

***WV Executive Budget Books  
Automation Software System -  
CRFP 0703 BUD2300000001  
Technical Proposal***

02/08/23 09:56:32  
Purchasing Division

February 7, 2023



**FINITE MATTERS LTD.**

INFORMATION MANAGEMENT SOLUTIONS

Benjamin J. Slone III

Digitally signed by Benjamin J. Slone

III  
Date: 2023.02.07 12:34:49 -05'00'

Benjamin J. Slone III  
President  
sloneb@fml.com  
3064 River Road West  
Goochland, Virginia 23063  
804-556-1180 / 804-556-1183 (fax)



## **Proprietary and Confidential Information Notice**

This document may contain FINITE MATTERS LTD. (FML) proprietary and confidential information on marked pages.

Any communications or inquiries related to this document should be directed to:

FINITE MATTERS LTD.  
3064 River Road West, Suite B  
Goochland, Virginia 23063  
804-556-1180

## **Projections, Forecasts, and Updates**

The information set forth in this proposal is believed by FINITE MATTERS LTD. to be accurate and reliable. It must be recognized, however, that predictions and projections are necessarily subject to a degree of uncertainty and no warranty of such projections is expressed or implied herein.

FINITE MATTERS LTD. reserves the right to amend or replace this document at any time, but undertakes no obligation to update, correct, or supplement any information contained herein or to provide State of West Virginia with access to any additional Information. In no event shall delivery of this document at any date after the date hereof be deemed an indication that there has been no change in FINITE MATTERS LTD.'S product concept or belief.

This proposal is available as an Adobe® Systems Incorporated Acrobat® (PDF) file and is also available as an Adobe FrameMaker® file if requested.

# *Acronyms and Abbreviations*

The following is a list of acronyms and abbreviations used throughout this document. For definitions of some of these and other terms, refer to the “Glossary” on page 25.

|       |  |
|-------|--|
| ACFR  | Annual Comprehensive Financial Report        |
| ACO   | Auditor-Controller’s Office                  |
| AMS   | American Management Systems                  |
| API   | Application Programming Interface            |
| AWS   | Amazon Web Services                          |
| BI    | Business Intelligence                        |
| BRASS | Budget Reporting and Analysis Support System |
| CIP   | Capital Improvement Program                  |
| CoI   | Certificate of Insurance                     |
| CEO   | County Executive Office                      |
| COTS  | Commercial off the Shelf                     |
| ERP   | Enterprise Resource Planning                 |
| FDK   | Frame Developers Kit                         |
| FML   | FINITE MATTERS LTD.                          |
| GASB  | Government Accounting Standards Board        |
| GUI   | Graphical User Interface                     |
| HTML  | Hyper Text Markup Language                   |
| ODBC  | Open Database Connectivity                   |
| OLAP  | On Line Analytical Processing                |
| PADS  | PatternStream Automated Document System      |
| PB    | Performance Budgeting                        |
| PDF   | Portable Document Format                     |
| RFI   | Request for Information                      |
| RFP   | Request for Proposal                         |

*Acronyms and Abbreviations*

|      |   |
|------|---|
| PADS | PatternStream Automated Document System |
| PSET | Pattern Set Template                    |
| SaaS | Software as a Service                   |
| SoW  | Statement of Work                       |
| SQL  | Standard Query Language                 |
| toc  | Table of Contents                       |

## Executive Summary

FINITE MATTERS LTD. (FML) is pleased to provide this proposal to the State of West Virginia. It is provided in response to *WV Executive Budget Books Automation Software System - CRFP 0703 BUD2300000001*.

The purpose of this document is to provide a formal response to the State of West Virginia regarding FML products and services to publish selected Executive Budget Books as described by the RFP and posted on the State of West Virginia's web site. FML understands that it is the State of West Virginia's goal to implement a world class document production system. This proposal is based on FML's experience, knowledge, review of supplied information, and the State of West Virginia's request.

FML first worked with the County of Santa Clara, California beginning in 1998 to publish their FY 2000 Recommended Budget using our PatternStream® application. Since that time, we have worked with numerous cities, school districts, other districts, counties, states, and federal agencies to publish more than 100 types of budget, annual comprehensive financial report (ACFR), capital improvement program (CIP), and other documents using PatternStream and PatternStream Automated Document System (PADS) applications. No other firm has the data-driven government document publishing experience that FML has.

FML understands that the State of West Virginia currently uses the CGI Advantage system. FML has worked with CGI since they purchased American Management Systems (AMS) in 2004. AMS had acquired Budgeting Technology, Inc. (BTI) in 1999 which included their Budget Reporting and Analysis Support System (BRASS). FML originally worked with BTI's BRASS at the County of Santa Clara and then with AMS as they developed and implemented their Performance Budgeting (PB) system at the State of Iowa. PB was developed to replace BRASS and is the budget system within the CGI Advantage system. Therefore FML has worked with CGI's PB system as it was developed and for more than 19 years to publish budget and capital improvement program (CIP) documents. FML is well versed in implementation with customers using CGI's PB systems and no other company has our experience or relationship.

FML's PatternStream Automated Document System (PADS) integrates directly with PB database tables. This enables on-demand data acquisition from PB precisely as needed. The application can also acquire other information sources from other databases, Microsoft Excel, and markup files. In addition, it can also import, place, and present other files such as image and PDF files. PADS can be used as an on premise or hosted web-based application. In accordance with the State of West Virginia CRFP, FML proposes to provide a hosted PADS software as a service (SaaS) in an Amazon Web Service (AWS) environment.

Users access PADS using any standard web browser. Its interface is easy to use to implement, modify, and publish any data-driven documents including budget, CIP, and ACFR files. The PADS license allows any number of documents to be set up and published with any number of uses. New PADS versions are released with features and functions every two to ten weeks.

FML has successfully provided database publishing system implementation and support to a wide variety of customers. Since September, 1998, FML has provided its award winning Pattern-

Stream and now PADS software as a means to facilitate data-driven publishing. We are no stranger to this type of project and look forward to having the opportunity to meet and *exceed* the State of West Virginia's current requirements. PatternStream and PADS are still being implemented and/or used to publish documents for a wide range of customers including intellectual property publishers, manufacturers, distributors, financial service providers, other publishers, utilities, and government agencies. The section of this proposal titled "[FML Qualifications and Experience](#)" on page 11 provides information about FML. Additional information about FML including our capabilities, experience, and customers will be provided upon request.

FML knows how to perform and complete services to publish public sector documents like the Executive Budget Books using data from a variety of information systems including all the major public sector financial and budget systems and spreadsheets. We believe that we can not only provide the software and services specified in the request but support the publishing of other State of West Virginia reports. FML has more than 30 years experience working in the demanding public sector superior publishing support business with a record of success. We can bring a unique and experienced solution to the task. FML will use the PatternStream and PADS applications as tools to provide consistent, accurate, and quick publishing methods to complete this project.

This proposal is comprised of the two main sections:

- Project Goals and Requirements
- FML Qualifications and Experience

The project section addresses the concepts presented in the State of West Virginia CRFP subsection 4.2, Project Goals and Mandatory Requirements.

The experience section provides information about FML, including history, experience, reference customers, and a partial list of public and private sector publishing project customers. This addresses the State of West Virginia CRFP subsection 4.3, Qualifications and Experience.

The Cost Proposal is provided as a separate document in accordance with the requirements of the State of West Virginia CRFP.

FML is a knowledge-age company founded in September 1991 and has successfully completed its publishing and information management projects for a diverse group of public and private sector clients. FML maintains active relationships with leading information technology and publishing companies including Adobe Systems Inc., CGI, IBM, Infor, Microsoft Corporation, SAP, Sherpa, and Tyler Technologies, Inc.



# Table of Contents

- Proprietary and Confidential Information Notice .....iii
- Projections, Forecasts, and Updates .....iv
- Acronyms and Abbreviations ..... v
- Executive Summary ..... vii
- Project Goals and Requirements ..... 11
  - Introduction ..... 11
  - Project Overview ..... 11
  - 4.2.1 Goals and Objectives ..... 12
  - 4.2.2 Mandatory Project Requirements ..... 14
  - Description of the Solution ..... 15
- FML Qualifications and Experience ..... 11
  - Introduction ..... 11
  - 4.3.1 Qualification and Experience Information ..... 11
  - 4.3.2 Mandatory Qualification/Experience Requirements ..... 13
  - References ..... 14
  - Company Information ..... 15
  - Company History, Experience, and Qualifications ..... 15
  - About FML ..... 20
  - FML PatternStream Services ..... 21
- Glossary ..... 25
- Publications ..... 27
- Trademarks ..... 28

# *Table of Contents*

FML

FINITE  
MATTERS  
LTD.

INFORMATION  
MANAGEMENT  
SOLUTIONS

## *Project Goals and Requirements*

---

### Introduction

The purpose of this section of the proposal is to address the particulars of the State of West Virginia's request for a proposal as it pertains to the work to be performed. Specifically it proposes a response to RFP pages 28 and 29, subsection 4.2, Project Goals and Mandatory Requirements.

### Project Overview

FML proposes to provide its PADS software and services to the State of West Virginia for an electronic budget book solution. As stated by the State of West Virginia CRFP, FML proposes to provide PADS from a hosted AWS environment. PADS is a browser-based application that enables small group or enterprise usage to publish budget and other data-driven documents.

FML services include initial implementation work, personnel training, support, and PADS upgrades. The implementation work will set up a first publishing instance working with the State of West Virginia, unless that is not desired. FML will provide PADS training to the State of West Virginia personnel so that they can publish, maintain, and set up new projects. After the initial publishing instance is set up, FML will provide additional support as requested per an additional statement of work (SoW). PADS is upgraded with new features and functions driven by cus-

tomers request and FML enhancement plans every two to ten weeks. These upgrades will be provided as part of the SaaS offering.

### 4.2.1 Goals and Objectives

---

The purpose of this subsection of our response is to directly respond to the CFRP, page 28, Goals and Objectives.

#### 4.2.1.1

PADS provides the environment to completely automate budget books. As previously discussed, PADS can directly access data from CGI's PB system. This is typically done by querying the PB database from PADS and presenting its results for publishing tables, dynamic graphs, and other objects. This allows last minute budget system changes to be re-published to reflect the latest values. In addition, last minute changes can be made very quickly to electronic output files.

PADS provides a user-friendly web interface enabling customer users to set up, modify, and publish any number of documents. It also enables an unlimited number of users to collaborate to create portions of documents. This can include narrative text authoring/editing and file uploading. An administrative function allows user access control.

PADS is a single environment for the creation of many documents. As previously discussed, users can set up and publish a variety of needed files to a number of formats including high quality and interactive PDF and HTML5. It is a single source, network implementation and publishing system.

#### 4.2.1.2

FML proposes as part of this effort to set up the State of West Virginia Volume II — Operating Detail as part of this proposal. This will enable users to learn from the implementation process and complete the goal of having the book completed. FML training in combination with the easy to use PADS interface will enable the State of West Virginia personnel to implement and maintain as many documents using PADS as desired.

As discussed, FML provides the PADS SaaS in an AWS environment. This includes not only administrative control of PADS but also full AWS environment access as desired.

FML's experience has shown that PADS users can set up and satisfy their publishing needs without the use of FML personnel. This has been proven over the years at a number of government entities.

#### 4.2.1.3

Through training and in-house use, any number of State of West Virginia users can use PADS. As previously mentioned, the PADS license does not limit the number of allowed users. This user access control function is provided to the State of West Virginia. This enables the State of West Virginia to control user access. Therefore the State of West Virginia can determine how many users are trained and have PADS access.

PADS provides an historical archive of information review and recall. It also provides a process work flow.

#### 4.2.1.4

As previously discussed, FML will provide the implementation and support to publish the State of West Virginia Volume II — Operating Detail before the January 10, 2024 deadline. FML understands public sector publishing requirements and has a long, established history of satisfying the requirements.

PADS greatly assists customers with the generation of budget documents that are presented with the GFOA Award. Beginning in the early 2000s, FML first worked with the Counties of San Diego and Orange, California to publish budget documents that achieved the GFOA Distinguished Budget Presentation Award. Both counties are customers today – and continue to achieve the GFOA award. Since that time, FML has provided its software and services to a number of governments who have attained the GFOA award. We are not aware of a single FML customer who has submitted and not received the award.

In addition to the GFOA Distinguished Budget Presentation Award, local governments have also accomplished the California Society of Municipal Finance Officers (CSMFO) award and the International City/County Management Association (ICMA) award.

Both FML’s PatternStream and PatternStream Automated Document System (PADS) applications assist governments in creating publications to realize the GFOA award. The GFOA Detailed Location Criteria Guide provide the guidelines for response for budget document evaluation (see [https://gfoaorg.cdn.prismic.io/gfoaorg/234798d8-f7d3-45c2-8767-d705a53595c3\\_BudgetCriteriaGuide2021orlater.pdf](https://gfoaorg.cdn.prismic.io/gfoaorg/234798d8-f7d3-45c2-8767-d705a53595c3_BudgetCriteriaGuide2021orlater.pdf)). As examples, FML applications and services assist compliance with:

1. #C1. – Enabling the automatic creation of interactive table of contents which work in PDF, HTML, and other file formats. They allow easy user navigation and exact page number matching from established hierarchical document levels. In addition, the applications can create sub or section table of contents and indexes to ease user routing with color coding, as desired.
2. #O1. – Presenting organization charts for the entire entity – and for each agency or department or other grouping as desired. These charts can be used from 37 different types of file formats.
3. #O3. – Creating and presenting a schedule or summary table of personnel or position counts from Tyler Munis and/or Excel spreadsheet data.
4. #O4. – Supporting the authoring and editing and publishing of department and program descriptions in budget books. In particular, PADS enables a hierarchical system for users to control descriptions for presentation with history, formatting, and insertion using a web browser interface.
5. #C5: – Automatically creating and incorporating charts and graphing from dynamic Munis and Excel data.

6. #C6: – Producing and formatting an understandable, attractive, and consistent budget document. FML applications use the best techniques for document publishing including integration with Adobe applications to create highly formatted, legible, and hyperlinked documents.

PatternStream and PADS document content sources can include CGI Advantage data, Excel data and graphs, database information, image, word processing, HTML, and other file formats. The applications enable local governments to set up and automatically create budget documents that are accurate, contain expressive and detailed tables, images, and font specific content – and satisfy GFOA standards.

