



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 2

List View

General Information [Contact](#) [Default Values](#) [Discount](#) [Document Information](#) [Clarification Request](#)

Procurement Folder: 2001924

Procurement Type: Central Master Agreement

Vendor ID:

Legal Name: DATABANK IMX LLC

Alias/DBA:

Total Bid: \$2,811,711.47

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

SO Doc Code: CRFQ

SO Dept: 0803

SO Doc ID: DOT2600000107

Published Date: 6/24/26

Close Date: 7/21/26

Close Time: 13:30

Status: Closed

Solicitation Description:

Total of Header Attachments: 2

Total of All Attachments: 2



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

State of West Virginia
Solicitation Response

Proc Folder: 2001924
Solicitation Description: Content Management System RFQ (81260237)
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2026-07-21 13:30	SR 0803 ESR07212600000000402	1

VENDOR
000000161706
DATABANK IMX LLC

Solicitation Number: CRFQ 0803 DOT2600000107
Total Bid: 2811711.470000000204890966415 **Response Date:** 2026-07-21 **Response Time:** 10:39:06
Comments:

FOR INFORMATION CONTACT THE BUYER
John W Estep
304-558-2566
john.w.estep@wv.gov

Vendor
Signature X **FEIN#** **DATE**

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

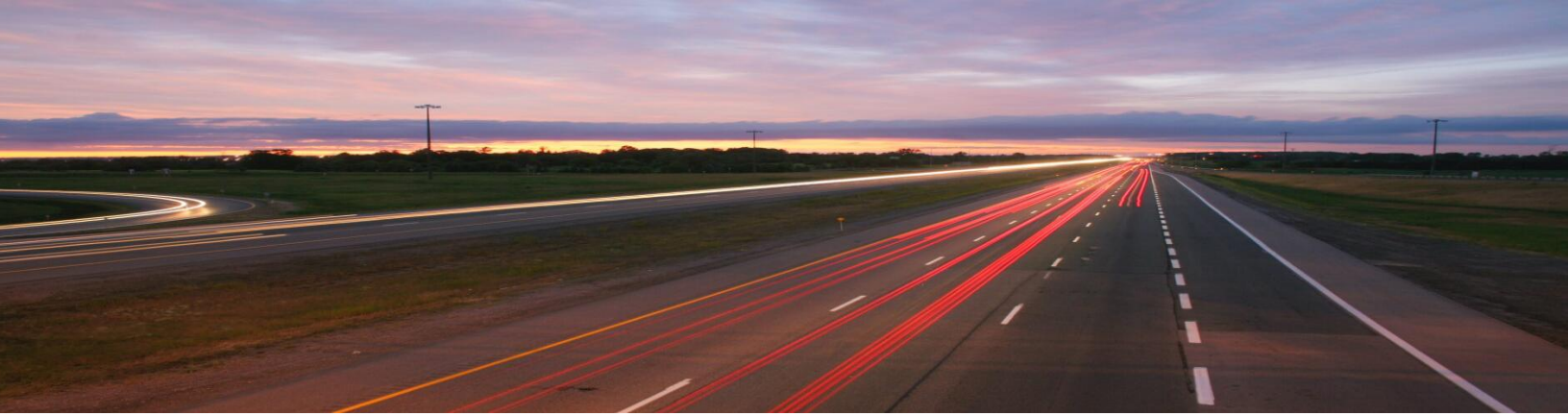
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Software				2811711.47

Comm Code	Manufacturer	Specification	Model #
43232200			

Commodity Line Comments: Total Contract Amount for Continued Maintenance: OnBase Pricing Simplification - On-Premise

Extended Description:

Content Management Software Licenses, Support, Maintenance and Services in accordance with Exhibit A Pricing Page



Content Management System RFQ

CRFQ – 0803 DOT2600000103



Prepared Exclusively For:

West Virginia Department of Transportation

Presented By:

DataBank IMX, LLC

Glenn Walther

Government Business Development Director / Sales Consultant

561-459-5987

gwalther@databankimx.com

July 21, 2026

Letter of Interest

Mr. John Estep
West Virginia Department of Transportation
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305

Dear Mr. Estep:

Thank you for the opportunity to submit a proposal for software, services and technology to assist West Virginia Department of Transportation (WVDOT) with building a comprehensive Content Management System (CMS). DataBank will continue to partner with WV DOT so that the CMS will be a platform for the future that will offer capabilities for document management, intelligent document processing, indexing, life cycle tracking, content workflow and case management, content retrieval as well as collaborative content sharing. DataBank has built a reputation for excellence in providing technology solutions that let customers capture, store, manage and distribute documents across an enterprise. We have provided many government agencies like the West Virginia DOT and the Virginia DMV with these solutions and they are backed by the highest quality technology vendors. DataBank as a CMS integrator is committed to providing quality customer service. This commitment to excellence is supported by leading products including OnBase by Hyland Software and their new AI product stack.

DataBank IMX (DataBank) has the experience and trained staff to be able to provide WVDOT with a comprehensive set of project deliverables to include project management, design, configuration, business process analysis, business process re-engineering, organizational change management, and workforce transition services. DataBank will provide a skilled team of business process automation experts including business analysts, project management, database administrators, solution architects, solution engineers and organizational change management consultants. Our rigorous approach to discovery will set the foundation for future successful project implementations.

DataBank's Professional Services Team offer requirements validation, project planning, system design, site review and preparation, and various other system-specific consulting. We also offer installation and implementation services, quality assurance testing, change control, end user and system administrator training, user systems acceptance testing, production cut-over services, post-implementation support, organizational change management, and project management. The average level of experience for DataBank Technical Services team members is seven years and DataBank has experienced a very low turnover rate.

DataBank has developed many OnBase Content Management and Automated Workflow and WorkView Solutions including some for the largest and busiest government agencies in the country. DataBank is a client driven organization and a leading provider of CMS and Business Process Automation (BPA) Solution and services. We now are including Hyland's Content Innovation Cloud (CIC) AI products to enable agencies to be more productive with the processes surrounding their content. Our extensive experience and expertise in managing an agency's most valuable assets, their documents, are unsurpassed in the industry. Since its founding in 1991, Databank has been setting the pace as a leader in the content management industry. DataBank, Inc. has over 550 employees with 5 offices in most major geographical markets.

We employ a large technical staff that consists of OnBase Certified Engineers, Microsoft Certified Systems Engineers, Microsoft Certified VB Developers, CDIAs (Certified Document Imaging Architect), Enterprise Document and Content Management Professionals, GISPs, professional developers and

consultants. Specific members of our technical staff will be available to design, configure and implement this solution as well as to support the system after the installation. All ECM project services will be accomplished by DataBank due to our extensive knowledge of the ECM industry and our experience of being able to consultatively work with clients to develop the optimal solution to your unique content management challenges.

For the last thirty-five years, Databank has provided solutions for customers that have allowed them to recognize improved accuracy, efficiency, and profitability in diverse organizational environments. DataBank has established a reputation for excellence in consulting, designing, and implementing content management and record management technologies. We are particularly adept at working closely with clients to determine solutions to intricate problems and are committed to providing quality service.

DataBank is proposing professional services, software, and support to ensure the agency continues to have a CMS which is a simple yet robust solution enabling WVDOT to possess an interoperable and fully functional solution to meet the demands of a dynamic and data-intensive content and document management environment. The information used to formulate this summary and the content contained in the proposal was prepared based on the requirements provided in your Request for Quotation.

Once again, thank you for your interest in DataBank as your CMS partner. We appreciate this opportunity to submit our proposal and look forward to continue engaging with the Department of Transportation. Please do not hesitate to contact us in the event that questions arise throughout the review process.

Sincerely,

Glenn Walther

Glenn Walther

Government Business Development Director

Mobile Phone: 561.222.0101

Email: gwalther@databankimx.com

Table of Contents

Letter of Interest	1
Centralized Request for Quote Form	5
Experience and History of DataBank	8
WHY LOCAL GOVERNMENTS CHOOSE DATABANK FOR ONBASE	8
A STRATEGIC APPROACH FOR GOVERNMENT MODERNIZATION	10
SUMMARY & CONCLUSION	10
General Requirements	18
General Terms and Conditions	51
Current Certificate of Insurance	65

Centralized Request for Quote Form

	Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130	State of West Virginia Centralized Request for Quote Info Technology
---	--	--

Proc Folder: 2001924			Reason for Modification:
Doc Description: Content Management System RFQ (81260237)			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-06-24	2026-07-21 13:30	CRFQ 0803 DOT2600000107	1

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

VENDOR		
Vendor Customer Code: 000000161706		
Vendor Name : DataBank IMX		
Address : 458		
Street : Pike Road		
City : Huntingdon Valley	Country : US	Zip : 19006
State : PA		
Principal Contact : Glenn Walther		
Vendor Contact Phone: 561-222-0101	Extension:	

FOR INFORMATION CONTACT THE BUYER
John W Estep 304-558-2568 john.w.estep@wv.gov

Vendor Signature X <i>Glenn Walther</i>	FEIN# 25-1921937	DATE July 21, 2026
--	------------------	--------------------

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

ADDITIONAL INFORMATION**REQUEST FOR QUOTATION:**

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Department of Transportation (WVDOT) to establish an open-end contract for the continued licensing, maintenance, managed cloud hosting, and professional services support of its existing Enterprise Content Management (ECM) environment, which currently operates on the Hyland OnBase platform. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

INVOICE TO				SHIP TO			
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720				DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720			
CHARLESTON		WV		CHARLESTON		WV	
US				US			
Line	Comm Ln Desc		Qty	Unit Issue	Unit Price	Total Price	
1	Software						
Comm Code		Manufacturer		Specification		Model #	
43232200							

Extended Description:

Content Management Software Licenses, Support, Maintenance and Services in accordance with Exhibit A Pricing Page

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Tech Questions due by 10:00am	2026-07-02

	Document Phase	Document Description	Page
DOT2600000107	Final	Content Management System RFQ (81260237)	3

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

Experience and History of DataBank

DataBank, a Kyocera Group Company, helps transform the way our customers do business. We are a full-service data and information management company that provides emerging technology and solution consulting; conversion, migration, infrastructure, and development services; and enterprise system deployments (cloud, on-premise, and hybrid).

History

DataBank was founded in 1991, but in 2017, DataBank was acquired and became a subsidiary of Kyocera Corporation. Kyocera Corporation is the world's leading developer and manufacturer of advanced ceramics and associated products, including telecommunications equipment, semiconductor packages, electronic components, and technology solutions and services. Kyocera Corporation's unique business model empowers DataBank to make business and operation decisions at the local level, allowing the company to deliver efficient and agile customer service while benefiting from R&D and financial investments from a global leader in business solutions.

DataBank is a client driven organization and a leading provider of Enterprise Content Management (ECM) and Business Process Automation (BPA) Solution and services. Our extensive experience and expertise in managing a company's most valuable assets, their documents, are unsurpassed in the industry. DataBank has been setting the pace as a leader in the content management industry.

DataBank, Inc. has over 588 employees with 5 offices in most major geographical markets. DataBank Corporate Headquarters: 458 Pike Road, Huntingdon Valley, PA 19006.

With hundreds of successful government deployments, DataBank brings deep expertise in leveraging OnBase to drive digital transformation across divisions within the DOT. Our solutions are designed to align with open records mandates, retention policies, and budget constraints, while improving response times, accountability, and transparency. As the #1 OnBase Integrator and Reseller in North America, we put decades of experience and close partnership to work for you.

WHY LOCAL GOVERNMENTS CHOOSE DATABANK FOR ONBASE

- ✓ **Certified OnBase with Deep Public Sector Experience:** As one of Hyland's most tenured and awarded partners, DataBank has a long-standing track record of success with state and local governments. We understand the legislative, budgetary, and regulatory challenges municipalities face and how to tailor the OnBase platform to address them.
- ✓ **Comprehensive CMS Services for Government Agencies and DOT Authorities:** We offer end-to-end OnBase services designed to support departments across agency operations:
 - Digital document management and records retention
 - Automated workflow and case management for processes in HR, ROW, E-Permitting and other divisions
 - Integration with financial systems, GIS, ERP, HRMS, and Microsoft 365
 - Cloud hosting and system administration to reduce IT burden
 - Public portal capabilities to support transparency and citizen engagement
- ✓ **Proven Implementation Methodology:** Our [Discovery → Design → Delivery](#) approach is purpose-built for government agencies, ensuring alignment with your operational goals, regulatory requirements, and community needs from day one. We engage cross-functional stakeholders

early in the process to fully understand current-state processes and identify areas for improvement. This allows us to deliver a solution that is right-sized, efficient, and tailored for real-world use. Key benefits of our implementation methodology include:

- **Cross-departmental alignment:** Creating an enterprise content management solution with collaborative engagement throughout to ensure broad support and relevance.
 - **Process streamlining:** We identify and eliminate inefficiencies, redundant tasks, and paper-based bottlenecks.
 - **Tailored solution design:** OnBase configurations are built to match your specific requirements for scalability, usability, and compliance.
 - **Structured project delivery:** Milestone-based execution with clear timelines, proactive communication, and quality controls.
 - **Strong user adoption:** We emphasize stakeholder input and training throughout to drive confidence, usage, and ownership.
 - **Measurable ROI:** Our outcomes-driven delivery focuses on time savings, cost reduction, and improved public service performance.
- ✓ **Compliance and Information Governance Built-In:** Agencies like WV DOT are stewards of sensitive records and accountable to regulatory frameworks such as FOIA, CJIS, HIPAA, FERPA, and state-specific open records and retention laws. Our OnBase solutions are built to support secure, compliant content lifecycle management from day one. Key features include:
- **Role-based access controls** to protect confidential data (e.g., HR files, law enforcement records)
 - **Automated retention schedules and legal holds** to reduce risk and improve audit readiness
 - **Comprehensive audit logging** for full visibility into user activity and record history
 - **Policy-aligned configuration** to meet local, state, and federal mandates
By automating these governance practices within OnBase, your agency reduces compliance risk, lowers administrative burden, and ensures defensible records management at scale.
- ✓ **Ongoing Optimization & Support:** Go-live is just the beginning. Our team provides post-deployment support including system monitoring, training, performance tuning, and continuous solution enhancements, ensuring your CMS investment grows with your community's needs. Our support model includes:
- **System health monitoring** to detect issues before they affect operations
 - **Quarterly business reviews** to plan enhancements and measure adoption
 - **Performance tuning and scaling** to support growing usage and new departments
 - **Training and onboarding** for new users and system administrators
 - **End-user helpdesk support** to troubleshoot issues and maintain high satisfaction

With DataBank as your long-term partner, your CMS investment will continue to deliver value well beyond go-live, ensuring lasting success for your staff and your community.

