

State of West Virginia

Request for Quotation

CRFQ 0214 SUR1900000002

Response from

Web Data Corporation



RECEIVED

2018 SEP 19 AM 10: 17

WV PURCHASING
DIVISION

Contact:

**Gordon Bennett
PO Box 428
Gordonsville, VA 22942**

Tel: (20) 297-3623

Email: gordon@webdatacorporation.com

Pricing

Web Data Corporation Pricing Proposal

Product Bid		Unit Cost	Unit of Measure	Qty	Extended Cost
Hardware, Software & Implementation					
POS Inventory System	Integrated federal and state systems	\$55,000.00	each	1	\$55,000.00
Mobile Scanner	Motorola MC55a	\$1,300.00	each	6	\$7,800.00
Year One (from WVSASP acceptance of system) support, maintenance and training included.					

Maintenance, Support, System Upgrades and Training

Year Two		\$12,500.00	per Year	1	\$12,500.00
Year Three		\$12,500.00	per Year	1	\$12,500.00
Year Four		\$12,500.00	per Year	1	\$12,500.00
Total Bid Amount					\$100,300.00

Item	Cost
State surplus core application license for unlimited users in perpetuity, contingent upon the license agreement included in this proposal. Includes Versions 1.0 and 2.0.	\$15,000.00
State surplus application implementation: colors, logos, caption changes, other basic configurations and data imports.	\$7,500.00
Annual support and maintenance with unlimited training (state application)	\$7,500.00
Federal surplus application license for unlimited users in perpetuity, contingent upon the license agreement included in this proposal.	\$15,000.00
Federal surplus application implementation: colors, logos, caption changes, other basic configurations, integrations and data imports.	\$5,000.00
Annual support and maintenance with unlimited training (federal application)	\$5,000.00
Years two, three and four continuing maintenance, support, system upgrades and training (annually)	\$12,500.00
Scanners (6) could be much less expensive based upon functional needs to be determined.	\$7,800.00
Printer: Intermec PC43d	\$407.00
Bartender Enterprise version barcode printing software	\$1,745.00
Optional Verizon MiFi Mobile hotspot (\$50 purchase plus \$30 per month internet access)	

References

References

Reference Name: Holly Gustner

Position: Director, Fleet and Surplus

Address: 5420 Old Hwy 8, Arden Hills, MN 55112

Telephone Number: (651) 201-2514

Project Name: State Surplus with Live and Online Auctions. Federal Surplus

Project Description: Highly customized version of the state system since 2008 to accommodate their statewide live auctions and weekly online-only auctions. Minnesota is the most successful of our customers using both built-in auctions. We developed the mobile online auction bidding site for Minnesota. They purchased Version 2.0 of the state application and the integrated federal application in September of 2018.

References

Reference Name: Gary Thornton

Position: Assistant Director, Division of Surplus Properties

Address: 999 Chenault Rd., Frankfort, KY. 40601

Telephone Number: (502) 573-4836

Project Name: Integrated Federal and State applications.

Project Description: State system since 2008. Kentucky was the original purchaser of the Federal System in 2009. Recently added combined donee statements from both systems. Kentucky purchased Version 2.0 of the state surplus application in January of 2018.

References

Reference Name: Dan Martinez

Position: Program Manager, Surplus Property, LESO/1122 State Coordinator

Address: 447 W 13800 S, Draper, UT 84020

Telephone Number: 801-619-7219

Project Name: State and Surplus Applications

Project Description: State application since 2006. Federal application since 2010. Utah purchased Version 2.0 of the state application in October, 2017.

END OF PRICING PAGE

PRICING PAGE

Contents

3.1.1 Customer Database	5
3.1.1.1. Public Sale.....	6
3.1.1.2. Eligible Organizations	8
3.1.1.3.....	8
3.1.1.4.....	9
3.1.1.5.....	9
3.1.1.6.....	10
3.1.1.7.....	12
3.1.2. State Inventory	13
Disposal Requests.....	15
Authorization.....	15
Printable Manifest.....	18
Mobile Pickups and Deliveries.....	19
Self-Deliveries.....	20
Receiving.....	22
Receiving with a Scanner.....	24
Printing inventory Labels.....	24
Managing Inventory	25
3.1.2.1.....	29
3.1.2.2.....	29
3.1.2.3.....	29
3.1.2.4.....	30
3.1.3. Federal Donations	30
Tracking Incoming Federal Property	32
Tracking Federal Property Donations.....	35
3.1.3.1.....	39
3.1.4. Invoicing.....	40
3.1.4.1 Public Sale Invoice	40
3.1.4.2.....	41
3.1.4.3.....	41

3.1.4.4. Eligibility Organization.....	42
3.1.4.5.....	43
3.1.5. Reporting.....	43
3.1.5.1.....	47
3.1.5.2.....	47
3.1.5.3.....	50
3.1.5.4.....	50
3.1.6. Barcode Scanners.....	51
3.1.6.1.....	53
3.1.6.2.....	53
3.1.6.3.....	53
3.1.6.4.....	53
3.1.6.5.....	54
3.1.6.6.....	55
3.1.7. Accessibility.....	55
3.1.7.1.....	56
3.1.7.2.....	56
3.1.7.3.....	56
3.1.7.4.....	56
3.1.7.5.....	57
3.1.8. User Accounts.....	57
3.1.8.1.....	57
3.1.8.2.....	58
3.1.9. Installation and Training.....	59
3.1.9.1.....	59
3.1.9.2.....	59
3.1.10. Warranty.....	59
3.1.10.1.....	59
3.1.10.2.....	59
3.1.10.3.....	59
3.1.11. Experience.....	60
3.1.11.1.....	60
3.1.11.2.....	60

Professional Software for Surplus Property Professionals

3.1.12. Printing	60
3.1.12.1.....	60
3.1.12.2.....	60
3.1.12.3.....	61
Summary.....	61
Certification and Signature.....	62
License and Annual Support and Maintenance Agreement Example	63
Addenda	75

3.1.1 Customer Database

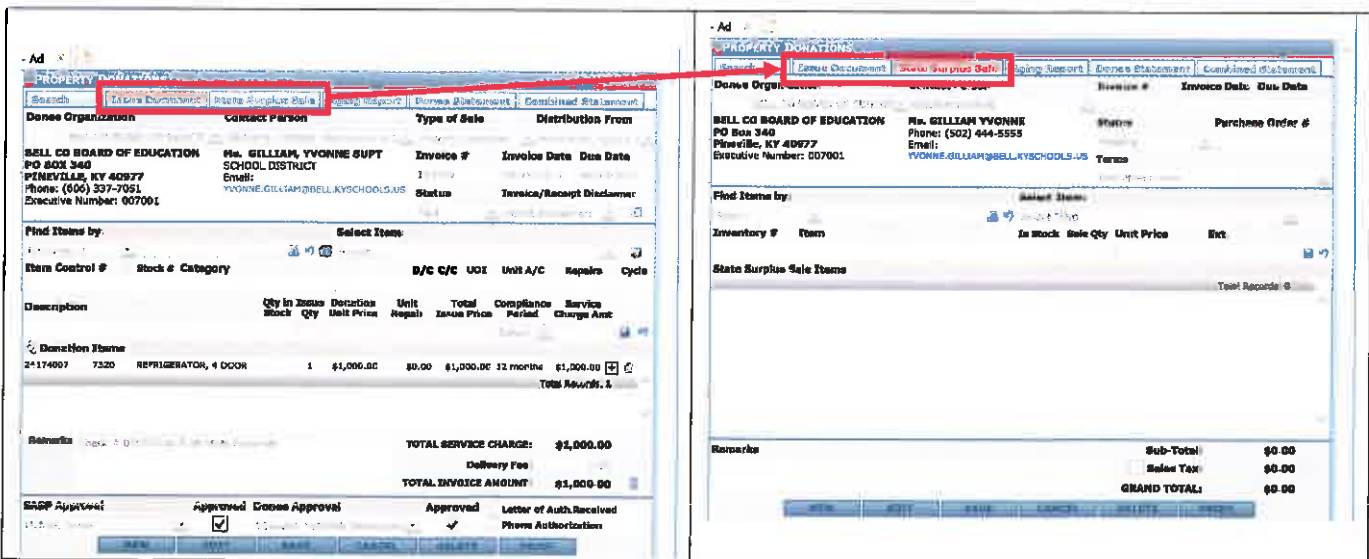
This requirement is fully satisfied. **Note: This response is illustrated with screenshots to demonstrate and verify the capabilities of the proposed systems.**

Web Data Corporation offers two separate but integrated websites and databases: one for state surplus; the other for federal surplus. Our federal surplus application was built in 2007, when the GSA required federal surplus property to be maintained in its own unique database. The value of having separate systems is the ability to manage processes differently, and to provide for the distinct differences between the federal and state attributes for inventory items and compliance.

Federal surplus inventory items are downloaded directly from the GSA API as part of the SASP's SF123 allocation, and subsequently received into inventory. Federal inventory records include specific attributes for each inventory item. State surplus data originates with the state agencies and captures only those elements necessary for the management and sale of surplus property disposal through the POS or other methods of sale such as Online Auctions.

At the point-of-sale, clerks who are logged into the federal application to create an invoice for a federal Donee can toggle over to the state invoicing point-of-sale from within the same screen. Clicking the "State Surplus Sale" tab at the top of the federal POS screen automatically retrieves the Donee's profile in the state surplus POS screen, allowing the clerk to create a State Surplus property invoice directly from within the federal application. This feature provides the convenience of not having to log into two separate systems at the point-of-sale.

The content of invoices and reports are also different between the two systems. Accordingly, having separate, specialized systems is a distinct advantage over a single merged system that must necessarily compromise on effectiveness for both types of data.



After creating an invoice in the federal application...

The user can toggle to the state application from within the same screen. The Donee's record is automatically selected on the screen so the user can begin looking up and entering inventory line items.

A second integration synchronizes the federal Donee's profile with their profile in the state application, for those Donees Authorized to acquire property from both inventories.

Organization Name: BELL CO BOARD OF EDUCATION
 Address (es): FINEVILLE, KY 40977
 Phone: (606) 337-7051
 Donor Type: Local

Agency Name: BELL CO BOARD OF EDUCATION
 Agency# 007001
 Parent Agency: Commonwealth of Ken...
 Agency Users:
 Mr. TOM GAWBREL - User
 Ms. YVONNE GILLIAM - User (503) 444-5355
 Mr. STEVE SILCOX - User
 Mr. DAVID SMITH - User

All aspects of the approved federal Donee profile contact information...

...are automatically transferred into the state surplus application whenever records are entered or updated.

Each system provides the ability to create, maintain and search Donee information, inventory information, and invoicing information by a variety of criteria, and to generate all necessary daily, monthly, quarterly and annual reports.

3.1.1.1. Public Sale

This requirement is fully satisfied.

The customer section of the public sale POS automatically loads a generic "Retail Customer" when a new invoice is being created.

SALES : INVENTORY SALES
 Search Sales Order Report
 Customer: 4001 - Retail, Customer
 Customer Address: General Receipt, Phoenix AZ
 Phone: (555) 555-5555
 Customer Profile: Surplus Property Department
 Order #: 09/08/2018
 Status: Pending
 Date: 09/08/2018
 Due Date: 09/08/2018
 Terms: Due upon receipt

The sales clerk may look-up and retrieve a retail customer already present in the database by customer number or name...

SALES : INVENTORY SALES

Search | Sales Order | Report

Customer **Customer Profile** **Order #** **Status**
 bennett 4002 - Bennett, Gordon Pending

Customer Address **Organization** **Date** **Due Date**
 PO Box 4281, Gordonsville VA 22942 Web Data Corporation 09/08/2018 09/08/2018

Phones **Email** **Resale #** **Terms**
 (520) 444-5555 x 21 Due upon receipt

Find Items by: Inventory # **Select Item:**

Details	Inventory #	Item	Reserved	In Stock	Qty	Price	Ext.
Inventory #	Item				Qty	Price	Ext.

And by clicking the "Customer Profile" pencil icon, can pop up the customer profile screen to either edit a customer or add a new one. Saving the changes to the pop-up screen populates those changes to the POS screen.

Surplus Property Management System

Logged in Administrator: Admin Admin

To Do List

- Admin
- Departments
- Customers
- Scheduling
- Inventory
- Auctions
- Sales
 - Online Auction Sales
 - Auction Sales
 - Inventory Sales
 - Department Sales
 - Agency Sales
 - Special Bid Sales
 - Returns
 - Trade-In Approval
 - Recycles & Trash
 - All Sales (New)
- Email Campaigns
- Accounting
- Property Office
- FAQs
- Help
- Icons Legend

SALES : INVENTORY SALES

Search | Sales Order | Report

Customer Profile

Sal.	First Name	Middle Name	Last Name	Suffix	Approved	Notes
	Gordon		Bennett		<input checked="" type="checkbox"/>	

Email (User Name) HTML Text **Password** **Drivers License #** **Bidder #** **Retail**
 gordon@webdatacorporation.com V9067660 4002

Organization **Resale #** **Reg. Date** **Alerts**
 Web Data Corporation 08/01/2018

Address 1 **Agreement** **Signed**
 PO Box 4281 04/27/2015 AUCTION AGREEMENT

Address 2 **Phone Number** **Ext.** **Phone Type** **Main**
 Phone

City **State** **Zip** **+4** **Phone** **Phone** **Phone**
 Gordonsville VA 22942 (520) 444-5555 21 Home

Customer Categories **Categories of Interest**

Live Auction
 Online Bidders
 Subscribers
 Donee
 School District
 City
 County
 Higher Education

Search keywords:
 All Inventory Categories
 Agricultural Machinery and Equipment
 Chopper
 Binder
 Chute, Livestock
 Crawler
 Crusher
 Cultivator, Crop
 Disk, Wheel
 Edger
 Loader
 Mill
 Mixer

New Edit Save Cancel Delete

3.1.1.2. Eligible Organizations

This requirement can be fully satisfied, by automating the account number generation (by County, organization type and sequence) instead of entering them manually. This modification will be provided at no cost to the state.

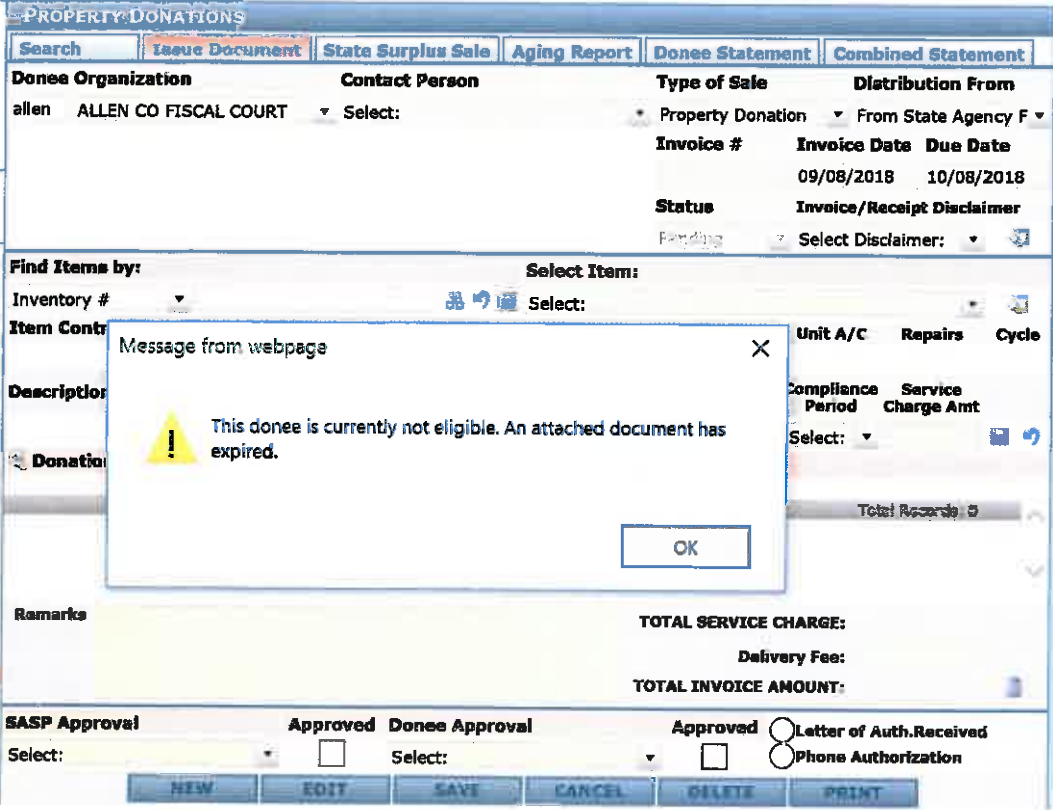
Organization profiles can be entered directly into either system, and at any time can be approved or disapproved by the system users by checking or unchecking the “Approved” checkbox in either system. The integration between the systems described previously allows for a Federal Donees to be eligible in both systems. Eligibility for these Donees is managed within the federal system.

3.1.1.3

This requirement is fully satisfied.

The federal application records the eligibility expiration date along with the expiration dates of any licenses or other documents that are uploaded to the Donee profile. Only the SASP can enter document expiration dates, but optionally, Donees can upload their documents to their own profile through a secure site available to them on the Internet.

At the point-of-sale, if a Donee’s eligibility has expired, or the Donee has been made ineligible, that Donee’s profile will not be searchable on the POS screen. Alternatively, if an eligible Donee’s associated documents have expired, a warning is presented on the POS screen and the sale may not proceed.



The screenshot shows the 'PROPERTY DONATIONS' application window. At the top, there are tabs for 'Search', 'Issue Document', 'State Surplus Sale', 'Aging Report', 'Donee Statement', and 'Combined Statement'. The main area displays a form for a 'Donee Organization' (allen ALLEN CO FISCAL COURT) and 'Contact Person' (Select:). It also shows 'Type of Sale' (Property Donation), 'Distribution From' (From State Agency F), 'Invoice #' (09/08/2018), 'Invoice Date' (10/08/2018), and 'Due Date' (10/08/2018). The 'Status' is 'Pending'. A 'Message from webpage' dialog box is overlaid on the screen, displaying a yellow warning icon and the text: 'This donee is currently not eligible. An attached document has expired.' Below the dialog is an 'OK' button. At the bottom of the window, there are 'SASP Approval' and 'Donee Approval' sections with checkboxes for 'Approved' and radio buttons for 'Letter of Auth. Received' and 'Phone Authorization'. A toolbar at the very bottom contains buttons for 'NEW', 'EDIT', 'SAVE', 'CANCEL', 'DELETE', and 'PRINT'.

3.1.1.4.

This non-mandatory requirement is partially satisfied.

The federal POS system has the ability to assign a discount to each individual line item on an invoice.

Find Items by:		Select Item:																																																																														
Inventory #		Select:																																																																														
Item Control #	Stock #	Category	D/C	C/C	UOI	Cycle	Unit A/C	Repairs																																																																								
Description	Qty in Stock	Issue Qty	Service Charge	Total Price	Issue Compliance Period	Service Charge Amt	Discount %																																																																									
<table border="0" style="width: 100%;"> <tr> <td colspan="7"></td> <td style="text-align: right;">Total Records: 2</td> <td></td> </tr> <tr> <td colspan="7">Donation Items</td> <td></td> <td></td> </tr> <tr> <td>F-5130</td> <td>F-5130</td> <td>Power Tools</td> <td>80.50</td> <td>\$0.00</td> <td>\$0.00</td> <td>12 months</td> <td>\$541.00</td> <td>5%</td> </tr> <tr> <td>100018</td> <td>9999</td> <td>Miscellaneous Unclassifiable It...</td> <td>9.50</td> <td>\$60.00</td> <td>\$61.00</td> <td>12 months</td> <td>\$425.25</td> <td>10%</td> </tr> <tr> <td colspan="7">Remarks :</td> <td>TOTAL SERVICE CHARGE:</td> <td>\$966.25</td> </tr> <tr> <td colspan="7"></td> <td>Delivery Fee:</td> <td>0.00</td> </tr> <tr> <td colspan="7"></td> <td>TOTAL INVOICE AMOUNT:</td> <td>\$966.25</td> </tr> <tr> <td colspan="7"></td> <td>BALANCE DUE:</td> <td>\$0.00</td> </tr> </table>																Total Records: 2		Donation Items									F-5130	F-5130	Power Tools	80.50	\$0.00	\$0.00	12 months	\$541.00	5%	100018	9999	Miscellaneous Unclassifiable It...	9.50	\$60.00	\$61.00	12 months	\$425.25	10%	Remarks :							TOTAL SERVICE CHARGE:	\$966.25								Delivery Fee:	0.00								TOTAL INVOICE AMOUNT:	\$966.25								BALANCE DUE:	\$0.00
							Total Records: 2																																																																									
Donation Items																																																																																
F-5130	F-5130	Power Tools	80.50	\$0.00	\$0.00	12 months	\$541.00	5%																																																																								
100018	9999	Miscellaneous Unclassifiable It...	9.50	\$60.00	\$61.00	12 months	\$425.25	10%																																																																								
Remarks :							TOTAL SERVICE CHARGE:	\$966.25																																																																								
							Delivery Fee:	0.00																																																																								
							TOTAL INVOICE AMOUNT:	\$966.25																																																																								
							BALANCE DUE:	\$0.00																																																																								
SASP Approval		Approved		Donee Approval		Approved		All Picked Up	Pickup Date																																																																							
Bennett, Gordon		<input type="checkbox"/>		McCaslin, Andy (Administrator)		<input type="checkbox"/>		<input checked="" type="checkbox"/>																																																																								
NEW		EDIT		SAVE		CANCEL		DELETE	PRINT																																																																							

Coding logic to the state and federal systems where the number of line items or retail value triggers an automatic global discount for each organization can be provided as an option.

3.1.1.5.

This requirement is fully satisfied

Federal Donees can be searched and filtered by a variety of criteria. Other search criteria can be added at no additional cost. Both systems can accommodate an unlimited (over 2 billion) number of organizations, inventory records, invoices, etc.

FEDERAL DONEES						
Search	Donee Profile	Assigned Inventories	Assignments	Donee Statement	Expirations	Export Emails
Search by:						
Select:						
Organization Name	3938	Mailing	Organization Type	Address		
Account Number	5651	Mailing		304 Willow St, Hannibal, NA		
Organization Type/Purpose	5167	Mailing		514 E High St Ste 30, Jefferson Ci...		
Donee Type	5646	Mailing		1400 S Boundary St, Kirksville, NA		
Donee Code	0904	Mailing		100 W Main Ste 36, Richmond, NA		
Individual Name	5494	Mailing	Other	123 High Street, Gordonsville, NA		
County	4437	Mailing	Abc Purpose	1370 E Primrose Ste A, Springfield...		
City	3359	Mailing		606 W Potter Ave, Kirksville, NA		
* Adair Co Ambulance District				1001 S Jamison St, Kirksville, NA		
* Adair Co Health Department						

Contact records may be sorted by clicking on the column header, and filtered by using the filter property of the tabular display.

Professional Software for Surplus Property Professionals

FEDERAL DONEES

Search Donee Profile Authorized Individuals Attachments Donee Statement Expirations Export Emails

Search by:

Select:

Organization Name	Account #	Department	Organization Type	Address
W				101
Walnut Grove, City of	2808	Mailing		101 S Washington, Walnut Grove,...
Warren Co Health Department	5315	Mailing		101 Mockingbird Lane Ste 100, W...
Warren County	2748	Mailing		101 Mockingbird Ln Ste 302, Warr...
Webster County	3962	Mailing		101 S Crittenden Room 12, Marsh...

Total Records: 4

Identical processes are available in the state application.

DEPARTMENTS : DEPARTMENT PROFILE

Search Add/Edit Invoices

Find Department by: Department Name

Department Name	Department Short Name	Phone	Bldg#	Address
123Department	Department Number	(520) 234-7712 x ...	123	ABC Blvd, 85721
Aa	Building Name	(989) 898-9810 x ...	1001	444 Green Street, 22942
Aa	Building Number	(520) 555-5555 x ...	1011	123 High Street, 85721
Aerospace and Mecha	Department Phone	(520) 621-2311	0119	1130 N. Mountain Ave., 85721
Astronomy Department	Individual Name	(520) 888-8888	0888	888 Cosmic Drive, 85721
Bob Dept		0047		
Bob Dept 2		001		
Chemistry Department		100100 (520) 555-6666	2001	45 Volcano Blvd, 85721
Department of Accounting		000001 (520) 621-2620 x ...	0108	1130 E. Helen Street #33133, ...

3.1.1.6.

This requirement is fully satisfied.

Both systems have the ability to upload image files as well as PDFs, Word documents and text files.

Departments: Disposal P x

Not secure 74.205.44.722/ps2dev/Disposal/Requests.aspx*

SURPLUS PROPERTY SOFTWARE

WELCOME, ADMIN ADMIN
LOGGED IN AS ADMINISTRATOR FOR
DEPARTMENT OF ACCOUNTING

DEPARTMENTS' DISPOSAL REQUESTS

Search Add / Edit

Notes

Department: Department of Accounting (dropdown)

Contact Person for this Disposal Request: James Wilson (dropdown)

Who will authorize this Disposal Request?: Gordon Bennett (dropdown)

Disposed Type: Turn into Surplus (dropdown)

DN# : 10042

Date : 08/30/2018

Status : Pending

Pickup Type: Surplus Property Office

Import Items... Add New Item Clone Last Item

Row#	Item	Qty	Asset#	Serial#	Model	Manufacturer
22	Desk, Woodgrain desk with file drawers	1				

Total Records: 1

New Disposal Features Add Cancel Delete Print

© 2018 Web Data Corporation. All Rights Reserved.