#### 4.2.1.5

FML has provided PADS SaaS support to customers for more than five years. The specifics of the system availability and security is covered by the FML SaaS agreement. This agreement includes 24/7 system availability.

In addition, FML provides service during peak publishing periods to ensure that customers have full support to publish their documents on time. FML has a long history of satisfying customer requirements and ensuring budget and other documents are published on time. To accomplish this, we have around the clock support available as necessary.

### 4.2.2 Mandatory Project Requirements

---

The purpose of this subsection of our response is to directly respond to the CFRP, pages 28 and 29, Mandatory Project Requirements.

#### 4.2.2.1

FML will provide PADS training to all assigned State of West Virginia staff members. This training typically consists of two hour sessions distributed over a several week period. Generally, FML provides a series of eight two-hour sessions for PADS training. The total amount of training is dependent on staff publishing knowledge and desire. It is FML's goal to ensure that all trainees understand and are capable of using PADS at their required and chosen levels.

#### 4.2.2.2

After a publishing instance implementation and publishing, FML provides information about the specific methods used in the process. PADS contains a system for showing where the published information originated and how it is transformed as needed for presentation.

The PADS interface includes a presentation of the document to be published in outline form. All sections, subsections, and lower levels down to objects and their components are identified. PADS delineates all the data mapping, as an example, for any user to see where and how it is formed.

#### 4.2.2.3

FML has been in the public sector publishing business since 1998. Throughout its history, FML has always provided assistance, guidance, and support to customers to ensure that customer' documents are published on or ahead of schedule.

Individual customer support is usually performed by the original project manager. This allows the most knowledgeable FML person to be involved in allocating resources as necessary for issue resolution.

Phone calls and emails may be directed to the project manager or to the main office. Because publishing schedules are set in advance, the personnel can be ready to assist in the event the need arises. Technical support is conducted through a direct, flat organizational structure based on the understood schedule and customer needs.

FML agrees to support the State of West Virginia in its effort to publish its budget documents on time.

---

### Description of the Solution

#### Proposed Software / SaaS

PADS is FML's third generation solution for publishing data-driven public sector documents. FML PatternStream was introduced to the market in 1998 and first used at the County of Santa Clara, California for budget document creation and publishing. In 2013, FML introduced the PADS client server application. In 2016, FML introduced web-based PADS. Since its introduction, PADS has undergone continual upgrades based on customer requests and FML planned features and enhancements. These enhancements are released every two to ten weeks.

Users access PADS using web browsers. All publishing project setup, modification, maintenance, publishing, and other tasks are accomplished through the browser interface. A user access enables the system administrator to control user ability to view, author/edit, publish, and other system operations. PADS is deployed as an enterprise application. It can be used by one person or by as many as the customer desires.

PADS is set up and uses information from a variety of sources to create documents. Budget and financial information is typically obtained from budget systems, databases, business intelligence (BI) systems, and spreadsheets. Tables and graphs are set up and automatically populated/created from the acquired values. Approximately 37 different types of image file formats can be included as part of published documents. Narrative can be entered in the PADS web browser interface to ensure formatting consistency, archiving, and control in addition to files containing narrative information being imported. Files are uploaded into the PADS directory structure and into the document as needed.

PADS can import budget data from CGI PB systems directly or use Excel spreadsheets or other reports from the system.



PADS has three major types of document creation; interactive PDF, HTML5, and interactive web generation. PADS uses Adobe FrameMaker and FrameMaker Server to drive the creation of high quality, interactive, and ADA compliant PDF files for print and electronic distribution. The HTML5 file is a published file that can be posted on a web site containing all budget document information including images and narrative text. The interactive web file systems provide a collection of files that can be posted to provide web users to drill down and roll up interactive tables and graphs. PADS is a single source application for multiple output types.

The interactive web files system can include a dashboard for Citizen use. This can include any data-driven parameters and other dimensions of values. The information can be segregated by multiple parameters including department and fund. It can enable the display and/or drill down/roll up of revenues, expenditures, FTEs, performance measures, and other values.

As previously mentioned, PADS can be used to create any and all budget, CIP, ACFR, schedules, reports, and other documents. Existing customers have found a wide range of publishing needs satisfied. Customers can independently, or with FML's support, set up any number of additional documents.

#### **Proposed Software / SaaS Deployment**

PADS can be installed on premise in the State of West Virginia environment or provided as a SaaS. Based on the State of West Virginia CRFP, FML will provide a hosted deployment.

##### ***PADS SaaS***

PADS SaaS is provided on an environment that contains all the software necessary to perform all standard PADS functions using a web browser interface. Administrative access is also provided for direct server access for certain management functions.

With the PADS SaaS deployment, all State of West Virginia data and files remain the property of the State. The information is only used for publishing.

There are several methods that can be employed to acquire publishing information. Data can be uploaded from the CGI PB system directly automatically or manually, or from exported system files. This is accomplished by using queries to access specific information from the CGI PB database. Files are uploaded into the PADS directory from local workstations and then used as part of the document creation process. This is typically accomplished through a manual process. This allows images, spreadsheet, and other information to be included as information sources for documents to be published.

As FML releases new PADS versions every two to ten weeks, customers have the option to control when updates are made. This ensures that upgrades don't interfere with customer publishing schedules.

PADS SaaS is provided in a private AWS environment. The environment is not multi-tenant.



### **User Capabilities**

In general, PADS is built to enable budget and finance personnel to fully use all its functions and features. Its browser-based interface was developed with budget and public sector document publishing in mind. Experience has shown that PADS training allows typical personnel the ability to use a large segment if not all of its functions.

Of unique consideration are the budget amount values. Depending on the method used, a knowledge of structured query language (SQL) may be necessary. FML initially sets this up for the first publishing project.

### **PADS Features**

As previously mentioned, FML is constantly adding new features and functions for PADS. And as also mentioned, these enhancements are requested by customers and also directed by FML long term application plans.

FML plans include the enhancement of work process flows, improved PADS installation procedures, and other publishing means. At this time, we don't observe that any features missing that are needed to support the requirements of this RFP. This is based on our current understand of the RFP.



# FML

F I N I T E  
M A T T E R S  
L T D .

I N F O R M A T I O N  
M A N A G E M E N T  
S O L U T I O N S

## *FML Qualifications and Experience*

---

### Introduction

The purpose of this section of the proposal is to address the particulars of the State of West Virginia's request for a proposal as it pertains to FML's Qualifications and Experience. Specifically it proposes a response to RFP pages 29 and 30, subsection 4.3, Qualifications and Experience.

FML has completed or is currently working on numerous information management tasks. The collection of projects described in these pages demonstrate some of our *knowledge-age* capabilities.

To perform these and other tasks, we use and integrate with Adobe Systems Incorporated (Adobe) products and other development tools. FML has been working with Adobe since 1995.

Also as mentioned in the "Executive Summary" beginning on page vii, FML has worked with numerous customers using CGI information systems. This history began in 2004 with CGI and with AMS as PB was under development at the State of Iowa.

#### 4.3.1 Qualification and Experience Information

The purpose of this subsection of our response is to directly respond to the CFRP, page 29, Qualification and Experience Information.

#### 4.3.1.1

FML has and continues to work with a number of State Budget Offices since its inception including:

- State of Arkansas (AMS/CGI)
- State of Idaho (Sherpa)
- State of Iowa (AMS/CGI)
- State of Louisiana (originally CGI, now others including SAP)
- State of Maine (CGI)
- State of Michigan (CGI)
- State of New Mexico (Sherpa)
- State of North Dakota (Sherpa)
- State of Vermont (CGI)

Due to contract requirements, FML can only provide the State of Louisiana as a reference (see below in “FML has developed, sold, and provided services for its PatternStream license since it was first introduced as a beta license in 1997. PatternStream and PADS have been implemented at a wide range of customers in a multitude of public and private sector markets.” on page 24). Agreements with other prime contractors (i.e., CGI, Sherpa, etc.) do not allow FML to provide customer reference information. In addition, we find and respect that most our state agreements have contracting guidelines which prohibit the state from providing any endorsement or reference to any Vendor or to any person for their use.

#### 4.3.1.2

As previously discussed, FML began providing its software and services to the County of Santa Clara, California in 1998. The County continues to be a customer to date. The counties of San Diego, San Mateo, and Orange, California followed as customers in 2003 and 2004. They all continue to be FML customers for software and services.

As also previously discussed, the State of Iowa was our first state customer in 2003 as AMS developed PB to replace BRASS. They have continued to be a customer as CGI purchased AMS and to date.

Our second state customer was the State of Louisiana. Beginning in 2004 and to date, FML has been providing its data-driven applications and services to the State of Louisiana to publish its Executive and Supporting and Children's Budget Documents directly from its budget systems. Since 2019, FML's applications and services have also published the Budget Request Packets. FML's software and services have remained as the State has transitioned from a CGI based ERP system to a SAP based ERP system.

Specific approved references are provided below in the “FML has developed, sold, and provided services for its PatternStream license since it was first introduced as a beta license in 1997. PatternStream and PADS have been implemented at a wide range of customers in a multitude of public and private sector markets.” on page 24.

4.3.1.3

Previously, AMS and CGI provided FML software implementation services. However this practice ended before 2010 due to the AMS purchase and CGI resource allocation. They completed the implementation at the State of Arkansas and several large counties.

Sherpa Government Solutions (a GTY Company) has provided PADS implementation services at:

- County of Riverside, CA
- State of Idaho
- State of New Mexico
- State of North Dakota
- Yolo County, CA

Sherpa's PADS implementation services began in 2019.

FML is not proposing to use any third party for the performance of any agreement with the State of West Virginia.

4.3.1.4

Due to FML's agreement, specific project information from projects with Sherpa Government Solutions can not be provided.

FML is not proposing to use Sherpa Government Solutions in the conduct of any agreement resulting from this proposal.

---

### 4.3.2 Mandatory Qualification/Experience Requirements

The purpose of this subsection of our response is to directly respond to the CFRP, pages 29 and 30, Mandatory Qualification/Experience Requirements.

4.3.2.1

FML has provided many Federal, State, and Local government customers software and services for more than two years. Some of the oldest customers are the County of Santa Clara, CA (since 1998), County of San Diego, CA (since 2004), County of Orange, CA (since 2003), and the State of Iowa (since 2003) and State of Louisiana (since 2004).

4.3.2.2

Sherpa Government Solutions has implemented FML's PADS since 2019 at the states and counties delineated in 4.3.1.3.

FML is not proposing to use Sherpa Government Solutions in the conduct of any agreement resulting from this proposal.

References

This subsection provides information regarding FML for consideration to response to CRFP page 29, subsection 4.3.

FML customer references for contact are listed below. In addition, “Company History, Experience, and Qualifications” beginning on page 15 provides a partial list of public and private customers.

|   |  |
|---|--|
| <p><b>County of Santa Clara</b><br/>                 Office of Budget and Analysis<br/>                 Ms. Liz Wold<br/>                 Principal Budget and Public Policy Analyst<br/>                 Email: <a href="mailto:liz.maldonado@ceo.sccgov.org">liz.maldonado@ceo.sccgov.org</a><br/>                 Phone:(408) 299-5165<br/>                 70 W. Hedding Street, East Wing, 11<sup>th</sup> Floor<br/>                 San Jose, CA 95110</p> | <p><b>County of Monterey</b><br/>                 Department of Budget &amp; Analysis<br/>                 Mr. Juan Lopez<br/>                 County Administrative Office Analyst<br/>                 Email: <a href="mailto:LopezJP3@co.monterey.ca.us">LopezJP3@co.monterey.ca.us</a><br/>                 Phone: (831) 759-5091<br/>                 68 W. Alisal Street, 3rd Floor<br/>                 Salinas, CA 93901</p> |
| <p><b>State of Louisiana</b><br/>                 Office of Budget<br/>                 Mr. Paul Fernandez<br/>                 Database Administrator, Budget Office<br/>                 Email: <a href="mailto:Paul.Fernandez@LA.GOV">Paul.Fernandez@LA.GOV</a><br/>                 Phone: (225) 219-0078<br/>                 P.O. Box 94095<br/>                 Baton Rouge, LA 70804-9095</p>   | <p><b>County of San Mateo</b><br/>                 Office of Budget, Policy &amp; Performance<br/>                 Mr. Michael Leach<br/>                 Management Analyst<br/>                 Email: <a href="mailto:MLeach@smcgov.org">MLeach@smcgov.org</a><br/>                 Phone: (650) 599-1245<br/>                 400 County Center, 1<sup>st</sup> Floor<br/>                 Redwood City, CA 94063</p>            |
| <p><b>City of Portland</b><br/>                 City Budget Office<br/>                 Mr. Robert Cheney<br/>                 Lead Budget Systems &amp; Senior Analyst<br/>                 Email: <a href="mailto:Robert.Cheney@portlandoregon.gov">Robert.Cheney@portlandoregon.gov</a><br/>                 Phone: (503) 823-5738<br/>                 1120 SW 5th Avenue<br/>                 Portland, OR 97204</p>   | <p><b>City of Mankato</b><br/>                 Office of City Manager<br/>                 Mr. Mike Willis<br/>                 Senior Programmer/Analyst<br/>                 Email: <a href="mailto:mwillis@mankatomn.gov">mwillis@mankatomn.gov</a><br/>                 Phone: (507) 387-8557<br/>                 10 Civic Center Plaza<br/>                 Mankato, MN 56002</p>  |
| <p><b>City of Bradenton</b><br/>                 Mr. Corey J. Fortin<br/>                 Policy, Planning &amp; Procedures Administrator<br/>                 Email: <a href="mailto:corey.fortin@bradentonfl.gov">corey.fortin@bradentonfl.gov</a><br/>                 Phone: (941) 932-9451<br/>                 101 12<sup>th</sup> Street, W<br/>                 Bradenton, FL 34205-7865</p>  |  |

The contact information provided in this list is confidential and may not be used for any other purpose or distribution.

## Company Information

---

This subsection provides information regarding FML for consideration in response to CRFP page 29, subsection 4.3. The following information is provided in accordance with the requirements:

Name of company: Finite Matters Ltd.

