



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

State of West Virginia
 Centralized Request for Proposals
 Info Technology

Proc Folder: 1883460		Reason for Modification:	
Doc Description: Crash Reporting and e-Citation System Modernization		ADDENDUM NO_3 Attach New Data Security Addendum Bid Opening Moves to 03/16/2026	
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-03-09	2026-03-16 13:30	CRFP 0803 DOT2600000002	4

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name: Affinity Global Solutions, LLC
Address: 812 Suite 300
Street: Burlington Drive
City: Bismarck
State: ND **Country:** USA **Zip:** 58504
Principal Contact: Melissa Casteel
Vendor Contact Phone: 701-223-3565 **Extension:** 23

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

Vendor Signature X *Melina Casteel* **FEIN#** 50-0008120 **DATE** 3/12/2026

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

West Virginia Department of Transportation (WVDOT) RFP No. XXXXXX—West Virginia Crash Reporting & Citations Solution



Instructions

Vendor, please enter your name in the text box below (it will propagate throughout the remainder of the workbook):

Affinity Global Solutions, LLC



Cost Proposal

This workbook has formulas that automatically sum the numbers entered by the Vendor in their proposal.

For this tab (i.e., the **Instructions Tab**), the Vendor shall enter their name in the cell above with the blue arrow pointing to it. The name entered above will be propagated throughout the remainder of the worksheet.

Proposals must include a completed Cost Proposal in Microsoft® Excel® format using this Cost Proposal workbook.

Vendor shall provide pricing for application managed services and any subscriptions for the SaaS/Cloud-based Crash Reporting and Citations solutions and any proposed third-party software solutions for ten (10) years for the solution defined in the written RFP. The Department expects to pay a reduced SaaS subscription fee during the initial implementation period.

Overall Cost Summary

This tab is calculated from other tabs in the workbook. No entries are required or allowed here.

Summary

The Vendor shall enter information (SKU, product number, quantity) about their proposed core software solution and any third-party software components that may be required in Part 2.

The remainder of this tab is calculated from other tabs in the workbook.

System Integration Tabs

These tabs break out the milestone cost for the project. Vendors shall enter prices in the cost workbook for each deliverable/milestone. The total of the milestones for the project will be automatically carried forward to the Summary and Overall Cost Summary tabs. The Vendor should account for all anticipated costs within the payment milestones. The Agency reserves the right to reject the request for payment of any direct cost item that was not included in the cost proposal or that was not expressly approved in advance of the cost being incurred. Travel costs will not be reimbursed separately and must be included in the milestone/deliverable pay points for the project as appropriate. Also enter the anticipated or targeted delivery date for each item (this will help us understand expected cash flow by fiscal year). Percentages of total are automatically calculated on this tab.

Customizations Tabs

For customizations, Vendor shall enter line-item pricing for each proposed customization for the project. The sum total of the customizations will be automatically carried forward to the customization milestone applicable.

Subscriptions Tab

Vendor shall provide pricing for subscriptions for the SaaS/Cloud-based Crash Reporting and Citations solution, application managed services and hosting needed to meet the outlined requirements and any proposed third-party software solutions for ten (10) years.

Rate Sheet Tab

Vendor shall complete the rate card tab of the cost workbook by entering the proposed hourly rate for each proposed resource classification. Hourly rates are to be inclusive of direct labor and overhead costs, but should not include any travel expenses. These rates shall be utilized by the Agency as the basis for negotiating any change orders to the contract. In the event travel is required as part of a change order, travel will be negotiated separately and then allocated/applied to the cost of each milestone contained in the change order. The rates provided shall be good for the first three (3) years of the contract, with the contractor allowed to escalate these rates by a percentage not to exceed the prevailing annual consumer price index (CPI) for West Virginia beginning in contract Year 4. The Rate Sheet is an independent table and is not calculated in the Total Price and does not carry forward to the summary tabs.



This sheet provides an overall summary of total proposed cost. No entries are allowed or required.

RFP No. XXXXXX—West Virginia Crash Reporting & Citations Solution
Proposer: Affinity Global Solutions, LLC
Overall Cost Summary for Proposer's Crash Reporting Solution

1. Implementation Services (Costs are pulled from the Detail Tabs)	Total Price	Notes	
Crash Reporting Solution	\$ 2,450,000.00		
Services Subtotal	\$ 2,450,000.00		

4. Ongoing Costs (Costs Consolidated and pulled from the Detail Tabs)	A. Base-Implementation	B. Base-Post Production	C. Total Price
Annual SaaS Subscription for Core Software - Crash Reporting Solution	\$ 1,187,300.00	\$ 2,995,900.00	\$ 4,183,200.00
Annual Third Party SaaS Subscription - Crash Reporting Solution	\$ -	\$ -	\$ -
		Subscriptions Subtotal	\$ 4,183,200.00

Base Contract (Implementation Services)	\$ 2,450,000.00
Base Contract (Associated Subscriptions)	\$ 4,183,200.00
Total Contract Price (Base and Options)	\$ 6,633,200.00



RFP No. XXXXXX—West Virginia Crash Reporting & Citations Solution
Proposer: Affinity Global Solutions, LLC
Driver's License Software Acquisition, Implementation, and Ongoing Operation

Section 1 and 2:
 Proposer should enter product information for each proposed software product.
Section 3 and 4:
 The remainder of this sheet summarizes costs from other sheets and requires no entries.

