



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 7

List View

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

Procurement Folder: 2046246

Procurement Type: Central Master Agreement

Vendor ID:

Legal Name: CONCOURSE TECH INC

Alias/DBA:

Total Bid: \$906,060.00

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

SO Doc Code: CRFQ

SO Dept: 0803

SO Doc ID: DOT2700000011

Published Date: 9/9/26

Close Date: 9/29/26

Close Time: 13:30

Status: Closed

Solicitation Description:

Total of Header Attachments: 7

Total of All Attachments: 7



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: 2046246
Solicitation Description: AI Utility Mapping (81270011)
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2026-09-29 13:30	SR 0803 ESR09282600000003286	1

VENDOR
VS0000047275
CONCOURSE TECH INC

Solicitation Number: CRFQ 0803 DOT2700000011

Total Bid: 906060 **Response Date:** 2026-09-28 **Response Time:** 13:37:08

Comments: Concourse Tech Inc. submits this response to CRFQ 0803 DOT2700000011 (AI Utility Mapping), including Addendum No. 1. Pricing is one all-inclusive Enterprise SaaS Application License with unlimited users at \$181,212.00 per year, firm for the initial term and all four optional renewal years, for a five-year total of \$906,060.00. Standard project processing, advanced QA/engineering validation, consulting and research hours, onboarding and training, and maintenance and support are included at no additional charge. Concourse takes no exceptions to the Solicitation's specifications, terms and conditions. Contract contact: Kelsey Shaner, Operations Manager, 646-305-9964, sales@concoursetech.com.

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

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	Yr 1 Enterprise SaaS Application License (Unlimited Users)				181212.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Commodity Line Comments: All-inclusive annual Enterprise SaaS Application License (unlimited users) for Initial Term Year 1. This price includes Standard Project Processing, Advanced QA / Engineering Validation, Dedicated Consulting & Research Hours, and Onboarding & Training Sessions for this contract year (Lines 2 through 5), plus maintenance and support, at no additional charge.

Extended Description:
AI Utility Mapping
Specifications Reference 3.1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Yr 1 Standard Project Processing (Up to 200 projects max)	200.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Commodity Line Comments: No separate charge. This item is included in the all-inclusive annual Enterprise SaaS Application License (Line 1) for this contract year, at the full estimated quantity shown. Delivery Days reflects the per-project turnaround of five (5) business days from receipt of project data, per Addendum No. 1, Q7 and Q26.

Extended Description:
AI Utility Mapping
Specifications Reference 3.1a

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Yr 1 Advanced QA / Engineering Validation	50.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Commodity Line Comments: No separate charge. This item is included in the all-inclusive annual Enterprise SaaS Application License (Line 1) for this contract year, at the full estimated quantity shown. Delivery Days reflects the per-project turnaround of five (5) business days from receipt of project data, per Addendum No. 1, Q7.

Extended Description:
AI Utility Mapping
Specifications Reference 3.1b

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Yr 1 Dedicated Consulting & Research Hours	50.00000	HOURL	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Commodity Line Comments: No separate charge. This item is included in the all-inclusive annual Enterprise SaaS Application License (Line 1) for this contract year, at the full estimated quantity shown.
Delivery Days reflects the start of work after receipt of an Agency Delivery Order under the Vendor-provided Statement of Work, per Addendum No. 1, Q8.

Extended Description:
AI Utility Mapping
Specifications Reference 3.2.1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Yr 1 Onboarding & Training Sessions	10.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
43232502			

Commodity Line Comments: No separate charge. This item is included in the all-inclusive annual Enterprise SaaS Application License (Line 1) for this contract year, at the full estimated quantity shown.
Delivery Days reflects scheduling of remote sessions after platform activation or Agency request.

Extended Description:
AI Utility Mapping
Specifications Reference 3.2.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Yr 2 Enterprise SaaS Application License (Unlimited Users)				181212.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Commodity Line Comments: All-inclusive annual Enterprise SaaS Application License (unlimited users) for Optional Renewal Year 2. This price includes Standard Project Processing, Advanced QA / Engineering Validation, Dedicated Consulting & Research Hours, and Onboarding & Training Sessions for this contract year (Lines 7 through 10), plus maintenance and support, at no additional charge. Price is unchanged from Year 1.

Extended Description:
AI Utility Mapping
Specifications Reference 3.1
Optional Renewal Year 2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Yr 2 Standard Project Processing	200.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Commodity Line Comments: No separate charge. This item is included in the all-inclusive annual Enterprise SaaS Application License (Line 6) for this contract year, at the full estimated quantity shown.
Delivery Days reflects the per-project turnaround of five (5) business days from receipt of project data, per Addendum No. 1, Q7 and Q26.

Extended Description:
AI Utility Mapping
Specifications Reference 3.1a
Optional Renewal Year 2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Yr 2 Advanced QA / Engineering Validation	50.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Commodity Line Comments: No separate charge. This item is included in the all-inclusive annual Enterprise SaaS Application License (Line 6) for this contract year, at the full estimated quantity shown.
Delivery Days reflects the per-project turnaround of five (5) business days from receipt of project data, per Addendum No. 1, Q7.

Extended Description:

AI Utility Mapping
Specifications Reference 3.1b
Optional Renewal Year 2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	Yr 2 Dedicated Consulting & Research Hours	50.00000	HOURL	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Commodity Line Comments: No separate charge. This item is included in the all-inclusive annual Enterprise SaaS Application License (Line 6) for this contract year, at the full estimated quantity shown.
Delivery Days reflects the start of work after receipt of an Agency Delivery Order under the Vendor-provided Statement of Work, per Addendum No. 1, Q8.

Extended Description:

AI Utility Mapping
Specifications Reference 3.2.1
Optional Renewal Year 2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Yr 2 Onboarding & Training Sessions	10.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
43232502			

Commodity Line Comments: No separate charge. This item is included in the all-inclusive annual Enterprise SaaS Application License (Line 6) for this contract year, at the full estimated quantity shown.
Delivery Days reflects scheduling of remote sessions after platform activation or Agency request.

Extended Description:

AI Utility Mapping
Specifications Reference 3.2.2
Optional Renewal Year 2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	Yr 3 Enterprise SaaS Application License (Unlimited Users)				181212.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Commodity Line Comments: All-inclusive annual Enterprise SaaS Application License (unlimited users) for Optional Renewal Year 3. This price includes Standard Project Processing, Advanced QA / Engineering Validation, Dedicated Consulting & Research Hours, and Onboarding & Training Sessions for this contract year (Lines 12 through 15), plus maintenance and support, at no additional charge. Price is unchanged from Year 1.

Extended Description:

AI Utility Mapping
Specifications Reference 3.1
Optional Renewal Year 3

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Yr 3 Standard Project Processing (Up to 200 projects max)	200.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Commodity Line Comments: No separate charge. This item is included in the all-inclusive annual Enterprise SaaS Application License (Line 11) for this contract year, at the full estimated quantity shown.
Delivery Days reflects the per-project turnaround of five (5) business days from receipt of project data, per Addendum No. 1, Q7 and Q26.

Extended Description:

AI Utility Mapping
Specifications Reference 3.1a
Optional Renewal Year 3

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	Yr 3 Advanced QA / Engineering Validation - max 50 proj	50.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Commodity Line Comments: No separate charge. This item is included in the all-inclusive annual Enterprise SaaS Application License (Line 11) for this contract year, at the full estimated quantity shown.
Delivery Days reflects the per-project turnaround of five (5) business days from receipt of project data, per Addendum No. 1, Q7.

Extended Description:

AI Utility Mapping
Specifications Reference 3.1b
Optional Renewal Year 3

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	Yr 3 Dedicated Consulting & Research Hours	50.00000	HOURL	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Commodity Line Comments: No separate charge. This item is included in the all-inclusive annual Enterprise SaaS Application License (Line 11) for this contract year, at the full estimated quantity shown.
Delivery Days reflects the start of work after receipt of an Agency Delivery Order under the Vendor-provided Statement of Work, per Addendum No. 1, Q8.

Extended Description:

AI Utility Mapping
Specifications Reference 3.2.1
Optional Renewal Year 3

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	Yr 3 Onboarding & Training Sessions	10.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
43232502			

Commodity Line Comments: No separate charge. This item is included in the all-inclusive annual Enterprise SaaS Application License (Line 11) for this contract year, at the full estimated quantity shown.
Delivery Days reflects scheduling of remote sessions after platform activation or Agency request.

Extended Description:

AI Utility Mapping
Specifications Reference 3.2.2
Optional Renewal Year 3

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
16	Yr 4 Enterprise SaaS Application License (Unlimited Users)				181212.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Commodity Line Comments: All-inclusive annual Enterprise SaaS Application License (unlimited users) for Optional Renewal Year 4. This price includes Standard Project Processing, Advanced QA / Engineering Validation, Dedicated Consulting & Research Hours, and Onboarding & Training Sessions for this contract year (Lines 17 through 20), plus maintenance and support, at no additional charge. Price is unchanged from Year 1.

Extended Description:

AI Utility Mapping
Specifications Reference 3.1
Optional Renewal Year 4

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
17	Yr 4 Standard Project Processing (Up to 200 projects max)	200.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Commodity Line Comments: No separate charge. This item is included in the all-inclusive annual Enterprise SaaS Application License (Line 16) for this contract year, at the full estimated quantity shown.
Delivery Days reflects the per-project turnaround of five (5) business days from receipt of project data, per Addendum No. 1, Q7 and Q26.

Extended Description:

AI Utility Mapping
Specifications Reference 3.1a
Optional Renewal Year 4

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
18	Yr 4 Advanced QA / Engineering Validation - max 50 proj	50.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Commodity Line Comments: No separate charge. This item is included in the all-inclusive annual Enterprise SaaS Application License (Line 16) for this contract year, at the full estimated quantity shown.
Delivery Days reflects the per-project turnaround of five (5) business days from receipt of project data, per Addendum No. 1, Q7.

Extended Description:

AI Utility Mapping
Specifications Reference 3.1b
Optional Renewal Year 4

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
19	Yr 4 Dedicated Consulting & Research Hours	0.00000	HOUR	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Commodity Line Comments: No separate charge. Fifty (50) Dedicated Consulting & Research Hours are included in the all-inclusive annual Enterprise SaaS Application License (Line 16) for this contract year. The quantity shown on this line is 0; per Addendum No. 1, Question 12, the Year 4 quantity is 50 hours, and Concourse has included 50 hours. Delivery Days reflects the start of work after receipt of an Agency Delivery Order under the Vendor-provided Statement of Work, per Addendum No. 1, Q8.

Extended Description:

AI Utility Mapping
Specifications Reference 3.2.1
Optional Renewal Year 4

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
20	Yr 4 Onboarding & Training Sessions	10.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
43232502			

Commodity Line Comments: No separate charge. This item is included in the all-inclusive annual Enterprise SaaS Application License (Line 16) for this contract year, at the full estimated quantity shown. Delivery Days reflects scheduling of remote sessions after platform activation or Agency request.

Extended Description:

AI Utility Mapping
Specifications Reference 3.2.2
Optional Renewal Year 4

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
21	Yr 5 Enterprise SaaS Application License (Unlimited Users)				181212.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Commodity Line Comments: All-inclusive annual Enterprise SaaS Application License (unlimited users) for Optional Renewal Year 5. This price includes Standard Project Processing, Advanced QA / Engineering Validation, Dedicated Consulting & Research Hours, and Onboarding & Training Sessions for this contract year (Lines 22 through 25), plus maintenance and support, at no additional charge. Price is unchanged from Year 1.

Extended Description:

AI Utility Mapping
Specifications Reference 3.1
Optional Renewal Year 5

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
22	Yr 5 Standard Project Processing (Up to 200 projects max)	200.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Commodity Line Comments: No separate charge. This item is included in the all-inclusive annual Enterprise SaaS Application License (Line 21) for this contract year, at the full estimated quantity shown.
Delivery Days reflects the per-project turnaround of five (5) business days from receipt of project data, per Addendum No. 1, Q7 and Q26.

Extended Description:
AI Utility Mapping
Specifications Reference 3.1a
Optional Renewal Year 5

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
23	Yr 5 Advanced QA / Engineering Validation - max 50 proj	50.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Commodity Line Comments: No separate charge. This item is included in the all-inclusive annual Enterprise SaaS Application License (Line 21) for this contract year, at the full estimated quantity shown.
Delivery Days reflects the per-project turnaround of five (5) business days from receipt of project data, per Addendum No. 1, Q7.

Extended Description:
AI Utility Mapping
Specifications Reference 3.1b
Optional Renewal Year 5

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
24	Yr 5 Dedicated Consulting & Research Hours	50.00000	HOUR	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
43230000			

Commodity Line Comments: No separate charge. This item is included in the all-inclusive annual Enterprise SaaS Application License (Line 21) for this contract year, at the full estimated quantity shown.
Delivery Days reflects the start of work after receipt of an Agency Delivery Order under the Vendor-provided Statement of Work, per Addendum No. 1, Q8.Q7.

Extended Description:
AI Utility Mapping
Specifications Reference 3.2.1
Optional Renewal Year 5

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
25	Yr 5 Onboarding & Training Sessions	10.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
43232502			

Commodity Line Comments: No separate charge. This item is included in the all-inclusive annual Enterprise SaaS Application License (Line 21) for this contract year, at the full estimated quantity shown.
Delivery Days reflects scheduling of remote sessions after platform activation or Agency request.

Extended Description:
AI Utility Mapping
Specifications Reference 3.2.2
Optional Renewal Year 5

EXHIBIT A - PRICING PAGE
LOCATION - BUILDING 5, ROOM A-720 CHARLESTON, WV 25305
81270011 AI Utility Mapping

Specifications Reference	Description	Unit of Measure	Quantity	Unit Cost	Extended Price Total	Year 2	Year 3	Year 4	Year 5
3.1	Enterprise SaaS Application License (Unlimited Users)	Year	1	\$181,212.00	\$181,212.00	\$181,212.00	\$181,212.00	\$181,212.00	\$181,212.00
3.1a	Standard Project Processing (Up to 200 projects max)	Project	200	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3.1b	Advanced QA / Engineering Validation (Up to 50 projects max)	Project	50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3.2.1	Dedicated Consulting & Research Hours	Hour	50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3.2.2	Onboarding & Training Sessions	Sessions	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

\$181,212.00

The Pricing Pages contain a list of the Contract Items and quantities to be purchased.
All quantities are estimated and can be more or less


Vendor Signature



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: 2046246			Reason for Modification: ADDENDUM NO_1 Vendor Questions and Responses Bid Opening moves to 09/29/2026
Doc Description: AI Utility Mapping (81270011)			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-09-09	2026-09-29 13:30	CRFQ 0803 DOT2700000011	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State :

Country :

Zip :

Principal Contact :

Vendor Contact Phone:

Extension:

FOR INFORMATION CONTACT THE BUYER

John W Estep
304-558-2566
john.w.estep@wv.gov

**Vendor
Signature X**

FEIN#

92-0732705

DATE

09/28/2026

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

ADDITIONAL INFORMATION

Addendum No_1

Addendum No_1 issued to publish and distribute the attached information to the Vendor Community.

