

NOTICE

Please note this information from FOXIT SOFTWARE, INC for the Request for Information ISC2100000001 was received prior to the established bid opening date and time on March 2, 2021. However, this vendor's response was received at an incorrect location. Please note that for this solicitation type, a contract award is not made.



Guy Nisbet

Assistant Purchasing Director



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

State of West Virginia
 Centralized Request for Information
 Info Technology

Proc Folder: 836421			Reason for Modification:
Doc Description: RFI for PDF Editing Software Standardization			
Proc Type: Request for Information			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-01-29	2021-03-02 13:30	CRFI 0210 ISC2100000001	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name : Foxit Software, Inc.

Address : 41841 ALBRAE STREET

Street :

City : FREMONT

State : CA Country : USA Zip : 94538

Principal Contact : Casey Nicodemus

Vendor Contact Phone: (470) 918-9830 Extension:

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Vendor Signature X *Andrew J. Travis* FEIN# 26-3694137 DATE 03/02/2021

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

ADDITIONAL INFORMATION**STANDARDIZATION DETERMINATION REQUEST****Request For Information (RFI)**

The West Virginia Purchasing Division has been requested to approve the Standardization of PDF Editing Software by the West Virginia Office of Technology (WVOT). Pursuant to West Virginia Code 5A-3-61, the West Virginia Office of Technology is requesting the Standardization of PDF Editing Software that provides enhanced features such as combining files, page extraction, and other editing functionalities, per the attached documents.

NOTE: Online responses are prohibited with this solicitation.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	See Attached Request for Information Files	0.00000			

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description:

Request for Information for PDF Editing Software for standardization

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by 10:00am EST:	2021-02-09

	Document Phase	Document Description	Page
ISC2100000001	Final	RFI for PDF Editing Software Standardization	3

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



Foxit Software, Inc.

41841 Albrae Street

Fremont CA, 94538

Request for Information (RFI) Response

STANDARDIZATION NOTICE

March 1, 2021

West Virginia Office of Technology (WVOT)

CRFI 0210 ISC2100000001

Standardization of PDF Editing Software

Casey Nicodemus

State Government Account Executive

Direct: (470) 615-1296

Cell: (404) 918-9830

Email: casey_nicodemus@foxitsoftware.com

3625 Brookside Parkway, Suite 150 Alpharetta, GA 30022

March 1, 2021

Mark Atkins
Senior Buyer
Department of Administration
Purchasing Division
2019 Washington Street, E.,
Capitol Complex Building 15
Charleston, WV 25305

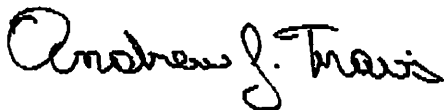
Dear Mr. Atkins:

Foxit Software appreciates this opportunity to present our response to West Virginia Office of Technology's Request for Information CRFI 0210 ISC2100000001, regarding the Standardization of PDF Editing Software.

Please contact Casey Nicodemus for any additional information or clarification regarding Foxit's response to the RFI. His contact information is:

Casey Nicodemus
State Government Account
Executive 41841 Albrae St
Fremont, CA 94538
Email: casey_nicodemus@foxitsoftware.com
Telephone: 470-615-1296

Sincerely,



Senior Vice President of
Sales Foxit Software

Contents

- Executive Summary..... 5
- 4.1 | Methods of Testing/Analysis/Interoperability and Objectives: 6
 - 4.1.1 6
 - 4.1.2 6
 - 4.1.3 7
 - 4.1.4 8
 - 4.1.5 9
 - 4.1.6 10
 - 4.1.6.1 10
 - 4.1.6.2 11
 - 4.1.6.3 12
 - 4.1.6.4 13
 - 4.1.6.5 14
 - 4.1.6.6 15
 - 4.1.6.7 15
 - 4.1.6.8 16
 - 4.1.6.9 16
 - 4.1.6.10 17
 - 4.1.6.11 18
 - 4.1.6.12 19
 - 4.1.6.13 20
 - 4.1.6.14 21
 - 4.1.6.15 22
- 4.3. | Mandatory Requirements..... 22
 - 4.4.1 22
 - 4.4.2 23
 - 4.4.3 23
 - 4.4.4 23
 - 4.4.5 23
 - 4.4.6 23
 - 4.4.7 23

4.4.8 23
4.4.9 23
4.4.10 24
4.4.11 24
4.4.11.1 24
4.4.11.2 24

Executive Summary

To achieve its goals “to develop an organized approach to information resource management while providing technical assistance in the design and management of information systems for the state and its agencies”, West Virginia Office of Technology (WVOT), via West Virginia Purchasing Division, is issuing a Standardization Notice to all vendors that desire to provide PDF editing software to the state. The Covid-19 pandemic has highlighted the need for this software as employees working remotely no longer have access to printers and scanners. For this purpose, WVOT has released CRFI 0210 ISC2100000001 to establish a prudent and fair evaluation of the quality of these vendors PDF editing software, to provide guidance on the most cost-effective solution for state, its agencies, and taxpayers.

Foxit Software is uniquely positioned to support the WVOT, its mission, the State of West Virginia, and its taxpayers. Our sole focus is on PDF technology and our 500 users worldwide have selected Foxit for numerous reasons, such as:

- **Functionality** – Foxit PhantomPDF is a fully-featured PDF editor, with capabilities ranging from simple Editing and Organizing to more advanced features like OCR-ing and redaction at mass, with our Search & Redact feature.
- **Ease-of-use** – With Foxit utilizing the Microsoft ribbon UI, PhantomPDF has the look and feel Word, PowerPoint, or Excel. Features are separated into common function tabs, such as Edit, Convert, Organize, or Form, where user can intuitively find the tool the need to employ. Additionally, PhantomPDF employs the Microsoft “Tell me more,” commonly symbolized with a lightbulb graphic, where users can simply search for the feature they desire by name.
- **Flexible Licensing Options** – Foxit offers the option between subscription and perpetual licensing w/ software assurance. As well as, registration code, server key or named user/assigned licenses via our portal, to fit all our customers preferences and environments.

Our RFI response focuses on PhantomPDF’s interoperability with the State’s devices and its operating systems.

Foxit is confident that as WVOT conducts its evaluation, Foxit PhantomPDF will stand out for our comprehensive technology, support, training, and competitive pricing. Our goals are to complement and partner with WVOT to equip and empower West Virginia with the most capable and cost-effective PDF software as they continue to cope with the effects of COVID-19 on their staff’s technology demands, agencies budgets, and taxpayers lives as well as after business returns to normal.

4.1 | Methods of Testing/Analysis/Interoperability and Objectives:

4.1.1 | The State desires to have an enterprise-level, transferable licensing model, whereby a previously purchased license can be reassigned to another employee without requiring the State to purchase that license again. Please explain how your proposed product can meet this goal or describe in detail any other cost savings your proposed product offers.

Foxit supports flexible licensing, either Perpetual or Subscription models, that allows licenses to be easily transferred from one employee to another without purchasing additional licenses. The license can be transferred via our Admin Console or using standard deployment tools such as SCCM. Cost savings can also be achieved over time by purchasing Perpetual licenses rather than an annual Subscription license. These licenses can be maintained and transferred at the enterprise-level.

4.1.2 | The State's network security is vitally important and products on the network must be secure and up to date. As such, the State desires a PDF editing software that ensures continued functionality, updates to fix bugs and patches to address security vulnerabilities. Please describe how your company and/or proposed solution addresses bugs, upgrades, patches, and fixes.

Foxit is committed to providing exceptional support, we will support the current and previous version of the software at any given time. Additionally, the State will have access to Foxit's 24/7 support team to report any bugs or issues. The State will have access to allow upgrades with an annual Subscription license, or by annually purchasing Software Assurance and Support for any Perpetual licenses.

Security patches are released as needed and software enhancements are typically limited to one per year (or as needed to address bugs or software deficiencies)

4.1.3 | The State desires a PDF editing software that can be used with both Microsoft Office products and Google's Workplace suite. In particular, the State desires the ability to have a PDF editor that can convert documents, spreadsheets, and other productivity tools into PDFs, as well as the ability to convert PDFs into editable documents.

Foxit PhantomPDF can convert Microsoft Office / Google Workplace's documents such as .doc, .xls, .ppt, .docx, .xlsx, and .pptx to PDF. The software has a built-in OCR engine to help the State turn any document into a fully editable PDF.

Additionally, users will be able to access/create PDFs directly from Microsoft's SharePoint/OneDrive or Google Drive with the built-in integration into those storage solutions. Illustrated below:



(PhantomPDF Windows shown)

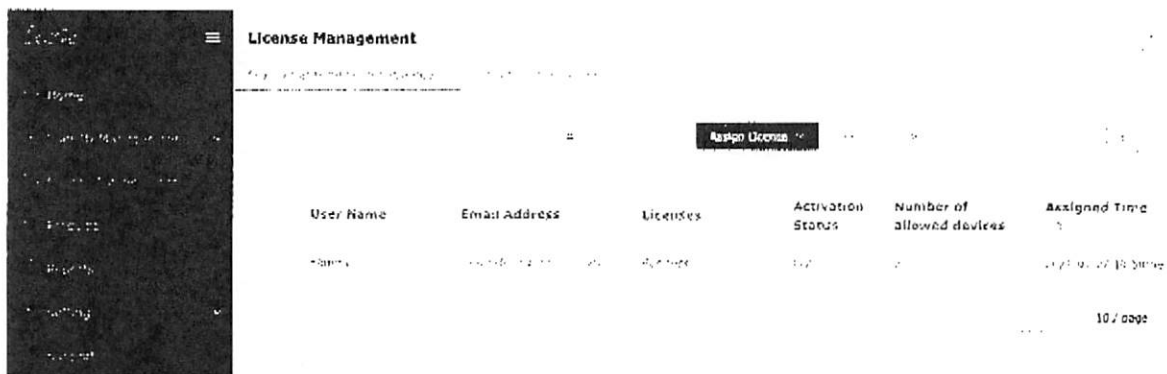
4.1.4 | The State is seeing an increased reliance on mobile devices, such as smartphones and tablets. The State desires a PDF editing software that is compatible with both iOS and Android devices. Please describe your product's compatibility with mobile devices, different operating systems, and the licensing model to do so. Specifically, is there an additional license or fee associated with this mobile requirement, or is it built into the cost of the license.

Foxit offers an iOS/Android PDF Editing application. The application has the following features:

- Edit PDF text and images.
- Create a blank PDF.
- Convert Microsoft Office files, HTML, TXT, and image files to editable PDFs.
- Export PDF documents to Microsoft Word, PowerPoint, Excel, TXT, image, RTF, and HTML files.
- Redact PDF content to protect sensitive information.
- Insert audios, videos, and hyperlinks to PDF.
- Add/verify digital signatures to PDF documents.
- Protect PDF documents with passwords.
- Reduce file size – PDF compression.
- Integration with OneDrive Business, iCloud, and SharePoint (SharePoint available for iOS only).
- Read and annotate Microsoft Rights Management protected files.
- Integrated Microsoft Intune support
- Reflow PDFs for easy viewing.
- Easy document navigation with bookmark management features.
- Search for text within your PDF documents.
- Full commenting toolset, including utilizing digital pressure-sensitive ink technology.
- Integration with Google Drive, Box, Dropbox, and OneDrive.

