency Generators</u>	<u>45 days</u>	<u>\$500</u>	<u>Unavailable</u>
<u>New Source Review Major Source Construction Permit</u>	<u>180 days</u>	<u>\$10,000</u>	<u>Unavailable</u>
<u>New Source Review Major Modification Permit</u>	<u>180 days</u>	<u>\$5,000</u>	<u>Unavailable</u>
<u>New Source Review Major Source Construction Permit (non-attainment areas)</u>	<u>180 days</u>	<u>\$10,000</u>	<u>Unavailable</u>
<u>New Source Review Major Source Modification Permit (non-attainment areas)</u>	<u>180 days</u>	<u>\$5,000</u>	<u>Unavailable</u>
<b><u>Division of Mining and Reclamation</u></b>			
<u>New Surface Mine Permit Application</u>	<u>10 days</u>	<u>\$3,500</u>	<u>Unavailable</u>
<u>New Quarry Permit Application</u>	<u>10 days</u>	<u>\$1,000</u>	<u>Unavailable</u>
<u>Notice of Intent to Prospect Less Than 250 Tons Removed</u>	<u>20 days</u>	<u>\$2,000</u>	<u>10 days</u>   <u>\$3,500</u>
<u>Notice of Intent to Prospect Greater Than 250 Tons Removed</u>	<u>20 days</u>	<u>\$0</u>	<u>Unavailable</u>
<u>Permit Transfer /Assignment / Sale Approved</u>	<u>15 days</u>	<u>\$1,500</u>	<u>Unavailable</u>
<u>Operator Assignment</u>	<u>15 days</u>	<u>\$1,500</u>	<u>Unavailable</u>
<u>Insignificant Permit Revision</u>	<u>20 days</u>	<u>\$0</u>	<u>10 days</u>   <u>\$2,000</u>
<u>Significant Permit Revision</u>	<u>20 days</u>	<u>\$2,000</u>	<u>Unavailable</u>
<u>Permit Amendment Application</u>	<u>10 days</u>	<u>\$2,550</u>	<u>Unavailable</u>
<u>Phase 1 Bond Release Application</u>	<u>20 days</u>	<u>\$0</u>	<u>Unavailable</u>
<u>Phase 2 Bond Release Application</u>	<u>20 days</u>	<u>\$0</u>	<u>Unavailable</u>
<u>Phase 3 Bond Release Application</u>	<u>20 days</u>	<u>\$0</u>	<u>Unavailable</u>
<u>Incremental Phase 1 Bond Release Application</u>	<u>20 days</u>	<u>\$0</u>	<u>Unavailable</u>
<u>Incremental Phase 2 Bond Release Application</u>	<u>20 days</u>	<u>\$0</u>	<u>Unavailable</u>
<u>Incremental Phase 3 Bond Release Application</u>	<u>20 days</u>	<u>\$0</u>	<u>Unavailable</u>
<u>Insignificant Incidental Boundary Revision</u>	<u>20 days</u>	<u>\$0</u>	<u>10 days</u>   <u>\$2,000</u>
<u>Significant Incidental Boundary Revision</u>	<u>20 days</u>	<u>\$2,000</u>	<u>Unavailable</u>
<u>Permit Renewal</u>	<u>20 days</u>	<u>\$3,000</u>	<u>Unavailable</u>
<u>Inactive Status</u>	<u>20 days</u>	<u>\$2,000</u>	<u>Unavailable</u>
<u>Quarry Inactive Status</u>	<u>10 days</u>	<u>\$0</u>	<u>Unavailable</u>
<u>Bond Increment Start</u>	<u>15 days</u>	<u>\$0</u>	<u>10 days</u>   <u>\$1,000</u>
<u>19B - Ownership/Control Merger</u>	<u>15 days</u>	<u>\$0</u>	<u>Unavailable</u>
<u>19C - Ownership Control Change</u>	<u>15 days</u>	<u>\$0</u>	<u>Unavailable</u>
<u>Permit Reinstatement</u>	<u>15 days</u>	<u>\$0</u>	<u>Unavailable</u>

**148CSR25**

<u>NPDES New Permit Application</u>	<u>20 days</u>	<u>\$1,000</u>	<u>Unavailable</u>	
<u>NPDES Reissuance Application</u>	<u>20 days</u>	<u>\$3,000</u>	<u>Unavailable</u>	
<u>NPDES Major Modification</u>	<u>20 days</u>	<u>\$2,000</u>	<u>Unavailable</u>	
<u>NPDES Minor Modification</u>	<u>20 days</u>	<u>\$1,000</u>	<u>10 days</u>	<u>\$2,000</u>
<u>NPDES Transfer Application</u>	<u>20 days</u>	<u>\$2,000</u>	<u>Unavailable</u>	
<u>401 State Water Quality Certification</u>	<u>20 days</u>	<u>\$500</u>	<u>Unavailable</u>	
<u>NPDES Release Application</u>	<u>10 days</u>	<u>\$0</u>	<u>Unavailable</u>	
<u>DAM - Certificate of Approval</u>	<u>50 days</u>	<u>\$0</u>	<u>Unavailable</u>	
<u>Pre-Subsidence Survey</u>	<u>15 days</u>	<u>\$0</u>	<u>10 days</u>	<u>\$500</u>
<u>Pre-Blast Survey</u>	<u>15 days</u>	<u>\$0</u>	<u>10 days</u>	<u>\$500</u>
<u>Emergency Warning Plan</u>	<u>15 days</u>	<u>\$100</u>	<u>Unavailable</u>	
<u>Planting Plan Release</u>	<u>20 days</u>	<u>\$0</u>	<u>10 days</u>	<u>\$500</u>
<u>Prospect Release</u>	<u>15 days</u>	<u>\$0</u>	<u>10 days</u>	<u>\$500</u>
<u>Quarry Permit Transfer</u>	<u>20 days</u>	<u>\$500</u>	<u>Unavailable</u>	
<u>Quarry Permit Renewal</u>	<u>20 days</u>	<u>\$500</u>	<u>Unavailable</u>	
<u>Quarry Major Modification</u>	<u>20 days</u>	<u>\$500</u>	<u>Unavailable</u>	
<u>Quarry Minor Modification</u>	<u>20 days</u>	<u>\$200</u>	<u>10 days</u>	<u>\$500</u>
<u>Quarry Annual Bonding</u>	<u>20 days</u>	<u>\$0</u>	<u>Unavailable</u>	
<b><u>Division of Water &amp; Waste Management</u></b>				
<u>WVRA Recycling Permits - Source Separated, Commercial, Non-commercial- New and Renewal</u>	<u>90 days</u>	<u>\$0</u>	<u>Unavailable</u>	
<u>Groundwater - UIC Permits: Class 1 Wells</u>	<u>360 days</u>	<u>\$1,000</u>	<u>Unavailable</u>	
<u>Groundwater - UIC Permits: Class 1 Wells Modification - Major</u>	<u>120 days</u>	<u>\$500</u>	<u>90 days</u>	<u>\$1,000</u>
<u>Groundwater - UIC Permits: Class 1 Wells Modification - Minor</u>	<u>120 days</u>	<u>\$100</u>	<u>90 days</u>	<u>\$200</u>
<u>Groundwater - UIC Permits: Class 1 Wells Reissuance</u>	<u>180 days</u>	<u>\$1,000</u>	<u>90 days</u>	<u>\$2,000</u>
<u>Groundwater - UIC Permits: New Permit for Class 5 Wells for Domestic Wastewater Disposal (Sewage/septic system - well types 5W11, 5W12, 5W31, 5W32)</u>	<u>360 days</u>	<u>Provided in 47 CSR 9</u>	<u>220 days</u>	<u>Double Filing Fee</u>
<u>Groundwater - UIC Permits: New Permit for Class 5 Wells for Stormwater Drainage Disposal (Drilled wells or improved sinkholes - well types 5D2, 5D3, 5D4, 5G30, 5F1)</u>	<u>360 days</u>	<u>Provided in 47 CSR 9</u>	<u>220 days</u>	<u>Double Filing Fee</u>
<u>Groundwater - UIC Permits: New Permit for Class 5 Wells for Industrial Disposal (Well types 5A19 and 5W20) (Mining) UIC Class 5 Application for Coal Mine Non-slurry Injection (Well types 5G30 and 5X13)</u>	<u>360 days</u>	<u>Provided in 47 CSR 9</u>	<u>220 days</u>	<u>Double Filing Fee</u>
<u>Groundwater - UIC Application for Other Class 5 Well Types (All other Class 5 well types)</u>	<u>360 days</u>	<u>Provided in 47 CSR 9</u>	<u>220 days</u>	<u>Double Filing Fee</u>