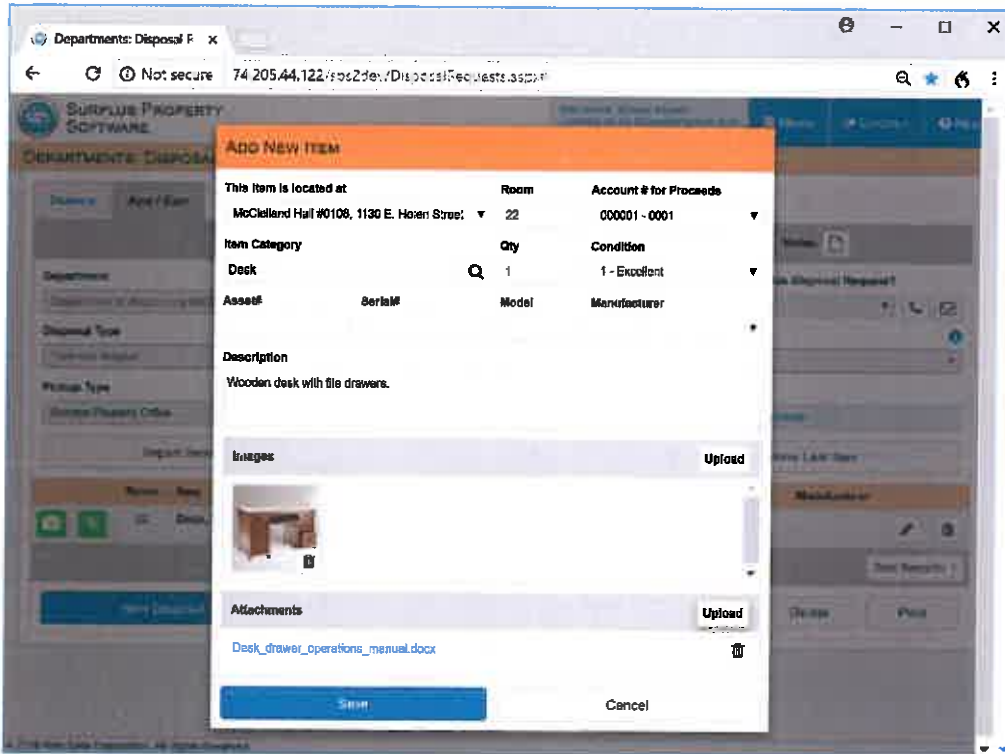
Note: the screenshot above and the one below are from the new Version 2.0 of the state surplus application. The view from state agencies is completed, and most of the daily functions for the surplus property

Professional Software for Surplus Property Professionals

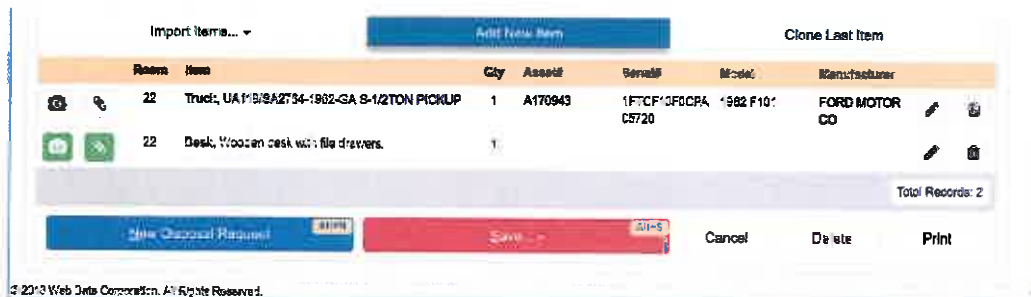
department are completed. The new version will be delivered as part of this RFP response at no additional cost. Eventually, it will completely replace Version 1.0.

It should be noted that Version 1.0 has functioned successfully in the marketplace since 2005.

In the new Version 2.0, line item data entry at the point-of-sale is done through a pop up screen. All previously mentioned functionalities (and much more) exist in Version 2.0.

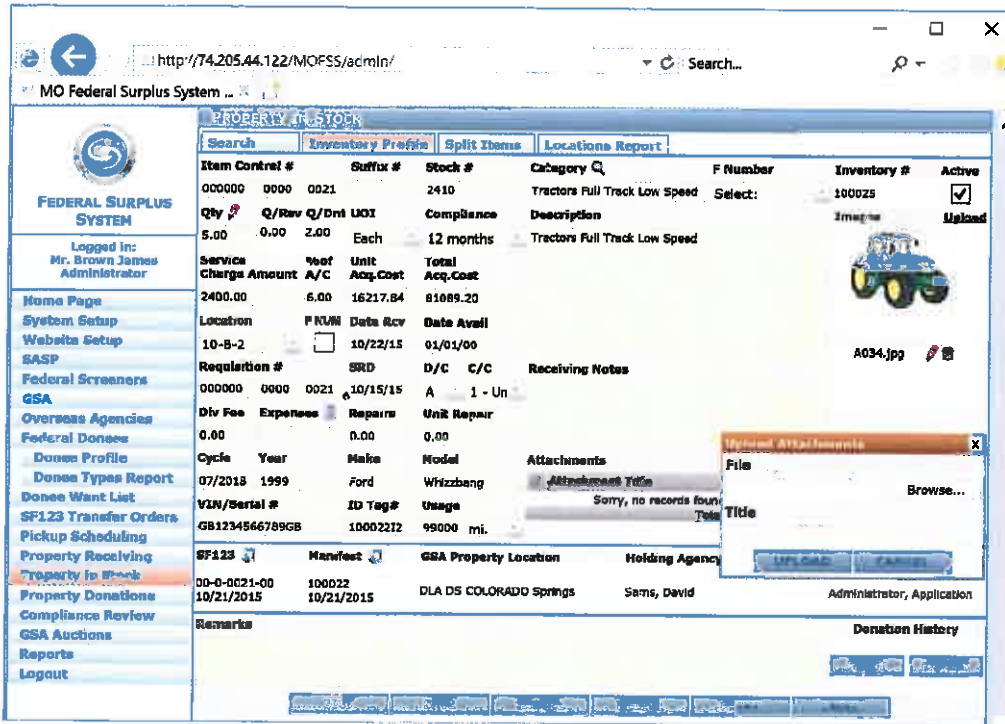


If images or attachments are uploaded, the camera and attachment icons show in green to indicate the presence of associated files.

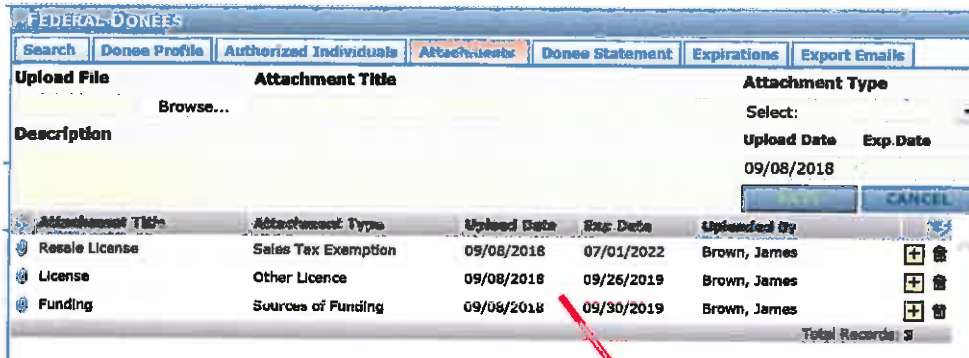


In the federal application, images and attachments may be uploaded on the inventory profile.

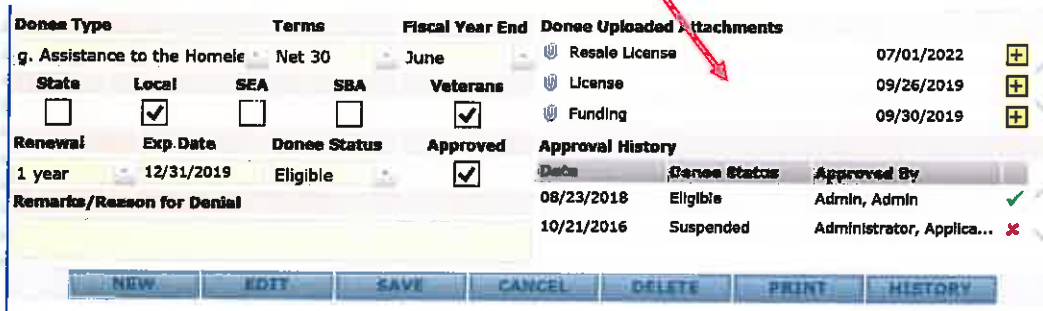
Professional Software for Surplus Property Professionals



Attachments directly related to Donees can be uploaded in the Donee profile Attachments tab.



And they show on the main donee profile screen.



3.1.1.7

This requirement is fully satisfied

Federal Donee status can be recorded and expiration date are recorded on the Donee profile screen. An approval history is maintained for each Donee.

Donee Type	Terms	Fiscal Year End	Donee Uploaded Attachments
g. Assistance to the Homefe	Net 30	June	Resale License 07/01/2022
State	Local	SEA	SBA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veterans	<input checked="" type="checkbox"/>		
License			09/26/2019
Funding			09/30/2019
Renewal	Exp.Date	Donee Status	Approved
1 year	12/31/2019	Eligible	<input checked="" type="checkbox"/>
Approval History			
Date	Donee Status	Approved By	
08/23/2018	Eligible	Admin, Admin	✓
10/21/2016	Suspended	Administrator, Applica...	✗

Donee Type	Terms	Fiscal Year End	Donee Uploaded Attachments
g. Assistance to the Homefe	Net 30	June	Resale License 07/01/2022
State	Local	SEA	SBA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veterans	<input checked="" type="checkbox"/>		
License			09/26/2019
Funding			09/30/2019
Renewal	Exp.Date	Donee Status	Approved
1 year	12/31/2019	Eligible	<input checked="" type="checkbox"/>
Remarks/Reason for Denial			
Select: Eligible, Ineligible, Conditionally Eligible, Suspended			
Date	Donee Status	Approved By	
08/23/2018	Eligible	Admin, Admin	✓
10/21/2016	Suspended	Administrator, Applica...	✗

Each night, the system emails expired Donees to notify them of automatic suspension due to eligibility expiration. It also sends a list of expired Donees to the SASP staff.

From: Federal Surplus System [mailto:surplusmail@xxxx.xx.gov]
Sent: Friday, August 31, 2018 1:47 AM
To: admin@.xx.gov;

The following donees have expired, or suspended by system on 08/31/2018.

Bishop Hogan Memorial School, Central Crossing Fire Protection District, College of the Ozarks, Finance and Administrative Services, Division of, Mid County Fire Protection District, Missouri Veterans Home (Warrensburg), Southeast Missouri Regional Port Authority, St Brendan School, St Charles Co Ambulance District, St Francis Borgia Regional High School, St John Baptist Gildehaus School, St Thomas the Apostle School, Valle Catholic Schools, West Central Fire Protection District

3.1.2. State Inventory

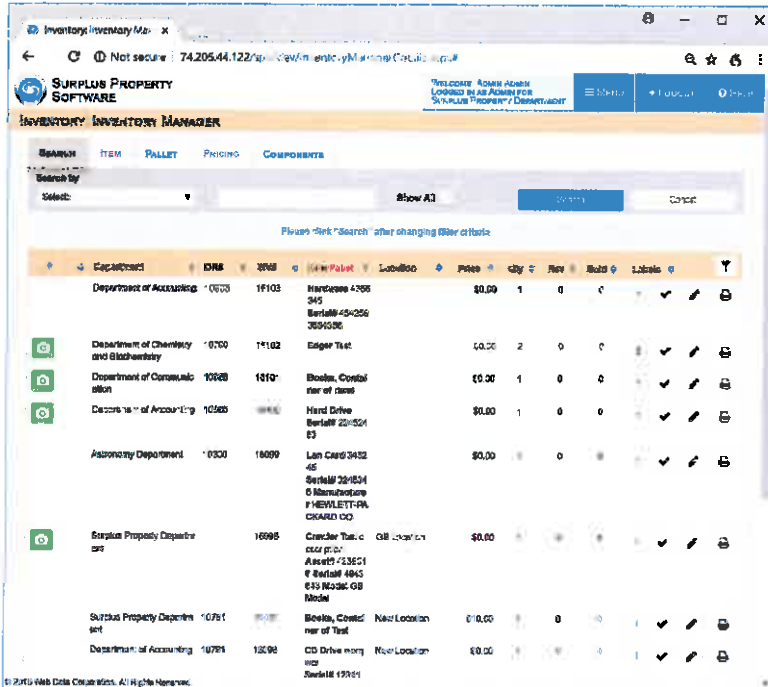
This requirement is fully satisfied.

The state inventory can be entered directly into the inventory profile screen by the surplus property staff. However, it is more efficient for the state agencies to list their property for disposal in a "Disposal Request". The Disposal Request requires approval from Authorized members of the agency. Once approved, the items on the Disposal Request can be scheduled for pickup or for self-delivery.

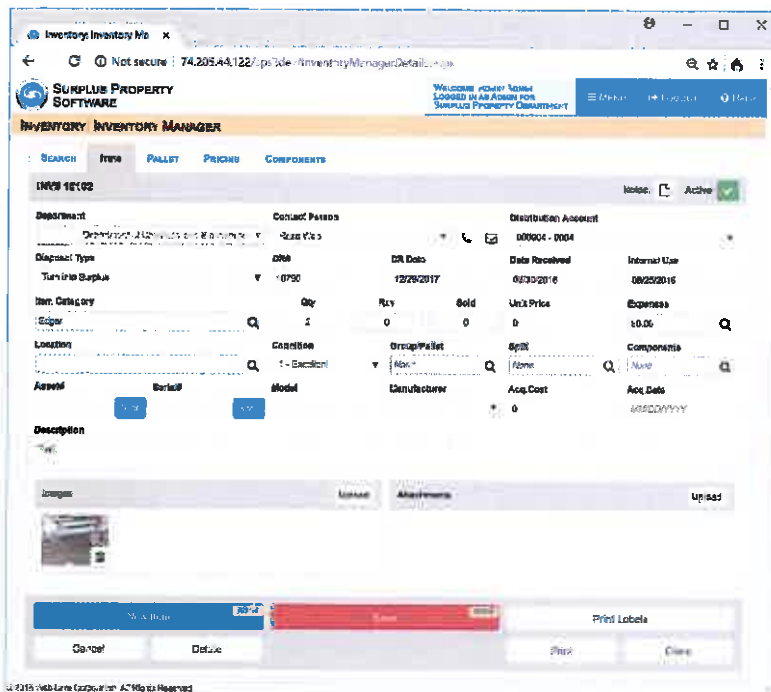
Professional Software for Surplus Property Professionals

The property is received into inventory and barcoded labels are printed. The barcoded labels on inventory items can be used for the process of taking inventory, and also for looking up items at the point-of-sale.

NOTE: All of these processes can be managed on any smart phone, tablet, PC or Mac.



Searchable Inventory Listing (screenshot above)



Inventory Details (screenshot above)

Here is a brief summary of the main processes for disposal request, approval, scheduling pickups or self-deliveries, receiving into inventory, and printing barcoded labels.

Disposal Requests

1. Agency fills out a list of items for disposal and requests approval.

DEPARTMENTS: DISPOSAL REQUESTS

SEARCH Add / Edit

Notes: [icon]

Department: Department of Accounting #009001
 Contact Person for this Disposal Request: James Wilson
 Who will authorize this Disposal Request?: Gordon Bennett

Disposal Type: Turn into Surplus
 DR#: 10942
 Date: 09/08/2018
 Status: Pending

Pickup Type: Surplus Property Office
 To ensure pickup by the Surplus Property Office, please list all items for disposal.

Import Items... Add New Item Clone Last Item

Room	Item	Qty	Asset#	Serial#	Model	Manufacturer
22	Truck, UA119/SA2764-1982-GA S-1/2TON PICKUP	1	A170943	1FTCF10F0CPA05720	1982 F101	FORD MOTOR CO
22	Desk, Wooden, oak with file drawers.					

Save for later

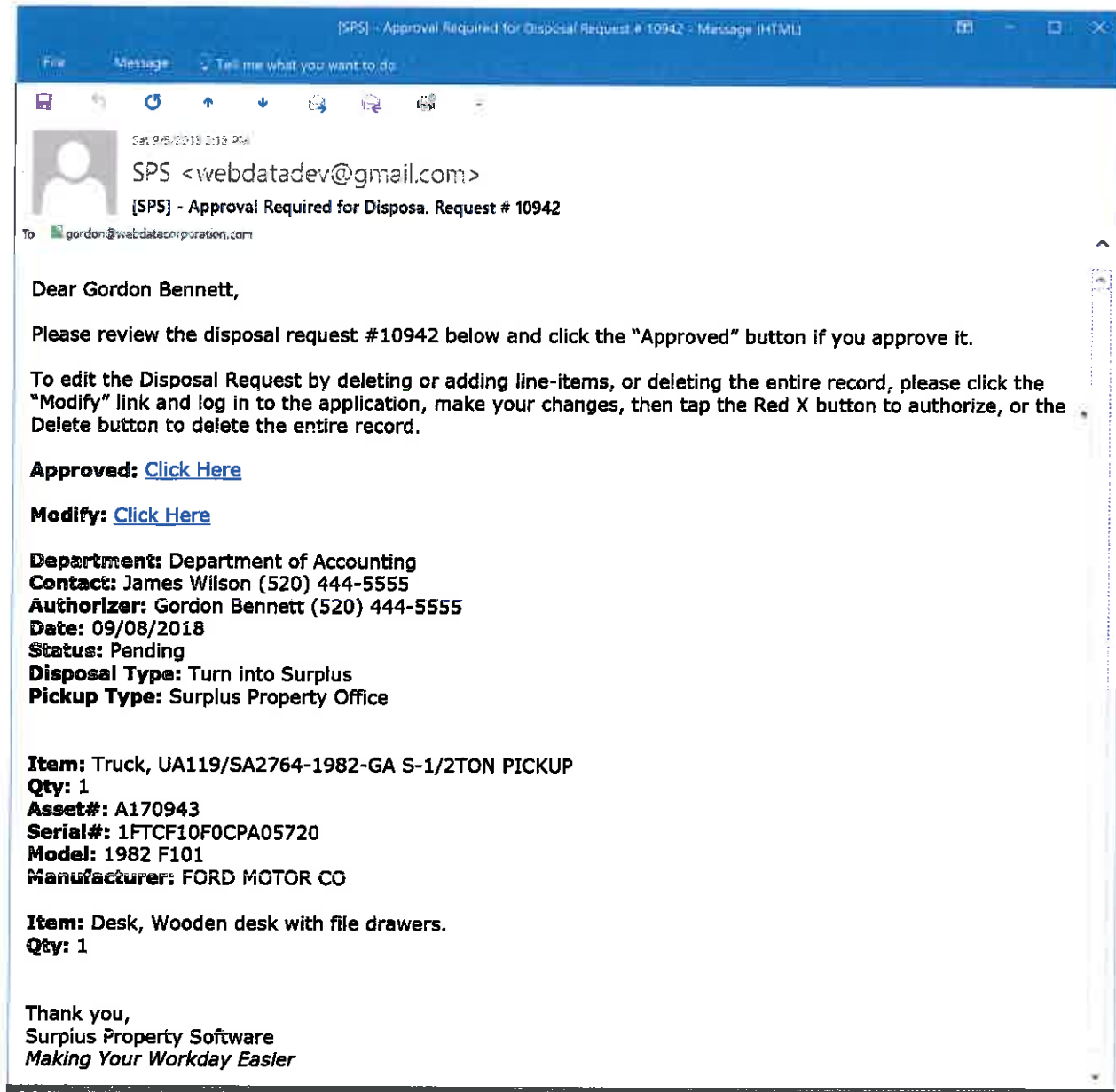
Save and Request Authorization Total Records: 2

New Disposal Request Save... Cancel Delete Print

© 2016 Web Data Corporation. All Rights Reserved.

Authorization

2. The selected authorizer receives an email showing a listing of items for approval and a link to automatically approve the items. If the authorizer needs to make changes by adding or deleting line items etc., a second link in the email opens the login screen where the authorizer can login, make changes to the Disposal Request and authorize it directly from the Disposal Request screen.



Authorized disposal requests cannot be edited, but they can be printed, and labels may be optionally printed by the agency to affix to the property for disposal.

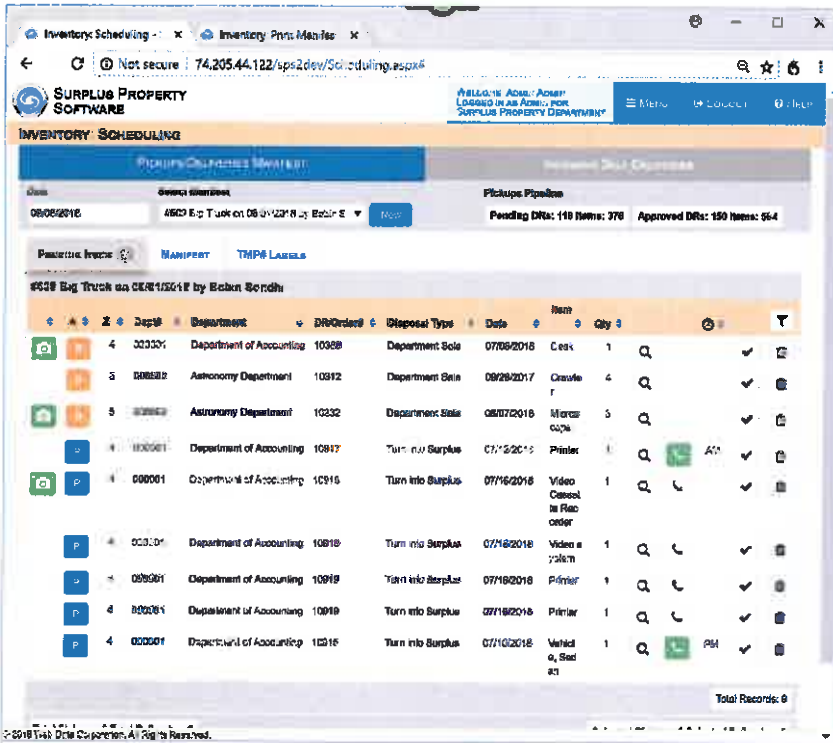
Pickup Scheduling

- Approved disposal request can be scheduled for pickup by the surplus property warehouse staff or scheduled for Self-Delivery to the warehouse. Creating a pickup manifest is a matter of selecting approved items on the "Pending Items" tab of the scheduling screen (indicated with a "P"), and assigning them to a specific manifest. Delivery of surplus inventory acquired by agencies (indicated with a "D") can be scheduled and assigned to a manifest on the same screen.

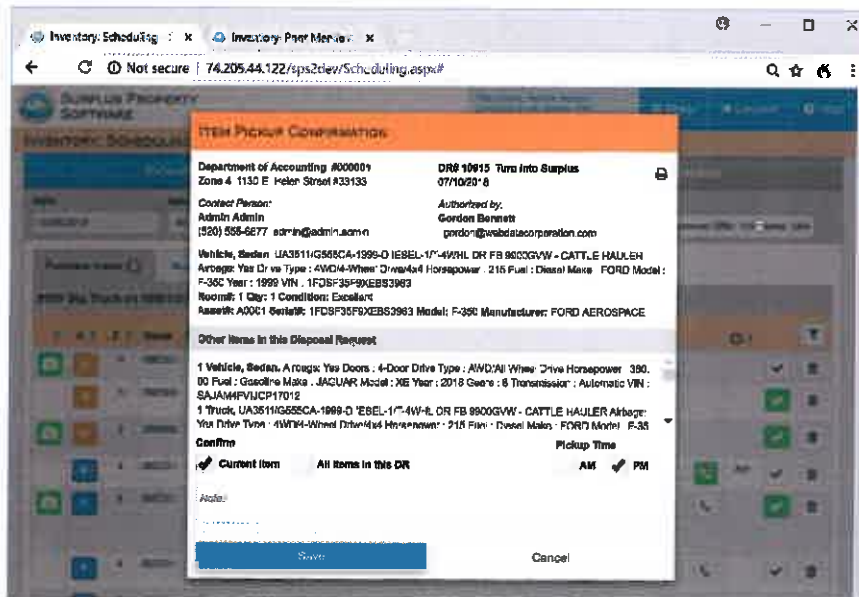
The scheduling screen provides an indication of the number of disposal requests and pickups in the

Professional Software for Surplus Property Professionals

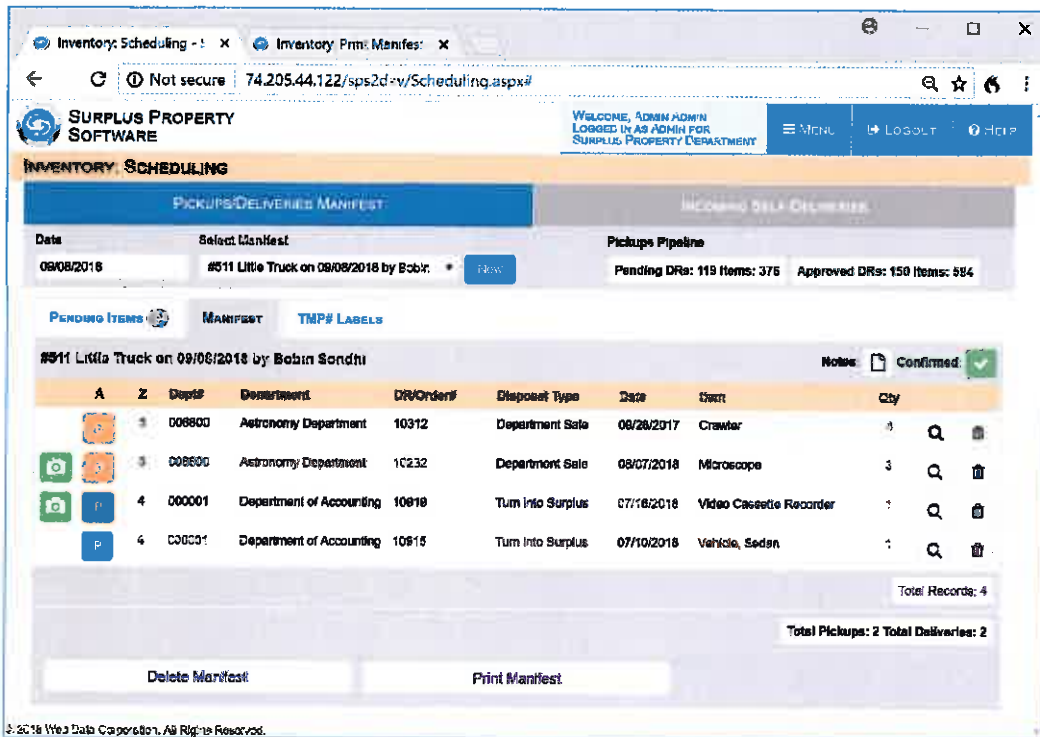
pipeline. If agencies have taken pictures as part of the disposal request process, those pictures are available to view on the scheduling screen and could be helpful in determining how many items can fit on a truck. The entire disposal request can be viewed by clicking the magnifying glass icon.



Pickups from agencies can be confirmed either on a line-item basis or for the entire disposal request. The screen below illustrates the confirmation process. Departments are notified of their pickup day by email.