4.1.5 | As a centralized IT organization, the State desires the ability to administer the licenses from an administrator portal. The portal, which will have multiple administrators, would provide the capability to install and assign, reassign, and remove licenses from users' devices or accounts. Please describe your product's centralized administration offering, including the functionalities an administrator has.

The State will be able to utilize Foxit's Enterprise Admin Console (FAC) Administrator Portal to assign, remove, transfer and/or reassign previously purchased Windows licenses. Support for macOS license administration coming later in 2021.



An Administrator of FAC will be able to:

- Configure the console:
 - Setup AD, SSO, LDAP or SAML
 - Manage PhantomPDF Packages
 - Manage the branding for The State's console
 - Invite other admins
- License Management:
 - Assign
 - Reassign
 - Revoke
 - Create user groups
 - Add or remove product licenses
- Reporting:
 - Create usage reports
 - Create console logs

4.1.6 | The State desires a robust set of editing functionalities, including, at a minimum:

4.1.6.1 | Locking the PDF so no other user may make changes

PhantomPDF as well as our Mobile App can lock PDFs, so no other user is able to make changes.

Password Protection X

Document Open Settings

Require a password to open the document

 Password Input: Password Confirm:

Document Restriction Settings

Add Document Restriction

 Password Input: Password Confirm:

Permission Specification

 Printing: High Resolution

 Accessibility: Allowed Permission...

 Copying: Allowed

 Changes: Any except extracting pages

Encrypt Settings

 Encryption Algorithm: 128-bit AES 256-bit AES 128-bit ARC-FOUR

Don't encrypt metadata

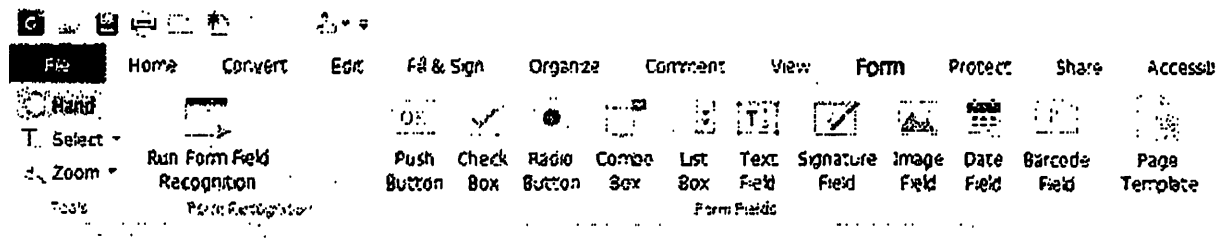
Save the settings as a new policy

(PhantomPDF Windows shown)

4.1.6.2 | Creating a Fillable form, whereby users can only type in the designated areas of the Form.

In PhantomPDF users can navigate to the Forms Tab where they'll be able to utilize form fields to create fillable forms manually or automatically using the Form Field Recognition Tool.

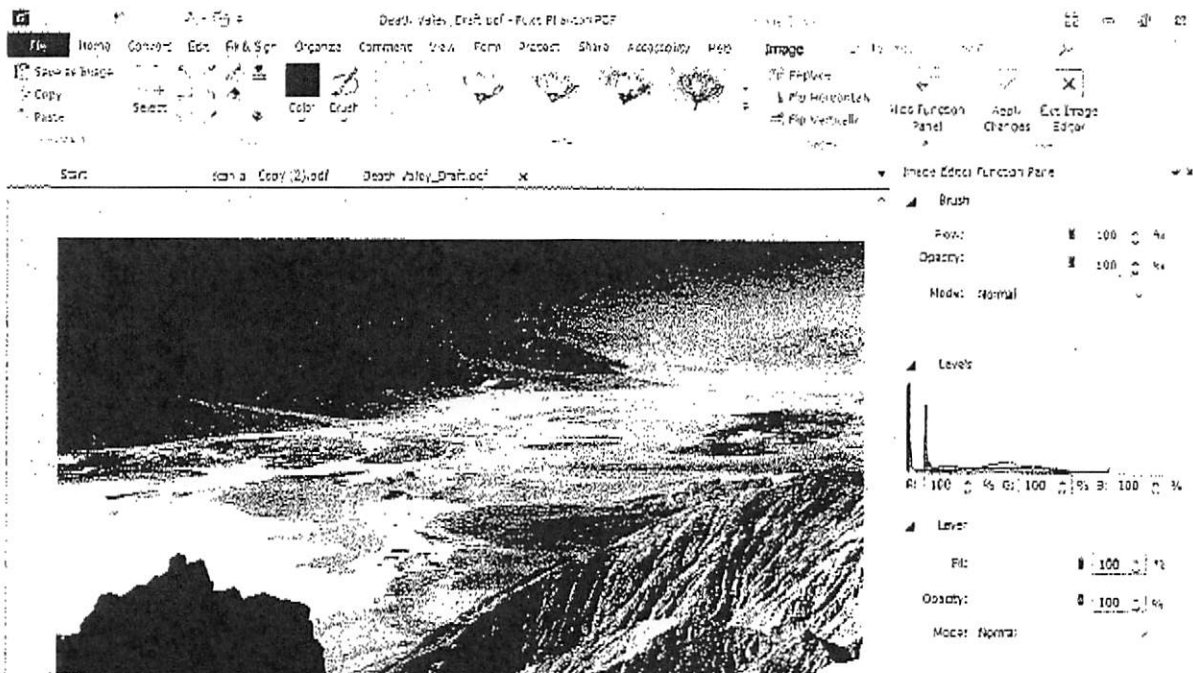
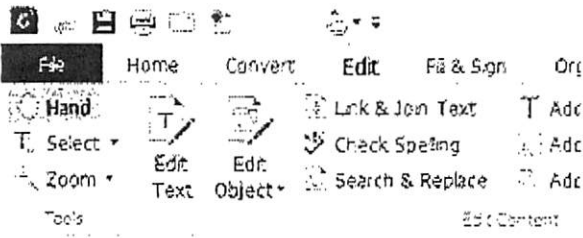
Users will also be able to create Advanced PDF forms using Actions and Form Field Properties, such as creating a Submit Button or locking fields after signatures have been applied.



(PhantomPDF Windows shown)

4.1.6.3 | Editing the PDF by being able to insert pictures or text

From the Edit Tab in PhantomPDF users can access the Edit Text tool to insert/edit text or the Edit Object tool to add/remove or edit images with the built-in image editor.



(PhantomPDF Windows shown)

4.1.6.4 | Combining multiple files into one file

Foxit PhantomPDF can combine pages using the Combine Tool.

Additionally, users will also be able to combine multiple file formats into PDF and/or add a table of contents during the combine process.

Combine files into a single PDF

Add files...

Arrange your files

Name	Modified	Range	Size	Bookmark for File	Bates Numbering	Warning
Compress_Optimize.pdf	2020-10-23 14:15:33	ALL	30.1 MB	Compress_Opti...		
Death Valley.pdf	2021-02-24 15:31:51	ALL	1.22 MB	Death Valley		
Demo Agenda.pdf	2020-10-28 17:02:48	ALL	329 KB	Demo Agenda		
Excel Form.xlsx	2019-12-12 15:33:18	ALL	114 KB	Excel Form		
Form.pdf	2020-01-07 14:55:50	ALL	74.8 KB	Form		
Foxit Accx Demo.docx	2019-09-25 16:33:22	ALL	98.3 KB	Foxit Accx Demo		
HealthOne Form.docx	2019-12-11 21:36:52	ALL	41.5 KB	HealthOne Form		
Manual.doc	2019-01-17 17:26:02	ALL	86.0 KB	Manual		
Sales Invoice_OG.xlsx	2018-12-19 17:59:48	ALL	12.3 KB	Sales Invoice_OG		
scan.tiff	2017-09-06 02:54:59	ALL	1.03 MB	scan		
SS-Admin.pdf	2018-04-05 19:23:04	ALL	428 KB	SS-Admin		

Add a new table of contents page converted from bookmarks

Retain the logic page number during combination

(PhantomPDF Windows shown)

4.1.6.5 | Extracting pages from one file into separate files

The Extract pages tool can be accessed either by going to the Organize Tab or via Context Menu in the Page Thumbnail.

Extract Pages ×

Page Range

Pages: of 10

Sample: 1,5-9,12 ⓘ

Extract: All pages in range

Extract Mode

Extract pages as one PDF

Extract pages as several PDFs by comma(,) sign

Extract each page as a PDF

Immediately save extracted pages

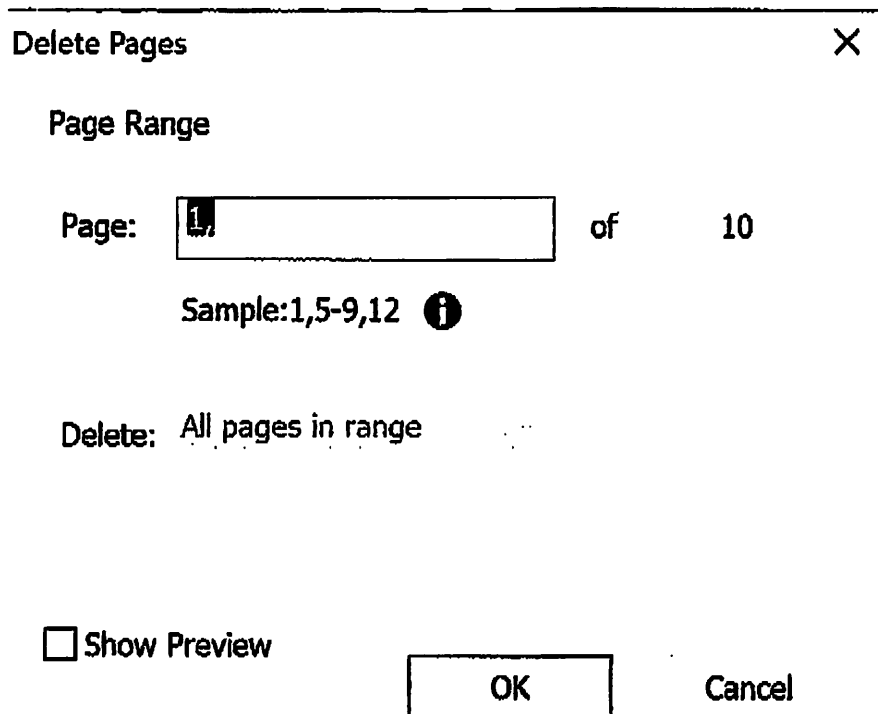
Delete the pages after extraction

Show Preview

(PhantomPDF Windows shown)

4.1.6.6 | Deleting pages from a PDF document

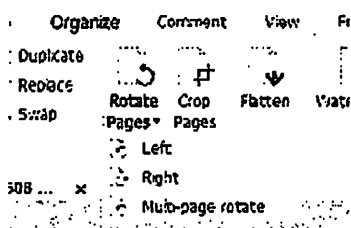
The Delete Pages tool can also be accessed via the Organize tab or Page Thumbnail Context Menu. Users will be able to delete one or multiple, pages based on a range and more.