**148CSR25**

<u>Groundwater - UIC Permits: Class 5 Wells Modification</u>	<u>270 days</u>	<u>Provided in 47 CSR 9</u>	<u>Unavailable</u>	
<u>Groundwater - UIC Permits: Class 5 Wells Reissuance</u>	<u>270 days</u>	<u>Provided in 47 CSR 9</u>	<u>220 days</u>	<u>Double Filing Fee</u>
<u>Groundwater - UIC Permits: Class 6 Wells</u>	<u>=</u>	<u>\$55,000</u>	<u>Unavailable</u>	
<u>Groundwater - Non-injection Application for State Permission to Operate - Infiltration System, Sprayfield, Drip Irrigation System</u>	<u>270 days</u>	<u>Provided in 47 CSR 9</u>	<u>120 days</u>	<u>Double Filing Fee</u>
<u>Dam Safety Certificate of Approval: Permit to Construct New Dam or Modify</u>	<u>70 days</u>	<u>\$300</u>	<u>Unavailable</u>	
<u>Dam Safety Certificate of Approval: Breaching an Existing Dam</u>	<u>35 days</u>	<u>\$200</u>	<u>30 days</u>	<u>\$500</u>
<u>Dam Safety Certificate of Approval: Removal of Existing Dam</u>	<u>35 days</u>	<u>\$100</u>	<u>30 days</u>	<u>\$500</u>
<u>Dam Safety Certificate of Approval: Reduction of Existing Dam to Remove from Jurisdiction</u>	<u>50 days</u>	<u>\$300</u>	<u>35 days</u>	<u>\$500</u>
<u>401 State Water Quality Certification</u>	<u>365 days</u>	<u>\$350</u>	<u>180 days</u>	<u>\$1,500</u>
<u>401 Water Quality Certification for State Waters Permits (Non-coal activities)</u>	<u>365 days</u>	<u>\$350</u>	<u>181 days</u>	<u>\$1,500</u>

**Department of Health**

**Bureau of Public Health  
Office of Environmental Health Sciences**

<u>Asbestos - Worker</u>	<u>30 days</u>	<u>\$50</u>	<u>10 days</u>	<u>\$150</u>
<u>Asbestos - Supervisor</u>	<u>30 days</u>	<u>\$100</u>	<u>10 days</u>	<u>\$200</u>
<u>Asbestos - Inspector</u>	<u>30 days</u>	<u>\$100</u>	<u>10 days</u>	<u>\$200</u>
<u>Asbestos - Management Planner</u>	<u>30 days</u>	<u>\$100</u>	<u>10 days</u>	<u>\$200</u>
<u>Asbestos - Project Designer</u>	<u>30 days</u>	<u>\$100</u>	<u>10 days</u>	<u>\$200</u>
<u>Asbestos - Air Clearance Monitor</u>	<u>30 days</u>	<u>\$100</u>	<u>10 days</u>	<u>\$200</u>
<u>Asbestos - Contractor</u>	<u>30 days</u>	<u>\$300</u>	<u>10 days</u>	<u>\$400</u>
<u>Asbestos - Laboratory Air Sample Analysis</u>	<u>30 days</u>	<u>\$200</u>	<u>10 days</u>	<u>\$300</u>
<u>Asbestos - Laboratory Bulk Sample Analysis</u>	<u>30 days</u>	<u>\$200</u>	<u>10 days</u>	<u>\$300</u>
<u>Asbestos - Laboratory Air and Bulk Sample Analysis</u>	<u>30 days</u>	<u>\$300</u>	<u>10 days</u>	<u>\$400</u>
<u>Asbestos - Training Provider - New Permit</u>	<u>90 days</u>	<u>\$1,000</u>	<u>60 days</u>	<u>\$2,000</u>
<u>Asbestos - Training Provider - Renewal of Permit</u>	<u>90 days</u>	<u>\$500</u>	<u>60 days</u>	<u>\$1,000</u>
<u>Asbestos - Notifications</u>	<u>10 days</u>	<u>Quantity Based</u>	<u>5 days</u>	<u>Quantity Based</u>

148CSR25

<u>Body Piercing - Body Piercing Certification</u>	<u>17 days</u>	<u>\$100</u>	<u>8 days</u>	<u>\$200</u>
<u>Bottled Water - In-State Bottled Water Manufacturer Permit</u>	<u>17 days</u>	<u>Quantity Based</u>	<u>8 days</u>	<u>Quantity Based</u>
<u>Bottled Water - Bottled Water Distributor Permit</u>	<u>17 days</u>	<u>\$100</u>	<u>8 days</u>	<u>\$200</u>
<u>Clandestine Drug Laboratory Remediation - Technician 1 Year</u>	<u>30 days</u>	<u>\$100</u>	<u>10 days</u>	<u>\$200</u>
<u>Clandestine Drug Laboratory Remediation - Technician 2 Year</u>	<u>30 days</u>	<u>\$200</u>	<u>10 days</u>	<u>\$300</u>
<u>Clandestine Drug Laboratory Remediation - Contractor</u>	<u>30 days</u>	<u>\$300</u>	<u>10 days</u>	<u>\$400</u>
<u>Clandestine Drug Laboratory Remediation - Training Provider (Initial)</u>	<u>90 days</u>	<u>\$1,000</u>	<u>60 days</u>	<u>\$2,000</u>
<u>Clandestine Drug Laboratory Remediation - Training Provider (Renewal)</u>	<u>90 days</u>	<u>\$500</u>	<u>60 days</u>	<u>\$1,000</u>
<u>Clandestine Drug Laboratory Remediation - Preliminary Remediation Plan</u>	<u>10 days</u>	<u>\$100</u>	<u>5 days</u>	<u>\$200</u>
<u>Clandestine Drug Laboratory Remediation - Final Remediation Plan</u>	<u>20 days</u>	<u>\$0</u>	<u>5 days</u>	<u>\$100</u>
<u>Drinking Water License to Operate - Operator-in-Training Certification License</u>	<u>60 days</u>	<u>\$0</u>	<u>45 days</u>	<u>\$100</u>
<u>Drinking Water License to Operate - Operator Certification Class 1D</u>	<u>60 days</u>	<u>\$0</u>	<u>45 days</u>	<u>\$100</u>
<u>Drinking Water License to Operate - Operator Certification Class Water Distribution</u>	<u>60 days</u>	<u>\$0</u>	<u>45 days</u>	<u>\$100</u>
<u>Drinking Water License to Operate - Operator Certification Class R</u>	<u>60 days</u>	<u>\$0</u>	<u>45 days</u>	<u>\$100</u>
<u>Drinking Water License to Operate - Operator Certification Class 1</u>	<u>60 days</u>	<u>\$0</u>	<u>45 days</u>	<u>\$100</u>
<u>Drinking Water License to Operate - Operator Certification Class 2</u>	<u>60 days</u>	<u>\$0</u>	<u>45 days</u>	<u>\$100</u>
<u>Drinking Water License to Operate - Operator Certification Class 3</u>	<u>60 days</u>	<u>\$0</u>	<u>45 days</u>	<u>\$100</u>
<u>Drinking Water License to Operate - Operator Certification Class 4</u>	<u>60 days</u>	<u>\$0</u>	<u>45 days</u>	<u>\$100</u>
<u>Drinking Water License to Operate - Operator Certification Reciprocity</u>	<u>60 days</u>	<u>\$0</u>	<u>45 days</u>	<u>\$100</u>
<u>Drinking Water License to Operate - Backflow Prevention Assembly Tester</u>	<u>60 days</u>	<u>\$0</u>	<u>45 days</u>	<u>\$100</u>
<u>Food Manufacturing - Food Manufacturer Permit</u>	<u>17 days</u>	<u>Quantity Based</u>	<u>8 days</u>	<u>Quantity Based</u>
<u>General Sanitation - State Correctional Facilities Permit</u>	<u>17 days</u>	<u>Quantity Based</u>	<u>8 days</u>	<u>Quantity Based</u>
<u>General Sanitation - State Regional Jails Permit</u>	<u>17 days</u>	<u>Quantity Based</u>	<u>8 days</u>	<u>Quantity Based</u>
<u>General Sanitation - State Juvenile Detention Centers Permit</u>	<u>17 days</u>	<u>Quantity Based</u>	<u>8 days</u>	<u>Quantity Based</u>
<u>General Sanitation - State Operated Schools Permit</u>	<u>17 days</u>	<u>\$50</u>	<u>8 days</u>	<u>\$150</u>
<u>Lead - Worker</u>	<u>30 days</u>	<u>\$50</u>	<u>10 days</u>	<u>\$150</u>