[A STRATEGIC APPROACH FOR GOVERNMENT MODERNIZATION](#)

DataBank's public sector delivery framework ensures that technology serves your mission - not the other way around. Our OnBase engagements focus on:

- **Collaborative Discovery & Process Mapping:** We engage agency departments to define workflows, map requirements, and align technology with any constituent-facing goals.
- **Interoperability Across Core Systems:** Our integrations with ERP, GIS, case management, and human resources software reduce silos and improve service response times.
- **Automation of High-Volume, Manual Tasks:** We streamline labor-intensive tasks so staff can focus on high-value work.
- **Security, Privacy & Compliance:** We build with compliance in mind, ensuring full support for HIPAA, CJIS, FERPA, SOC 2, and more.
- **Scalable, Sustainable Solutions:** The DataBank Cloud Hosting solution offer scalability and resiliency while minimizing IT resource requirements.

We help agencies like WV DOT modernize operations while upholding transparency, security, and accountability to the communities they serve.

[SUMMARY & CONCLUSION](#)

By selecting OnBase and DataBank, WV DOT has a trusted partner with the tools and experience needed to digitize operations, serve constituents more efficiently, and ensure long-term compliance with government mandates.

- ✓ **Proven Public Sector Track Record:** Hundreds of implementations across city, county, and state agencies, from finance to human resources to public works to law enforcement.
- ✓ **Tailored Approach with Measurable Results:** Solutions aligned with local objectives, budget constraints, and compliance needs, with built-in reporting and accountability.
- ✓ **Security & Regulatory Confidence:** SOC 2 Type II certified, ISO 27001-backed, and fully aligned with HIPAA, CJIS, FERPA, and other public sector standards.
- ✓ **Ongoing Partnership & Support:** From training and system tuning to new feature rollouts, we're with you every step of the way.

Professional Services Experience

DataBank Technical and Professional Services is comprised of five distinct groups, non-inclusive of the technical support function. The Installations Group executes the installation and configuration of OnBase solutions at customer sites. Each of the DataBank installers are CDIA+ (Certified Document Imaging Architect), MCSE (Microsoft Certified Solutions Expert), and OnBase Installer Certified. OnBase solutions installations are executed in two steps, a discovery phase to determine business requirements followed by an installation and configuration of the appropriate solution at the customer site.

The Integration Services Group provides a wide complement of services to customers, among them: conducting business process analyses, developing functional and technical specifications for customer-driven solutions, designing and implementing workflow solutions, and crafting integrations between OnBase and specific customer implementation of line of business applications. The Integration Services Group provides services under statements of work governing the scope, schedule and responsibilities of all parties with regard to the provision of those services and resultant work products. The Integration Services Group crafts solutions using the experience gained from being a world-class solution provider engaged in projects around the country. A tightly disciplined project management methodology ensures that customers know exactly what they are asking for and what, when, and how DataBank will deliver a solution that meets their requirements.

The Training Group develops curriculum, hands-on exercises, case studies and reference materials to support a training program focused on the development of OnBase professionals in customer organizations. The Group conducts training through a broad offering of courses, as well as customized training crafted in collaboration with OnBase customer users and system administrators. Administrative Training is conducted online or at the OnBase Training Facility in Cleveland, OH. And, End User Training is given on-site at individual customer locations or remote web-based training depending on the customer's requirements.

Project Management at DataBank is a functional, professional service that has grown to meet the requirements associated with a growing number of new, large customer accounts. Project Managers have singular responsibility for the successful implementation of assigned solutions. Their responsibilities and involvement span the entirety of the implementation process, from business process discovery and proposal generation through installation, configuration and customer acceptance testing. All project managers are CDIA+, MCSE, PMP (Project Management Professional Certification) and OnBase Installer Certified. They are multi-tasked professionals who work closely with members of the DataBank Installations Group, Integration Services Group, Conversion Services Group, Technical Support Group, Software development and quality assurance staff and sales consultants. DataBank uses a disciplined project management methodology that delivers solutions on time and on budget.

The Conversion Team at DataBank uses a proven methodology and the same set of conversion tools to ensure success. Before DataBank begins migrating data, we perform a test run to ensure we have mapped out a conversion plan that will get 100% of your data into OnBase. Conversions that begin without careful or complete plans to test all the conversion rules result in surprises that bring project delays and unexpected costs later in the conversion. We provide detailed reconciliation reports that account for 100% of your data—evaluating and reconverting any exceptions with your team to make certain we're delivering on our promise of a secure, low-risk conversion process. DataBank conversions are handled by experts from our dedicated Conversion Services team, including database and application developers and ECM conversion analysts, each with specialized, cross-disciplined skills.

We are North America's leading end-to-end business process solution provider. With the most experience in the industry, we're proud to offer award-winning solutions to hundreds of customers nation-wide—backed by a 100% satisfaction guarantee. Our mission is simple: to help organizations like yours simplify their business processes.

DataBank provides a wide range of professional services capabilities to help customers deliver comprehensive solutions. The following list showcases services that will help the WVDOT achieve success with the OnBase platform.

- Infrastructure
- Database migration
- Records Management (Taxonomy Consulting)
- Change Management
- Business Analysis
- Solution Configuration
- Custom Development
- QA and Testing
- Training
- Support
- Upgrading

The Infrastructure, Database, Custom Development, Change Management, Support and Upgrade teams are some of the key differentiators for DataBank.

In order to offer you the most effective and comprehensive solution, DataBank has engaged its software development partner, Hyland Software, a leading U.S. provider of integrated content management software solutions to organizations worldwide. The solution called OnBase is designed with ease of use in mind in order to improve various aspects of your business processes. OnBase has been the fastest growing ECM solution in the industry.

Qualifications

3. **QUALIFICATIONS:** Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
 - 3.1 Vendor's proposed software must be listed in the Gartner's Magic Quadrant for Content Services Platform. Vendor must provide proof of its compliance upon request.

Hyland Software has established itself as one of the leader in enterprise content management industry and is highly recognized by industry analysts such as Gartner Group and Forrester Research. Gartner Group reviews ECM Solution in the industry and recommends the solutions that have been determined to be the leaders in the industry. Hyland Software's OnBase Product has been in Gartner Group's Magic Quadrant for the last 13+ years.

OnBase, Hyland Software's flagship product, is a single enterprise information platform designed to manage your content, processes and cases. OnBase centralizes your important business content in one secure location, and then delivers relevant information to you when you need it, wherever you are. Increase productivity, deliver excellent customer service and reduce risk across your entire enterprise.

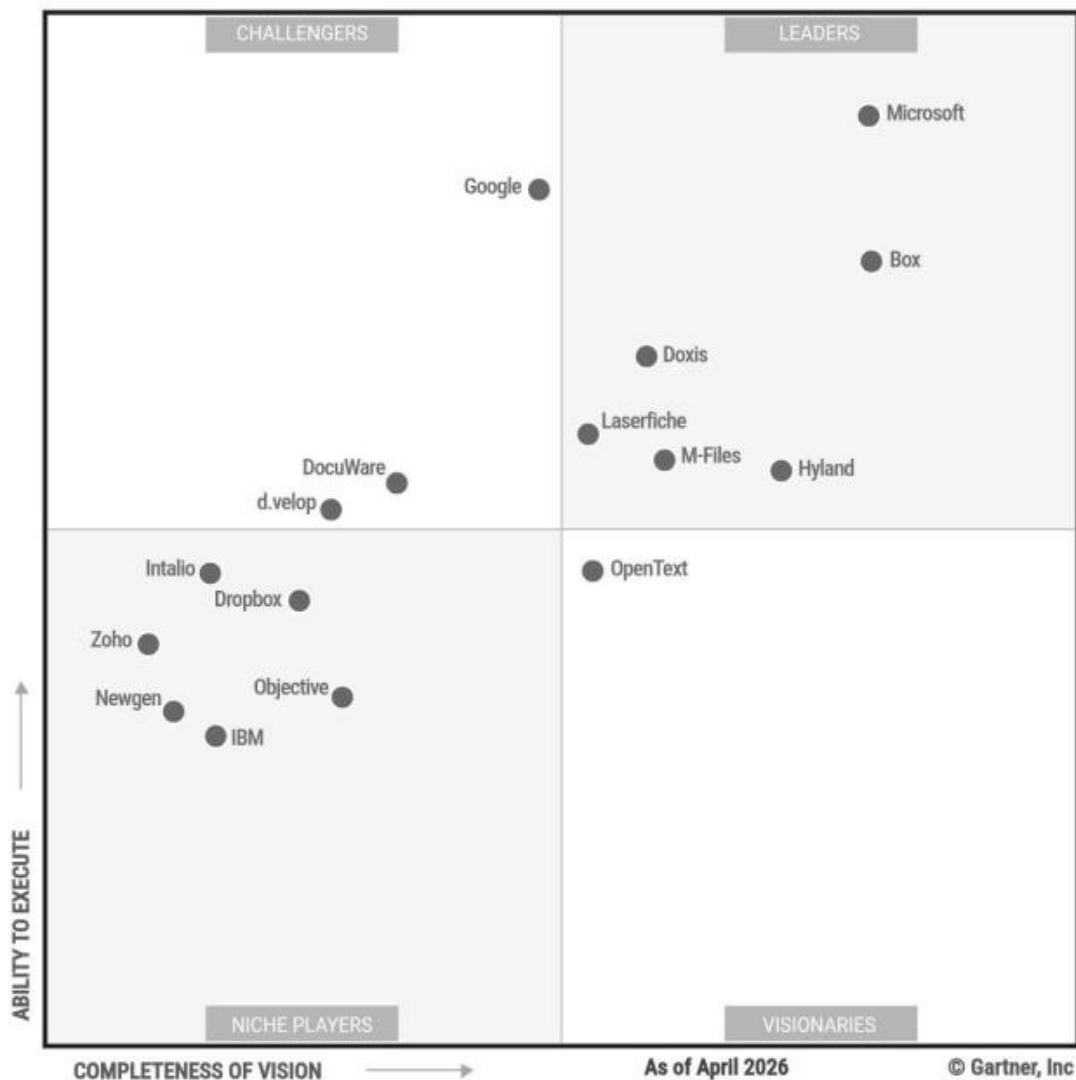
The extent which OnBase can be customized and integrated with third-party applications – using menu-driven configuration options already built into the software – strongly appeals to customers looking for solution that can easily modified and upgraded. OnBase is a strong low-code platform with a robust workflow engine and configuration experience. This enables clients to build applications that combine document-centric capabilities such as document comparison and workflow-centric capabilities such as load balancing and delegation.

Strengths:

Broad capabilities: Hyland OnBase demonstrates a robust functionality across advance content storage, information governance, AI-powered services and automation, making it suitable for organizations with complex document management requirements.

Vision alignment: Hyland's strategic focus on the semantic layer and agentic automation in the Content Innovation Cloud (CIC) is well-aligned with the emerging market trends and better demand for integrated platforms supporting AI assistance and agents.

Industry expertise: Hyland demonstrates strong vertical expertise in public sector, healthcare, insurance and lending, delivering domain specific applications that address industry-specific requirements for large enterprise customers.



3.2 Vendor must provide, upon request, showing their experience with having successfully completed implementation of an existing Content Services Platform with workflows within an organization of similar size and complexity or larger than WVDOT.

We work with multiple centralized IT departments in state and local government to successfully aggregate agency silos and implement enterprise shared service models to help build repeatable solutions. DataBank has partnered with and successfully completed implementation in many state government agencies. Below are just a few of the agencies similar to WVDOT that DataBank has implemented the OnBase ECM Solution to allow the agency to store, manage, retrieve and automate the processes of their vital information.

State of West Virginia DOT

State of Virginia DMV

State of Delaware DOT/DMV

State of Texas DOT

State of Arizona DMV

State of Oklahoma Public Safety – DMV

State of Arizona DOT

State of Nebraska DOT

- 3.1 the vendor must provide a minimum of three (3) references to substantiate this experience in their bid. WVDOT reserves the right to contact any references provided, or any other known past clients of the vendor, to verify experience and past performances. For each reference, the vendor shall provide:

Name of the DOT/Agency: Delaware DOT/DMV

Contact Person's Name and Title: Mark Barrett, Application Development Manager / Enterprise Asset Management Solutions

Current email address and telephone number: Mark.Barrett@delaware.gov , (302)760-2644 - Office

Dates of Service: (Start/End): Time Frame: 01/2020 – current

A brief description of the Scope of Work performed: Description: DataBank implemented an OnBase Solution to automate business and document/data capture processes in the Finance and Procurement departments. DelDOT needed a migration from DocSTAR to OnBase and utilized DataBank for the migration, design, implementation, and support for the solution. The solution was implemented to utilize OnBase functionality replacing existing DocStar solution for document repository and retrieval within the Accounts Payable, Accounts Receivable, Procurement and Finance Departments.

OnBase Solution was implemented in phases. This initial phase migrated documents from DocStar to OnBase and apply applicable keywords to each document. The solution improved access to data with native functionality of OnBase, configuration to support departmental keywords for retrieval purposes, and custom queries. Folders were configured to organize procurement documents in a like for like initial implementation. Integration between PeopleSoft and OnBase was included to ensure specific PeopleSoft data is updated into OnBase on a nightly basis.

DataBank is currently working with DelDOT to move their OnBase system into the DataBank Cloud.

Name of the DOT/Agency

Contact Person's Name and Title: Devin Townsend, CTO

Current email address and telephone number: devin.townsend@nebraska.gov , 402-479-4791

Dates of Service: (Start/End): 4/201 - current

Description of the Scope of Work performed: DataBank has assisted the Nebraska Office of the CIO with various ECM projects over the years. 20+ agencies currently in production, including Nebraska DOT with 124 solutions that consist of preconfigured OnBase capability and custom development for enhanced capabilities and integrations.