Company name abbreviated: FML

Address of corporate headquarters: 3064 River Road West, Suite B  
P.O. Box 759  
Goochland, Virginia 23063

Telephone and fax numbers: 804-556-1180  
804-556-1183  
www.fml.com

Form of company: Commonwealth of Virginia Corporation

Date company formed: September 23, 1991

FEIN: 54-1600440

Federal Unique Entity ID: N8LLQ4AAFNK3

Notices to and authorized to make Ben Slone  
decisions or represent FML: President

P.O. Box 759  
Goochland, Virginia 23063  
804-556-1180  
804-556-1183  
sloneb@fml.com

## Company History, Experience, and Qualifications

---

FML began its first budget publishing automation effort at the County of Santa Clara in 1998. It resulted in the automated publishing of the County's Recommended Budget in May 1999 and its Adopted Budget in September 1999. FML's first ACFR automation was at the County of San Diego in 2005. Since then, FML has implemented numerous budget, ACFR, CIP, fee schedules, state schedules, and other data-driven publishing systems for public sector entities.

FML has provided automated publishing system implementation and support since our inception. In September, 1998 we announced the availability of our PatternStream software. That same year we begin our first PatternStream implementation for public sector publishing. FML has more than 100 public sector clients including the federal government (civil, military, and intelligence agencies), state and local governments and agencies, and international governments. In 2016, FML introduced browser-based PatternStream Automated Document System (PADS). Since 1999, PatternStream and PADS have been implemented and/or used to publish documents for a wide range of customers including, but not limited to:

### Federal

- Australian Government
  - Department of Defence
  - RAAF AIS
- Commonwealth of Northern Mariana Islands
- Department of Commerce
  - Bureau of Economic Analysis
- Department of Defense
  - Air Force
  - Air Force Reserve
  - Air National Guard
  - Army
  - Army National Guard
  - Army Reserve
  - Joint Chiefs of Staff
- Business Transformation Agency (BTA)
- Federal Aviation Administration (FAA)
- Federal Communications Commission (FCC)
- Intelligence Community
- National Geospatial-Intelligence Agency (NGA)
- U.S. Agency for International Development (USAID)

### State/Province

- Colorado Department of Transportation
- Commonwealth of Virginia
- Province of Manitoba, CA
- State of Connecticut Judicial Branch
- State of Alabama
- State of Arkansas
- State of Georgia
- State of Iowa
- State of Louisiana
- State of Maine
- State of Michigan
- State of Missouri
- State of New Mexico
- State of North Carolina
- State of North Dakota



- State of Ohio
- State of Vermont

**City/Town**

- Columbus Consolidated Government, GA
- City of Anaheim, CA
- City of Baltimore, MD
- City of Beverly Hills, CA
- City of Bradenton, FL
- City of Cincinnati, OH
- City of Cleveland, OH
- City of Culver City, CA
- City of Deltona, FL
- City of Fort Lauderdale, FL
- City of Fort Worth, TX
- City of Gainesville, FL
- City of Glendale, CA
- City of Grand Rapids, MI
- City of Hickory, NC
- City & County of Honolulu, HI
- City of Kirkwood, MO
- City of Lancaster, CA
- City of Lemoore, CA
- City of Mankato, MN
- City of Marysville, WA
- City of Memphis, TN
- City of Mesa, AZ
- City of Milpitas, CA
- City of Modesto, CA
- City of Norfolk, VA
- City of Palo Alto, CA
- City of Pasadena, CA
- City of Pasadena, TX
- City of Philadelphia, PA
- City of Portland, OR
- City of Rialto, CA
- City of Richmond, VA
- City of Salem, MA

---

*FML Qualifications and Experience*

- City of San Diego, CA
- City of Santa Monica, CA
- City of Saskatoon, SK Canada
- City of Taunton, MA
- City of Toronto, ON, Canada
- City of Winnipeg, MB Canada
- City of Woodland, CA
- Kansas City, MO
- Town of Leesburg, VA
- Village of Arlington Heights, IL

**County**

- Broward County, FL
- Champaign County, IL
- Chesterfield County, VA
- County of Los Angeles, CA
- County of Monterey, CA
- County of Orange, CA
- County of San Diego, CA
- County of San Mateo, CA
- County of Santa Clara, CA
- Cuyahoga County, OH
- Franklin County, OH
- Fulton County, GA
- Genesee County, MI
- Hall County, GA
- Howard County, MD
- Kent County, MI
- Maricopa County, AZ
- Orange County, FL
- Peoria County, IL
- Pima County, AZ
- Prince George's County, MD
- Riverside County, CA
- Sacramento County, CA
- San Diego Association of Governments, CA
- San Luis Obispo County, CA
- Summit County, OH

- Volusia County, FL
- Wake County, NC
- Westchester County, NY
- Yolo County, CA

#### **School District**

- Anne Arundel County Public Schools
- Baltimore County Public Schools
- Grossmont Union High School District
- Livingston Parish Public Schools
- San Diego Unified School District
- School District of Philadelphia
- Oakland Schools
- Schools of Taunton, MA

#### **Transit**

- City of Phoenix Valley Metro Transit
- Duluth Transit Authority
- Golden Gate Bridge, Highway and Transportation District
- Kansas City Area Transportation Authority
- Pace Suburban Bus Service
- Port Authority of Allegheny County
- Washington Metropolitan Area Transit Authority (WMATA)

#### **Water District**

- Santa Clara Valley Water District, CA
- Vallejo Flood and Wastewater District, CA

In addition to the public sector, FML has a wide range of private sector customers including:

- Distributors **Amcor Sunclipse, Cox Hardware, Hydraulic Supply Company, The McGraw Group, and Tessco Technologies, Inc.**
- Financial firms **GE Capital Financial Assurance, Massachusetts Financial Services (MFS), The Rainier Group, and Standard & Poor's**
- Health information and service providers **Health Net, Inc. and MediQual (Cardinal Health division)**
- Manufacturers **Honeywell International, Inc., IMI Cornelius, Inc., Nortel Networks, Rockwell Automation, Sigma-Aldrich, and Square D Company**

- Non-profit organizations CFA Institute and Mayo Foundation
- Publishers Columbia Books, Inc., Krause Publications, Inc., Leadership Directories, Inc., Money Market Directories, Meister Media Worldwide, MetroGroup Corporation, and The World Bureau
- Speciality Publishing eMap, Federal Home Loan Bank of Atlanta, IPC Print Services, Inc., New Zealand Exchange, Oracle, SAIC, University of San Francisco, and Wells Fargo

## About FML

---

FML has developed methods and processes to implement publishing as our experience has increased. These methods and processes are identified in the project approach. This includes a knowledge of GFOA standards and GASB requirements which is unique.

FML is a Virginia Commonwealth-based business established on September 23, 1991. FML's corporate headquarters is in Goochland, Virginia (west of Richmond, Virginia and east of Charlottesville, Virginia) and has an office in Carrboro, North Carolina. Employee remote offices are located in Minnesota, Ohio, and Tennessee. FML's goal is to provide quality, cost-effective, on-time information management solutions to a variety of commercial businesses, organizations, and government agencies. FML was founded to provide mission critical software, consulting services, and information management solutions to our customers. Early projects presented a range of projects that allowed us to develop and release our revolutionary database publishing application PatternStream on a limited basis in 1997.

FML has relationships and agreements with technology companies that provide PatternStream and PADS sales, marketing, and technology support including:

- Adobe Systems Incorporated
- CACI
- CGI
- Deloitte
- IBM
- Infor
- Oracle
- Questica
- Microsoft
- SAP
- SAS
- Sherpa
- Tyler Technologies Inc.
- PatternStream VAR channel

Since our formation, FML has focused efforts to provide data-driven publishing solutions to customers. On September 1, 1998, FML introduced PatternStream, a revolutionary new database publishing application that allows customers to rapidly set up and publish data to print and electronic form. PatternStream is now used by customers worldwide to publish numerous types of documents. FML employees provide all the resources necessary for the successful completion. FML typically does not employ subcontractors for any sector projects. FML also does not plan to use any subcontractors or enter into a joint venture or association to complete the State of West Virginia projects if awarded the contract to do so.

PatternStream and PADS are deployed at more sites than any other application to enable automated, data-driven, high-end document publishing. FML has more implementation experience than any other vendor. Since 1999, FML has worked with private sector corporations, counties, cities, states, the federal government, and international governments to implement systems to publish a very wide range of documents. FML has provided publishing implementation services for most of the sites.

As can be demonstrated and by numerous publishing examples, PatternStream has proven to be capable of publishing any type of data-driven document and invoking all different types of formatting requirements and rules. To date, PatternStream has met every challenge and exceeded publishing personnel *and* information technology department expectations.

PatternStream has been and continues to be used to publish financial reports, budgets, exhibits, economic reports, aviation reports, and other types of reports and documents. Beyond being used in the private sector for automated document publishing, PatternStream is used in the public sector to publish a variety of documents. PatternStream's presence in both sector markets illustrates its publishing flexibility and capability. No other automated or database publishing application that we are aware of has PatternStream's flexibility and wide implementation into so many different publishing markets.

It is FML's stated goal to provide full continuing publishing support to all PatternStream and PADS customers. PatternStream and PADS customers use the application because they have to publish information when required.

---

## FML PatternStream Services

---

In general, FML provides the following services to support deployment and implementation of our PatternStream and PADS products:

- Initial PatternStream and PADS project publishing setup
- Continuing publishing support
- Adobe® FrameMaker® and InDesign® and PatternStream/PADS training
- Mission critical application development
- Database design, front-end development, and data conversion
- Software sales

All of these services are optional and are not required to be acquired with the purchase of a PatternStream license and/or PADS license or SaaS implementation. Most PatternStream customers have used selective FML provided services to rapidly implement and successfully maintain their publishing systems. Service selection naturally depends on available in-house resources and project goals.

### Initial PatternStream Setup

Because PatternStream and PADS are database/automated publishing system tools, they require setup to enable the publishing of a specific instance. To accomplish this initial implementation, the PatternStream or PADS interface is used to create and save a project's

publishing attributes. Because hierarchical automated publishing and using the PatternStream and PADS applications are not readily known concepts, most public sector customers have found it advantageous to use FML to provide setup services to dramatically shorten implementation times. A completed implementation provides a customer with a basis to learn the PatternStream or PADS interfaces without having to potentially work through an involved discovery process.

The key to any PatternStream or PADS setup is understanding the information sources and the desired output. Typically FML works in a collaborative manner to learn data structures and replicates and/or provides suggestions to enhance the output format.

FML developed PatternStream and has successfully implemented PatternStream projects since 1998. FML can successfully provide services that will enable projects to be completed up to an order of magnitude faster than by in-house personnel or other resources. This is because of FML's unsurpassed expertise in document publishing, budgets, and data acquisition techniques.

### **Continuing Publishing Support**

Once a project is set up, PatternStream and PADS can be used at anytime to publish a desired output. If changes/enhancements are desired to the output instance, they can easily be made using the interface.

FML provides services to support database/automated publishing for customers from setup, to changes, complete re-works of existing material, or new document creation. If permitted, we typically maintain a redundant setup so that we can remotely understand and resolve problems or make changes/enhancements. FML also uses Zoom, GoToMeeting or Webex, as customer policy permits, to observe and cost effectively change customer configurations remotely.

It is FML's stated goal to provide full continuing publishing support to all PatternStream and PADS customers. PatternStream and PADS customers use the application because they have to publish information when required. FML is available at any hour and able to travel to any location, if necessary, to resolve an issue.

### **FrameMaker, InDesign, & PatternStream Training**

Since its formation in 1991, FML has provided training to numerous customers worldwide. Training sessions include FML PatternStream and PADS, and Adobe Acrobat, FrameMaker, and InDesign.

FML is uniquely qualified to conduct PatternStream, PADS, and FrameMaker training. FML developed and enhances PatternStream and PADS for worldwide customers and has been training personnel since it was released in 1998. Because of FML's long training record and usage, Adobe Certified Expert (ACE) training personnel, and development of PatternStream, customers receive a superb, complete, integrated training experience. FML offers training near its Carrboro, North Carolina or Goochland, Virginia offices, at a customer's location, and via web sessions.



### Mission Critical Application Development

FML defines mission critical application development as the development of software to satisfy a specific need. Since 1991, we have provided mission critical software solutions to customers worldwide.

FML has developed sophisticated, technical, and scientific computer codes, including user interface, documentation, and training. FML personnel are thoroughly knowledgeable in Windows, UNIX, Macintosh, and all major programming environments and languages. FML personnel have developed software for major oil companies, Columbia Books, Inc., Nicor Gas, Standard and Poors, University of San Francisco, GE, Oglethorpe Power Corporation, Hubbell Lighting, Inc., Virginia Power, Simon & Schuster, and FHI, a large health research organization based in North Carolina. Through participation in a wide variety of projects including database publishing system design and setup, full-scale procedures upgrade programs, environmental protection manual development, and on-line nuclear power plant technical specifications, UFSAR, and procedures projects, FML is extremely knowledgeable about the relationship of various types of documents that are required by utilities and other businesses. This includes an understanding of the challenges that must be addressed to implement a document system that is intrinsically sound. As examples, FML has implemented or is developing:

- Directory database publishing system for Columbia Books, Inc.
- A field manual database publishing system for Nicor Gas
- An on-line, nuclear document system for Dominion Virginia Power
- A CD-ROM viewing system for Hubbell Lighting, Inc. to enable personnel and customers to view, print, and search documents in an enterprise-wide and stand alone manner
- Intranet-based, on-demand database publishing system for Health Net, Inc. and DoD customers

As part of our database publishing focus, FML has provided applications for parsing text and desktop publishing information into databases, web-based authoring systems, and a cadre of other applications to support automated publishing. FML has experienced programmers that are capable of programming in most all environments and languages.

### Database design, front-end development, and data conversion

PatternStream is designed to publish information from databases and XML data repositories. To support PatternStream's implementation, FML has also developed databases, database front-end applications, and completed data conversion tasks for customers.

As an example, FML developed an application to parse information from FrameMaker files and load it into an FML designed MySQL database for Meister Media Worldwide. FML also developed a web front-end in PHP, set up PatternStream, and provided a web browser-based CD application.

Another example is the implementation for the Federal Home Loan Bank of Atlanta for Sarbanes-Oxley reporting. FML designed a web and desktop publishing system to inte-

grate with databases and Business Objects to make it easy for bank personnel to accurately and efficiently complete regulatory required reports.