148CSR25

<u>Lead - Supervisor</u>	<u>30 days</u>	<u>\$100</u>	<u>10 days</u>	<u>\$200</u>
<u>Lead - Inspector</u>	<u>30 days</u>	<u>\$100</u>	<u>10 days</u>	<u>\$200</u>
<u>Lead - Risk Assessor</u>	<u>30 days</u>	<u>\$100</u>	<u>10 days</u>	<u>\$200</u>
<u>Lead - Project Designer</u>	<u>30 days</u>	<u>\$100</u>	<u>10 days</u>	<u>\$200</u>
<u>Lead - Contractor</u>	<u>30 days</u>	<u>\$100</u>	<u>10 days</u>	<u>\$200</u>
<u>Lead - Training Provider (Initial Permit)</u>	<u>90 days</u>	<u>\$1,000</u>	<u>60 days</u>	<u>\$2,000</u>
<u>Lead - Training Provider (Permit Renewal)</u>	<u>90 days</u>	<u>\$500</u>	<u>60 days</u>	<u>\$1,000</u>
<u>Permit to Construct - Public Water System Treatment Plant</u>	<u>60 days</u>	<u>\$300</u>	<u>45 days</u>	<u>\$600</u>
<u>Permit to Construct - Public Water Distribution System</u>	<u>60 days</u>	<u>\$300</u>	<u>45 days</u>	<u>\$600</u>
<u>Permit to Construct - Public Sewer System</u>	<u>60 days</u>	<u>\$300</u>	<u>45 days</u>	<u>\$600</u>
<u>Permit to Construct - Public Wastewater Treatment Plant</u>	<u>60 days</u>	<u>\$300</u>	<u>45 days</u>	<u>\$600</u>
<u>Permit to Construct - Recreational Water Feature</u>	<u>60 days</u>	<u>\$200</u>	<u>45 days</u>	<u>\$400</u>
<u>Permit to Construct - Public Drinking Water Wells</u>	<u>60 days</u>	<u>\$150</u>	<u>45 days</u>	<u>\$300</u>
<u>Permit to Construct - Geothermal Wells</u>	<u>60 days</u>	<u>\$150</u>	<u>45 days</u>	<u>\$300</u>
<u>Radiologic Health - Machine Facility Registration</u>	<u>30 days</u>	<u>\$150</u>	<u>10 days</u>	<u>\$250</u>
<u>Radiologic Health - Vendor Registration</u>	<u>30 days</u>	<u>\$150</u>	<u>10 days</u>	<u>\$250</u>
<u>Radiologic Health - Physicist Registration</u>	<u>30 days</u>	<u>\$150</u>	<u>10 days</u>	<u>\$250</u>
<u>Radiologic Health - TENORM Vendor Registration (Initial Permit)</u>	<u>90 days</u>	<u>\$5,000</u>	<u>45 days</u>	<u>\$10,000</u>
<u>Radiologic Health - TENORM Vendor Registration (Permit Revision)</u>	<u>90 days</u>	<u>\$2,500</u>	<u>45 days</u>	<u>\$5,000</u>
<u>Radiologic Health - TENORM Registration</u>	<u>180 days</u>	<u>\$3,000</u>	<u>90 days</u>	<u>\$6,000</u>
<u>Radiologic Health - Shielding Plan Approvals</u>	<u>30 days</u>	<u>\$90</u>	<u>10 days</u>	<u>\$190</u>
<u>Radon - Tester</u>	<u>30 days</u>	<u>\$50</u>	<u>10 days</u>	<u>\$150</u>
<u>Radon - Mitigation Specialist</u>	<u>30 days</u>	<u>\$100</u>	<u>10 days</u>	<u>\$200</u>
<u>Radon - Contractor - Non-Sole Proprietor</u>	<u>30 days</u>	<u>\$100</u>	<u>10 days</u>	<u>\$200</u>
<u>Radon - Contractor - Sole Proprietor</u>	<u>30 days</u>	<u>\$0</u>	<u>10 days</u>	<u>\$25</u>
<u>Radon - Laboratory</u>	<u>30 days</u>	<u>\$100</u>	<u>10 days</u>	<u>\$200</u>
<u>Radon - Training Provider (Initial Permit)</u>	<u>90 days</u>	<u>\$1,000</u>	<u>60 days</u>	<u>\$2,000</u>
<u>Radon - Training Provider (Permit Renewal)</u>	<u>90 days</u>	<u>\$500</u>	<u>60 days</u>	<u>\$1,000</u>
<u>Sewage Program - Initial Septic Installer License</u>	<u>21 days</u>	<u>\$150</u>	<u>10 days</u>	<u>\$250</u>
<u>Sewage Program - Renewal Septic Installer License</u>	<u>10 days</u>	<u>\$150</u>	<u>5 days</u>	<u>\$250</u>

**148CSR25**

<u>Sewage Program - Expired Septic Installer License</u>	<u>21 days</u>	<u>\$150</u>	<u>10 days</u>	<u>\$250</u>
<u>Wastewater License to Operate - Operator-in-Training Certification License</u>	<u>60 days</u>	<u>\$0</u>	<u>45 days</u>	<u>\$100</u>
<u>Wastewater License to Operate - Operator Certification Class HR</u>	<u>60 days</u>	<u>\$0</u>	<u>45 days</u>	<u>\$100</u>
<u>Wastewater License to Operate - Operator Certification Class H</u>	<u>60 days</u>	<u>\$100</u>	<u>45 days</u>	<u>\$200</u>
<u>Wastewater License to Operate - Operator Certification Class S</u>	<u>60 days</u>	<u>\$100</u>	<u>45 days</u>	<u>\$200</u>
<u>Wastewater License to Operate - Operator Certification Class C</u>	<u>60 days</u>	<u>\$100</u>	<u>45 days</u>	<u>\$200</u>
<u>Wastewater License to Operate - Operator Certification Class 1</u>	<u>60 days</u>	<u>\$125</u>	<u>45 days</u>	<u>\$225</u>
<u>Wastewater License to Operate - Operator Certification Class 2</u>	<u>60 days</u>	<u>\$150</u>	<u>45 days</u>	<u>\$250</u>
<u>Wastewater License to Operate - Operator Certification Class 3</u>	<u>60 days</u>	<u>\$175</u>	<u>45 days</u>	<u>\$275</u>
<u>Wastewater License to Operate - Operator Certification Class 4</u>	<u>60 days</u>	<u>\$200</u>	<u>45 days</u>	<u>\$300</u>
<u>Wastewater License to Operate - Operator Certification Advanced Designation</u>	<u>60 days</u>	<u>\$0</u>	<u>45 days</u>	<u>\$100</u>
<u>Wastewater License to Operate - Operator Certification Reciprocity</u>	<u>60 days</u>	<u>\$0</u>	<u>45 days</u>	<u>\$100</u>
<u>Well Driller License - Pump Installer Certification</u>	<u>60 days</u>	<u>\$175</u>	<u>45 days</u>	<u>\$275</u>
<u>Well Driller License - Journeyman Well Driller Certification</u>	<u>60 days</u>	<u>\$125</u>	<u>45 days</u>	<u>\$225</u>
<u>Well Driller License - Master Well Driller Certification</u>	<u>60 days</u>	<u>\$175</u>	<u>45 days</u>	<u>\$275</u>

**Department of Revenue**

**Alcohol Beverage Control Administration**

<u>All Class A Private Club Licenses</u>	<u>30 days</u>	<u>Chapter 60 of WV Code</u>	<u>7 days</u>	<u>\$250</u>
<u>All other Class A Licenses</u>	<u>30 days</u>	<u>Chapter 60 of WV Code</u>	<u>7 days</u>	<u>\$75</u>
<u>All Class B Licenses</u>	<u>30 days</u>	<u>Chapter 60 of WV Code</u>	<u>7 days</u>	<u>\$75</u>
<u>All Other License Types</u>	<u>30 days</u>	<u>Chapter 60 of WV Code</u>	<u>7 days</u>	<u>\$50</u>

**Tax Division**

<u>Business Registration</u>	<u>4 days</u>		<u>1 day</u>	<u>\$55</u>
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**148CSR25**

		<u>\$30</u>	<u>2 hour</u>	<u>\$280</u>
			<u>1 hour</u>	<u>\$530</u>
<b><u>Department of Transportation</u></b>				
<b><u>Division of Highways</u></b>				
<u>Oil and Gas Right of Way Entry - Approaches</u>	<u>45 days</u>	<u>\$100</u>	<u>35 days</u>	<u>\$300</u>
<u>Oil and Gas Right of Way Entry - Drilling</u>	<u>45 days</u>	<u>\$100</u>	<u>35 days</u>	<u>\$300</u>
<u>Oil and Gas Right of Way Entry - Transmission Gas Line Crossings</u>	<u>45 days</u>	<u>\$100</u>	<u>35 days</u>	<u>\$300</u>
<u>Oil and Gas Right of Way Entry - Water Line Crossings</u>	<u>45 days</u>	<u>\$100</u>	<u>35 days</u>	<u>\$300</u>
<u>Oil and Gas Right of Way Entry - Fiber Optic Cable Crossing</u>	<u>45 days</u>	<u>\$100</u>	<u>35 days</u>	<u>\$300</u>
<u>Oil and Gas Right of Way Entry - Road Maintenance</u>	<u>45 days</u>	<u>\$100</u>	<u>35 days</u>	<u>\$300</u>
<u>Oil and Gas Right of Way Entry - Road Improvements</u>	<u>45 days</u>	<u>\$100</u>	<u>35 days</u>	<u>\$300</u>
<u>Encroachment - Approach - Residential</u>	<u>45 days</u>	<u>\$0</u>	<u>30 days</u>	<u>\$15</u>
<u>Encroachment - Approach - Commercial (Permanent)</u>	<u>45 days</u>	<u>\$50</u>	<u>30 days</u>	<u>\$100</u>
<u>Encroachment - Approach - Commercial (Temporary)</u>	<u>45 days</u>	<u>\$15</u>	<u>30 days</u>	<u>\$30</u>
<u>Encroachment - Beautification - Residential</u>	<u>45 days</u>	<u>\$0</u>	<u>35 days</u>	<u>\$15</u>
<u>Encroachment - Beautification - Commercial</u>	<u>45 days</u>	<u>\$35</u>	<u>35 days</u>	<u>\$70</u>
<u>Encroachment - Beautification - Governmental/Non-Profit</u>	<u>45 days</u>	<u>\$0</u>	<u>35 days</u>	<u>\$35</u>
<u>Encroachment - Construction - Residential</u>	<u>45 days</u>	<u>\$0</u>	<u>30 days</u>	<u>\$15</u>
<u>Encroachment - Construction - Commercial</u>	<u>45 days</u>	<u>\$35</u>	<u>30 days</u>	<u>\$70</u>
<u>Encroachment - Construction - Governmental/Non -Profit</u>	<u>45 days</u>	<u>\$0</u>	<u>30 days</u>	<u>\$35</u>
<u>Encroachment - Drilling/Geotechnical</u>	<u>45 days</u>	<u>\$50</u>	<u>35 days</u>	<u>\$150</u>
<u>Encroachment - Event/Road Closure - Commercial</u>	<u>45 days</u>	<u>\$35</u>	<u>30 days</u>	<u>\$70</u>
<u>Encroachment - Event/Road Closure - Governmental/Non-Profit</u>	<u>45 days</u>	<u>\$0</u>	<u>30 days</u>	<u>\$35</u>
<u>Encroachment - Utilities - Commercial</u>	<u>45 days</u>	<u>\$45</u>	<u>30 days</u>	<u>\$90</u>
<u>Encroachment - Utilities - Governmental/Non-Profit</u>	<u>45 days</u>	<u>\$0</u>	<u>30 days</u>	<u>\$25</u>
<u>Encroachment - Miscellaneous - Commercial</u>	<u>45 days</u>	<u>\$35</u>	<u>30 days</u>	<u>\$70</u>
<u>Encroachment - Miscellaneous - Residential</u>	<u>45 days</u>	<u>\$0</u>	<u>30 days</u>	<u>\$15</u>
<u>Encroachment - Miscellaneous - Governmental/Non-Profit</u>	<u>45 days</u>	<u>\$0</u>	<u>30 days</u>	<u>\$35</u>