Nebraska DOT has specifically spun off their own independent database to allow them quicker solution deployment, independent processing of data and workflow development. OnBase has been deployed in several areas for the DOT. Below are a few of those projects:

Accident Reporting – NDOT utilizes OnBase for online reporting of Driver motor vehicle accident reports. This ensures accurate information is submitted along with the ability to route for appropriate response and set SLAs on the reports. Eliminates printing and mailing reports and any forms if the crash was not investigated by law enforcement. Submitters receive completed crash reports via email. This solution also integrates with legacy AS/400 systems for maintaining consistent source of truth across the enterprise. Includes special routing and reporting for internal employee performance as well as Fatal and BAC tracking.

DOT Legislation required all contracts be accessible and all documentation be linked to the contracts. OnBase provided the ability to capture initial contract execution, attach supporting documents and provide online retrieval for searching on the LB429 website. Included in this were review for redaction and approval confirmation queues.

Employee Accident Reporting – provides internal workflow with appropriate forms for processing accidents by employees of the NDOT. Projects also include integrations to DMV for processing.

As mentioned, DataBank performed a migration from Global360 Migration. The migration consisted of all legacy documents out of existing Document Management System into OnBase ECM for ongoing workflows/retention and processing.

Name of the DOT/Agency: West Virginia DOT

Contact Person's Name and Title: Bob Bryant, DOT Information Security Officer

Current email address and telephone number: robert.l.bryant@wv.gov , 304-414-7166

Dates of Service: (Start/End): October 2022 - current

A brief description of the Scope of Work performed: DataBank has implemented an OnBase Solution to track DOT Right of Way projects. This new tracking solution is replacing the current spreadsheet based solution and will be an OnBase WorkView/Case Management based solution in OnBase. West Virginia Right of Way will use OnBase WorkView and Workflow to process Parcels through the Acquisition, Condemnation, and Relocation processes. These are the individual processes that are needed to move each Project through the Right of Way process.

There will be an OnBase DIP import process that supports the import of the Owner and Parcel information from an excel spreadsheet sent by Engineering. This contains the Parcel Number and Owner Name information for each parcel on the project.

Workflow will support the movement of each Project, Parcel, Condemnation, and Relocation item through the process as well as the creation of letters and memos (OnBase Document Composition templates) throughout the process.

This solution will provide much more granular tracking than West Virginia Right of Way previously had. The steps identified and available to report on within the solution are much more detailed than the previous tracking spreadsheet. The solution will support this tracking with updates to each object as it moves through the Right of Way process.

DataBank is also working with WV DOT to assist in creation of a Permitting Portal solution built on the OnBase platform. This process will begin with an applicant accessing the WV DOT developed Portal in order to submit an application via an OnBase Unity Form. Once submitted, this application will route through an OnBase Workflow for various levels of approval and review. Upon completion of the Workflow process, the results will be communicated back to the original applicant. While there are multiple departments and processes that will ultimately need this solution, the initial focus of this project is for the Entry (Driveway) Permitting and its' specific sub-processes.

DataBank is also working on a project to convert and migrate AppExtender documents into OnBase along with automating the processes in HR Division.

General Requirements

4.1 Contract Items and Mandatory Requirements: Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

4.2 Core System Requirements

4.3.1.1 Content Management Software must have the following base core features:

4.1.1.1.1 Users or integrators must be able define and configure document states, rules, actions, notifications, and lifecycles with a comfortable Windows interface. Must be entirely point-and-click configurable by users without the need of programming, to allow for quick implementation. Processes must be easily added or adjusted at the document, process, group, or enterprise level by specified users or administrators. Workflow configuration must consist of two central windows: the Tree Configuration window and the GUI Configuration window.

The OnBase ECM Solution will allow users or DataBank to perform the actions above. With OnBase Workflow, users or integrators define and configure document states, rules, actions, and Life Cycles with a graphical Windows interface.

4.3.1.1.2 Tree Configuration window workflow designer must be able to define system, user, ADHOC, notification or timer tasks to be accomplished at each queue and be able to define the rules and actions that determine how documents will be routed. Must allow simple right-click mouse functions and easy to understand configuration windows so non-programmers can design and deploy sophisticated workflow solutions. The workflow designer must contain an extensive set of pre-defined list of rules, actions, and allow custom define rules or actions, including utilizing VB scripting.

The OnBase ECM Solution will allow users or DataBank to perform the actions above. The intuitive design of the Tree View configuration window provides a workflow designer with the tools to define the work (e.g., system, user, or timer) to be accomplished at each queue and define the rules and actions that determine how documents will be routed. Simple right-click mouse functions and easy to understand configuration windows give non-programmers an unprecedented ability to design and deploy sophisticated workflow solutions.

4.3.1.1.3 The GUI Configuration window must allow the designer to determine how the actual flow of a life cycle will appear and how documents will be transitioned through the life cycle.

The OnBase ECM Solution will allow users or DataBank to perform the actions above. The Graphical View configuration window allows the designer to determine how the actual flow of a Life Cycle will appear and how documents will be transitioned through the Life Cycle. Through the use of a configuration toolbar and grid map, Workflow Life Cycles are designed in minutes. Upon the creation of the Life Cycle, the graphic layout and the transitions, a basic workflow has easily been established.

4.3.1.1.4 The "Workflow Inbox" must be a normal GUI user environment, where the user will see only the queues to which he or she is assigned. The administrator must be able to elect to hide or show a workflow queue or disabled icon for those queues to which a user does not have access.

The OnBase ECM Solution will allow users or DataBank to perform the actions above. Users can access their 'inbox' from the OnBase Clients, from any line-of-business application, from an e-mail client (Microsoft Outlook), from Microsoft Office (Word, Excel, PowerPoint) and SharePoint Web Parts, as well as mobile devices (iPhone, iPad, Android phone and tablet). Regardless of how users access the workflow inbox, they will see only those items they have rights to and are in their workflow queue ('Inbox').

4.3.1.1.5 The system must have the ability to define multiple document types that can be associated with a specific life cycle. The document type must be configurable to enter a lifecycle at a specific queue and automatically initiate workflow. Documents must have the ability to be brought into a workflow life cycle by processes like COLD, DIP, Image scanning, electronic forms, Internet forms, and email messages.

The OnBase ECM Solution will allow users or DataBank to perform the actions above. The OnBase ECM Solution will allow users or DataBank to perform the actions above. Integrates seamlessly with other OnBase modules and incorporates powerful cross-referencing to COLD, image or application documents.

4.3.1.1.6 Must Integrate easily to other legacy systems utilizing VB scripting and robust API calls.

The OnBase ECM Solution will allow users or DataBank to perform the actions above. Integrates easily to other legacy systems utilizing Visual Basic scripting and robust API calls.

4.3.1.1.7 Must support Internet and mobile access for users outside of the immediate office environment.

The OnBase ECM does support these requirements. Supports Internet access for users outside of the immediate office environment. Users can access their 'inbox' from the OnBase Clients, from any line-of-business application, from an e-mail client (Microsoft Outlook), from Microsoft Office (Word, Excel, PowerPoint) and SharePoint Web Parts, as well as mobile devices (iPhone, iPad, Android phone and tablet).

4.3.1.1.8 Must support initiation of workflow from electronic forms, Internet forms on a web-based platform or server. electronic forms, Internet forms must be customizable through a GUI interface by users and administrators.

The OnBase ECM does support these requirements. OnBase Electronic Forms Products (E-Forms, Unity Forms and Image Forms) provide users with the ability to submit pre-defined electronic forms directly to OnBase. Electronic forms add significant functionality and time savings in everyday work. Forms that were previously completed on paper and scanned into the OnBase system can now be created directly within the system. Paper is eliminated, consistency is improved, and the result is a more streamlined process.

Used in conjunction with OnBase Workflow, OnBase forms products can drive a completely paperless business process, whereby standardized internal documents (e.g. expense reports, purchase requisitions, vacation requests, etc.) are created and routed entirely within the OnBase system. Once the form is submitted, OnBase automatically indexes the document using field values and makes it available for retrieval within OnBase.

The form may trigger an OnBase Workflow, completing or initiating a work process. The addition of the OnBase Web Server to this configuration enables the submission of online forms (e.g., order forms, membership applications, requests for information, etc.), extending participation in your business processes to your customers and vendors across the Web. All OnBase forms are fully compatible with the OnBase Mobile Solutions as well.

E-Forms are HTML-based and can be fully customized to accommodate the specific needs of the user. The form itself may even provide additional instructions on how to accurately complete the form. One of the greatest benefits of OnBase forms is that items within the form (buttons, menu lists, etc.) can utilize key OnBase features. In the Unity Client E-Form ribbon, the users have integrated form-specific buttons to reset the form or auto-populate values based on an AutoFill Keyword Set. E-Forms can be designed utilizing web development standards like HTML, CSS and JavaScript.

Unity Forms are a configurable forms product that are created via a robust, integrated Forms Designer. Designers can easily create form templates with OnBase-specific features and test the forms before publishing them to all users. Unity Forms give organizations the ability to create forms with dynamic behavior and validation without requiring any scripting or programming knowledge. To further extend forms for many business processes, Unity Forms have an "integrations" feature that allow forms to be pre-populated with values passed from a portal or other environments when they are shared externally.

Image Forms are a product that provides the ability to re-create a paper form electronically using an image of that form. In the Forms Designer, form fields are placed on the image of the form. Dynamic fields and form logic are available to

enhance the form functionality and improve the experience of filling out the form. Users can fill out the form by typing or selecting options directly on the image of the form. These forms can be filled out in the OnBase clients, Mobile Solutions, or extended to a browser for external access as well. They can leverage most of the features available in the Unity Forms product, and are fully integrated with OnBase Workflow.

4.3.1.1.9 Must have an "Execute Workflow" option for users to manually start a predefined workflow life cycle.

The OnBase ECM does support these requirements. Selecting a document from the OnBase Document Retrieval window and selecting the "Execute Workflow" option will manually start a Workflow Life Cycle. OnBase can also initiate Workflow from electronic forms, Internet forms and email messages.

4.3.1.1.10 Once in Workflow, users must be able to see a list of documents that are waiting in their respective queue. They must have the ability to, upon selecting a document for the system to prompt for user interaction, such as a question for the user to answer or series of tasks that the user should perform. When the user completes all user work and tasks, the document will continue through workflow and the user can proceed to the next document. In addition to automated routing, authorized users must have the ability to route documents on an ad hoc basis.

Upon execution, OnBase can prompt for additional information through point-and-click configuration. For example, the screenshot below demonstrates submitting an invoice for additional approval. Upon executing this action, the user is prompted to give additional information, which in this case is the department the invoice needs to be sent to.

The screenshot shows the OnBase Workflow interface. The main window displays an AT&T invoice for \$850.83. Below the invoice, a 'User Interaction' section prompts the user to 'Please select a department to send this invoice to.' A dropdown menu shows options: LEGAL, MARKETING, OPERATIONS, PROCUREMENT, SALES, and SERVICES. The 'LEGAL' option is selected. The interface includes a top navigation bar with tabs like Home, Workflow, and Contract Management, and a left sidebar with a tree view of workflow steps.

Invoice No.	Due Date	Amount Due
2585194	11/15/14	850.83

Phone Usage		Billing Summary	
AT&T Local Services	154.99	AT&T Phone Services	628.28
AT&T Long Distance Services	463.29	AT&T Internet Services	222.55
Phone Total	628.28	Total Due	850.83

Please select a department to send this invoice to.

Department: **LEGAL**

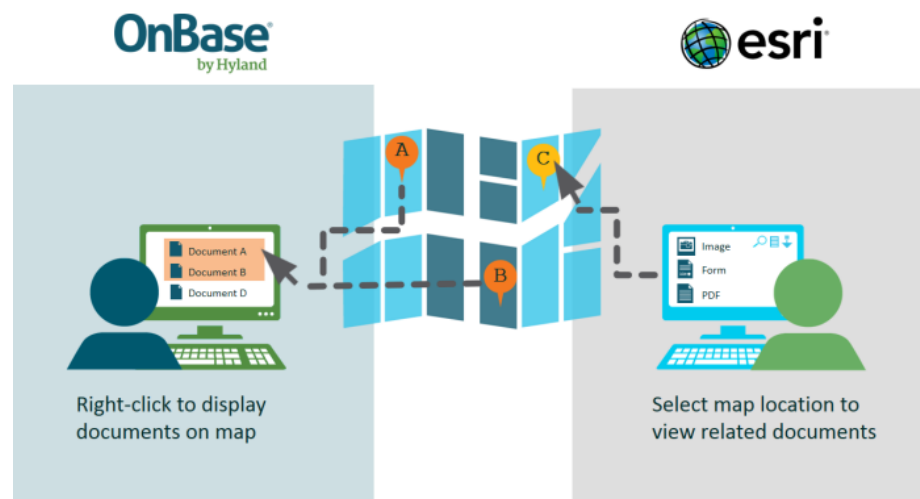
Submit Cancel

Within each queue of the OnBase Workflow, various tasks can be performed on work items. These tasks can be executed automatically when items enter a queue (System Work), they can be executed following a chosen, designated time frame (Timer Work), or manually by individual users (Ad-hoc Tasks).

4.3.1.1.11 Must support Integration for WVDOT owned ESRI software for map layers and Integration for WVDOT owned DocuSign for document signature.

The OnBase ECM does fully support these requirements. WVDOT GIS users will be able to access to the OnBase content they need directly from the maps they use every day. OnBase Integration for ESRI leverages both investments by connecting documents to geographic map features. Documents related to a map location can be retrieved directly from ESRI with a click, eliminating inefficient application switching. Users can upload documents and create forms directly from the map, automatically indexing them with map feature metadata. OnBase users can display documents on an ESRI map, improving decision making based on location information. With a point-and-click configuration utility, out-of-the box solutions can be rapidly implemented without the cost of custom code.