FML has experience with all major database engines, database front-end development tools, and data conversion techniques. Additional examples can be provided or discussed upon request.

#### **Previous Experience Summary**

FML has developed, sold, and provided services for its PatternStream license since it was first introduced as a beta license in 1997. PatternStream and PADS have been implemented at a wide range of customers in a multitude of public and private sector markets.



---

# Glossary

| <b>Term</b>                                    | <b>Definition</b>   |
|--|---|
| Application Programming Interface (API)        | Software libraries that allow a developer the capability to connect external software to an application. Most major off the shelf software programs have APIs that allow the programs to communicate with external applications or have additional features added. As an example, all Adobe Systems Inc. programs (e.g., Photoshop, Illustrator, Acrobat, PageMaker, FrameMaker, and FrameMaker) have APIs that allow plug-ins to be built, communications with other applications, and database interfaces. An API is sometimes referred to as a software developer's kit (SDK). |
| Extensible Markup Language (XML)               | A standard ASCII based tagged markup language for representing textual information. Like HTML, XML is a subset of standard generalized markup language (SGML [ISO 8879]).   |
| Frame Developer's Kit (FDK)                    | An API for FrameMaker, FrameMaker+SGML, and FrameViewer software products from Adobe Systems Incorporated. The FDK permits licensees to write applications that work with the Frame product series to perform manual tasks automatically and to add new functions and features.   |
| Hypertext Markup Language (HTML)               | The ASCII based tagged language that is used for displaying information through browsers on the WWW. HTML is a subset, or DTD of standard generalized markup language (SGML [ISO 8879]).  |
| International Standards Organizations (ISO)    | An international group that establishes world standards.  |
| Mission Critical Application (MCA)             | A software program that is written to provide a specific business function. Software written for operation of bank ATMs is an example of an MCA.  |
| Open database connectivity (ODBC)              | Microsoft Corporation's software architecture for connecting to a database. ODBC has become an industry standard and adopted by all the major database vendors.   |
| PatternStream Automated Document System (PADS) | A server based system used for textual content management with revision control and on demand data-driven publishing of documents. It enables enterprises to set up projects to use databases, BI systems, and other data stores along with flat files to automatically create document instances based on users input and information.   |

---

*Glossary*

| <b>Term</b>                     | <b>Definition</b>  |
|---------------------------------|--|
| Portable document format (PDF)  | A document display and printing standard developed by Adobe Systems Incorporated. The pdf language is a superscript of PostScript and is used by applications such as Acrobat Reader, Exchange, and Capture. |
| Pattern Set Template (PSET)     | A binary file that PatternStream uses to store a database publishing project attributes including the database connection, FrameMaker or FrameMaker template information, and project hierarchy.             |
| Structured query language (SQL) | A standard language for accessing information from databases. The language is a standard used by all the major database vendors.   |

---

## *Publications*

1. Automated Regulatory Management System (ARMS), Finite Matters Ltd., 1996
2. Database Publishing with FrameMaker, Frame Technology Corporation, 1992
3. Database Publishing White Paper, Finite Matters Ltd., 1998
4. Database Publishing — Publish in Minutes...Not Days, David V. Evans, Presented to the FrameUsers Conference on October 14, 1998
5. Database Publishing with FrameMaker, Ben Slone, Finite Matters Ltd., Presented to the FrameUsers Conference on October 14, 1998
6. Five FrameMaker Database Publishing Case Studies — 1999, Ben Slone, Finite Matters Ltd., Presented to the FrameUsers Conference on October 15, 1999

---

## *Trademarks*

FrameViewer, FrameReader, FrameViewer Pro, FrameMaker, FrameMaker Publishing Server, FrameMaker+SGML, Frame Developer's Kit (FDK), InDesign, PostScript, Illustrator, Adobe Type Manager, Adobe logo, Adobe, and Acrobat are registered trademarks of Adobe Systems Incorporated.

FrameTools and FrameScript are registered trademarks of Finite Matters Ltd.

PatternStream is a registered trademark of Finite Matters LLC.

PADS is a trademark of Finite Matters LLC.

All other brand or product names are trademarks or registered trademarks of their respective companies or organizations.

PatternStream implements Patent No. 6,282,539.

**FINITE MATTERS LTD.**

• **Information Management Solutions** •

**Main Office:** 3064 River Road West • Suite B • Goochland, Virginia 23063

**Sales Office:** 3064 River Road West • Suite B • Goochland, Virginia 23063

**North Carolina Office:** 209 Lloyd Street • Suite 330 • Carrboro, North Carolina 27510

**Mailing Address:** P.O. Box 759 • Goochland, Virginia 23063

**Toll Free:** 1-888-230-1FML (1365) • **Voice:** 804-556-1180 • **Fax:** 804-556-1183

**email:** [info@fml.com](mailto:info@fml.com) • **URL:** [www.fml.com](http://www.fml.com)

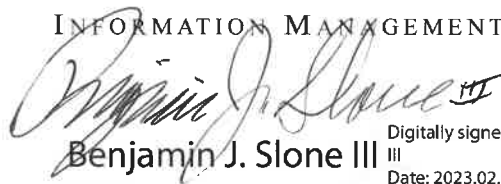
*WV Executive Budget Books  
Automation Software System -  
CRFP 0703 BUD2300000001  
Technical Proposal*

February 7, 2023



**FINITE MATTERS LTD.**

INFORMATION MANAGEMENT SOLUTIONS



**Benjamin J. Slone III**

Digitally signed by Benjamin J. Slone

Date: 2023.02.07 12:34:49 -05'00'

Benjamin J. Slone III  
President  
sloneb@fml.com  
3064 River Road West  
Goochland, Virginia 23063  
804-556-1180 / 804-556-1183 (fax)

© 2023 FINITE MATTERS LTD. All Rights Reserved.



## **Proprietary and Confidential Information Notice**

This document may contain FINITE MATTERS LTD. (FML) proprietary and confidential information on marked pages.

Any communications or inquiries related to this document should be directed to:

FINITE MATTERS LTD.  
3064 River Road West, Suite B  
Goochland, Virginia 23063  
804-556-1180



## **Projections, Forecasts, and Updates**

The information set forth in this proposal is believed by FINITE MATTERS LTD. to be accurate and reliable. It must be recognized, however, that predictions and projections are necessarily subject to a degree of uncertainty and no warranty of such projections is expressed or implied herein.

FINITE MATTERS LTD. reserves the right to amend or replace this document at any time, but undertakes no obligation to update, correct, or supplement any information contained herein or to provide State of West Virginia with access to any additional Information. In no event shall delivery of this document at any date after the date hereof be deemed an indication that there has been no change in FINITE MATTERS LTD.'s product concept or belief.

This proposal is available as an Adobe® Systems Incorporated Acrobat® (PDF) file and is also available as an Adobe FrameMaker® file if requested.

# *Acronyms and Abbreviations*

The following is a list of acronyms and abbreviations used throughout this document. For definitions of some of these and other terms, refer to the “Glossary” on page 25.

|       |  |
|-------|--|
| ACFR  | Annual Comprehensive Financial Report        |
| ACO   | Auditor-Controller’s Office                  |
| AMS   | American Management Systems                  |
| API   | Application Programming Interface            |
| AWS   | Amazon Web Services                          |
| BI    | Business Intelligence                        |
| BRASS | Budget Reporting and Analysis Support System |
| CIP   | Capital Improvement Program                  |
| CoI   | Certificate of Insurance                     |
| CEO   | County Executive Office                      |
| COTS  | Commercial off the Shelf                     |
| ERP   | Enterprise Resource Planning                 |
| FDK   | Frame Developers Kit                         |
| FML   | FINITE MATTERS LTD.                          |
| GASB  | Government Accounting Standards Board        |
| GUI   | Graphical User Interface                     |
| HTML  | Hyper Text Markup Language                   |
| ODBC  | Open Database Connectivity                   |
| OLAP  | On Line Analytical Processing                |
| PADS  | PatternStream Automated Document System      |
| PB    | Performance Budgeting                        |
| PDF   | Portable Document Format                     |
| RFI   | Request for Information                      |
| RFP   | Request for Proposal                         |

*Acronyms and Abbreviations*

|      |   |
|------|---|
| PADS | PatternStream Automated Document System |
| PSET | Pattern Set Template                    |
| SaaS | Software as a Service                   |
| SoW  | Statement of Work                       |
| SQL  | Standard Query Language                 |
| toc  | Table of Contents                       |

# Executive Summary

FINITE MATTERS LTD. (FML) is pleased to provide this proposal to the State of West Virginia. It is provided in response to *WV Executive Budget Books Automation Software System - CRFP 0703 BUD2300000001*.

The purpose of this document is to provide a formal response to the State of West Virginia regarding FML products and services to publish selected Executive Budget Books as described by the RFP and posted on the State of West Virginia's web site. FML understands that it is the State of West Virginia's goal to implement a world class document production system. This proposal is based on FML's experience, knowledge, review of supplied information, and the State of West Virginia's request.

FML first worked with the County of Santa Clara, California beginning in 1998 to publish their FY 2000 Recommended Budget using our PatternStream® application. Since that time, we have worked with numerous cities, school districts, other districts, counties, states, and federal agencies to publish more than 100 types of budget, annual comprehensive financial report (ACFR), capital improvement program (CIP), and other documents using PatternStream and PatternStream Automated Document System (PADS) applications. No other firm has the data-driven government document publishing experience that FML has.

FML understands that the State of West Virginia currently uses the CGI Advantage system. FML has worked with CGI since they purchased American Management Systems (AMS) in 2004. AMS had acquired Budgeting Technology, Inc. (BTI) in 1999 which included their Budget Reporting and Analysis Support System (BRASS). FML originally worked with BTI's BRASS at the County of Santa Clara and then with AMS as they developed and implemented their Performance Budgeting (PB) system at the State of Iowa. PB was developed to replace BRASS and is the budget system within the CGI Advantage system. Therefore FML has worked with CGI's PB system as it was developed and for more than 19 years to publish budget and capital improvement program (CIP) documents. FML is well versed in implementation with customers using CGI's PB systems and no other company has our experience or relationship.

FML's PatternStream Automated Document System (PADS) integrates directly with PB database tables. This enables on-demand data acquisition from PB precisely as needed. The application can also acquire other information sources from other databases, Microsoft Excel, and markup files. In addition, it can also import, place, and present other files such as image and PDF files. PADS can be used as an on premise or hosted web-based application. In accordance with the State of West Virginia CRFP, FML proposes to provide a hosted PADS software as a service (SaaS) in an Amazon Web Service (AWS) environment.

Users access PADS using any standard web browser. Its interface is easy to use to implement, modify, and publish any data-driven documents including budget, CIP, and ACFR files. The PADS license allows any number of documents to be set up and published with any number of uses. New PADS versions are released with features and functions every two to ten weeks.

FML has successfully provided database publishing system implementation and support to a wide variety of customers. Since September, 1998, FML has provided its award winning Pattern-

Stream and now PADS software as a means to facilitate data-driven publishing. We are no stranger to this type of project and look forward to having the opportunity to meet and *exceed* the State of West Virginia's current requirements. PatternStream and PADS are still being implemented and/or used to publish documents for a wide range of customers including intellectual property publishers, manufacturers, distributors, financial service providers, other publishers, utilities, and government agencies. The section of this proposal titled "FML Qualifications and Experience" on page 11 provides information about FML. Additional information about FML including our capabilities, experience, and customers will be provided upon request.

FML knows how to perform and complete services to publish public sector documents like the Executive Budget Books using data from a variety of information systems including all the major public sector financial and budget systems and spreadsheets. We believe that we can not only provide the software and services specified in the request but support the publishing of other State of West Virginia reports. FML has more than 30 years experience working in the demanding public sector superior publishing support business with a record of success. We can bring a unique and experienced solution to the task. FML will use the PatternStream and PADS applications as tools to provide consistent, accurate, and quick publishing methods to complete this project.

This proposal is comprised of the two main sections:

- Project Goals and Requirements
- FML Qualifications and Experience

The project section addresses the concepts presented in the State of West Virginia CRFP subsection 4.2, Project Goals and Mandatory Requirements.

The experience section provides information about FML, including history, experience, reference customers, and a partial list of public and private sector publishing project customers. This addresses the State of West Virginia CRFP subsection 4.3, Qualifications and Experience.

The Cost Proposal is provided as a separate document in accordance with the requirements of the State of West Virginia CRFP.

FML is a knowledge-age company founded in September 1991 and has successfully completed its publishing and information management projects for a diverse group of public and private sector clients. FML maintains active relationships with leading information technology and publishing companies including Adobe Systems Inc., CGI, IBM, Infor, Microsoft Corporation, SAP, Sherpa, and Tyler Technologies, Inc.

# Table of Contents

- Proprietary and Confidential Information Notice ..... iii
- Projections, Forecasts, and Updates ..... iv
- Acronyms and Abbreviations ..... v
- Executive Summary ..... vii
- Project Goals and Requirements ..... 11
  - Introduction ..... 11
  - Project Overview ..... 11
  - 4.2.1 Goals and Objectives ..... 12
  - 4.2.2 Mandatory Project Requirements ..... 14
  - Description of the Solution ..... 15
- FML Qualifications and Experience ..... 11
  - Introduction ..... 11
  - 4.3.1 Qualification and Experience Information ..... 11
  - 4.3.2 Mandatory Qualification/Experience Requirements ..... 13
  - References ..... 14
  - Company Information ..... 15
  - Company History, Experience, and Qualifications ..... 15
  - About FML ..... 20
  - FML PatternStream Services ..... 21
- Glossary ..... 25
- Publications ..... 27
- Trademarks ..... 28

## *Table of Contents*

# FML

FINITE  
MATTERS  
LTD.

INFORMATION  
MANAGEMENT  
SOLUTIONS

## *Project Goals and Requirements*

---

### Introduction

The purpose of this section of the proposal is to address the particulars of the State of West Virginia's request for a proposal as it pertains to the work to be performed. Specifically it proposes a response to RFP pages 28 and 29, subsection 4.2, Project Goals and Mandatory Requirements.

### Project Overview

FML proposes to provide its PADS software and services to the State of West Virginia for an electronic budget book solution. As stated by the State of West Virginia CRFP, FML proposes to provide PADS from a hosted AWS environment. PADS is a browser-based application that enables small group or enterprise usage to publish budget and other data-driven documents.