(PhantomPDF Windows shown)

4.1.6.7 | Rotating pages in the PDF

This popular tool can be accessed via the Organize tab as well as on the Home tab. This tool is so popular, we also added it as a shortcut in the Page thumbnail Pane as well as Context Menu.

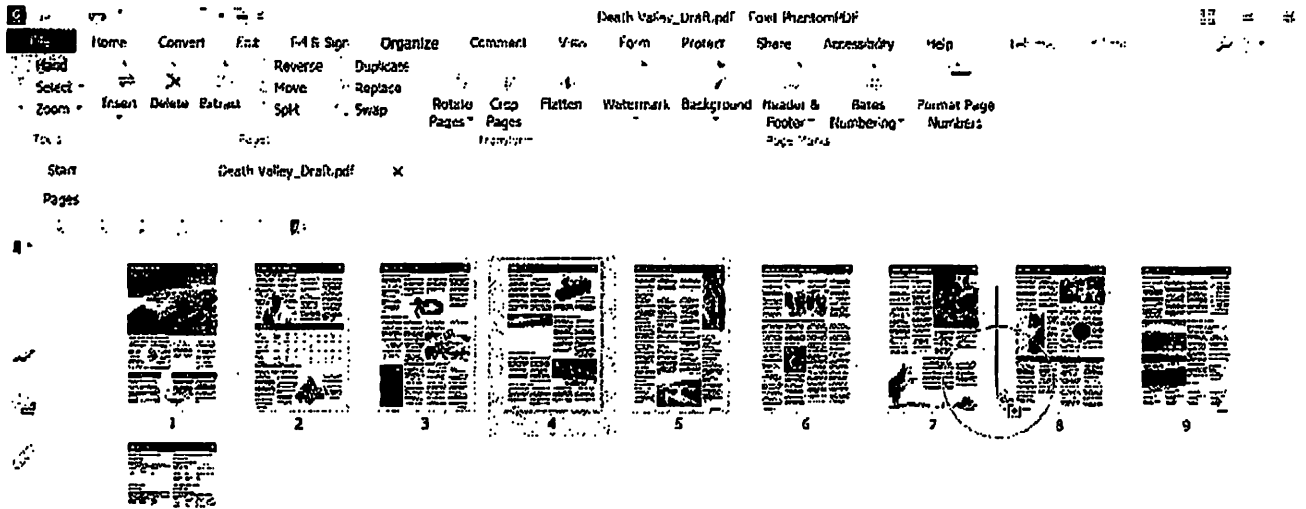


(PhantomPDF Windows shown)

4.1.6.8 | Organizing pages in the PDF

Organizing/Rearranging Pages can be done by simply dragging and dropping a page's thumbnail anywhere.

Additionally, PhantomPDF has an "Organize" Tab dedicated to all organization related tools, such as rotating, split, duplicate, insert, and more.



(PhantomPDF Windows shown)

4.1.6.9 | Ability to apply e-signature and request e-signature from another party.

Foxit PhantomPDF can apply certificate signatures as well as use the DocuSign plugin for e-signature tracking. Foxit is currently working on an e-signature solution to apply and request e-signatures from another party. Available later in 2021.

4.1.6.10 | Ability to search within the PDF for particular words or phrases

The Find tool is always available on the top right of Foxit PhantomPDF and can also be opened using the CTRL+F command. There is also an Advanced Search tool available.

Users can search for a whole word or phrase, a list of either. As well as patterns such as SSN, Zip Codes, email address, and more.

▼ Search ▼ X

^

Where would you like to search?

In the current PDF document ▼

X:\DemoDocs ▼

Match exact word or phrase ▼

What word or phrase would you like to search for?

Searching... 🔍

Whole Words Only

Case-Sensitive

Include Bookmarks

Include Comments

Include Attachments

Stemming

Highlight All Text

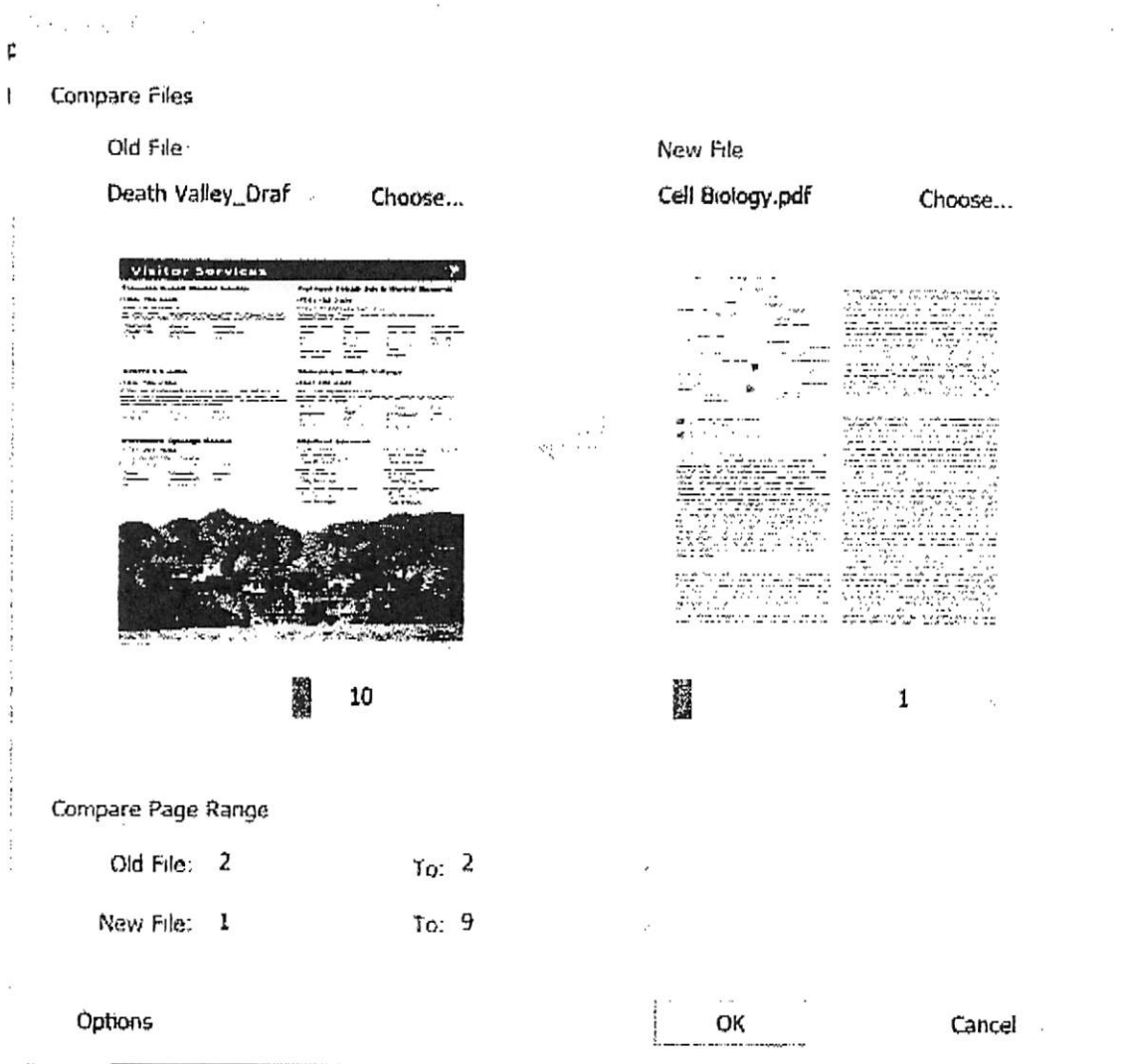
Less>>

Search

(PhantomPDF Windows shown)

4.1.6.11 | Ability to compare two documents

PhantomPDF can compare two files to find textual/graphical deletions, insertions, or replacements.

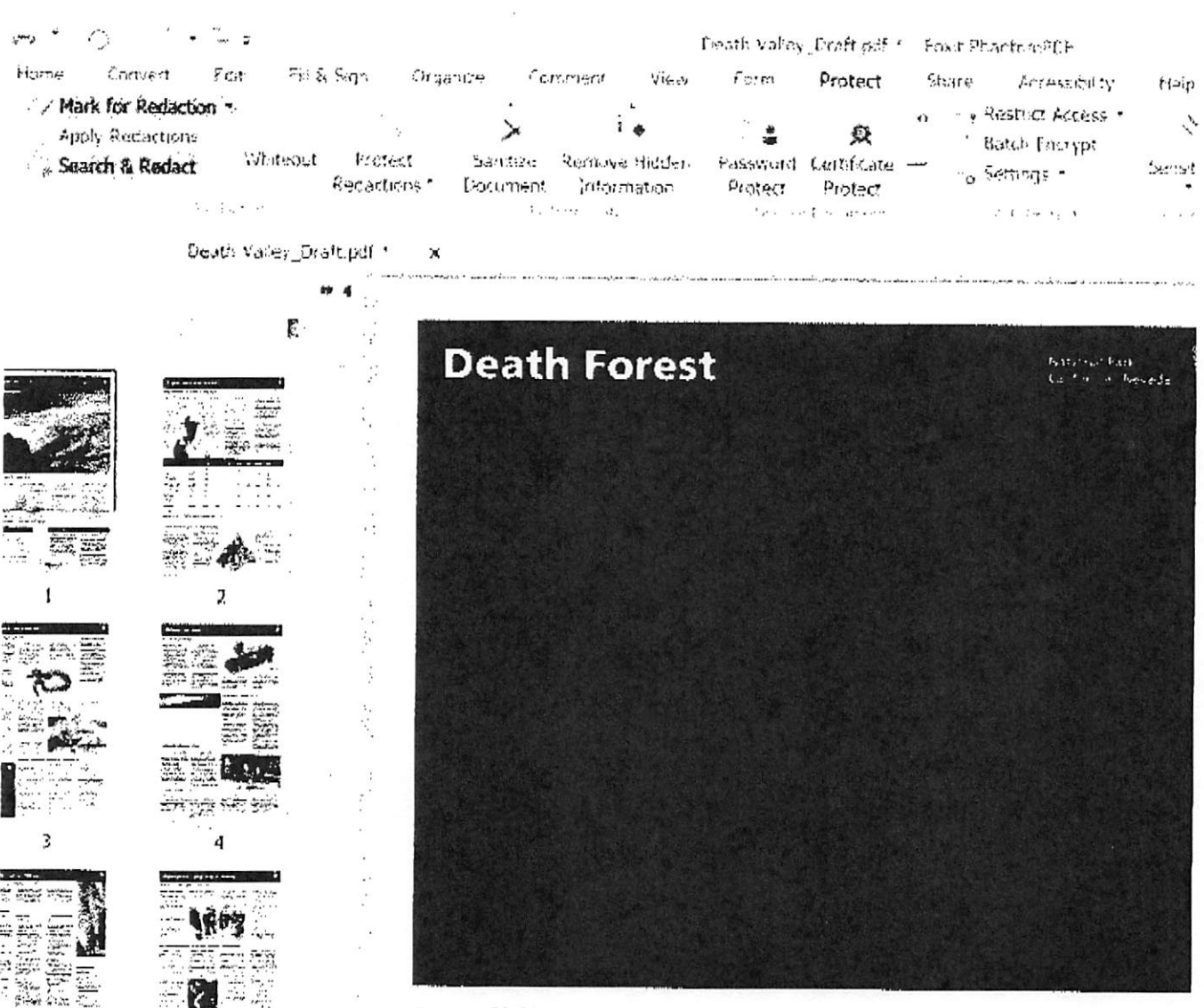


(PhantomPDF Windows shown)

4.1.6.12 | Ability to redact information from the document and ensure those redactions cannot be undone by another user in another medium

Foxit PhantomPDF Redaction tool can be accessed from the Protect Tab. Our redactions are true redactions, meaning they remove everything behind the redacted area down to the metadata and cannot be undone by any user or software.