Design

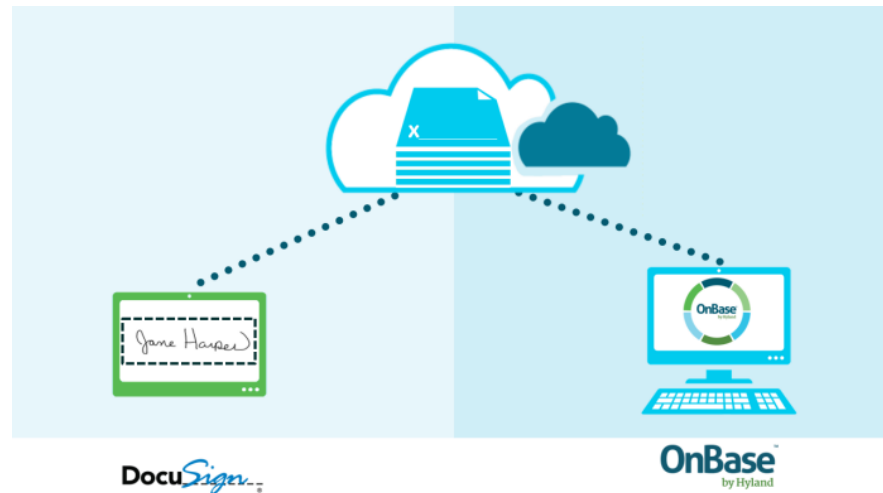


From OnBase, users right-click on documents (geocoded on the fly) in order to dynamically display their location on an interactive ESRI map. In addition, external content (public or private data) can be added as a map layer, providing location analytics.

Users that work in ESRI can access OnBase content without leaving their familiar GIS application, retrieving (and archiving) supporting documents by geographic map feature. Exposing an ESRI map to external users via the web allows for self-service of documents stored in OnBase.

The OnBase Integration for DocuSign eSignature allows users to electronically obtain signatures from people outside of the organization by providing complete management of processes that require secure, electronic signatures in the cloud. The integration manages the signature cycle within OnBase by automatically packaging documents and relevant signer information, sending this information securely to DocuSign, and collecting the completed documents. Obtain important signatures faster with the OnBase Integration for DocuSign eSignature.

Design



The Integration for DocuSign eSignature allows OnBase to manage tasks around the signature cycle, uploading the documents to DocuSign for users to sign in the cloud. After signing, the document is downloaded to OnBase where it can continue to be processed.

- 4.3.1.1.12 Must support Industry-standard file storage systems such as storage area networks (SAN), direct attached storage (DAS), and network-attached storage (NAS). Must support other technologies, such as storage area network replication or software solutions that provide virtual copies, so it can be used for high availability. Must support sizable disk groups that can be moved from location to location via a GUI interface and automatically update logical paths to files in the system configuration.**

The OnBase ECM does fully support these requirements. OnBase can utilize storage area networks, network attached storage, and direct attached storage for the storage of images, third-party application files, reports, and any other viewable objects provided the solution is accessible via a UNC, mapped drive, or FTP address. The database vendor will determine what storage solutions may be used for their application.

OnBase fully manages multiple copies of its data in multiple locations, storage systems, and media types for redundancy, performance, business rules/policy, etc. It can use any accessible storage system whether direct connect, network attached, storage area network, and also has custom interfaces to some of proprietary storage products. For direct connect, ReFS, NTFS, FAT32, NFS, are commonly supported. NAS connectivity is typically supported via TCP/IP, though other protocols may be used. OnBase accesses SANs and proprietary storage systems using their respective native file system drivers.

4.3.1.1.13 Must contain flexible APIs for C, C++, COM, .NET, Python and/or Java programming languages.

The OnBase ECM does fully support these requirements. OnBase has developed REST APIs that are inherently flexible. They meet the needs of diverse IT portfolios and support interoperability with applications developed in a variety of languages, including C++, C#/.NET, Java, JavaScript, Linux Shell, PHP, Python and TypeScript. These public APIs are developed and documented using the [OpenAPI Specification](#) 3.0 (standard) for RESTful web services that are language agnostic. With the OpenAPI declarative resource specification, clients can understand and consume services without knowledge of server implementation or access to the server code.

4.3.1.1.14 Must be able to support Images and documents in native formats such as PDF, Multi page TIFF, JPG, BMP, PNG, MP3, MP4, XLS(X)(B), DOC, TXT, CSV, XML, HTML, ONE, RTF, EML.

The OnBase ECM does fully support these requirements. OnBase is the only complete information management system engineered to treat image, COLD, application and workflow documents the same way, as information objects. This uniformity makes the entire system exceptionally easy to use. All documents are stored in their native format, so OnBase uses standard protocols for storage and retrieval. As long as the viewer associated with a certain file can be registered, it is supported in OnBase.

4.3.1.1.15 OnBase by Highland Concurrent User License or equal must with must be compatible with WVDOT owned MSSQL Server 2017-2019 standard version or higher.

OnBase Foundation 25.1 supports the following databases (including both ANSI and Unicode):

- Microsoft SQL Server 2017
- Microsoft SQL Server 2019
- Microsoft SQL Server 2022
- Azure SQL Managed Instance

4.3.2 Hyland OnBase Essential User License Part # ONB-SUB-DW or equal

The basic OnBase Essential Package platform for Content Services Management is perfect for anyone interacting with content as part of their daily work, enabling scanning, storage, and retrieval.

4.3.2.1 Hyland OnBase Essential User License or equal must have the following minimum requirements:

4.3.2.1.1.1 Multi-Platform Access

4.3.2.1.1.2 Import, scan, store and retrieve any content type

4.3.2.1.1.3 Allow for Multi-factor content capture

4.3.2.1.1.4 Reporting Dashboards

4.3.2.1.1.5 Records Management and Retention Policy

4.3.2.1.1.6 Document Conversion and Version Control

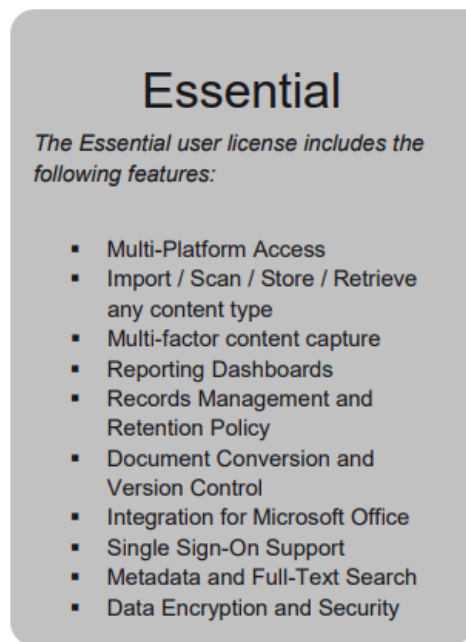
4.3.2.1.1.7 Integration with Office Documents, Spreadsheets and Emails.

4.3.2.1.1.8 Single Sign-On Support

4.3.2.1.1.9 Metadata and Full-Text Searchable

4.3.2.1.10 Data Encryption and Security

The basic OnBase Essential Package platform for Content Services Management is perfect for anyone interacting with content as part of their daily work, enabling scanning, storage, and retrieval.



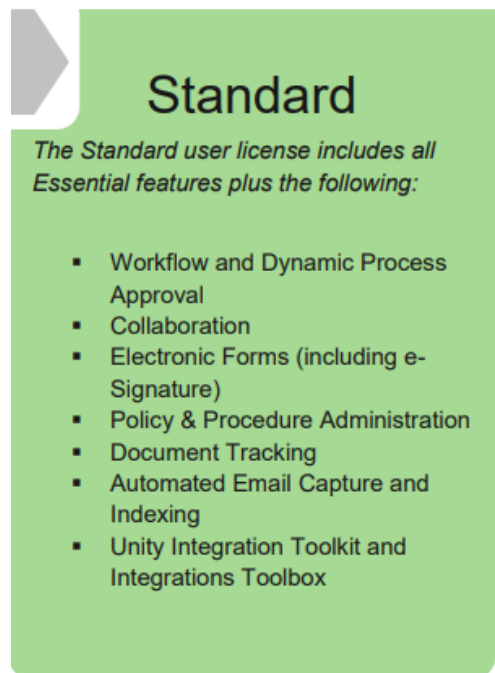
4.3.3 Hyland OnBase Standard User License Part # ONB-SUB-PW or equal

The OnBase Standard Subscription Licensing activates workflow and integration tools, allowing entire processes to be driven by OnBase and work seamlessly with core applications.

4.3.3.1 Hyland OnBase Essential User License or equal must have the following minimum requirements:

- 4.3.3.1.1 Multi-Platform Access**
- 4.3.3.1.2 Import, scan, store and retrieve any content type**
- 4.3.3.1.3 Allow for Multi-factor content capture**
- 4.3.3.1.4 Reporting Dashboards**
- 4.3.3.1.5 Records Management and Retention Policy**
- 4.3.3.1.6 Document Conversion and Version Control**
- 4.3.3.1.7 Integration with Office Documents, Spreadsheets and Emails.**
- 4.3.3.1.8 Single Sign-On Support**
- 4.3.3.1.9 Metadata and Full-Text Searchable**
- 4.3.3.1.10 Data Encryption and Security**
- 4.3.3.1.11 Workflow and Dynamic Process Approval**
- 4.3.3.1.12 Collaboration**
- 4.3.3.1.13 Electronic Forms including e-Signature**
- 4.3.3.1.14 Policy and Procedure Administration**
- 4.3.3.1.15 Document Tracking**
- 4.1.3.1.16 Automated Email Capture and Indexing**
- 4.1.3.1.17 Unity Integration Toolkit and Integrations Toolbox**

The OnBase Standard Package platform for Content Services Management activates workflow process automation and integration tools, allowing entire processes to be driven by OnBase and work seamlessly with core applications



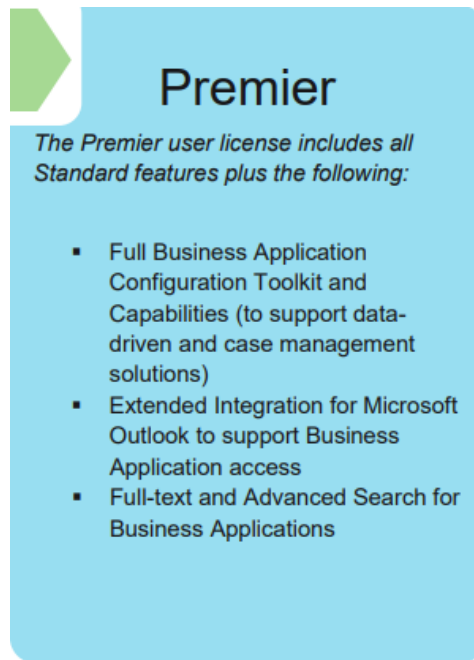
4.3.4 Hyland OnBase Premier User License Part # ONB-SUB-KW or equal

The OnBase Premier Subscription Licensing activates Advanced Case Management and Analytics capabilities allow for complex management of process for skilled knowledge workers.

4.3.4.1 Hyland OnBase Premier User License or equal must have the following minimum requirements:

- 4.3.4.1.1 Multi-Platform Access**
- 4.3.4.1.2 Import, scan, store and retrieve any content type**
- 4.3.4.1.3 Allow for Multi-factor content capture**
- 4.3.4.1.4 Reporting Dashboards**
- 4.3.4.1.5 Records Management and Retention Policy**
- 4.3.4.1.6 Document Conversion and Version Control**
- 4.3.4.1.7 Integration with Office Documents, Spreadsheets and Emails.**
- 4.3.4.1.8 Single Sign-On Support**
- 4.3.4.1.9 Metadata and Full-Text Searchable**
- 4.3.4.1.10 Data Encryption and Security**
- 4.3.4.1.11 Workflow and Dynamic Process Approval**
- 4.3.4.1.12 Collaboration**
- 4.3.4.1.13 Electronic Forms including e-signature**
- 4.3.4.1.14 Policy and Procedure Administration**
- 4.3.4.1.15 Document Tracking**
- 4.3.4.1.16 Automated Email Capture and Indexing**
- 4.3.4.1.17 Unity Integration Toolkit and Integrations Toolbox**
- 4.3.4.1.18 Full Business Application Configuration Toolkit and Capabilities to support data driven and case management solutions.**
- 4.3.4.1.19 Extended Integration for Email Application to support WVDOT application access**
- 4.3.4.1.20 Full-text and advanced search for WVDOT Applications**

The OnBase Premier Package platform for Content Services Management adds advanced capabilities for the creation of content-enabled, low-code business applications that support data-driven and case management solutions.



4.3.5 Hyland OnBase Integration for WVDOT DocuSign eSignature

Part # ONB-INTGI-II or equal

4.3.5.1 Must allow for integration into current owned WVDOT DocuSign Signature software.

The OnBase Integration for DocuSign eSignature allows users to electronically obtain signatures from people outside of the organization by providing complete management of processes that require secure, electronic signatures in the cloud. The integration manages the signature cycle within OnBase by automatically packaging documents and relevant signer information, sending this information securely to DocuSign, and collecting the completed documents. Obtain important signatures faster with the OnBase Integration for DocuSign eSignature.

4.3.6 Hyland OnBase Integration for WVDOT ESRI ArcGIS Server

Part # ONB-1NTG1-14 or equal

4.3.6.1 Must allow for integration into current owned WVDOT ArcGIS Server.

OnBase Integration for ESRI leverages both investments by connecting documents to geographic map features. Documents related to a map location can be retrieved directly from ESRI with a click, eliminating inefficient application switching. Users can upload documents and create forms directly from the map, automatically indexing them with map feature metadata. OnBase users can display documents on an ESRI map, improving decision making based on location information. With a point-and-click configuration utility, out-of-the box solutions can be rapidly implemented without the cost of custom code.

4.3.7 Hyland OnBase Essential Concurrent User Part #ONB-SUB-DW-C or equal

4.3.7.1 Hyland OnBase Essential Concurrent User License or equal must have the following minimum requirements:

- 4.3.7.1.1 Multi-Platform Access**
- 4.3.7.1.2 Import, scan, store and retrieve any content type**
- 4.3.7.1.3 Allow for Multi-factor content capture**
- 4.3.7.1.4 Reporting Dashboards**
- 4.3.7.1.5 Records Management and Retention Policy**
- 4.3.7.1.6 Document Conversion and Version Control**
- 4.3.7.1.7 Integration with Office Documents, Spreadsheets and Emails.**
- 4.3.7.1.8 Single Sign-On Support**
- 4.3.7.1.9 Metadata and Full-Text Searchable**
- 4.3.7.1.10 Data Encryption and Security**

The basic OnBase Essential Package platform for Content Services Management is perfect for anyone interacting with content as part of their daily work, enabling scanning, storage, and retrieval. The Essential Package only has the functionality stated above, same as the Essential Named User License only served as a concurrent license.