FML services include initial implementation work, personnel training, support, and PADS upgrades. The implementation work will set up a first publishing instance working with the State of West Virginia, unless that is not desired. FML will provide PADS training to the State of West Virginia personnel so that they can publish, maintain, and set up new projects. After the initial publishing instance is set up, FML will provide additional support as requested per an additional statement of work (SoW). PADS is upgraded with new features and functions driven by cus-



tomers request and FML enhancement plans every two to ten weeks. These upgrades will be provided as part of the SaaS offering.

### 4.2.1 Goals and Objectives

---

The purpose of this subsection of our response is to directly respond to the CFRP, page 28, Goals and Objectives.

#### 4.2.1.1

PADS provides the environment to completely automate budget books. As previously discussed, PADS can directly access data from CGI's PB system. This is typically done by querying the PB database from PADS and presenting its results for publishing tables, dynamic graphs, and other objects. This allows last minute budget system changes to be re-published to reflect the latest values. In addition, last minute changes can be made very quickly to electronic output files.

PADS provides a user-friendly web interface enabling customer users to set up, modify, and publish any number of documents. It also enables an unlimited number of users to collaborate to create portions of documents. This can include narrative text authoring/editing and file uploading. An administrative function allows user access control.

PADS is a single environment for the creation of many documents. As previously discussed, users can set up and publish a variety of needed files to a number of formats including high quality and interactive PDF and HTML5. It is a single source, network implementation and publishing system.

#### 4.2.1.2

FML proposes as part of this effort to set up the State of West Virginia Volume II — Operating Detail as part of this proposal. This will enable users to learn from the implementation process and complete the goal of having the book completed. FML training in combination with the easy to use PADS interface will enable the State of West Virginia personnel to implement and maintain as many documents using PADS as desired.

As discussed, FML provides the PADS SaaS in an AWS environment. This includes not only administrative control of PADS but also full AWS environment access as desired.

FML's experience has shown that PADS users can set up and satisfy their publishing needs without the use of FML personnel. This has been proven over the years at a number of government entities.

#### 4.2.1.3

Through training and in-house use, any number of State of West Virginia users can use PADS. As previously mentioned, the PADS license does not limit the number of allowed users. This user access control function is provided to the State of West Virginia. This enables the State of West Virginia to control user access. Therefore the State of West Virginia can determine how many users are trained and have PADS access.

PADS provides an historical archive of information review and recall. It also provides a process work flow.

#### 4.2.1.4

As previously discussed, FML will provide the implementation and support to publish the State of West Virginia Volume II — Operating Detail before the January 10, 2024 deadline. FML understands public sector publishing requirements and has a long, established history of satisfying the requirements.

PADS greatly assists customers with the generation of budget documents that are presented with the GFOA Award. Beginning in the early 2000s, FML first worked with the Counties of San Diego and Orange, California to publish budget documents that achieved the GFOA Distinguished Budget Presentation Award. Both counties are customers today – and continue to achieve the GFOA award. Since that time, FML has provided its software and services to a number of governments who have attained the GFOA award. We are not aware of a single FML customer who has submitted and not received the award.

In addition to the GFOA Distinguished Budget Presentation Award, local governments have also accomplished the California Society of Municipal Finance Officers (CSMFO) award and the International City/County Management Association (ICMA) award.

Both FML’s PatternStream and PatternStream Automated Document System (PADS) applications assist governments in creating publications to realize the GFOA award. The GFOA Detailed Location Criteria Guide provide the guidelines for response for budget document evaluation (see [https://gfoaorg.cdn.prismic.io/gfoaorg/234798d8-f7d3-45c2-8767-d705a53595c3\\_BudgetCriteriaGuide2021orlater.pdf](https://gfoaorg.cdn.prismic.io/gfoaorg/234798d8-f7d3-45c2-8767-d705a53595c3_BudgetCriteriaGuide2021orlater.pdf)). As examples, FML applications and services assist compliance with:

1. #C1. – Enabling the automatic creation of interactive table of contents which work in PDF, HTML, and other file formats. They allow easy user navigation and exact page number matching from established hierarchical document levels. In addition, the applications can create sub or section table of contents and indexes to ease user routing with color coding, as desired.
2. #O1. – Presenting organization charts for the entire entity – and for each agency or department or other grouping as desired. These charts can be used from 37 different types of file formats.
3. #O3. – Creating and presenting a schedule or summary table of personnel or position counts from Tyler Munis and/or Excel spreadsheet data.
4. #O4. – Supporting the authoring and editing and publishing of department and program descriptions in budget books. In particular, PADS enables a hierarchical system for users to control descriptions for presentation with history, formatting, and insertion using a web browser interface.
5. #C5: – Automatically creating and incorporating charts and graphing from dynamic Munis and Excel data.

6. #C6: – Producing and formatting an understandable, attractive, and consistent budget document. FML applications use the best techniques for document publishing including integration with Adobe applications to create highly formatted, legible, and hyperlinked documents.

PatternStream and PADS document content sources can include CGI Advantage data, Excel data and graphs, database information, image, word processing, HTML, and other file formats. The applications enable local governments to set up and automatically create budget documents that are accurate, contain expressive and detailed tables, images, and font specific content – and satisfy GFOA standards.

#### 4.2.1.5

FML has provided PADS SaaS support to customers for more than five years. The specifics of the system availability and security is covered by the FML SaaS agreement. This agreement includes 24/7 system availability.

In addition, FML provides service during peak publishing periods to ensure that customers have full support to publish their documents on time. FML has a long history of satisfying customer requirements and ensuring budget and other documents are published on time. To accomplish this, we have around the clock support available as necessary.

### 4.2.2 Mandatory Project Requirements

---

The purpose of this subsection of our response is to directly respond to the CFRP, pages 28 and 29, Mandatory Project Requirements.

#### 4.2.2.1

FML will provide PADS training to all assigned State of West Virginia staff members. This training typically consists of two hour sessions distributed over a several week period. Generally, FML provides a series of eight two-hour sessions for PADS training. The total amount of training is dependent on staff publishing knowledge and desire. It is FML's goal to ensure that all trainees understand and are capable of using PADS at their required and chosen levels.

#### 4.2.2.2

After a publishing instance implementation and publishing, FML provides information about the specific methods used in the process. PADS contains a system for showing where the published information originated and how it is transformed as needed for presentation.

The PADS interface includes a presentation of the document to be published in outline form. All sections, subsections, and lower levels down to objects and their components are identified. PADS delineates all the data mapping, as an example, for any user to see where and how it is formed.

#### 4.2.2.3

FML has been in the public sector publishing business since 1998. Throughout its history, FML has always provided assistance, guidance, and support to customers to ensure that customer' documents are published on or ahead of schedule.

Individual customer support is usually performed by the original project manager. This allows the most knowledgeable FML person to be involved in allocating resources as necessary for issue resolution.

Phone calls and emails may be directed to the project manager or to the main office. Because publishing schedules are set in advance, the personnel can be ready to assist in the event the need arises. Technical support is conducted through a direct, flat organizational structure based on the understood schedule and customer needs.

FML agrees to support the State of West Virginia in its effort to publish its budget documents on time.

---

### Description of the Solution

#### Proposed Software / SaaS

PADS is FML's third generation solution for publishing data-driven public sector documents. FML PatternStream was introduced to the market in 1998 and first used at the County of Santa Clara, California for budget document creation and publishing. In 2013, FML introduced the PADS client server application. In 2016, FML introduced web-based PADS. Since its introduction, PADS has undergone continual upgrades based on customer requests and FML planned features and enhancements. These enhancements are released every two to ten weeks.

Users access PADS using web browsers. All publishing project setup, modification, maintenance, publishing, and other tasks are accomplished through the browser interface. A user access enables the system administrator to control user ability to view, author/edit, publish, and other system operations. PADS is deployed as an enterprise application. It can be used by one person or by as many as the customer desires.

PADS is set up and uses information from a variety of sources to create documents. Budget and financial information is typically obtained from budget systems, databases, business intelligence (BI) systems, and spreadsheets. Tables and graphs are set up and automatically populated/created from the acquired values. Approximately 37 different types of image file formats can be included as part of published documents. Narrative can be entered in the PADS web browser interface to ensure formatting consistency, archiving, and control in addition to files containing narrative information being imported. Files are uploaded into the PADS directory structure and into the document as needed.

PADS can import budget data from CGI PB systems directly or use Excel spreadsheets or other reports from the system.

PADS has three major types of document creation; interactive PDF, HTML5, and interactive web generation. PADS uses Adobe FrameMaker and FrameMaker Server to drive the creation of high quality, interactive, and ADA compliant PDF files for print and electronic distribution. The HTML5 file is a published file that can be posted on a web site containing all budget document information including images and narrative text. The interactive web file systems provide a collection of files that can be posted to provide web users to drill down and roll up interactive tables and graphs. PADS is a single source application for multiple output types.

The interactive web files system can include a dashboard for Citizen use. This can include any data-driven parameters and other dimensions of values. The information can be segregated by multiple parameters including department and fund. It can enable the display and/or drill down/roll up of revenues, expenditures, FTEs, performance measures, and other values.

As previously mentioned, PADS can be used to create any and all budget, CIP, ACFR, schedules, reports, and other documents. Existing customers have found a wide range of publishing needs satisfied. Customers can independently, or with FML's support, set up any number of additional documents.

### **Proposed Software / SaaS Deployment**

PADS can be installed on premise in the State of West Virginia environment or provided as a SaaS. Based on the State of West Virginia CRFP, FML will provide a hosted deployment.

#### ***PADS SaaS***

PADS SaaS is provided on an environment that contains all the software necessary to perform all standard PADS functions using a web browser interface. Administrative access is also provided for direct server access for certain management functions.

With the PADS SaaS deployment, all State of West Virginia data and files remain the property of the State. The information is only used for publishing.

There are several methods that can be employed to acquire publishing information. Data can be uploaded from the CGI PB system directly automatically or manually, or from exported system files. This is accomplished by using queries to access specific information from the CGI PB database. Files are uploaded into the PADS directory from local workstations and then used as part of the document creation process. This is typically accomplished through a manual process. This allows images, spreadsheet, and other information to be included as information sources for documents to be published.

As FML releases new PADS versions every two to ten weeks, customers have the option to control when updates are made. This ensures that upgrades don't interfere with customer publishing schedules.

PADS SaaS is provided in a private AWS environment. The environment is not multi-tenant.



### **User Capabilities**

In general, PADS is built to enable budget and finance personnel to fully use all its functions and features. Its browser-based interface was developed with budget and public sector document publishing in mind. Experience has shown that PADS training allows typical personnel the ability to use a large segment if not all of its functions.

Of unique consideration are the budget amount values. Depending on the method used, a knowledge of structured query language (SQL) may be necessary. FML initially sets this up for the first publishing project.

### **PADS Features**

As previously mentioned, FML is constantly adding new features and functions for PADS. And as also mentioned, these enhancements are requested by customers and also directed by FML long term application plans.

FML plans include the enhancement of work process flows, improved PADS installation procedures, and other publishing means. At this time, we don't observe that any features missing that are needed to support the requirements of this RFP. This is based on our current understand of the RFP.



FML

FINITE  
MATTERS  
LTD.

INFORMATION  
MANAGEMENT  
SOLUTIONS

## *FML Qualifications and Experience*

---

### Introduction

The purpose of this section of the proposal is to address the particulars of the State of West Virginia's request for a proposal as it pertains to FML's Qualifications and Experience. Specifically it proposes a response to RFP pages 29 and 30, subsection 4.3, Qualifications and Experience.

FML has completed or is currently working on numerous information management tasks. The collection of projects described in these pages demonstrate some of our *knowledge-age* capabilities.

To perform these and other tasks, we use and integrate with Adobe Systems Incorporated (Adobe) products and other development tools. FML has been working with Adobe since 1995.

Also as mentioned in the "Executive Summary" beginning on page vii, FML has worked with numerous customers using CGI information systems. This history began in 2004 with CGI and with AMS as PB was under development at the State of Iowa.

#### 4.3.1 Qualification and Experience Information

The purpose of this subsection of our response is to directly respond to the CFRP, page 29, Qualification and Experience Information.



#### 4.3.1.1

FML has and continues to work with a number of State Budget Offices since its inception including:

- State of Arkansas (AMS/CGI)
- State of Idaho (Sherpa)
- State of Iowa (AMS/CGI)
- State of Louisiana (originally CGI, now others including SAP)
- State of Maine (CGI)
- State of Michigan (CGI)
- State of New Mexico (Sherpa)
- State of North Dakota (Sherpa)
- State of Vermont (CGI)

Due to contract requirements, FML can only provide the State of Louisiana as a reference (see below in [“FML has developed, sold, and provided services for its PatternStream license since it was first introduced as a beta license in 1997. PatternStream and PADS have been implemented at a wide range of customers in a multitude of public and private sector markets.” on page 24](#)). Agreements with other prime contractors (i.e., CGI, Sherpa, etc.) do not allow FML to provide customer reference information. In addition, we find and respect that most our state agreements have contracting guidelines which prohibit the state from providing any endorsement or reference to any Vendor or to any person for their use.

#### 4.3.1.2

As previously discussed, FML began providing its software and services to the County of Santa Clara, California in 1998. The County continues to be a customer to date. The counties of San Diego, San Mateo, and Orange, California followed as customers in 2003 and 2004. They all continue to be FML customers for software and services.

As also previously discussed, the State of Iowa was our first state customer in 2003 as AMS developed PB to replace BRASS. They have continued to be a customer as CGI purchased AMS and to date.

Our second state customer was the State of Louisiana. Beginning in 2004 and to date, FML has been providing its data-driven applications and services to the State of Louisiana to publish its Executive and Supporting and Children's Budget Documents directly from its budget systems. Since 2019, FML's applications and services have also published the Budget Request Packets. FML's software and services have remained as the State has transitioned from a CGI based ERP system to a SAP based ERP system.

Specific approved references are provided below in the [“FML has developed, sold, and provided services for its PatternStream license since it was first introduced as a beta license in 1997. PatternStream and PADS have been implemented at a wide range of customers in a multitude of public and private sector markets.” on page 24](#).

4.3.1.3

Previously, AMS and CGI provided FML software implementation services. However this practice ended before 2010 due to the AMS purchase and CGI resource allocation. They completed the implementation at the State of Arkansas and several large counties.