Additionally, users will be able to search and redact. i.e. redact all SSNs in a PDF or group of PDFs.

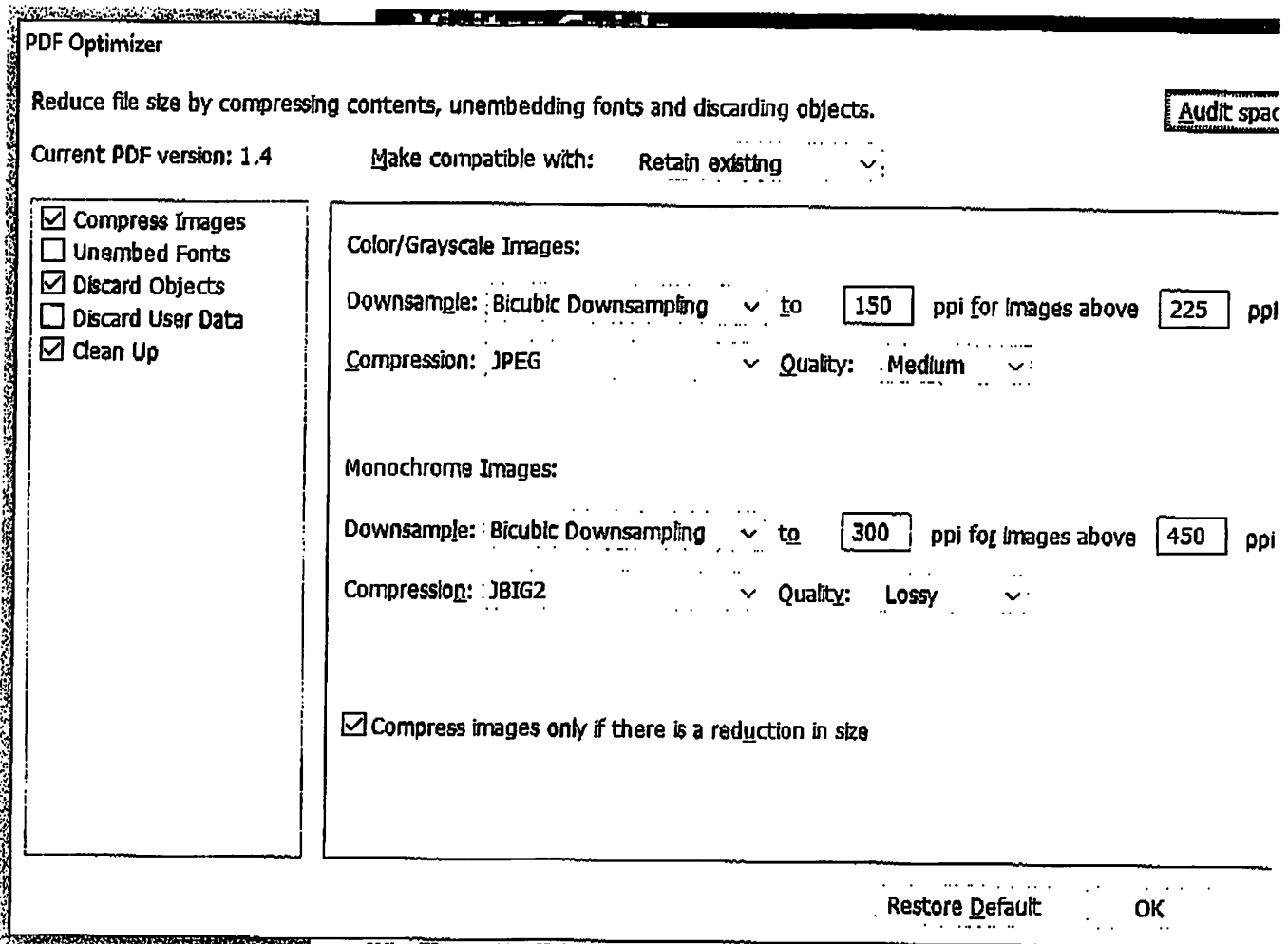


(PhantomPDF Windows shown)

4.1.6.13 | Capability to compress files and allow for size optimization when desirable

Foxit PhantomPDF provides two ways to compress and optimize PDFs.

Reduce File Size tool: to quickly compress a file without sacrificing quality.



Advanced Optimization tool (for Windows only, macOS coming in later 2021): to Audit Space Usage of a PDF to find what type of items are taking up the most space and compress from there.

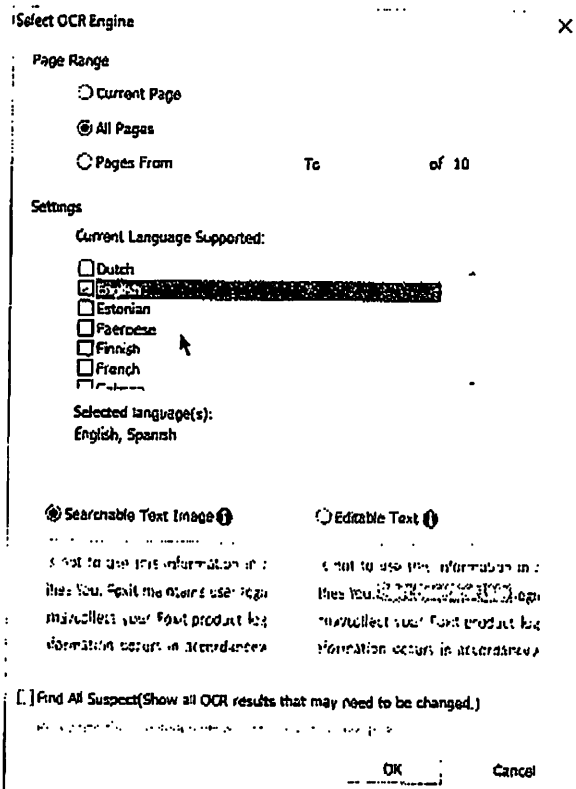
(PhantomPDF Windows shown)

4.1.6.14 | Capability for optical character recognition and ability to edit text

PhantomPDF has a built-in OCR engine to make PDF's searchable and/or editable.

Additional features of our OCR:

- Supports over 40 languages,
- Can be applied to a single or multiple file
- Find All Suspects which allows users to correct over-characterization before the OCR is done
- Runs on up to four pages at a time
- Skips already OCR'd pages
- And more



(PhantomPDF Windows shown)

4.1.6.15 | Converting Microsoft and Google documents and spreadsheets into PDF

Users will be able to convert Microsoft and Google documents/spreadsheets to PDF. PhantomPDF supports the following formats:

Microsoft Office Word (*.doc;*.rtf;*.docx;*.dot;*.dotx;*.docm;*.dotm;*.wpd)
Microsoft Office Excel (*j{l;'}j{l{t*.xlsx;*j{l{t;*.xism;*.xlsb;*.xltm;*.csv)
Microsoft Office PowerPoint (*.ppt;*.pptx;*.pot*.potx;*.pptm;*.pps;*.ppsm;*.potm;
Microsoft Office Project (*.mpp;*.mppx)
Microsoft Office Visio (*.vsd;*.vsdx)
Microsoft Office Outlook (*.msg)
Txt (*.txt;*.text)
All Image Files (*.bmp;*.dib;*.jpg;*.jpeg;*.jpe;*.gif;*.tif;*.tiff;*.png)
HTML C.htm;*.html;*.shtml)
WPS (*.wps)
Hancom Office HanWord (*.hwp)
XPS (*.xps)
PostScript/EPS (*.ps;*.prn;*.ep\$)

4.3. | Mandatory Requirements: Any vendor's commodity that fails to comply with a mandatory requirement will be removed from further consideration for standardization. Those mandatory requirements are listed below.

4.4.1 | Must be compatible with latest versions of both Windows and Mac Operating Systems.

Foxit PhantomPDF is compatible with the latest versions of Windows and macOS. These are our minimum OS requirements:

Windows:

Windows 7 (32-bit & 64-bit)

Windows 8.x Full Version

Windows 10

Microsoft Office® 2007 or later version (required for some PDF creation features)

Verified as Citrix Ready® with Citrix XenApp® 7.13

macOS:

macOS 10.13 or higher

Microsoft Office® 2016 or later version (required for some PDF creation features)

4.4.2 | Must offer Enterprise Licensing Solution for the State.

Foxit supports Enterprise Licensing, either Perpetual or Subscription models, that allows licenses to be easily transferred from one employee to another without purchasing additional licenses. The license can be managed via our Admin Console or by using standard deployment tools such as SCCM.

4.4.3 | Must provide software patches and updates to keep software secure and functional.

We provide software patches and updates with the purchase of an annual Subscription license or the annual purchase of Software Assurance and Support.

4.4.4 | Must be compatible with Microsoft Office Suite and Google Workplace.

PhantomPDF can create PDFs from any Microsoft Office or Google Workplace file.

4.4.5 | Must be compatible with, at a minimum, Google Chrome 86.0.4240 and newer, Microsoft Edge 86.0.564 and newer, and Apple Safari 14 and newer.

Foxit PhantomPDF is a Desktop software that does not require a browser, nevertheless users will be able to create PDFs from any of the web browsers mentioned above.

4.4.6 | Must be compatible with mobile devices, including smartphones.

Foxit PDF Mobile app is compatible with iOS Requires iOS 11.0 or later., as well as Android 4.1 and up.

4.4.7 | Must provide centralized administration.

Foxit Admin Console is available for centralized administration.

4.4.8 | Must provide functionalities for editing PDF files.

Foxit PhantomPDF provides all the tools the State will need to edit PDF files.

4.4.9 | Must provide accessibility for individuals with disabilities, including both visually impaired and hearing-impaired individuals.

Foxit PhantomPDF accessibility mode makes it compatible with all accessibility tools including JAWS screen reader. Additionally, the software can be used to generate Section 508 or WCAG AA compliant PDFs.

4.4.10 | Must integrate with Enterprise Applications, including Microsoft SharePoint and Google Sites.

Foxit PhantomPDF has built-in integrations with SharePoint as well as Google Drive.

4.4.11 | A Vendor wishing to have its product evaluated must provide the State with three (3) free licenses and/or three (3) free temporary licenses of its proposed product.

Foxit will provide three (3) free licenses and/or three (3) free temporary licenses of Foxit PhantomPDF for evaluation purposes.

4.4.11.1 | The State will contact each of the Vendors who have submitted a response to the RFI in order to obtain a license and/or license key.