REQUEST FOR QUOTATION:

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Transportation to establish an open-end contract to initiate a Pilot Project to utilize Artificial Intelligence (AI) for utility mapping across various design projects statewide. 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	Yr 1 Enterprise SaaS Application License (Unlimited Users)				

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:

AI Utility Mapping
Specifications Reference 3.1

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
2	Yr 1 Standard Project Processing (Up to 200 projects max)	200.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:

AI Utility Mapping
Specifications Reference 3.1a

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
3	Yr 1 Advanced QA / Engineering Validation	50.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:
AI Utility Mapping
Specifications Reference 3.1b

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
4	Yr 1 Dedicated Consulting & Research Hours	50.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:
AI Utility Mapping
Specifications Reference 3.2.1

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
5	Yr 1 Onboarding & Training Sessions	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43232502			

Extended Description:

AI Utility Mapping
Specifications Reference 3.2.2

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
6	Yr 2 Enterprise SaaS Application License (Unlimited Users)				

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:

AI Utility Mapping
Specifications Reference 3.1
Optional Renewal Year 2

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
7	Yr 2 Standard Project Processing	200.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:

AI Utility Mapping
Specifications Reference 3.1a
Optional Renewal Year 2

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
8	Yr 2 Advanced QA / Engineering Validation	50.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:

AI Utility Mapping
Specifications Reference 3.1b
Optional Renewal Year 2

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
9	Yr 2 Dedicated Consulting & Research Hours	50.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:

AI Utility Mapping
Specifications Reference 3.2.1
Optional Renewal Year 2

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
10	Yr 2 Onboarding & Training Sessions	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43232502			

Extended Description:

AI Utility Mapping
Specifications Reference 3.2.2
Optional Renewal Year 2

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
11	Yr 3 Enterprise SaaS Application License (Unlimited Users)				

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:

AI Utility Mapping
Specifications Reference 3.1
Optional Renewal Year 3

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
12	Yr 3 Standard Project Processing (Up to 200 projects max)	200.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:

AI Utility Mapping
Specifications Reference 3.1a
Optional Renewal Year 3

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
13	Yr 3 Advanced QA / Engineering Validation - max 50 proj	50.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:

AI Utility Mapping
Specifications Reference 3.1b
Optional Renewal Year 3

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
14	Yr 3 Dedicated Consulting & Research Hours	50.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:

AI Utility Mapping
Specifications Reference 3.2.1
Optional Renewal Year 3

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
15	Yr 3 Onboarding & Training Sessions	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43232502			

Extended Description:

AI Utility Mapping
Specifications Reference 3.2.2
Optional Renewal Year 3

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
16	Yr 4 Enterprise SaaS Application License (Unlimited Users)				

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:

AI Utility Mapping
Specifications Reference 3.1
Optional Renewal Year 4

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
17	Yr 4 Standard Project Processing (Up to 200 projects max)	200.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:

AI Utility Mapping
Specifications Reference 3.1a
Optional Renewal Year 4

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
18	Yr 4 Advanced QA / Engineering Validation - max 50 proj	50.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:

AI Utility Mapping
Specifications Reference 3.1b
Optional Renewal Year 4

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
19	Yr 4 Dedicated Consulting & Research Hours	0.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:

AI Utility Mapping
Specifications Reference 3.2.1
Optional Renewal Year 4

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
20	Yr 4 Onboarding & Training Sessions	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43232502			

Extended Description:

AI Utility Mapping
Specifications Reference 3.2.2
Optional Renewal Year 4

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
21	Yr 5 Enterprise SaaS Application License (Unlimited Users)				

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:

AI Utility Mapping
Specifications Reference 3.1
Optional Renewal Year 5

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
22	Yr 5 Standard Project Processing (Up to 200 projects max)	200.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:

AI Utility Mapping
Specifications Reference 3.1a
Optional Renewal Year 5

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
23	Yr 5 Advanced QA / Engineering Validation - max 50 proj	50.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:

AI Utility Mapping
Specifications Reference 3.1b
Optional Renewal Year 5

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
24	Yr 5 Dedicated Consulting & Research Hours	50.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:

AI Utility Mapping
Specifications Reference 3.2.1
Optional Renewal Year 5

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
25	Yr 5 Onboarding & Training Sessions	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43232502			

Extended Description:

AI Utility Mapping
Specifications Reference 3.2.2
Optional Renewal Year 5

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Tech Question due by 10:00am	2026-09-08

SOLICITATION NUMBER: CRFQ DOT2700000011

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ DOT27000000011 Solicitation” to reflect the change(s) identified and described below.

Applicable Addendum Category:

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

Additional Documentation:

Vendor Questions and Responses

Bid opening moves to 09/29/2026 at 1:30 PM

Terms and Conditions:

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

Technical Questions:

1. Regarding the Cloud Security Alliance (CSA) STAR Self-Assessment / CAIQ requirement, is submission mandatory at the exact time of bid submission, or is it required only of the apparent successful vendor prior to final contract award?

Answer: Please refer to <https://technology.wv.gov/policy-governance/ot-policies>

2. For the annual Data Center Audit requirement in the WV Cloud SaaS Addendum, what specific third-party security certifications or frameworks (e.g., ISO/IEC 27001, FedRAMP, CJIS, NIST SP 800-53 attestation) will WVDOT accept as an approved equivalent to a SOC 2 Type II report?

Answer: Please refer <https://technology.wv.gov/policy-governance/ot-policies>

3. Does WVDOT require the cloud-based AI SaaS platform to interface directly with state GIS repositories (such as Esri ArcGIS Enterprise/Portal) via REST APIs, or will project data and GIS layers be uploaded manually in standard geospatial file formats (e.g., Shapefile, GeoJSON, DWG/DGN)?

Answer: REST APIs for integration.

4. Regarding ASCE 38-22 Quality Levels (QL-D through QL-A), what specific metadata, attribute fields, or confidence score reporting formats does WVDOT require the AI utility mapping outputs to produce?

Answer: QL designation, utility types, coordinates/elevations, detection/location method. WVDOH does not have a standard reporting format. Any CAD files should follow WVDOH CAD Standards.

5. For Contract Item 3.1b (Advanced QA / Engineering Validation for up to 50 projects), does WVDOT require validation to be performed or stamped by a West Virginia-licensed Professional Engineer (PE) or Professional Surveyor (PS), or is technical/SME review by GIS/utility mapping engineers acceptable?

Answer: Technical/SME is acceptable.

6. What typical input datasets will WVDOT provide for each of the estimated 200 standard design projects (e.g., digitized record drawings, AS-BUILT CAD files, aerial imagery, 811 tickets, GPR scans, LiDAR point clouds)?

Answer: Standard Design Files.

7. Is there predefined turnaround time SLAs required for standard project processing (Item 3.1a) and advanced QA engineering validation (Item 3.1b) following WVDOT project submittal?

Answer: Five (5) business days.

8. How does WVDOT plan to issue delivery orders for the 50 Dedicated Consulting & Research Hours (Item 3.2.1), and what specific scope or task order deliverables are anticipated?

Answer: Statement of Works (SOW) should be provided by vendor. From there, Agency Delivery Orders (ADO's) will be issued based on the Master Agreement.

9. For the 10 Onboarding & Training Sessions (Item 3.2.2), will sessions be conducted remotely/virtually via Microsoft Teams/web conferencing, or is on-site instructor-led delivery at Building 5 in Charleston required?

Answer: Remote sessions are fine.

10. Under the WV Cloud Addendum, what specific identity provider protocols (e.g., SAML 2.0, OpenID Connect, Azure AD / Entra ID) must the SaaS solution support for third-party Multi-Factor Authentication (MFA)?

Answer: Please refer to the West Virginia Office of Technology website <https://technology.wv.gov/policy-governance/ot-policies>

11. What are the expected data retention and historical access requirements across multi-year renewals for completed project mapping files and audit logs once a design project concludes?

Answer: The data and the output can be kept in a securely protected central repository, and they will be available to WVDOT-Right Of Way long-term.

12. In the Pricing Page renewal schedule, Year 4 lists 0 hours for Consulting & Research while Years 2, 3, and 5 list 50 hours; please confirm whether Year 4 was intended to include 50 hours or remain at 0.

Answer: 50 hours. All quantities are estimated and not guaranteed.

13. If a vendor offers an alternate commercial SaaS platform meeting or exceeding specifications, what specific documentation is required beyond the software specifications sheet and functional alignment matrix to prove equality?

Answer: At minimum, a demo needs to be submitted.

14. Can WVDOT clarify the background check protocol under W. Va. Code § 15-2D-3 for vendor personnel who provide remote SaaS maintenance, support, and consulting without physical access to state facilities?

Answer: Vendor will be required to work with the WV Office of Technology.

15. Will WVDOT permit multi-tenant commercial cloud hosting (e.g., AWS GovCloud or Commercial Cloud, Microsoft Azure) if data segregation, encryption at rest (FIPS 140-2), encryption in transit, and U.S.-only data residency requirements are fully satisfied?

Answer: Yes.

16. What is the anticipated budget for this contract?

To preserve the competitive integrity of the bidding process, we do not disclose project budgets. Our financial response is structured to provide the best value based strictly on your technical requirements.

17. Is there a preference for local vendors?

Answer: No.

18. What is the annual budget allocated for this RFP?

Answer: Refer to question 16

19. Will work be onsite or remote?

Answer: Remote

20. Can vendor provide entire services from offshore location (outside US geography)

Answer: No.

21. Who are previous incumbents on this project?

Answer: None.

22. We kindly request a 1–2-week extension of the proposal submission deadline to ensure a thorough and high-quality response.

Answer: We will allow 1 week extension.

23. What is the total budget for this contract?

Answer: Refer to question 16.

24. Is this a single-vendor or multi-vendor award?

Answer: Single Vendor

25. For a typical design project, what source materials will WVDOT provide to the application, including GIS layers, utility-owner records, survey or CAD files, imagery, as-built plans, and project boundaries, and through which file formats, APIs, or transfer mechanisms must these materials be exchanged?

Answer: Standard Design Files. Design Project sets can be shared via secured FTP server.

26. Please define an individual “project” for purposes of the standard project-processing and advanced-QA line items, including any applicable limits or expected ranges for route mileage, acreage, number of files, data volume, utility density, and required turnaround time.

Answer: GPS coordinates of the project area (or kmz) will be provided, up to 10 acres. Data should be provided within 5 business days.

27. What deliverables and acceptance criteria will apply to the advanced validation and quality-assurance review, and must the review be performed or approved by a licensed professional engineer or personnel holding specified utility-engineering qualifications?

Answer: Please refer to question #5.

28. Does the 72-hour platform-activation requirement begin only after WVOT has completed its security and cloud review?

Answer: Yes.

29. What security documentation, testing, or approval must the successful vendor complete before WVDOT may upload infrastructure and GIS data?

Answer: Refer to the West Virginia Office of Technology website

<https://technology.wv.gov/policy-governance/ot-policies>

30. For determining the lowest overall total cost, will the State evaluate all estimated quantities for each of the five possible contract years, including 200 standard projects and 50 advanced-QA projects per year, or will only the initial contract year be included in the evaluated total?

Answer: Evaluation is based on the lowest overall bid. Since this year is a pilot, we cannot guarantee a multi-year award at this stage.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DOT2700000011

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

☒ Addendum No. 1	☐ Addendum No. 6
☐ Addendum No. 2	☐ Addendum No. 7
☐ Addendum No. 3	☐ Addendum No. 8
☐ Addendum No. 4	☐ Addendum No. 9
☐ Addendum No. 5	☐ Addendum No. 10

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

Concourse Tech Inc.

Company



Authorized Signature

09/28/2026

Date

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

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.

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 (1) Year. 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 (4) Four 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.

☐ **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.

☐ **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.

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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.

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 cancelation, 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: \$1,000,000.00 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: \$1,000,000.00 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.

☐

☐

☐

☐

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:

☐ _____ for _____.

☐ 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.

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.

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.

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.

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.

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) Kelsey Shaner, Operations Manager

(Address) 169 Madison Ave, Suite 15520, New York, NY 10016

(Phone Number) / (Fax Number) 646-305-9964 / 332-529-1022

(email address) sales@concoursetech.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.

Concourse Tech Inc.

(Company) _____

(Signature of Authorized Representative)

Kelsey Shaner, Operations Manager 09/28/2026

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

646-305-9964

(Phone Number) (Fax Number)

sales@concoursetech.com

(Email Address)

Software as a Service Addendum

1. Definitions:

Acceptable alternative data center location means a country that is identified as providing equivalent or stronger data protection than the United States, in terms of both regulation and enforcement. DLA Piper's Privacy Heatmap shall be utilized for this analysis and may be found at <https://www.dlapiperdataprotection.com/index.html?t=world-map&c=US&c2=IN>.

Authorized Persons means the service provider's employees, contractors, subcontractors or other agents who have responsibility in protecting or have access to the public jurisdiction's personal data and non-public data to enable the service provider to perform the services required.

Data Breach means the unauthorized access and acquisition of unencrypted and unredacted personal data that compromises the security or confidentiality of a public jurisdiction's personal information and that causes the service provider or public jurisdiction to reasonably believe that the data breach has caused or will cause identity theft or other fraud.

Individually Identifiable Health Information means information that is a subset of health information, including demographic information collected from an individual, and (1) is created or received by a health care provider, health plan, employer or health care clearinghouse; and (2) relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (a) that identifies the individual; or (b) with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

Non-Public Data means data, other than personal data, that is not subject to distribution to the public as public information. It is deemed to be sensitive and confidential by the public jurisdiction because it contains information that is exempt by statute, ordinance or administrative rule from access by the general public as public information.

Personal Data means data that includes information relating to a person that identifies the person by first name or first initial, and last name, and has any of the following personally identifiable information (PII): government-issued identification numbers (e.g., Social Security, driver's license, state identification card); financial account information, including account number, credit or debit card numbers; or protected health information (PHI).

Protected Health Information (PHI) means individually identifiable health information transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium. PHI excludes education records covered by the Family Educational Rights and Privacy Act (FERPA), as amended, 20 U.S.C. 1232g, records described at 20 U.S.C. 1232g(a)(4)(B)(iv) and employment records held by a covered entity in its role as employer.

Public Jurisdiction means any government or government agency that uses these terms and conditions. The term is a placeholder for the government or government agency.

Public Jurisdiction Data means all data created or in any way originating with the public jurisdiction, and all data that is the output of computer processing or other electronic manipulation of any data that was created by or in any way originated with the public jurisdiction, whether such data or output is stored on the public jurisdiction's hardware, the service provider's hardware or exists in any system owned, maintained or otherwise controlled by the public jurisdiction or by the service provider.

Public Jurisdiction Identified Contact means the person or persons designated in writing by the public jurisdiction to receive security incident or breach notification.

Restricted data means personal data and non-public data.

Security Incident means the actual unauthorized access to personal data or non-public data the service provider believes could reasonably result in the use, disclosure or theft of a public jurisdiction's unencrypted personal data or non-public data within the possession or control of the service provider. A security incident may or may not turn into a data breach.

Service Provider means the contractor and its employees, subcontractors, agents and affiliates who are providing the services agreed to under the contract.

Software-as-a-Service (SaaS) means the capability provided to the consumer to use the provider's applications running on a cloud infrastructure. The applications are accessible from various client devices through a thin-client interface such as a Web browser (e.g., Web-based email) or a program interface. The consumer does not manage or control the underlying cloud infrastructure including network, servers, operating systems, storage or even individual application capabilities, with the possible exception of limited user-specific application configuration settings.

2. Data Ownership: The public jurisdiction will own all right, title and interest in its data that is related to the services provided by this contract. The service provider shall not access public jurisdiction user accounts or public jurisdiction data, except (1) in the course of data center operations, (2) in response to service or technical issues, (3) as required by the express terms of this contract or (4) at the public jurisdiction's written request.

3. Data Protection and Privacy: Protection of personal privacy and data shall be an integral part of the business activities of the service provider to ensure there is no inappropriate or unauthorized use of public jurisdiction information at any time. To this end, the service provider shall safeguard the confidentiality, integrity and availability of public jurisdiction information and comply with the following conditions:

- a) The service provider shall implement and maintain appropriate administrative, technical and physical security measures to safeguard against unauthorized access, disclosure or theft of personal data and non-public data. In Appendix A,

the public jurisdiction shall indicate whether restricted information will be processed by the service provider. Such security measures shall be in accordance with recognized industry practice and not less stringent than the measures the service provider applies to its own personal data and non-public data of similar kind. The service provider shall ensure that all such measures, including the manner in which personal data and non-public data are collected, accessed, used, stored, processed, disposed of and disclosed, comply with applicable data protection and privacy laws, as well as the terms and conditions of this Addendum and shall survive termination of the underlying contract.