**148CSR25**

<u>Encroachment - Subdivision</u>	<u>45 days</u>	<u>\$50</u>	<u>35 days</u>	<u>\$150</u>
<b><u>Division of Multimodal Transportation Facilities</u></b>				
<u>Crossing Agreements</u>	<u>14 days</u>	<u>\$0</u>	<u>2 days</u>	<u>\$100</u>
<u>License Agreements</u>	<u>14 days</u>	<u>\$0</u>	<u>2 days</u>	<u>\$100</u>
<b><u>Division of Highways</u></b>				
<u>Hauling - Oversize/Overweight/Superload</u>	<u>5 days</u>	<u>\$20</u>	<u>2 days</u>	<u>\$45</u>
<u>Hauling - Single Trip Mobile Home</u>	<u>5 days</u>	<u>\$20</u>	<u>2 days</u>	<u>\$45</u>
<u>Hauling - Seagoing Permits</u>	<u>5 days</u>	<u>\$150</u>	<u>2 days</u>	<u>\$175</u>
<u>Hauling - Timber Blanket Permits</u>	<u>5 days</u>	<u>\$200</u>	<u>2 days</u>	<u>\$225</u>
<u>Crossing Permits (Coal or Coal Byproducts)</u>	<u>30 days</u>	<u>\$500</u>	<u>14 days</u>	<u>\$550</u>
<u>Outdoor Advertisers License</u>	<u>90 days</u>	<u>\$125</u>	<u>60 days</u>	<u>\$150</u>
<u>Outdoor Advertising Permit - Inspection Fee - Federal and NHS Route</u>	<u>90 days</u>	<u>\$75</u>	<u>60 days</u>	<u>\$100</u>
<u>Outdoor Advertising Permit - Inspection Fee - Non Federal and NHS Route</u>	<u>90 days</u>	<u>\$25</u>	<u>60 days</u>	<u>\$50</u>
<u>Outdoor Advertising Permit - Annual Fee - Digital Sign Face</u>	<u>90 days</u>	<u>\$500</u>	<u>60 days</u>	<u>\$550</u>
<u>Outdoor Advertising Permit - Annual Fee - Other Sign Face</u>	<u>90 days</u>	<u>\$20</u>	<u>60 days</u>	<u>\$45</u>



# **ATTACHMENT B**

## **ATTACHMENT B - PERMITTING WORKFLOW INFORMATION**

### **Water/Waste Management**

- Permit Application and fee payment submitted through ESS;
- Application is reviewed for technical completion and technical comments are sent through ESS;
- Permittee submits additional information through ESS to answer questions;
- Permit conditions are developed based on application information and regulatory requirements;
- Draft permit is sent to 30 day public notice;
- If significant public interest is received, additional notice required and public hearing is held;
- If comments are received, agency responds to all comments;
- Permit is issued or denied.
- After permit is issued:
  - Various reporting requirements are submitted through the eDMR system as required by permit conditions.

### **Air Quality**

#### **NSR Permitting**

- Permit Issuance Process
- Permit Application → E-mail Portal/ESS (General Permits) → NSR Program Manager (review and Assign) → Permitting Administrative Assistant (sends receipt e-mail, updates database, etc.) → Permit Engineer (application review) → NSR Program Manager (draft permit, revise fact sheet, approval) → Permitting Administrative Assistant (notifies public and EPA, contacts newspaper for public notice) → WVDAQ Director (final review, signature).
- After Permit Issuance
  - Reports submitted by Permittee - monitoring/compliance determination (as required in the permit and/or by rule)
  - Non-Title V Certificate to Operate fees (as applicable) - paid annually by July 31st
  - Inspections - conducted by WVDAQ's C&E Section

#### **Title V Permitting**

- Permit Issuance Process
- Permit Application → E-mail Portal → Title V Program Manager (review and assign) → Permitting Secretary (sends receipt e-mail, updates database, uploads to AppEnhancer, adds to website, etc.) → Permit Engineer (application review) → Title V Program Manager (approval to go to draft, draft/proposed, or proposed) → Permitting Secretary (contacts newspaper for public notice, e-mails permitting documents, updates AppEnhancer, updates website) → Title V Program Manager (review of final documents) → WVDAQ Director (final review, signature)
- After Permit Issuance

- Reports submitted by Permittee - Monitoring (semi-annual)/Compliance Certifications (annual)
- Operating Fees: paid annually by July 31 st
- Inspections: conducted by WVDAQ's C&E Section

## **Transportation**

### **EDMS:**

- Intake - Application Received via electronic permit portal at District Office.
- Evaluation - The application is reviewed for completeness and accuracy before being routed for a field assessment to evaluate feasibility and potential safety impacts.
- Determination/Outcome - Approve Deny Permit
- Inspection - Conduct in-progress or post inspection

### **DMTF:**

- Request Received Crossing/Lease Docs Prepared Consent from Third-Party Received
- Prepare Agreement
- Circulate for signatures Invoice for fee(s) imposed

### **O&G:**

- Review Application: checking applicant information, bond information, location information, work requesting to be performed, haul route and attachments, etc. If the permit is for road maintenance or road improvement design plans are attached and that review process will include district engineers for review of the design plans.
- Work up any notes to add on permit and then send the permit to the inspector to perform a field visit.
- Field visits consist of sight distance check, drainage check, haul route review and video, etc.
- If structures are present on the haul route, the permit goes to the District Bridge Engineer to review the structures on the haul route and say if they are adequate for oil and gas traffic to cross.
- Review field work, add any notes to permit needed.
- Upload field work as correspondence.
- Add any details, typicals and traffic control cases as needed as attachments.
- Create a permit packet.
- Review packet that was created and sent for 1st review and signature.

- After the 1st reviewer reviews and has no comments they sign the permit and then it goes to the final reviewer for final review and signature.
- When the final reviewer approves the permit a cover letter is created and the approved permit packet goes by email to the applicant.

#### Hauling:

- Submitted application submitted to central permit office
- Sent to district for bridge review as necessary
- Completed review and application has been returned to central office
- Permit approved or denied and hauler notified via their selected method

#### **Office of Environmental Health Safety**

- Applications are retrieved through the eGov System and payments through the ePay system.
  - Staff check these systems frequently for information.
  - Any supplemental information that is needed is emailed to the programs.
- Program staff matches everything up and processes the applications. If there are any questions they reach out to the applicants for clarification.

#### Construction Permits:

- The permitting engineer receives the application by mail, fax, or email.
- The application is reviewed by the permitting engineer and then sent to additional applicable internal and external reviewers such as the Department of Environmental Protection.
- Comments are provided by reviewers to the permitting engineer who will send all comments back to the applicant and coordinate with the applicant to correct any issues.
- Once comments have been completely addressed by the applicant, the permit to construct will be issued.

#### Licenses:

- Application is received by mail, fax, or email and reviewed for completeness by the appropriate staff.
- All requirements for the desired license, such as education/experience, exam scores, continuing education hours, fees, etc., are verified.
- After all requirements are verified and approved, the license is issued with an ID card and certificate mailed to the applicant.

#### For Food Facilities:

- Application is received by mail or email.
- Payment is received by mail (check) or by ePay system.