4.3.8 Hyland OnBase Standard Concurrent User Part #ONB-SUB-PW-C or equal

4.3.8.1 Hyland OnBase Standard Concurrent User or equal

- 4.3.3.1.1 Multi-Platform Access**
- 4.3.3.1.2 Import, scan, store and retrieve any content type**
- 4.3.3.1.3 Allow for Multi-factor content capture**
- 4.3.3.1.4 Reporting Dashboards**
- 4.3.3.1.5 Records Management and Retention Policy**
- 4.3.3.1.6 Document Conversion and Version Control**
- 4.3.3.1.7 Integration with Office Documents, Spreadsheets and Emails.**
- 4.3.3.1.8 Single Sign-On Support**
- 4.3.3.1.9 Metadata and Full-Text Searchable**
- 4.3.3.1.10 Data Encryption and Security**
- 4.3.3.1.11 Workflow and Dynamic Process Approval**
- 4.3.3.1.12 Collaboration**
- 4.3.3.1.13 Electronic Forms including e-Signature**
- 4.3.3.1.14 Policy and Procedure Administration**
- 4.3.3.1.15 Document Tracking**
- 4.1.3.1.16 Automated Email Capture and Indexing**
- 4.1.3.1.17 Unity Integration Toolkit and Integrations Toolbox**

The OnBase Standard Package platform for Content Services Management activates workflow process automation and integration tools, allowing entire processes to be driven by OnBase and work seamlessly with core applications. The Standard Package has the functionality stated above, only served as a concurrent license.

4.3.9 Hyland OnBase Premier Concurrent User Part #ONB-SUB-KW-C or equal

4.3.9.1 Hyland OnBase Premier User License or equal

- 4.3.9.1.1 Multi-Platform Access**
- 4.3.9.1.2 Import, scan, store and retrieve any content type**
- 4.3.9.1.3 Allow for Multi-factor content capture**
- 4.3.9.1.4 Reporting Dashboards**
- 4.3.9.1.5 Records Management and Retention Policy**
- 4.3.9.1.6 Document Conversion and Version Control**
- 4.3.9.1.7 Integration with Office Documents, Spreadsheets and Emails.**
- 4.3.9.1.8 Single Sign-On Support**
- 4.3.9.1.9 Metadata and Full-Text Searchable**
- 4.3.9.10 Data Encryption and Security**
- 4.3.9.11 Workflow and Dynamic Process Approval**
- 4.3.9.12 Collaboration**
- 4.3.9.13 Electronic Forms including e-signature**
- 4.3.9.14 Policy and Procedure Administration**
- 4.3.9.15 Document Tracking**
- 4.3.9.16 Automated Email Capture and Indexing**
- 4.3.9.17 Unity Integration Toolkit and Integrations Toolbox**
- 4.3.9.18 Full Business Application Configuration Toolkit and Capabilities to support data driven and case management solutions.**
- 4.3.9.19 Extended Integration for Email Application to support WVDOT application access**
- 4.3.9.20 Full-text and advanced search for WVDOT Applications**

The OnBase Premier Package platform for Content Services Management adds advanced capabilities for the creation of content-enabled, low-code business applications that support data-driven and case management solutions. The Premier Package has the functionality stated above, same as the Premier Named User License only served as a concurrent license.

4.3.10 Hyland Query API (500 queries/hour) (OnBase Unity/Core) Part# ONB-INTG1-40_SUB or equal

4.3.10.1 Hyland Query API or equal

- 4.3.10.1.1 RESTful and/or SOAP-based Application Programming Interface (API)**
- 4.3.10.1.2 Support a minimum throughput of 1,000 queries per hour**
- 4.3.10.1.3 Allow External, Third-Party Business Applications to search, for documents, retrieve index/metadata values, securely return document URL's or files without user logging directly into the primary document management interface.**

Query API licensing allows an unknown number of users to access the system, restricting them only by the total number of queries allowed across all connections. In order to accommodate additional users logging into the system, Query API is sold in blocks of 500 queries per hour. Hyland recommends purchasing an additional block to support the growth of users in the system.

4.3.11 Hyland Query API (Additional block of 500 queries/hour) (OnBase Unity/Core) Part# APIPQ4_SUBS or equal

4.3.11.19 Hyland Query API or equal

- 4.3.11.1.1 RESTful and/or SOAP-based Application Programming Interface (API)**
- 4.3.11.1.2 Support a minimum throughput of 1,000 queries per hour**
- 4.3.11.1.3 Allow External, Third-Party Business Applications to search, for documents, retrieve index/metadata values, securely return document URL's or files without user logging directly into the primary document management interface.**

Query API licensing allows an unknown number of users to access the system, restricting them only by the total number of queries allowed across all connections. In order to accommodate additional users logging into the system, Query API is sold in blocks of 500 queries per hour. DOT already has the initial Hyland Query API block, but additional blocks can be added to the initial query block.

4.3.12 Hyland OnBase Advanced Capture Part # ONB-SUB-ACAP or Equal

4.3.12.1 Hyland OnBase Advanced Capture

- 4.3.12.1.1 Shall include an advanced capture engine featuring Optical Mark Recognition (OMR), Optical Character Recognition (OCR), Intelligent Character Recognition (ICR)**

- 4.3.12.1.2 Capable of zone-based date extraction**
- 4.3.12.1.3 Capable of line-item detail extraction**
- 4.3.12.1.4 Automated validation against external database tables**
- 4.3.12.1.5 Must include an exception-handling queue for human verification of low-confidence characters or broken business rules.**

Advanced Capture brings template-based document classification and OCR data extraction technology into OnBase. Predefined template forms and rules, combined with an accurate and reliable OCR engine, provide the means to automatically classify and index image documents from any source. Automating document indexing can eliminate the bottleneck associated with manually indexing high volumes of structured business documents. OCR based classification and indexing can be more accurate and much faster than manual data entry. Resources spend their time more effectively, validating or correcting questionable values only when needed, while letting the OCR engine perform the mundane task of document indexing. Advanced capture can read bar codes, OMR marks, detect signatures, and even search entire documents for formatted content like account numbers, social security numbers, email addresses or any other content that can be identified through the use of regular expressions. It can even extract data from tables.

4.3.13 Document Composition & Packaging Part # ONB-SUB-DCP or Equal

4.3.13.1 Document Composition & Packaging

- 4.3.13.1.1 Must possess automated document generation and packaging capabilities**
- 4.3.13.1.2 Must be able to merge dynamic system data/metadata into Standard Templates to generate customized correspondence**
- 4.3.13.1.3 Must be able to automatically assemble or package multiple separate documents from the repository into a single, compiled file complete with an automatically generated Table of Contents and standardized pagination.**

Document Composition module allows organizations to generate and manage complex documents that are customized, error-free, and high-volume, all within OnBase. Users can automate the dynamic generation of documents based on configurable templates. These templates are the basis of documents. They can aggregate information from multiple sources, including user or database input, scripts, WorkView attributes, E-Form data, images, Keyword Values, or other values stored in OnBase.

Document Packaging offers users the ability to generate a single PDF document from multiple source documents, all within OnBase. A predefined

package template can include a dynamic header, footer and table of contents. Before the package is finalized, documents and pages can be rearranged, duplicated, or removed from the final output, offering runtime flexibility and a high level of customization. The resulting packet is indexed and uploaded into OnBase and can be treated as any other OnBase PDF document—edited, routed and shared using your existing processes.

4.3.14 Premium Education Subscription Part # PetWS1 or Equal

4.3.14.1 Premium Education Subscription

4.3.14.1.1 Shall provide a premium enterprise-tier educational subscription

4.3.14.1.2 Include unlimited, on-demand access to advanced technical training, system administration courses, certification preparation materials, and role-based learning paths.

Premium Subscription is a suite of on-demand training and tools that any person in your organization can access at any time for role-based Hyland training. A Premium Subscription gives you access to hands-on labs, eLearning and more.

4.3.15 Intelligent Document Processing Part # CIC-PI-EDP_SAAS or Equal

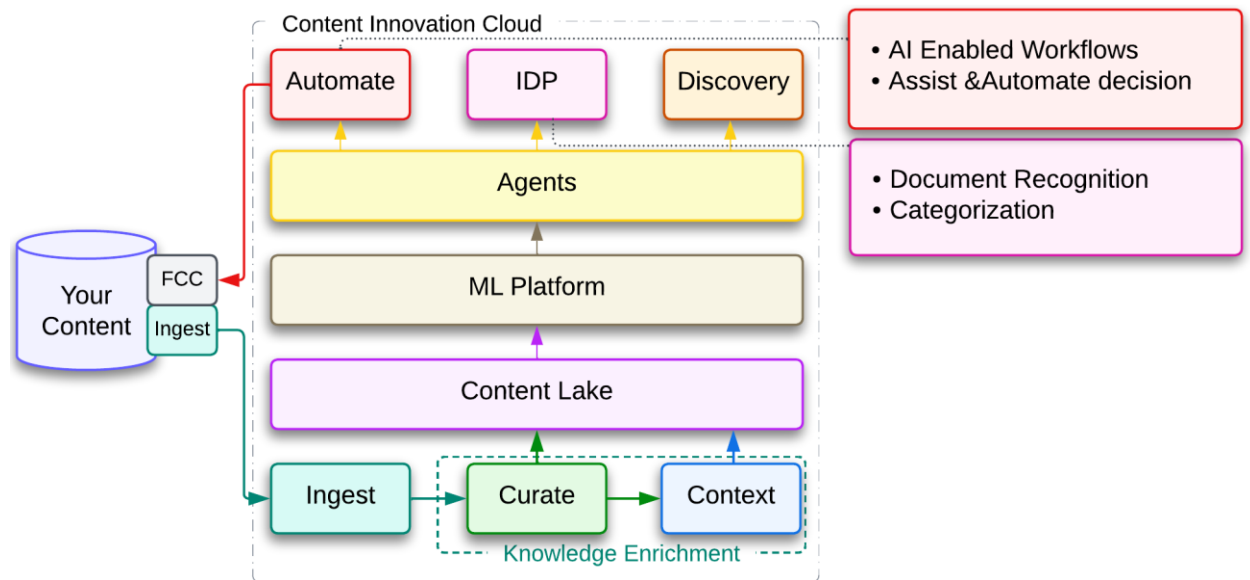
4.3.15.1 Intelligent Document Processing

4.3.15.1.1 Shall provide cloud-based Intelligent Document Processing (IDP) utilizing Artificial Intelligence (AI) and Machine Learning (ML)

4.3.15.1.2 Shall automatically classify semi structured and unstructured document and extract key value pairs without relying on rigid, predefined templates.

Hyland IDP provides AI-based document capture, separation, classification, data extraction and validation. AI-powered document capture, classification, separation, and data extraction with built-in validation—delivered through a prompt-based interface with intelligent field suggestions and seamless integration via APIs and pre-built connectors. This helps reduce processing costs, eliminate bottlenecks, and improve data accuracy.

Intelligent Document Processing and Automate



The Intelligent Document Processing (IDP) and Automate components integrate agents into workflows for process automation.

4.3.16 Knowledge Discovery Part # CIC-CI-DISCOVERY-S_SAAS, CIC-CI-DISCOVERY-D_SAAS, CIC-CI-Discovery-STRG_SAAS or Equal

4.3.16.1 Knowledge Discovery

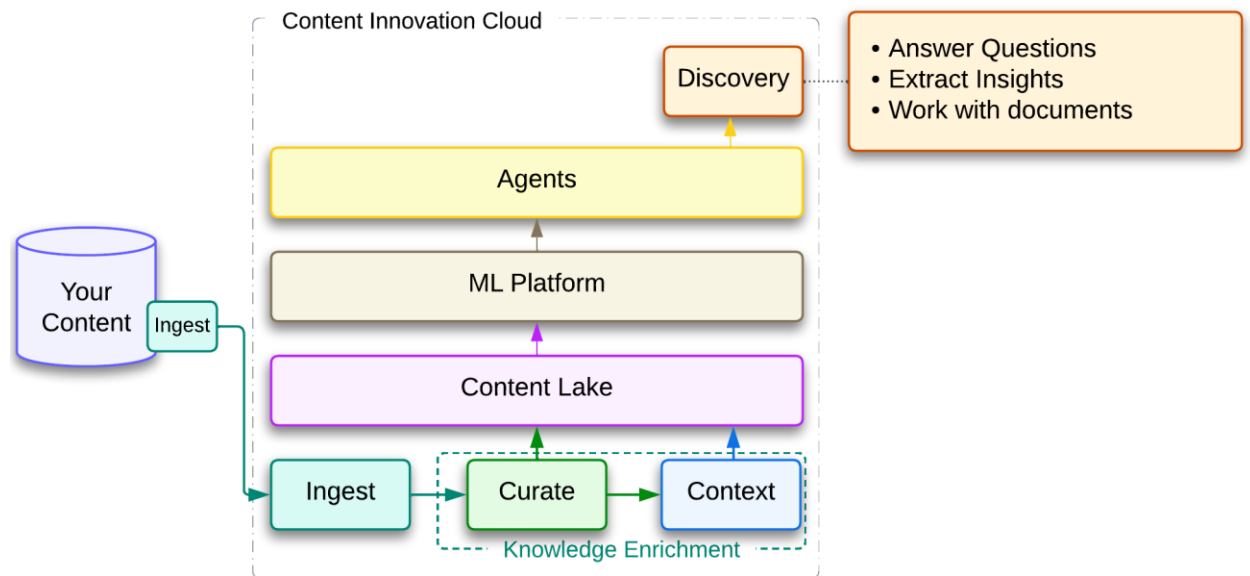
4.3.16.1.1 Shall include advanced enterprise search and knowledge discovery capabilities

4.3.16.1.2 Utilize AI or Natural Language Processing (NLP) to index, surface, and connect relevant information hidden within unstructured document text across entire repository, going beyond basic keyword/metadata searches.

Knowledge Discovery helps users find the right information faster.

It connects content sources and allows users to ask questions in plain language, returning answers that are grounded in approved documents with links back to the source.

Knowledge Discovery



Knowledge Discovery lets users interact with documents via chat.

It's a user interface on top of Agents and the Content Lake: users ask questions, and agents respond based on actual content.

Agents can be customized to behave differently depending on the content they're tied to.

4.3.17 Agent Builder Part # CIC-CI-AGENTBUILDER_SAAS or Equal

4.3.17.1 Agent Builder

4.3.17.1.1 Shall provide a low-code/no-code administrative toolset to build and deploy intelligent agents or digital assistants.