- b) The service provider represents and warrants that its collection, access, use, storage, disposal and disclosure of personal data and non-public data do and will comply with all applicable federal and state privacy and data protection laws, as well as all other applicable regulations, policies and directives.
- c) The service provider shall support third-party multi-factor authentication integration with the public jurisdiction third-party identity provider to safeguard personal data and non-public data.
- d) If, in the course of its engagement by the public jurisdiction, the service provider has access to or will collect, access, use, store, process, dispose of or disclose credit, debit or other payment cardholder information, the service provider shall at all times remain in compliance with the Payment Card Industry Data Security Standard ("PCI DSS") requirements, including remaining aware at all times of changes to the PCI DSS and promptly implementing all procedures and practices as may be necessary to remain in compliance with the PCI DSS, in each case, at the service provider's sole cost and expense. All data obtained by the service provider in the performance of this contract shall become and remain the property of the public jurisdiction.
- e) All personal data shall be encrypted at rest and in transit with controlled access. Unless otherwise stipulated, the service provider is responsible for encryption of the personal data.
- f) Unless otherwise stipulated, the service provider shall encrypt all non-public data at rest and in transit, in accordance with recognized industry practice. The public jurisdiction shall identify data it deems as non-public data to the service provider.
- g) At no time shall any data or process – that either belong to or are intended for the use of a public jurisdiction or its officers, agents or employees — be copied, disclosed or retained by the service provider or any party related to the service provider for subsequent use in any transaction that does not include the public jurisdiction.
- h) The service provider shall not use or disclose any information collected in connection with the service issued from this proposal for any purpose other than fulfilling the service.
- i) Data Location. For non-public data and personal data, the service provider shall provide its data center services to the public jurisdiction and its end users solely from data centers in the U.S. Storage of public jurisdiction data at rest shall be located solely in data centers in the U.S. The service provider shall not allow its personnel or contractors to *store* public jurisdiction data on portable devices, including personal computers, except for devices that are used and kept only at its

U.S. data centers. With agreement from the public jurisdiction, this term may be met by the service provider providing its services from an acceptable alternative data center location, which agreement shall be stated in Appendix A. The Service Provider may also request permission to utilize an acceptable alternative data center location during a procurement's question and answer period by submitting a question to that effect. The service provider shall permit its personnel and contractors to access public jurisdiction data remotely only as required to provide technical support.

4. Security Incident or Data Breach Notification: The service provider shall inform the public jurisdiction of any confirmed security incident or data breach.

- a) Incident Response: The service provider may need to communicate with outside parties regarding a security incident, which may include contacting law enforcement, fielding media inquiries and seeking external expertise as defined by law or contained in the contract. Discussing security incidents with the public jurisdiction shall be handled on an urgent as-needed basis, as part of service provider communication and mitigation processes defined by law or contained in the contract.
- b) Security Incident Reporting Requirements: The service provider shall report a confirmed Security Incident as soon as practicable, but no later than twenty-four (24) hours after the service provider becomes aware of it, to: (1) the department privacy officer, by email, with a read receipt, identified in Appendix A; and, (2) unless otherwise directed by the public jurisdiction in the underlying contract, the WVOT Online Computer Security and Privacy Incident Reporting System at <https://apps.wv.gov/ot/ir/Default.aspx>, and (3) the public jurisdiction point of contact for general contract oversight/administration. The following information shall be shared with the public jurisdiction: (1) incident phase (detection and analysis; containment, eradication and recovery; or post-incident activity), (2) projected business impact, and, (3) attack source information.
- c) Breach Reporting Requirements: Upon the discovery of a data breach or unauthorized access to non-public data, the service provider shall immediately report to: (1) the department privacy officer, by email, with a read receipt, identified in Appendix A; and, (2) unless otherwise directed by the public jurisdiction in the underlying contract, the WVOT Online Computer Security and Privacy Incident Reporting System at <https://apps.wv.gov/ot/ir/Default.aspx>, and the public jurisdiction point of contact for general contract oversight/administration.

5. Breach Responsibilities: This section only applies when a data breach occurs with respect to personal data within the possession or control of the service provider.

- a) Immediately after being awarded a contract, the service provider shall provide the public jurisdiction with the name and contact information for an employee of service provider who shall serve as the public jurisdiction's primary security contact and shall be available to assist the public jurisdiction twenty-four (24) hours per day, seven (7) days per week as a contact in resolving obligations associated with a data breach. The service provider may provide this information in Appendix A.

- b) Immediately following the service provider's notification to the public jurisdiction of a data breach, the parties shall coordinate cooperate with each other to investigate the data breach. The service provider agrees to fully cooperate with the public jurisdiction in the public jurisdiction's handling of the matter, including, without limitation, at the public jurisdiction's request, making available all relevant records, logs, files, data reporting and other materials required to comply with applicable law and regulation.
- c) Within 72 hours of the discovery, the service provider shall notify the parties listed in 4(c) above, to the extent known: (1) date of discovery; (2) list of data elements and the number of individual records; (3) description of the unauthorized persons known or reasonably believed to have improperly used or disclosed the personal data; (4) description of where the personal data is believed to have been improperly transmitted, sent, or utilized; and, (5) description of the probable causes of the improper use or disclosure.
- d) The service provider shall (1) cooperate with the public jurisdiction as reasonably requested by the public jurisdiction to investigate and resolve the data breach, (2) promptly implement necessary remedial measures, if necessary, and prevent any further data breach at the service provider's expense in accordance with applicable privacy rights, laws and regulations and (3) document responsive actions taken related to the data breach, including any post-incident review of events and actions taken to make changes in business practices in providing the services, if necessary.
- e) If a data breach is a direct result of the service provider's breach of its contract obligation to encrypt personal data or otherwise prevent its release, the service provider shall bear the costs associated with (1) the investigation and resolution of the data breach; (2) notifications to individuals, regulators or others required by state or federal law; (3) a credit monitoring service (4) a website or a toll-free number and call center for affected individuals required by state law — all not to exceed the average per record per person cost calculated for data breaches in the United States in the most recent Cost of Data Breach Study: Global Analysis published by the Ponemon Institute at the time of the data breach (or other similar publication if the named publication has not issued an updated average per record per cost in the last 5 years at the time of the data breach); and (5) complete all corrective actions as reasonably determined by service provider based on root cause. The service provider agrees that it shall not inform any third party of any data breach without first obtaining the public jurisdiction's prior written consent, other than to inform a complainant that the matter has been forwarded to the public jurisdiction's legal counsel and/or engage a third party with appropriate expertise and confidentiality protections for any reason connected to the data breach. Except with respect to where the service provider has an independent legal obligation to report a data breach, the service provider agrees that the public jurisdiction shall have the sole right to determine: (1) whether notice of the data breach is to be provided to any individuals, regulators, law enforcement agencies, consumer reporting agencies or others, as required by law or regulation, or otherwise in the public jurisdiction's discretion; and (2) the contents of such notice, whether any

type of remediation may be offered to affected persons, and the nature and extent of any such remediation. The service provider retains the right to report activity to law enforcement.

6. Notification of Legal Requests: The service provider shall contact the public jurisdiction upon receipt of any electronic discovery, litigation holds, discovery searches and expert testimonies related to the public jurisdiction's data under this contract, or which in any way might reasonably require access to the data of the public jurisdiction. The service provider shall not respond to subpoenas, service of process and other legal requests related to the public jurisdiction without first notifying the public jurisdiction, unless prohibited by law from providing such notice.

7. Termination and Suspension of Service:

- a) In the event of a termination of the contract, the service provider shall implement an orderly return of public jurisdiction data within the time period and format specified in the contract (or in the absence of a specified time and format, a mutually agreeable time and format) and after the data has been successfully returned, securely and permanently dispose of public jurisdiction data.
- b) During any period of service suspension, the service provider shall not take any action to intentionally erase any public jurisdiction data.
- c) In the event the contract does not specify a time or format for return of the public jurisdiction's data and an agreement has not been reached, in the event of termination of any services or agreement in entirety, the service provider shall not take any action to intentionally erase any public jurisdiction data for a period of:
 - 10 days after the effective date of termination, if the termination is in accordance with the contract period
 - 30 days after the effective date of termination, if the termination is for convenience
 - 60 days after the effective date of termination, if the termination is for cause

After such period, the service provider shall have no obligation to maintain or provide any public jurisdiction data and shall thereafter, unless legally prohibited, delete all public jurisdiction data in its systems or otherwise in its possession or under its control.

- d) The public jurisdiction shall be entitled to any post-termination assistance generally made available with respect to the services, unless a unique data retrieval arrangement has been established as part of the Contract.
- e) The service provider shall securely dispose of all requested data in all of its forms, such as disk, CD/ DVD, backup tape and paper, when requested by the public jurisdiction. Data shall be permanently deleted and shall not be recoverable, according to National Institute of Standards and Technology (NIST)-approved methods. Certificates of destruction shall be provided to the public jurisdiction.

8. Background Checks: The service provider shall conduct criminal background checks in compliance with W.Va. Code §15-2D-3 and not utilize any staff to fulfill the obligations

of the contract, including subcontractors, who have been convicted of any crime of dishonesty, including but not limited to criminal fraud, or otherwise convicted of any felony or misdemeanor offense for which incarceration for up to 1 year is an authorized penalty. The service provider shall promote and maintain an awareness of the importance of securing the public jurisdiction's information among the service provider's employees and agents.

9. Oversight of Authorized Persons: During the term of each authorized person's employment or engagement by service provider, service provider shall at all times cause such persons to abide strictly by service provider's obligations under this Agreement and service provider's standard policies and procedures. The service provider further agrees that it shall maintain a disciplinary process to address any unauthorized access, use or disclosure of personal data by any of service provider's officers, partners, principals, employees, agents or contractors.

10. Access to Security Logs and Reports: The service provider shall provide reports to the public jurisdiction in CSV format agreed to by both the service provider and the public jurisdiction. Reports shall include user access (successful and failed attempts), user access IP address, user access history and security logs for all public jurisdiction files and accounts related to this contract.

11. Data Protection Self-Assessment: The service provider shall perform a Cloud Security Alliance STAR Self-Assessment by completing and submitting the "Consensus Assessments Initiative Questionnaire" to the Public Jurisdiction Identified Contact. The service provider shall submit its self-assessment to the public jurisdiction prior to contract award and, upon request, annually thereafter, on the anniversary of the date of contract execution. Any deficiencies identified in the assessment will entitle the public jurisdiction to disqualify the bid or terminate the contract for cause.

12. Data Center Audit: The service provider shall perform an audit of its data center(s) at least annually at its expense and provide a redacted version of the audit report upon request. The service provider may remove its proprietary information from the redacted version. A Service Organization Control (SOC) 2 audit report or approved equivalent sets the minimum level of a third-party audit. Any deficiencies identified in the report or approved equivalent will entitle the public jurisdiction to disqualify the bid or terminate the contract for cause.

13. Change Control and Advance Notice: The service provider shall give 30 days, advance notice (to the public jurisdiction of any upgrades (e.g., major upgrades, minor upgrades, system changes) that may impact service availability and performance. A major upgrade is a replacement of hardware, software or firmware with a newer or better version in order to bring the system up to date or to improve its characteristics.

14. Security:

- a) At a minimum, the service provider's safeguards for the protection of data shall include: (1) securing business facilities, data centers, paper files, servers, back-up

systems and computing equipment, including, but not limited to, all mobile devices and other equipment with information storage capability; (2) implementing network, device application, database and platform security; 3) securing information transmission, storage and disposal; (4) implementing authentication and access controls within media, applications, operating systems and equipment; (5) implementing appropriate personnel security and integrity procedures and practices, including, but not limited to, conducting background checks consistent with applicable law; and (6) providing appropriate privacy and information security training to service provider's employees.

- b) The service provider shall execute well-defined recurring action steps that identify and monitor vulnerabilities and provide remediation or corrective measures. Where the service provider's technology or the public jurisdiction's required dependence on a third-party application to interface with the technology creates a critical or high risk, the service provider shall remediate the vulnerability as soon as possible. The service provider must ensure that applications used to interface with the service provider's technology remain operationally compatible with software updates.
- c) Upon the public jurisdiction's written request, the service provider shall provide a high-level network diagram with respect to connectivity to the public jurisdiction's network that illustrates the service provider's information technology network infrastructure.

15. Non-disclosure and Separation of Duties: The service provider shall enforce separation of job duties, require commercially reasonable non-disclosure agreements, and limit staff knowledge of public jurisdiction data to that which is absolutely necessary to perform job duties.

16. Import and Export of Data: The public jurisdiction shall have the ability to securely import, export or dispose of data in standard format in piecemeal or in entirety at its discretion without interference from the service provider. This includes the ability for the public jurisdiction to import or export data to/from other service providers identified in the contract (or in the absence of an identified format, a mutually agreeable format).

17. Responsibilities: The service provider shall be responsible for the acquisition and operation of all hardware, software and network support related to the cloud services being provided. The technical and professional activities required for establishing, managing and maintaining the environments are the responsibilities of the service provider.

18. Subcontractor Compliance: The service provider shall ensure that any of its subcontractors to whom it provides any of the personal data or non-public data it receives hereunder, or to whom it provides any personal data or non-public data which the service provider creates or receives on behalf of the public jurisdiction, agree to the restrictions, terms and conditions which apply to the service provider hereunder.

19. Right to Remove Individuals: The public jurisdiction shall have the right at any time to require that the service provider remove from interaction with public jurisdiction any

service provider representative who the public jurisdiction believes is detrimental to its working relationship with the service provider. The public jurisdiction shall provide the service provider with notice of its determination, and the reasons it requests the removal. If the public jurisdiction signifies that a potential security violation exists with respect to the request, the service provider shall immediately remove such individual. The service provider shall not assign the person to any aspect of the contract without the public jurisdiction's consent.

20. Business Continuity and Disaster Recovery: The service provider shall provide a business continuity and disaster recovery plan executive summary upon request. Lack of a plan will entitle the public jurisdiction to terminate this contract for cause.

21. Compliance with Accessibility Standards: The service provider shall comply with and adhere to Accessibility Standards of Section 508 Amendment to the Rehabilitation Act of 1973.

22. Web Services: The service provider shall use web services exclusively to interface with the public jurisdiction's data in near real time when possible.

23. Encryption of Data at Rest: The service provider shall ensure hard drive encryption consistent with validated cryptography standards as referenced in FIPS 140-2, Security Requirements for Cryptographic Modules for all personal data.

24. Subscription Terms: Service provider grants to a public jurisdiction a license to:

- a. Access and use the service for its business purposes;
- b. For SaaS, use underlying software as embodied or used in the service; and
- c. View, copy, upload, download (where applicable), and use service provider's documentation.

25. Equitable Relief: Service provider acknowledges that any breach of its covenants or obligations set forth in Addendum may cause the public jurisdiction irreparable harm for which monetary damages would not be adequate compensation and agrees that, in the event of such breach or threatened breach, the public jurisdiction is entitled to seek equitable relief, including a restraining order, injunctive relief, specific performance and any other relief that may be available from any court, in addition to any other remedy to which the public jurisdiction may be entitled at law or in equity. Such remedies shall not be deemed to be exclusive but shall be in addition to all other remedies available at law or in equity, subject to any express exclusions or limitations in this Addendum to the contrary.

AGREED:

Name of Agency:_____

Name of Vendor:_____

Signature:_____

Signature:_____

Title:_____

Title:_____

Date:_____

Date:_____

Appendix A

(To be completed by the Agency's Procurement Officer prior to the execution of the Addendum, and shall be made a part of the Addendum. Required information not identified prior to execution of the Addendum may only be added by amending Appendix A and the Addendum, via Change Order.)