- For renewals, the database is updated and payment info entered, and if there are no issues then the permit is issued.
- For new facilities/permits, plan review application and associated documentation is reviewed for completeness and compliance with rule.
- For renewals or new facilities, if the application or documentation is incomplete or there are other issues, the applicant is contacted by email and additional documentation and/or corrections are requested.
- For new facilities, a pre-operational inspection must be completed, and any identified issues corrected before a permit can be issued.
- For permit renewals, once the application is complete, any issues are corrected, and payment is received a permit is issued.

For general sanitation at state facilities only:

- For new facilities, remodels or conversions: plans and specifications for the construction remodel or conversion must be submitted with the application.
  - Application and plans are reviewed, and a pre-operational inspection is conducted.
  - Add the facility to the current year permits spreadsheet.
  - Email the application to the applicant.
  - The approved application information is entered into the EH Cloud system. An invoice is automatically generated within EH Cloud.
  - We retrieve the invoice from EH Cloud. The invoice is printed and visually verified for accuracy. Invoices are distributed to relevant contact via email.
  - Received application is reviewed and entered in the EH Cloud system upon payment confirmation.
  - Confirmation of payment, as reflected in the AR report, is issued every thirty (30) days. The applicant must submit proof of payment. Payment is verified and processed through EH Cloud.
  - The permit is populated in EH Cloud, printed, and emailed to the applicant. Printed receipts are populated in EH Cloud, printed, and emailed to the applicant.
- For Renewals:
  - Create a spreadsheet for current year permits.
  - Retrieve all invoices from EH Cloud. Visually verify that all invoices have been printed and are accurate.
  - Invoices and blank applications are distributed to relevant contacts via email; changes in staffing may delay this process.
  - Note: Renewal applications must be submitted with proof of payment at least fifteen (15) days before the current permit expires by applicant.
  - Note: For a proposed or actual change or a change in ownership, an application (with proof of payment) must be submitted 15 days prior to the proposed or actual change. Once received applications are reviewed and entered in the EH Cloud system upon payment confirmation. Update EH Cloud with any changes reflected in the submitted application (e.g., contact information, seating capacity, etc.).
  - Note: Confirmation of payment, as reflected in the AR report, is issued every thirty (30) days. All payments are to be entered into EH Cloud. Permits are

populated in EH Cloud, printed, and emailed to the applicant. Printed receipts are populated in EH Cloud, printed, and emailed to the applicant.

- For HAU:
  - Application and payment is received either through mail or online payment.
  - Staff access DEP system to see if NDPES permit has been issued and download DEP application.
  - Information is entered into an electronic database.
  - Application is reviewed to ensure that the design and location on the property with all required features marked meets the required separation distances. If an easement is required, it is made sure that it is part of the application packet.
  - Discharge point indicated on application packet and through pictures is compared to the DEP approved discharge point to ensure it is a proper discharge point.
  - Then permit is issued.
- For Sewage Holding Tank:
  - Application and payment is received either through the mail or online payment.
  - Application is reviewed to see if it meets the criteria for a sewage holding tank.
  - Then it is reviewed to make sure the number of holding tanks proposed is adequate for the design flow, that a contract is in place for the pumping and hauling of the waste by a permitted sewage hauling truck and that they have facilities that have agreed to take the waste.
  - Then permit is issued. The permit must be reapplied for every 6 months.
- For certified installers:
  - For New Applicants: They submit application, driver's license and if they employ others their FEIN.
    - Staff schedules with the applicant to take the installer exam.
    - If the applicant passes the exam with a score of 70% or better a license is issued after payment is received and they are not in default with unemployment or workers comp.
  - For renewals: A renewal application with payment is received within 6 months of their license expiration.
    - Application must be signed by a sanitarian in the state familiar with their work endorsing their application.
    - Their status with unemployment and workers comp will be checked if they employ others and if it is clear their license will be issued.
- For Infectious Medical Waste Management:
  - Renewals are checked for changes and approved immediately.
  - New applications are reviewed to ensure all application requirements are attached.
  - The facility must provide notice of intent to apply for a permit.
  - Once the IMW Management Plan is reviewed and approved the facility is given permission to publish the Class II advertisement.
  - At completion of the advertisement publication, a notarized copy of the publication is sent to our office.
  - We then wait thirty (30) days before issuing the permit for Infectious Medical Waste Transport: Renewals are checked for changes. New permits are checked for all applicable requirements and attachments. Permit is issued.

- For Infectious Medical Waste Commercial Management Facility:
  - The applicant shall file a pre-siting notice with the Secretary, the DEP, and the County Commission and local solid waste authority of the county or counties in which the facility is to be located.
  - Applications are reviewed for compliance with regulations.
  - Public notice for the date of the public hearing is published; written comments may be accepted no later than 10 days after the close of the public hearing.
    - This public comment period can be extended if new data, info, or arguments raise new questions regarding facility.
    - Within 30 days of close of the public comment period on an application for new facility the Secretary must respond to the comments received.
    - After comments have been responded to the Secretary will issue a final permit decision.
  - Before the final permit is issued the facility must post a performance bond equal to the projected cost of operating the facility for 60 days at full capacity.
- Alternative Treatment Facility:
  - The application is reviewed according to the State and Territorial Association on Alternative Treatment Technologies, Technical Assistance Manual.
  - All information must be received before review of the application can proceed.
- Body Piercing Technician:
  - Application is received, and payment is received.
  - Application and required documentation of Hep B vaccination, Hep B Immunity or signed statement of vaccination declination. And a copy of Exposure Control Training.
  - Then certification is issued

## **Commerce**

### **Miner's Health & Safety**

- Currently everything is handled via paper then the data is entered.
- We receive the application, then verify that we have received all of the correct forms:
  - DMM60 – General Information – Owners & Officers –
  - Filing Fee – MR19/4/19A from DEP,
  - Labor Bond Approval/Verification of Workers' Compensation,
  - Verification Registered with the Secretary of State,
  - Verification in compliance with Unemployment,
  - Initial Comprehensive Mine Safety Program (this is approved by one of our Safety Instructor's in that regional office and entered in the system),
  - Comprehensive Mine Safety Program for Contract Labor at Underground Mines (This is approved by one of our Safety Instructor's in that regional office and then entered in the system),
- Pre-site inspection for mining operations;
  - by an inspector in that region, we must receive the MSHA approved Roof Control Plan/Ventilation Plan/Ground Control Plan/ERP, Mine Rescue Letter (2 Teams) for underground operations,

- additional permits for DMM61, DMM72, DMM73 & 74 for underground operations, instructions for the map submittal/checklist for mine map approvals/3 paper maps/a digital version of the map for underground, surface, coal handling facilities, and quarries, any additional permits that are necessary.
- Once this is all received and verified and the Inspector-at-Large approves the issuance of the permit, it is then entered in the system.



**Prospect Application (MR3)**

- Filing Fee \$2,000.00
- Bond Required (Cashier's Check – State Treasurer's Office less than a week  
Surety – Attorney General's Office greater than a week)
- Review Days – 15 Days Initial Review
- Approval

Permit Valid for 2 Years  
Release Application Submitted  
Released by the Inspector

**MR19A Permit Transfer**

- Filing Fee \$3,000.00
- Advertisement 1 time 30 day comment
- Bond Required (Cashier's Check – State Treasurer's Office less than a week  
Surety – Attorney General's Office greater than a week)
- Review Days 10 Days Initial Review
- Approval – 35 Day Minimum

**MR 19 Operator Assignment**

- Filing Fee \$3,000.00
- Advertisement 1 time 30 day comment
- Review Days 10 Days Initial Review
- Approval – 35 Day Minimum

**Surface Mine Application (MR4)**

- Filing Fee \$3,500.00
- Advertisement Required (4 Times with 30 Day Comment – Total of 59 Days)
- U S Fish & Wildlife Required
- State Historic Preservation Office Signoff Required
- NPDES Narrative Required
- Bond Required (Cashier's Check – State Treasurer's Office less than a week  
Surety – Attorney General's Office greater than a week)
- Review Days – Admin 5 Days Initial  
Technical 30 Days Initial  
15 Days Subsequent
- Approval – 59 Day Minimum

Expires in 5 Years – Requires a Renewal

**Permit Renewal (MR17)**

- Filing Fee \$3,000.00
- Advertisement Required (4 Times with 30 Day Comment – Total of 59 Days)
- U S Fish & Wildlife Required
- Review Days 15 Days Initial Review
- Approval – no less than 59 Days

**Amendment (MR4) – Mineral Removal**

- Filing Fee \$2,550.00
- Advertisement Required (4 Times with 30 Day Comment – Total of 59 Days)
- U S Fish & Wildlife Required
- State Historic Preservation Office Signoff
- NPDES Narrative Required
- Bond Required (Cashier's Check – State Treasurer's Office less than a week  
Surety – Attorney General's Office greater than a week)
- Review Days – Admin 5 Days Initial  
Technical 30 Days Initial  
15 Days Subsequent
- Approval – 59 Day Minimum

**Permit Revision Significant (MR4PR)**

- Filing Fee \$2,000.00
- Advertisement Required (4 Times with 30 Day Comment – Total of 59 Days)
- U S Fish & Wildlife Required
- Review Days – 15 Day Initial Review
- Approval – no less than 59 days