4.3.17.1.2 Shall be capable of integrating with end-users or system triggers to autonomously execute routine queries, retrieve specific content, or guide users through standard operational procedures.

Agent Builder delivers guidance where work happens. It uses trusted content and defined rules to provide consistent guidance, surface next steps, and support users at the moment of work. Gives users a guided experience to ask questions and get consistent answers. Grounds answers in your approved content, with links back to sources. Helps users take the next step by triggering workflows or handing off to the right team. Shall provide a low-code/no-code administrative toolset to build and deploy intelligent agents or digital assistants.

Agent Builder is an agent configuration and lifecycle management tool. It enables organizations to use AI agents to perform specific content-driven

tasks or specialize in particular areas of the business, augmenting the human workforce and enabling organization to implement AI at scale.

The Agent Builder platform can be used to create Agentic Tasks using the agents built with it.

4.3.18 Automate Part # CIC-PI-AUTOMATE-NU_SAAS, CIC-AUTOMATION-CU_SAAS or Equal

4.3.18.1 Automate

4.3.18.1.1 Shall include advanced workflow automation or Robotic Process Automation (RPA) capabilities.

4.3.18.1.2 Allow administrators to build automated scripts or workflows that can execute repetitive, rule-based tasks across both the document repository user interface and backend systems, maintaining manual keystrokes.

Automate is focused on keeping work moving. It routes tasks, manages approvals, and enforces consistent steps so work does not stall or rely on manual handoffs. This is the module that matters when teams say things like, who needs to approve this next, why does this take so long, and where is this stuck. Automate brings structure, visibility, and consistency so processes are easier to run and improve.

4.3.19 Knowledge Enrichment Part # CIC-CI-ENRICHMENT_SAAS or Equal

4.3.19.1 Knowledge Enrichment

4.3.19.1.1 System shall feature AI-driven text analytics and enrichment engine.

4.3.19.1.2 Shall automatically analyze unstructured text to identify, extract, and tag key entities to include but not limited names, organizations, locations, dates to automatically populate system metadata and improve future searchability.

Knowledge Enrichment is about making content more usable and trustworthy. Many teams have the right documents, but the content is inconsistent, missing context, or hard to classify, which makes everything downstream harder. Knowledge Enrichment applies metadata, classifications, and policies so information is more accurate, more relevant, and easier to use across systems. It's often the foundation that makes search, analytics, and automation work better.

4.3.20 DataBank Wrapper API (Subscription) Part # WRAP-S or Equal

4.3.20.1 DataBank Wrapper API (Subscription)

4.3.20.1.1 Must provide a middleware or “wrapper” API Service that simplifies integration between core document repository and legacy or line of business applications.

4.3.20.2 Must abstract the complexity of the core system’s native APIs, providing standardized endpoints to reduce custom coding efforts for future system integrations.

Wrapper API is a simplified version of the Unity API that is used to communicate with OnBase without requiring knowledge of or certification in the Hyland APIs. This easy-to-use code was written using Hyland Unity API best practices.

4.3.21 DataBank File Conversion Utility (Subscription) Part # DBFCU-S or Equal

4.3.21.1 DataBank File Conversion Utility (Subscription)

4.3.21.1.1 Shall include an automated, server-side file conversion utility.

4.3.21.1.2 Shall automatically convert proprietary, native, or legacy file formats (e.g., TIFF, Word, MSG) into standardized, long term archival formats (e.g. text-searchable PDF, or PDF/A) either in bulk or instantly upon document ingestion, without requiring manual user intervention.

Our utility is the professional solution for process-oriented PDF or Image data conversion. Plug it in to your current workflow or simply use it as a standalone tool to convert files the way you want. It is easily integrated with OnBase and ships with a ready-made script and workflow configuration for several conversion options. The utility is licensed to specific machines on which it is installed.

Conversions to PDF (and PDF/A) or Image (TIFF, JPEG, XPS, or SVG)

- Image (TIFF, JPEG, GIF, PNG, BMP, XPS, SVG)
- Plain Text (TXT, CSV, etc.)
- Rich Text (RTF)
- PDF (or PDF/A)
- MS Office (Word, Excel, PowerPoint)
- OpenOffice (Writer, Calc, Impress)
- E-Mail (MSG, EML; Message Only - No Attachments)
- HTML/MHT
- OnBase E-Forms
- OnBase Unity Forms
- PCL

4.3.22 Managed Services for OnBase Part # DB-OnBase-MS or Equal

4.3.22.1 Managed Services for OnBase

4.3.22.1.1 Shall provide comprehensive post-go-live Managed Services.

4.3.22.1.2 Shall provide proactive system monitoring, routing, software patching, version upgrades, and dedicated technical support.

With DataBank's Cloud Hosting Managed Services, we will include:

- Fully-Services upgrades every 2 years
- Cloud migration
- High availability and disaster recovery
- Advanced security & data protection
- Self-services cloud portal
- 24/7 system down monitoring
- Management OnBase infrastructure
- VPN site-to-site or direct connections

4.3.23 DataBank Cloud Hosting for Hyland OnBase Part # DB-HS-1 or Equal

4.3.23.1 DataBank Cloud Hosting for Hyland OnBase

4.3.23.1.1 Shall provide a fully managed, secure cloud hosting environment specifically tuned for proposed application

4.3.23.1.2 Shall include 99.9% uptime, include automated failover for disaster recovery, and comply with all West Virginia Department of Transportation and West Virginia Office of Technology relevant data security standards.

The DataBank Cloud Hosting partnering with AWS includes the following:

24/7 Monitoring

Your cloud environment and infrastructure should never go without observation. Whether or not you have staff on your team to cover this, we handle monitoring for you.

OnBase Maintenance

If you remain in the cloud, OnBase should always be updated. We've built OnBase maintenance and bi-annual upgrades into your subscription.

Benefits

Prioritize work that drives ROI.

Focus your developers on more valuable projects while we handle monitoring and maintenance.

Stay in-the-loop if incidents occur.

Receive notifications on important events.

Always understand your system status.

Visualize your system status in the self-service cloud portal.

What You Get

- Daily, weekly, monthly OnBase admin task ownership
- OnBase service monitoring and autonomous issue resolution when needed
- OnBase system monitoring
- Self-service cloud portal access to review system health bi-annual upgrades.

DataBank will help you map your goals, migrate your applications and software to the cloud, then take on monitoring and basic maintenance to keep your cloud and OnBase running smoothly.

What you can expect:

- Deep expertise - DataBank is familiar with the ins and outs of AWS, but also process improvement, change management, and your OnBase.
- Increased productivity - Since we are your dedicated cloud monitoring and maintenance resource, your teams spend more time on other valuable projects.
- Little to no downtime - We plan and work without disrupting your business. Plus, we are always on alert should we need to respond to an event within your system.
- Supercharged accessibility - We manage your cloud, but that doesn't mean we control it. You have access to third-party integrations, external apps, and databases.
- Integrations - Custom code and integrations are fully supported. 3rd Party Integration-Compatible.
- Increased productivity - Since DataBank is your dedicated cloud monitoring and maintenance resource, your teams spend more time on other valuable projects.

We manage your cloud, but that doesn't mean we control it. You have access to third-party integrations, external apps, and databases.

DataBank has built our business helping our clients find solutions to problems, and that's how we approached building The DataBank Cloud. DataBank knows OnBase, but we are also process and change management experts that specialize in planning for the unforeseen. We're not just software, or just hosting, or just OnBase - we're here to help you do it all. So, when you're ready to scale or make a change, we're with you every step of the way.

4.3.24 DataBank Cloud Storage Part # DB-HS-2 or Equal

4.3.24.1 DataBank Cloud Storage

4.3.24.1.1 Shall provide a cloud hosting solution that includes scalable, secure cloud storage for ingested documents, audio, and video files.

4.3.24.1.2 Storage architecture shall support data encryption at rest and in transit, automated backups, and flexible tiered storage options to accommodate future data growth.

The DataBank Cloud standard build starts with a dedicated Virtual Private Cloud (VPC) environment created for each customer. This is a single tenant environment enabling the ability to provide public facing access, VPN site-to-site access, or both if there is a need for VPN for employees as well as public facing for data and access that is meant for public consumption.

The DataBank Cloud is exclusively hosted within continental US based AWS availability zones. The DataBank Cloud staff are all employees of DataBank and are both US citizens and based in the US.

High Availability w/ Disaster Recovery

The standard DataBank Cloud infrastructure consists of High Availability (HA) with a minimum of two of every OnBase server component. Load balanced web components, SQL Server Always On Availability Group database cluster, replicated storage. The HA nodes are separated into two geographically close availability zones. The Disaster Recovery node is fully built at the time of production go-live and is built in a geographically separate availability zone, with data replication to this node.

The DataBank Cloud additionally performs data backups and server snapshots for the ability to rollback.

- Uptime = 99.95%
- RTO (Recovery Time Objective): 4 hours
- RPO (Recovery Point Objective): 1 hours
- hour per month scheduled system maintenance with minimal system interruptions through patching one HA node at a time.

System Monitoring

The DataBank Cloud utilizes a combination of monitoring and alerting systems for maintaining the health, performance, and uptime of the system and providing anomaly and threat detection and capacity planning. The default starting point for any customer system in the DataBank Cloud has over 2,000 monitored data points categorized into 30 unique Monitor types, each monitor type contains multiple data points that are monitored, recorded, and have warning and alarm thresholds as well as root cause analysis and logging for further pattern recognition and uptime reporting.

Beyond the default monitoring, customer specific monitors and alarms can be added based on business requirements. As well as based on what we learn as we continue to host your OnBase solution.

The DataBank Cloud is built to meet or exceed the stringent government & healthcare security requirements demanded by our customers. The DataBank Cloud is built to comply with FedRAMP, NST 800-53, CJIS, PUB 1075. The DataBank Cloud is ISO 27001 & 27017 certified, which includes annual audits performed by a 3rd party governing body. The DataBank Cloud operation includes all the security standards to be expected of an enterprise ready platform, including but not limited to:

- **Change Management**
- **Security Access Controls**
- **Web Application Firewalls**
- **Trusted Network Security Controls**
- **24/7 Threat Detection and Response**
- **Cloud Security Posture Management (CSPM)**
- **Extended Detection and Response (XDR)**
- **Intrusion Detection System (IDS)**
- **Data Encryption at rest and in transit**
- **Infrastructure as Code (IAC)**
- **Immutable Backups**
- **Internal and external vulnerability scanning**
- **Annual penetration testing**
- **Annual DR and backup testing**

Infrastructure Inventory

The following list contains all infrastructure components that will be hosted and managed by DataBank IMX within the Databank Cloud. Any Customer solution components and related infrastructure not listed will not be hosted within the DataBank Cloud.

High Availability Production with Disaster Recovery:

- **Every Customer's system is built on dedicated infrastructure in a Virtual Private Cloud (VPC) that is 3rd party audited annually for ISO 27001 and 27017 certified.**
- **3 availability zones**
 - **2 geographically close zones for High Availability Production**
 - **1 zone geographically separate for Disaster Recovery. Fully built and paused for cost savings. Storage remains on for data replication**
- **3 Microsoft SQL Server Database Servers**
 - **1 database server in each zone**
 - **2 database servers are built in a SQL Always On Availability Group (AOAG) cluster for High Availability in the 2 geographically close zones**

- 1 database server fully built in the disaster recovery zone. Normally off.
- 3 Windows IIS Servers running the Hyland OnBase Application Server
 - 1 OnBase AppServer in each zone
 - 2 OnBase AppServers are load balanced in the geographically close High Availability 2 zones
 - 1 OnBase AppServer is fully built in the disaster recovery zone. Normally off.
- 3 Windows IIS Servers running the Hyland OnBase Web Server (a.k.a. AppNet) and Unity Server if licensed
 - 1 OnBase Web Server in each zone
 - 2 OnBase Web Servers are load balanced in the geographically close High Availability 2 zones
 - 1 OnBase Web Server is fully built in the disaster recovery zone. Normally off.
- 2 Windows Servers running the Hyland OnBase Processing Applications
 - OnBase Scheduler Service
 - Unity Scheduler
 - 1 Server hosted within one of 2 geographically close high availability zones
 - 1 Server fully built in the disaster recovery zone. Normally off.
- Security & Monitoring
 - Cloud Security Posture Management (CSPM)
 - Extended Detection Response applications (XDR)
 - Intrusion Detection Systems (IDS)
 - 3rd party vulnerability scanning
 - Annual 3rd party penetration testing
 - 24/7 monitoring and alerting
 - All incoming public traffic is encrypted and secured via Web Application Firewalls.
- Connection Options:
 - Standard user access can be requested through:
 - External access

- VPN site-to-site
- Direct Connect
- Self Service Portal for up to 5 named administrative users. Includes web portal access to:
 - OnBase Thick Client
 - OnBase Configuration
 - OnBase Diagnostics Console
 - OnBase Studio
- Support for SAML providers through OnBase IdP available
- Storage:
 - File transfer to cloud through DataBank hosted S3 & SFTP
 - Triple replicated NetApp OnTap based storage
 - Immutable Backups and backup vault storage
 - All data encrypted at rest and in transit

4.3.25 DataBank Cloud Subscription or Equal

4.3.25.1 Shall be offered via an overarching Cloud Subscription or Software-as-a-Services (SaaS) licensing model

4.3.25.2 Include Core Document Repository

4.3.25.3 User Access Rights

4.3.25.4 Standard Maintenance

DataBank's Cloud Hosting Subscription for your OnBase System shall offer all of the following for one price:

- Advanced Security & Data Protection
- Managed OnBase Infrastructure
- Direct Database Access Available
- VPN Site-to-Site or Direct Connections Available
- Flexibility to Host Custom Code and Custom
- Database Components
- Standard System Upgrades and
- System Assessments Included
- Managed Hosting Included
- Self-Service Cloud Portal
- 24/7 System Down & Production Monitoring
- 3rd Party Integration-Compatible

- AWS Feature Expansion Capabilities
- Direct Access to Cloud Team

4.3.26 Content Management Professional Services

4.3.26.1 Experienced content management consultants, analysts and software developers shall be available to assist WV DOT with soft/workflow installation/configuration/customizations.