Name of Service Provider/Vendor: _____

Name of Agency: _____

Agency/public jurisdiction's required information:

1. Will restricted information be processed by the service provider?
Yes ☐
No ☐
2. If yes to #1, does the restricted information include personal data?
Yes ☐
No ☐
3. If yes to #1, does the restricted information include non-public data?
Yes ☐
No ☐
4. If yes to #1, may the service provider store public jurisdiction data in a data center in an acceptable alternative data center location, which is a country that is not the U.S.?
Yes ☐
No ☐
5. Provide name and email address for the Department privacy officer:
Name: _____
Email address: _____

Vendor/Service Provider's required information:

6. Provide name and contact information for vendor's employee who shall serve as the public jurisdiction's primary security contact:
Name: Kelsey Shaner
Email address: sales@concoursetech.com
Phone Number: (646) 305-9964

REQUEST FOR QUOTATION
Artificial Intelligence (AI) for Utility Mapping
(81270011)

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Transportation to establish an open-end contract to initiate a Pilot Project to utilize Artificial Intelligence (AI) for utility mapping across various design projects statewide. There is potential for the contract to be renewed and expanded for subsequent years. The primary objective of this pilot is to test the platform and assess the efficiencies and effectiveness of AI-assisted mapping during early project design phases. While the exact number of projects to be tested is currently undetermined, the total contract volume will not exceed a maximum of 200 projects, with up to 50 of those requiring a higher level of validation through additional quality assurance review. The Vendor shall provide a subscription-based application for an unlimited number of users, alongside support, maintenance, training, and utility mapping research.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 1.1 **“Contract Item” or “Contract Items”** means the Software-as-a-Service (SaaS) application, unlimited user subscriptions, maintenance, support, and training services as more fully described by these descriptions.
 - 1.2 **“Pricing Pages” “Attachment A,” and “ATT A”** means the schedule of prices attached hereto as Attachment A (ATT A) and used to evaluate Solicitation responses.
 - 1.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2. GENERAL REQUIREMENTS:

- 2.1 **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.
 - 2.1.1 **Technical and Software Requirements:**
Vendor must provide a product that meets or exceeds the following:

REQUEST FOR QUOTATION
**Artificial Intelligence (AI) for Utility Mapping
(81270011)**

- 2.1.2 The Vendor shall provide a cloud-based, Software-as-a-Service (SaaS) application utilizing artificial intelligence (AI) to map underground and above ground utilities for various transportation design projects.
- 2.1.3 The application must provide an enterprise-wide subscription model allowing for an unlimited number of WVDOT users without incurring additional per-user seat licensing fees.
- 2.1.4 The application and Vendor platform must have the capacity to process and manage up to (200) individual design projects over the course of the contract year.
- 2.1.5 The vendor must possess the capability to perform an advanced, higher-level validation and quality assurance (QA) engineering review for up to Fifty (50) designated projects upon request by WVDOT.
- 2.1.6 All AI mapping outputs must state their alignment with *ASCE 38-22 Quality Levels*. The software acts as a decision support tool and does not replace the required physical field verification.

2.2 Maintenance, Support, and Training Requirements:

Vendor must provide a product that meets or exceeds the following:

- 2.2.1.1 The vendor shall provide ongoing software maintenance, updates, and technical support for the duration of the pilot program contract at no additional cost to WVDOT.
- 2.2.1.2 The vendor shall provide comprehensive onboarding and training sessions (virtual and/or recorded) to ensure WVDOT personnel can successfully navigate and utilize the AI mapping application.
- 2.2.1.3 The vendor shall provide utility mapping research capabilities or dedicated consulting hours to assist WVDOT in evaluating the platform's overall efficiency, data accuracy, and cost effectiveness during early project design phases.

2.3 DATA AND SECURITY REQUIREMENTS

Vendor must provide a product that meets or exceeds the following:

- 2.3.1 The application shall secure and protect all WVDOT project data, GIS layers, and state infrastructure information in accordance with West Virginia

REQUEST FOR QUOTATION
**Artificial Intelligence (AI) for Utility Mapping
(81270011)**

Office of Technology (WVOT) security standards.

2.3.2 The Vendor's application shall be accessible via standard web browsers without requiring WVDOT users to install unauthorized third-party desktop software or plug-ins.

2.3.3 The vendor must sign and adhere to the cloud addendum required by the West Virginia Office of Technology (WVOT).
<https://www.state.wv.us/admin/purchase/Documents/WVCloud-SaaSProcurementAddendum.pdf>

2.3.4 The vendor must comply with all current West Virginia state Artificial Intelligence (AI) policies, as well as any upcoming state AI policies enacted during the life of the contract.
<https://technology.wv.gov/policy-governance/artificial-intelligence>

2.3.5 All WVDOT infrastructure, GIS, and project data remain exclusive state property. The vendor is strictly prohibited from using state data to train, finetune, or refine commercial or third party AI models.

3. CONTRACT AWARD:

3.1 Contract Award: The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

4.1 Pricing Page, Attachment A ("ATT A"): Vendor must complete the Pricing Page by providing a total cost for the Contract Items being requested. Vendor must factor into their bid, for any projected cost increases for each subsequent renewal term. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified. No future use of the Contract or any individual item is guaranteed or implied.

4.2 Vendors should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation. In most cases, the Pricing Pages are available in wvOasis within the solicitation attachments, however, Vendors

**REQUEST FOR QUOTATION
Artificial Intelligence (AI) for Utility Mapping
(81270011)**

may request an electronic an electronic copy of the Pricing Pages spreadsheet for bid purposes by sending an email request to the following address:
John.W.Estep@wv.gov

4. ORDERING AND PAYMENT:

- 4.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.
- 4.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

5. DELIVERY AND RETURN:

- 5.1 Delivery Time:** Vendor grant access to the platform, provide administrative access credentials, and fully activate the unlimited user subscription after receiving confirmation via delivery order to proceed within (72) hours of confirmation and should be emailed to dottechpurchasing@wv.gov and dotsupport@wv.gov
- 5.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be ground for cancellation of the Contract, and/or obtaining the Contract Items from a third party. Any Agency seeking to obtain the Contract Items from a third party under this provision must first obtain approval of the Purchasing Division.
- 5.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

REQUEST FOR QUOTATION
Artificial Intelligence (AI) for Utility Mapping
(81270011)

5.4 Return of Unacceptable Items: If the Agency determines that the SaaS application, deliverables, or the higher-level validation/quality assurance (QA) reviews fail to meet the mandatory specifications or performance standards outlined in this Contract, the Agency will notify the Vendor in writing. The Vendor shall have five (5) business days from the date of notification (or another mutually agreed timeframe) to correct the deficiency and provide a full product or service at no additional cost to the Agency. If the Vendor is unable to remedy the deficient software or service to the Agency's satisfaction, the Agency shall receive full credit or refund for the purchase price of the non-conforming item or service, at the Agency's discretion.

5.5 Return Due to Agency Error: Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

6. VENDOR DEFAULT:

6.1 The following shall be considered a vendor default under this Contract.

- 6.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.
- 6.1.2 Failure to comply with other specifications and requirements contained herein.
- 6.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 6.1.4 Failure to remedy deficient performance upon request.

REQUEST FOR QUOTATION
Artificial Intelligence (AI) for Utility Mapping
(81270011)

6.2 The following remedies shall be available to Agency upon default.

6.2.1 Immediate cancellation of the Contract.

6.2.2 Immediate cancellation of one or more release orders issued under this Contract.

6.2.3 Any other remedies available in law or equity.

7. MISCELLANEOUS:

7.1 No Substitutions: Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.

7.2 Vendor Supply: Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

7.3 Reports: Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

7.4 Alternate bids that are equal to, meet, or exceed the specifications and requirements listed are invited. To receive full consideration, such alternate bids must be accompanied by sufficient descriptive literature and/or samples to clearly identify the offer and allow for a complete evaluation. The use of brand name or equal specifications is for describing the minimum standard of quality, technical performance and installation characteristics required and are not intended to limit or restrict competition. The vendor shall provide technical specifications with bid documentation.

REQUEST FOR QUOTATION
Artificial Intelligence (AI) for Utility Mapping
(81270011)

7.5 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Kelsey Shaner
Telephone Number: (646) 305-9964
Fax Number: (332) 529-1022
Email Address: sales@concoursetech.com



Pricing Addendum A

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION · CRFQ 0803 DOT2700000011

PROJECT	CLIENT	PREPARED BY	DATE
Pricing Addendum	West Virginia Department of Transpo...	Concourse Tech Inc.	September 2026

Pricing Summary A

This pricing addendum accompanies the Concourse response to CRFQ 0803 DOT2700000011. It presents Concourse's pricing for every Contract Item on the Exhibit A Pricing Page and the wvOASIS line items (Lines 1 - 25), covering the initial one-year term and optional renewal Years 2 through 5.

Concourse proposes one all-inclusive Annual Software License for the Enterprise SaaS Application with unlimited users. The license is \$181,212 per year. Standard project processing, advanced QA and engineering validation, dedicated consulting and research hours, and onboarding and training sessions are all included in that annual license at no additional charge.

SPEC REF	LINE ITEM	EST. QTY / YEAR	YEAR 1	YEAR 2 (OPTIONAL RENEWAL)	YEAR 3 (OPTIONAL RENEWAL)	YEAR 4 (OPTIONAL RENEWAL)	YEAR 5 (OPTIONAL RENEWAL)
3.1	Annual Software License – Enterprise SaaS Application License (Unlimited Users)	1 Year	\$181,212	\$181,212	\$181,212	\$181,212	\$181,212
3.1a	Standard Project Processing (up to 200 projects)	200 Projects	Included	Included	Included	Included	Included
3.1b	Advanced QA / Engineering Validation (up to 50 projects)	50 Projects	Included	Included	Included	Included	Included

SPEC REF	LINE ITEM	EST. QTY / YEAR	YEAR 1	YEAR 2 (OPTIONAL RENEWAL)	YEAR 3 (OPTIONAL RENEWAL)	YEAR 4 (OPTIONAL RENEWAL)	YEAR 5 (OPTIONAL RENEWAL)
3.2.1	Dedicated Consulting & Research Hours	50 Hours	Included	Included	Included	Included	Included
3.2.2	Onboarding & Training Sessions (remote)	10 Sessions	Included	Included	Included	Included	Included
2.2.1.1	Software Maintenance, Updates & Technical Support	Ongoing	Included	Included	Included	Included	Included
-	Implementation, Configuration & Platform Activation	One-time	Included	-	-	-	-
	TOTAL		\$181,212	\$181,212	\$181,212	\$181,212	\$181,212

Invoice Timing: Concourse expects to invoice upon the conclusion of the scheduled implementation period. If implementation is extended due to delays on the part of the Customer, Concourse reserves the right to invoice and receive payment at the end of the originally scheduled implementation period.

The subscription price is locked for the full contract term with no annual escalation.

Five-Year Pricing Page Total A

The table below shows the total for each contract year, mapped to the corresponding wvOASIS CRFQ line items.

CONTRACT YEAR	CRFQ LINES	ANNUAL TOTAL
Year 1 – Initial Term	Lines 1–5	\$181,212
Year 2 – Optional Renewal	Lines 6–10	\$181,212
Year 3 – Optional Renewal	Lines 11–15	\$181,212
Year 4 – Optional Renewal	Lines 16–20	\$181,212
Year 5 – Optional Renewal	Lines 21–25	\$181,212
TOTAL (Years 1–5)	Lines 1–25	\$906,060

Pricing Notes A

- On the Exhibit A Pricing Page, the full annual amount is entered on the Enterprise SaaS Application License line (Spec 3.1) as a unit cost of \$181,212 for a quantity of 1 year. All other Contract Items for each year are entered as Included in Annual Subscription, so every line is complete and the extended totals reconcile.
- The license covers an unlimited number of WVDOT users with no per-user seat licensing fees.
- Consistent with Addendum No. 1, Question 12, Year 4 Dedicated Consulting & Research Hours (Line 19) are priced at 50 hours and are included in the Annual Subscription.
- The pilot scope for each contract year is part of the paid Annual Subscription. This includes the full estimated quantities of project processing, QA validation, consulting hours and training sessions.
- No hardware is required or proposed. There are no additional fees beyond the pricing shown above.

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Technical Quote Response A

AI Utility Mapping Pilot Platform A

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS · CRFQ 0803
DOT2700000011 (AI UTILITY MAPPING 81270011), ADDENDUM NO. 1

PROJECT	CLIENT	PREPARED BY	DATE
Technical Quote Response AI Utility Mappi...	West Virginia Department of Transpo...	Concourse Tech Inc.	September 2026

Table of ContentsA

Table of Contents	2
Executive Summary	5
Understanding of Requirements	6
What We Heard in the Solicitation and Addendum No. 1	7
The Problem This Pilot Addresses	7
Requirement Response Summary	8
Proposed Solution	10
What Exists Today and What We Will Build	11
Project Workflow	12
Your Platform, Illustrated	14
Technical Approach	18
Architecture and Hosting	18
AI Utility Mapping Pipeline	19
ASCE 38-22 Quality Level Assignment	20
Output Attribute Schema	21
Integrations	22
AI Governance and West Virginia AI Policy	23
Accessibility	24
Data Security and WV Cloud SaaS Addendum Alignment	24
Data Retention for Right of Way	26
Support, Maintenance, and Service Levels	27
Service Levels Stated in the Solicitation	27
Support Coverage and Response Targets	28
Consulting and Research Statement of Work (Specification Reference 3.2.1)	29
Timeline and Milestones	31
Delivery Roles and Qualifications	32
Assumptions, Dependencies, Risks and Mitigation	34
Assumptions and Dependencies	34
Risks and Mitigation	35
Clarifications and Submission Items	36
Submission Items and Named Fields	36
Concourse's Approach	37
How We Work With You	39
Our Deployment Process	39
The Process: Contract Through Steady State	39

A Closer Look: Phase 3, Build & Integrate	40
Our Proposed Project Timeline	40
The Process, Phase by Phase	41
Phase 0: Pre-Kickoff	41
Phase 1: Kickoff	41
Phase 2: Discovery	42
Phase 3: Build & Integrate	42
Phase 4: Validate	42
Phase 5: Launch	42
Phase 6: Hypercare & Handoff	43
Training & Enablement	43
Our Team Structure	45
Government Technology Delivery Experience	51
Company Information	53

September 2026

Dear Evaluation Committee,

We are pleased to submit this proposal on behalf of Concourse Tech Inc. Thank you for the opportunity to be considered by West Virginia Department of Transportation, Division of Highways.

The West Virginia Division of Highways plans, engineers, and maintains more than 35,000 miles of state roads, and this pilot asks a focused question: can AI-assisted utility mapping during early design make WVDOH project teams faster and better informed before SUE and field verification begin? Our response is built around that question, with every mapping output stating its ASCE 38-22 Quality Level, utility type, coordinates and elevations, and detection method.

Concourse delivers a single-tenant, API-first platform hosted in U.S. AWS regions, integrating with WVDOT's ArcGIS Enterprise environment through REST APIs and accepting standard design files through secured FTP. WVDOT users get a working, browser-based system early, and we refine the utility-mapping workflow on WVDOT's own pilot projects before production.

Our awarded project with the West Virginia Office of Technology gives us direct working familiarity with the security standards, cloud addendum, and AI policies this pilot must meet. Our South Carolina DOT document-processing deployment and our awarded Esri-integrated engineering portal for the Kansas City Board of Public Utilities directly inform the intake, extraction, and GIS workflow proposed here.

Sincerely,

A handwritten signature in black ink that reads "Thomas Smyth". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Thomas Smyth

Chief Executive Officer, Concourse Tech Inc.

Executive SummaryA

The West Virginia Division of Highways (WVDOH) carries responsibility for planning, engineering, right-of-way acquisition, and maintenance across more than 35,000 miles of state roads. WVDOH already procures Subsurface Utility Engineering (SUE) through a prequalified surveying consultant list, requires survey and SUE deliverables to conform to WVDOH CADD Standards, and is moving design production to Bentley OpenRoads Designer. This solicitation establishes a pilot to test whether AI-assisted utility mapping during early project design improves efficiency and effectiveness across up to 200 design projects per contract year, with up to 50 of those receiving a higher level of quality assurance review.

Concourse proposes a cloud-based, browser-accessible SaaS application built on Concourse OS and deployed as a single-tenant environment in U.S. AWS regions. WVDOT project teams will submit a project area (GPS coordinates or KMZ, up to 10 acres) and the associated standard design files through secured FTP or the web interface. The platform will extract candidate utility features from those files, correlate them with WVDOT GIS layers retrieved through ArcGIS REST APIs, and attribute every feature with its ASCE 38-22 Quality Level designation, utility type, coordinates and elevations, and detection or location method. Outputs will be delivered as GIS layers and CAD files prepared to WVDOH CAD Standards within five (5) business days of submittal. Every output will state that it is a decision support product and does not replace required physical field verification.

We are transparent about what already exists and what we will build. Document upload, OCR and content extraction, processing-job tracking, role-based workflows, map display, audit logging, and CSV export are existing Concourse platform capabilities. The utility-specific extraction models, the ASCE 38-22 attribution engine, the WVDOH-specific CAD export, and the two-tier review workflow will be purpose-built for WVDOT on that foundation and calibrated on WVDOT pilot projects during a 14-week implementation. Platform access, administrative credentials, and the unlimited-user subscription will be activated within 72 hours of delivery-order confirmation following the WVOT security and cloud review, so WVDOT users can work in the system from the first weeks of the engagement.