4.4.11.2 | The Vendor must provide the license and/or license key within five (5) calendar days of the request.

Please contact Casey Nicodemus for the evaluation licenses.

Email: casey_nicodemus@foxitsoftware.com

Telephone: (470) 615-1296

Mobile: (404) 918-9830



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**State of West Virginia
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 (304) 558-2307
 mark.a.atkins@wv.gov

Vendor Signature X *Andrew J. Travis* **FEIN#** 26-3694137 **DATE** 03/02/2021
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CRFI 0210 ISC2100000001

Standardization of PDF Editing Software

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3625 Brookside Parkway, Suite 150 Alpharetta, GA 30022

March 1, 2021

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Senior Buyer
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Capitol Complex Building 15
Charleston, WV 25305

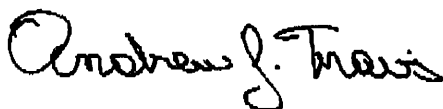
Dear Mr. Atkins:

Foxit Software appreciates this opportunity to present our response to West Virginia Office of Technology's Request for Information CRFI 0210 ISC2100000001, regarding the Standardization of PDF Editing Software.

Please contact Casey Nicodemus for any additional information or clarification regarding Foxit's response to the RFI. His contact information is:

Casey Nicodemus
State Government Account
Executive 41841 Albrae St
Fremont, CA 94538
Email: casey_nicodemus@foxitsoftware.com
Telephone: 470-615-1296

Sincerely,



Senior Vice President of
Sales Foxit Software

Contents

Executive Summary.....	5
4.1 Methods of Testing/Analysis/Interoperability and Objectives:.....	6
4.1.1	6
4.1.2	6
4.1.3	7
4.1.4	8
4.1.5	9
4.1.6	10
4.1.6.1	10
4.1.6.2	11
4.1.6.3	12
4.1.6.4	13
4.1.6.5	14
4.1.6.6	15
4.1.6.7	15
4.1.6.8	16
4.1.6.9	16
4.1.6.10	17
4.1.6.11	18
4.1.6.12	19
4.1.6.13	20
4.1.6.14	21
4.1.6.15	22
4.3. Mandatory Requirements	22
4.4.1	22
4.4.2	23
4.4.3	23
4.4.4	23
4.4.5	23
4.4.6	23
4.4.7	23

4.4.8 23
4.4.9 23
4.4.10 24
4.4.11 24
4.4.11.1 24
4.4.11.2 24

Executive Summary

To achieve its goals “to develop an organized approach to information resource management while providing technical assistance in the design and management of information systems for the state and its agencies”, West Virginia Office of Technology (WVOT), via West Virginia Purchasing Division, is issuing a Standardization Notice to all vendors that desire to provide PDF editing software to the state. The Covid-19 pandemic has highlighted the need for this software as employees working remotely no longer have access to printers and scanners. For this purpose, WVOT has released CRFI 0210 ISC2100000001 to establish a prudent and fair evaluation of the quality of these vendors PDF editing software, to provide guidance on the most cost-effective solution for state, its agencies, and taxpayers.

Foxit Software is uniquely positioned to support the WVOT, its mission, the State of West Virginia, and its taxpayers. Our sole focus is on PDF technology and our 500 users worldwide have selected Foxit for numerous reasons, such as:

- **Functionality** – Foxit PhantomPDF is a fully-featured PDF editor, with capabilities ranging from simple Editing and Organizing to more advanced features like OCR-ing and redaction at mass, with our Search & Redact feature.
- **Ease-of-use** – With Foxit utilizing the Microsoft ribbon UI, PhantomPDF has the look and feel Word, PowerPoint, or Excel. Features are separated into common function tabs, such as Edit, Convert, Organize, or Form, where user can intuitively find the tool the need to employ. Additional, PhantomPDF employs the Microsoft “Tell me more,” commonly symbolized with a lightbulb graphic, where users can simply search for the feature they desire by name.
- **Flexible Licensing Options** – Foxit offers the option between subscription and perpetual licensing w/ software assurance. As well as, registration code, server key or named user/assigned licenses via our portal, to fit all our customers preferences and environments.

Our RFI response focuses on PhantomPDF’s interoperability with the State’s devices and its operating systems.

Foxit is confident that as WVOT conducts its evaluation, Foxit PhantomPDF will stand out for our comprehensive technology, support, training, and competitive pricing. Our goals are to complement and partner with WVOT to equip and empower West Virginia with the most capable and cost-effective PDF software as they continue to cope with the effects of COVID-19 on their staff’s technology demands, agencies budgets, and taxpayers lives as well as after business returns to normal.

4.1 | Methods of Testing/Analysis/Interoperability and Objectives:

4.1.1 | The State desires to have an enterprise-level, transferable licensing model, whereby a previously purchased license can be reassigned to another employee without requiring the State to purchase that license again. Please explain how your proposed product can meet this goal or describe in detail any other cost savings your proposed product offers.

Foxit supports flexible licensing, either Perpetual or Subscription models, that allows licenses to be easily transferred from one employee to another without purchasing additional licenses. The license can be transferred via our Admin Console or using standard deployment tools such as SCCM. Cost savings can also be achieved over time by purchasing Perpetual licenses rather than an annual Subscription license. These licenses can be maintained and transferred at the enterprise-level.

4.1.2 | The State's network security is vitally important and products on the network must be secure and up to date. As such, the State desires a PDF editing software that ensures continued functionality, updates to fix bugs and patches to address security vulnerabilities. Please describe how your company and/or proposed solution addresses bugs, upgrades, patches, and fixes.

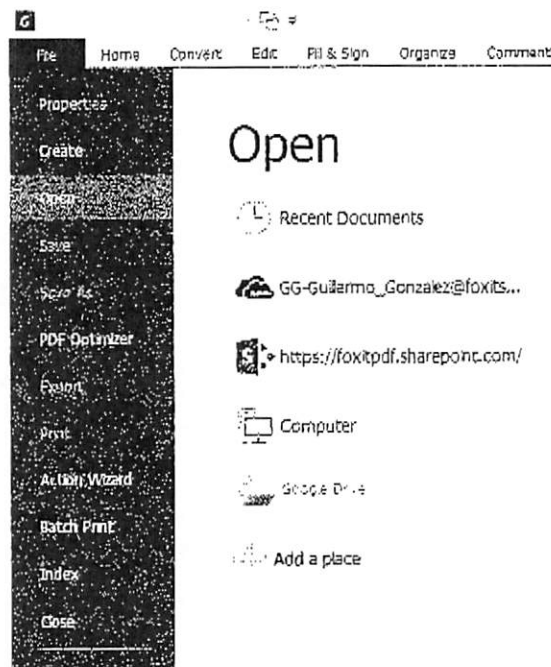
Foxit is committed to providing exceptional support, we will support the current and previous version of the software at any given time. Additionally, the State will have access to Foxit's 24/7 support team to report any bugs or issues. The State will have access to allow upgrades with an annual Subscription license, or by annually purchasing Software Assurance and Support for any Perpetual licenses.

Security patches are released as needed and software enhancements are typically limited to one per year (or as needed to address bugs or software deficiencies)

4.1.3 | The State desires a PDF editing software that can be used with both Microsoft Office products and Google's Workplace suite. In particular, the State desires the ability to have a PDF editor that can convert documents, spreadsheets, and other productivity tools into PDFs, as well as the ability to convert PDFs into editable documents.

Foxit PhantomPDF can convert Microsoft Office / Google Workplace's documents such as .doc, .xls, .ppt, .docx, .xlsx, and .pptx to PDF. The software has a built-in OCR engine to help the State turn any document into a fully editable PDF.

Additionally, users will be able to access/create PDFs directly from Microsoft's SharePoint/OneDrive or Google Drive with the built-in integration into those storage solutions. Illustrated below:



(PhantomPDF Windows shown)

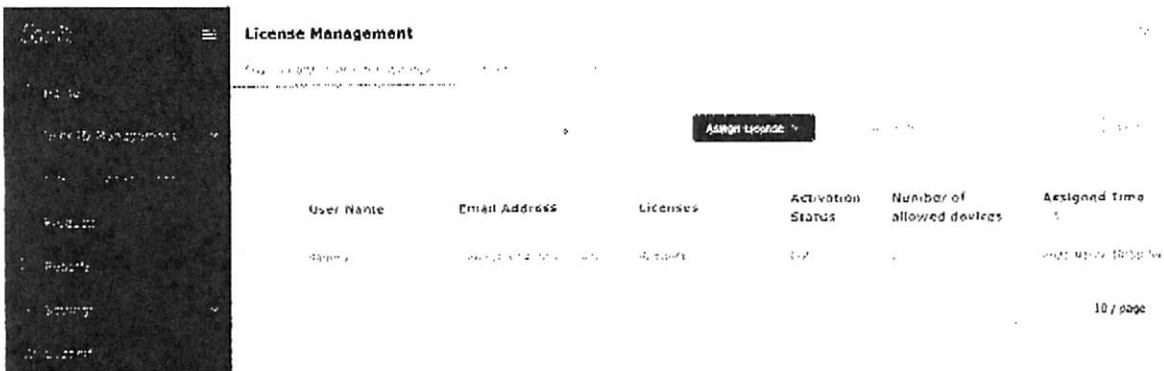
4.1.4 | The State is seeing an increased reliance on mobile devices, such as smartphones and tablets. The State desires a PDF editing software that is compatible with both iOS and Android devices. Please describe your product's compatibility with mobile devices, different operating systems, and the licensing model to do so. Specifically, is there an additional license or fee associated with this mobile requirement, or is it built into the cost of the license.

Foxit offers an iOS/Android PDF Editing application. The application has the following features:

- Edit PDF text and images.
- Create a blank PDF.
- Convert Microsoft Office files, HTML, TXT, and image files to editable PDFs.
- Export PDF documents to Microsoft Word, PowerPoint, Excel, TXT, image, RTF, and HTML files.
- Redact PDF content to protect sensitive information.
- Insert audios, videos, and hyperlinks to PDF.
- Add/verify digital signatures to PDF documents.
- Protect PDF documents with passwords.
- Reduce file size – PDF compression.
- Integration with OneDrive Business, iCloud, and SharePoint (SharePoint available for iOS only).
- Read and annotate Microsoft Rights Management protected files.
- Integrated Microsoft Intune support
- Reflow PDFs for easy viewing.
- Easy document navigation with bookmark management features.
- Search for text within your PDF documents.
- Full commenting toolset, including utilizing digital pressure-sensitive ink technology.
- Integration with Google Drive, Box, Dropbox, and OneDrive.

4.1.5 | As a centralized IT organization, the State desires the ability to administer the licenses from an administrator portal. The portal, which will have multiple administrators, would provide the capability to install and assign, reassign, and remove licenses from users' devices or accounts. Please describe your product's centralized administration offering, including the functionalities an administrator has.

The State will be able to utilize Foxit's Enterprise Admin Console (FAC) Administrator Portal to assign, remove, transfer and/or reassign previously purchased Windows licenses. Support for macOS license administration coming later in 2021.