Sherpa Government Solutions (a GTY Company) has provided PADS implementation services at:

- County of Riverside, CA
- State of Idaho
- State of New Mexico
- State of North Dakota
- Yolo County, CA

Sherpa's PADS implementation services began in 2019.

FML is not proposing to use any third party for the performance of any agreement with the State of West Virginia.

4.3.1.4

Due to FML's agreement, specific project information from projects with Sherpa Government Solutions can not be provided.

FML is not proposing to use Sherpa Government Solutions in the conduct of any agreement resulting from this proposal.

### 4.3.2 Mandatory Qualification/Experience Requirements

---

The purpose of this subsection of our response is to directly respond to the CFRP, pages 29 and 30, Mandatory Qualification/Experience Requirements.

4.3.2.1

FML has provided many Federal, State, and Local government customers software and services for more than two years. Some of the oldest customers are the County of Santa Clara, CA (since 1998), County of San Diego, CA (since 2004), County of Orange, CA (since 2003), and the State of Iowa (since 2003) and State of Louisiana (since 2004).

4.3.2.2

Sherpa Government Solutions has implemented FML's PADS since 2019 at the states and counties delineated in 4.3.1.3.

FML is not proposing to use Sherpa Government Solutions in the conduct of any agreement resulting from this proposal.

References

This subsection provides information regarding FML for consideration to response to CRFP page 29, subsection 4.3.

FML customer references for contact are listed below. In addition, “Company History, Experience, and Qualifications” beginning on page 15 provides a partial list of public and private customers.

|  |   |
|--|---|
| <p><b>County of Santa Clara</b><br/>Office of Budget and Analysis<br/>Ms. Liz Wold<br/>Principal Budget and Public Policy Analyst<br/>Email: <a href="mailto:liz.maldonado@ceo.sccgov.org">liz.maldonado@ceo.sccgov.org</a><br/>Phone:(408) 299-5165<br/>70 W. Hedding Street, East Wing, 11<sup>th</sup> Floor<br/>San Jose, CA 95110</p> | <p><b>County of Monterey</b><br/>Department of Budget &amp; Analysis<br/>Mr. Juan Lopez<br/>County Administrative Office Analyst<br/>Email: <a href="mailto:LopezJP3@co.monterey.ca.us">LopezJP3@co.monterey.ca.us</a><br/>Phone: (831) 759-5091<br/>68 W. Alisal Street, 3rd Floor<br/>Salinas, CA 93901</p> |
| <p><b>State of Louisiana</b><br/>Office of Budget<br/>Mr. Paul Fernandez<br/>Database Administrator, Budget Office<br/>Email: <a href="mailto:Paul.Fernandez@LA.GOV">Paul.Fernandez@LA.GOV</a><br/>Phone: (225) 219-0078<br/>P.O. Box 94095<br/>Baton Rouge, LA 70804-9095</p>   | <p><b>County of San Mateo</b><br/>Office of Budget, Policy &amp; Performance<br/>Mr. Michael Leach<br/>Management Analyst<br/>Email: <a href="mailto:MLeach@smcgov.org">MLeach@smcgov.org</a><br/>Phone: (650) 599-1245<br/>400 County Center, 1<sup>st</sup> Floor<br/>Redwood City, CA 94063</p>            |
| <p><b>City of Portland</b><br/>City Budget Office<br/>Mr. Robert Cheney<br/>Lead Budget Systems &amp; Senior Analyst<br/>Email: <a href="mailto:Robert.Cheney@portlandoregon.gov">Robert.Cheney@portlandoregon.gov</a><br/>Phone: (503) 823-5738<br/>1120 SW 5th Avenue<br/>Portland, OR 97204</p>   | <p><b>City of Mankato</b><br/>Office of City Manager<br/>Mr. Mike Willis<br/>Senior Programmer/Analyst<br/>Email: <a href="mailto:mwillis@mankatomn.gov">mwillis@mankatomn.gov</a><br/>Phone: (507) 387-8557<br/>10 Civic Center Plaza<br/>Mankato, MN 56002</p>  |
| <p><b>City of Bradenton</b><br/>Mr. Corey J. Fortin<br/>Policy, Planning &amp; Procedures Administrator<br/>Email: <a href="mailto:corey.fortin@bradentonfl.gov">corey.fortin@bradentonfl.gov</a><br/>Phone: (941) 932-9451<br/>101 12<sup>th</sup> Street, W<br/>Bradenton, FL 34205-7865</p>   |   |

The contact information provided in this list is confidential and may not be used for any other purpose or distribution.

## Company Information

---

This subsection provides information regarding FML for consideration in response to CRFP page 29, subsection 4.3. The following information is provided in accordance with the requirements:

Name of company: Finite Matters Ltd.

Company name abbreviated: FML

Address of corporate headquarters: 3064 River Road West, Suite B  
P.O. Box 759  
Goochland, Virginia 23063

Telephone and fax numbers: 804-556-1180  
804-556-1183  
www.fml.com

Form of company: Commonwealth of Virginia Corporation

Date company formed: September 23, 1991

FEIN: 54-1600440

Federal Unique Entity ID: N8LLQ4AAFNK3

Notices to and authorized to make Ben Slone  
decisions or represent FML: President

P.O. Box 759  
Goochland, Virginia 23063  
804-556-1180  
804-556-1183  
sloneb@fml.com

## Company History, Experience, and Qualifications

---

FML began its first budget publishing automation effort at the County of Santa Clara in 1998. It resulted in the automated publishing of the County's Recommended Budget in May 1999 and its Adopted Budget in September 1999. FML's first ACFR automation was at the County of San Diego in 2005. Since then, FML has implemented numerous budget, ACFR, CIP, fee schedules, state schedules, and other data-driven publishing systems for public sector entities.

FML has provided automated publishing system implementation and support since our inception. In September, 1998 we announced the availability of our PatternStream software. That same year we begin our first PatternStream implementation for public sector publishing. FML has more than 100 public sector clients including the federal government (civil, military, and intelligence agencies), state and local governments and agencies, and international governments. In 2016, FML introduced browser-based PatternStream Automated Document System (PADS). Since 1999, PatternStream and PADS have been implemented and/or used to publish documents for a wide range of customers including, but not limited to:

**Federal**

- Australian Government
  - Department of Defence
  - RAAF AIS
- Commonwealth of Northern Mariana Islands
- Department of Commerce
  - Bureau of Economic Analysis
- Department of Defense
  - Air Force
  - Air Force Reserve
  - Air National Guard
  - Army
  - Army National Guard
  - Army Reserve
  - Joint Chiefs of Staff
- Business Transformation Agency (BTA)
- Federal Aviation Administration (FAA)
- Federal Communications Commission (FCC)
- Intelligence Community
- National Geospatial-Intelligence Agency (NGA)
- U.S. Agency for International Development (USAID)

**State/Province**

- Colorado Department of Transportation
- Commonwealth of Virginia
- Province of Manitoba, CA
- State of Connecticut Judicial Branch
- State of Alabama
- State of Arkansas
- State of Georgia
- State of Iowa
- State of Louisiana
- State of Maine
- State of Michigan
- State of Missouri
- State of New Mexico
- State of North Carolina
- State of North Dakota

- State of Ohio
- State of Vermont

**City/Town**

- Columbus Consolidated Government, GA
- City of Anaheim, CA
- City of Baltimore, MD
- City of Beverly Hills, CA
- City of Bradenton, FL
- City of Cincinnati, OH
- City of Cleveland, OH
- City of Culver City, CA
- City of Deltona, FL
- City of Fort Lauderdale, FL
- City of Fort Worth, TX
- City of Gainesville, FL
- City of Glendale, CA
- City of Grand Rapids, MI
- City of Hickory, NC
- City & County of Honolulu, HI
- City of Kirkwood, MO
- City of Lancaster, CA
- City of Lemoore, CA
- City of Mankato, MN
- City of Marysville, WA
- City of Memphis, TN
- City of Mesa, AZ
- City of Milpitas, CA
- City of Modesto, CA
- City of Norfolk, VA
- City of Palo Alto, CA
- City of Pasadena, CA
- City of Pasadena, TX
- City of Philadelphia, PA
- City of Portland, OR
- City of Rialto, CA
- City of Richmond, VA
- City of Salem, MA

---

*FML Qualifications and Experience*

- City of San Diego, CA
- City of Santa Monica, CA
- City of Saskatoon, SK Canada
- City of Taunton, MA
- City of Toronto, ON, Canada
- City of Winnipeg, MB Canada
- City of Woodland, CA
- Kansas City, MO
- Town of Leesburg, VA
- Village of Arlington Heights, IL

*County*

- Broward County, FL
- Champaign County, IL
- Chesterfield County, VA
- County of Los Angeles, CA
- County of Monterey, CA
- County of Orange, CA
- County of San Diego, CA
- County of San Mateo, CA
- County of Santa Clara, CA
- Cuyahoga County, OH
- Franklin County, OH
- Fulton County, GA
- Genesee County, MI
- Hall County, GA
- Howard County, MD
- Kent County, MI
- Maricopa County, AZ
- Orange County, FL
- Peoria County, IL
- Pima County, AZ
- Prince George's County, MD
- Riverside County, CA
- Sacramento County, CA
- San Diego Association of Governments, CA
- San Luis Obispo County, CA
- Summit County, OH

- Volusia County, FL
- Wake County, NC
- Westchester County, NY
- Yolo County, CA

#### **School District**

- Anne Arundel County Public Schools
- Baltimore County Public Schools
- Grossmont Union High School District
- Livingston Parish Public Schools
- San Diego Unified School District
- School District of Philadelphia
- Oakland Schools
- Schools of Taunton, MA

#### **Transit**

- City of Phoenix Valley Metro Transit
- Duluth Transit Authority
- Golden Gate Bridge, Highway and Transportation District
- Kansas City Area Transportation Authority
- Pace Suburban Bus Service
- Port Authority of Allegheny County
- Washington Metropolitan Area Transit Authority (WMATA)

#### **Water District**

- Santa Clara Valley Water District, CA
- Vallejo Flood and Wastewater District, CA

In addition to the public sector, FML has a wide range of private sector customers including:

- Distributors [Amcor Sunclipse](#), [Cox Hardware](#), [Hydraulic Supply Company](#), [The McGraw Group](#), and [Tessco Technologies, Inc.](#)
- Financial firms [GE Capital Financial Assurance](#), [Massachusetts Financial Services \(MFS\)](#), [The Rainier Group](#), and [Standard & Poor's](#)
- Health information and service providers [Health Net, Inc.](#) and [MediQual \(Cardinal Health division\)](#)
- Manufacturers [Honeywell International, Inc.](#), [IMI Cornelius, Inc.](#), [Nortel Networks](#), [Rockwell Automation](#), [Sigma-Aldrich](#), and [Square D Company](#)



- Non-profit organizations CFA Institute and Mayo Foundation
- Publishers Columbia Books, Inc., Krause Publications, Inc., Leadership Directories, Inc., Money Market Directories, Meister Media Worldwide, MetroGroup Corporation, and The World Bureau
- Speciality Publishing eMap, Federal Home Loan Bank of Atlanta, IPC Print Services, Inc., New Zealand Exchange, Oracle, SAIC, University of San Francisco, and Wells Fargo

## About FML

---

FML has developed methods and processes to implement publishing as our experience has increased. These methods and processes are identified in the project approach. This includes a knowledge of GFOA standards and GASB requirements which is unique.

FML is a Virginia Commonwealth-based business established on September 23, 1991. FML's corporate headquarters is in Goochland, Virginia (west of Richmond, Virginia and east of Charlottesville, Virginia) and has an office in Carrboro, North Carolina. Employee remote offices are located in Minnesota, Ohio, and Tennessee. FML's goal is to provide quality, cost-effective, on-time information management solutions to a variety of commercial businesses, organizations, and government agencies. FML was founded to provide mission critical software, consulting services, and information management solutions to our customers. Early projects presented a range of projects that allowed us to develop and release our revolutionary database publishing application PatternStream on a limited basis in 1997.

FML has relationships and agreements with technology companies that provide PatternStream and PADS sales, marketing, and technology support including:

- Adobe Systems Incorporated
- CACI
- CGI
- Deloitte
- IBM
- Infor
- Oracle
- Questica
- Microsoft
- SAP
- SAS
- Sherpa
- Tyler Technologies Inc.
- PatternStream VAR channel

Since our formation, FML has focused efforts to provide data-driven publishing solutions to customers. On September 1, 1998, FML introduced PatternStream, a revolutionary new database publishing application that allows customers to rapidly set up and publish data to print and electronic form. PatternStream is now used by customers worldwide to publish numerous types of documents. FML employees provide all the resources necessary for the successful completion. FML typically does not employ subcontractors for any sector projects. FML also does not plan to use any subcontractors or enter into a joint venture or association to complete the State of West Virginia projects if awarded the contract to do so.

PatternStream and PADS are deployed at more sites than any other application to enable automated, data-driven, high-end document publishing. FML has more implementation experience than any other vendor. Since 1999, FML has worked with private sector corporations, counties, cities, states, the federal government, and international governments to implement systems to publish a very wide range of documents. FML has provided publishing implementation services for most of the sites.

As can be demonstrated and by numerous publishing examples, PatternStream has proven to be capable of publishing any type of data-driven document and invoking all different types of formatting requirements and rules. To date, PatternStream has met every challenge and exceeded publishing personnel *and* information technology department expectations.

PatternStream has been and continues to be used to publish financial reports, budgets, exhibits, economic reports, aviation reports, and other types of reports and documents. Beyond being used in the private sector for automated document publishing, PatternStream is used in the public sector to publish a variety of documents. PatternStream's presence in both sector markets illustrates its publishing flexibility and capability. No other automated or database publishing application that we are aware of has PatternStream's flexibility and wide implementation into so many different publishing markets.

It is FML's stated goal to provide full continuing publishing support to all PatternStream and PADS customers. PatternStream and PADS customers use the application because they have to publish information when required.

## FML PatternStream Services

---

In general, FML provides the following services to support deployment and implementation of our PatternStream and PADS products:

- Initial PatternStream and PADS project publishing setup
- Continuing publishing support
- Adobe® FrameMaker® and InDesign® and PatternStream/PADS training
- Mission critical application development
- Database design, front-end development, and data conversion
- Software sales

All of these services are optional and are not required to be acquired with the purchase of a PatternStream license and/or PADS license or SaaS implementation. Most PatternStream customers have used selective FML provided services to rapidly implement and successfully maintain their publishing systems. Service selection naturally depends on available in-house resources and project goals.