Security and AI governance follow West Virginia requirements. Concourse is SOC 2 Type II certified, will complete the Cloud Security Alliance CAIQ, and will align identity, encryption, logging, incident reporting, and data residency controls to the WV Cloud SaaS Addendum and WVOT policies. WVDOT data remains state property, stays in the United States, and is never used to train, fine-tune, or refine commercial or third-party AI models.

Key Highlights

- **ASCE 38-22 Attribution** Every mapped feature carries a QL designation, utility type, coordinates/elevations, and detection/location method (Addendum No. 1, Q4)
- **Five-Business-Day Turnaround** Standard processing and Advanced QA outputs delivered within five (5) business days of project submittal (Q7, Q26)
- **Native WVDOT Integration** ArcGIS Enterprise/Portal via REST APIs (Q3), secured FTP intake (Q25), and CAD outputs to WVDOT CAD Standards
- **Unlimited Users, Browser-Based** Enterprise-wide access with no desktop software or plug-ins (Spec 2.1.3, 2.3.2)
- **State Data Stays State Data** U.S.-only residency, single-tenant deployment, and no model training on WVDOT data (Spec 2.3.5)
- **WVOT-Aligned Security** SOC 2 Type II, TX-RAMP Level 1, CAIQ submission, SAML 2.0/OIDC with state-enforced MFA

Understanding Requirements

WVDOT is not procuring a replacement for SUE, surveying, or field verification. It is procuring a decision support tool that gives designers an earlier, structured, quality-rated picture of above-ground and underground utilities so that conflicts can be anticipated, SUE investigations can be targeted, and utility coordination can begin sooner. The pilot's primary objective is to test the platform and measure the efficiency and effectiveness of AI-assisted mapping during early design phases, which is why the solicitation pairs the software with consulting and research capacity to evaluate the results.

~~What We Heard~~~~At the Solicitation~~~~And Addendum No. 1A~~

- Project definition: A project is defined by GPS coordinates or a KMZ boundary covering up to 10 acres, with outputs due within five (5) business days (Q26).
- Inputs: WVDOT will provide Standard Design Files, shared through a secured FTP server (Q6, Q25).
- GIS integration: The platform integrates with state GIS repositories through REST APIs (Q3).
- Output content: QL designation, utility types, coordinates/elevations, and detection/location method; CAD files follow WVDOH CAD Standards (Q4).
- Two service tiers: Standard project processing for up to 200 projects and advanced QA/engineering validation for up to 50 designated projects, where technical/SME review is acceptable and a PE or PS stamp is not required (Spec 2.1.4, 2.1.5; Q5).
- Long-term access: Data and outputs are kept in a securely protected central repository available to WVDOT Right of Way long-term (Q11).
- Remote delivery: Work is remote, training may be remote, and services may not be delivered entirely from outside the United States (Q9, Q19, Q20).
- Governance: The WV Cloud SaaS Addendum, WVOT security standards, and West Virginia AI policies apply for the life of the contract (Spec 2.3.1 to 2.3.5).

~~The Problem This Pilot Addresses~~

Across state DOTs, highway designers frequently lack reliable information about underground utilities where projects are planned, and unexpected utility conflicts during construction are a leading source of schedule delay. National research on utility-related change orders across six state DOTs attributed roughly a quarter of them to inaccurate or incomplete existing-utility data and about a third to errors and omissions in plans, specifications, and estimates. A common pattern we see in this category is that utility data quality varies from project to project because investigation depth varies. A consistent, quality-rated utility picture at the start of design is the lever this pilot is testing.

WVDOT's own environment shapes the solution. WVDOH design production is moving to OpenRoads Designer with the WVDOT_Standards_20.1 workspace, WVDOT GIS datasets including the LRS road network are published through ArcGIS services, and WVDOT's geospatial data policy uses UTM NAD83 Zone 17N and NAVD88 as the primary reference with State Plane West Virginia North and

South as alternates. Our outputs will follow that reference framework and target the ORD environment.

RequirementResponseSummaryA

REFERENCE	REQUIREMENT	CONCOURSE RESPONSE
Spec 2.1.2	Cloud SaaS using AI to map underground and above-ground utilities	Single-tenant Concourse OS deployment with a purpose-built AI utility mapping workflow
Spec 2.1.3	Enterprise subscription, unlimited WVDOT users	Enterprise-wide unlimited-user access with role-based permissions
Spec 2.1.4	Process and manage up to 200 projects per contract year	Project intake, tracking, and repository sized on auto-scaling AWS infrastructure
Spec 2.1.5; Q5	Advanced QA/engineering validation for up to 50 projects on request	Second-tier SME review workflow with validation memo and discrepancy log
Spec 2.1.6; Q4	Outputs state ASCE 38-22 alignment; decision support only	QL, utility type, coordinates/elevations, and method on every feature; decision-support statement on every deliverable
Q3	REST API integration with state GIS	ArcGIS Enterprise/Portal REST integration for layer retrieval and output publishing
Q6, Q25, Q26	Standard design files via secured FTP; 10-acre GPS/KMZ project areas	SFTP intake plus web upload; KMZ and coordinate boundary parsing

REFERENCE	REQUIREMENT	CONCOURSE RESPONSE
Q7, Q26	Five (5) business day turnaround	Concourse commits to the five (5) business day turnaround for 3.1a and 3.1b
Spec 2.2.1.1	Ongoing maintenance, updates, and technical support	Continuous platform updates and business-hours support throughout the term
Spec 2.2.1.2; Q9	Onboarding and training, virtual and/or recorded	Remote live sessions plus recorded modules and user documentation
Spec 2.2.1.3; Q8	Research capability or dedicated consulting hours; vendor SOW	Pilot evaluation SOW included in this response for Agency Delivery Orders
Spec 2.3.1 to 2.3.5	WVOT security, Cloud SaaS Addendum, AI policies, state data ownership	Addendum-mapped controls, U.S.-hosted AI models, no training on state data
Spec 2.3.2	Standard web browsers, no plug-ins	Browser-based application with no desktop installation
Spec 5.1; Q28	Access and activation within 72 hours after WVOT review	Concourse commits to 72-hour activation, notifying dottechpurchasing@wv.gov and dotsupport@wv.gov

Proposed Solution A

Concourse will deliver the WVDOT AI Utility Mapping platform as a dedicated, single-tenant deployment of Concourse OS. WVDOT users sign in through the state identity provider, create or receive a project, and track it from intake through standard processing, optional advanced QA, and delivery. All outputs remain in a central repository that Right of Way, design, and utility coordination staff can search and export for the life of the contract.

Project Intake A	AI Utility Extraction A	ASCE 88-22 Attribution A
Web upload or secured FTP drop for standard design files, with the project boundary supplied as GPS coordinates or KMZ (up to 10 acres). The platform validates the boundary, logs receipt time, and starts the five-business-day clock.	AI-assisted extraction of candidate utility features from design files and plan sheets, correlated with WVDOT GIS layers retrieved through ArcGIS REST APIs and clipped to the project area.	Each feature is assigned a Quality Level based on the evidence behind it, with utility type, horizontal coordinates, elevation or depth where the source supports it, and the detection or location method recorded.

Human Review Tiers A Standard processing includes analyst review of AI output before release. Advanced QA adds a documented technical/SME validation pass, discrepancy log, and validation memo for designated projects.	GIS and CADA Deliverables A Outputs published as ArcGIS feature layers and exportable as GeoJSON, Shapefile, file geodatabase, and CSV, plus CAD files prepared to WVDOT CAD Standards for the ORD environment.	Central Repository and Reporting A Searchable, long-term repository of project inputs, outputs, and review history for WVDOT Right of Way, with pilot metrics dashboards and CSV exports of usage and security logs.
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What Exists Today and What We Will Build A

To give evaluators a precise picture, the table below separates existing Concourse platform capabilities from WVDOT-specific configuration, purpose-built development, and work that requires qualified teaming or remains with WVDOT.

CLASSIFICATION	COMPONENTS	EVIDENCE OR DELIVERY BASIS
Existing platform capability	Browser-based application, role-based access, SSO, document upload, OCR and content extraction, processing-job tracking, map display with area restriction, CSV/Excel export, audit logging	Concourse OS; delivered SCDOT document-processing application (OCR, extraction, job tracking); delivered SANDAG map-based survey tool (project-area maps, CSV export)

CLASSIFICATION	COMPONENTS	EVIDENCE OR DELIVERY BASIS
Configuration for WVDOT	Project intake forms, secured FTP intake, standard and advanced QA workflow states, user roles, notifications, pilot reporting dashboards	Configured during Weeks 1 to 8 using WVDOT workflows confirmed in discovery
Purpose-built for WVDOT	Utility-feature extraction tuned to WVDOT standard design files, ASCE 38-22 attribution engine, ArcGIS REST connectors to WVDOT services, CAD export to WVDOT CAD Standards, confidence scoring	Built and calibrated on WVDOT pilot projects during Weeks 3 to 10; ArcGIS integration approach informed by our awarded Kansas City BPU Esri-integrated engineering portal
Teaming or WVDOT scope	Utility-mapping SME review capacity for Advanced QA at volume; physical field verification, SUE designating (QL-B), and test holes (QL-A)	Concourse will actively seek partnerships with qualified utility-mapping firms as needed for Advanced QA; field investigation remains with WVDOT and its prequalified consultants

Project Workflow A

STEP	ACTIVITY	OUTPUT
1. Submit	WVDOT user creates a project, supplies the GPS or KMZ boundary, and uploads or drops design files to the secured FTP folder	Receipt confirmation with timestamp and project ID

STEP	ACTIVITY	OUTPUT
2. Validate	Platform checks boundary size and geometry, file completeness, and coordinate reference	Intake checklist; notice to submitter of any missing inputs
3. Retrieve	ArcGIS REST connectors pull relevant WVDOT layers (LRS, right-of-way, available utility layers) clipped to the project area	Project GIS context package
4. Extract	AI models identify candidate utility features and appurtenances in design files and plan sheets	Candidate feature set with source references and confidence scores
5. Attribute	ASCE 38-22 engine assigns QL, utility type, coordinates/elevations, and method	Attributed utility dataset
6. Review	Concourse analyst reviews and resolves low-confidence features; Advanced QA projects receive SME validation	Reviewed dataset; validation memo for Advanced QA
7. Deliver	Outputs published to ArcGIS, exported to CAD and standard formats, and stored in the repository	Deliverable package within five (5) business days

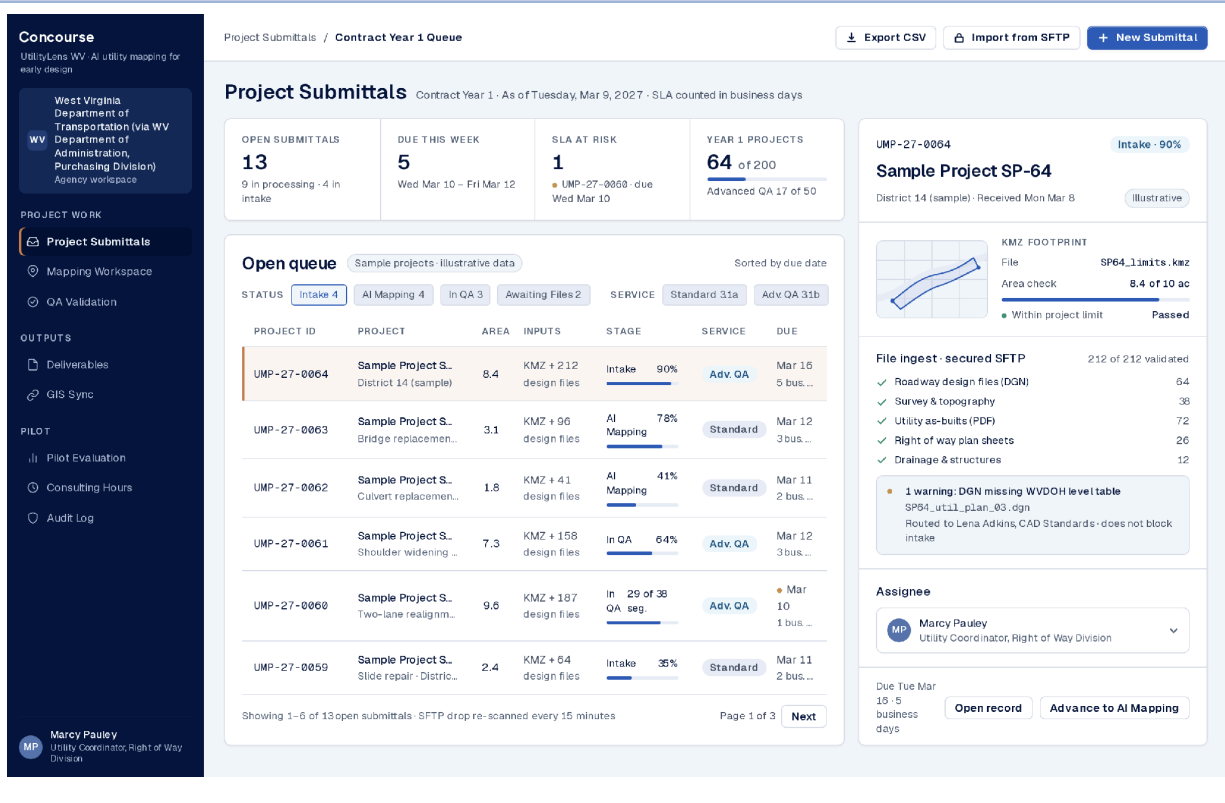
Decision Support Statement A

- **Every deliverable package will state its ASCE 38-22 alignment and include the following notice, consistent with Specification 2.1.6:** This output is a decision support product. It does not replace the physical field verification required before design decisions, excavation, or construction.

Your Platform, Illustrated A

A concept preview of how a Concourse-built platform could look for this engagement.

The screens below are illustrative concept mockups created for this proposal to show how Concourse would tailor a platform to your requirements.



ILLUSTRATIVE Project Submittals - Illustrative submittal queue for the West Virginia Department of Transportation: each sample project's area, design file set, stage progress, and business-day due date in one sortable view.



ILLUSTRATIVE Mapping Workspace: SP-60 Advanced QA - Illustrative AI mapping workspace for the West Virginia Department of Transportation: AI-detected utilities reviewed segment by segment, each carrying its ASCE 38-22 Quality Level, so engineers can validate results together before design decisions.

