

Cost Sheet - Attachment A

Category	Description	Unit/Qty	Rate	Total Cost
Implementation Fee	One-time setup, configuration, onboarding, and training	1	\$ 807,068.99	\$ 807,068.99 x
Annual License Fee	Recurring license for platform usage	1 year	\$ 198,750.00	\$ 198,750.00
Maintenance	System updates, and ongoing maintenance	1 year	\$ 346,292.68	\$ 346,292.68 x
Unlimited Users	Platform access for unlimited internal/external users	Included	Included	\$0
Customer Support	Email/chat support, knowledge base, ticketing system	1 year	\$ 119,250.00	\$ 119,250.00
Call Center Support	Dedicated phone support for agencies and public inquiries	1 year	\$ 159,000.00	\$ 159,000.00
Internal Users	Staff/admin access across agencies	500	Included	\$0
External Users	Public-facing portal for applicants, businesses, and citizens	Unlimited	Included	\$0
Data Migration	Import of legacy digital data into new system		\$X.XX/GB	\$ 279,431.53 x
Paper to Digital Migration	Scanning, digitization, and indexing of paper records	At least one agency will require full digital transition	\$X.XX/unit	\$ 231,067.43 x
				\$ 2,140,860.62

Optional Add-Ons

Add-On	Description	Rate	Total Cost
Agency Expansion	Support for onboarding additional agencies beyond initial 9	\$10,000/agency	
Onboarding Additional Agencies	API connections to third-party systems (e.g., CRM, payment gateways)	\$2,000/system	
Creating additional custom workflows	Automated alerts for users and admins	\$4,000/year	
License/Permit Types	Configuration of multiple license/permit workflows in addition to initial setup	\$30,000/type	
E-Signature Integration	Digital signatures for applications and approvals	\$5,000/year	
Storage	Storage of documents and Hosting of System, should the State elect not to transition to its own cloud storage	\$300/TB/year	

Suggested Payment Schedule

Milestone	% of Total	Due Upon
Contract Signing & Kickoff	10%	After Kick-Off Meeting and Deliverable Schedule Presented and Agreed to by both parties
Completion of System Configuration	25%	After configuration and initial testing
Data Migration & Agency Onboarding	25%	After successful migration and agency setup
Go-Live & User Training	20%	Upon go-live and completion of training
Final Acceptance & Warranty Start	20%	30 days post go-live, after issue resolution

West Virginia University Research Corp  
 Vendor Name

  
 Caitie Anselmi (Dec 3, 2025 11:41:31 EST)  
 Authorized Signature

12/03/2025

Date