### Initial PatternStream Setup

Because PatternStream and PADS are database/automated publishing system tools, they require setup to enable the publishing of a specific instance. To accomplish this initial implementation, the PatternStream or PADS interface is used to create and save a project's

publishing attributes. Because hierarchical automated publishing and using the PatternStream and PADS applications are not readily known concepts, most public sector customers have found it advantageous to use FML to provide setup services to dramatically shorten implementation times. A completed implementation provides a customer with a basis to learn the PatternStream or PADS interfaces without having to potentially work through an involved discovery process.

The key to any PatternStream or PADS setup is understanding the information sources and the desired output. Typically FML works in a collaborative manner to learn data structures and replicates and/or provides suggestions to enhance the output format.

FML developed PatternStream and has successfully implemented PatternStream projects since 1998. FML can successfully provide services that will enable projects to be completed up to an order of magnitude faster than by in-house personnel or other resources. This is because of FML's unsurpassed expertise in document publishing, budgets, and data acquisition techniques.

### **Continuing Publishing Support**

Once a project is set up, PatternStream and PADS can be used at anytime to publish a desired output. If changes/enhancements are desired to the output instance, they can easily be made using the interface.

FML provides services to support database/automated publishing for customers from setup, to changes, complete re-works of existing material, or new document creation. If permitted, we typically maintain a redundant setup so that we can remotely understand and resolve problems or make changes/enhancements. FML also uses Zoom, GoToMeeting or Webex, as customer policy permits, to observe and cost effectively change customer configurations remotely.

It is FML's stated goal to provide full continuing publishing support to all PatternStream and PADS customers. PatternStream and PADS customers use the application because they have to publish information when required. FML is available at any hour and able to travel to any location, if necessary, to resolve an issue.

### **FrameMaker, InDesign, & PatternStream Training**

Since its formation in 1991, FML has provided training to numerous customers worldwide. Training sessions include FML PatternStream and PADS, and Adobe Acrobat, FrameMaker, and InDesign.

FML is uniquely qualified to conduct PatternStream, PADS, and FrameMaker training. FML developed and enhances PatternStream and PADS for worldwide customers and has been training personnel since it was released in 1998. Because of FML's long training record and usage, Adobe Certified Expert (ACE) training personnel, and development of PatternStream, customers receive a superb, complete, integrated training experience. FML offers training near its Carrboro, North Carolina or Goochland, Virginia offices, at a customer's location, and via web sessions.

### Mission Critical Application Development

FML defines mission critical application development as the development of software to satisfy a specific need. Since 1991, we have provided mission critical software solutions to customers worldwide.

FML has developed sophisticated, technical, and scientific computer codes, including user interface, documentation, and training. FML personnel are thoroughly knowledgeable in Windows, UNIX, Macintosh, and all major programming environments and languages. FML personnel have developed software for major oil companies, Columbia Books, Inc., Nicor Gas, Standard and Poors, University of San Francisco, GE, Oglethorpe Power Corporation, Hubbell Lighting, Inc., Virginia Power, Simon & Schuster, and FHI, a large health research organization based in North Carolina. Through participation in a wide variety of projects including database publishing system design and setup, full-scale procedures upgrade programs, environmental protection manual development, and on-line nuclear power plant technical specifications, UFSAR, and procedures projects, FML is extremely knowledgeable about the relationship of various types of documents that are required by utilities and other businesses. This includes an understanding of the challenges that must be addressed to implement a document system that is intrinsically sound. As examples, FML has implemented or is developing:

- Directory database publishing system for Columbia Books, Inc.
- A field manual database publishing system for Nicor Gas
- An on-line, nuclear document system for Dominion Virginia Power
- A CD-ROM viewing system for Hubbell Lighting, Inc. to enable personnel and customers to view, print, and search documents in an enterprise-wide and stand alone manner
- Intranet-based, on-demand database publishing system for Health Net, Inc. and DoD customers

As part of our database publishing focus, FML has provided applications for parsing text and desktop publishing information into databases, web-based authoring systems, and a cadre of other applications to support automated publishing. FML has experienced programmers that are capable of programming in most all environments and languages.

### Database design, front-end development, and data conversion

PatternStream is designed to publish information from databases and XML data repositories. To support PatternStream's implementation, FML has also developed databases, database front-end applications, and completed data conversion tasks for customers.

As an example, FML developed an application to parse information from FrameMaker files and load it into an FML designed MySQL database for Meister Media Worldwide. FML also developed a web front-end in PHP, set up PatternStream, and provided a web browser-based CD application.

Another example is the implementation for the Federal Home Loan Bank of Atlanta for Sarbanes-Oxley reporting. FML designed a web and desktop publishing system to inte-

grate with databases and Business Objects to make it easy for bank personnel to accurately and efficiently complete regulatory required reports.

FML has experience with all major database engines, database front-end development tools, and data conversion techniques. Additional examples can be provided or discussed upon request.

### **Previous Experience Summary**

FML has developed, sold, and provided services for its PatternStream license since it was first introduced as a beta license in 1997. PatternStream and PADS have been implemented at a wide range of customers in a multitude of public and private sector markets.

---

# Glossary

| <b>Term</b>                                    | <b>Definition</b>   |
|--|---|
| Application Programming Interface (API)        | Software libraries that allow a developer the capability to connect external software to an application. Most major off the shelf software programs have APIs that allow the programs to communicate with external applications or have additional features added. As an example, all Adobe Systems Inc. programs (e.g., Photoshop, Illustrator, Acrobat, PageMaker, FrameMaker, and FrameMaker) have APIs that allow plug-ins to be built, communications with other applications, and database interfaces. An API is sometimes referred to as a software developer's kit (SDK). |
| Extensible Markup Language (XML)               | A standard ASCII based tagged markup language for representing textual information. Like HTML, XML is a subset of standard generalized markup language (SGML [ISO 8879]).   |
| Frame Developer's Kit (FDK)                    | An API for FrameMaker, FrameMaker+SGML, and FrameViewer software products from Adobe Systems Incorporated. The FDK permits licensees to write applications that work with the Frame product series to perform manual tasks automatically and to add new functions and features.   |
| Hypertext Markup Language (HTML)               | The ASCII based tagged language that is used for displaying information through browsers on the WWW. HTML is a subset, or DTD of standard generalized markup language (SGML [ISO 8879]).  |
| International Standards Organizations (ISO)    | An international group that establishes world standards.  |
| Mission Critical Application (MCA)             | A software program that is written to provide a specific business function. Software written for operation of bank ATMs is an example of an MCA.  |
| Open database connectivity (ODBC)              | Microsoft Corporation's software architecture for connecting to a database. ODBC has become an industry standard and adopted by all the major database vendors.   |
| PatternStream Automated Document System (PADS) | A server based system used for textual content management with revision control and on demand data-driven publishing of documents. It enables enterprises to set up projects to use databases, BI systems, and other data stores along with flat files to automatically create document instances based on users input and information.   |

---

*Glossary*

| <b>Term</b>                     | <b>Definition</b>  |
|---------------------------------|--|
| Portable document format (PDF)  | A document display and printing standard developed by Adobe Systems Incorporated. The pdf language is a superscript of PostScript and is used by applications such as Acrobat Reader, Exchange, and Capture. |
| Pattern Set Template (PSET)     | A binary file that PatternStream uses to store a database publishing project attributes including the database connection, FrameMaker or FrameMaker template information, and project hierarchy.             |
| Structured query language (SQL) | A standard language for accessing information from databases. The language is a standard used by all the major database vendors.   |

---

## *Publications*

1. Automated Regulatory Management System (ARMS), Finite Matters Ltd., 1996
2. Database Publishing with FrameMaker, Frame Technology Corporation, 1992
3. Database Publishing White Paper, Finite Matters Ltd., 1998
4. Database Publishing — Publish in Minutes...Not Days, David V. Evans, Presented to the FrameUsers Conference on October 14, 1998
5. Database Publishing with FrameMaker, Ben Slone, Finite Matters Ltd., Presented to the FrameUsers Conference on October 14, 1998
6. Five FrameMaker Database Publishing Case Studies — 1999, Ben Slone, Finite Matters Ltd., Presented to the FrameUsers Conference on October 15, 1999



---

## *Trademarks*

FrameViewer, FrameReader, FrameViewer Pro, FrameMaker, FrameMaker Publishing Server, FrameMaker+SGML, Frame Developer's Kit (FDK), InDesign, PostScript, Illustrator, Adobe Type Manager, Adobe logo, Adobe, and Acrobat are registered trademarks of Adobe Systems Incorporated.

FrameTools and FrameScript are registered trademarks of Finite Matters Ltd.

PatternStream is a registered trademark of Finite Matters LLC.

PADS is a trademark of Finite Matters LLC.

All other brand or product names are trademarks or registered trademarks of their respective companies or organizations.

PatternStream implements Patent No. 6,282,539.

**FINITE MATTERS LTD.**

**• Information Management Solutions •**

**Main Office:** 3064 River Road West • Suite B • Goochland, Virginia 23063

**Sales Office:** 3064 River Road West • Suite B • Goochland, Virginia 23063

**North Carolina Office:** 209 Lloyd Street • Suite 330 • Carrboro, North Carolina 27510

**Mailing Address:** P.O. Box 759 • Goochland, Virginia 23063

**Toll Free:** 1-888-230-1FML (1365) • **Voice:** 804-556-1180 • **Fax:** 804-556-1183

**email:** [info@fml.com](mailto:info@fml.com) • **URL:** [www.fml.com](http://www.fml.com)

*WV Executive Budget Books  
Automation Software System -  
CRFP 0703 BUD2300000001  
Submittal Forms*

February 7, 2023



**FINITE MATTERS LTD.**

INFORMATION MANAGEMENT SOLUTIONS



Benjamin J. Slone III  
President  
sloneb@fml.com  
3064 River Road West  
Goochland, Virginia 23063  
804-556-1180 / 804-556-1183 (fax)

© 2023 FINITE MATTERS LTD. All Rights Reserved.



**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) Benjamin J. Slone III

(Address) 3064 River Road West, Goochland, Virginia 23063

(Phone Number) / (Fax Number) 804-556-1180 / 804-556-1183

(Email address) sloneb@fml.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.*

Finite Matters Ltd.

(Company) Benjamin J. Slone III Digitally signed by Benjamin J. Slone III  
Date: 2023.02.01 11:52:49 -05'00'

(Signature of Authorized Representative)

Benjamin J. Slone III President February 1, 2023

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

804-556-1180 / 804-556-1183

(Phone Number) (Fax Number)

sloneb@fml.com

(Email Address)





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

|  |                            |   |                |
|--|----------------------------|---|----------------|
| <b>Proc Folder:</b> 1153175  |                            | <b>Reason for Modification:</b>   |                |
| <b>Doc Description:</b> WV Executive Budget Books Automation Software System |                            | Addendum #1 issued to publish agency responses to vendor submitted questions. |                |
| <b>Proc Type:</b> Central Master Agreement                                   |                            |   |                |
| <b>Date Issued</b>   | <b>Solicitation Closes</b> | <b>Solicitation No</b>  | <b>Version</b> |
| 2023-01-18   | 2023-02-02 13:30           | CRFP 0703 BUD2300000001   | 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**  
 Joseph E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@wv.gov

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

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

**ADDITIONAL INFORMATION**

The West Virginia Department of Administration, Purchasing Division (hereinafter referred to as the "Purchasing Division") is issuing this solicitation as a request for proposal ("RFP"), as authorized by W. Va. Code 5A-3-10b, for the State Budget Office (hereinafter referred to as the "Agency") to procure a cloud-based software-as-a-service solution to produce the Governor's Executive Budget Books in accordance with West Virginia Statute (section fifty-one, article VI, subsection B of the Constitution of West Virginia and WV Code 11B-2) and the requirements of the Distinguished Budget Presentation Award that is administered by the Government Finance Officers Association (GFOA) per the attached documentation.

\*\*\*\* Online responses has been prohibited for this solicitation, if you have questions contact the Buyer - Josh Hager - Joseph.E.HagerIII@wv.gov

See attached instructions for requirements for responding.

| INVOICE TO  |  | SHIP TO   |  |
|---|--|---|--|
| STATE BUDGET OFFICE<br>BLDG 1 RM W310<br>1900 KANAWHA BLVD E<br>CHARLESTON WV 25305<br>US |  | STATE BUDGET OFFICE<br>BLDG 1 RM W310<br>1900 KANAWHA BLVD E<br>CHARLESTON WV 25305<br>US |  |

| Line | Comm Ln Desc                        | Qty     | Unit of Measure | Unit Price | Total Price |
|------|-------------------------------------|---------|-----------------|------------|-------------|
| 1    | Business function specific software | 1.00000 | EA              |            |             |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43231500  |              |               |         |

**Extended Description:**  
Business function specific software

**SCHEDULE OF EVENTS**

| Line | Event | Event Date |
|------|-------|------------|
|------|-------|------------|

# ATTACHMENT A



SOLICITATION NUMBER: CRFP 0703 BUD2300000001

Addendum Number: No.01

---

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

**Applicable Addendum Category:**

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

**Description of Modification to Solicitation:**

Addendum issued to publish and distribute the attached documentation to the vendor community.

1. To publish agency responses to all vendor submitted questions

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

**Terms and Conditions:**

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

**RFI: Questions from vendors for CRFP BUD 23\*01 WV Executive Budget Books**

**Q.1.** Whether companies from Outside USA can apply for this?

(like, from India or Canada)

**A. Vendor should provide a data center location that is solely U.S. based, but may propose an 'acceptable alternative data center location' i.e. a country that is identified as providing equivalent or strong data protection than the U.S. in terms of both regulation and enforcement:**

**<https://www.dlapiperdataprotection.com/index.html?t=world-map&c=US&c2=IN>**

**Q.2.** Whether we need to come over there for meetings?

**A. Remote work is possible.**

**Q.3.** Can we perform the tasks (related to RFP) outside USA?

(like, from India or Canada)

**A. The service provider shall permit its personnel and contractors to access public jurisdiction data remotely only as required to provide technical support.**

**Q.4.** Can we submit the proposals via email?

**A. No. Only hard copies are to be mailed per the instructions listed in Section 6 Bid Submissions of the Instructions to Vendor Submitting Bids as shown in the RFP Solicitation Documents displayed in wvoasis.**

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFP BUD23\*01**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand 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.