Utility Quality Level Summary · UMP-27-0060 · Sample Project SP-60

DRAFT v2 · Pending QA Approval · Mar 9, 2027

Sample project · Illustrative data

Deliverable generated in UtilityLens WV · Deliverables module

PROJECT ID

UMP-27-0060

Pilot submittal #60

DISTRICT

District 14 (sample)

Area 9.6 ac

PROJECT NAME

Sample Project SP-60 · Intersection realignment

Early design phase · utility conflict screening

SUBMITTED

Wed Mar 3, 2027

Due Wed Mar 10, 2027

QA TIER

Advanced QA (3.1b)

SME review required



LOCATOR · PROJECT BOUNDARY

Project limits: 9.6 ac

Proposed centerline

Existing roadways

Schematic only · not to scale for design

SEGMENT	UTILITY TYPE	OWNER	ASCE 38-22 QL	DETECTION / LOCATION METHOD	START COORDINATES	ELEVATION	LENGTH
GAS 2 segments shown · 412 LF							
G-014a	Gas main 4 in Steel · split at valve V-7	Sample Gas Co.	QL-C	Records + surveyed surface features	E 1,782,418.35 N 512,985.12	812.4 ft	322 LF
G-014b	Gas main 4 in Steel · no surface evidence	Sample Gas Co.	QL-D	Existing records only	E 1,782,731.08 N 512,988.44	809.9 ft	90 LF
ELECTRIC 1 segment shown · 610 LF							
E-006	Overhead electric 3-phase · 7 poles	Sample Electric Co.	QL-C	Aerial imagery + pole survey	E 1,782,515.62 N 513,044.78	836.1 ft (attachment)	610 LF
WATER 1 segment shown · 540 LF							
W-003	Water main 8 in Ductile iron · designated Mar 5	Sample Water PSD	QL-B	Records + GPR designation	E 1,782,298.17 N 512,871.53	806.2 ft	540 LF

Showing 4 of 39 segments · complete schedule in Appendix A

Elevations are top of utility unless noted · lengths rounded to nearest LF

QUALITY LEVEL SUMMARY

39 segments after split

QL-D · 14

36% · records only

QL-C · 18

46% · surface features

QL-B · 6

15% · designated

QL-A · 1

3% · test hole

NOTES · DATUM & EXPORT

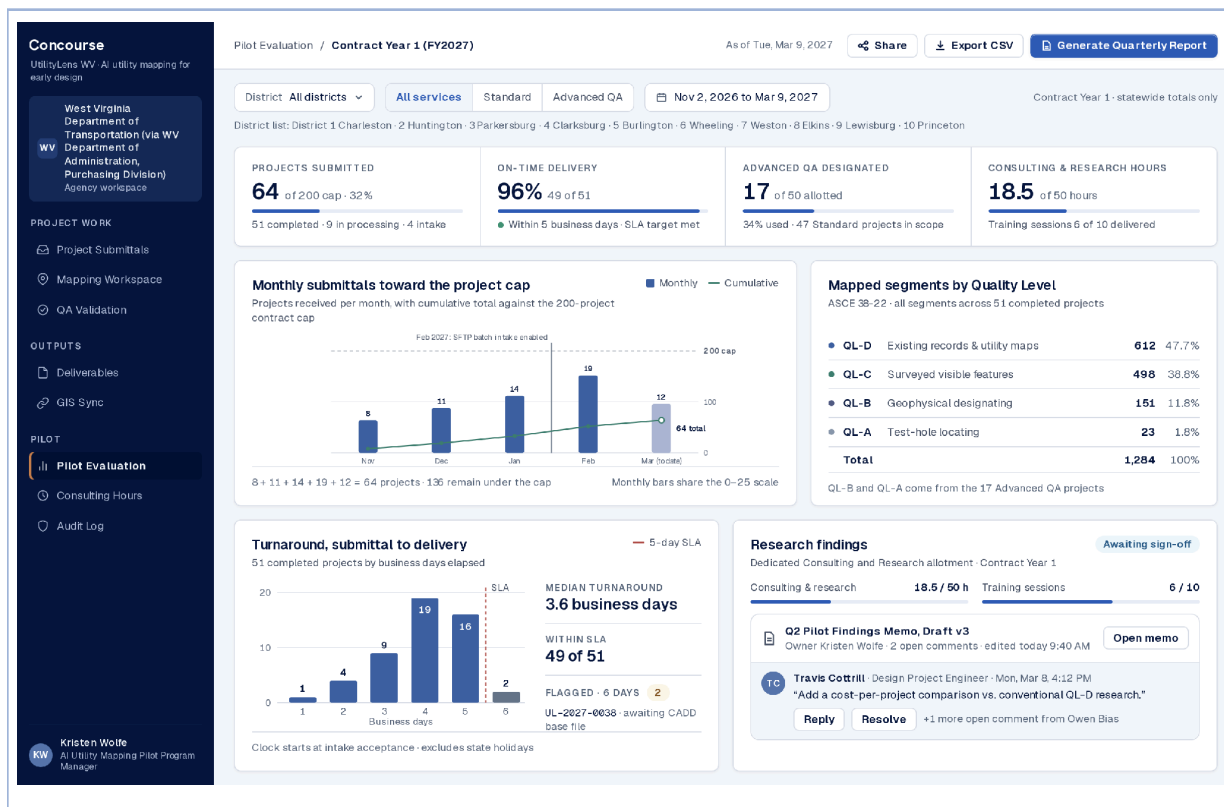
Horizontal NAD83 WV South Zone (ftUS)

Vertical NAVD88

CAD export DGN per WVDOT CAD Standards

UMP-27 - 0060_QL_v2.dgn

ILLUSTRATIVE Utility Quality Level Summary: UMP-27-0060 - Illustrative ASCE 38-22 Quality Level summary for a sample WVDOT project: mapped utility segments listed with Quality Level, owner, detection method, coordinates, and elevation, plus a QL breakdown of all 39 segments, ready to hand off to design.



ILLUSTRATIVE Pilot Evaluation - Illustrative pilot evaluation dashboard for the West Virginia Department of Transportation: project volume, turnaround, Quality Level mix, and consulting-hour findings in one view, so leadership can judge the pilot's efficiency and effectiveness.

Technical Approach

Architecture and Hosting

Concourse hosts on FedRAMP-authorized AWS infrastructure with AWS GovCloud available and in current use. For WVDOT, we recommend a single-tenant deployment in AWS U.S. commercial regions, which Addendum No. 1 (Q15) permits when data segregation, encryption at rest and in transit, and U.S.-only residency are met. AWS commercial US East/West regions are FedRAMP Moderate authorized at the IaaS level for services in scope; the Concourse application itself does not hold FedRAMP ATO. The Concourse Platform is listed in the FedRAMP Marketplace and is pursuing authorization through FedRAMP 20x.

- **Tenancy** Dedicated single-tenant WVDOT environment with no commingling of state data
- **Residency** All compute, storage, backups, and AI model processing within U.S. AWS regions
- **Encryption** TLS 1.2+ in transit and AES-256 at rest; the application works within NIST / FIPS 140-3 contexts and does not itself hold a CMVP module validation
- **Access** Standard web browsers only, with no desktop software or plug-ins (Spec 2.3.2)
- **Scale** Auto-scaling AWS infrastructure under an unlimited-user subscription with no per-seat ceiling
- **Resilience** Backups with point-in-time recovery replicated to a separate U.S. region; BC/DR executive summary available on request (Addendum Section 20)

AI Utility Mapping Pipeline

The pipeline combines document intelligence, geospatial correlation, and rules-based quality attribution, with a human reviewer between AI output and any WVDOT deliverable. Concourse will build and calibrate the utility-specific components on WVDOT pilot projects; the table below describes each stage.

STAGE	METHOD	BUILD STATUS
File ingestion	Parsers for the standard design file formats WVDOT confirms in discovery, such as DGN files from the WVDOTStandards20.1 ORD workspace and PDF plan sets; OCR for scanned sheets	OCR and extraction existing; WVDOT design file parsing to be built

STAGE	METHOD	BUILD STATUS
Feature extraction	AI models identify utility linework, symbols, labels, and annotations (for example gas, water, sanitary, storm, electric, communications, poles, vaults, manholes, valves)	To be built and calibrated on WVDOT projects
Georeferencing	Features placed in UTM NAD83 Zone 17N with NAVD88 elevations, with State Plane West Virginia North or South on request, per WVDOT geospatial data policy	To be built
GIS correlation	Candidate features compared with WVDOT GIS layers retrieved through ArcGIS REST to flag agreement, conflicts, and gaps	Connector pattern existing; WVDOT-specific services to be configured
Quality attribution	Rules engine assigns ASCE 38-22 QL from the evidence type behind each feature	To be built
Confidence and review	Confidence score per feature; low-confidence items routed to reviewer queue	Workflow existing; scoring to be built

ASCE 38-22 Quality Level Assignment

Quality Levels describe the evidence behind a feature's location, so the platform assigns them from source evidence and never elevates a feature beyond what that evidence supports.

QUALITY LEVEL	EVIDENCE REQUIRED	HOW THE PLATFORM HANDLES IT
QL-D	Existing records, record drawings, or oral recollections	Default for features extracted from records or GIS layers without survey confirmation
QL-C	Surveyed visible above-ground utility features correlated with records	Assigned when a record feature correlates with a surveyed appurtenance in the WVDOT design files
QL-B	Geophysical designating of horizontal position	Assigned only when WVDOT-provided SUE designating data supports the feature; the platform does not perform geophysical detection
QL-A	Physical exposure with precise horizontal and vertical location	Assigned only when WVDOT-provided test hole data supports the feature

OutputAttributeSchemaA

ATTRIBUTE	DESCRIPTION
Feature ID and project ID	Unique identifiers linking each feature to its project and deliverable version
Utility type	Utility category and, where the source supports it, material, size, and owner or operator
Above or below ground	Indicator distinguishing overhead, surface, and underground features

ATTRIBUTE	DESCRIPTION
ASCE 38-22 QL designation	QL-D, QL-C, QL-B, or QL-A with the evidence basis
Coordinates and elevations	Horizontal position in the WVDOT reference system; elevation or depth where the source provides it, flagged as not available otherwise
Detection or location method	Record extraction, CAD survey feature, GIS layer, SUE designating, or test hole
Source reference	File, sheet, layer, or GIS service from which the feature was derived
Confidence and review status	AI confidence score, reviewer, review date, and Advanced QA status

WVDOH does not have a standard reporting format (Q4), so Concourse will confirm the attribute schema and field names with WVDOT during discovery. CAD outputs will be prepared to WVDOH CAD Standards; Concourse will obtain the applicable standards version during discovery and validate exports against it before production.

IntegrationsA

SYSTEM	MECHANISM	PURPOSE
Esri ArcGIS Enterprise / Portal	REST APIs (feature service query and publishing) based on WVDOT's available services	Retrieve WVDOT layers for the project area; publish reviewed outputs as feature layers

SYSTEM	MECHANISM	PURPOSE
WVDOT secured FTP server	SFTP with scheduled polling and checksum validation	Receive design project sets (Q25)
State identity provider	SAML 2.0 or OpenID Connect, with MFA enforced by the state IdP	Single sign-on and third-party MFA (Addendum Section 3(c))
WVDOT systems consuming outputs	Near real-time web services where supported; polled sync otherwise; standard-format exports	Addendum Section 22 web services requirement; Section 16 import and export

AI Governance and West Virginia AI Policy

- No training on state data: WVDOT infrastructure, GIS, and project data will not be used to train, fine-tune, or refine commercial or third-party AI models (Spec 2.3.5). Calibration uses configuration, rules, and prompts within the WVDOT environment.
- U.S.-only processing: AI models run within Concourse's U.S. AWS environment, and no state data is transmitted outside the United States.
- Transparency: Each deliverable identifies which attributes were AI-derived and which were confirmed by a reviewer. AI is used only in workflows WVDOT has approved.
- Model flexibility: Concourse maintains flexibility across multiple AI models and keeps WVDOT in control of how AI is applied, with human oversight of every AI-assisted output.
- Policy alignment: Concourse will comply with current West Virginia AI policies and update controls as new state AI policies are enacted during the contract (Spec 2.3.4).

AccessibilityA

Concourse meets Section 508 and WCAG 2.2 AA, consistent with Addendum Section 21. As part of this implementation, Concourse proposes automated accessibility scanning plus keyboard and screen-reader validation of the WVDOT-specific screens before go-live.

DataSecurityAndWVACloudSaaSAddendumAlignmentA

Concourse is SOC 2 Type II certified, with the audit report available through our Trust Center, and TX-RAMP certified at Level 1 (certificate TX1870931). Our awarded cybersecurity governance project with the West Virginia Office of Technology gives our team working familiarity with WVOT frameworks and NIST mapping. Concourse will work with WVOT on the security documentation, testing, and approvals required before WVDOT uploads infrastructure and GIS data (Q29), and on the background check protocol for remote personnel (Q14).

ADDENDUM SECTION	OBLIGATION	HOW CONCOURSE ADDRESSES IT
2	State data ownership; limited provider access	Access to WVDOT data limited to operations, support, contract terms, or written request; access logged
3(a)-(b)	Administrative, technical, and physical safeguards	SOC 2 Type II control environment; AWS physical security at the infrastructure level
3(c)	Third-party MFA through the state identity provider	SAML 2.0 or OIDC federation with MFA enforced by the state IdP
3(e)-(f), 23	Encryption at rest and in transit	AES-256 at rest and TLS 1.2+ in transit, working within NIST / FIPS 140-3 contexts

ADDENDUM SECTION	OBLIGATION	HOW CONCOURSE ADDRESSES IT
3(g)-(h)	No secondary use of state data	State data used only to deliver the service; no model training
3(i)	U.S. data centers; no portable-device storage	U.S. AWS regions only; remote access only for technical support
4(b)	Security incident report within 24 hours	Report to the department privacy officer, WVOT Incident Reporting System, and contract POC with incident phase, business impact, and attack source
4(c), 5(c)	Immediate breach report; details within 72 hours	Immediate notification, then the five required data points within 72 hours of discovery
5(a)	Primary security contact available 24x7 for breach obligations	Named security contact provided in Appendix A immediately after award
7	Orderly return and NIST-approved disposal	Export in standard formats, then NIST-aligned disposal with certificates of destruction
8, 9, 15	Background checks, oversight, separation of duties, NDAs	Checks per W. Va. Code 15-2D-3; least-privilege access; NDAs and disciplinary process
10	CSV reports of user access, IP, history, and security logs	Audit log exports in an agreed CSV format

ADDENDUM SECTION	OBLIGATION	HOW CONCOURSE ADDRESSES IT
11	CSA STAR CAIQ before award and annually on request	Concourse will complete and submit the CAIQ to the Public Jurisdiction Identified Contact
12	Annual third-party audit, SOC 2 minimum	SOC 2 Type II report, redacted version provided on request
13	30 days advance notice of impacting upgrades	Release notices issued at least 30 days before changes that may affect availability or performance
14(b)-(c)	Vulnerability management; network diagram	Recurring scanning with prioritized remediation of critical and high findings; diagram on written request
16	Import, export, or dispose of data without interference	Self-service export of inputs, outputs, and review history in standard formats
20	BC/DR executive summary on request	Executive summary provided on request
21	Section 508 accessibility	Concourse meets Section 508 and WCAG 2.2 AA

Data Retention for Right of Way

Consistent with Q11, project inputs, outputs, review history, and audit logs will remain in the WVDOT repository and available to WVDOT Right of Way for the contract term, including renewals. WVDOT can export any portion of that repository at any time. Retention at contract end will follow the return

and disposal procedures in Addendum Section 7, in a time and format confirmed with WVDOT during contracting.

Support, Maintenance, and Service Levels

Concourse will provide ongoing software maintenance, updates, and technical support for the duration of the pilot contract (Spec 2.2.1.1). Platform updates are delivered continuously in the hosted environment, and WVDOT users never install or patch software.

Service Levels Stated in the Solicitation

REFERENCE	RFP TERM	CONCOURSE COMMITMENT
Spec 5.1; Q28	Grant platform access, provide administrative credentials, and fully activate the unlimited user subscription within 72 hours of delivery-order confirmation, after WVOT security and cloud review	Concourse commits to 72-hour activation, with notice emailed to dottechpurchasing@wv.gov and dotsupport@wv.gov
Q7, Q26	Five (5) business days turnaround for standard project processing (3.1a) and advanced QA engineering validation (3.1b)	Concourse commits to the five (5) business day turnaround
Spec 5.2	Written notice to the ordering agency if delivery will be delayed for any reason	Concourse commits to written delay notice
Spec 5.4	Five (5) business days from notification (or another mutually agreed timeframe) to correct a deficiency	Concourse commits to the five (5) business day correction period

REFERENCE	RFP TERM	CONCOURSE COMMITMENT
Addendum 4(b)	Security incident reported no later than 24 hours after awareness	Concourse commits to the 24-hour reporting requirement
Addendum 5(c)	Breach details within 72 hours of discovery	Concourse commits to the 72-hour breach detail requirement
Addendum 13	30 days advance notice of upgrades that may impact availability and performance	Concourse commits to 30 days advance notice
Spec 7.5	Contract manager available during normal business hours	Concourse commits to a designated contract manager during normal business hours

Support Coverage and Response Targets

The solicitation does not state support hours or response times, so Concourse proposes the following standard terms. Final SLA terms for items not stated in the solicitation are subject to negotiation and mutual agreement.

- Coverage: Monday through Friday, 8:00 AM to 8:00 PM Eastern Time, excluding federal holidays.
- Channels: Phone during business hours, email with 24/7 submission, and a web support portal with 24/7 self-service.
- Escalation: Support Engineer, then Technical Lead, then Executive Sponsor; WVDOT may request escalation at any time.
- Monitoring: Continuous monitoring of availability, performance, and security events, with proactive notice to designated WVDOT contacts for Critical and High incidents.

PRIORITY	INITIAL RESPONSE	RESTORATION TARGET
Critical (P1): complete unavailability, data-loss risk, or security breach	1 hour	4 hours to restore; initial root-cause assessment within 24 hours
High (P2): major feature unavailable or significant degradation	4 hours	8 business hours; root-cause assessment within 3 business days
Medium (P3): minor issue with workaround	1 business day	5 business days
Low (P4): questions, enhancements, documentation	2 business days	10 business days or as mutually agreed

Concourse will provide quarterly reports and annual summaries of items purchased and quantities (Spec 7.3), together with pilot usage metrics, and additional reports upon request (General Terms Section 39).