**Permit Revision Insignificant (MR4PR)**

- No Filing Fee
- No Advertisement
- Review Days 15 Day Initial Review
- Approval Possible on the same day

**Incidental Boundary Revision Significant (MR4PR)**

- Filing Fee \$2,000.00
- Advertisement Required (4 Times with 30 Day Comment – Total of 59 Days)
- U S Fish & Wildlife
- Bond if adding acreage
- Review Days – 15 Day Initial
- Approval – 59 Day Minimum

**Incidental Boundary Revision Insignificant (MR4PR)**

- No Filing Fee
- No Advertisement
- U S Fish & Wildlife Required (if a no effect closure letter is acceptable can be processed same day)
- Requires bond if adding acres
- Possible 1 day turnaround if delete only
- Review Days 15 Day Initial Review
- Approval *Could be* Possible on the same day *if* delete only

# SURFACE MINE APPLICATION (MR4)

Schedule Pre Submittal Meeting

Set BWQ Sites (6 Months Data Required)

Discuss with Applicant and Inspector  
Pre-Post Mine Land Use  
Potential Environmental Impacts  
Technical Requirements



Complete Application and Submit Filing Fee to be  
Gatekept

Begin Admin Review – Completed within 5 Days

When Administratively Complete  
Verify Department of Labor compliance, Worker's  
Comp compliance, Unemployment Compensation  
compliance  
Notify Affected Agencies and the Applicant to begin  
Advertisement – 4 Times 30 Day Comment Period  
(59 Days Total)

Technical Review

1<sup>st</sup> Technical Comments within 30 Days (15  
Days for Subsequent Review)

Pre-Inspection with 15 Days of SMA  
Issuance

Ownership and Control Review

Submit Bond

Fish & Wildlife Closure

State Historic Preservation Office

Apply for NPDES Permit

Buffer Zone Analysis Determination

Obtain DMM67 for Blasting from Miner's  
Health and Safety

Preparation for Issuance

Approve Waivers

Technical Reviewer Narratives

Inspector Narrative

Bond and Insurance Clearance

Obtain NPDES Narrative

Check for Civil Penalties, Delinquent Taxes  
Ground Water Protection Fees  
Violation History  
OSMRE Recommendation

Send to Headquarters for Issuance



Approved SMA

# SURFACE MINE AMENDMENT (MR4)

## Schedule Pre Submittal Meeting

Set BWQ Sites (6 Months Data Required)

Discuss with Applicant and Inspector  
Pre-Post Mine Land Use  
Potential Environmental Impacts  
Technical Requirements



Complete Application and Submit Filing Fee to be  
date kept

Begin Admin Review – Completed within 5 Days

When Administratively Complete  
Verify Department of Labor compliance, Worker's  
Comp compliance, Unemployment Compensation  
compliance  
Notify Affected Agencies and the Applicant to begin  
Advertisement – 4 Times 30 Day Comment Period  
(59 Days Total)

## Technical Review

1<sup>st</sup> Technical Comments within 30 Days (15  
Days for Subsequent Review)

Pre-Inspection with 15 Days of SMA  
Issuance

Ownership and Control Review

Submit Bond

Fish & Wildlife Closure

State Historic Preservation Office

Apply for NPDES Permit

Buffer Zone Analysis Determination

Obtain DMM67 for Blasting from Miner's  
Health and Safety

## Preparation for Issuance

Approve Waivers

Technical Reviewer Narratives

Inspector Narrative

Bond and Insurance Clearance

Obtain NPDES Narrative

Check for Civil Penalties, Delinquent Taxes  
Ground Water Protection Fees  
Violation History  
OSMRE Recommendation

Send to Headquarters for Issuance



Approved Amendment

## INCIDENTAL BOUNDARY REVISION SIGNIFICANT (MR4PR)

Complete Application and Submit Filing Fee to be Gatekept \$2,000.00



When Administratively Complete  
Verify Department of Labor compliance, Worker's Comp compliance, Unemployment Compensation compliance  
Notify Affected Agencies and the Applicant to begin Advertisement – 4 Times 30 Day Comment Period (59 Days Total)

### Technical Review

1<sup>st</sup> Technical Comments within 15 Days (5 Days for Subsequent Review)

Submit Bond if adding acreage

Fish & Wildlife Closure if adding acreage



### Preparation for Issuance

Approve Waivers when requested

Inspector Signoff

Bond and Insurance Clearance

Check for Civil Penalties, Delinquent Taxes  
Ground Water Protection Fees  
Violation History  
OSMRE Recommendation



Approved in Region

## INCIDENTAL BOUNDARY REVISION INSIGNIFICANT (MR4PR)

Complete Application in ESS and Submit



Technical Review

1<sup>st</sup> Technical Comments within 15 Days (5 Days for Subsequent Review)

Preparation for Issuance

Fish & Wildlife Closure

Check for Civil Penalties, Delinquent Taxes  
Ground Water Protection Fees  
Violation History  
OSMRE Recommendation

Approve Waivers when requested

Inspector Signoff



Approved in Region

## REVISION SIGNIFICANT (MR4PR)

Complete Application and Submit Filing Fee to be Gatekept \$2,000.00



When Administratively Complete  
Verify Department of Labor compliance, Worker's Comp compliance, Unemployment Compensation compliance  
Notify Affected Agencies and the Applicant to begin Advertisement – 4 Times 30 Day Comment Period (59 Days Total)

Technical Review

1<sup>st</sup> Technical Comments within 15 Days (5 Days for Subsequent Review)

Fish & Wildlife Closure



Preparation for Issuance

Approve Waivers when requested

Inspector Signoff

Check for Civil Penalties, Delinquent Taxes  
Ground Water Protection Fees  
Violation History  
OSMRE Recommendation



Approved in Region

## REVISION (MR4PR)

Complete Application in ESS and Submit



Technical Review

1<sup>st</sup> Technical Comments within 15 Days (5 Days for Subsequent Review)

Preparation for Issuance

Check for Civil Penalties, Delinquent Taxes  
Ground Water Protection Fees  
Violation History  
OSMRE Recommendation

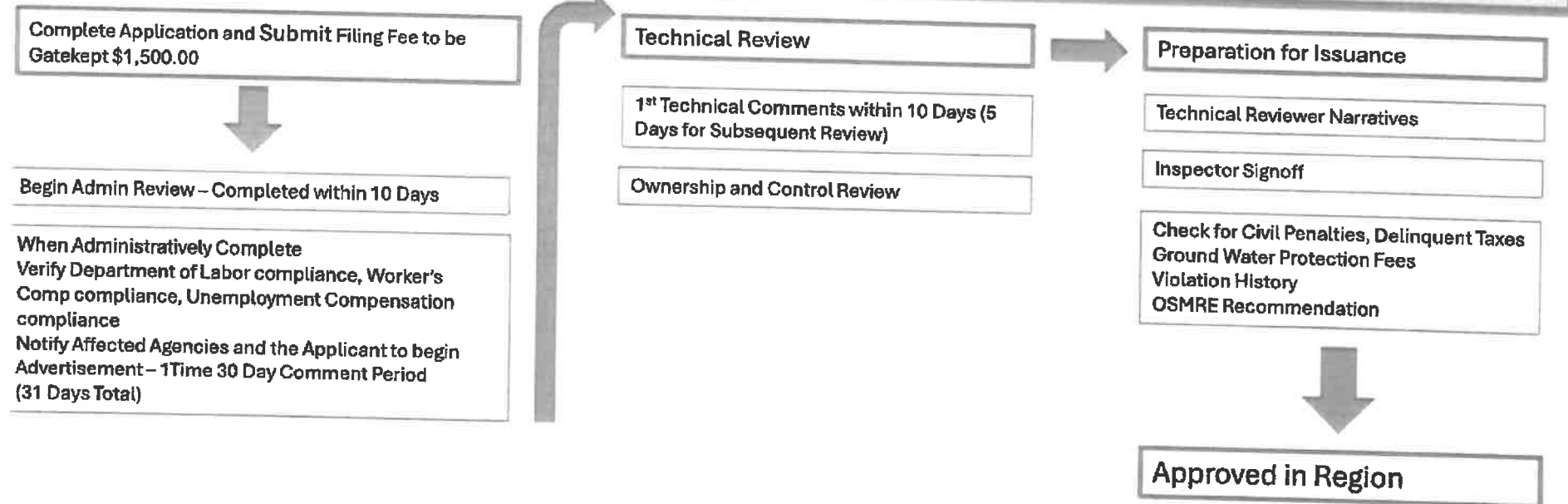
Approve Waivers when requested

Inspector Signoff



Approved in Region

## Operator Assignment (19)





## PERMIT TRANSFER (19A)

Complete Application and Submit Filing Fee to be Gatekept \$3,000.00



Begin Admin Review – Completed within 10 Days

When Administratively Complete  
Verify Department of Labor compliance, Worker's Comp compliance, Unemployment Compensation compliance  
Notify Affected Agencies and the Applicant to begin Advertisement – 1Time 30 Day Comment Period (31 Days Total)

Technical Review

1<sup>st</sup> Technical Comments within 10 Days (5 Days for Subsequent Review)