An Administrator of FAC will be able to:

- Configure the console:
 - Setup AD, SSO, LDAP or SAML.
 - Manage PhantomPDF Packages
 - Manage the branding for The State's console
 - Invite other admins
- License Management:
 - Assign
 - Reassign
 - Revoke
 - Create user groups
 - Add or remove product licenses
- Reporting:
 - Create usage reports
 - Create console logs

4.1.6 | The State desires a robust set of editing functionalities, including, at a minimum:

4.1.6.1 | Locking the PDF so no other user may make changes

PhantomPDF as well as our Mobile App can lock PDFs, so no other user is able to make changes.

Password Protection X

Document Open Settings

Require a password to open the document

Password Input: Password Confirm:

Document Restriction Settings

Add Document Restriction

Password Input: Password Confirm:

Permission Specification

Printing: High Resolution

Accessibility: Allowed

Copying: Allowed

Changes: Any except extracting pages

Permission...

Encrypt Settings

Encryption Algorithm: 128-bit AES 256-bit AES 128-bit ARC-FOUR

Don't encrypt metadata

Save the settings as a new policy

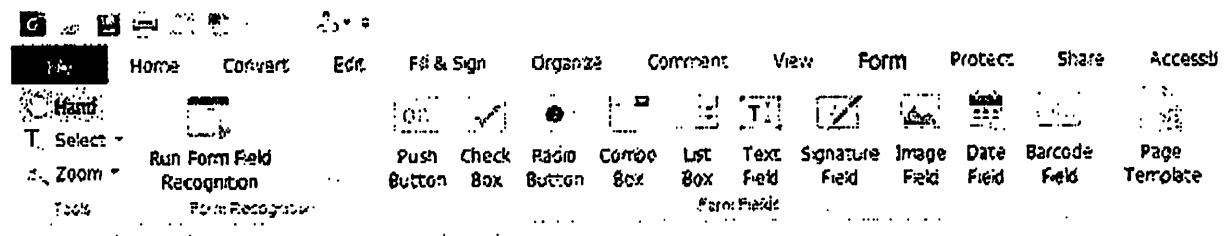
Cancel

(PhantomPDF Windows shown)

4.1.6.2 | Creating a Fillable form, whereby users can only type in the designated areas of the Form.

In PhantomPDF users can navigate to the Forms Tab where they'll be able to utilize form fields to create fillable forms manually or automatically using the Form Field Recognition Tool.

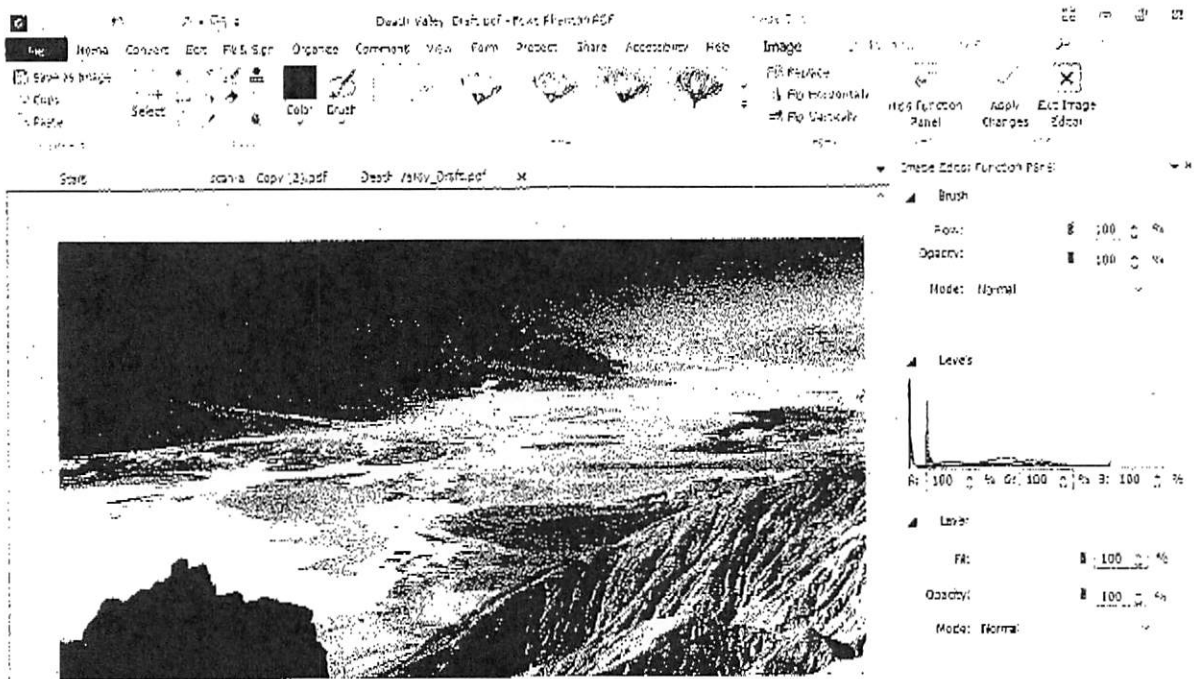
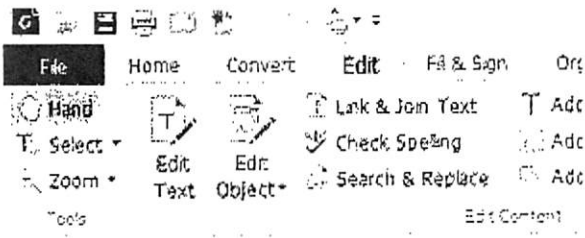
Users will also be able to create Advanced PDF forms using Actions and Form Field Properties, such as creating a Submit Button or locking fields after signatures have been applied.



(PhantomPDF Windows shown)

4.1.6.3 | Editing the PDF by being able to insert pictures or text

From the Edit Tab in PhantomPDF users can access the Edit Text tool to insert/edit text or the Edit Object tool to add/remove or edit images with the built-in image editor.



(PhantomPDF Windows shown)

4.1.6.4 | Combining multiple files into one file

Foxit PhantomPDF can combine pages using the Combine Tool.

Additionally, users will also be able to combine multiple file formats into PDF and/or add a table of contents during the combine process.

Combine files into a single PDF

Add files...

Arrange your files

Name	Modified	Range	Size	Bookmark for File	Bates Numbering	Warning
Compress_Optimize.pdf	2020-10-23 14:15:33	ALL	30.1 MB	Compress_Opti...		
Death Valley.pdf	2021-02-24 15:31:51	ALL	1.22 MB	Death Valley		
Demo Agenda.pdf	2020-10-28 17:02:48	ALL	329 KB	Demo Agenda		
Excel Form.xlsx	2019-12-12 15:33:18	ALL	114 KB	Excel Form		
Form.pdf	2020-01-07 14:55:50	ALL	74.8 KB	Form		
Foxit Accx Demo.docx	2019-09-25 16:33:22	ALL	98.3 KB	Foxit Accx Demo		
HealthOne Form.docx	2019-12-11 21:36:52	ALL	41.5 KB	HealthOne Form		
Manual.doc	2019-01-17 17:26:02	ALL	86.0 KB	Manual		
Sales Invoice_OG.xlsx	2018-12-19 17:59:48	ALL	12.3 KB	Sales Invoice_OG		
scan.tiff	2017-09-06 02:54:59	ALL	1.03 MB	scan		
SS-Admin.pdf	2018-04-05 19:23:04	ALL	428 KB	SS-Admin		

Add a new table of contents page converted from bookmarks
 Retain the logic page number during combination

(PhantomPDF Windows shown)

4.1.6.5 | Extracting pages from one file into separate files

The Extract pages tool can be accessed either by going to the Organize Tab or via Context Menu in the Page Thumbnail.

Extract Pages ✕

Page Range

Pages: of 10

Sample: 1,5-9,12 ⓘ

Extract: All pages in range

Extract Mode

Extract pages as one PDF

Extract pages as several PDFs by comma(,) sign

Extract each page as a PDF

Immediately save extracted pages

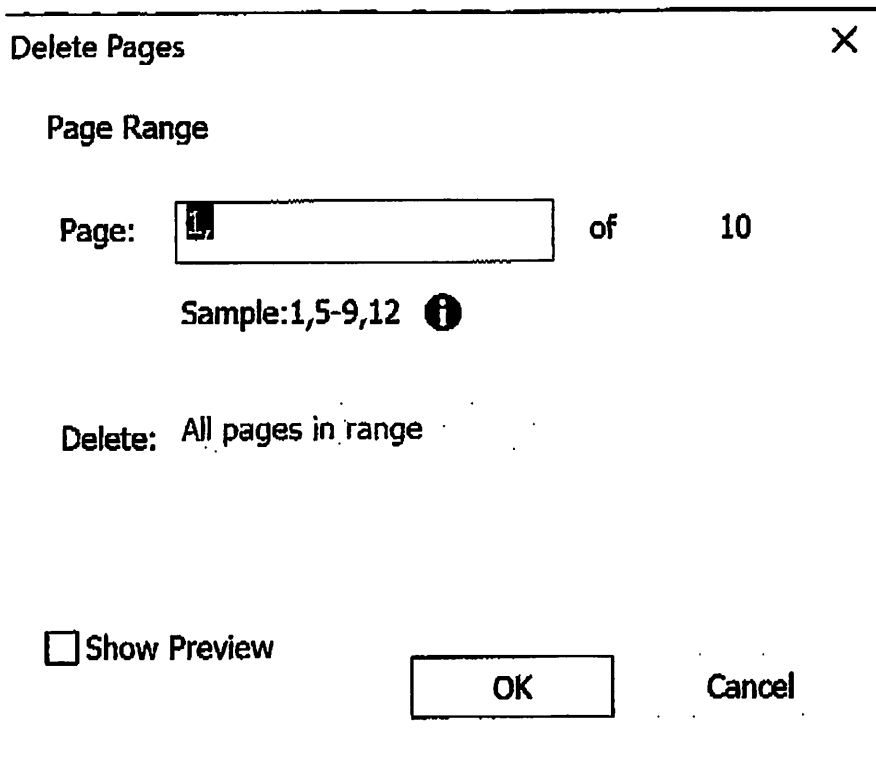
Delete the pages after extraction

Show Preview

(PhantomPDF Windows shown)

4.1.6.6 | Deleting pages from a PDF document

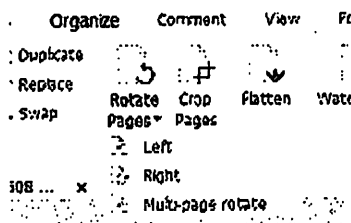
The Delete Pages tool can also be accessed via the Organize tab or Page Thumbnail Context Menu. Users will be able to delete one or multiple, pages based on a range and more.



(PhantomPDF Windows shown)

4.1.6.7 | Rotating pages in the PDF

This popular tool can be accessed via the Organize tab as well as on the Home tab. This tool is so popular, we also added it as a shortcut in the Page thumbnail Pane as well as Context Menu.