4.3.26.1.1 A Statement of Work (SOW) shall be developed that identifies the following:

4.3.26.1.1.1 Tasks to be performed

4.3.26.1.1.2 Deliverables

4.3.26.1.1.3 Staff assigned, resumes and experience level. Staff shall have a minimum two years of experience working in the specific subject area they will be assigned to.

4.3.26.1.1.4 Cost breakdown based on the rates bid in this RFQ.

4.3.26.1.1.5 WVDOT shall review and approve the SOW before commencing of any services.

DataBank's Professional Services Team offer requirements validation, project planning, system design, site review and preparation, and various other system-specific consulting. We also offer installation and implementation services, quality assurance testing, change control, end user and system administrator training, user systems acceptance testing, production cut-over services, post-implementation support, migration services and project management.

The average level of experience for DataBank Technical Services team members is seven years. We employ a large technical staff that consists of OnBase Certified Engineers, Microsoft Certified Systems Engineers, Developers, CDIAs (Certified Document Imaging Architect), Enterprise Content Management Professionals (ECMp), GISPs, professional developers and consultants. Specific members of our technical staff will be available to design, configure and implement this solution as well as to support the system after the installation. We do not need to subcontract any of the project services to other firms due to our extensive knowledge of the ECM industry and our experience of being able to consultatively work with clients to develop the optimal solution to your unique document management challenges.

By integrating information and document management, forms processing, conversion, records management, email and fax systems, we have helped hundreds of government agencies control their current paper workflow in a manageable electronic format, streamline operations, increase productivity and enhance the services to both external and internal customers. We have extensive experience in providing Digital Imaging Equipment, Conversion Services, Content Management and Business Process Automation Software, Consulting, Design, Implementation, Testing, Training, Maintenance and Support Services. Also, we are members of AIIM, (Association for Information & Image Management) and ARMA, (Association of Records Managers and Administrators).

DataBank has built a reputation for excellence in providing technology solutions that let customers capture, store, manage and distribute documents across an enterprise. We provide agencies with a complete document and record management and a robust workflow solution backed by the highest quality technology vendors and are committed to providing quality customer service. This commitment to excellence is supported by leading products including OnBase by Hyland Software, Kofax, Hyland Content Innovation Cloud, Ricoh, Kodak, and others.

DataBank provides a wide range of professional services capabilities to help customers deliver comprehensive solutions. The following list showcases services that will help the WVDOT achieve success with the OnBase platform.

<i>Infrastructure</i>	<i>Custom Development</i>
<i>Database migration</i>	<i>QA and Testing</i>
<i>Records Management (Taxonomy Consulting)</i>	<i>Training</i>
<i>Change Management</i>	<i>Support</i>
<i>Business Analysis</i>	<i>Upgrading</i>
<i>Solution Configuration</i>	<i>Project Management</i>

The Cloud Hosting Services, Database, Custom Development, Change Management, Support and Upgrade teams are some of the key differentiators for DataBank.

In order to offer you the most effective and comprehensive solution, DataBank has engaged its software development partner, Hyland Software, a leading U.S. provider of integrated content management software solutions to organizations worldwide. The solution called OnBase is designed with ease of use in mind in order to improve various aspects of your business processes. OnBase is the fastest growing ECM solution in the industry.

DataBank will provide the SOW that will contain all of the requirements listed above. DataBank’s Implementation SOW also contains the narrative description of a project's work requirements. It defines project-specific activities, deliverables and timelines for DataBank providing services to the client. The SOW also includes detailed requirements and pricing, with standard terms and conditions. DataBank will not move forward with a project until the SOW is reviewed and approved by WV DOT and a PO is issued.

4.3.26.1.2 Content Management Professional Positions:

- 4.3.26.1.2.1

Advanced Capture Consultant — must be able to provide expertise on capture solutions, documents business process requirements, configures capture solutions to meet requirements, provides administrative training and train the trainer courses, migrates solutions to additional

environments and provides user testing issue resolution and go-live support.

DataBank will provide an Advanced Capture Consultant to fulfill all of the requirements stated above.

4.3.26.1.2.2 Business Consultant — must be able to provide expertise on workflow and case management solutions, documents business process requirements, configures solutions to meet requirements, provides administrative training and train the trainer courses, migrates solutions to additional environments and provides user testing issue resolution and go-live support.

DataBank will provide a Business Consultant to fulfill all of the requirements stated above.

4.3.26.1.2.3 Conversion Consultant — must be able to provide expertise on the conversion process, leads conversations with WVDOT on best practices and assists in defining the conversion process to be utilized to meet WVDOT conversion requirements.

DataBank will provide a Conversion Consultant to fulfill all of the requirements stated above.

4.3.26.1.2.4 Database Engineer — must be able to provide expertise related to the software databases, makes recommendations on best practices, maintenance plans and disaster recovery considerations.

DataBank will provide a Database Engineer to fulfill all of the requirements stated above.

4.3.26.1.2.5 Enterprise Solutions Consultant — must be able provide long-term government and strategy planning, analysis, discovery and training to support WVDOT transformation with WVDOT's Software solution.

DataBank will provide an Enterprise Solution Consultant with all of the requirements stated above. DataBank's Senior Sales

Consultant will be your Enterprise Solution Consultant at no additional cost to WV DOT.

4.3.26.1.2.6 Infrastructure Analyst — must be able to provide consulting on the initial setup or review of hardware infrastructure impacting the Software solution.

DataBank will provide an Infrastructure Analyst to fulfill all of the requirements stated above.

4.3.26.1.2.7 Integration Engineer — Must be able to provide expertise on integrations and API development, support and mentors WVDOT on the creation of web service integrations. Develops custom scripts and pre- and postprocessors within Software to meet specialized WVDOT needs. Documents business requirements, develops solutions to meet requirements, provides administrative training and train the trainer courses, migrates solutions to additional environments and provides user testing issue resolution and go-live support.

DataBank will provide an Integration Engineer to fulfill all of the requirements stated above.

4.3.26.1.2.8 Principal Consultant — Must be able to provide software expertise to advise selected vendor and WVDOT implementation teams on best practices throughout SOW.

DataBank will provide a Principal Consultant to fulfill all of the requirements stated above. DataBank's Senior Sales Consultant will be your Principal Consultant at no additional cost to WV DOT.

4.3.26.1.2.9 Program Manager — Must be able to establish relationships with key stakeholders to regularly examine government needs against WVDOT vision, strategies and goals. Must be able to manage projects initiation, develops the project charter and plan, and coordinates schedules and

resources. Tracks burn down rates,
project/solution issues, scope creep and impact.

DataBank will provide a Program Manager/Project Manager to fulfill all of the requirements stated above.

4.3.26.1.2.10 Technical Consultant — Must be able to provide expertise on software installation and module configuration, Documents business requirements, installs and configures solutions to meet requirements, provides administrative training and train the trainer courses, migrates solutions to additional environments and provides user testing issue resolution and go-live support.

DataBank will provide a Technical Consultant to fulfill all of the requirements stated above.

4.3.26.1.2.11 Hyland OnBase System Administrator training or equal — Will be charged per person and train the following: Administrating system and system changes, point and click configuration tools, dropdown menus, check boxes, radio boxes, enable WVDOT to build applications, add new solutions, manage content, processes, and upgrade software .

DataBank can offer the Hyland OnBase System Administrator training that will fulfill the requirements above. This training can be provided in an online setting with an instructor. The OnBase System Administrator certification is awarded to OnBase System Administrators who possess a high level of OnBase knowledge, understand how OnBase is used in their organization, and demonstrate the ability to support and maintain their OnBase solution.

4.3.26.1.2.12 Hyland OnBase Introduction to Workflow training or equal — will be charged person and this must enable WVDOT to the processes and tools associated with designing, implementing, modifying and testing OnBase Workflow or equal implementations. Training scenarios must require WVDOT to employ multiple functions within their Workflow design. The course must present a hands-

on approach to understanding the Workflow interface, interactions and software possibilities.

DataBank can offer the Hyland OnBase Introduction to Workflow training that will fulfill the requirements above. This training can be provided in an online setting with an instructor. The OnBase Workflow Administrator certification is awarded to certified OnBase system administrators who demonstrate the ability to support and maintain an extensive OnBase Workflow solution.

4.3.26.1.2.13 Hyland OnBase Premium Subscription or equal - must be a suite of on-demand training tools created for the WVDOT. Must be role based professional development and allow WVDOT to learn and understand/manage the content management software. Premium Subscription must be at least a 12-month subscription that allows anyone within WVDOT with an active account to have access to the entire Premium Subscription catalog.

Hyland's Premium Education Subscription is a multi-year, discounted training program designed for individuals or teams within an organization to gain in-depth, role-based skills in Hyland's core products such as OnBase, IDP, Hyland Content Innovation Cloud, Perceptive Content, and Enterprise Imaging Key Features

- **Advanced, in-depth eLearning:** Covers advanced administration, interoperability, BPMN, case management, and AI-driven capabilities.
- **Role-based training:** Tailored to specific job functions (e.g., system administrator, solution architect, project sponsor).
- **Customizable end-user training:** Upload training materials to your internal portal or Learning Management System (LMS) .
- **Change management tools:** Includes resources for project managers and sponsors to guide adoption.
- **On-demand or scheduled training reports:** Track participation and progress .
- **Access to 150+ online technical courses:** Organized by role and technical level, with learning paths, certifications, and lab files .

Who Can Access

- Available to anyone in your organization with a Hyland ID.
- Often provided enterprise-wide under a Hyland Community ID or through an Enterprise License Agreement.

Benefits

- Multi-year access to instructor-led and on-demand courses, avoiding repeated purchase costs.
- Certifications: Earn Hyland's verifiable credentials to demonstrate expertise.
- Hands-on labs: Practice new skills in a secure environment.
- Ongoing support: Certification office hours and expert guidance.

In short, the Premium Education Subscription is Hyland's most comprehensive training offering, combining advanced technical training, certifications, and community resources to help teams master and maintain Hyland solutions effectively.

4.3.26.1.2.14 Hyland Work View Implementation

Shall provide training on solution's low-code application builder and case management capabilities. Shall teach administrators how to create data-driven applications, build relational database structures, and design customer user interfaces to manage data objects.

DataBank can offer the Hyland OnBase WorkView Implementation training that will fulfill the requirements above. This training can be provided in an online setting with an instructor. The OnBase WorkView Implementation certification is awarded to OnBase System Administrators who possess a high level of OnBase knowledge, understand how OnBase is used in their organization, and demonstrate the ability to support and maintain their OnBase WorkView/Case Management solution.

General Terms and Conditions

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

Revised 8/24/2023

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☒ Term Contract

Initial Contract Term: The Initial Contract Term will be for a period of One Year
Upon Award. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to Three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ Alternate Renewal Term – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

Revised 8/24/2023

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

☐ the contract will continue for _____ years;

☐ the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

☐ **One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☐ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☒ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

Revised 8/24/2023

☐ **One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

☐ **Construction:** This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

☐

☐

☐

☐

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

Revised 8/24/2023

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancellation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

☒ **Commercial General Liability Insurance** in at least an amount of: \$1,000,000 per occurrence.

☐ **Automobile Liability Insurance** in at least an amount of: _____ per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

☐

☐

☐

☐

Revised 8/24/2023

9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☒ \$100 per day _____ for Missed Mutually Agreed Upon _____.

☐ Liquidated Damages Contained in the Specifications.

☐ Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

Revised 8/24/2023

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in www.state.wv.us/admin/purchase/privacy.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or 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.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

Revised 8/24/2023

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☒ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☐ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

Revised 8/24/2023

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

Revised 8/24/2023

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

Revised 8/24/2023

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

(Printed Name and Title) Glenn Walther - Public Sector Business Development Director

(Address) 458 Pike Road, Huntingdon Valley, PA 19006

(Phone Number) / (Fax Number) 561-222-0101

(email address) gwalther@atabankimx.com

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

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

DataBank IMX LLC

(Company) Lee Meyerdirk

(Signature of Authorized Representative)

Lee Meyerdirk, Public Sector Practice Director

(Printed Name and Title of Authorized Representative) (Date)

612-759-0946

(Phone Number) (Fax Number)

Lmeyerdirk@atabankimx.com

(Email Address)

Current Certificate of Insurance

ACORD

CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 1

DATE (MM/DD/YYYY)
05/20/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Northeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE JAC No Ext: 1-877-945-7378 FAX JAC No: 1-888-467-2378 E-MAIL certificates@willis.com
INSURED DataBank Acquisition Corporation 458 Pike Road Huntingdon Valley, PA 19006	INSURER(S) AFFORDING COVERAGE INSURER A: Sampo America Insurance Company INSURER B: LM Insurance Corporation INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 11126 33600

COVERAGES	CERTIFICATE NUMBER: W46116361	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY		

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WGD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			TGM30035226903	04/01/2026	04/01/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			TAM30017921404	04/01/2026	04/01/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ 20,000 BODILY INJURY (Per accident) \$ 40,000 PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ RETENTION \$ 10,000			CPD41021V0	04/01/2026	04/01/2027	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N No	N/A	WCS-291-481430-016	01/01/2026	01/01/2027	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
--

CERTIFICATE HOLDER West Virginia Department of Transportation Building 5 1900 Kanawha Blvd E Charleston, WV 25305	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Patricia A. Fry
--	---

© 1988-2025 ACORD CORPORATION. All rights reserved.