Ownership and Control Review

Submit Bond

Preparation for Issuance

Technical Reviewer Narratives

Inspector Narrative

Bond and Insurance Clearance

Check for Civil Penalties, Delinquent Taxes  
Ground Water Protection Fees  
Violation History  
OSMRE Recommendation

Send to Headquarters for Issuance



Approved Transfer

## PERMIT PROSPECT (MR3)

Complete Application and Submit Filing Fee to be Gatekept \$2,000.00



Technical Review

1<sup>st</sup> Technical Comments within 15 Days  
(5 Days for Subsequent Review)

Submit Bond

Preparation for Issuance

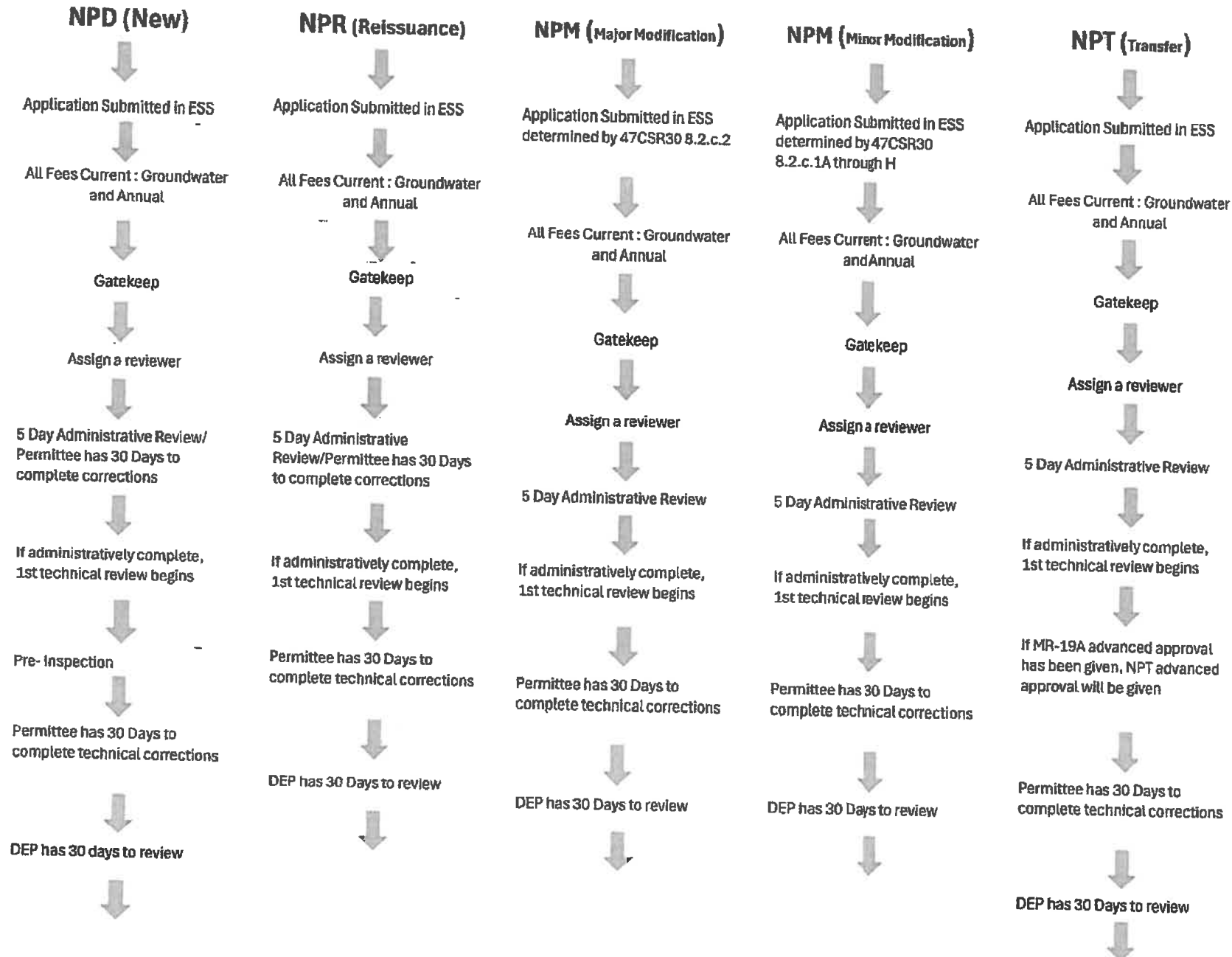
Inspector Signoff

Bond Clearance



Approved Prospect in Region

# NPDES Permitting



Process continues until application is technically complete, including Inspector and Analyst signoff

DRAFT Prepared

Regional Supervisor for Quality Control Review

DRAFT sent to Permittee for 10 Day Review

After 10 Day Review Permittee Authorized to Commence Advertisement with 30 Day Public Comment Period

PIO Advertisement with 30 Day Public Comment Period

DRAFT sent to EPA with 30 Day Comment Period

No Public or EPA comments  
Final sent to Headquarters for Program Director for final quality review

Final sent to Director for signature & issuance

Process continues until application is technically complete, including Inspector and Analyst signoff

DRAFT Prepared

Regional Supervisor for Quality Control Review

DRAFT sent to Permittee for 10 Day Review

After 10 Day Review Permittee Authorized to Commence Advertisement with 30 Day Public Comment Period

PIO Advertisement with 30 Day Public Comment Period

DRAFT sent to EPA with 30 Day Comment Period

No Public or EPA comments  
Final sent to Headquarters for Program Director for final quality review

Final sent to Director for signature & issuance

Process continues until application is technically complete, including Inspector and Analyst (if required) signoff

DRAFT Prepared

Regional Supervisor for Quality Control Review

DRAFT sent to Permittee for 10 Day Review

After 10 Day Review Permittee Authorized to Commence Advertisement with 30 Day Public Comment Period

PIO Advertisement with 30 Day Public Comment Period

DRAFT sent to EPA with 30 Day Comment Period

No Public or EPA comments  
Final sent to Headquarters for Program Director for final quality review

Final sent to Director for signature & issuance

Process continues until application is technically complete, including Inspector and Analyst (if required) signoff

DRAFT Prepared

Regional Supervisor for Quality Control Review

Final sent to Headquarters for Program Director for final quality review

Final sent to Director for signature & issuance

Process continues until application is technically complete, including Inspector and Analyst (if required) signoff