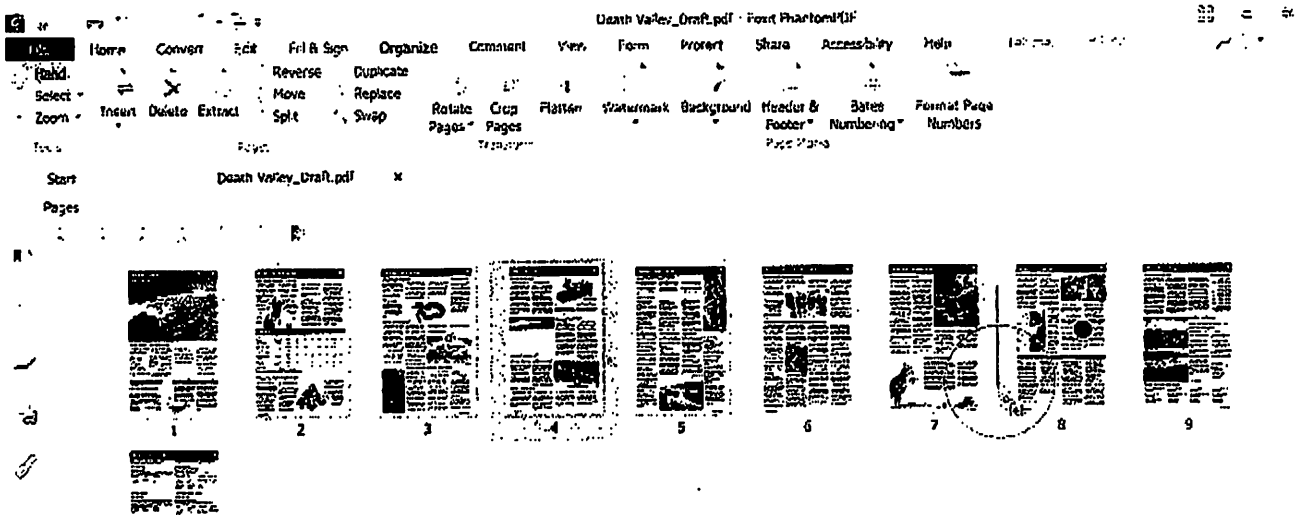


(PhantomPDF Windows shown)

4.1.6.8 | Organizing pages in the PDF

Organizing/Rearranging Pages can be done by simply dragging and dropping a page's thumbnail anywhere.

Additionally, PhantomPDF has an "Organize" Tab dedicated to all organization related tools, such as rotating, split, duplicate, insert, and more.



(PhantomPDF Windows shown)

4.1.6.9 | Ability to apply e-signature and request e-signature from another party.

Foxit PhantomPDF can apply certificate signatures as well as use the DocuSign plugin for e-signature tracking. Foxit is currently working on an e-signature solution to apply and request e-signatures from another party. Available later in 2021.

4.1.6.10 | Ability to search within the PDF for particular words or phrases

The Find tool is always available on the top right of Foxit PhantomPDF and can also be opened using the CTRL+F command. There is also an Advanced Search tool available.

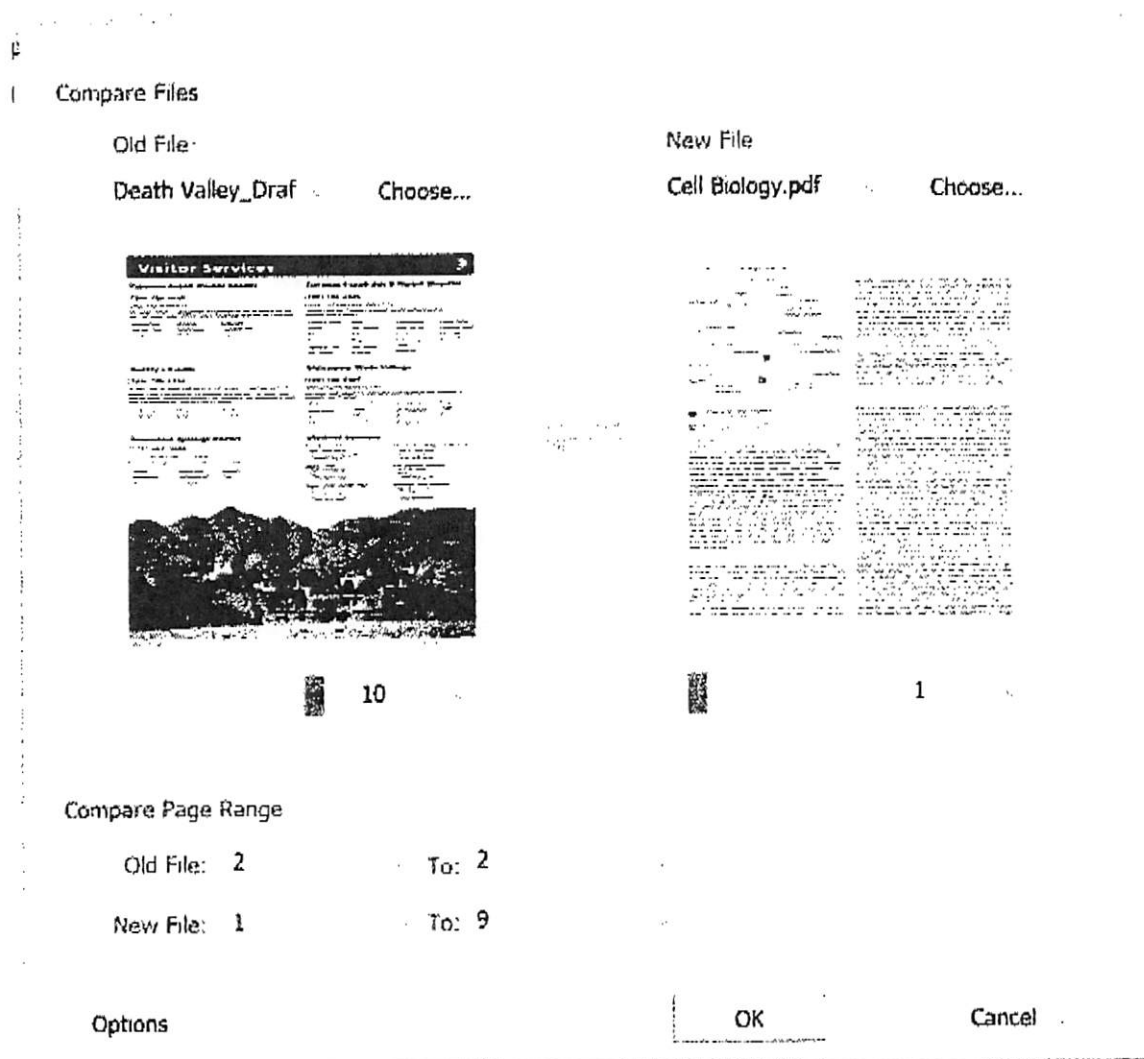
Users can search for a whole word or phrase, a list of either. As well as patterns such as SSN, Zip Codes, email address, and more.

The screenshot shows the search tool interface in Foxit PhantomPDF. At the top, there is a 'Search' button with a dropdown arrow and a close button (X). Below it is a search input field containing 'Searching...'. The interface is divided into two main sections: 'Where would you like to search?' and 'What word or phrase would you like to search for?'. The first section has a dropdown menu set to 'In the current PDF document', with a sub-menu showing 'X:\DemoDocs'. The second section has a search input field. Below the search input field are several checkboxes: 'Whole Words Only', 'Case-Sensitive', 'Include Bookmarks', 'Include Comments', 'Include Attachments', 'Stemming', and 'Highlight All Text'. At the bottom of the search tool is a 'Less >>' button and a 'Search' button.

(PhantomPDF Windows shown)

4.1.6.11 | Ability to compare two documents

PhantomPDF can compare two files to find textual/graphical deletions, insertions, or replacements.

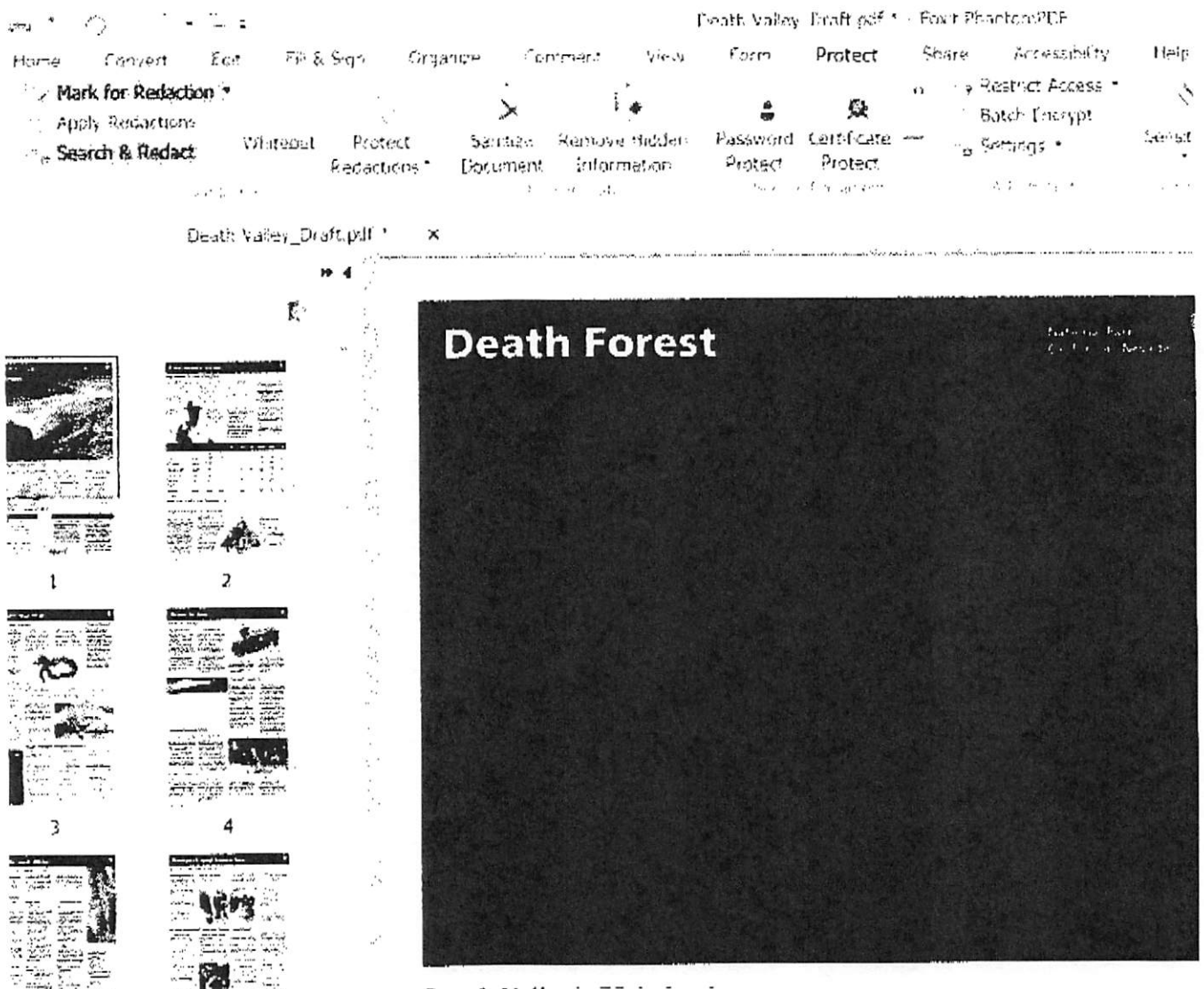


(PhantomPDF Windows shown)

4.1.6.12 | Ability to redact information from the document and ensure those redactions cannot be undone by another user in another medium

Foxit PhantomPDF Redaction tool can be accessed from the Protect Tab. Our redactions are true redactions, meaning they remove everything behind the redacted area down to the metadata and cannot be undone by any user or software.