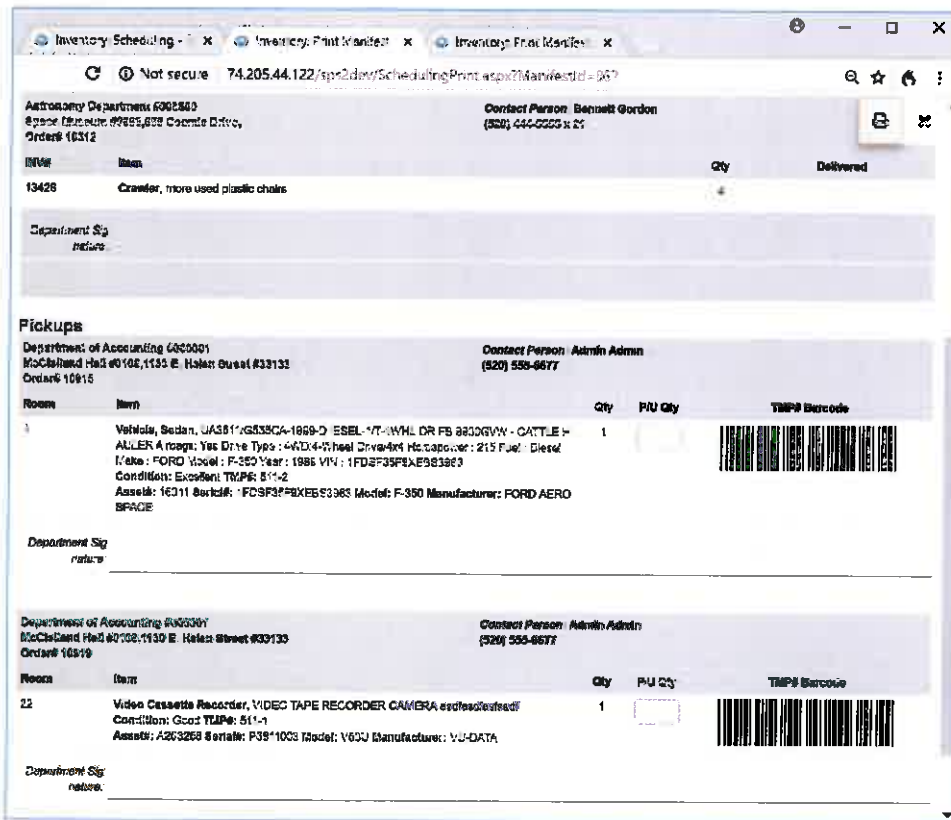
Professional Software for Surplus Property Professionals



A	Z	Dept#	Department	DRVOrder#	Disposal Type	Date	Item	Qty
		008800	Astronomy Department	10312	Department Sale	06/26/2017	Crawler	1
		008800	Astronomy Department	10232	Department Sale	08/07/2018	Microscope	3
		000001	Department of Accounting	10819	Turn Into Surplus	07/16/2018	Video Cassette Recorder	1
		000001	Department of Accounting	10815	Turn Into Surplus	07/10/2018	Vehicle, Sedan	1

Printable Manifest

A manifest may be printed and the property received into inventory using barcodes on the manifest.



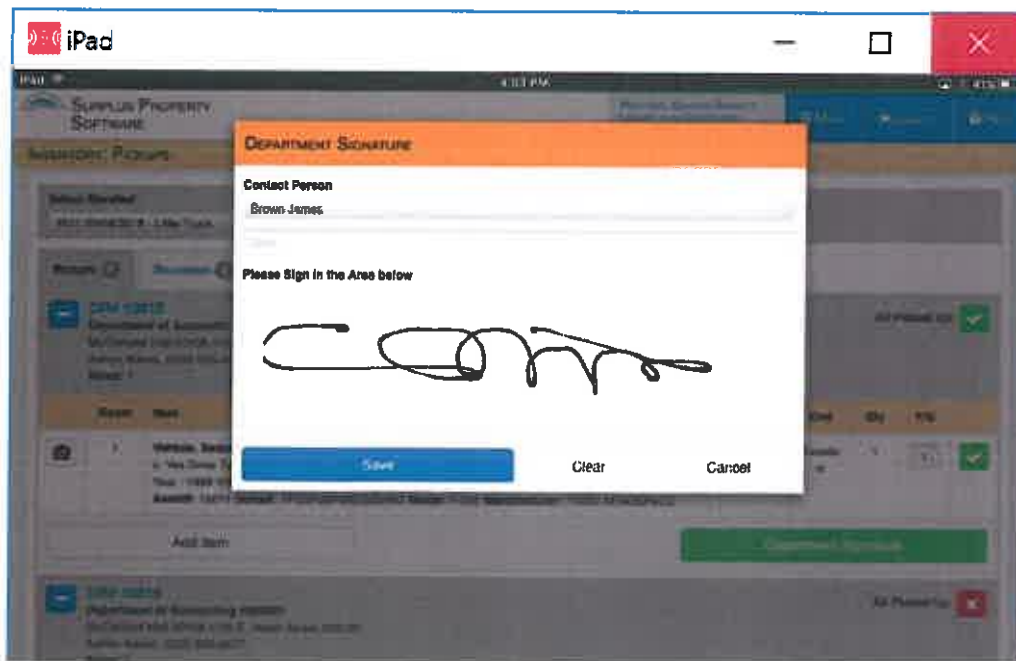
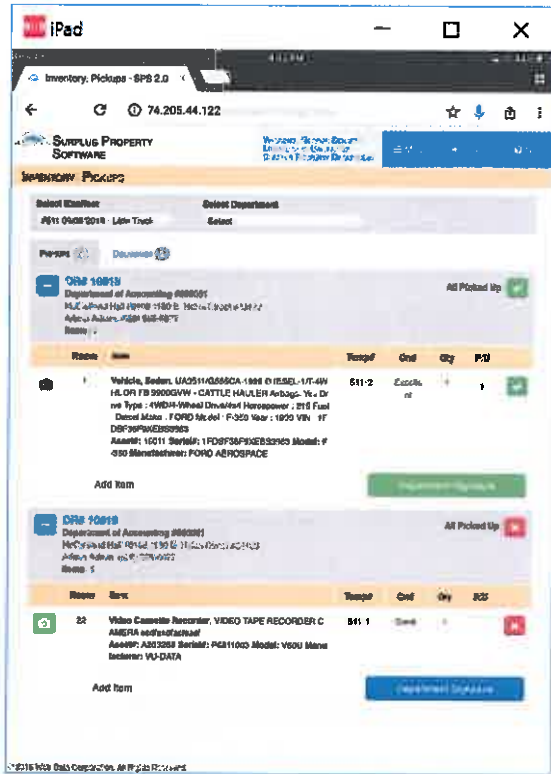
Pickups

Department of Accounting 600001
McClelland Hall #0102, 1130 E. Hales Street #30133
Ordern# 10815

Room	Item	Qty	PU Qty	TMP# Barcode
22	Video Cassette Recorder, VIDEO TAPE RECORDER CAMERA es...	1		[Barcode]

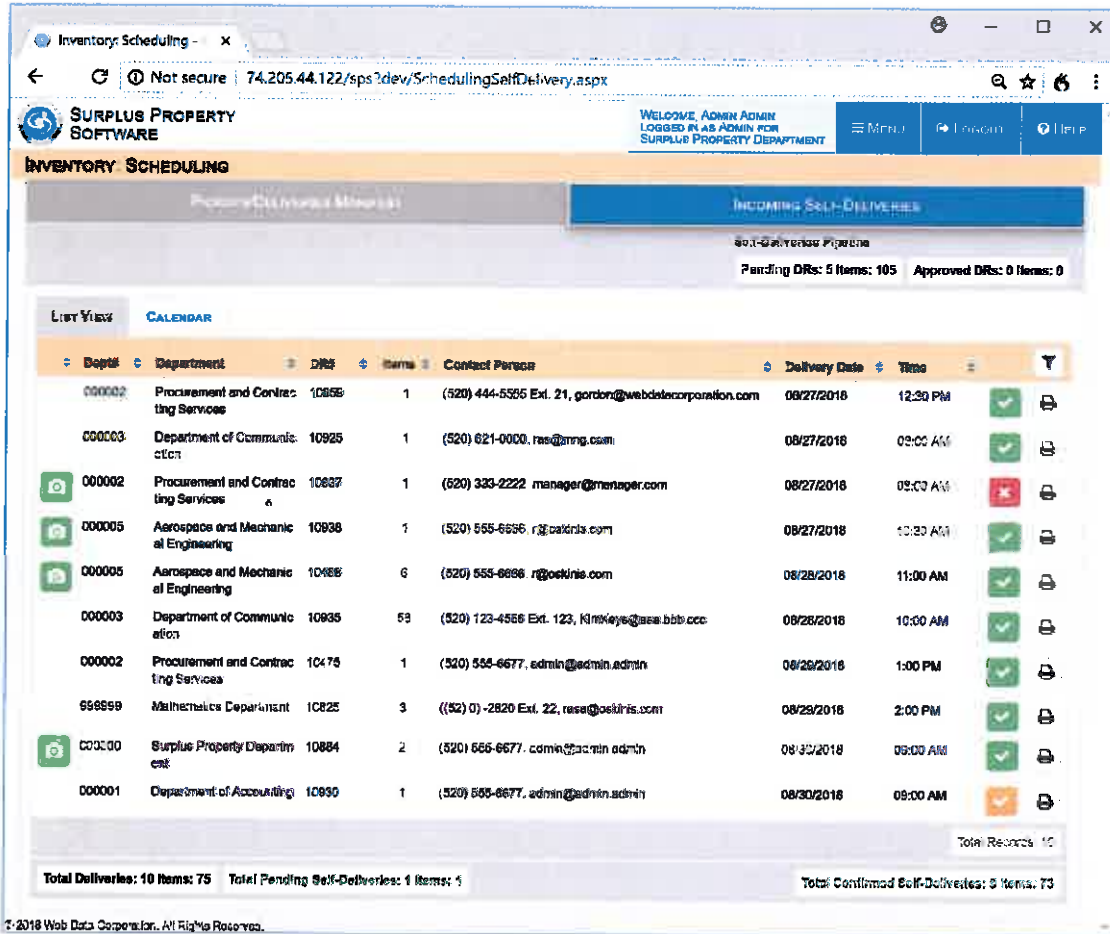
Mobile Pickups and Deliveries

There is a separate process for recording Pickups and Deliveries on mobile devices which can be used by the surplus property pickup staff. This is instead of the paper manifest. Agency signatures confirming delivery or pickup are captured by signing with a finger on the mobile device's screen.



Self-Deliveries

Scheduling self-deliveries from agencies is accommodated in the system. The list of incoming, approved self-deliveries indicates if images are present on any of the line items in a disposal request (green camera icon) and shows the status of the Self-Delivery: approved (green checkmark), pending (orange checkmark), not yet processed (red X)



Dept#	Department	DR#	Items	Contact Person	Delivery Date	Time	Status	Printer
000002	Procurement and Contracting Services	10858	1	(520) 444-5525 Ext. 21, gordon@webdatacorporation.com	08/27/2018	12:30 PM	✓	🖨️
000003	Department of Communication	10925	1	(520) 621-0000, ras@mpg.com	08/27/2018	09:00 AM	✓	🖨️
000002	Procurement and Contracting Services	10837	1	(520) 333-2222, manager@manager.com	08/27/2018	09:00 AM	✗	🖨️
000005	Aerospace and Mechanical Engineering	10938	1	(520) 555-6666, rj@caltrix.com	08/27/2018	10:30 AM	✓	🖨️
000005	Aerospace and Mechanical Engineering	10888	6	(520) 555-6666, rj@caltrix.com	08/28/2018	11:00 AM	✓	🖨️
000003	Department of Communication	10935	58	(520) 123-4566 Ext. 123, KIM@we.com	08/28/2018	10:00 AM	✓	🖨️
000002	Procurement and Contracting Services	10475	1	(520) 555-6677, admin@admin.admin	08/28/2018	1:00 PM	✓	🖨️
666669	Maintenance Department	10825	3	((520) 2820 Ext. 22, ras@osultrix.com	08/29/2018	2:00 PM	✓	🖨️
000000	Surplus Property Department	10884	2	(520) 555-6677, admin@admin.admin	08/30/2018	09:00 AM	✓	🖨️
000001	Department of Accounting	10930	1	(520) 555-6677, admin@admin.admin	08/30/2018	09:00 AM	⚠️	🖨️

Total Records: 10
 Total Deliveries: 10 Items: 75 Total Pending Self-Deliveries: 1 Items: 1 Total Confirmed Self-Deliveries: 9 Items: 73

A calendar view of the pending self-deliveries allows the scheduler to drag-and-drop deliveries into suitable day/time locations on the calendar. That action updates the scheduled delivery time, and allows the user to send a confirmation to the agency. If the agency cannot meet that delivery date and time, they can request alternate day and time and the process is repeated.

In the example below, some delivery dates and times initially requested by agencies are overlapping with others. They can be dragged into a new position on the calendar.

INVENTORY: SCHEDULING

WELCOME ADMIN ADMIN
LOGGED IN AS ADMIN FOR SURPLUS PROPERTY DEPARTMENT

INCOMING SELF-DELIVERIES

Self-Deliveries Pipeline
Pending DRs: 5 Items: 105 Approved DRs: 0 Items: 0

LIST VIEW CALENDAR

Ma 08/27/2018 Tu 08/28/2018 We 08/29/2018 Th 08/30/2018 Fr 08/31/2018

7 AM

8 AM DR# 10925 Department of Procurement & Contracting Services DR# 10717

9 AM DR# 10930 Department of Accounting Services DR# 10874

10 AM DR# 10938 Aerospace and Mechanical Engineering DR# 10935 Department of Communication Services DR# 10460 Aerospace and Mechanical Engineering

11 AM

12 PM DR# 10659 Procurement and Contracting Services

1 PM DR# 10475 Procurement and Contracting Services

2 PM DR# 10400 Mathematics Department

3 PM

4 PM

5 PM

6 PM

Total Deliveries: 10 Items: 75 Total Pending Self-Deliveries: 1 Items: 1 Total Confirmed Self-Deliveries: 0 Items: 73

Clicking the calendar items will open the confirmation pop up where new dates and times can be assigned manually.

SELF-DELIVERY CONFIRMATION

Procurement and Contracting Services #000002 DR# 10937 Turn Into Surplus 08/28/2018

Contact Person: Rita Hayworth (520) 333-2222 manager@manager.com **Authorized by:** Gordon Bennett (520) 444-5555 gordon@webdatacorporation.com

Disposal Request Items
10 Chairs group of, Conference table chairs.

Requested Date	Time	Assigned Date	Time	Est. Duration
08/27/2018	08:00 AM	08/27/2018	08:00 AM	1 hr

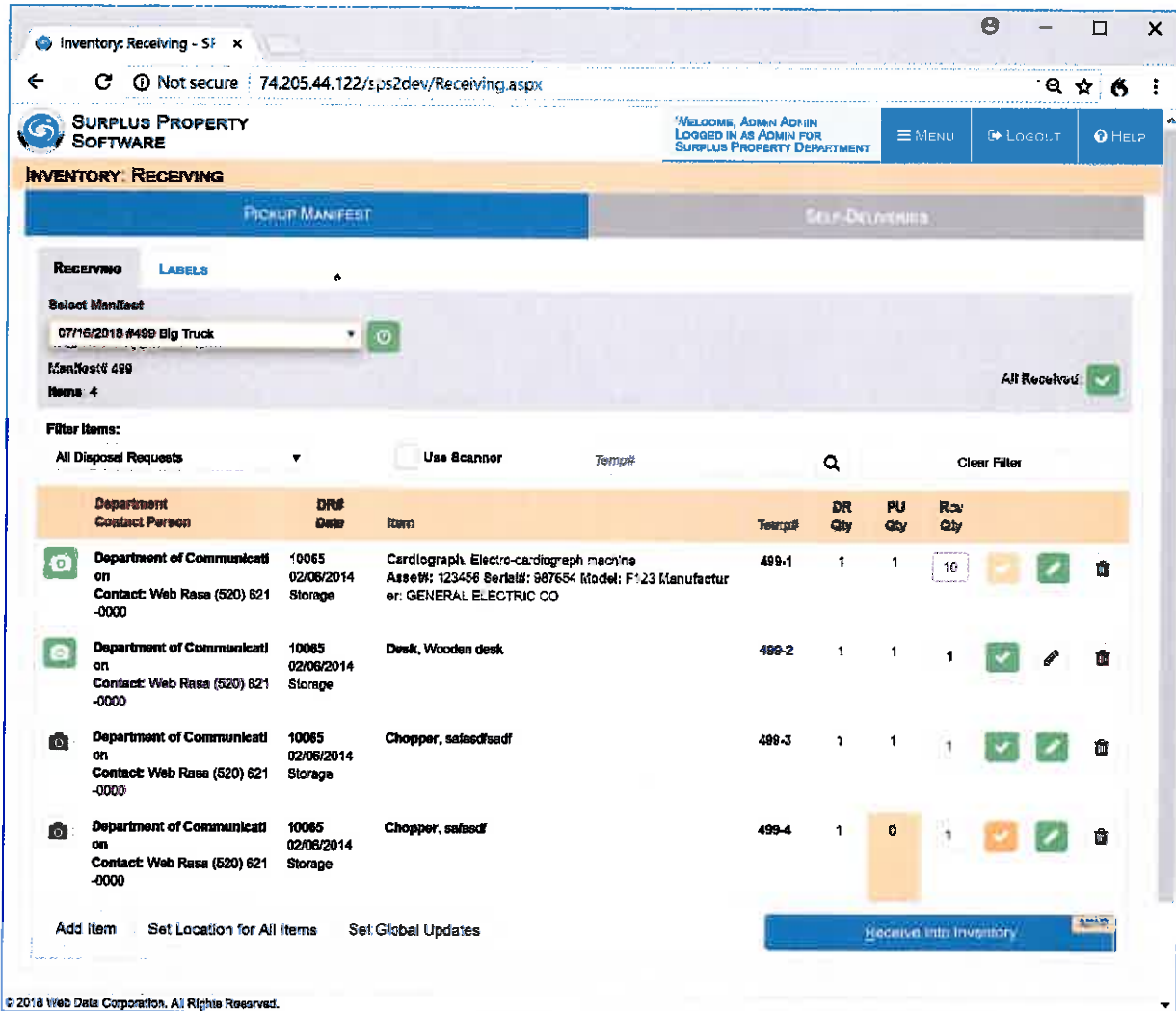
Send Email for Department Confirmation

Notes
Notes

Save Cancel

Receiving

Receiving can be done on any mobile device as well as any computer. The receiving screen provides visual clues and prompts as to the status of any particular item. These can be ignored entirely, but are useful for sophisticated inventory management. For example, the green camera icon indicates the presence of one or more images. The green pencil icon indicates the item has been edited. The green checkmark indicates the disposed quantity was picked up and received. The orange checkmark indicates a discrepancy between the Disposal Request quantity and the pickup quantity or the quantity received.



Inventory: Receiving - SF x

Not secure 74.205.44.122/sps2dev/Receiving.aspx

WELCOME, ADMIN ADMIN
LOGGED IN AS ADMIN FOR SURPLUS PROPERTY DEPARTMENT

MENU LOGOUT HELP

INVENTORY: RECEIVING

Pickup Manifest Self-Deliveries

Receiving LABELS

Select Manifest
07/16/2018 #499 Big Truck

Manifest# 499
Items: 4 All Received

Filter Items:
All Disposal Requests Use Scanner Temp# Clear Filter

Department Contact Person	DR# Date	Item	Temp#	DR Qty	PU Qty	RCV Qty			
Department of Communicati on Contact: Web Rase (520) 621 -0000	10065 02/06/2014 Storage	Cardiograph, Electro-cardiograph machine Asset#: 123456 Serial#: 987654 Model: F123 Manufacturer: GENERAL ELECTRIC CO	499-1	1	1	10			
Department of Communicati on Contact: Web Rase (520) 621 -0000	10065 02/06/2014 Storage	Desk, Wooden desk	499-2	1	1	1			
Department of Communicati on Contact: Web Rase (520) 621 -0000	10065 02/06/2014 Storage	Chopper, salsed/sadf	499-3	1	1	1			
Department of Communicati on Contact: Web Rase (520) 621 -0000	10065 02/06/2014 Storage	Chopper, salsed/sadf	499-4	1	0	1			

Add Item Set Location for All Items Set Global Updates

Receive into Inventory

© 2018 Web Data Corporation. All Rights Reserved.


While editing an incoming inventory item, a variety of changes in assignments can be made. These include changing the category, assigning quantities to recycle, entering a price, assigning expenses, restricting the date before it is available to the public, assigning it to a warehouse location, assigning it to an inventory group (similar items always sold at the same price) or a pallet, splitting a quantity of items into different categories, prices etc., Updating the item description and taking/uploading photographs.

Professional Software for Surplus Property Professionals

EDIT ITEM

Item Category Cardiograph	Qty 1	Rcv 10	Recycle <input type="checkbox"/>	Trash <input type="checkbox"/>
Unit Price 200	Expenses 0	Condition 1 - Excellent	Internal Use Till 08/15/2018	
Location	Group/Pallet None	Split <input type="checkbox"/>		
Asset# 123456	Serial# 987654	Model F123		
Manufacturer GENERAL ELECTRIC CO	Acquired Cost 20000	Acquired Date 11/14/2008		

Description
Electro-cardiograph machine

Images Upload


Save
Cancel

There is also a separate, global updates feature for receiving where you can select a category from one or all of the disposal requests on the manifest and assign the same values to all items in that category. The same can be done for an entire disposal request. For example, if you always charge \$10 for your chairs, and always place them in the same warehouse location, you can make those assignments in the global updates and they will be applied to all chairs on the manifest.

SET GLOBAL UPDATES

All Disposal Requests
All Categories

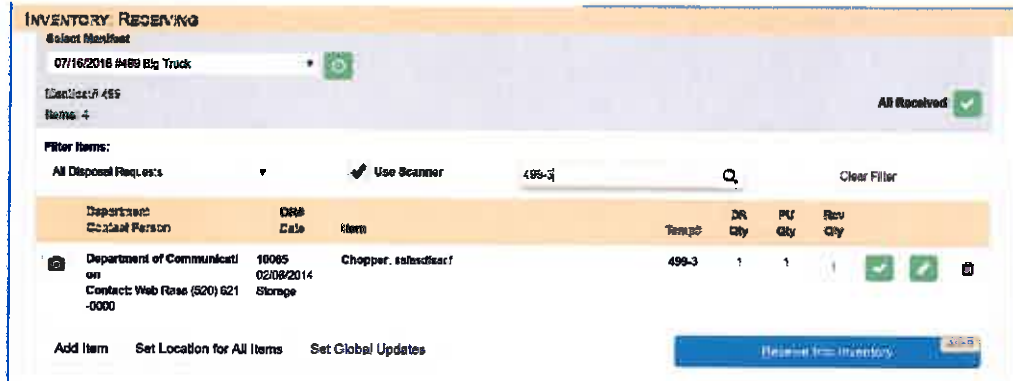
Location	Unit Price	Condition
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Select: <input style="width: 95%;" type="text"/>
Group/Pallet	Internal Use Till	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Move Items To	<i>Note: Moving items to SPO/Trash/Recycle is only applicable to non-split items.</i>	
Select: <input style="width: 95%;" type="text"/>		

Save
Cancel

Receiving with a Scanner

The application comes with a separate scanner application that resides in a mobile computer scanner device (Motorola MC55a is the recommended device). That application allows you to conduct all of the rudimentary receiving processes. However, there is an option to use a Bluetooth scanner with the receiving screen on a tablet or PC/Mac.

Scanning an item's barcode (either on the label or the printable manifest) will isolate it from the list of items on the receiving screen. This can be useful if there are several hundred items on a single manifest.

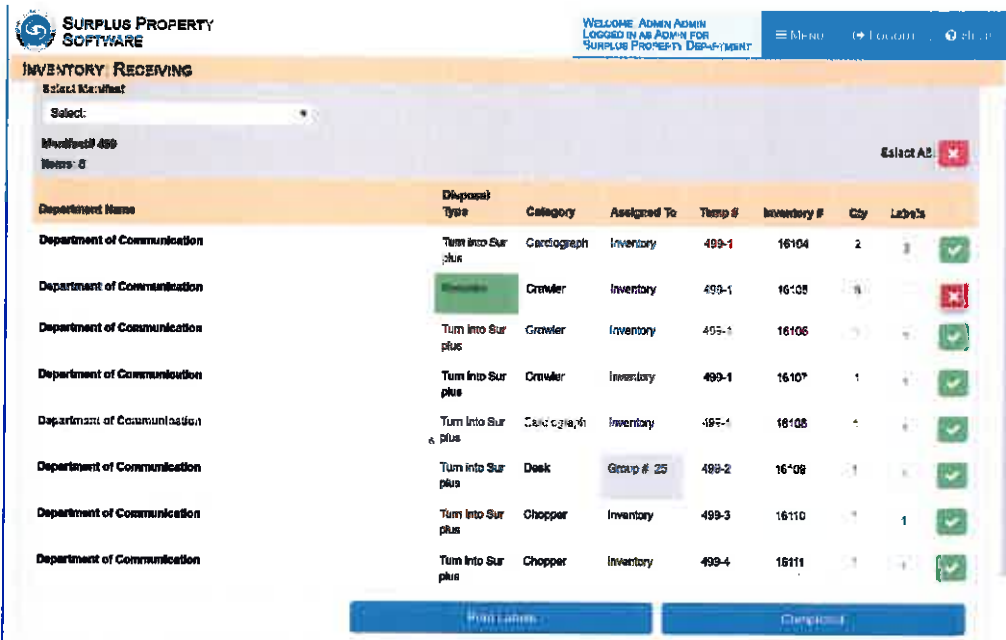


Importantly, you can now scan bar-coded labels from any mobile device that has a camera, essentially obviating the need for expensive scanner devices. There is a third-party license required for this feature.

Nonetheless, the standard scanner devices can be used for taking inventory.

Printing Inventory Labels

Once the items have been received into inventory, a screen for printing labels is presented. Here you can choose the number of labels to print for each item. Once again, there are visual clues to help guide label printing. Recycles show in green, and assignments to Groups or Pallets show in gray.



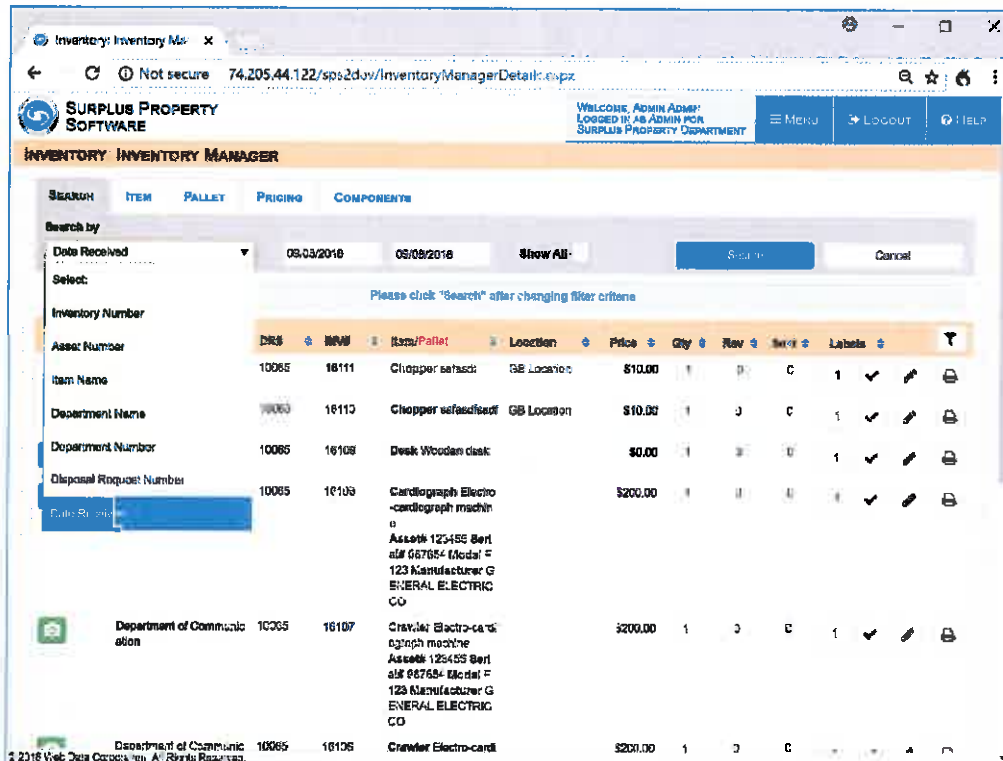
Professional Software for Surplus Property Professionals

Labels can be printed on Avery labels or on a barcode label strip printer. The latter requires third-party software named "BarTender" from Seagull Scientific.