Finite Matters Ltd.

Company

**Benjamin J. Slone III**

Digitally signed by Benjamin J. Slone III  
Date: 2023.02.01 11:40:19 -05'00'

Authorized Signature

February 1, 2023

Date

**NOTE:** This addendum acknowledgement should be submitted with the bid to expedite document processing.  
Revised 6/8/2012



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

|  |                            |  |                |
|--|----------------------------|--|----------------|
| <b>Proc Folder:</b> 1153175  |                            | <b>Reason for Modification:</b>  |                |
| <b>Doc Description:</b> WV Executive Budget Books Automation Software System |                            | Addendum #2 issued to extend bid close date until 02/09/2023 @ 1:30 PM ET. |                |
| <b>Proc Type:</b> Central Master Agreement                                   |                            |  |                |
| <b>Date Issued</b>   | <b>Solicitation Closes</b> | <b>Solicitation No</b>   | <b>Version</b> |
| 2023-02-02   | 2023-02-09 13:30           | CRFP 0703 BUD2300000001  | 3              |

**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**  
 Joseph E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@wv.gov

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

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

**ADDITIONAL INFORMATION**

The West Virginia Department of Administration, Purchasing Division (hereinafter referred to as the "Purchasing Division") is issuing this solicitation as a request for proposal ("RFP"), as authorized by W. Va. Code 5A-3-10b, for the State Budget Office (hereinafter referred to as the "Agency") to procure a cloud-based software-as-a-service solution to produce the Governor's Executive Budget Books in accordance with West Virginia Statute (section fifty-one, article VI, subsection B of the Constitution of West Virginia and WV Code 11B-2) and the requirements of the Distinguished Budget Presentation Award that is administered by the Government Finance Officers Association (GFOA) per the attached documentation.

\*\*\*\* Online responses has been prohibited for this solicitation, if you have questions contact the Buyer - Josh Hager - Joseph.E.HagerIII@wv.gov

See attached instructions for requirements for responding.

| INVOICE TO          |    |       | SHIP TO             |    |       |
|---------------------|----|-------|---------------------|----|-------|
| STATE BUDGET OFFICE |    |       | STATE BUDGET OFFICE |    |       |
| BLDG 1 RM W310      |    |       | BLDG 1 RM W310      |    |       |
| 1900 KANAWHA BLVD E |    |       | 1900 KANAWHA BLVD E |    |       |
| CHARLESTON          | WV | 25305 | CHARLESTON          | WV | 25305 |
| US                  |    |       | US                  |    |       |

| Line | Comm Ln Desc                        | Qty     | Unit of Measure | Unit Price | Total Price |
|------|-------------------------------------|---------|-----------------|------------|-------------|
| 1    | Business function specific software | 1.00000 | EA              |            |             |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43231500  |              |               |         |

**Extended Description:**  
Business function specific software

**SCHEDULE OF EVENTS**

| Line | Event | Event Date |
|------|-------|------------|
|------|-------|------------|

**SOLICITATION NUMBER:** CRFP 0703 BUD2300000001

**Addendum Number:** No.02

---

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

**Applicable Addendum Category:**

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

**Description of Modification to Solicitation:**

Addendum issued to publish and distribute the attached documentation to the vendor community.

1. To extend bid close date until 02/09/2023 @ 1:30 PM

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

**Terms and Conditions:**

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

# ATTACHMENT A

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFP BUD 23\*01**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand 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.



Finite Matters Ltd.

Company

**Benjamin J. Slone III** Digitally signed by Benjamin J. Slone III  
Date: 2023.02.02 17:38:08 -05'00'

Authorized Signature

February 2, 2023

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.  
Revised 6/8/2012



# REQUEST FOR PROPOSAL

## (State Budget Office CRFP 2300000001)

Step 2 – 0.909091 X 30 = Total Cost Score of 27.27273

- 6.8. Availability of Information:** Proposal submissions become public and are available for review immediately after opening pursuant to West Virginia Code §5A-3-11(h). All other information associated with the RFP, including but not limited to, technical scores and reasons for disqualification, will not be available until after the contract has been awarded pursuant to West Virginia Code of State Rules §148-1-6.3.d.

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Finite Matters Ltd.

(Company)

Benjamin J. Slone III, President

(Representative Name, Title)

804-556-1180 / 804-556-1183

(Contact Phone/Fax Number)

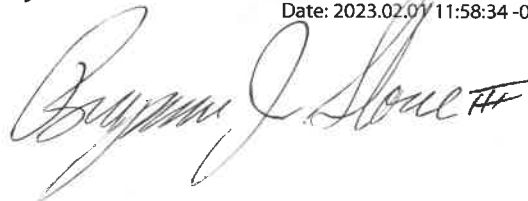
February 1, 2023

(Date)

Benjamin J. Slone III

Digitally signed by Benjamin J. Slone III

Date: 2023.02.01 11:58:34 -05'00'



*WV Executive Budget Books  
Automation Software System -  
CRFP 0703 BUD2300000001  
Submittal Forms*

February 7, 2023



**FINITE MATTERS LTD.**

INFORMATION MANAGEMENT SOLUTIONS

A handwritten signature in black ink, appearing to read "Benjamin J. Slone III", written over a horizontal line.

Benjamin J. Slone III

President

sloneb@fml.com

3064 River Road West

Goochland, Virginia 23063

804-556-1180 / 804-556-1183 (fax)

© 2023 FINITE MATTERS LTD. All Rights Reserved.



**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) Benjamin J. Slone III

(Address) 3064 River Road West, Goochland, Virginia 23063

(Phone Number) / (Fax Number) 804-556-1180 / 804-556-1183

(Email address) sloneb@fml.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.

Finite Matters Ltd.

(Company) Benjamin J. Slone III Digitally signed by Benjamin J. Slone III  
Date: 2023.02.01 11:52:49 -05'00'

(Signature of Authorized Representative)

Benjamin J. Slone III President February 1, 2023

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

804-556-1180 / 804-556-1183

(Phone Number) (Fax Number)

sloneb@fml.com

(Email Address)





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

|  |                            |                         |  |
|--|----------------------------|-------------------------|--|
| <b>Proc Folder:</b> 1153175  |                            |                         | <b>Reason for Modification:</b><br>Addendum #1 issued to publish agency responses to vendor submitted questions. |
| <b>Doc Description:</b> WV Executive Budget Books Automation Software System |                            |                         |  |
| <b>Proc Type:</b> Central Master Agreement                                   |                            |                         |  |
| <b>Date Issued</b>   | <b>Solicitation Closes</b> | <b>Solicitation No</b>  | <b>Version</b>   |
| 2023-01-18   | 2023-02-02 13:30           | CRFP 0703 BUD2300000001 | 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**  
 Joseph E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@wv.gov

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

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

**ADDITIONAL INFORMATION**

The West Virginia Department of Administration, Purchasing Division (hereinafter referred to as the "Purchasing Division") is issuing this solicitation as a request for proposal ("RFP"), as authorized by W. Va. Code 5A-3-10b, for the State Budget Office (hereinafter referred to as the "Agency") to procure a cloud-based software-as-a-service solution to produce the Governor's Executive Budget Books in accordance with West Virginia Statute (section fifty-one, article VI, subsection B of the Constitution of West Virginia and WV Code 11B-2) and the requirements of the Distinguished Budget Presentation Award that is administered by the Government Finance Officers Association (GFOA) per the attached documentation.

\*\*\*\* Online responses has been prohibited for this solicitation, if you have questions contact the Buyer - Josh Hager - Joseph.E.HagerIII@wv.gov

See attached instructions for requirements for responding.

| INVOICE TO  |  | SHIP TO   |  |
|---|--|---|--|
| STATE BUDGET OFFICE<br>BLDG 1 RM W310<br>1900 KANAWHA BLVD E<br>CHARLESTON WV 25305<br>US |  | STATE BUDGET OFFICE<br>BLDG 1 RM W310<br>1900 KANAWHA BLVD E<br>CHARLESTON WV 25305<br>US |  |

| Line | Comm Ln Desc                        | Qty     | Unit of Measure | Unit Price | Total Price |
|------|-------------------------------------|---------|-----------------|------------|-------------|
| 1    | Business function specific software | 1.00000 | EA              |            |             |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43231500  |              |               |         |

**Extended Description:**  
Business function specific software

**SCHEDULE OF EVENTS**

| Line | Event | Event Date |
|------|-------|------------|
|------|-------|------------|

**SOLICITATION NUMBER:** CRFP 0703 BUD2300000001

**Addendum Number:** No.01

---

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

**Applicable Addendum Category:**

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

**Description of Modification to Solicitation:**

Addendum issued to publish and distribute the attached documentation to the vendor community.

1. To publish agency responses to all vendor submitted questions

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

**Terms and Conditions:**

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

# ATTACHMENT A



**RFI: Questions from vendors for CRFP BUD 23\*01 WV Executive Budget Books**

**Q.1.** Whether companies from Outside USA can apply for this?  
(like, from India or Canada)

**A.** Vendor should provide a data center location that is solely U.S. based, but may propose an 'acceptable alternative data center location' i.e. a country that is identified as providing equivalent or strong data protection than the U.S. in terms of both regulation and enforcement:  
<https://www.dlapiperdataprotection.com/index.html?t=world-map&c=US&c2=IN>

**Q.2.** Whether we need to come over there for meetings?

**A.** Remote work is possible.

**Q.3.** Can we perform the tasks (related to RFP) outside USA?  
(like, from India or Canada)

**A.** The service provider shall permit its personnel and contractors to access public jurisdiction data remotely only as required to provide technical support.

**Q.4.** Can we submit the proposals via email?

**A.** No. Only hard copies are to be mailed per the instructions listed in Section 6 Bid Submissions of the Instructions to Vendor Submitting Bids as shown in the RFP Solicitation Documents displayed in wvoasis.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFP BUD23\*01**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand 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.



Finite Matters Ltd.

Company

**Benjamin J. Slone III**

Digitally signed by Benjamin J. Slone III  
Date: 2023.02.01 11:40:19 -05'00'

Authorized Signature

February 1, 2023

Date

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

Revised 6/8/2012



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

|  |                            |   |
|--|----------------------------|---|
| <b>Proc Folder:</b> 1153175  |                            | <b>Reason for Modification:</b><br>Addendum #2 issued to extend bid close date until 02/09/2023 @ 1:30 PM ET. |
| <b>Doc Description:</b> WV Executive Budget Books Automation Software System |                            |   |
| <b>Proc Type:</b> Central Master Agreement                                   |                            |   |
| <b>Date Issued</b>   | <b>Solicitation Closes</b> | <b>Solicitation No</b>  |
| 2023-02-02   | 2023-02-09 13:30           | CRFP 0703 BUD2300000001   |
|  |                            | <b>Version</b>  |
|  |                            | 3   |

**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**  
 Joseph E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@wv.gov

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

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

**ADDITIONAL INFORMATION**

The West Virginia Department of Administration, Purchasing Division (hereinafter referred to as the "Purchasing Division") is issuing this solicitation as a request for proposal ("RFP"), as authorized by W. Va. Code 5A-3-10b, for the State Budget Office (hereinafter referred to as the "Agency") to procure a cloud-based software-as-a-service solution to produce the Governor's Executive Budget Books in accordance with West Virginia Statute (section fifty-one, article VI, subsection B of the Constitution of West Virginia and WV Code 11B-2) and the requirements of the Distinguished Budget Presentation Award that is administered by the Government Finance Officers Association (GFOA) per the attached documentation.

\*\*\*\* Online responses has been prohibited for this solicitation, if you have questions contact the Buyer - Josh Hager - Joseph.E.HagerIII@wv.gov

See attached instructions for requirements for responding.

| INVOICE TO  |  | SHIP TO   |  |
|---|--|---|--|
| STATE BUDGET OFFICE<br>BLDG 1 RM W310<br>1900 KANAWHA BLVD E<br>CHARLESTON WV 25305<br>US |  | STATE BUDGET OFFICE<br>BLDG 1 RM W310<br>1900 KANAWHA BLVD E<br>CHARLESTON WV 25305<br>US |  |

| Line | Comm Ln Desc                        | Qty     | Unit of Measure | Unit Price | Total Price |
|------|-------------------------------------|---------|-----------------|------------|-------------|
| 1    | Business function specific software | 1.00000 | EA              |            |             |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43231500  |              |               |         |

**Extended Description:**  
Business function specific software

**SCHEDULE OF EVENTS**

| Line | Event | Event Date |
|------|-------|------------|
|------|-------|------------|

**SOLICITATION NUMBER:** CRFP 0703 BUD2300000001

**Addendum Number:** No.02

---

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

**Applicable Addendum Category:**

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

**Description of Modification to Solicitation:**

Addendum issued to publish and distribute the attached documentation to the vendor community.

1. To extend bid close date until 02/09/2023 @ 1:30 PM

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

**Terms and Conditions:**

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

ATTACHMENT A

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFP BUD 23\*01**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand 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.



Finite Matters Ltd.

Company

Benjamin J. Slone III

Digitally signed by Benjamin J. Slone III  
Date: 2023.02.02 17:38:08 -05'00'

Authorized Signature

February 2, 2023

Date

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

Revised 6/8/2012

# REQUEST FOR PROPOSAL

## (State Budget Office CRFP 2300000001)

Step 2 – 0.909091 X 30 = Total Cost Score of 27.27273

- 6.8. Availability of Information:** Proposal submissions become public and are available for review immediately after opening pursuant to West Virginia Code §5A-3-11(h). All other information associated with the RFP, including but not limited to, technical scores and reasons for disqualification, will not be available until after the contract has been awarded pursuant to West Virginia Code of State Rules §148-1-6.3.d.

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Finite Matters Ltd.

\_\_\_\_\_  
(Company)

Benjamin J. Slone III, President

\_\_\_\_\_  
(Representative Name, Title)

804-556-1180 / 804-556-1183

\_\_\_\_\_  
(Contact Phone/Fax Number)

February 1, 2023

\_\_\_\_\_  
(Date)

Benjamin J. Slone III

Digitally signed by Benjamin J.  
Slone III

Date: 2023.02.01 11:58:34 -05'00'