Additionally, users will be able to search and redact. i.e. redact all SSNs in a PDF or group of PDFs.

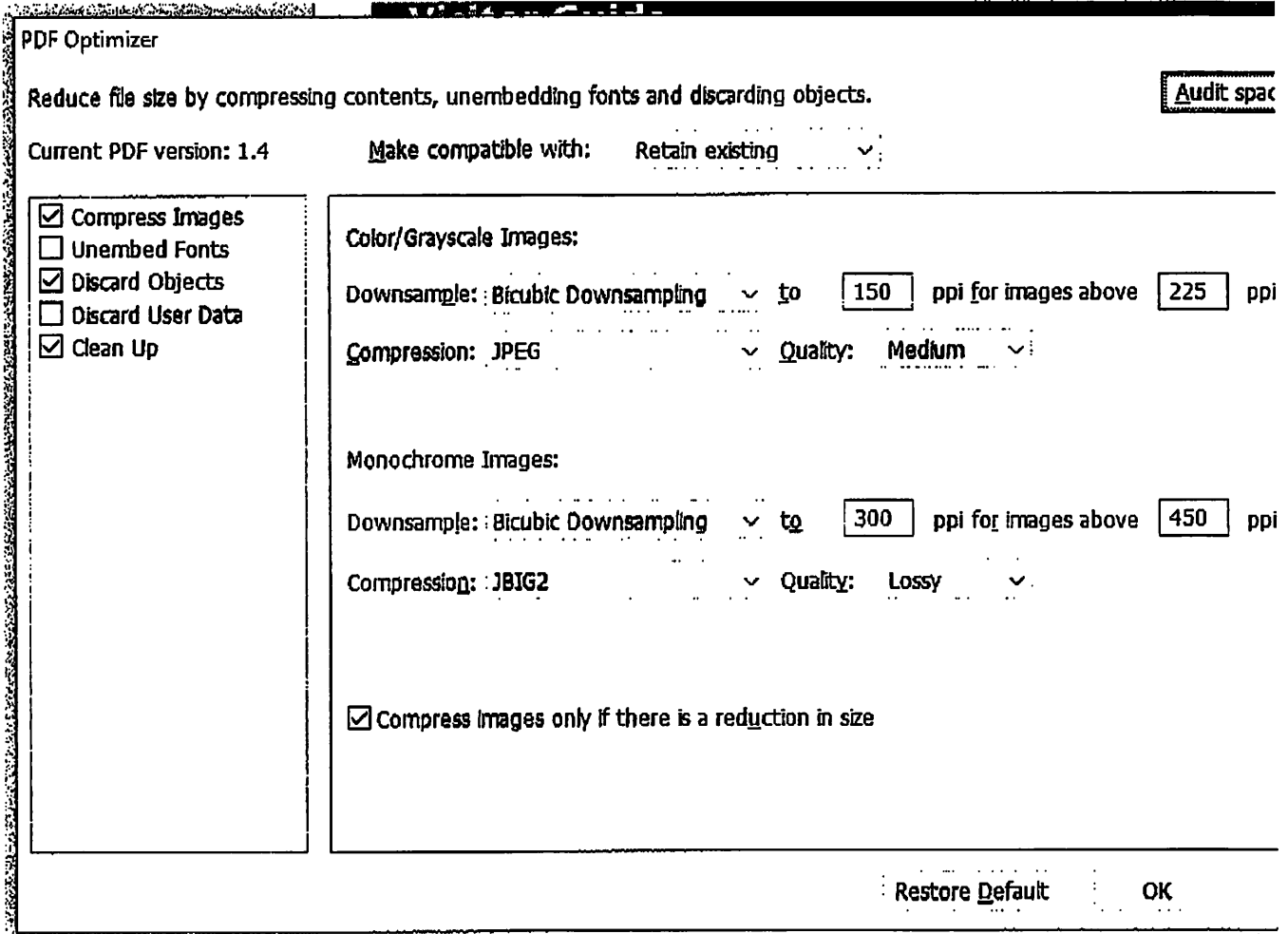


(PhantomPDF Windows shown)

4.1.6.13 | Capability to compress files and allow for size optimization when desirable

Foxit PhantomPDF provides two ways to compress and optimize PDFs.

Reduce File Size tool: to quickly compress a file without sacrificing quality.



Advanced Optimization tool (for Windows only, macOS coming in later 2021): to Audit Space Usage of a PDF to find what type of items are taking up the most space and compress from there.

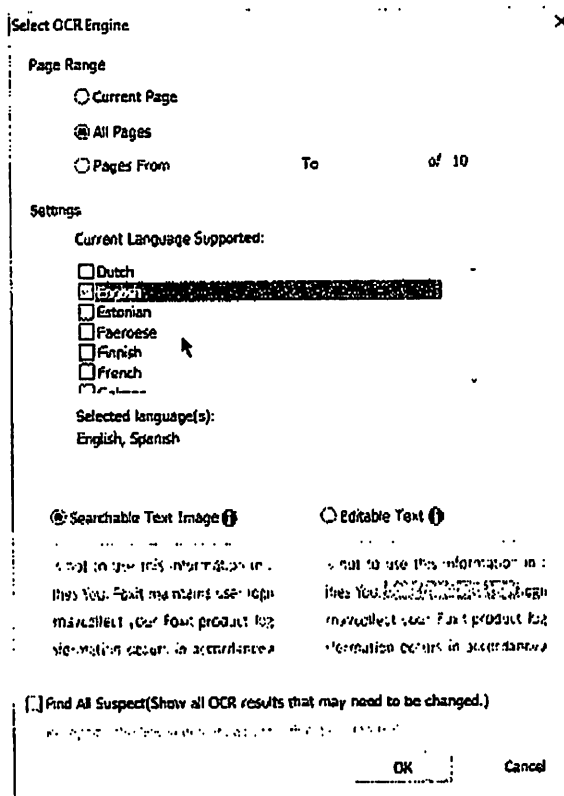
(PhantomPDF Windows shown)

4.1.6.14 | Capability for optical character recognition and ability to edit text

PhantomPDF has a built-in OCR engine to make PDF's searchable and/or editable.

Additional features of our OCR:

- Supports over 40 languages,
- Can be applied to a single or multiple file
- Find All Suspects which allows users to correct over-characterization before the OCR is done
- Runs on up to four pages at a time
- Skips already OCR'd pages
- And more



(PhantomPDF Windows shown)

4.1.6.15 | Converting Microsoft and Google documents and spreadsheets into PDF

Users will be able to convert Microsoft and Google documents/spreadsheets to PDF. PhantomPDF supports the following formats:

Microsoft Office Word (*.doc;*.rtf;*.docx;*.dot;*.dotx;*.docm;*.dotm;*.wpd)
Microsoft Office Excel (*.xls;*.xlsx;*.xlsm;*.xlsb;*.xltm;*.csv)
Microsoft Office PowerPoint (*.ppt;*.pptx;*.pot;*.potx;*.pptm;*.ppsx;*.ppsm;*.potm)
Microsoft Office Project (*.mpp;*.mppx)
Microsoft Office Visio (*.vsd;*.vsdx)
Microsoft Office Outlook (*.msg)
Txt (*.txt;*.text)
All Image Files (*.bmp;*.dib;*.jpg;*.jpeg;*.jpe;*.gif;*.tif;*.tiff;*.png)
HTML C.htm;*.html;*.shtml)
WPS (*.wps)
Hancom Office HanWord (*.hwp)
XPS (*.xps)
PostScript/EPS (*.ps;*.prn;*.ep\$)

4.3. | Mandatory Requirements: Any vendor's commodity that fails to comply with a mandatory requirement will be removed from further consideration for standardization. Those mandatory requirements are listed below.

4.4.1 | Must be compatible with latest versions of both Windows and Mac Operating Systems.

Foxit PhantomPDF is compatible with the latest versions of Windows and macOS. These are our minimum OS requirements:

Windows:

Windows 7 (32-bit & 64-bit)

Windows 8.x Full Version

Windows 10

Microsoft Office® 2007 or later version (required for some PDF creation features)

Verified as Citrix Ready® with Citrix XenApp® 7.13

macOS:

macOS 10.13 or higher

Microsoft Office® 2016 or later version (required for some PDF creation features)

4.4.2 | Must offer Enterprise Licensing Solution for the State.

Foxit supports Enterprise Licensing, either Perpetual or Subscription models, that allows licenses to be easily transferred from one employee to another without purchasing additional licenses. The license can be managed via our Admin Console or by using standard deployment tools such as SCCM.

4.4.3 | Must provide software patches and updates to keep software secure and functional.

We provide software patches and updates with the purchase of an annual Subscription license or the annual purchase of Software Assurance and Support.

4.4.4 | Must be compatible with Microsoft Office Suite and Google Workplace.

PhantomPDF can create PDFs from any Microsoft Office or Google Workplace file.

4.4.5 | Must be compatible with, at a minimum, Google Chrome 86.0.4240 and newer, Microsoft Edge 86.0.564 and newer, and Apple Safari 14 and newer.

Foxit PhantomPDF is a Desktop software that does not require a browser, nevertheless users will be able to create PDFs from any of the web browsers mentioned above.

4.4.6 | Must be compatible with mobile devices, including smartphones.

Foxit PDF Mobile app is compatible with iOS Requires iOS 11.0 or later., as well as Android 4.1 and up.

4.4.7 | Must provide centralized administration.

Foxit Admin Console is available for centralized administration.

4.4.8 | Must provide functionalities for editing PDF files.

Foxit PhantomPDF provides all the tools the State will need to edit PDF files.

4.4.9 | Must provide accessibility for individuals with disabilities, including both visually impaired and hearing-impaired individuals.

Foxit PhantomPDF accessibility mode makes it compatible with all accessibility tools including JAWS screen reader. Additionally, the software can be used to generate Section 508 or WCAG AA compliant PDFs.

4.4.10 | Must integrate with Enterprise Applications, including Microsoft SharePoint and Google Sites.

Foxit PhantomPDF has built-in integrations with SharePoint as well as Google Drive.

4.4.11 | A Vendor wishing to have its product evaluated must provide the State with three (3) free licenses and/or three (3) free temporary licenses of its proposed product.

Foxit will provide three (3) free licenses and/or three (3) free temporary licenses of Foxit PhantomPDF for evaluation purposes.

4.4.11.1 | The State will contact each of the Vendors who have submitted a response to the RFI in order to obtain a license and/or license key.

4.4.11.2 | The Vendor must provide the license and/or license key within five (5) calendar days of the request.

Please contact Casey Nicodemus for the evaluation licenses.

Email: casey_nicodemus@foxitsoftware.com

Telephone: (470) 615-1296

Mobile: (404) 918-9830

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