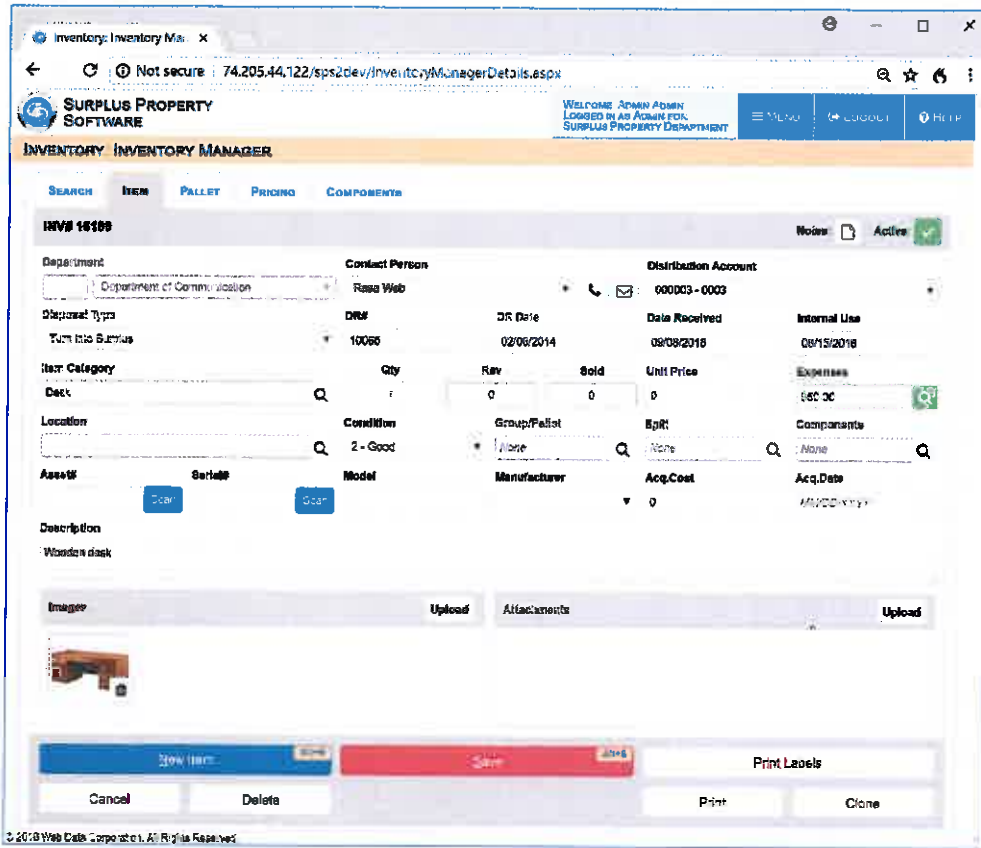


Managing Inventory

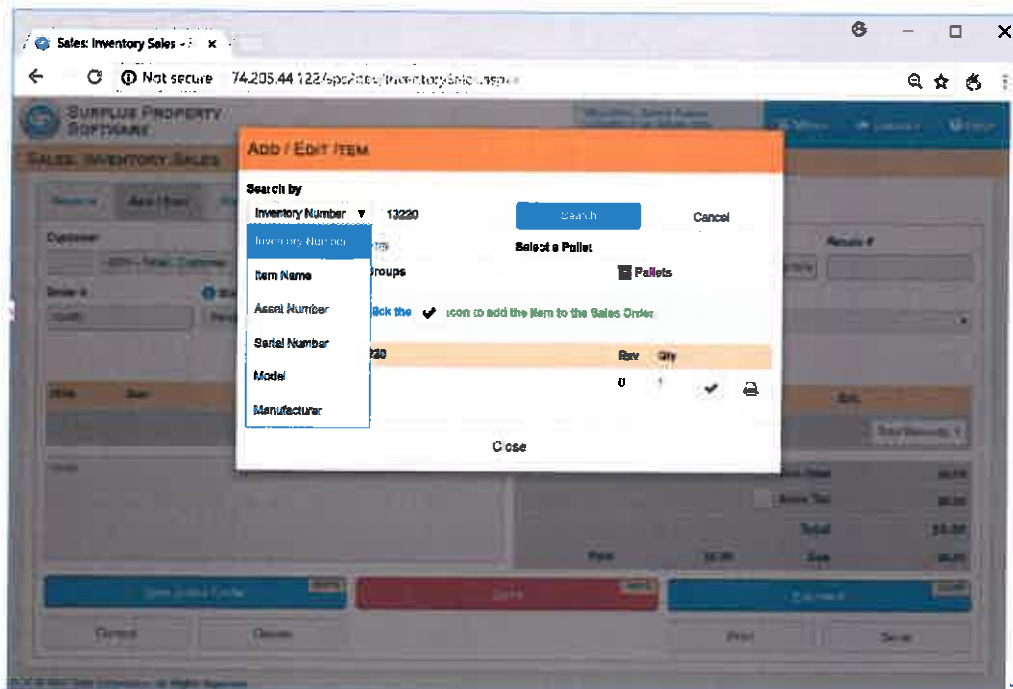
Now that property is in inventory, it can be searched by a variety of criteria and additional labels may be printed from the search tab where each inventory record can be edited and its profile printed. Additional search criteria can be added at no additional cost.



Inventory records may be edited and all attributes changed wherever necessary. Images and attachments may be assigned from the inventory details screen.

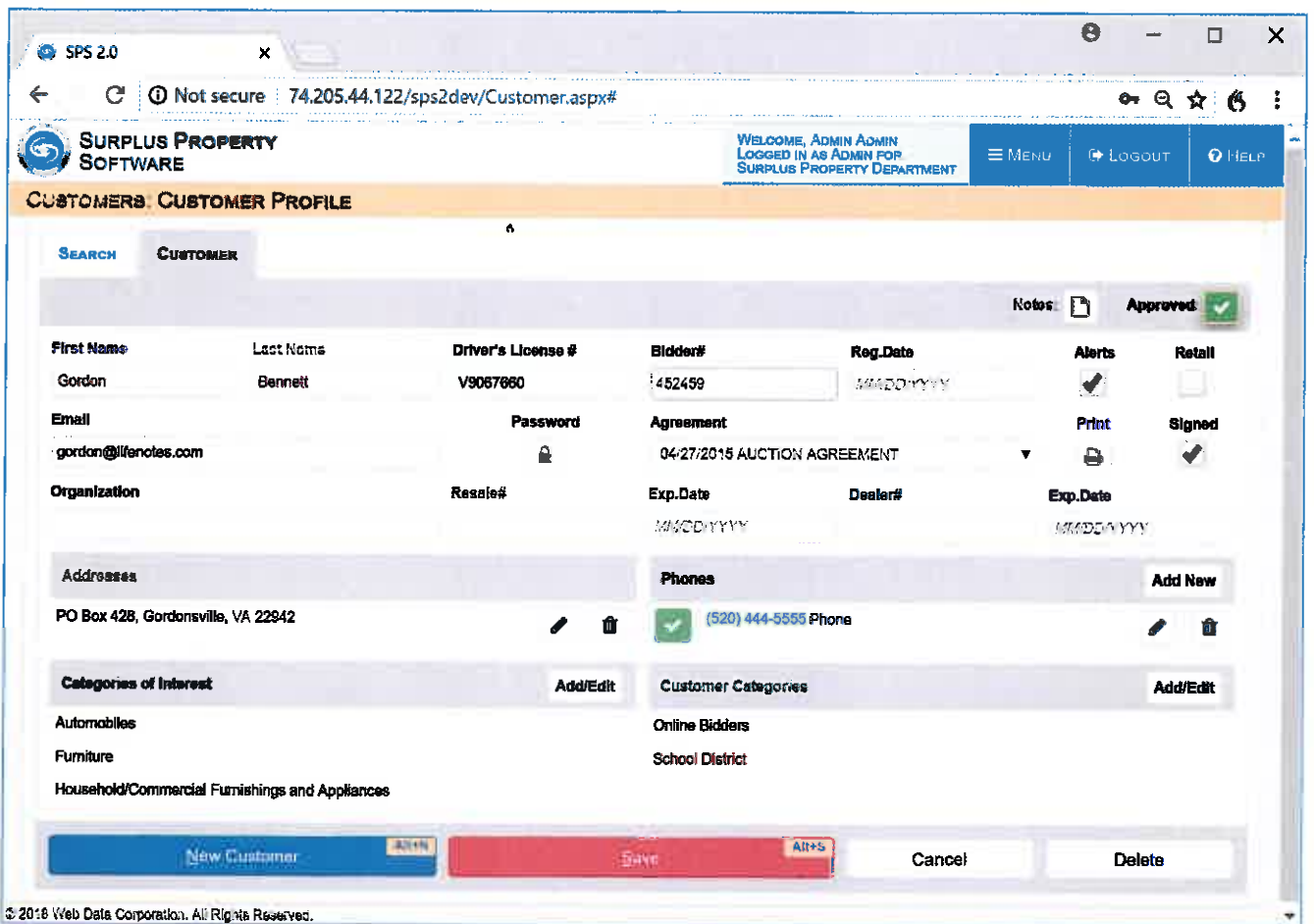
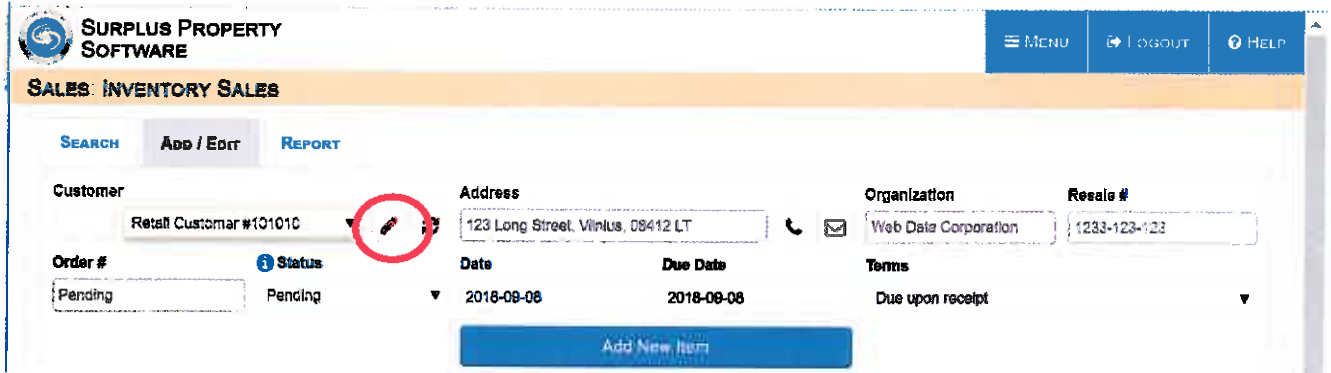


Inventory can be searched by a variety of criteria at the POS including scanning barcoded labels.



Professional Software for Surplus Property Professionals

As in version 1.0, In Version 2.0 of the state surplus application, clicking the edit pencil next to the generic retail customer will toggle over to the customer profile screen where a new customer can be entered or an existing customer can be edited. When the customer profile is saved, the user is returned to the POS screen and the customer information is populated ready for an invoice to be created.



An additional aspect of tracking inventory is the audit report which shows the passage of items through the entire system (next screenshot).

Inventory Audit Report - Windows Internet Explorer

utah gov

INVENTORY AUDIT REPORT

INVENTORY ITEM

Items:	LIGHT DUTY EQUIPMENT	Inventory #:	206131	Qty In Stock:	1	Reserved:	0	Sold:	0
Disposal Type:	Turn Into Surplus	Unit Price:	\$50.00	Min. Bid:					
Location:	Warehouse	Pickup Date:		Internal:					
Asset #:		Serial/VIN #:		IT Tag #:	125555				
Manufacturer:		Model #:		Model Year:					
Condition:	Fair	Acq. Cost:	\$0	Acq. Date:					
Category Code:		S Value:		R Value:					
Description:	something else again								

Images

Attachments

[Attachment 1 here](#)
[Attachment 2 here](#)

DISPOSAL REQUEST

Department:	Engineering Department	CRF #:	10045	Date:	10/30/2008
Disposal Type:	Turn Into Surplus	Dist. Account:	10045		
Address:	line item address here	Pickup Type:	Surplus Property Office		
Items:	LIGHT DUTY EQUIPMENT	Est. Value:	\$50.00	Qty:	2
Contact:	1. Mr. John Doe (555) 123-1234 x 1234 2. Mr. Peter Smith (555) 123-1235 x 1235				
Authorized By:	Mr. Peter Brown (555) 123-1235	Auth. Date:			
Notes:	Disposal Request Notes will be displayed here				

SCHEDULING

Truck:	Pickup Truck	Manifest #:	100	Date:	10/30/2008
Driver:	Mr. Tom Johnson	Temp #:	100-1		

RECEIVING

Items:	LIGHT DUTY EQUIPMENT	Pickup Date:	10/30/2008	Qty Received:	1
Disposal Type:	Turn Into Surplus	Unit Price:	\$50.00	Condition:	Fair
Location:	Warehouse	Expenses:	\$0.00	Received By:	RO

RESERVATIONS

Reservation Type	Reserved By	Reserv Date	Exp Date	Qty Reserved
Want List	ABC Department- Mr. John Doe	10/30/2008	10/31/2008	1
Inventory Lot	Inv. # 100200 VARIOUS EQUIPMENT LOT	10/30/2008	N/A	1
Online Auction	Lot # 00123- High Bid \$10.00 Lot Description here...	10/30/2008	11/10/2008	1
Live Auction	Lot # A001 Sunday Live Auction Lot Description here...	10/30/2008	11/10/2008	1
Sealed Bid Auction	Sealed Bid Name here Sealed Bid Description here...	10/30/2008	11/10/2008	2

SALES

Sale Type	Sold To	Sold by	Order #	Date	Unit Price	Qty Sold	Status
Inventory Sale	Mr. Joe Blog	RO	10002	10/30/2008	\$10.00	1	Pending
Department Sale	ABC Department	RO	10003	10/30/2008	\$20.00	2	Sold
Online Auction Sale	Mr. Joe Blog	RO	10004	10/30/2008	\$10.00	1	Pending

ACCOUNTING - COMMISSIONS

Sale Type	Order #	Sale Date	Sale Amount	Tax	Expenses	SPD Comm	Dept/Net
Inventory Sale	10002	10/30/2008	\$10.00	\$0.00	\$0.00	\$1.00	\$9.00
Department Sale	10003	10/30/2008	\$10.00	\$0.00	\$0.00	\$7.00	\$3.00
Online Auction Sale	10004	10/30/2008	\$10.00	\$0.00	\$0.00	\$7.00	\$3.00

ACCOUNTING - JOURNAL ENTRY

Reference #	Description	Debit Account	Amount	Credit Account
100020003600	Surplus Property Distribution	POSURPLUS - 0600	\$9.00	100666 - 0022

Date Printed: 10/30/2008

Top section shows the inventory items and related images.

Disposal Request section shows who authorized the disposal.

If a pickup, it will show here (so will self-deliveries).

Shows when property was received into warehouse inventory.

Show if departments reserved the item and/or when it was put up for auction.

Shows the buyers for different sales types.

Shows the surplus dept. commissions and balance to originating agency.

Shows the journal entry for internal transfer of funds (proceeds for sale)

3.1.2.1.

This requirement is fully satisfied.

There is virtually no practical limit to the number of inventory items that can be stored (in excess of 2 billion).

3.1.2.2.

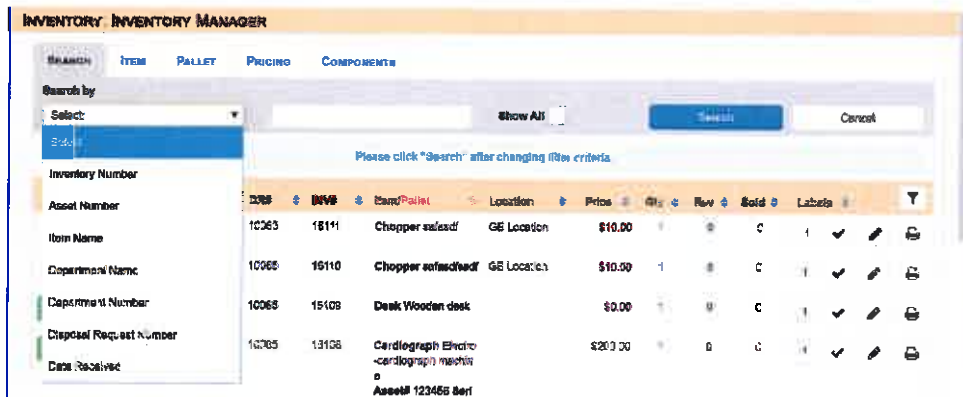
This requirement is fully satisfied.

There are several opportunities to attach pictures to assets. Agencies can attach pictures during the disposal request process. Pickup staff can attach pictures during the pickup process. Receiving staff can attach pictures during receiving, and surplus property staff members can attach pictures on the inventory details screen. Images can be selected from the file system, or taken and uploaded directly on any mobile device. There is no size limit to the images that can be uploaded. However, larger images take longer to upload.

3.1.2.3

This requirement can be fully satisfied.

inventory records can be searched by a variety of criteria, and any additional criteria can be added at no additional cost.



Similarly, inventory items can be searched and selected at the point-of-sale by a variety of criteria, and additional search criteria may be added at no additional cost.



3.1.2.4

This requirement can be fully satisfied.

Currently, the application generates unique, sequential inventory numbers either at the disposal request level, where temporary numbers are created for identification purposes, or upon receiving property into inventory.

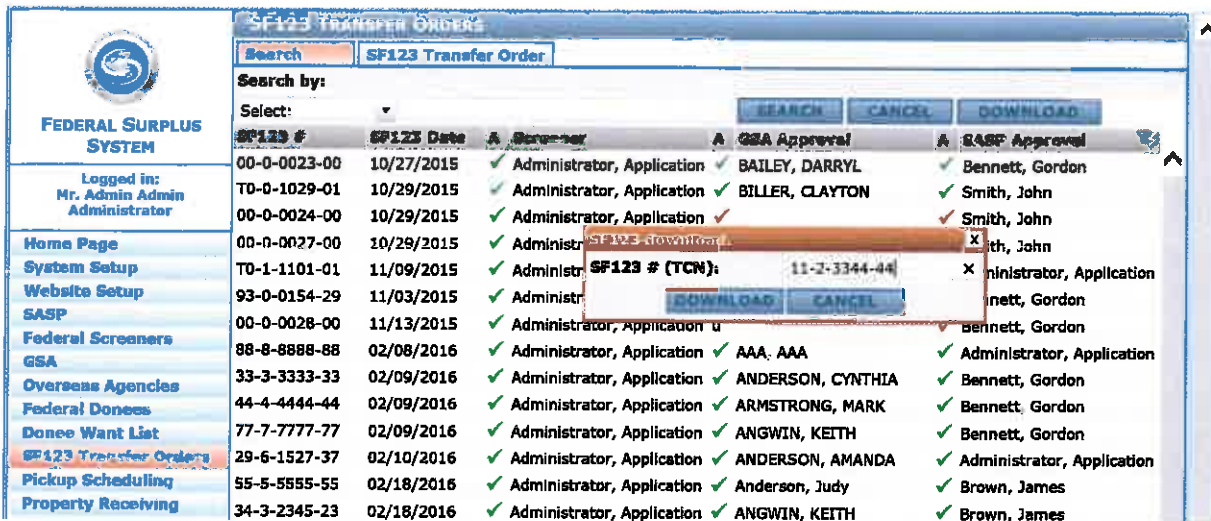
The “temporary numbers” are unique, sequential numbers which can actually be used as permanent inventory numbers. For pickups, they comprise the manifest number and line number; for self-deliveries they comprise the disposal request number and line number.

The inventory label content can be customized at no additional cost.

3.1.3. Federal Donations

This requirement is fully satisfied.

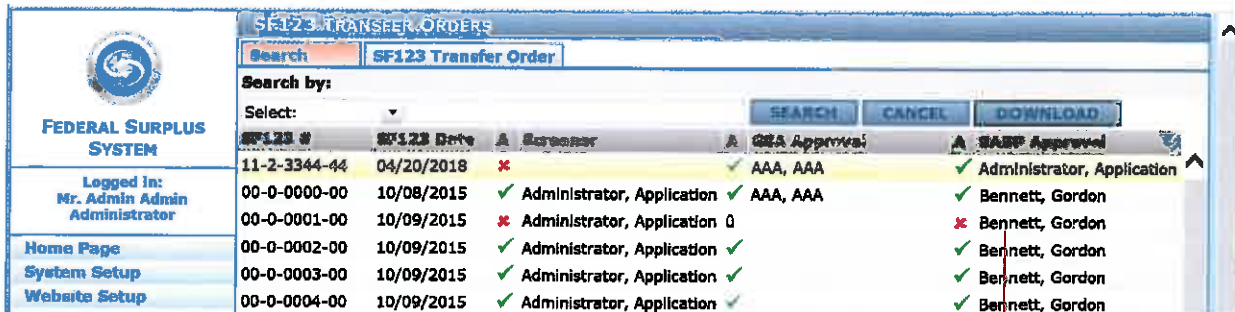
Web Data Corporation instigated the integrations with GSA in 2009, and our customers have been successfully downloading their SF123s since that time. The processes simple, on the SF 123 search tab you simply enter the SF123 number and click “Download”...



The screenshot shows a search for 'SF123 Transfer Order'. The results table has columns for SF123 #, SF123 Date, A Screener, A GSA Approval, and A SASP Approval. A 'Download' button is visible over the row for SF123 # 11-2-3344-44.

SF123 #	SF123 Date	A Screener	A GSA Approval	A SASP Approval
00-0-0023-00	10/27/2015	✓ Administrator, Application	✓ BAILEY, DARRYL	✓ Bennett, Gordon
70-0-1029-01	10/29/2015	✓ Administrator, Application	✓ BILLER, CLAYTON	✓ Smith, John
00-0-0024-00	10/29/2015	✓ Administrator, Application	✓	✓ Smith, John
00-0-0027-00	10/29/2015	✓ Administrator, Application	✓	✗ Smith, John
70-1-1101-01	11/09/2015	✓ Administrator, Application	SF123 # (TCN): 11-2-3344-44	✗ Administrator, Application
93-0-0154-29	11/03/2015	✓ Administrator, Application	✓	✓ Bennett, Gordon
00-0-0028-00	11/13/2015	✓ Administrator, Application	✓	✓ Bennett, Gordon
88-8-8888-88	02/08/2016	✓ Administrator, Application	✓ AAA, AAA	✓ Administrator, Application
33-3-3333-33	02/09/2016	✓ Administrator, Application	✓ ANDERSON, CYNTHIA	✓ Bennett, Gordon
44-4-4444-44	02/09/2016	✓ Administrator, Application	✓ ARMSTRONG, MARK	✓ Bennett, Gordon
77-7-7777-77	02/09/2016	✓ Administrator, Application	✓ ANGWIN, KEITH	✓ Bennett, Gordon
29-6-1527-37	02/10/2016	✓ Administrator, Application	✓ ANDERSON, AMANDA	✓ Administrator, Application
55-5-5555-55	02/18/2016	✓ Administrator, Application	✓ Anderson, Judy	✓ Brown, James
34-3-2345-23	02/18/2016	✓ Administrator, Application	✓ ANGWIN, KEITH	✓ Brown, James

And the downloaded SF123 will appear at the top of the list. Clicking the SF 123 row will drill down to the details...

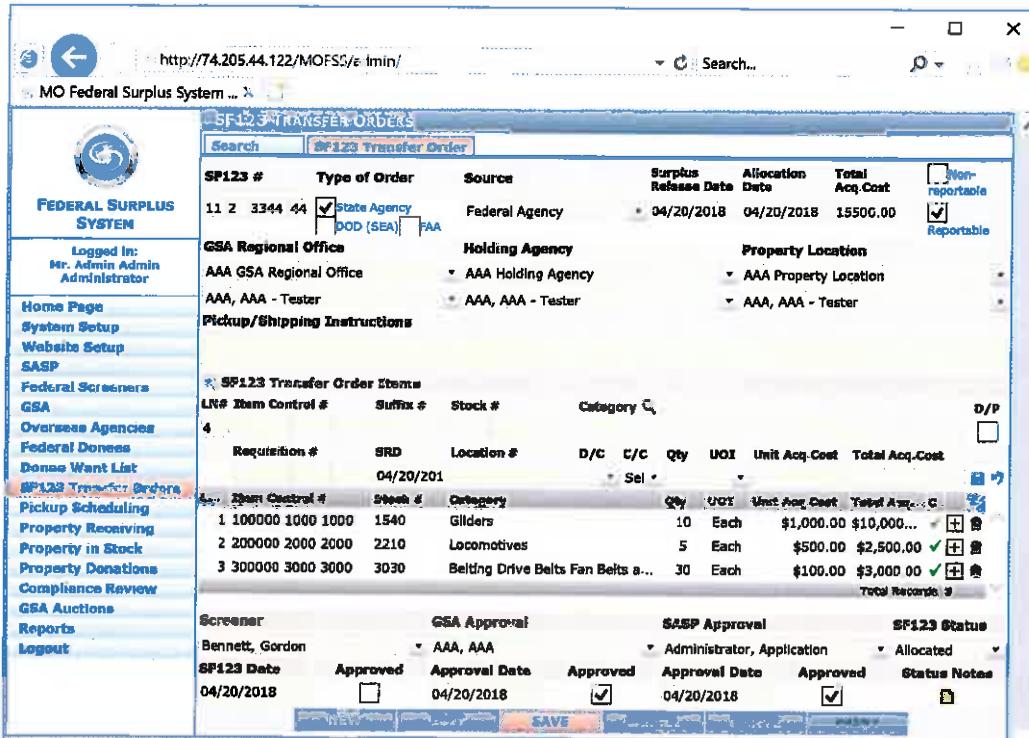


The screenshot shows the search results after clicking the download button. The row for SF123 # 11-2-3344-44 is now at the top of the list and highlighted in yellow.