1. Software - Core Solution	Itemize Software Modules Here and Include Pricing on Subscription Tab by Year		
	A. SKU	B. Product No.	C. Quantity
DCT/LT			1
Offline Client			1
e-Commerce			1
<i>Add Any Lines Needed Above As Required</i>			

2. Third Party Products	Itemize Software Modules Here and Include Pricing on Subscription Tab by Year		
	A. SKU	B. Product No.	C. Quantity
<i>Not Applicable.</i>			
<i>Add Any Lines Needed Above As Required</i>			

3. Services	Total Price
Project Services - Implementation Costs	\$ 2,450,000.00
Services Subtotal	\$ 2,450,000.00

4. SaaS Subscription Costs	A. Initial Implementation	B. Post Production	C. Total Price (A+B)
Annual Software Subscription - Core Solution including Application Managed Services & Hosting	\$ 1,187,300.00	\$ 2,995,900.00	\$ 4,183,200.00
	\$ -	\$ -	\$ -
Subscription Costs Subtotal			\$ 4,183,200.00

Total Price (Sum of Subtotals of Sections 3-Services and 4-Software Subscriptions)	\$ 6,633,200.00
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RFP No. XXXXXX—West Virginia Crash Reporting & Citations Solution
Proposer: Affinity Global Solutions, LLC
Crash Reporting Solution

Enter pricing and anticipated delivery dates



1. Deliverables/Milestones	A. Total Price	Target Delivery Date	%
<p>Project Plans and Kick-off Meeting, including: Project Work Plan, Project Kick-off Meeting, Project Management Plan with Resource Management Plan, Release Management Plan, Quality Management Plan, Knowledge Transfer Plan, Stakeholder Engagement Plan, Organizational Change Management (OCM) Plan, Master Test Plan, Data Conversion-Migration Plan, Interface Plan, Training Plan, Production Support/HelpDesk Support Plan, Go-Live Deployment Plan, Operational Level Agreements, Service Level Agreements, Post Go-Live Plan, Security Plan</p> <p>*Payment for the items included in "Project Plans and Kick-off Meeting" and "Design" will be deliverable-based and agreed upon by the State and AGS at contract signing.</p> <p>Design: System Detailed Design Document (SDDD) & Requirements Traceability Matrix</p>	\$ 700,000.00	2027-05-10	28.57%
<p>Development: Configured Software, Unit Tested Interface Programs, Unit Tested Conversion Programs, Mock Data Conversion 1, and Mock Data Conversion 2</p>	\$ 700,000.00	2027-09-29	28.57%
<p>Unit Tested Custom Objects (Forms, Reports, Workflows) - Pulled from Customizations Tab Total of Customizations (DO NOT ENTER A VALUE HERE)</p>	\$ -		0.00%
<p>Testing: System Test Report, Integration Test Report, Security Test Report, Performance Test Report, User Acceptance Test (UAT) Report, & Approved Configured Software</p>	\$ 250,000.00	2028-02-01	10.20%
<p>Production and Pilot Readiness Prep: Training Materials, Training Course Pilot (pre-UAT), End-User Training, Enterprise Readiness Plan, Support/Materials per Approved Plan, & Cut-over to Production for Pilot</p>	\$ 350,000.00	2028-03-01	14.29%
<p>Pilot (including costs for statewide rollout preparations)</p>	\$ 250,000.00	2028-06-20	10.20%
<p>Statewide Rollout</p>	\$ 200,000.00	2028-12-08	8.16%
<p align="right">Project Services Subtotal</p>	\$ 2,450,000.00		100.00%

RFP No. XXXXXX—West Virginia Crash Reporting & Citations Solution
Proposer: Affinity Global Solutions, LLC
Annual Software Subscription Cost for Crash Reporting Solution

Enter the subscription cost per year for Phase 2.



1. Annual Software Subscription - Core Solution Including Application Managed Services	Initial Implementation		Post Production							
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
<i>Core Solution (One-time fee due at the time of contract signing)</i>	\$ 750,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Application Manage Services (Annual Support & Maintenance; Year 2 is prorated based on pilot go-live)</i>		\$ 67,500.00	\$ 141,800.00	\$ 148,900.00	\$ 156,300.00	\$ 164,100.00	\$ 172,300.00	\$ 180,900.00	\$ 189,900.00	\$ 199,400.00
<i>Hosting (\$50,000 One-time setup, plus Annual Hosting paid monthly)</i>	\$ 206,000.00	\$ 163,800.00	\$ 172,000.00	\$ 180,600.00	\$ 189,600.00	\$ 199,100.00	\$ 209,000.00	\$ 219,500.00	\$ 230,500.00	\$ 242,000.00
Subtotal: Core Software During Initial Implementation		\$ 1,187,300.00								
								Subtotal: Core Software During Production Support		\$ 2,995,900.00

2. Annual Software Subscription - Third-Party	Initial Implementation		Post Production							
	Year 2	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
<i>Not Applicable.</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal: Third-Party Software During Initial Implementation		\$ -								
								Subtotal: Third-Party Software During Production Support		\$ -



Enter hourly rates by project role.

Digital Project Delivery Solution
RFP No. XXXXXX—West Virginia Crash Reporting & Citations Solution
PROPOSER: Affinity Global Solutions, LLC
RATE SHEET

Instructions: Vendor shall complete and submit this Rate Sheet. Vendor shall include billing rates for key staff that may provide professional services under this contract. Billing Rates shall be fully-burdened and include overhead, other direct costs and profit, but exclude travel expenses. These rates shall be used as a basis for the purchase of additional professional services under this Contract.

Item No.	Role	Role Description	Unit	Billing Rate
1	Project Management Services	Services related to: Project status reporting/meetings, project planning, and supporting plan documents	Hour	\$250.00
2	Custom Programming	Application configuration or development	Hour	\$200.00
3	Training Services	Training documentation and delivery of training	Hour	\$175.00
4			Hour	
5			Hour	
6			Hour	
7			Hour	
8			Hour	
9			Hour	
10			Hour	
11			Hour	\$
12			Hour	\$
13			Hour	\$
14			Hour	\$
15			Hour	\$