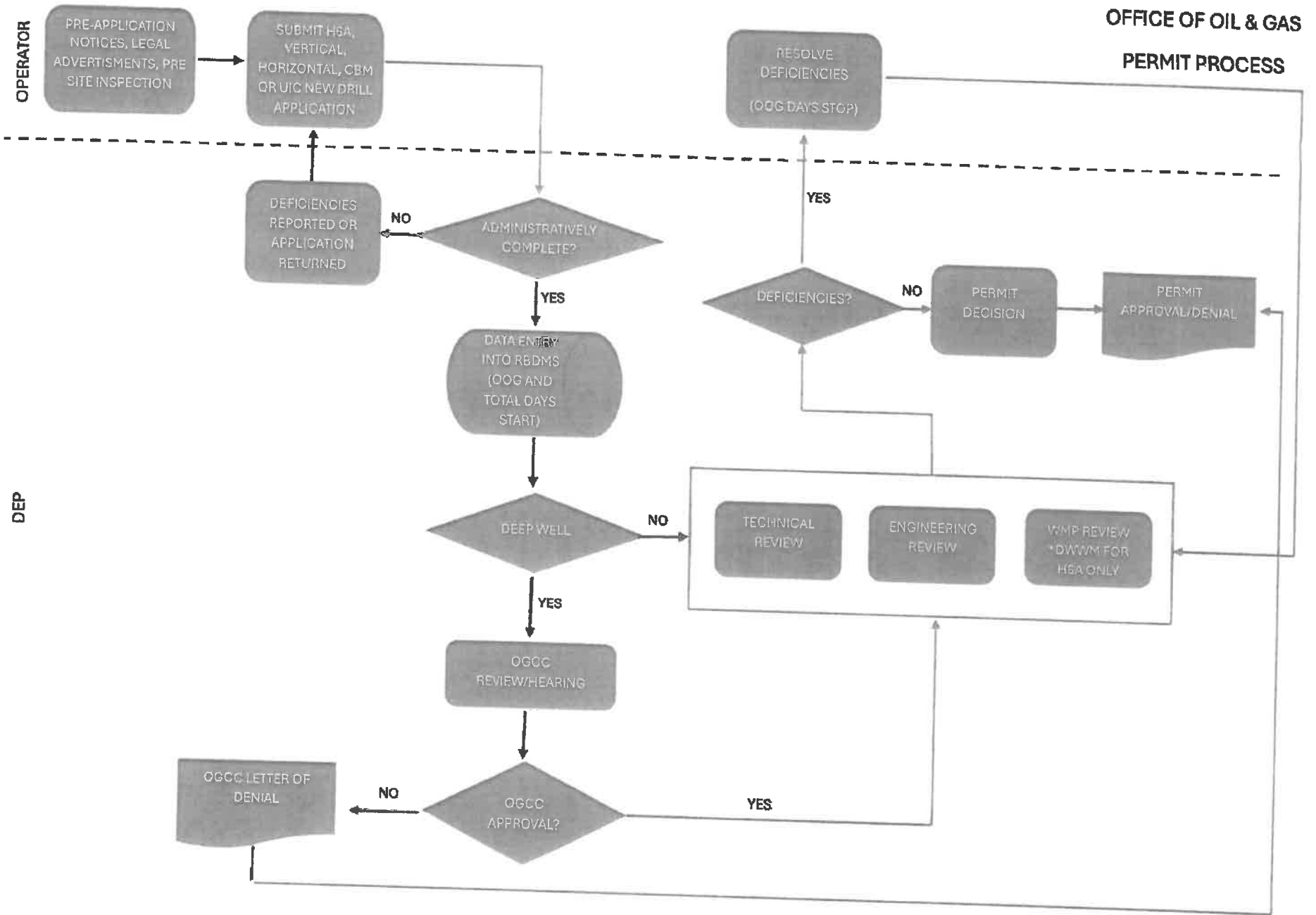
DRAFT Prepared

MR-19A must be approved

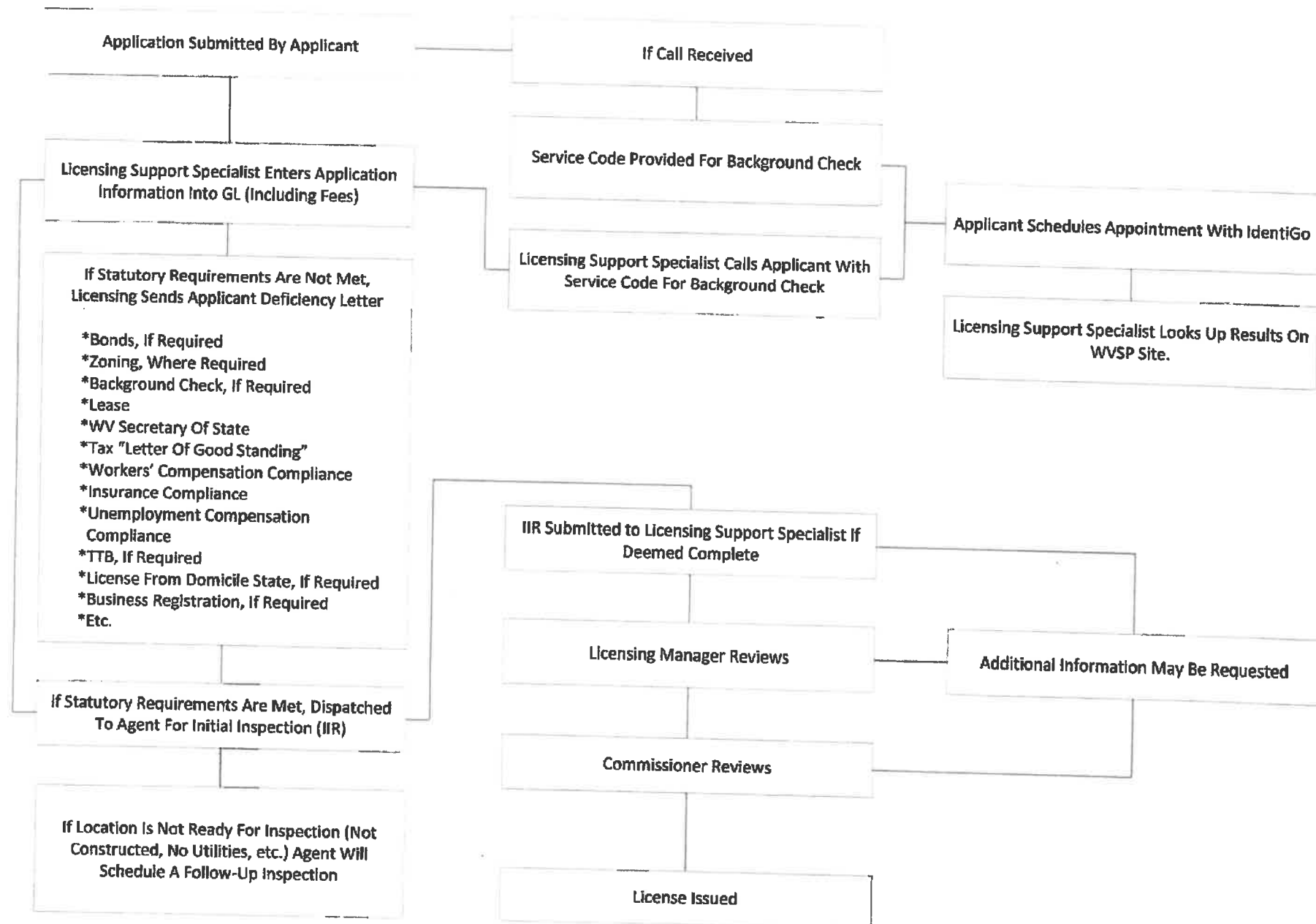
Regional Supervisor for Quality Control Review

Final sent to Headquarters for Program Director for final quality review

Final sent to Director for signature & issuance



## WVABCA Licensing Flow Chart (Standard)



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFI SEC26\*01**

**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)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input checked="" type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input checked="" type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input checked="" type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> 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 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.

CoreSphere LLC

\_\_\_\_\_  
Company



\_\_\_\_\_  
Authorized Signature

8-27-25

\_\_\_\_\_  
Date

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



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

State of West Virginia  
Centralized Request for Information  
Info Technology

<b>Proc Folder:</b> 1739093			<b>Reason for Modification:</b> Addendum No 3
<b>Doc Description:</b> One-Stop-Shop Permitting			
<b>Proc Type:</b> Request for Information			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2025-08-14	2025-08-29 13:30	CRFI 0201 SEC2600000001	4

**BID RECEIVING LOCATION**

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

**VENDOR**

**Vendor Customer Code:** VS0000049874

**Vendor Name :** CoreSphere LLC

**Address :** 6700A Rockledge Drive, Suite 220

**Street :**

**City :** Bethesda

**State :** MD **Country :** USA **Zip :** 20817

**Principal Contact :** Shailesh Gupta

**Vendor Contact Phone:** 301-830-4035 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Tara Lyle  
(304) 558-2544  
tara.l.lyle@wv.gov

**Vendor  
Signature:**

**FEIN#** 20-0926452

**DATE** 8-27-25

**All offers subject to all terms and conditions contained in this solicitation**



**ADDITIONAL INFORMATION**

Addendum No. 3 - to extend the bid opening date from 08/22/2025 to 08/29/2025.

Responses to vendor questions will be issued under separate addendum.

No other changes.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	One-Stop-Shop Permitting Program				

Comm Code	Manufacturer	Specification	Model #
43232408			

**Extended Description:**

One-Stop-Shop Permitting Program

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Question deadline	2025-07-24

**SOLICITATION NUMBER: CRFI SEC2600000001**  
**Addendum Number: 3**

---

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- ☒ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

**Description of Modification to Solicitation:**

1. To extend the bid opening date from 08/22/2025 to 08/29/2025. The bid opening time remains at 1:30 pm.
2. Responses to vendor questions will be issued under separate addendum.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFI SEC2600000001**

**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.

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<input checked="" type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

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CoreSphere LLC

Company



Authorized Signature

8-27-25

Date

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



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

State of West Virginia  
Centralized Request for Information  
Info Technology

**Proc Folder:** 1739093

**Doc Description:** One-Stop-Shop Permitting

**Reason for Modification:**

Addendum No. 2

**Proc Type:** Request for Information

Date Issued	Solicitation Closes	Solicitation No	Version
2025-08-12	2025-08-22 13:30	CRFI 0201 SEC2600000001	3

**BID RECEIVING LOCATION**

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

**VENDOR**

**Vendor Customer Code:** VS0000049874

**Vendor Name :** CoreSphere LLC

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**City :** Bethesda

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**Country :** USA

**Zip :** 20817

**Principal Contact :** Shailesh Gupta

**Vendor Contact Phone:** 301-830-4035

**Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Tara Lyle  
(304) 558-2544  
tara.l.lyle@wv.gov

**Vendor  
Signature**

**FEIN#** 20-0926452

**DATE** 8-27-25

**All offers subject to all terms and conditions contained in this solicitation**

**ADDITIONAL INFORMATION**

Addendum No. 2 - to extend the bid opening date from 08/18/2025 to 08/22/2025.

Responses to vendor questions will be issued under separate addendum.

No other changes.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	One-Stop-Shop Permitting Program				

Comm Code	Manufacturer	Specification	Model #
43232408			

**Extended Description:**

One-Stop-Shop Permitting Program

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Question deadline	2025-07-24

**SOLICITATION NUMBER: CRFI SEC2600000001**  
**Addendum Number: 2**

---

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- ☒ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

**Description of Modification to Solicitation:**

- 1. To extend the bid opening date from 08/18/2025 to 08/22/2025. The bid opening time remains at 1:30 pm.**
- 2. Responses to vendor questions will be issued under separate addendum.**

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

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**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFI SEC2600000001**

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CoreSphere LLC

Company



Authorized Signature

8-27-25

Date

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