SF123 #	SF123 Date	A Screener	A GSA Approval	A SASP Approval
11-2-3344-44	04/20/2018	✗	✓ AAA, AAA	✓ Administrator, Application
00-0-0000-00	10/08/2015	✓ Administrator, Application	✓ AAA, AAA	✓ Bennett, Gordon
00-0-0001-00	10/09/2015	✗ Administrator, Application	✓	✗ Bennett, Gordon
00-0-0002-00	10/09/2015	✓ Administrator, Application	✓	✓ Bennett, Gordon
00-0-0003-00	10/09/2015	✓ Administrator, Application	✓	✓ Bennett, Gordon
00-0-0004-00	10/09/2015	✓ Administrator, Application	✓	✓ Bennett, Gordon

Professional Software for Surplus Property Professionals

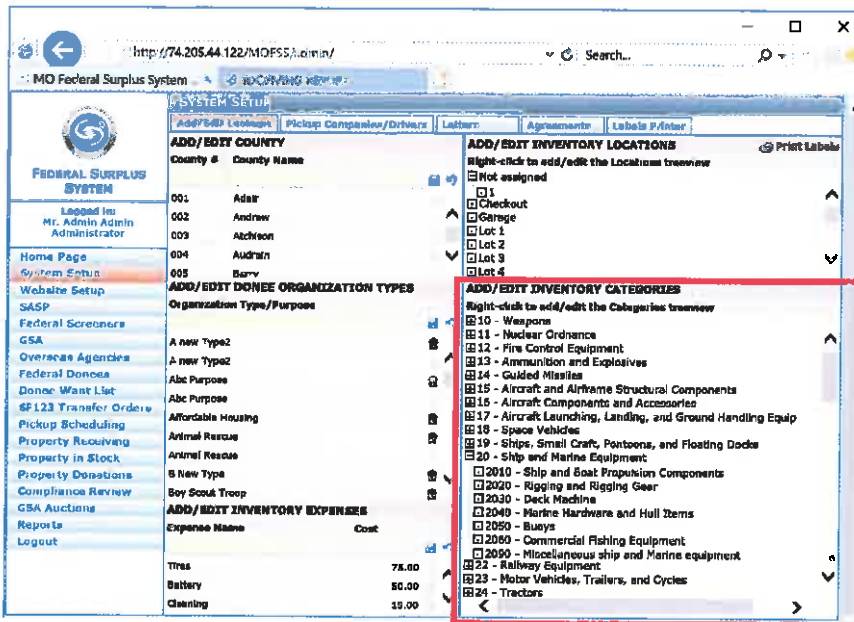
On the SF 123 transfer details screen the user confirms all of the approvals and saves the record in preparation for pickup from the federal holding agency.



The screenshot shows the 'SF 123 TRANSFER ORDERS' screen. The main table lists transfer orders with columns for SF123 #, Type of Order, Source, Surplus Release Date, Allocation Date, Total Acq. Cost, and Non-reportable/Reportable status. Below the table, there are sections for 'GSA Regional Office', 'Holding Agency', 'Property Location', and 'Pickup/Shipping Instructions'. A table of 'SF 123 Transfer Order Items' is also visible, listing items with columns for Item Control #, Stock #, Category, Qty, UOI, Unit Acq. Cost, and Total Acq. Cost. At the bottom, there are approval fields for 'GSA Approval', 'SASP Approval', and 'SF123 Status'.

Once the SF 123 has been saved, it is scheduled for pickup. Following that, the property is received into inventory where it can be looked up and entered on a Donation Issue Document (invoice).

All Federal Purchasing Codes (categories and subcategories) are present in the system and are delivered with the database.



The screenshot shows the 'SYSTEM SETUP' screen. It has several tabs: 'ADD/EDIT COUNTY', 'ADD/EDIT INVENTORY LOCATIONS', and 'ADD/EDIT INVENTORY CATEGORIES'. The 'ADD/EDIT INVENTORY CATEGORIES' tab is highlighted with a red box and contains a list of categories such as '10 - Weapons', '11 - Nuclear Ordnance', '12 - Fire Control Equipment', '13 - Ammunition and Explosives', '14 - Guided Missiles', '15 - Aircraft and Airframe Structural Components', '16 - Aircraft Components and Accessories', '17 - Aircraft Launching, Landing, and Ground Handling Equip', '18 - Space Vehicles', '19 - Ships, Small Craft, Pontoons, and Floating Docks', '20 - Ship and Marine Equipment', '2010 - Ship and Boat Propulsion Components', '2020 - Rigging and Rigging Gear', '2030 - Deck Machinery', '2040 - Marine Hardware and Hull Items', '2050 - Buoys', '2060 - Commercial Fishing Equipment', '2090 - Miscellaneous ship and Marine equipment', '21 - Railway Equipment', '22 - Motor Vehicles, Trailers, and Cycles', and '24 - Tractors'.

Tracking Incoming Federal Property

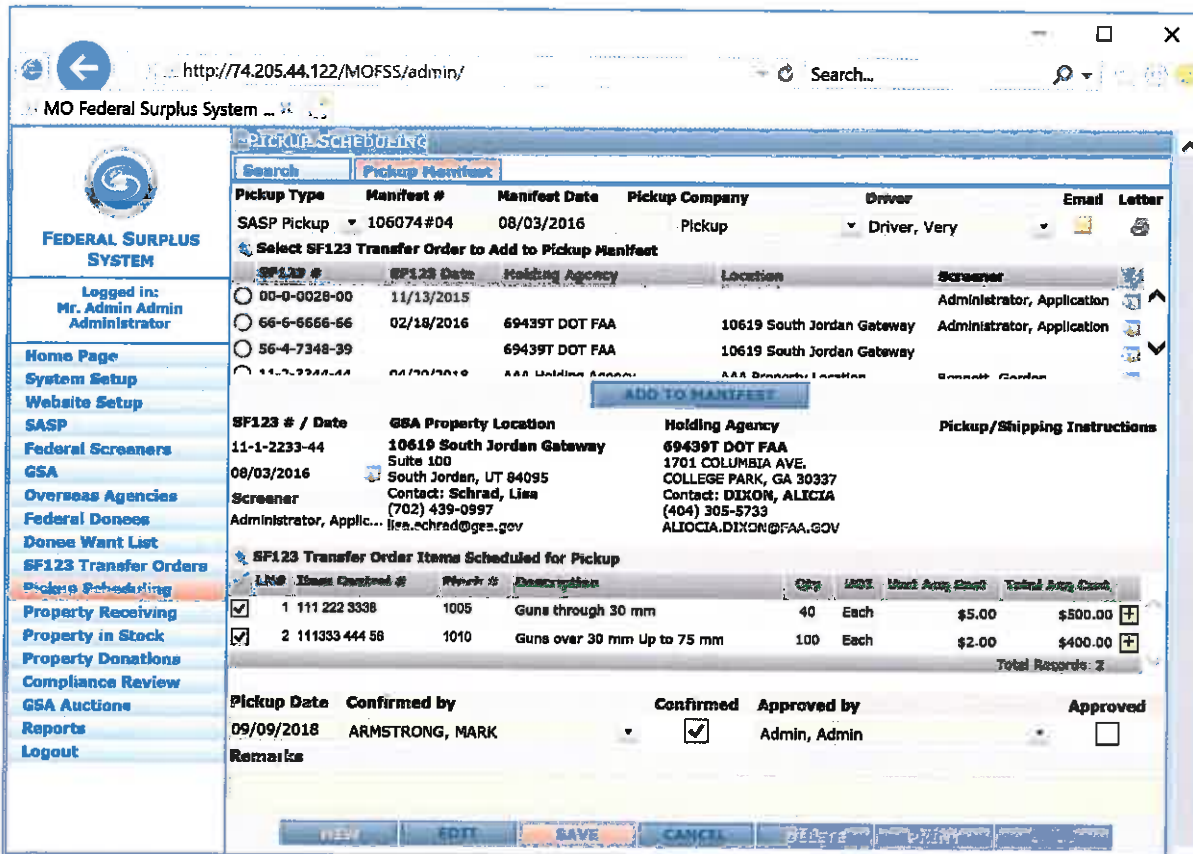
The pickup scheduling process allows the user to select a donee to pick up the property directly, or assign the SASPs own driver, or a third-party pickup company. In each case, a C5 letter is generated for the driver. That document lists all of the items to be picked up and the authorization for the driver to do the pickup.

Inventory receiving may be conducted on a scanner device with the built-in software application provided as part of the purchase, or can be done using the application’s receiving screen directly on a PC.

For SASPs who do not operate a warehouse for Federal Property, there is a shortcut from the pickup scheduling screen which automatically inserts the line items into inventory and automatically generates the Donation Issue Document.

The following screens illustrate the pickups and receiving into inventory processes.

Scheduling Pickups. The user enters the pickup Manifest Date and chooses a pickup organization and driver, then selects the SF123 to be picked up and clicks “Add to Manifest”.



PICKUP SCHEDULING

Search Pickup Manifest

Pickup Type	Manifest #	Manifest Date	Pickup Company	Driver	Email	Letter
SASP Pickup	106074#04	08/03/2016	Pickup	Driver, Very		

Select SF123 Transfer Order to Add to Pickup Manifest

SF123 #	SF123 Date	Holding Agency	Location	Screener
<input type="radio"/> 00-0-0028-00	11/13/2015			Administrator, Application
<input type="radio"/> 66-6-6666-66	02/18/2016	69439T DOT FAA	10619 South Jordan Gateway	Administrator, Application
<input type="radio"/> 56-4-7348-39		69439T DOT FAA	10619 South Jordan Gateway	
<input type="radio"/> 11-2-2233-44	08/03/2016	AAA Holding Agency	AAA Branch Location	Bennett, Gordon

ADD TO MANIFEST

SF123 # / Date	GSA Property Location	Holding Agency	Pickup/Shipping Instructions
11-1-2233-44	10619 South Jordan Gateway Suite 100 South Jordan, UT 84095 Contact: Schrad, Lisa (702) 439-0997 Administrator, Applic... lisa.schrad@gsa.gov	69439T DOT FAA 1701 COLUMBIA AVE. COLLEGE PARK, GA 30337 Contact: DIXON, ALICIA (404) 305-5733 ALICIA.DIXON@FAA.GOV	

SF123 Transfer Order Items Scheduled for Pickup

LINE	Items Counted #	Price #	Description	Qty	UOM	Unit Avg. Cost	Total Avg. Cost
<input checked="" type="checkbox"/>	1 111 222 3338	1005	Guns through 30 mm	40	Each	\$5.00	\$500.00
<input checked="" type="checkbox"/>	2 111333 444 55	1010	Guns over 30 mm Up to 75 mm	100	Each	\$2.00	\$400.00

Total Records: 2

Pickup Date: 09/09/2018
Confirmed by: ARMSTRONG, MARK
Confirmed:
Approved by: Admin, Admin
Approved:

Remarks:

NEW EDIT SAVE CANCEL DELETE PRINT

After confirming the approvals and clicking the save button, the C5 letter can be printed and emailed directly to the pickup driver.

Letter of Authorization to Remove Property - Surplus Property Management System
 http://74.205.44.122/MOFSS/reports/pickup_letter.asp?id=6395

DRMS-F 4160.14, Section 4
Supplement 2, General Processing

CS - RTD Program

Enclosure 8 - Letter of Authorization to Remove Property

Date: 08/03/2016 **Pick Up Date:** 09/09/2018

To: 69439T DOT FAA
1701 COLUMBIA AVE.
COLLEGE PARK, GA 30337
DIXON, ALICIA

From: Admin Admin
State Agency for Surplus Property
7651 Happy Creek Road
Some City, NA 22942
(555) 297-3623

I, Admin Admin the undersigned, hereby authorize
Very Driver((555) 555-5555), Pickup to remove the below listed requisitions on my behalf.

Extent of Authority: **To remove property.**

SIGNATURE OF CUSTOMER: _____

LIST ITEM(S) by Requisition and DTID Number:
 Transfer Order 11-1-2233-44
 111 222 3338, Guns through 30 mm, 40 Each
 111333 444 56, Guns over 30 mm Up to 75 mm, 100 Each


The provisions of this publication apply to all Remaining Government personnel at impacted, non-impacted and non-competed sites. This publication may be mandatory or advisory to the MEO, as stipulated in or modified by the Performance Work Statement.

Section 4, Supplement 2 52-123

On the receiving screen, the user enters the quantity actually received. The Service Charge Amount is calculated automatically based upon preset criteria, but it can be edited during the receiving process.

http://74.205.44.122/MOFSS/admin/ Search...

MO Federal Surplus System ...



FEDERAL SURPLUS SYSTEM

Logged In:
Mr. Admin Admin
Administrator

- Home Page
- System Setup
- Website Setup
- SASP
- Federal Screeners
- GSA
- Overseas Agencies
- Federal Donees
- Donee Want List
- SF123 Transfer Orders
- Pickup Scheduling
- Property Receiving**
- Property in Stock
- Property Donations
- Compliance Review
- GSA Auctions
- Reports
- Logout

PROPERTY RECEIVING

Manifest #	Manifest Date	Pickup Company	Driver	Pickup Date	Manifest					
106074#04	08/03/2016	Pickup	Very Driver	09/09/2018						
SF123 #	SF123 Date	GSA Property Location	Holding Agency		SF123					
11-1-2233-44	08/03/2016	10619 South Jordan Gateway Schrad, Lisa	69439T DOT FAA DIXON, ALICIA							
LN	Item Control #	Block #	Category	UOI	Qty	Rec Qty	Service Charge Amt	% of RAC	Delivery Fee	Delivery C
1	111 222 3338	1005	Guns through 30 mm	Each	40	40	0.30	6.00	0.00	<input type="checkbox"/>
2	111333 444 56	1010	Guns over 30 mm Up to 75 mm	Each	100	99	0.12	6.00	0.00	<input type="checkbox"/>

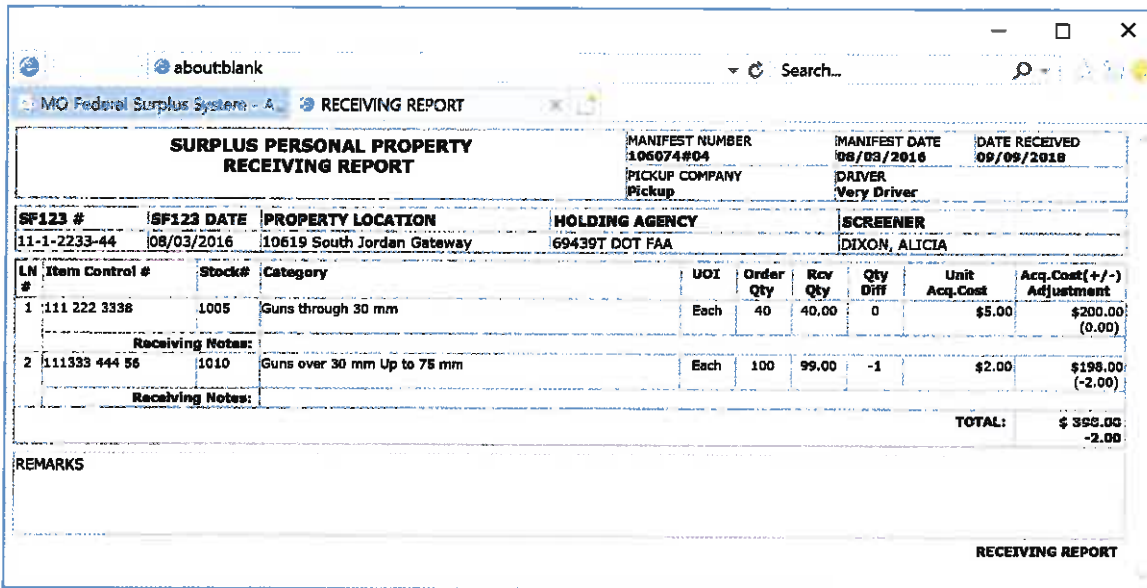
Date Received: 09/09/2018 **Total Delivery Fee:** 0.00

Items will be received to Stock, and the "Overage/Shortage Report" will be available only after the Receiving Form is Approved.

Approved by: **Approved:**

Remarks

If any quantities received vary from the quantities on the SF123, and over/short report can be printed.



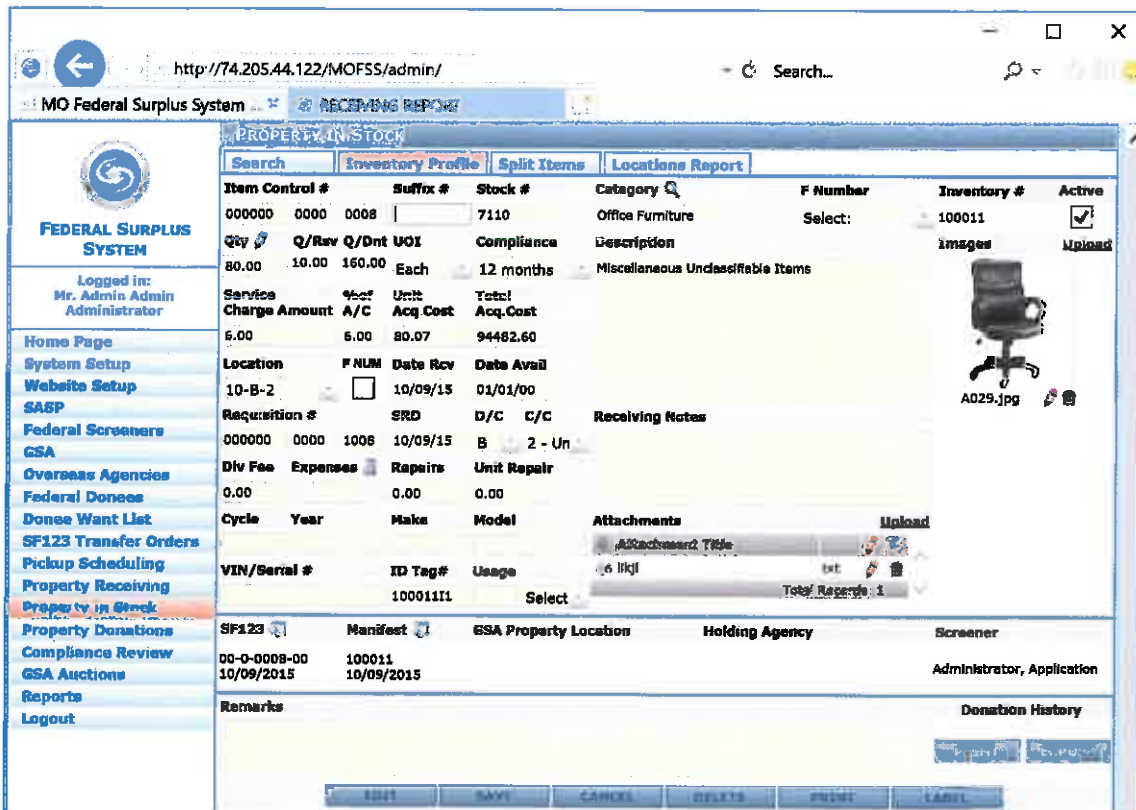
SURPLUS PERSONAL PROPERTY RECEIVING REPORT				MANIFEST NUMBER	MANIFEST DATE	DATE RECEIVED			
				106074#04	08/03/2016	09/09/2018			
				PICKUP COMPANY	DRIVER				
				Pickup	Very Driver				
SF123 #	SF123 DATE	PROPERTY LOCATION	HOLDING AGENCY	SCREENER					
11-1-2233-44	08/03/2016	10619 South Jordan Gateway	69439T DOT FAA	DIXON, ALICIA					
LN	Item Control #	Stock#	Category	UOI	Order Qty	Rcv Qty	Qty Diff	Unit Acq.Cost	Acq.Cost(+/-) Adjustment
1	111 222 3336	1005	Guns through 30 mm	Each	40	40.00	0	\$5.00	\$200.00 (0.00)
Receiving Notes:									
2	111333 444 56	1010	Guns over 30 mm Up to 75 mm	Each	100	99.00	-1	\$2.00	\$198.00 (-2.00)
Receiving Notes:									
TOTAL:									\$ 398.00 -2.00

REMARKS

RECEIVING REPORT

There is also an option to receive partial quantities and receive the remaining quantities at a later date.

Once the property is in inventory, images and attachments may be uploaded and, wherever necessary, a variety of other adjustments made. All inventory items with a quantity greater than zero are available for assignment to a Donation Issue Document.




http://74.205.44.122/MOFSS/admin/

MO Federal Surplus System - RECEIVING REPORT

PROPERTY IN STOCK

Search | Inventory Profile | Split Items | Locations Report

Item Control #	Suffix #	Stock #	Category	F Number	Inventory #	Active
000000	0000	0008	7110	Office Furniture	Select: 100011	<input checked="" type="checkbox"/>
Qty	Q/Rcv	Q/Dnt	UOI	Compliance	Description	Images Upload
80.00	10.00	160.00	Each	12 months	Miscellaneous Unclassifiable Items	
Service Charge	Amount	%of A/C	Unit Acq. Cost	Total Acq. Cost		
5.00		5.00	80.07	94462.60		
Location	F NUM	Date Rcv	Date Avail			
10-B-2		10/09/15	01/01/00			
Requisition #	SRD	D/C	C/C	Receiving Notes		
000000	0000	1008	10/09/15	B	2 - Un	
Div Fee	Expenses	Repairs	Unit Repair			
0.00		0.00	0.00			
Cycle	Year	Make	Model	Attachments	Upload	
VIN/Serial #	ID Tag#	Usage		Attachments2 Title		
				6 lklj		
				Select	Total Repairs: 1	

SF123 Manifest GSA Property Location Holding Agency Screener

00-0-0008-00 100011 Administrator, Application

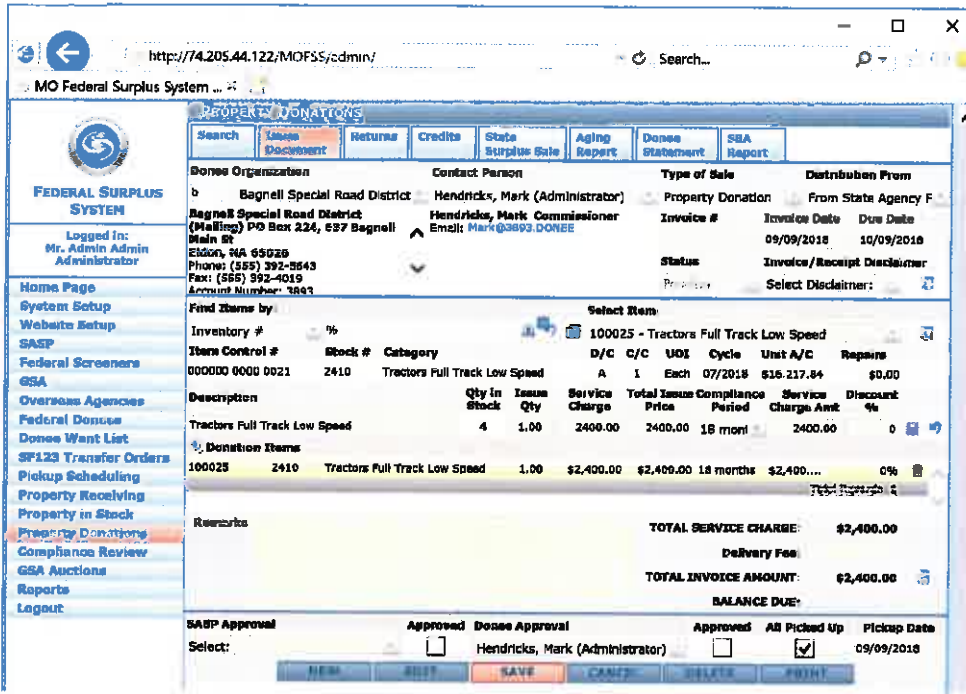
10/09/2015 10/09/2015

Remarks Donation History

EDIT SAVE CANCEL DELETE PRINT LABEL

Tracking Federal Property Donations

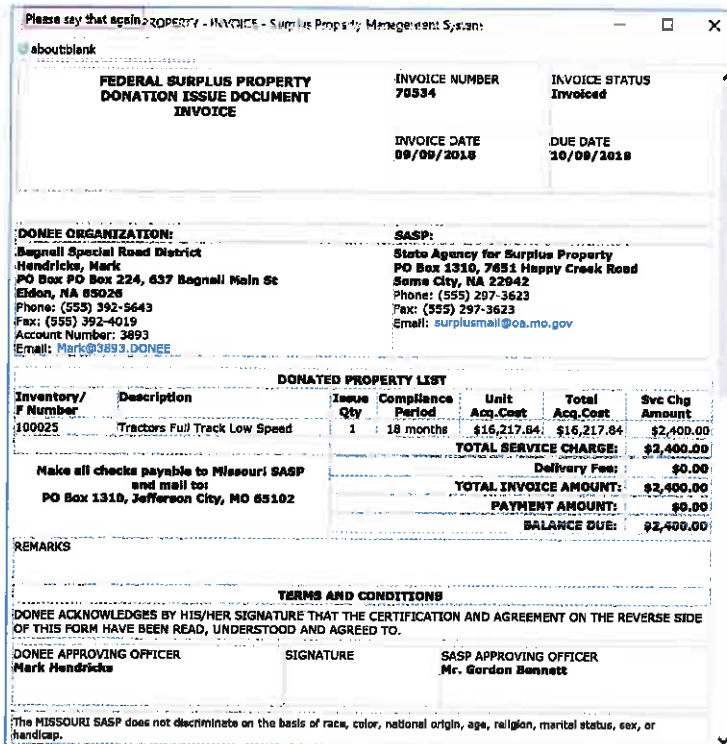
This process begins with creating an issue document at the POS. The donee is looked up in the top left of the screen and inventory records are looked up by entering or scanning a barcoded inventory number, or by searching on a variety of other criteria.



The screenshot shows the 'PROPERTY DONATIONS' section of the MO Federal Surplus System. It displays a donation invoice for a tractor. The donee organization is the Bagnell Special Road District, and the contact person is Mark Hendricks, Commissioner. The invoice is for 100025 tractors, with a total invoice amount of \$2,400.00. The invoice date is 09/09/2018, and the due date is 10/09/2018. The system also shows a sidebar with navigation options and a bottom section for approvals.

Inventory #	Stock #	Category	Qty in Stock	Issue Qty	Service Charge	Total Issue Price	Compliance Period	Unit A/C	Service Charge Amt	Discount %
100025	2410	Tractors Full Track Low Speed	4	1.00	2400.00	2400.00	18 months		2400.00	0

2 copies of the invoice are printed when the invoice data entry is completed.



The screenshot shows a printed invoice document. It includes the donee organization information, the donor's contact information, a table of donated property, and a summary of the invoice amount. The invoice number is 70534, and the invoice date is 09/09/2018. The total invoice amount is \$2,400.00, and the balance due is \$2,400.00.

Inventory/ F Number	Description	Issue Qty	Compliance Period	Unit Acq. Cost	Total Acq. Cost	Svc Chg Amount
100025	Tractors Full Track Low Speed	1	18 months	\$16,217.84	\$16,217.84	\$2,400.00

TOTAL SERVICE CHARGE: \$2,400.00
TOTAL INVOICE AMOUNT: \$2,400.00
PAYMENT AMOUNT: \$0.00
BALANCE DUE: \$2,400.00

Professional Software for Surplus Property Professionals

Invoices and their status can be tracked on the search tab of the property donations screen. Invoice records can be searched, sorted and filtered on the screen.