ACORD 25 (2025/12)

The ACORD name and logo are registered marks of ACORD

SR ID: 29965736

BATCH: 4454304

Exhibit A - Pricing Page

WVDOT Content Management System RFQ(81260237)

Contract Item	Description	Est. Qty.	Unit of Measure	Year 1 Unit Cost	Year 2 Unit Cost	Year 3 Unit Cost	Year 4 Unit Cost	Extended Cost
SECTION 1: Baseline Inventory Renewals & Maintenance								
1.1	Continued Maintenance: ONB-SUB OnBase Pricing Simplification - On-Premise (Exp. 2026-09-30)	1	EA					
1.2	Continued Maintenance: ONB-SUB-KW OnBase Premier - Per User (Exp. 2026-09-30) DataBank believes that the current total for OnBase Premier - Per User is 225 users plus the 30 additional accounted for on line no# 16	126 (225)	EA	\$1,283.86	\$1,412.25	\$1,553.48	\$1,708.83	\$1,340,644.50
1.3	Continued Maintenance: ONB-SUB-INTG1 Integration Choice - Per Integration (Exp. 2026-09-30) SAME ITEM AS CONTRACT ITEM 1.4 BELOW	1	EA	N/A	N/A	N/A	N/A	N/A
1.4	Continued Maintenance: ONB-INTG1-14_SUBS Integration for ESRI ArcGIS Server (Exp. 2026-09-30)	1	EA	\$6,081.43	\$6,689.57	\$7,358.53	\$8,094.38	\$28,223.91
1.5	Continued Maintenance: ONB-SUB-DCP Document Composition & Packaging (Exp. 2026-09-30)	1	EA	\$20,271.43	\$22,298.57	\$24,528.43	\$26,981.27	\$94,079.70
1.6	Continued Maintenance: ONB-SUB OnBase Pricing Simplification - On-Premise (Exp. 2026-09-30) SAME ITEM AS CONTRACT ITEM 1.5 ABOVE	1	EA	N/A	N/A	N/A	N/A	N/A
1.7	Continued Maintenance: ONB-SUB-INTG1 Integration Choice - Per Integration (Exp. 2026-09-30) SAME ITEM AS CONTRACT ITEM 1.8 BELOW	1	EA	N/A	N/A	N/A	N/A	N/A
1.8	Continued Maintenance: ONB-INTG1-40_SUBS Query API (500 queries/hour) (Exp. 2026-09-30)	1	EA	\$5,528.57	\$6,081.43	\$6,689.57	\$7,358.53	\$25,658.10
1.9	Continued Maintenance: ONB-SUB-DW OnBase Essential - Per User (Exp. 2026-09-30)	100	EA	\$681.74	\$749.91	\$824.90	\$907.39	\$316,394.00
1.10	Continued Maintenance: ONB-SUB-PW OnBase Standard - Per User (Exp. 2026-09-30)	200	EA	\$889.70	\$978.67	\$1,076.54	\$1,184.19	\$825,820.00
1.11	Continued Maintenance: ONB-SUB-KW OnBase Premier - Per User (Exp. 2027-05-31)	30	EA	\$989.73	\$1,088.70	\$1,197.57	\$1,317.33	\$137,799.90
1.12	Continued Maintenance: 85L2000514 DATABANK WRAPPER API LICENSE (Exp. 2027-06-16)	1	EA	\$10,300.00	\$10,609.00	\$10,927.27	\$11,255.09	\$43,091.36
SECTION 2: Open-End New Software Licenses & Cloud Hosting								
4.1.1	Content Management Software	1	EA					
4.1.2	Hyland OnBase Essential User License Part # ONB-SUB-DW or equal WV DOT has purchased Essential Software Subscriptions of 100 users, so new software subscription would start in the next level displayed. Once new software subscription is purchased there is a 10% increase per year thereafter for the renewal.	500	EA	(101-200 users) \$514.29 (201-500 users) \$428.57 (500+ users) \$342.86	(101-200 users) \$514.29 (201-500 users) \$428.57 (500+ users) \$342.86	(101-200 users) \$514.29 (201-500 users) \$428.57 (500+ users) \$342.86	(101-200 users) \$514.29 (201-500 users) \$428.57 (500+ users) \$342.86	
4.1.3	Hyland OnBase Standard User License Part # ONB-SUB-PW or equal WV DOT has purchased Standard Software Subscriptions of 200 users, so new software subscription would start in the next level displayed. Once new software subscription is purchased there is a 10% increase per year thereafter for the renewal.	500	EA	(201-500 users) \$685.72 (500+ users) \$600.00	(201-500 users) \$685.72 (500+ users) \$600.00	(201-500 users) \$685.72 (500+ users) \$600.00	(201-500 users) \$685.72 (500+ users) \$600.00	
4.1.4	Hyland OnBase Premier User License Part # ONB-SUB-KW or equal WV DOT has purchased Premier Software Subscriptions of 255 users, so new software subscription would start in the next level displayed. Once new software subscription is purchased there is a 10% increase per year thereafter for the renewal.	500	EA	(201-500 users) \$942.86 (500+ users) \$857.14	(201-500 users) \$942.86 (500+ users) \$857.14	(201-500 users) \$942.86 (500+ users) \$857.14	(201-500 users) \$942.86 (500+ users) \$857.14	
4.1.5	Hyland OnBase Integration for WVDOT DocuSign eSignature Part # ONB-INTG1-11_SUBS or equal Once new software subscription is purchased there is a 10% increase per year thereafter for the renewal.	1	EA	\$5,142.86	\$5,657.15	\$6,222.87	\$6,845.18	23,868.06
4.1.6	Hyland OnBase Integration for WVDOT ESRI ArcGIS Server Part # ONB-INTG1-14_SUBS or equal WV DOT Already Owns This Licensing	1	EA	N/A	N/A	N/A	N/A	N/A
4.1.7	Hyland OnBase Essential Concurrent User Part #ONB-SUB-DW-C or equal The pricing displayed is if you purchase the software subscription in Year 1 through 4. Once new software subscription is purchased there is a 10% increase per year thereafter the renewal.	500	EA	(1-25 users) \$2,700.00 (26-50 users) \$2,400.00 (51-100 users) \$2,100.00 (101-200 users) \$1,800.00 (201-500 users) \$1,500.00 (500+ users) \$1,200.00	(25 users) \$2,700.00 (26-50 users) \$2,400.00 (51-100 users) \$2,100.00 (101-200 users) \$1,800.00 (201-500 users) \$1,500.00 (500+ users) \$1,200.00	(25 users) \$2,700.00 (26-50 users) \$2,400.00 (51-100 users) \$2,100.00 (101-200 users) \$1,800.00 (201-500 users) \$1,500.00 (500+ users) \$1,200.00	(25 users) \$2,700.00 (26-50 users) \$2,400.00 (51-100 users) \$2,100.00 (101-200 users) \$1,800.00 (201-500 users) \$1,500.00 (500+ users) \$1,200.00	
4.1.8	Hyland OnBase Standard Concurrent User Part #ONB-SUB-PW-C or equal The pricing displayed is if you purchase the software subscription in Year 1 through 4. Once new software subscription is purchased there is a 10% increase per year thereafter.	500	EA	(1-25 users) \$3,600.00 (26-50 users) \$3,300.00 (51-100 users) \$3,000.00 (101-200 users) \$2,700.00 (201-500 users) \$2,400.00 (500+ users) \$2,100.00	(25 users) \$3,600.00 (26-50 users) \$3,300.00 (51-100 users) \$3,000.00 (101-200 users) \$2,700.00 (201-500 users) \$2,400.00 (500+ users) \$2,100.00	(25 users) \$3,600.00 (26-50 users) \$3,300.00 (51-100 users) \$3,000.00 (101-200 users) \$2,700.00 (201-500 users) \$2,400.00 (500+ users) \$2,100.00	(25 users) \$3,600.00 (26-50 users) \$3,300.00 (51-100 users) \$3,000.00 (101-200 users) \$2,700.00 (201-500 users) \$2,400.00 (500+ users) \$2,100.00	

4.1.9	Hyland OnBase Premier Concurrent User Part # ONB-SUB-KW-C or equal The pricing displayed is if you purchase the software subscription in Year 1 through 4. Once newsoftware subscription is purchased there is a 10% increase per year thereafter.	500	EA	(1-25 users) \$4,500.00 (26-50 users) \$4,200.00 (51-100 users) \$3,900.00 (101-200 users) \$3,600.00 (201-500 users) \$3,300.00 (500+ users) \$3,000.00	(1-25 users) \$4,500.00 (26-50 users) \$4,200.00 (51-100 users) \$3,900.00 (101-200 users) \$3,600.00 (201-500 users) \$3,300.00 (500+ users) \$3,000.00	(1-25 users) \$4,500.00 (26-50 users) \$4,200.00 (51-100 users) \$3,900.00 (101-200 users) \$3,600.00 (201-500 users) \$3,300.00 (500+ users) \$3,000.00	(1-25 users) \$4,500.00 (26-50 users) \$4,200.00 (51-100 users) \$3,900.00 (101-200 users) \$3,600.00 (201-500 users) \$3,300.00 (500+ users) \$3,000.00	
4.1.10	Hyland Query API (500 queries/hour) (OnBase Unity/Core) Part# ONB-INTG1-40_SUBS or Equal WV DOT Already Owns This Licensing. It is in the renewal section.	500	EA	N/A	N/A	N/A	N/A	N/A

4.1.11	Hyland Query API (Additional block of 500 queries/hour) (OnBase Unity/Core) Part# APIPQ4_SUBS or Equal Once new software subscription is purchased there is a 10% increase per year thereafter for the renewal. Only 1 each Additional block of 500 queries/hour need to be purchased at a time.	500	EA	\$3,291.43	\$3,620.57	\$3,982.63	\$4,380.89	
4.1.12	Hyland OnBase Advanced Capture Part # ONB-SUB-ACAP or Equal Once new software subscription is purchased there is a 10% increase per year thereafter for the renewal. Only 1 each Advanced Capture will need to be purchased for use in the enterprise.	500	EA	\$25,714.29	\$28,285.72	\$31,114.29	\$34,225.72	
4.1.13	Document Composition & Packaging Part# ONB-SUB-DCP or Equal WV DOT Already Owns This Licensing	500	EA	N/A	N/A	N/A	N/A	
4.1.14	Premium Education Subscription Part #PETWS1 or Equal Only 1 each Premium Education Subscription needed per year.	500	EA	\$7,200.00	\$7,200.00	\$7,200.00	\$7,200.00	28,800.00
4.1.15	Intelligent Document Processing Part #CIC-PI-EDP_SAAS or Equal	500	EA	Please see Intelligent Document Processing pricing in Notes below this table.				
4.1.16	Knowledge Discovery Part# CIC-CI-DISCOVERY-S_SAAS, CIC-CI-DISCOVERY-D_SAAS, CIC-CI-DISCOVERY-STRG_SAAS or Equal	500	EA	Please see Knowledge Discovery pricing in Notes below this table.				
4.1.17	Agent Builder Part# CIC-CI-AGENTBUILDER_SAAS or Equal	500	EA	Please see Agent Builder pricing in Notes below this table.				
4.1.18	Automate Part# CIC-PI-AUTOMATE-NU_SAAS, CIC-AUTOMATION-CU_SAAS or Equal	500	EA	Please see Automate pricing in Notes below this table.				
4.1.19	Knowledge Enrichment Part# CIC-CI-ENRICHMENT_SAAS	500	EA	Please see Knowledge Enrichment pricing in Notes below this table.				
4.1.20	Databank Wrapper API (Subscription) Part# DBWRAP-S or Equal WV DOT Already Owns This Licensing and will not need to purchase new licenses again.	1	EA	N/A	N/A	N/A	N/A	
4.1.21	Databank File Conversion Utility (Subscription) Part# DBFCU-S or Equal	1	EA	\$5,000.00	\$5,150.00	\$5,304.50	\$5,463.64	\$20,918.14
4.1.22	Managed Services for OnBase Part# DB-OnBase-MS or Equal Quoted per hour for Managed Services.	1	EA	\$225.00	\$225.00	\$225.00	\$225.00	\$900.00
4.1.23	Databank Cloud Hosting for Hyland OnBase Part # DB-HS-1 or Equal Annual Cloud Hosting in Partnership with AWS includes High Availability with Disaster Recovery	1	EA	\$289,946.00	\$297,733.77	\$305,807.12	\$314,172.30	\$1,207,659.19
4.1.24	Databank Cloud Storage Part # DB-HS-2 or Equal Year 1- 6 TB Storage (\$21,600.00) Year 2- 7 TB Storage (\$25,200.00) Year 3- 8 TB Storage (\$28,800.00) Year 4- 9 TB Storage (\$32,400.00)	1	EA	\$21,600.00	\$25,200.00	\$28,800.00	\$32,400.00	108,000.00
4.1.25	Databank Cloud Subscription or Equal The Annual DataBank Cloud Subscription Fee would be the Cloud Hosting Part # DB-HS-1 plus the DataBank Cloud Storage Part # DB-HS-2	1	EA	\$311,546.00	\$322,933.77	\$334,607.12	\$346,572.30	\$1,315,659.19
SECTION 3: Professional Services & Training								
4.1.26.1	Advanced Capture Consultant or equal	500	HR	\$225.00	\$225.00	\$225.00	\$225.00	\$450,000.00
4.1.26.2	Business Consultant or equal	500	HR	\$225.00	\$225.00	\$225.00	\$225.00	\$450,000.00
4.1.26.3	Conversion Consultant or equal	500	HR	\$225.00	\$225.00	\$225.00	\$225.00	\$450,000.00
4.1.26.4	Database Engineer or equal	500	HR	\$225.00	\$225.00	\$225.00	\$225.00	\$450,000.00
4.1.26.5	Enterprise Solutions Consultant or equal	500	HR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4.1.26.6	Infrastructure Analyst or equal	500	HR	\$225.00	\$225.00	\$225.00	\$225.00	\$450,000.00
4.1.26.7	Integration Engineer or equal	500	HR	\$225.00	\$225.00	\$225.00	\$225.00	\$450,000.00
4.1.26.8	Principal Consultant or equal	500	HR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4.1.26.9	Program Manager or equal	500	HR	\$225.00	\$225.00	\$225.00	\$225.00	\$450,000.00
4.1.26.10	Technical Consultant or equal	500	HR	\$225.00	\$225.00	\$225.00	\$225.00	\$450,000.00
4.1.26.11	Hyland OnBase System Administrator training or equal Pricing is per training for one attendee.	500	EA	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00	
4.1.26.12	Hyland OnBase Introduction to Workflow training or equal Pricing is per training for one attendee.	500	EA	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00	
4.1.26.13	Hyland OnBase Premium Subscription or equal	1	LS	\$7,200.00	\$7,200.00	\$7,200.00	\$7,200.00	\$28,800.00
4.1.26.14	Hyland Work View Implementation Pricing is per training for one attendee.	500	HR	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00	

* Section 1 purchase volumes represent the fixed baseline inventory of the West Virginia Department of Transportation requiring ongoing maintenance upon subscription expiration. The estimated purchase volumes for Section 2 (new licenses) and Section 3 (professional services) represent approximate anticipated volume only;

** TRAVEL: Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

*** Optional Renewals: Years Two through Four may be renewed by Change Order upon mutual agreement between the Vendor and Agency.

**** All open-ended quantities are estimated and actual orders may be more or less.