Consulting and Research Statement of Work Specification Reference B.2.1)A

Addendum No. 1 (Q8) asks the vendor to provide a Statement of Work from which WVDOT will issue Agency Delivery Orders under the Master Agreement. The SOW below focuses the consulting and research hours on the pilot's stated purpose: helping WVDOT evaluate the platform's overall efficiency, data accuracy, and value during early project design phases (Spec 2.2.1.3). This approach is informed by our delivered AI consulting and development retainer for Oklahoma OMES.

TASK	ACTIVITIES	DELIVERABLE
1. Evaluation framework	Define pilot success measures with WVDOT, such as turnaround, feature agreement with later SUE or field findings, reviewer correction rate, and designer feedback	Pilot Evaluation Plan
2. Baseline	Document current early-design utility information practices on a sample of comparable WVDOT projects	Baseline Summary
3. Accuracy research	Compare platform outputs with subsequent SUE, survey, or field verification results where WVDOT makes them available	Accuracy Findings Memo
4. Periodic review	Review pilot metrics, AI performance by utility type and QL, and user feedback	Quarterly Pilot Findings Briefing
5. Research briefs	Targeted research requested by WVDOT, such as ASCE 38-22 practice, SUE integration, or ORD workflow alignment	Research Brief per ADO
6. Pilot report	Synthesize findings and recommendations on continuing, expanding, or adjusting the program	Final Pilot Evaluation Report

Each Agency Delivery Order will identify the tasks, deliverables, and due dates selected by WVDOT. Concourse will track consulting activity against each ADO and report it in the quarterly reports.

Timeline and Milestones

Concourse proposes a 14-week implementation from kickoff to full production. WVDOT users receive platform access within 72 hours of delivery-order confirmation, following the WVOT security and cloud review, and work in the live system while the utility-mapping workflow is calibrated on WVDOT pilot projects.

PHASE	WEEKS	KEY ACTIVITIES AND DELIVERABLES
Platform Activation and Discovery	1-2	Unlimited-user subscription activated with admin credentials within 72 hours; WV Cloud SaaS Addendum, CAIQ, and identity-provider alignment with WVOT; project intake workflow (secured FTP, KMZ/GPS areas up to 10 acres); confirmation of design file formats, attribute schema, and WVDOT CAD Standards; consulting SOW for Agency Delivery Orders
Configuration and Integration	3-8	ArcGIS Enterprise/Portal REST integration; build and calibration of utility extraction and ASCE 38-22 attribution on WVDOT sample projects; CAD exports to WVDOT CAD Standards; standard processing workflow operating on calibration projects
Testing and Validation	9-10	User acceptance testing on pilot design projects; Advanced QA SME validation workflow proven; CSV security log reporting and repository retention validated; accessibility validation

PHASE	WEEKS	KEY ACTIVITIES AND DELIVERABLES
Training and Deployment	11-13	Remote onboarding and training sessions, with remaining sessions scheduled through the contract year; recorded training and user documentation; go-live readiness review
Go-Live and Hypercare	14	Full production operation at the five-business-day turnaround; 30-day hypercare support; quarterly reporting cadence started

Note: Kickoff date and all downstream milestones are contingent on Concourse receiving required data access, system credentials, and stakeholder availability from West Virginia Department of Transportation. The implementation timeline is subject to change based on project scope adjustments; all timelines will be confirmed during contracting.

Delivery Roles and Qualifications

Concourse supports more than 100 public-sector customers across more than 30 states, serving more than 4 million residents, on Concourse OS, which includes more than 100 reusable components. A dedicated Deployment Lead owns WVDOT's implementation from kickoff through go-live, and a dedicated Account Management Lead owns the relationship from go-live onward, supported by our cross-functional technical and training staff. Named individuals for each role will be confirmed upon award.

ROLE	RESPONSIBILITIES	PHASES
Deployment Lead	Single point of accountability from kickoff to go-live; plan, schedule, risks, and WVDOT coordination	1-14

ROLE	RESPONSIBILITIES	PHASES
Account Management Lead	Relationship owner after go-live; quarterly reporting, ADO coordination, renewal readiness	14 onward
Integration Engineer	ArcGIS REST connectors, secured FTP intake, SSO/MFA federation, CAD export	1-10
Implementation Specialist	Workflow configuration, AI extraction and attribution calibration, analyst review of standard processing outputs	2-14 onward
Technical Advisor	Consulting and research SOW delivery, pilot evaluation framework, findings reports	1 onward
Training Specialist	Remote live sessions, recorded modules, user documentation	11 onward
Accessibility Specialist	Section 508 and WCAG 2.2 AA validation of WVDOT screens	9-10
Security and compliance coordination	CAIQ, WVOT reviews, Addendum obligations, incident reporting readiness	1 onward

Advanced QA Subject Matter Expertise

- Addendum No. 1 (Q5) confirms that technical/SME review by GIS and utility-mapping personnel is acceptable for Advanced QA. Specific utility-mapping SME staffing for Advanced QA will be scoped during implementation and confirmed upon award, and Concourse will actively seek partnerships with qualified utility-mapping or SUE firms as needed. Any subcontractor will be notified of and bound by the applicable compliance, licensing, background check, and data protection obligations (General Terms Sections 22 and 32; Addendum Sections 8 and 18).

All services will be delivered from within the United States (Q20), and personnel assigned to WVDOT will complete criminal background checks consistent with W. Va. Code 15-2D-3 and the protocol Concourse establishes with WVOT.

Assumptions, Dependencies, Risks and Mitigation

Assumptions and Dependencies

- Kickoff date and all downstream milestones are contingent on Concourse receiving required data access, system credentials, and stakeholder availability from West Virginia Department of Transportation. The implementation timeline is subject to change based on project scope adjustments; all timelines will be confirmed during contracting.
- WVOT security and cloud review: The 72-hour activation clock begins after WVOT completes its review (Q28).
- Sample projects: WVDOT will provide a representative set of completed or in-progress design projects during Weeks 1 to 3 for calibration.
- GIS access: WVDOT will provide service accounts and endpoints for the ArcGIS Enterprise/Portal services used for integration.

- Standards: WVDOT will provide the applicable WVDOT CAD Standards and confirm the output attribute schema during discovery.
- Evidence limits: Quality Levels above QL-C require WVDOT-provided SUE designating or test hole data; the platform does not perform field detection.
- Identity provider: WVOT will confirm the identity provider and MFA protocol under its OT policies (Q10).

Risks and Mitigation

RISK	MITIGATION
Design file content varies by project and era, affecting extraction accuracy	Calibrate on a representative sample; confidence scoring routes uncertain features to human review; accuracy tracked by utility type
Records-based features are over-trusted in design	QL assigned strictly from evidence; decision-support statement and source reference on every deliverable
Turnaround pressure during peak submittal periods	Auto-scaling processing, intake queue visibility, and early notice under Spec 5.2 when inputs are incomplete
CAD outputs do not match WVDOT standards	Obtain the standards version in discovery and validate exports with WVDOT design staff before production
Advanced QA volume exceeds available SME capacity	Scope SME capacity at award and pursue partnerships with qualified utility-mapping firms as needed
State AI policy changes during the contract	Policy review at each quarterly briefing; controls updated as policies are enacted (Spec 2.3.4)

ClarificationsAndSubmissionItemsA

In accordance with Instructions to Vendors Section 22, Concourse identifies the following clarifications. They are offered to confirm shared understanding and are not exceptions to the specifications.

- Turnaround during calibration: Concourse understands the five (5) business day turnaround applies from WVDOT project submittal to delivery of outputs. Projects submitted during Weeks 3 to 13 will be processed as calibration projects on a mutually agreed schedule, with the five-business-day turnaround applying from production go-live.
- Specification numbering: Concourse understands the pricing line references map as follows: 3.1 to Specs 2.1.2 and 2.1.3, 3.1a to Spec 2.1.4, 3.1b to Spec 2.1.5, 3.2.1 to Spec 2.2.1.3, and 3.2.2 to Spec 2.2.1.2.
- Bid opening: Concourse relies on Addendum No. 1, which moves bid opening to September 29, 2026 at 1:30 PM Eastern.
- Goods-oriented clauses: Concourse understands the delivery, freight, packaging, and inventory provisions in Specifications Sections 5.3, 5.5, and 7.2 apply to SaaS through platform activation and service delivery.
- Demonstration: Concourse will provide a live demonstration of the platform upon WVDOT's request.

SubmissionItemsAndNamedFieldsA

- Addendum No. 1 Acknowledgement Form completed and signed.
- Authorized representative for the Certification and Signature page: Thomas Smyth, CEO.
- Submitter, Designated Contact (Contract Administrator), and Contract Manager (Spec 7.5): Kelsey Shaner, Contracting & Compliance Lead, using the company phone, email, and address shown in the Company Information section.
- WV Cloud SaaS Addendum and Appendix A vendor section, with the primary security contact provided as required under Section 5(a).

- CSA STAR CAIQ submitted to the Public Jurisdiction Identified Contact prior to contract award (Addendum Section 11).
- Registration with the West Virginia Purchasing Division completed prior to contract award (Instructions Section 12).
- This response contains no material Concourse considers confidential or trade secret, consistent with General Terms Section 31.

Pricing: Pricing will be provided in a separate cost proposal as required by the RFP.

Concourse's Approach

Purpose-built for the Public Sector. Modern Architecture. Flexible configuration.

Concourse is a technology company built exclusively to serve government agencies, school districts, and public institutions. Our platform is cloud-native, modular, and API-first, delivering the same level of innovation and customer service the private sector expects to the public sector organizations that need it most.

Purpose-Built for Government Concourse exists to serve the public sector. Every product decision, compliance investment, and support process is built around the realities of government procurement, security requirements, and stakeholder complexity.	Modern Architecture Our platform is built on a cloud-native stack (containerized services, infrastructure-as-code, CI/CD-driven releases). This means faster deployments, easier integrations, and a system that scales with your organization.	Hosting Aligned to Agency Requirements The proposed environment follows the agency's hosting, data-residency, and security requirements. The technical approach identifies the selected environment, its responsibilities, and any required adaptation.
API-First & Modular Architecture Every component is built as an independent, reusable module with well-documented APIs. This allows flexible customization, straightforward integration with existing systems, and the ability to extend functionality over time.	Multi-Protocol Integration Engine Concourse supports API-first integration, SFTP, RPA, and on-premises connectivity through Concourse Bridge, including prebuilt connectors for legacy public sector platforms.	Rapid Implementation We deliver a functioning system early in the implementation process based on direct stakeholder feedback. You see your specific version in a fully operational context early and often, not just at the end.

How We Work With You

- We undertake a collaborative discovery process to ensure we are configuring our system to meet your exact needs.
- Your dedicated Deployment Lead owns delivery from kickoff through go-live. Your dedicated Account Management Lead owns the relationship from go-live onward, coordinating ongoing improvements and questions.
- We deliver a functioning system early in the implementation process, incorporating your feedback so the final product reflects your team's priorities.
- We integrate directly with your team's communication channels (such as Microsoft Teams) to facilitate faster feedback and more transparent collaboration.
- Change requests and scope adjustments are welcomed. We discuss openly to ensure we are always aligned with your evolving needs.

Our Deployment Process

One process from contract signature through go-live and beyond.A

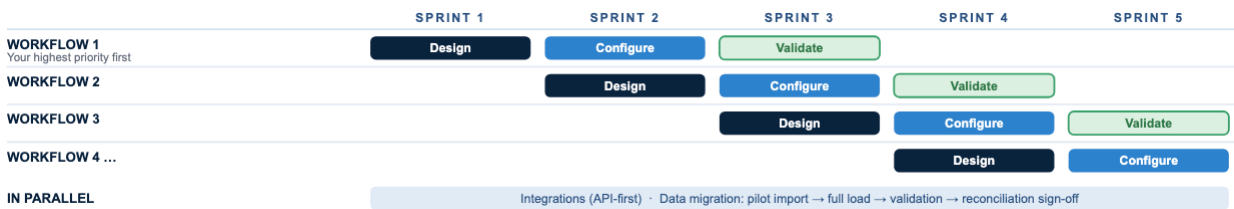
Software projects fail in the gap between contract signing and confident daily use. Our process closes that gap: working software in the earliest weeks, shaped workflow by workflow in live sessions with your team. The same process carries through go-live and beyond, standing up the training, support, and hypercare that make the system stick.

The Process: Contract Through Steady State



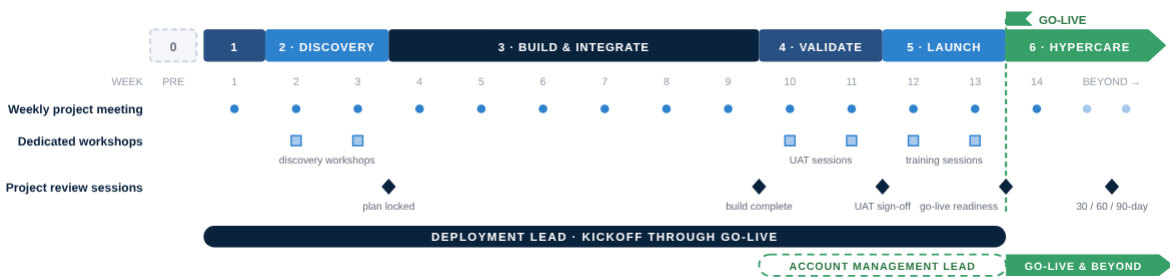
A Closer Look: Phase 3, Build & Integrate

One complete workflow at a time, in your live environment



Each sprint puts one complete workflow in front of your team in the live environment; you review it in the weekly working session, and feedback lands in the next release.

Our Proposed Project Timeline



Core AssumptionsA

- A named executive sponsor and day-to-day project manager on your side; decisions move through the weekly cadence.
- Data exports and integration credentials requested at pre-kickoff; access has the longest lead time in the plan.
- Subject-matter experts available for workshops, acceptance testing, and training.
- The timeline shown reflects this proposal's scope and follows the dates in your solicitation.

Risks & How We Manage Them

- **Integration access** - Opens before kickoff and runs alongside discovery, with agreed fallbacks where an API is not available.
- **Legacy data quality** - Early pilot import, automated validation of every record, and your sign-off on reconciliation before cutover.
- **Late-emerging requirements** - Workflow-by-workflow reviews surface issues while they are cheap to fix; decisions are logged once.
- **Adoption and turnover** - Role-based training with recorded materials, hypercare check-ins, and 30 / 60 / 90-day checkpoints.

The Process, Phase by Phase

What Each Phase Delivers, and What You Will See Along the Way

Phase 0: Pre-Kickoff

The work starts before the first meeting. We execute the contract, draft the workplan, and confirm your executive sponsor and project manager. Requests for data exports and integration credentials go out now, because access has the longest lead time in the plan, and the kickoff date is set around when your systems and data will be ready.

Key outputs: Executed contract and workplan · named leads on both sides · access requests issued

Phase 1: Kickoff

A single working session brings both teams together to confirm scope, cadence, and how decisions get made. Behind the scenes we stand up your environments, security, and access, and connect directly to the communication channels your team already uses (such as Microsoft Teams), so questions never wait for a meeting.

Key outputs: Kickoff held · environments stood up · weekly cadence on calendars

Phase 2: Discovery

Collaborative working sessions map how your team works today: workflows, roles, data, and the rules behind them. Findings land in a requirements plan and a shared decision log that you review and approve, so configuration reflects how your organization actually operates. Later phases continue to absorb what we learn together.

Key outputs: Validated requirements · decision log opened · configuration plan

Phase 3: Build & Integrate

A functioning system is delivered early in the engagement. Each sprint configures one complete workflow and puts it in front of your team in the live environment; your feedback lands in the next release. Integrations run in parallel through our multi-protocol engine (API-first, with file-based fallbacks), while data migration moves through pilot import, full load, and validation, with a reconciliation report for your sign-off.

Key outputs: Workflows live one by one · integrations connected · migration reconciled

Phase 4: Validate

Before anyone depends on the system, it is tested thoroughly: functional and integration testing by our QA team, performance and security review, and accessibility checks against the applicable WCAG standard stated in this proposal. Your team then runs user acceptance testing with guided test plans built around real workloads. Because your team has worked in each workflow as it was built, acceptance testing confirms a system they already know.