Donee Organization	Invoice #	Invoice Date	Due Date	Delivery Fee	Total Amount	Status
Bagnell Special Road...	70534	09/09/2018	10/09/2018	\$0.00	\$2,400.00	Invoiced
Bagnell Special Road Di...	70532	08/23/2018	09/22/2018	\$0.00	\$0.00	Invoiced
Web Data Sample Donee	70531	08/22/2018	09/21/2018	0.00	15.40	Paid
Bagnell Special Road Di...	70529	08/07/2018	09/06/2018	\$0.00	\$65.09	Invoiced
Barnett, City of	70528	07/31/2018	08/30/2018	\$0.00	\$22.35	Invoiced
Barton County	70526	06/07/2018	06/06/2018	\$0.00	\$0.00	Invoiced
A Web Data Sample	70523	05/02/2018	05/01/2018	\$0.00	\$18.00	Invoiced
Web Data Sample Donee	70524	04/22/2018	05/22/2018	\$0.00	\$17,836.00	Paid
A Web Data Sample	70021	04/19/2018	05/19/2018	\$0.00	\$2,593.50	Paid
Festus R-6 School	70523	03/29/2018	04/28/2018	\$0.00	\$300.00	Invoiced
Festus R-6 School	70522	03/29/2018	04/28/2018	\$0.00	\$120.00	Invoiced
Festus R-6 School	70521	03/29/2018	04/28/2018	\$0.00	\$72.00	Invoiced
Bagnell Special Road Di...	70515	03/29/2018	04/28/2018	\$0.00	\$24.00	Invoiced
Bagnell Special Road Di...	70514	03/29/2018	04/28/2018	\$0.00	\$30.00	Invoiced
Barnett, City of	70003	03/19/2018	04/18/2018	\$0.00	\$20.00	Invoiced
Barnett, City of	70516	02/01/2018	02/28/2018	\$0.00	\$12.00	Invoiced
AdHoc First	70005	02/01/2018	02/28/2018	\$0.00	\$214.24	Invoiced
Barton County	70520	01/01/2018	01/31/2018	\$0.00	\$120.00	Invoiced
Barry Co Emergency Se...	70519	01/01/2018	01/31/2018	\$0.00	\$36.00	Invoiced
Barry Co Emergency Se...	70517	01/01/2018	02/01/2018	\$0.00	\$36.00	Invoiced
TOTALS:					\$235,482.32	\$213,059.07

When an invoice is created, the user can open the compliance review screen and set up the compliance review period. Subsequently when compliance is being monitored, the compliance records can be updated for each item issued to a donee.

Donee Organization	Contact Person	Invoice #	Status
Bagnell Special Road District 637 Bagnell Main St, Eldon, NA Phone: (555) 392-5643 Fax: (555) 392-4019 Sales Tax Exemption:	Mark Hendrick Email: Mark@3893.DONEE	70534	Invoiced
		Invoice Date	Due Date
		09/09/2018	10/09/2018
		SF123 #	SASP Approval
		00-0-0021-00	Mr. Gordon Bennett

Item Control #	Stock #	Category	Description
000000 0000 0021	2410	Tractors Full Track Low Speed	Tractors Full Track Low Speed

D/C	C/C	UOM	Unit Acq. Cost	Date Rcvd	Issue Qty	Unit Price	Total Issue Price	Repairs	Service Charge Amount
A	1	Each	\$16,217.84	10/22/2015	1	\$2,400.00	\$2,400.00	\$0.00	\$2,400.00

Compliance Period	Date Placed in Use	Follow-up Review	Restrictions Expire	Item Location	Next Review Date
18 months	09/09/2018	Every 6 months	03/09/2020		03/09/2019

Review Date	Reviewed by	Remarks
09/09/2018	Select:	

Professional Software for Surplus Property Professionals

The compliance review search screen shows the last review and upcoming reviews for all items that are still within the compliance period.

MO Federal Surplus System ...

COMPETANCE REVIEW

Search by:

Select:

<input type="checkbox"/>	Item Description	Date Date	Last Review	Next Review	Item Control #	Service #	Misc. Cost	Description
<input checked="" type="checkbox"/>	10th Judicial Circuit...	04/19/2016		04/19/2016	000000 0000 0001	70142	939.40	Miscellane...
<input checked="" type="checkbox"/>	Barnett, City of	10/09/2015	08/09/2018	10/01/2019	IM 0000 870	70004	28,381.04	Hand Tools
<input checked="" type="checkbox"/>	Texas County	07/18/2016		07/02/2019	IM 0000 099	70175	30,682.00	S/N: 9924...
<input checked="" type="checkbox"/>	Web Data Sample ...	04/22/2018		04/22/2019	GB3333 4444 55551	70524	150,000.00	Gilders
<input checked="" type="checkbox"/>	Web Data Sample ...	04/22/2018		04/22/2019	GB4444 5555 6666	70524	200,000.00	Locomotives
<input checked="" type="checkbox"/>	A Web Data Sample	04/19/2018		04/19/2019	000000 0000 0021	70021	16,217.84	Tractors F...
<input checked="" type="checkbox"/>	Barnett, City of	03/19/2018		03/19/2019	IM 0000 887	70003	7,464.03	Office Sup...
<input checked="" type="checkbox"/>	Bagnell Special Roa...	09/09/2018		03/09/2019	000000 0000 0021	70534	16,217.84	Tractors F...
<input checked="" type="checkbox"/>	Spickard Fire Prote...	01/01/2018		01/01/2019	IM 0000 876	70010	6,791.53...	Medical E...
<input checked="" type="checkbox"/>	Spickard Fire Prote...	01/01/2018		01/01/2019	000000 0000 0001	70010	9,394.00	Miscellane...
<input checked="" type="checkbox"/>	Tuscumbia, Village of	08/02/2016		11/30/2018	IM 0000 870	70227	553,430.28	Hand Tools
<input checked="" type="checkbox"/>	Adair Co Ambulanc...	10/22/2015		11/30/2018	000000 0000 0001	70023	347,578.00	Miscellane...
<input checked="" type="checkbox"/>	Bagnell Special Roa...	11/02/2015		11/01/2018	000000 0000 0001	70050	93,940.00	Miscellane...
<input checked="" type="checkbox"/>	Barton County	11/01/2015		11/01/2018	000000 0000 0001	70048	108,031.00	Miscellane...
<input checked="" type="checkbox"/>	Bates County Indus...	10/18/2015	08/16/2018	10/02/2018	000000 0000 0001	70019	9,394.00	Miscellane...
<input checked="" type="checkbox"/>	Trenton R-9 School	08/02/2016		08/31/2018	IM 0000 870	70243	141,905.20	Hand Tools
<input checked="" type="checkbox"/>	Barry County	10/22/2015		08/01/2018	000000 0000 0018	70025	27,647.57	Tractors ...
<input checked="" type="checkbox"/>	Bates County	07/17/2017		07/17/2018	IM 0000 887	70506	164,208.66	Office Sup...
<input checked="" type="checkbox"/>	Barnett, City of	07/12/2017		07/12/2018	IM 0000 887	70503	149,280.60	Office Sup...
<input checked="" type="checkbox"/>	Gentry County	03/03/2016		07/01/2018	000000 0000 0001	70131	93,940.00	Miscellane...

Records: 1 - 29

Compliance Letter: Select:

A selection of compliance letters is available to print from the compliance review search screen.

MO Federal Surplus System ...

COMPETANCE REVIEW

Search by:

Select:

<input type="checkbox"/>	Item Description	Date Date	Last Review	Next Review	Item Control #	Service #	Misc. Cost	Description
<input checked="" type="checkbox"/>	10th Judicial Circuit...	04/19/2016		04/19/2016	000000 0000 0001	70142	939.40	Miscellane...
<input checked="" type="checkbox"/>	Barnett, City of	10/09/2015	08/09/2018	10/01/2019	IM 0000 870	70004	28,381.04	Hand Tools
<input checked="" type="checkbox"/>	Texas County	07/18/2016		07/02/2019	IM 0000 099	70175	30,682.00	S/N: 9924...
<input checked="" type="checkbox"/>	Web Data Sample ...	04/22/2018		04/22/2019	GB3333 4444 55551	70524	150,000.00	Gilders
<input checked="" type="checkbox"/>	Web Data Sample ...	04/22/2018		04/22/2019	GB4444 5555 6666	70524	200,000.00	Locomotives
<input checked="" type="checkbox"/>	A Web Data Sample	04/19/2018		04/19/2019	000000 0000 0021	70021	16,217.84	Tractors F...
<input checked="" type="checkbox"/>	Barnett, City of	03/19/2018		03/19/2019	IM 0000 887	70003	7,464.03	Office Sup...
<input checked="" type="checkbox"/>	Bagnell Special Roa...	09/09/2018		03/09/2019	000000 0000 0021	70534	16,217.84	Tractors F...
<input checked="" type="checkbox"/>	Spickard Fire Prote...	01/01/2018		01/01/2019	IM 0000 876	70010	6,791.53...	Medical E...
<input checked="" type="checkbox"/>	Spickard Fire Prote...	01/01/2018		01/01/2019	000000 0000 0001	70010	9,394.00	Miscellane...
<input checked="" type="checkbox"/>	Tuscumbia, Village of	08/02/2016		11/30/2018	IM 0000 870	70227	553,430.28	Hand Tools
<input checked="" type="checkbox"/>	Adair Co Ambulanc...	10/22/2015		11/30/2018	000000 0000 0001	70023	347,578.00	Miscellane...
<input checked="" type="checkbox"/>	Bagnell Special Roa...	11/02/2015		11/01/2018	000000 0000 0001	70050	93,940.00	Miscellane...
<input checked="" type="checkbox"/>	Barton County	11/01/2015		11/01/2018	000000 0000 0001	70048	108,031.00	Miscellane...
<input checked="" type="checkbox"/>	Bates County Indus...	10/18/2015	08/16/2018	10/02/2018	000000 0000 0001	70019	9,394.00	Miscellane...
<input checked="" type="checkbox"/>	Trenton R-9 School	08/02/2016		08/31/2018	IM 0000 870	70243	141,905.20	Hand Tools
<input checked="" type="checkbox"/>	Barry County	10/22/2015		08/01/2018	000000 0000 0018	70025	27,647.57	Tractors ...
<input checked="" type="checkbox"/>	Bates County	07/17/2017		07/17/2018	IM 0000 887	70506	164,208.66	Office Sup...
<input checked="" type="checkbox"/>	Barnett, City of	07/12/2017		07/12/2018	IM 0000 887	70503	149,280.60	Office Sup...
<input checked="" type="checkbox"/>	Gentry County	03/03/2016		07/01/2018	000000 0000 0001	70131	93,940.00	Miscellane...

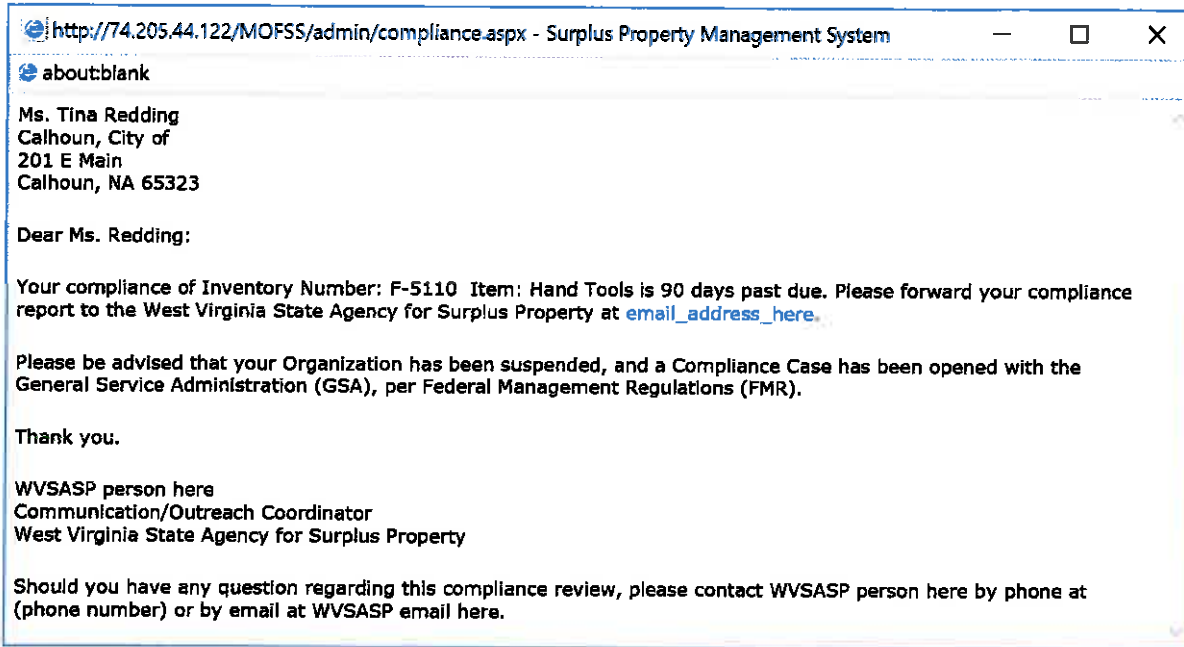
Records: 1 - 29

Compliance Letter: Select:

- Compliance 30 days past due reminder
- Compliance 60 days past due reminder
- Compliance 90 days past due reminder
- Compliance Form Letter

An example of the 30 day past due compliance letter.

Professional Software for Surplus Property Professionals



The payment status of property donations can also be tracked through the aging report.

Search	Issue Document	Returns	Credits	State Surplus Sale	Aging Report	Donee Statement	SBA Report		
A Donor Organization		0-30	31-60	61-90	91-120	Over 120	Total owed		
Calinsville, City of		\$0.00	\$0.00	\$0.00	\$0.00	\$2,320.00	\$2,320.00		
Caledonia, Village of		\$0.00	\$0.00	\$0.00	\$0.00	\$-20.00	\$-20.00		
Calhoun, City of		\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00		
Callao, City of		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Dade Co Emergency Serv...		\$0.00	\$0.00	\$0.00	\$0.00	\$936.40	\$936.40		
Dade Co Health Departm...		\$0.00	\$0.00	\$0.00	\$0.00	\$-191.36	\$-191.36		
Dade County		\$0.00	\$0.00	\$0.00	\$0.00	\$5,591.76	\$5,591.76		
Dadeville R-2 School		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Dadeville, City of		\$0.00	\$0.00	\$0.00	\$0.00	\$124.80	\$124.80		
Eagle Rock Golden Hand ...		\$0.00	\$0.00	\$0.00	\$0.00	\$152.10	\$152.10		
Eagleville, Village of		\$0.00	\$0.00	\$0.00	\$0.00	\$528.15	\$528.15		
East Carter Co Ambulance		\$0.00	\$0.00	\$0.00	\$0.00	\$124.80	\$124.80		
East Lynne #40 School		\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00		
East Newton Fire Protecti...		\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00		
Fair Grove Fire Protection...		\$0.00	\$0.00	\$0.00	\$0.00	\$7.35	\$7.35		
Fair Grove, City of		\$0.00	\$0.00	\$0.00	\$0.00	\$196.57	\$196.57		
Fairview, City of		\$0.00	\$0.00	\$0.00	\$0.00	\$124.80	\$124.80		
Festus R-6 School		\$0.00	\$0.00	\$0.00	\$0.00	\$432.00	\$432.00		
Gainesville R-5 School		\$0.00	\$0.00	\$0.00	\$0.00	\$1,177.22	\$1,177.22		
Gallatin, City of		\$0.00	\$0.00	\$0.00	\$0.00	\$1,005.00	\$1,005.00		
Records: 21 of 40		< 1 2 3 4 5 >						Total Records: 69	
TOTALS:		\$2,293.00	\$67.44	\$0.00	\$0.00	\$157,311.73	\$159,692.17		
GRAND TOTAL:							\$159,692.17		

3.1.3.1.

This requirement is fully satisfied.

The SASP controls which organizations are eligible by reviewing their corporate and legal documentation. The system tracks eligibility in the donee profile and records a history of each donee's eligibility.

Donee Type	Terms	Fiscal Year End	Donee Uploaded Attachments
b. economic development	Net 30	June	Sorry, no records found...
State	Local	SEA	SBA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Renewal	Exp.Date	Donee Status	Approved
1 year	09/09/2018	Eligible	<input checked="" type="checkbox"/>
Remarks/Reason for Denial			
		Date	Donee Status
		09/09/2018	Eligible
		04/19/2018	Suspended
		10/21/2016	Suspended
		Approved By	
		Admin, Admin	✓
		Administrator, Applica...	✓
		Administrator, Applica...	✗

The system automatically designates donees as suspended if their eligibility or the validity of any of their associated documents expires.


On the federal distribution documents (invoice) screen, Donees can be looked up by all or part of the donee organization name.

Donee Organization	Contact Person	Type of Sale	Distribution From
b. <input type="text" value="Select"/>	Select:	Property Donation	From State Agency F
Select: Bagnell Special Road District Barnett, City of Barry Co Emergency Services E911 Barry County Barton County		Invoice #	Invoice Date
			10/09/2018
		Status	Invoice/Receipt Disclaimer
		Pending	Select Disclaimer:

Find Items by:
 Select Item:

Only organizations in the federal database are accessible for federal distribution documents. Some of these organizations may also be permitted to purchase state surplus property, but any donee in the federal database whose eligibility has expired or has any expired licenses and other documents, are prohibited from acquiring Federal Property until their eligibility issues are resolved.

Ineligible donee's cannot have invoices created.

Donee Organization	Contact Person	Type of Sale	Distribution From
o Odessa R-7 School	Select:	Property Donation	From State Agency F
Message from webpage  This donee is not currently eligible.		Invoice #	Invoice Date
			10/09/2018
		Status	Invoice/Receipt Disclaimer
		Pending	Select Disclaimer:

3.1.4. Invoicing

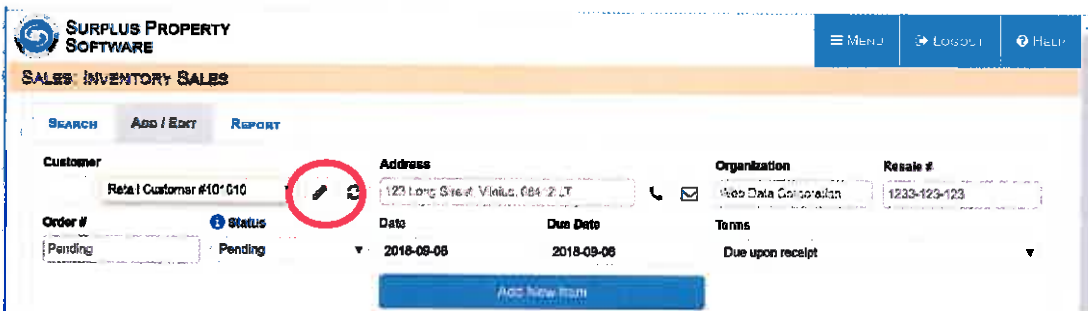
This requirement is fully satisfied.

The system can be configured to print any number of invoice copies, currently it is configured to print 2 copies of each invoice. Invoices are sequentially numbered. The invoice seed number can be inserted into the database during implementation.

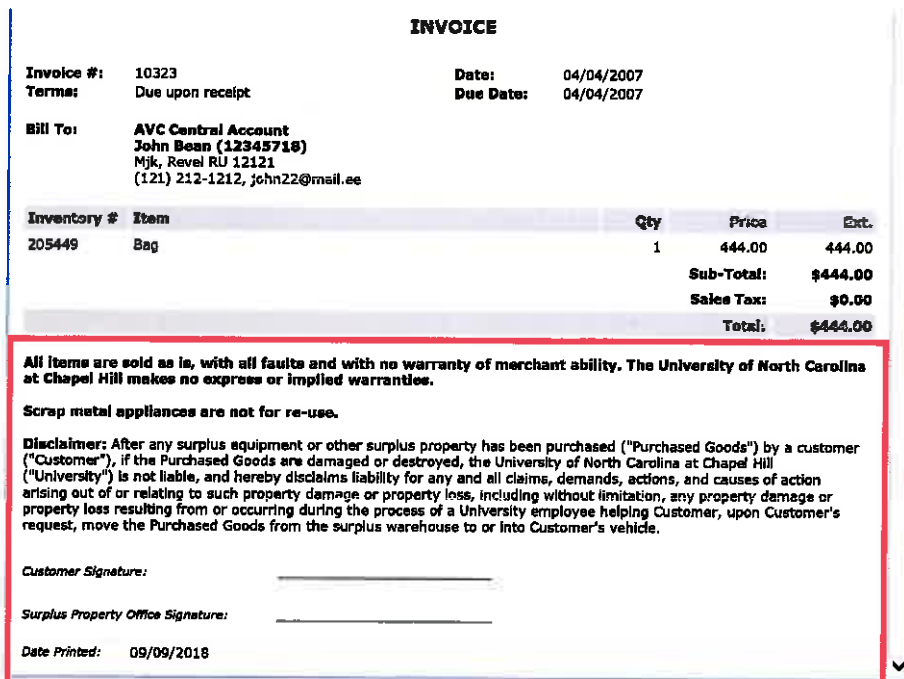
3.1.4.1 Public Sale Invoice

This requirement is fully satisfied.

Public customers can be looked up directly on the public sale POS. As in version 1.0, clicking the edit pencil next to the generic retail customer in Version 2.0 will toggle over to the customer profile screen where a new customer can be entered or an existing customer profile can be edited. When the customer profile is saved, the user is returned to the POS screen and the customer information is populated ready for an invoice to be created.



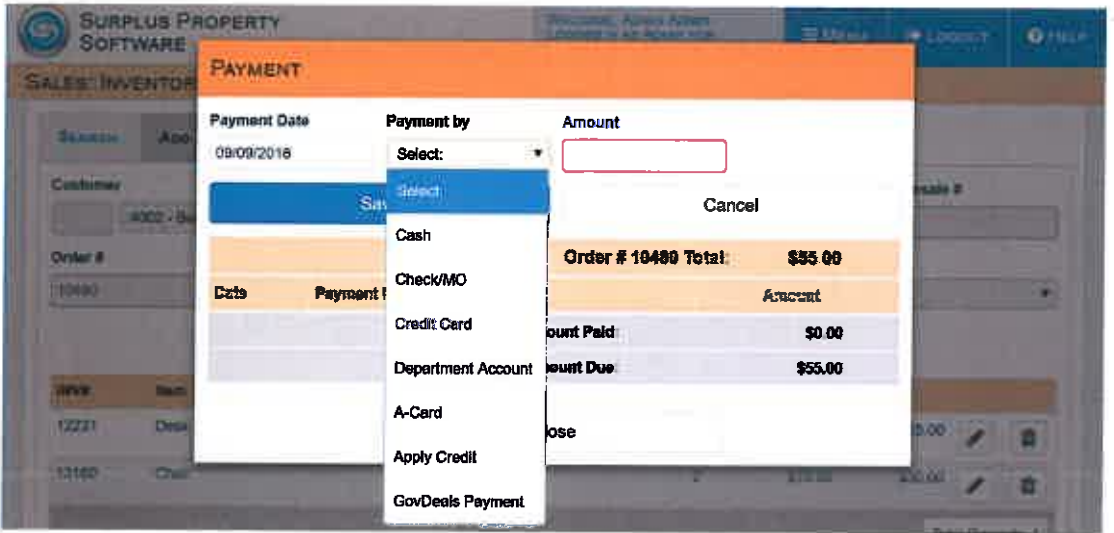
Invoices can have the as is where is statement is signature lines included.



3.1.4.2.

This requirement is completely satisfied.

An unlimited number of payment methods can be added to the payment screen.



3.1.4.3.

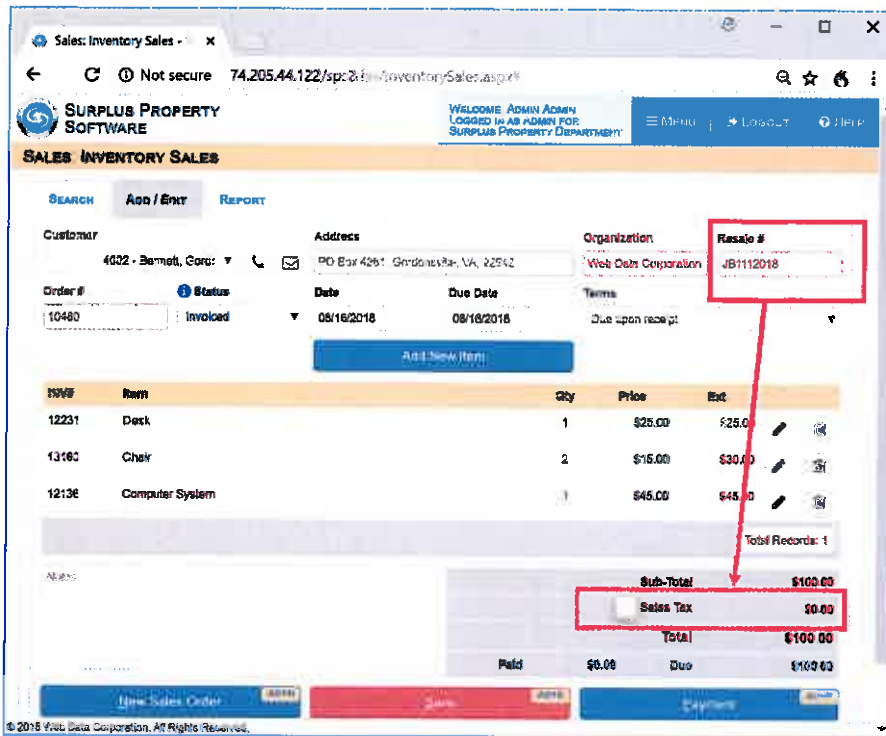
This requirement can be completely satisfied.

In one version of the application, the tax rates are recorded based upon the organization's address. The state sales tax is already configured in the application. A modification will be made to create a list of cities with their respective tax rates that can be entered by the system administrator. Depending upon the customer's location, or the purchase location, the city tax will be charged automatically in addition to the state sales tax.

AGENCIES : AGENCY PROFILE										
Search		Add/Edit								
Agency Name	Short Name	Agcy#	Parent Agency			Approved	Feat#	Notes		
Astrology Department		00313	State of Minnesota			<input type="checkbox"/>				
Agency Address(es)		Agency Phone(s)								
Facility Name	Address 1	Address 2	Main	Phone Type		Main				
Another Building	17 Brown Avenue	Suite 10	<input type="checkbox"/>	Dept. Main Phone		<input type="checkbox"/>				
County	City	State	Zip	+4	CoTx	CITx	MtTx	Phone Number	Ext.	
Aitkin	Gville	VA	22977		1.20	2.00	1.50			
Aitkin	Another B...	17 Brown Avenue, G...			1.20	2.00	1.50	(949) 291-6504	Phone	
Winona	Big Tower	17 High Street, Tucs...			0.00	2.50	0.00			
Agency Account(s)										
Account	FinDeptID	Fund	Approp	PC Bus	Project	Activity	Src Type	Vendor #		
324524	345325	3453	3453245	23453	324534	3453245	2345	5345345		
657856	56785678	5678	7865856	56786	567865	56786578	5678	5678678		
New		Edit		Save		Cancel		Delete		Print
										Email

Professional Software for Surplus Property Professionals

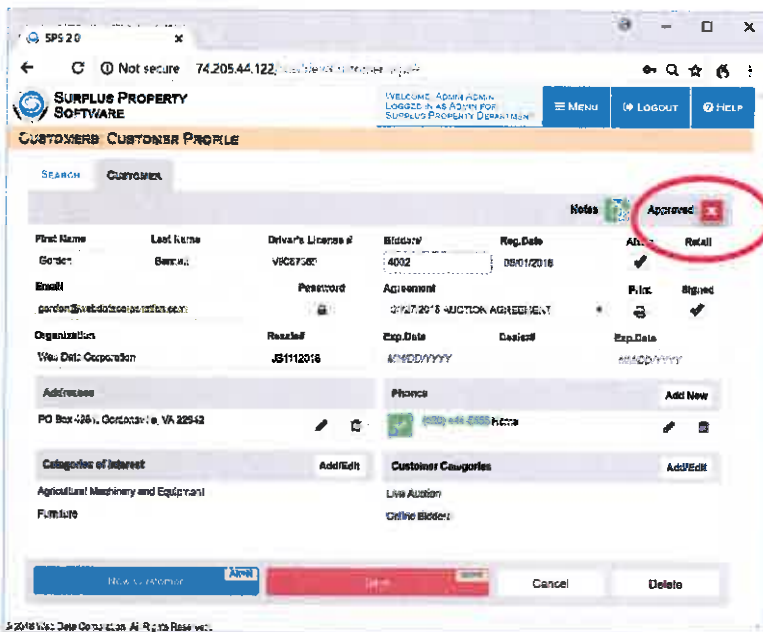
Customers with Resale Numbers are automatically not charged tax, whereas customers without resale Numbers are automatically charged tax.



3.1.4.4. Eligibility Organization

This requirement is completely satisfied.

Customers not approved in the state surplus application is not able to be searched on the sales/invoice screen.



The same applies in the federal surplus application.

3.1.4.5

This requirement can be completely satisfied.

As mentioned and illustrated in 3.1.1.4, the federal application already has built-in capabilities for applying discounts on a line item basis. While this is not currently present in the state surplus application, it can be added as a custom change at no cost to satisfy this condition.

3.1.5. Reporting

This requirement is completely satisfied.

The state and federal surplus applications have a number of built-in reports that satisfy the needs of most customers. Here is an example inventory available report from the federal surplus application.

FEDERAL INVENTORY REPORT - Surplus Property Management System											
aboutblank											
FEDERAL INVENTORY REPORT				State Agency for Surplus Property Federal Division PO Box 1310, 7651 Happy Creek Road Some City, WA 22942							
DATE RANGE All dates											
FSN	INV#	LN #	Description	Date Received	Acq.Cost	Unit Acq.Cost	Chg/Unit	UOI	Order Qty	Rcvd Qty	Qty On Hand
2210	100002	2	Locomotives	10/09/2015	25,549.66	198.83	30.00	Each	35	35	27
3030	100003	3	Beltting Drive Belts Fan Belts and Accessories	10/09/2015	9,809.85	61.97	6.00	Each	5	5	4
7110	100011	1	Miscellaneous Unclassifiable Items	10/09/2015	94,482.60	80.07	6.00	Each	240	240	80
9999	100015	1	Miscellaneous Unclassifiable Items	10/11/2015	-53.31	53.31	6.00	Each	3	3	2
9999	100016	1	Miscellaneous Unclassifiable Items	10/01/2015	16,650.00	71.31	6.00	Each	3	3	2
9999	100018	1	Miscellaneous Unclassifiable Items	10/12/2015	6,522.00	48.71	50.00	Each	2	2	3
9999	100020	1	Miscellaneous Unclassifiable Items	10/21/2015	2,233.20	18.61	0.00	Each	45	45	36
9999	100023	1	Miscellaneous Unclassifiable Items	10/21/2015	2,649.66	20.54	0.60	Each	5	5	4
9999	100024	1	Miscellaneous Unclassifiable Items	10/22/2015	1,872.00	18.72	2.00	Each	5	5	4
9999	100024-2	1	Miscellaneous Unclassifiable Items	10/22/2015	748.80	18.72	2.00	Each	50	50	40
2410	100025	2	Tractors Full Track Low Speed	10/22/2015	81,089.20	16,217.84	2,400.00	Each	7	7	4
2410	100025-1	2	Tractors Full Track Low Speed	10/22/2015	32,435.68	16,217.84	2,400.00	Each	2	2	2
2410	100025-2	2	Tractors Full Track Low Speed	10/22/2015	32,435.68	16,217.84	2,400.00	Each	2	2	2
9910	100026	1	Jewelry	10/22/2015	11,108.88	300.24	60.00	Case	50	50	40
9910	100026	1	Jewelry	10/22/2015	11,108.88	300.24	60.00	Case	50	50	40
9150	100031	3	TARPAULIN	10/23/2015	7,335.58	42.28	3.74	EA	50	50	40
9150	100032	4	BENCH PRESS	10/23/2015	25,280.00	198.27	26.40	EA	35	35	28
1035	100036-1	1	Guns over 300 mm	10/25/2015	3.96	0.06	0.08	Each	5	5	2
1035	100037	2	Guns over 300 mm	10/25/2015	16,260.00	438.38	26.28	Each	26	26	24
1045	100042	1	Launchers, Torpedo and Depth Charge	10/25/2015	1,290.00	15.17	2.00	Each	5	5	4
1070	100043	2	Nets and Booms Ordnance	10/25/2015	1,490.50	10.39	0.18	Each	3	3	2
6910	100063	1	Training Aids	11/06/2015	3,820.00	47.75	60.00	Each	6	6	4
7710	100064	1	Musical Instruments	02/08/2016	2,100.00	20.79	2.00	Each	25	25	20
1005	100073	1	Guns through 30 mm	02/18/2016	60.00	11.67	0.60	Each	5	5	4
6820	100077	2	Dyes	02/22/2016	112,200.00	3,400.00	180.00	Each	20	20	16
5110	100195	2	Hand Tools Edged Nonpowered	03/15/2016	40.00	10.00	0.60	Each	15	15	12
5110	100208	2	Hand Tools Edged Nonpowered	03/31/2016	1,900.00	20.00	1.20	Each	1	1	2
9150	100236	19	TAPE,TEXTILE	04/15/2016	-78.34	78.34	4.70	PG	5	5	2
9150	100240	22	CARRIER,LITTER,WHEE	04/15/2016	1,000.00	500.00	25.55	EA	5	5	4

Professional Software for Surplus Property Professionals

Inventory sold by date range:

FEDERAL DONATION REPORT - DETAIL - Surplus Property Management System

aboutblank

FEDERAL DONATION REPORT - DETAIL

DATE RANGE: 08/01/2016-08/31/2016

FROM: State Agency for Surplus Property
Federal Division
PO Box 1310, 7651 Happy Creek Road
Some City, NA 22942

INVOICE #	DONEE	Inventory Line #	Description	Qty	Service Charge	Unit	Acquisition Cost	Freight	Service	Misc	Repairs
70216 Taney County											
100036-1		1	Guns over 300 mm	1	0.08	Each	0.06	0.00	0.00	0.00	0.00
100006		1	Miscellaneous Unclassifiable Items	5	0.20	Each	63.80	0.00	0.00	0.00	0.00
Invoice No.70216 Totals:					0.28		63.86	0.00	0.00	0.00	0.00
70217 Dade County											
100036		1	Guns over 300 mm	2	11.30	Each	719.72	0.00	0.00	0.00	0.00
Invoice No.70217 Totals:					11.30		719.72	0.00	0.00	0.00	0.00
70218 Dade County											
100036		1	Guns over 300 mm	2	11.30	Each	719.72	0.00	0.00	0.00	0.00
100036		1	Guns over 300 mm	2	11.30	Each	719.72	0.00	0.00	0.00	0.00
100036		1	Guns over 300 mm	2	11.30	Each	719.72	0.00	0.00	0.00	0.00
Invoice No.70218 Totals:					33.90		2,159.16	0.00	0.00	0.00	0.00
70219 Ralls County											
100007		1	Miscellaneous Unclassifiable Items	25	1.20	Each	1,966.25	0.00	0.00	0.00	0.00
100017		1	Hand Tools Edged Nonpowered	10	6.00	Each	145.50	0.00	0.00	0.00	0.00
100010		1	Miscellaneous Unclassifiable Items	100	1.70	Each	994.00	0.00	0.00	0.00	0.00
Invoice No.70219 Totals:					8.90		3,105.75	0.00	0.00	0.00	0.00

Inventory sold by customer:

FEDERAL DONATION REPORT - DETAIL - Surplus Property Management System

aboutblank

FEDERAL DONATION REPORT - DETAIL

DATE RANGE: All dates

FROM: State Agency for Surplus Property
Federal Division
PO Box 1310, 7651 Happy Creek Road
Some City, NA 22942

INVOICE #	DONEE	Inventory Line #	Description	Qty	Service Charge	Unit	Acquisition Cost	Freight	Service	Misc	Repairs
70002 A Web Data Sample											
F-3416		862	Metalworking Equipment & Partsggg	29	6.89	0	2,478.05	0.00	0.00	0.00	0.00
F-2610		861	Fire Control Equipment	3	2.00	0	634.14	0.00	0.00	0.00	0.00
100012		2	Miscellaneous Unclassifiable Items	5	1.00	Each	194.30	0.00	0.00	0.00	0.00
100012		2	Miscellaneous Unclassifiable Items	5	1.00	Each	194.30	0.00	0.00	0.00	0.00
F-7510		887	Office Supplies	4	2.50		61.36	0.00	0.00	0.00	0.00
F-4010		865	Cable, Chain, Wire Rope & Fittings	92	1.63		5,653.40	0.00	0.00	0.00	0.00
100012		2	Miscellaneous Unclassifiable Items	5	1.00	Each	194.30	0.00	0.00	0.00	0.00
F-3416		862	Metalworking Equipment & Partsggg	3	33.33	0	256.35	0.00	0.00	0.00	0.00
F-34LB		863	Metal Working Tools	3	33.33		49.50	0.00	0.00	0.00	0.00
100003		3	Beltng Drive Belts Fan Belts and Accessories	3	6.67	Each	185.91	0.00	0.00	0.00	0.00
Invoice No.70002 Totals:					89.35		9,901.61	0.00	0.00	0.00	0.00
70003 Barnett, City of											
F-7510		887	Office Supplies	1	20.00		15.34	0.00	0.00	0.00	0.00
Invoice No.70003 Totals:					20.00		15.34	0.00	0.00	0.00	0.00
70004 Barnett, City of											
F-34LB		863	Metal Working Tools	11	1.59		181.50	0.00	0.00	0.00	0.00
F-5130		871	Power Tools	2.55	10.00		185.05	0.00	0.00	0.00	0.00
F-5110		870	Hand Tools	2	15.00	0	113.50	0.00	0.00	0.00	0.00
F-2610		861	Fire Control Equipment	11	1.59	0	2,325.18	0.00	0.00	0.00	0.00

Here is the list of the printable reports in both systems.

Department (Agency) Reports:

1. Department Profile Report
2. Department Inventory Report
3. Department Disposal Request Report
4. Disposal Request Printable report:
5. Disposal Tracking Report
6. Interdepartmental Transfer Report
7. Pickups and Deliveries Report
8. Surplus Inventory Report
9. Needed Items Reports
10. Reserved Items report
11. Disposed Items Report
12. Journal Entry Report

Surplus Property Office Reports:

1. Inventory categories
2. Customer Categories
3. FAQ Categories
4. Warehouse Locations Report
5. Customer Agreements (printable)
6. User Log Report
7. Customers Directory Report
8. Pickup Manifest
9. Received Inventory Report
10. Inventory Listing Report
11. Inventory Detail Report
12. Inventory Item Audit report (shown from another version, but included in the application)
13. Inventory Exception Report
14. Auto-Lots Report
15. Online Auction Summary Report
16. Live Auction Assigned Lots Report
17. Live Auction Summary Report
18. Sealed Bid Auction Report
19. Online Auction Sales Report
20. Online Auction Shipping Report
21. Online Auction Sales Report (with Payment Type)
22. Live Auction Sales Report
23. Warehouse Inventory Sales Report
24. Warehouse Sales report (with Payment Type)

25. Department (Agency) Sales Report
26. Department (Agency) Sales Report (with Payment Type)
27. Sealed Bid Sales Report
28. Sealed Bid Sales Report (with Payment Type)
29. Return Sales Report
30. Return Sales Payment Report
31. Trade-in Approval Report
32. Recycle and Trash Sales Report
33. Email Campaigns Report
34. Journal Entry Report (exportable)
35. Journal Entry Detail Report
36. Commissions Report
37. Distribution Report by Account
38. Distribution Report by Department (Agency)
39. Item Sales by Category
40. Daily Cash Report by Sales Type
41. Daily Cash report by Payment Type
42. Sales Comparison Report by Date Range
43. Property Office Report (exportable)

Federal Surplus Reports:

1. Printable Screener card
2. GSA Regional Office Profile
3. Holding Agency Profile
4. Property Location Profile
5. Donee Profile
6. Donee Card
7. Donee Statement
8. Donee Want List
9. SF123 Printable Report
10. Pickup Manifest
11. Receiving Report
12. Over/Short Report
13. Inventory Listing Report
14. Inventor Detail Report
15. Inventory Valuation Report
16. Inventory Labels
17. Warehouse Property Sign
18. Abandoned and Destroyed Items Report
19. Property Donations Report
20. Property Donation Invoice

21. Property Return Receipt
22. Aging Report
23. Donee Statements
24. Price Change Report
25. Compliance Review (upcoming compliance) Report
26. Compliance Review Letter
27. Compliance Reminder Letter
28. Compliance Review Item Detail Report
29. 3040 Report
30. Federal Receiving Report
31. Federal Inventory Report
32. Federal Property Location Report
33. Federal Property Donated Report
34. Federal Donations Report Summary
35. Federal Donations Detail Report
36. Federal Completed Audits Report
37. Federal Donations Report Grouped by Donee
38. Federal Donations Summary by Congressional District
39. Federal Donations Detail by Congressional District
40. Federal Donations Summary by County
41. Federal Donations Detail by County
42. Federal Donation by Donee Fiscal Year Report
43. SEFA Report
44. Returned Items Report
45. Donations to State Agencies Report

3.1.5.1.

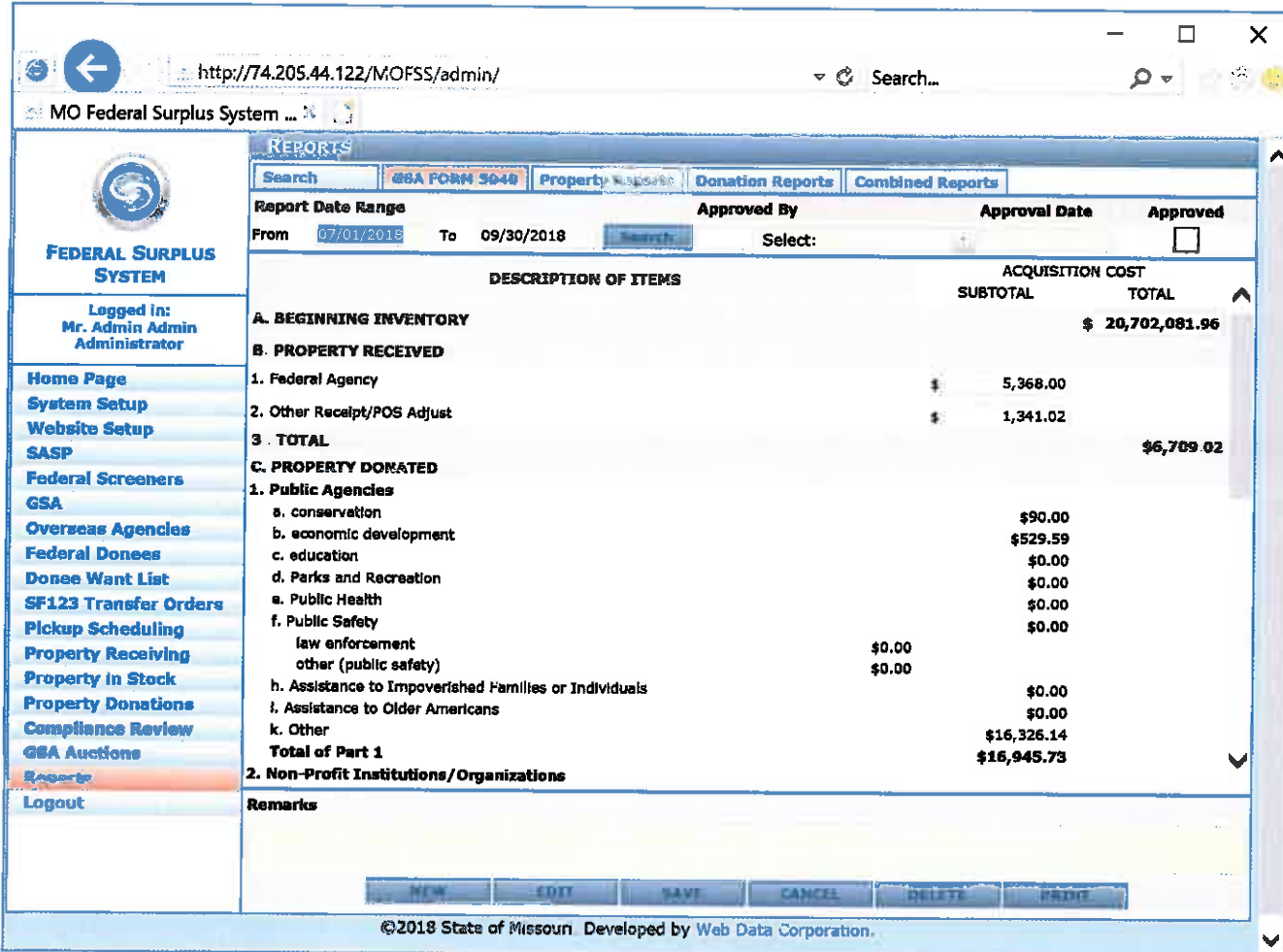
This requirement can be completely satisfied.

All reports in the federal application are exportable to Microsoft Excel and can be saved in PDF format. Most reports in the state application can be exported to Microsoft Excel and all reports can be saved in PDF format. If there are additional reports in the state application that need to be exported to Excel, this can be accommodated at no additional cost.

3.1.5.2.

This requirement is completely satisfied.

The quarterly 3040 report is created automatically by entering or confirming the relevant quarter date range and clicking the “Search” button.



The screenshot shows a web browser window with the URL `http://74.205.44.122/MOFSS/admin/`. The page title is "MO Federal Surplus System". On the left is a navigation menu for the "FEDERAL SURPLUS SYSTEM" with options like Home Page, System Setup, Website Setup, SASP, Federal Screeners, GSA, Overseas Agencies, Federal Donees, Donee Want List, SF123 Transfer Orders, Pickup Scheduling, Property Receiving, Property in Stock, Property Donations, Compliance Review, GSA Auctions, Reports, and Logout. The main content area is titled "REPORTS" and includes tabs for Search, GSA FORM 3040, Property Reports, Donation Reports, and Combined Reports. It features a "Report Date Range" filter set to "07/01/2018" to "09/30/2018" and an "Approved By" field. Below this is a table with columns for "DESCRIPTION OF ITEMS", "ACQUISITION COST SUBTOTAL", and "ACQUISITION COST TOTAL".

DESCRIPTION OF ITEMS	ACQUISITION COST	
	SUBTOTAL	TOTAL
A. BEGINNING INVENTORY		\$ 20,702,081.96
B. PROPERTY RECEIVED		
1. Federal Agency	\$ 5,368.00	
2. Other Receipt/POS Adjust	\$ 1,341.02	
3. TOTAL		\$6,709.02
C. PROPERTY DONATED		
1. Public Agencies		
a. conservation		\$90.00
b. economic development		\$529.59
c. education		\$0.00
d. Parks and Recreation		\$0.00
e. Public Health		\$0.00
f. Public Safety		\$0.00
law enforcement	\$0.00	
other (public safety)	\$0.00	
h. Assistance to Impoverished Families or Individuals		\$0.00
i. Assistance to Older Americans		\$0.00
k. Other		\$16,325.14
Total of Part 1		\$16,945.73
2. Non-Profit Institutions/Organizations		
Remarks		

At the bottom of the report area are buttons for NEW, EDIT, SAVE, CANCEL, DELETE, and PRINT. The footer of the page reads "©2018 State of Missouri. Developed by Web Data Corporation."

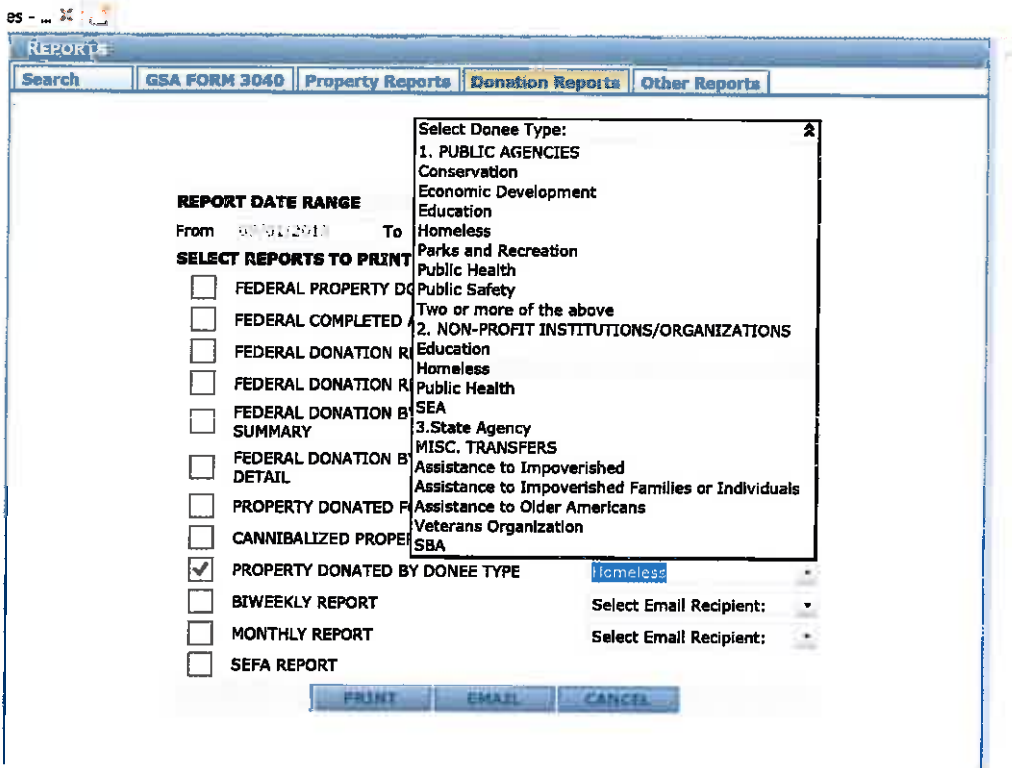
The next screenshot is an example of the printable 3040 report. There is a GSA API for uploading the 3040 report, but we have not coded it so far, because most customers prefer to review their 3040 report in great detail before entering it on the GSA site. There are very few fields be filled on the 3040 report screen on the GSA site, so it only takes a few minutes to upload the report details.

TO		DATE	FORM APPROVED OMB NO.
GSA		01/01/2010-03/31/2010	29-R0247
DESCRIPTION OF ITEMS		SUBTOTAL	TOTAL
A. BEGINNING INVENTORY			
B. PROPERTY RECEIVED			
1. From Federal Agencies		\$1,742,771.08	
2. From Other State Agencies		\$0.00	
3. From Overseas		\$0.00	
4. Other Receipts		\$0.00	
5. SASP to SASP Transfer		\$0.00	
G. TOTAL			\$1,742,771.08
C. PROPERTY DONATED			
1. PUBLIC AGENCIES			
a. Conservation			\$30,936.62
b. Economic Development			\$0.00
c. Education			\$24,926.47
ADP	\$0.00		
Other	\$24,926.47		
d. Homeless			\$0.00
e. Parks and Recreation			\$3,137.91
f. Public Health			\$19,942.14
g. Public Safety			\$691.47
Law Enforcement		\$691.47	
Other	\$0.00		
h. Two or more of the above			\$88,933.76
i. Other			\$31,913.38
Total of Part 1			\$200,501.73
2. NON-PROFIT INSTITUTIONS/ORGANIZATIONS			
a. Education			\$1,189.66
ADP	\$0.00		
Other	\$1,189.66		
b. Homeless			\$0.00
c. Public Health			\$2,514.32
Total of Part 2			\$3,705.98
GRAND TOTAL of Parts 1 and 2			\$204,207.73
D. OTHER DISTRIBUTION			
1. Abandoned or Destroyed		\$0.00	
2. Other Adjustments		\$0.00	
3. Property Donation		\$247,772.52	
4. Return to Federal Agency		\$0.00	
5. Transfer to Other Agency		\$0.00	
G. TOTAL			\$247,772.52
E. ENDING INVENTORY			\$2,912,072.23
F. METHOD OF DISTRIBUTION			
1. Direct From Holding Agency		\$0.00	
2. From State Agency Facility		\$247,772.52	
3. TOTAL			\$247,772.52
G. DISTRIBUTION TO PUBLIC AGENCIES			
1. State		\$3,198.23	
2. Local		\$21,049.09	
3. TOTAL			\$24,247.33
REMARKS			
NAME AND TITLE OF APPROVING OFFICIAL		SIGNATURE OF APPROVING OFFICIAL	DATE
			05/02/2010
GSA FORM 3040			

3.1.5.3.

This requirement is completely satisfied.

The Donation Reports include the capability of selecting any donee type and reporting on Property donated by any date range or by all dates. This capability is currently only in one customer's version, but it can be imported into the latest version, which would be the version available to West Virginia.



3.1.5.4

This requirement can be completely satisfied.

The federal system has combined statements showing invoices from both federal and state systems, and also has a combined sales journal report. This combined report showing the eligible organization, county, commodity and amount paid can be generated in a similar fashion and provided at no additional cost.

Professional Software for Surplus Property Professionals

Example of combined sales journal showing federal and state invoice amounts.

SALES JOURNAL - Surplus Property Management System

aboutblank

SALES JOURNAL
DATES: 01/30/2016 - 02/08/2016

INVOICE DATE	ACCOUNT #	ORGANIZATION NAME	INVOICE #	ACQ.COST	DELIVERY FEE	FEDERAL SERVICE CHARGE	FEDERAL INVOICE AMOUNT	STATE INVOICE AMOUNT	VEHICLES INVOICE AMOUNT
01/30/2016	2348	Barton County	70017	\$3,013.25	\$0.00	\$1,919.47	\$1,919.47	\$0.00	\$0.00
01/31/2016	111000	AAA TEST DONEE	10170	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00
02/01/2016		IRASA DONEE	10171	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00
02/08/2016	0064	Bismarck R-5 School	70095	\$166.32	\$0.00	\$16.00	\$16.00	\$0.00	\$0.00
02/08/2016	0064	Bismarck R-5 School	70096	\$83.16	\$0.00	\$8.00	\$8.00	\$0.00	\$0.00
02/08/2016	0070	Boonslick Regional Library	70107	\$249.48	\$0.00	\$24.00	\$24.00	\$0.00	\$0.00
02/08/2016	0070	Boonslick Regional Library	70108	\$374.22	\$0.00	\$36.00	\$36.00	\$0.00	\$0.00
02/08/2016	0050	Bowling Green R-1 School	70085	\$103.95	\$0.00	\$10.00	\$10.00	\$0.00	\$0.00

Example of combined statements (federal and state donations/sales). The F or S indicates a federal or state invoice.