Key outputs: QA complete · UAT sign-off · security and accessibility review

Phase 5: Launch

Training is a core deliverable of the launch phase. Role-based tracks for administrators, power users, and end users are built from your configured workflows, delivered live and recorded, with job aids and a practice sandbox loaded with realistic data. Cutover follows a rehearsed checklist, timed around your operational calendar.

Key outputs: Staff trained by role · cutover rehearsed · go-live

GO-LIVE

Phase 6: Hypercare & Handoff

The first weeks after go-live get daily attention: check-ins, priority fixes, and refresher sessions while usage is heaviest. Your Account Management Lead then owns the long term, with regular check-ins, escalation coordination, quarterly business reviews, and 30 / 60 / 90-day optimization checkpoints. The team that built your system stays behind the team supporting it.

Key outputs: Hypercare complete · steady-state support · quarterly reviews

Training & Enablement

Role-based Training and Enablement Aligned to Your Project's Scope and delivery plan.

Concourse provides role-based training for administrators, power users, and end users through live virtual or on-site sessions, recordings, user guides, and quick-reference materials. Training and enablement services are available as fixed-price packages aligned to project scope.

Role-Based Training Curriculum Administrators, power users, and end users each get a tailored track aligned to their day-to-day tasks. Curriculum is built from your actual configured workflows, not generic product demos.	Live On-Demand Delivery Instructor-led sessions (virtual or onsite) are paired with recorded videos and step-by-step job aids, so staff can learn in the moment and revisit material as needed after go-live.	Training Environment & Sample Datasets When included in the scoped package, a training environment with sample datasets lets staff practice before go-live without risking production records.
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Knowledge Base & A

Executive Briefings A

Scoped training materials can include recorded sessions, step-by-step guides with screenshots, a searchable knowledge base, and executive dashboard briefings.

Training Deliverables Aligned to Project Scope:

- Training plan and schedule scoped to the engagement, delivered in Phase 1 Discovery, and refined through Phase 3.
- Role-based user guides, administrator guides, quick-reference job aids, and recorded sessions as defined in the project scope.
- Live training sessions during Phase 4, plus go-live support including a phased rollout, first-week hypercare, daily stand-ups, real-time monitoring, and 30/60/90-day optimization checkpoints, included in the implementation package when specified.
- Training environment, sample datasets, and searchable knowledge base when included in the scoped package.

Tailored to This Engagement:

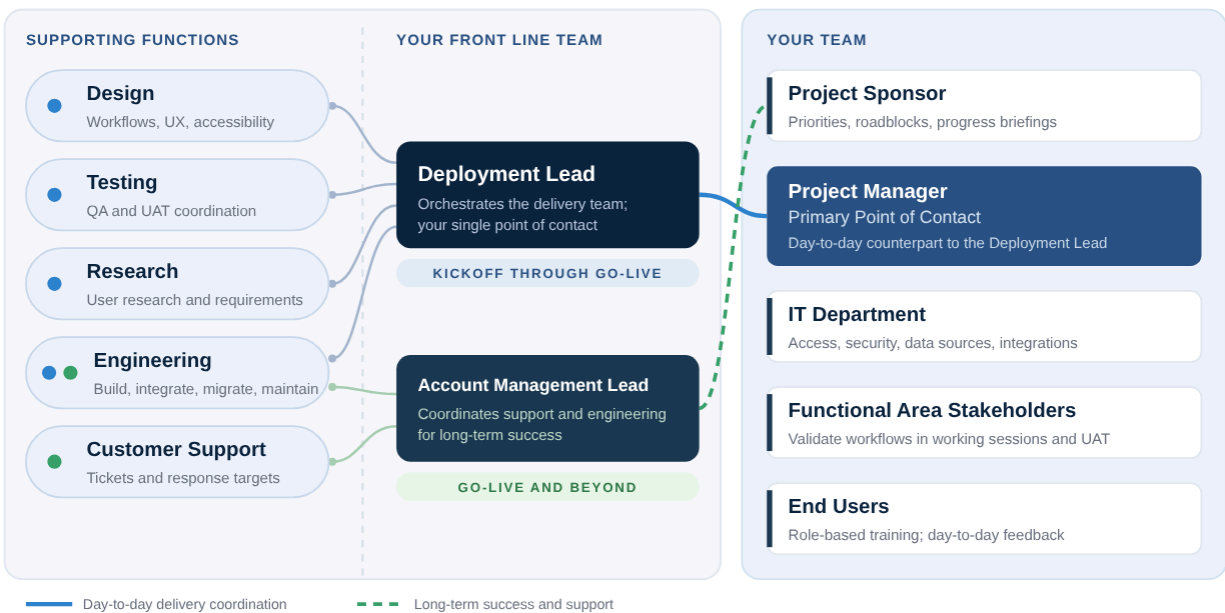
- Onboarding and training sessions (estimated 10 per contract year) will be delivered remotely via Microsoft Teams or web conferencing, which Addendum No. 1 (Q9) confirms is acceptable.
- Each live session will be recorded and paired with user documentation so WVDOT personnel can train on demand (Spec 2.2.1.2, virtual and/or recorded).
- Curriculum will be role-based: project submitters, design and Right of Way reviewers interpreting ASCE 38-22 Quality Levels, and WVDOT administrators managing users and repository exports.

Our Team Structure

One Team Across Concourse and West Virginia Department of Transportation, Division of Highways, from Kickoff through long-term operations.

Our team brings an expert mix of engineers, project managers, and govtech professionals, organized in an operating model designed around three commitments:

Accountability	Responsiveness	Delivery Excellence
Named leads own your outcome	Decisions made at the project level	Specialists at every phase



Deployment Lead (Kickoff through go-live)A

- Drives the day-to-day project work and owns the delivery plan
- Your single point of contact during solution stand-up, training, and implementation
- Accountable for project success and empowered to make decisions for the project

Account Management Lead (Go-live and beyond)A

- Owns your long-term support and success after go-live
- Engaged throughout deployment, so the relationship carries through go-live without interruption
- Leads ongoing check-ins, coordinates escalations, and conducts quarterly business reviews

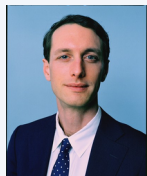
Why We Organize This Way

- **This structure gives you clear lines of communication and accountability from day one:** one person drives delivery, and one person owns your long-term success. The Deployment Lead works inside your operations every day and becomes an operational expert in how your organization actually works, configuring your solution around that reality. They are also empowered to make decisions for the project, which means we respond to your needs as they evolve without waiting on a layered approval chain. And your Account Management Lead is engaged throughout deployment, so there is no knowledge cliff at go-live: the person supporting you in year two helped stand your system up.

Your Project Team

CONCOURSE TECH INC.

Concourse assigns a dedicated project team with defined roles and responsibilities to every engagement. Each member below has a specific function on your project, bringing relevant public sector delivery experience. Additional team members can be assigned at the request of West Virginia Department of Transportation, Division of Highways.



Thomas Smyth FOUNDER & CHIEF EXECUTIVE OFFICER

15+ years in software and GovTech | Founder, Trim — \$100M+ saved for consumers | Delivery across 100+ public sector clients

Thomas is the founder and CEO of Concourse and has led technology delivery across the firm's 100+ public-sector clients, including state agencies, municipalities, higher education institutions, and K-12 school districts. He previously founded Trim, a personal finance application that saved Americans more than \$100M on their bills. On this engagement he owns client relationship strategy, executive stakeholder alignment, and delivery accountability.



Jonathan Dach HEAD OF GOVERNMENT AFFAIRS

OFFICE OF THE GOVERNOR OF CONNECTICUT
U.S. DEPARTMENT OF STATE

Chief of Staff, Governor of Connecticut | Office of the Secretary, U.S. Dept. of State | Clerk to the Chief Judge, State of New York

Jonathan leads government affairs at Concourse. He spent seven years on Connecticut Governor Ned Lamont's senior staff, including serving as chief of staff, supervising tens of thousands of employees across every state agency. Earlier he clerked two years for the chief judge of the State of New York and spent three years in the Office of the Secretary at the U.S. Department of State.



Rapolas Binkys LEAD STAFF ENGINEER & TECHNICAL ARCHITECT

 BAIN & COMPANY



11+ years as engineer, founder, consultant | Production systems for dozens of agencies | Cloud-native architecture and API integration

Rapolas owns the full product lifecycle from requirements through production deployment. With 11+ years as an engineer, founder, and technical consultant, he has shipped production systems for dozens of public sector clients, specializing in cloud-native architecture, API-first integration design, and AI-driven workflow automation. He coordinates Concourse's engineering team for technical delivery, performance, and security compliance.



Nayla Boorady FORWARD DEPLOYED ENGINEER

 Peregrine

Forward deployed engineer at Peregrine | Project lead on six agency deployments | ITSM, ticketing, and asset management builds

Nayla works directly with agency teams to build and ship production systems from requirements through go-live. She has delivered IT service management, ticketing, and asset management platforms for K-12, county, and municipal agencies. Previously a forward deployed engineer at Peregrine, she led six law enforcement deployments across the Midwest. She stays with each deployment through launch and adoption.



Ajay Menon LEAD, PROJECT MANAGEMENT & IMPLEMENTATION

 APAX PARTNERS

6+ years in product and delivery | 15+ public sector implementations led | Enterprise scoping for government and education

Ajay manages day-to-day delivery, milestone tracking, and stakeholder communication. With 6+ years in product strategy and technology deployments, he has led 15+ public sector implementations end-to-end, and previously scoped and delivered enterprise solutions for government and education clients at a technology advisory firm. He runs sprint planning, UAT coordination, training schedules, and go-live readiness.



Emilia Cabrera PRODUCT AND DESIGN

 DUOLINGO

Product and design at Duolingo | Accessibility and user research practice | Section 508 and WCAG 2.2 AA conformance

Emilia leads product and design, owning day-to-day delivery for state and local government clients from kickoff through go-live and post-launch support. She previously shipped user-facing products at leading technology companies. At Concourse she runs configuration workshops, end-user training, and agency rollout visits, converting agency redlines and prototype feedback into prioritized build items that meet Section 508 and WCAG 2.2 AA.


Varun Char PRODUCT AND GROWTH


U.S. ARMY RESERVE

Director of Strategic Initiatives, MTA

Strategy and operations at McKinsey

Legal counsel, U.S. Army Reserve

Varun is a strategy and operations leader with over a decade of experience improving large organizations and government agencies. As Director of Strategic Initiatives at the MTA he led operational and technology programs for one of the nation's largest transit authorities, and at McKinsey advised executives on strategy and operating model design. He leads stakeholder alignment, change management, and initiative planning.


Mike Mumma HEAD OF OPERATIONS & FINANCE

BCG BOSTON CONSULTING GROUP

10+ years in consulting and public policy

Relationships across 20+ public agencies

Owns cybersecurity and compliance program

Mike leads operations and finance, owning contracting and legal matters, finance operations, and the internal cybersecurity and compliance program. With 10+ years in technology consulting and government policy, he has managed relationships with 20+ agencies across state, municipal, and education sectors, and brings deep understanding of procurement workflows. He leads customer-facing technical reviews throughout each contract term.


Kelsey Shaner CONTRACTING & COMPLIANCE LEAD

10+ years in FinTech and GovTech operations

Dozens of government contracts managed

SLA and compliance framework ownership

Kelsey manages the full procurement lifecycle from initial opportunity through contract award and ongoing compliance. With 10+ years in technology operations spanning FinTech and GovTech, she has managed dozens of government contracts and SLA compliance frameworks. At Concourse she aligns configuration, documentation, and reporting with agency requirements so contractual obligations are met throughout the engagement.


Jacqueline Moss PRODUCT AND DATA MANAGEMENT LEAD


Technology consultant at Guidehouse

Defense and civilian agency engagements

Requirements analysis and discovery design

Jacqueline serves as Product and Data Management Lead, owning the discovery process and translating agency workflows into technical specifications. Previously a technology consultant at Guidehouse, she supported complex government engagements spanning requirements analysis, stakeholder coordination, and implementation planning for defense and civilian agencies. At Concourse she leads discovery workshops, documents functional requirements, and grounds solutions in real agency operations.

Our Advisors

FORMER STATE & FEDERAL CIOs AND CHIEF PROCUREMENT OFFICERS



Brenna Berman

CHIEF INFORMATION OFFICER

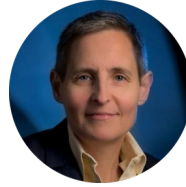
City of Chicago



Amaya Capellán

CHIEF INFORMATION OFFICER

Commonwealth of
Pennsylvania



Ann Dunkin

CHIEF INFORMATION OFFICER

U.S. Dept. of Energy; U.S.
EPA



Greg Godbout

CHIEF TECHNOLOGY OFFICER

U.S. EPA



David Gragan

CHIEF PROCUREMENT OFFICER

Texas, Indiana, D.C.,
CFPB



Colin Hill

CHIEF INFORMATION OFFICER

City of Indianapolis



Vern Jones

CHIEF PROCUREMENT OFFICER

State of Alaska



Rock Regan

CHIEF INFORMATION OFFICER

State of Connecticut



Pari Sabety

DIRECTOR, OFFICE OF BUDGET &
MANAGEMENT

State of Ohio



Greg Smith

CHIEF PROCUREMENT OFFICER;
CHAIRMAN, NASPO VALUEPOINT

State of Nevada



Theresa Szczurek

CHIEF INFORMATION OFFICER

State of Colorado



Tim Hay

GOVERNMENT PROCUREMENT
SPECIALIST

State of Oregon

Government Technology Delivery Experience

South Carolina Department of Transportation

Columbia, SC · PDF Remediation Web Application

Delivered a web application for the South Carolina Department of Transportation that uses Adobe PDF Services to upload and process documents, auto-tag PDFs, run accessibility checks, track processing jobs, and download results. The application also supports OCR, format conversion, content extraction, and common PDF manipulation operations.

West Virginia Office of Technology

Charleston, WV · Cybersecurity Governance, Risk & Compliance Platform

Our awarded project with the West Virginia Office of Technology is a cybersecurity compliance platform that will track how state agencies and entities meet security standards. Each agency will have its own walled-off workspace, the state CISO will have one dashboard across all of them, and WVOT staff will write questionnaires mapped to both the state framework and NIST, with the platform scoring each agency's answers and evidence against every selected framework.

Kansas City Board of Public Utilities (BPU)

Kansas City, KS · Engineering Service Request Portal

Building an online portal for the Kansas City Board of Public Utilities, the electric and water utility for Kansas City, Kansas, to receive and process engineering service. It will replace an existing portal that couldn't handle every request type or collect additional payments. Property developers will register, answer questions that lead them to the right request form, upload drawings and photos, and pay fees through PaymentUS. Engineers will work requests through separate water and electric workflows with role-based access. The portal will exchange data with several different platforms, including Esri GIS and OnBase. BPU administrators will be able to change existing workflows and create new ones themselves.

San Diego Association of Governments (SANDAG)

San Diego, CA · Public Participation GIS Survey Tool

Built an online survey tool for the San Diego Association of Governments, the regional planning agency for San Diego County and its 18 cities, to gather public input on transportation projects, programs, and policies. Staff create a survey in the tool and can include a map alongside the usual question types. Residents respond by dropping a pin on that map and leaving a comment about the spot they picked. Staff can restrict the map to the project area, so pins can only be placed inside it. Once responses come in, staff see a summary, view the pins on a map, and can export the data to Excel or CSV.

State of Oklahoma, Office of Management and Enterprise Services (OMES)

Oklahoma City, OK · AI Consulting & Development Retainer

Provided AI consulting and development services to the State of Oklahoma's Office of Management and Enterprise Services under a retainer engagement.

Company Information

Company Name	Concourse Tech Inc.
Contact Person	Kelsey Shaner
Phone	(646) 305-9964
Email	sales@concoursetech.com
Address	169 Madison Ave, Suite 15520, New York, NY 10016
Trust Center	SOC 2 Type II audit and TX-RAMP Level 1 certification documentation may be requested through the Concourse Trust Center: https://trust.concoursetech.com
CAGE Code	09E17
UEIA	R1XGH5JT24M1

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