PROPERTY DONATIONS

Search | Issue Document | State Surplus Sale | Aging Report | Donee Statement | Combined Statement

Organization Name	Invoices	Total Amount	Amount Due			
ADAIR CO BOARD OF EDUCATION	3	\$5,620.00	\$0.00			
ALCOHOLIC BEVERAGE CONTROL	7	\$2,490.00	\$0.00			
ALLEN CO BOARD OF EDUCATION	1	\$1,012.50	\$0.00			
ALLEN VOLUNTEER FIRE DEPT	2	\$227.00	\$0.00			
ANDERSON CO BOARD OF EDUCATION	1	\$1,000.00	\$0.00			
ANDERSON CO FISCAL COURT	9	\$3,435.00	\$0.00			
AUDITOR OF PUBLIC ACCOUNTS	1	\$2,160.00	\$0.00			
AUGUSTA INDEPENDENT BOARD OF EDUCATION	1	\$410.00	\$0.00			
BAGDAD FIRE PROTECTION DIST	6	\$561.00	\$0.00			
BARBOURVILLE IND BD OF EDU	2	\$76.50	\$0.00			
BARREN CO FISCAL COURT	2	\$770.00	\$0.00			
BATH CO FISCAL COURT	7	\$1,981.00	\$0.00			
Bath County Constable District 1	3	\$503.50	\$0.00			
BEDFORD FIRE & RESCUE DEPT	1	\$90.00	\$0.00			
BELL CO BOARD OF EDUCATION	36	\$2,678.00	\$0.00			
Invoice #	Invoice Date	Due Date	Past Due	Total Amount	Amount Due	Contact Person
F 102339	05/15/2013	06/14/2013	0	\$1,000.00	\$0.00	Ms. YVONNE GILLIAM
F 102340	05/15/2013	06/14/2013	0	\$78.00	\$0.00	Ms. YVONNE GILLIAM
S 1499	02/26/2018	02/26/2018	0	\$1,600.00	\$0.00	YVONNE GILLIAM
BELL CO FISCAL COURT	3	\$225.00	\$0.00			
BEREA COLLEGE	34	\$6,360.50	\$0.00			
BIG CREEK VOL FIRE & RESCUE	3	\$1,383.50	\$0.00			
BLUE GRASS COMMUNITY ACTION AGENCY	18	\$10,065.00	\$0.00			
TOTALS:		\$3,743,647.63	\$56,856.02			

3.1.6. Barcode Scanners

This requirement is fully satisfied.

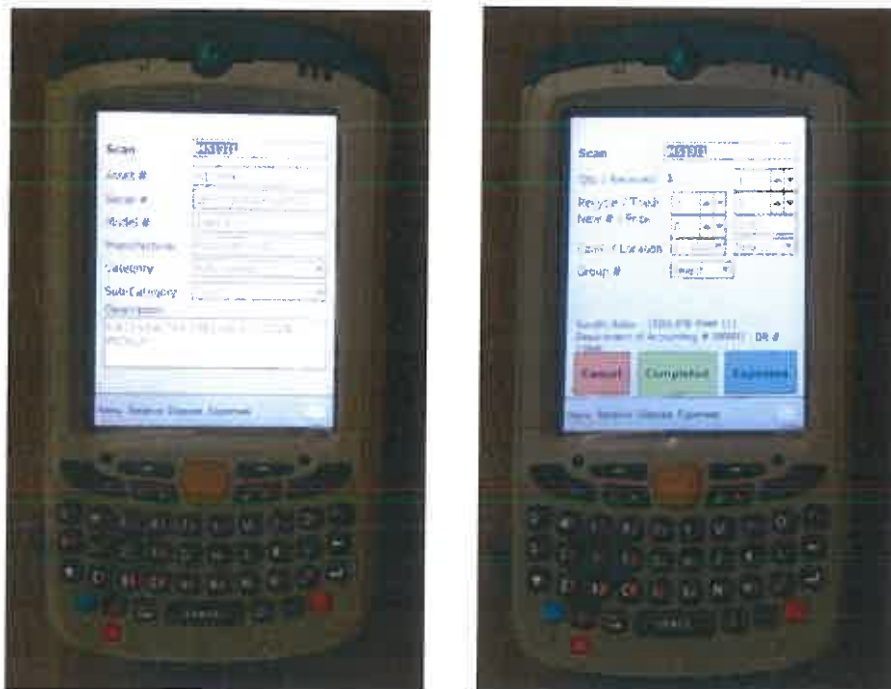
Professional Software for Surplus Property Professionals

Both federal and state applications include specialized scanner applications that reside on Motorola MC55a devices. These applications provide for receiving into inventory, creating auction lots, taking inventory and scanning a number of inventory items to be uploaded to a sales order, or to be uploaded and automatically matched with a series of images taken sequentially to match the sequence of scanned barcodes.

In addition, Bluetooth scanners may be deployed at the point-of-sale to allow flexibility in reaching barcoded inventory labels attached to Property.



Federal scanner application on a Motorola MC55a



State scanner application on a Motorola MC55a.

However, while these devices are still available, they have been optionally replaced in Version 2.0 with the ability to scan barcodes directly from the camera in any mobile device. Scanning barcoded labels can take place at the point-of-sale, while creating a Disposal Request (scanning asset tag numbers and VINs), during receiving, and on the inventory details screen. The disposal request and inventory details screen also include a VIN decoder.

3.1.6.1

This requirement is fully satisfied.

Pricing of the system cost includes 6 Motorola MC55a devices. However, there may be a case for having less expensive scanner devices directly at the point-of-sale, either tethered or Bluetooth, and there may also be a case for utilizing the new Version 2.0 scanning capabilities on a less expensive device such as an iPod Touch. Either of these alternatives would reduce the overall cost of scanners.

3.1.6.2.

This requirement is fully satisfied.

While the range of the wireless scanner devices is dependent upon the range of your wireless LAN (which can be inexpensively increased with range extenders placed at strategic points around your premises), using the built-in scanning capabilities of our Version 2.0 on a smart phone or iPod touch will give you unlimited range by accessing the cellular network, or by deploying the equivalent of a portable Verizon MiFi Jetpack.

Connect up to 15 Wi-Fi-enabled devices

Laptops. Tablets. Gaming consoles. Cameras. Music players. Wearables and more. If your gadget is Wi-Fi-enabled, the exclusive Verizon Jetpack 4G LTE Mobile Hotspot MiFi 6620L gives you a secure connection to America's largest, most reliable 4G LTE network.



3.1.6.3.

This requirement is fully satisfied.

All 6 scanner devices can simultaneously connect to the wireless LAN or the optional JetPack.

3.1.6.4.

This requirement is fully satisfied

Professional Software for Surplus Property Professionals

The Motorola scanner devices come with individual charging stations, and a multiple charging station for 4 devices can be purchased. The cost of these has been included in the price estimates for scanners.

Home > CRD5500-4000CR Power Assembly

Please say that again



**CRD5500-4000CR
(Power Assembly
Included)**

Condition: Professionally Refurbished by Barcode-Arena.com
Spec: (4-Slot Charger for Zebra MC67, MC55A, MC65 Handhelds)
Includes: Power Supply, DC Power Cord, AC Line Cord.
Warranty: 3-Year Warranty and Help-Desk Support, only from Barcode-Arena.com

\$145.00 + Free Shipping



Battery power can last for 2 or 3 of days, depending upon usage. The device has a sleep mode that reduces battery consumption when the device is not actively in use.

3.1.6.5

This requirement is fully satisfied.

Both federal and state scanner applications allow you to scan a series of barcode labels and upload them directly to an order in the POS system. The POS screens can be operated in any mobile device.



3.1.6.6.

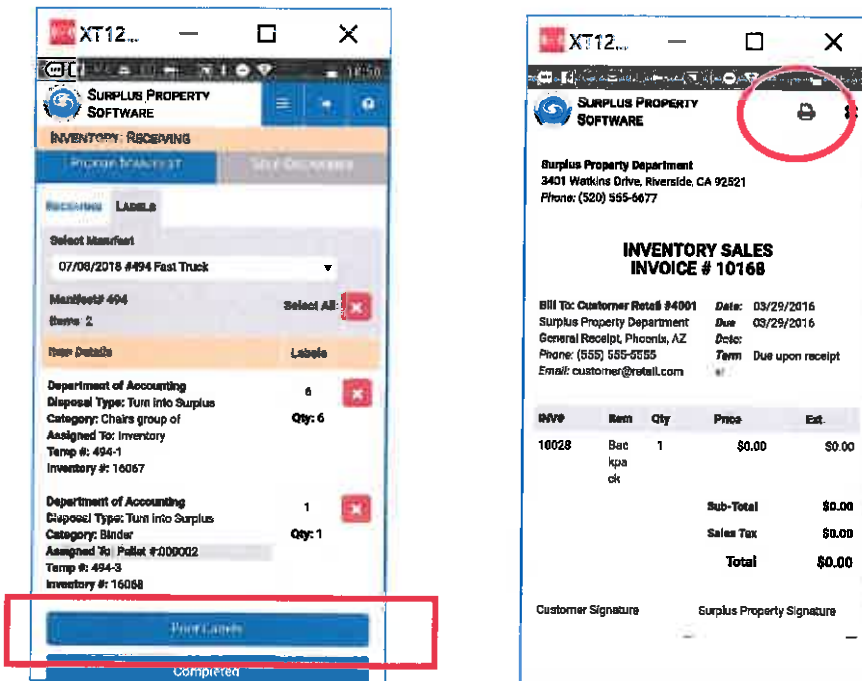
This requirement can be fully met.

Both federal and state systems have several ways to print barcoded labels from PCs, Macs and all mobile devices. Currently, uploading a series of scanned barcodes can be used for a variety of functions in the POS and overall systems, but there is not a specific function for uploading and for printing barcoded labels. This modification can be provided at no additional cost.

Some additional notes on printing barcodes and invoices from mobile devices.

Version 2.0 provides for scanning and printing barcoded labels and invoices directly from all mobile devices.

After receiving property into inventory, the labels tab allows the user to select any quantity of labels to be printed for each inventory item. Barcoded labels may also be printed from the inventory details search screen. The entire application can be viewed and operated on any mobile device, and invoices and other reports as well as barcoded labels can be printed from those devices.



Label printing can be to Avery labels or to any barcode printer compatible with Bartender from Seagull Scientific. We always recommend that the Intermec PC 43d barcode label printer, because it is reliable and inexpensive.

3.1.7. Accessibility

This requirement is fully satisfied.

Both federal and state systems are websites require a unique login combination of email and password from users.

3.1.7.1.

This requirement can be fully satisfied.

The entire state surplus Version 2.0 application can be operated in any browser and operated in its entirety on any mobile device. The federal application public site (available to Donees) can be operated in any browser. The federal admin site (used only by the SASP staff managing federal surplus), is available exclusively in Internet Explorer. The reason for this is at the time of development in 2007, Internet Explorer was the only browser able to provide the rich user interface functionality that is a trademark of all our applications. We have almost finished developing the complete Version 2.0 of the state surplus property, which is provided to new customers at no additional cost. We will begin work on version 2.0 of the federal surplus application in mid-2019. As with Version 2.0 of the state surplus application, there will be no additional cost to our customers for Version 2.0 of the federal application.

3.1.7.2

This requirement can be fully satisfied.

As stated in 3.1.7.1, everything except the administration site of the federal surplus application is available on all tablets and smart phones.

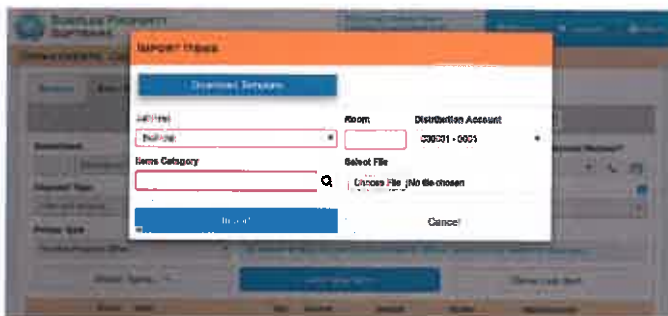
3.1.7.3

With the previously stated caveat, this requirement can be fully satisfied.

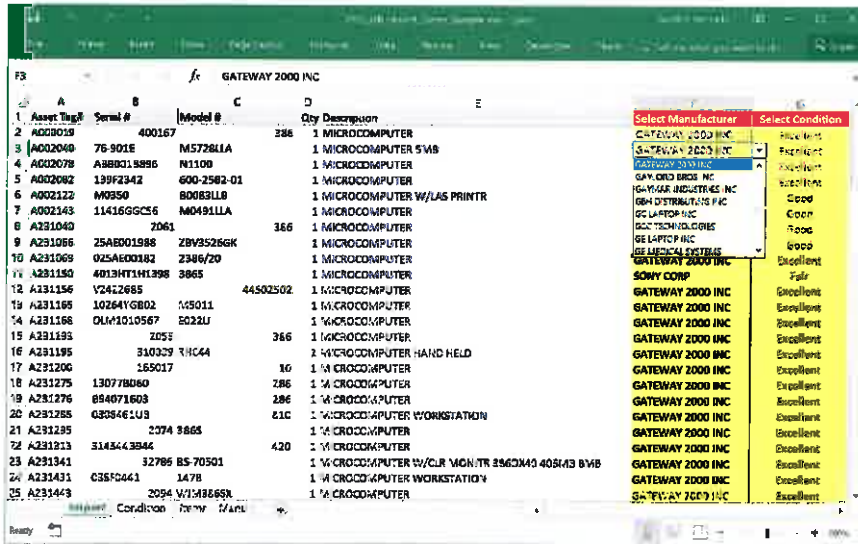
3.1.7.4

This requirement can be fully satisfied.

Batch Uploads of line items from Microsoft Excel can be imported into the agency disposal request screen using a specific format for which a template download and instructions are included. With respect to other imports, normally the current inventory and customer/donee data are imported as part of the implementation. These data may be imported in Microsoft Excel format.



Here is an example of the disposal request line item import template with sample data.



Asset Tag#	Serial #	Model #	Qty	Description	Select Manufacturer	Select Condition
4000159	400167		386	1 MICROCOMPUTER	GATEWAY 2000 INC	Excellent
76-901E	M572811A			1 MICROCOMPUTER 5MB	GATEWAY 2000 INC	Excellent
A980319896	N1100			1 MICROCOMPUTER	GATEWAY 2000 INC	Excellent
139F2342	600-2582-01			1 MICROCOMPUTER	GATEWAY 2000 INC	Excellent
M0950	B0083118			1 MICROCOMPUTER W/LAS PRINTR	GATEWAY 2000 INC	Good
11416GGC56	M049111A			1 MICROCOMPUTER	GATEWAY 2000 INC	Good
A231040	Z061		366	1 MICROCOMPUTER	GATEWAY 2000 INC	Good
A231086	25A8D01988	ZBV9526GK		1 MICROCOMPUTER	GATEWAY 2000 INC	Good
A231069	025A800382	Z386/20		1 MICROCOMPUTER	GATEWAY 2000 INC	Good
A231180	4013HT111998	386S		1 MICROCOMPUTER	GATEWAY 2000 INC	Good
A231156	V2412685		44502502	1 MICROCOMPUTER	GATEWAY 2000 INC	Excellent
A231189	10284YG802	M5011		1 MICROCOMPUTER	GATEWAY 2000 INC	Excellent
A231168	OLM1010567	E022U		1 MICROCOMPUTER	GATEWAY 2000 INC	Excellent
A231193	305E		366	1 MICROCOMPUTER	GATEWAY 2000 INC	Excellent
A231195	310329	THC44		1 MICROCOMPUTER HAND HELD	GATEWAY 2000 INC	Excellent
A231206	165017		16	1 MICROCOMPUTER	GATEWAY 2000 INC	Excellent
A231275	130778060		286	1 MICROCOMPUTER	GATEWAY 2000 INC	Excellent
A231276	894071603		286	1 MICROCOMPUTER	GATEWAY 2000 INC	Excellent
A231288	G30461US		21C	1 MICROCOMPUTER WORKSTATION	GATEWAY 2000 INC	Excellent
A231289	2074	386S		1 MICROCOMPUTER	GATEWAY 2000 INC	Excellent
A231213	5185443846		420	1 MICROCOMPUTER	GATEWAY 2000 INC	Excellent
A231341	32786	BS-70501		1 MICROCOMPUTER W/CLR MON/TR 2560X40 405X43 8MB	GATEWAY 2000 INC	Excellent
A231431	C35F0441	1478		1 MICROCOMPUTER WORKSTATION	GATEWAY 2000 INC	Excellent
A231443	2094	V1148668X		1 MICROCOMPUTER	GATEWAY 2000 INC	Excellent

3.1.7.5.

This requirement is completely satisfied.

Both federal and state applications operate in Windows 10.

3.1.8. User Accounts

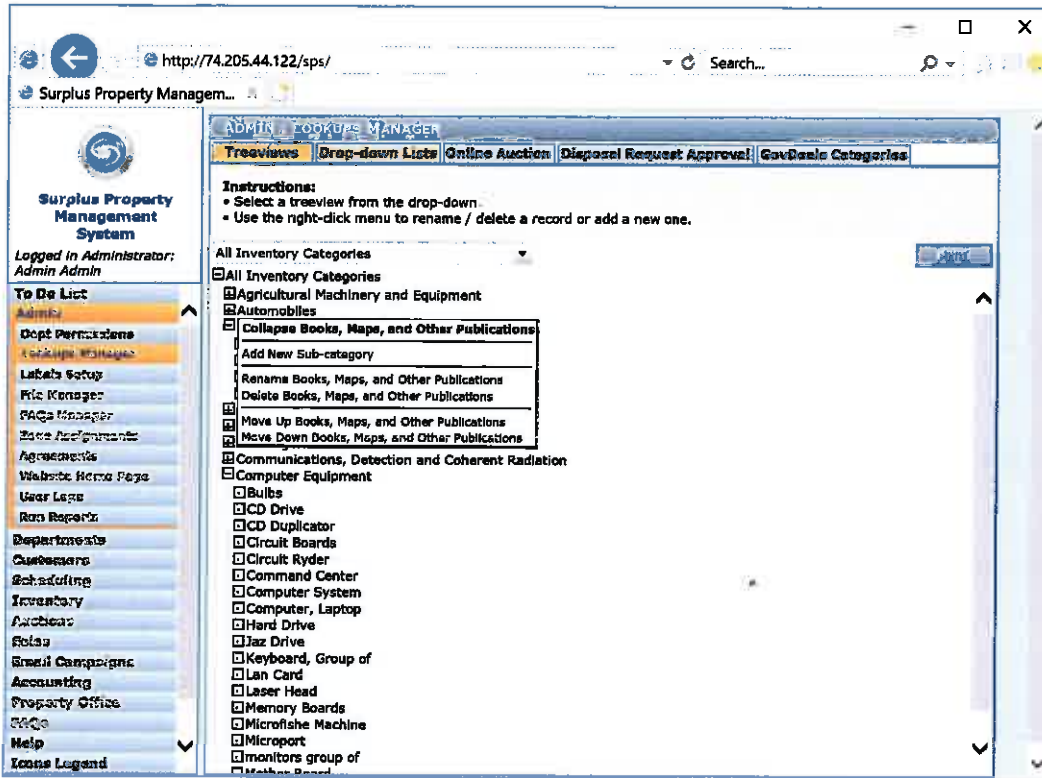
This requirement is completely satisfied.

Both federal and state applications can have an unlimited number of user accounts. The system administrator can assign permissions in both systems.

3.1.8.1

This requirement is completely satisfied.

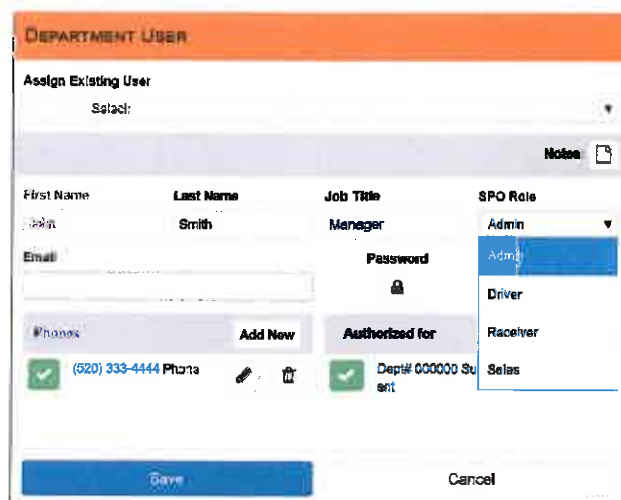
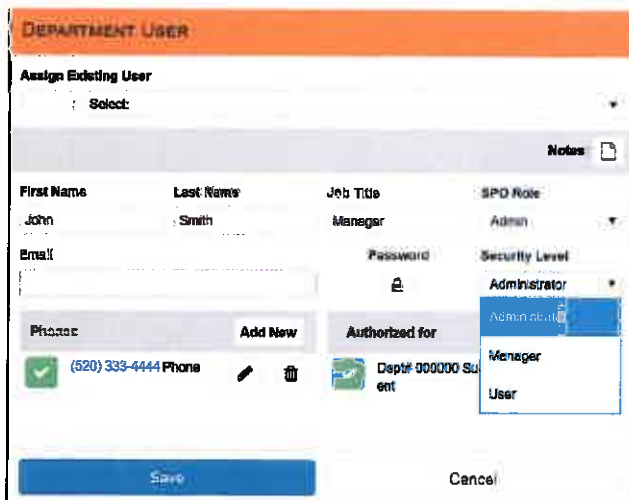
The system administrator has access to the category Treeview. New categories may be added, categories may be removed or renamed, and the position of categories may be moved up or down in the tree. This is the view from Version 1.0. In Version 2.0 there will be drag-and-drop capabilities to reposition newly-added categories.



3.1.8.2.

This requirement is completely satisfied.

The system administrator can assign basic permissions (administrator, manager and user) with the Security Level selector, and in addition can assign specific areas of work for SASP staff members (Admin, Driver, Receiver, Sales (more to come such as reports, etc)), which restrict staff members to view screens specific to their job responsibility. Additional custom access and restriction configurations may be provided as part of the implementation. For example, if only administrators are to view reports, that configuration will be built into the system, then the administrator can decide who can be assigned that privilege.



3.1.9. Installation and Training

This requirement can be completely satisfied.

3.1.9.1.

This requirement will be completely satisfied.

There is unlimited training available as part of the annual support and maintenance fee. The proximity of Web Data Corporation to West Virginia will provide for in-person training at no additional cost. Continual training through online screen-shares will always be available. One important note: Version 2.0 of the state application has built-in online training videos for every page in the application. This has proven to be particularly helpful for agencies, enabling them to self-train.

3.1.9.2.

This requirement will be completely satisfied.

Phone support is always available.

3.1.10. Warranty

This requirement will be completely satisfied.

Hardware manufacturers warranties will be extended directly to the West Virginia SASP. Extended warranties will be purchased by Web Data Corporation on an as-needed basis.

Software from Web Data Corporation is guaranteed 100%. Any bugs are fixed at no charge. Change orders are estimated on a fixed cost basis and approval required before work begins. Change orders are guaranteed 100%.

3.1.10.1.

This requirement will be completely satisfied.

It is standard for Web Data Corporation to provide support and maintenance on an annual basis for the life of the software.

3.1.10.2.

This requirement is understood and accepted.

3.1.10.3.

This requirement will be completely satisfied.

West Virginia will be receiving Version 2.0 of the state surplus application at no additional charge. Similarly, when Version 2.0 of the federal application is completed, it will be delivered to West Virginia at no additional charge.

3.1.11. Experience

This requirement is completely satisfied.

Web Data Corporation's state application was launched to universities in 2005, and has been successful in the marketplace since then. The federal application was completed in 2007, and has also been successful in the marketplace since that time. For almost 14 years, Web Data Corporation has specialized in developing, selling and supporting surplus property applications.

3.1.11.1.

This requirement is completely satisfied.

Our federal system was first deployed with Kentucky in 2009. That was followed by Utah in 2010, New York in 2011, Missouri in 2015 and Minnesota in 2018.

3.1.11.2.

This requirement is completely satisfied.

Our state system was first deployed with Utah in 2006. That was followed by Minnesota and Kentucky in 2008, and Missouri in 2015.

3.1.12. Printing

This requirement is completely satisfied.

3.1.12.1.

This requirement is completely satisfied.

Both applications function in Windows 10. All reports and label printing capabilities, including invoices and receipts are printable in both systems.

3.1.12.2.

This requirement can be fully met.

In the event that the barcoded labels printed via the third-party middleware "BarTender" are not able to be printed to the Dymo Label Writer 450, the Intermec PC 43D it is highly recommended as an alternative. As a precaution, the cost of the Intermec printer is included in the overall system pricing.



Intermec PC43d Printer

Starting at: **\$407.00**

Improve productivity & efficiency

The Intermec PC43d is designed to set a new standard in user friendliness and flexibility. PC43d features a multi-language LCD or icon-graphics user interface for maximum ease of use. User-installable connectivity options and accessories ensure that PC43d will fit your business needs... [more >](#)

 [Full specifications \(PDF\)](#)

 [Download Intermec PC43d driver](#)



Printing is also available on Avery labels, and for both Avery and barcode printers the user can choose how many labels to print for each item (which includes choosing a single label to print).

3.1.12.3

This requirement is fully met.

The price of an Intermec PC 43d printer is included in the cost proposal.

Summary

All of Version 2.0 of the state system that is used on a daily basis by agencies is completed and has been shipped to our existing customers. The majority of the state application used by the Surplus Property Department staff is also completed and in the process of being shipped to our existing customers.

If the bid from Web Data Corporation is successful, the West Virginia agencies can exclusively use the fully mobile Version 2.0. The Surplus Property Department will be able to use the new Version 2.0 application for all daily work, although some of the remaining Version 1.0 configuration screens still need to be coded. Those configuration screens should be completed and shipped by February or March 2019.


In the interim, the Surplus Property Department staff can use the Version 1.0 administration screens for any necessary configuration operations. Our existing customers are continuing to use aspects of Version 1.0 as they gradually transition to Version 2.0.

Certification and Signature

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.

GORDON BENNETT, CEO
(Name, Title)
GORDON BENNETT, CEO
(Printed Name and Title)
P.O. BOX 428, GORDONSVILLE, VA 22942
(Address)
520 297 3623 / NO FAX NUMBER
(Phone Number) / (Fax Number)
gordon@webdatacorporation.com
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation 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 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 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.

WEB DATA CORPORATION
(Company)

(Authorized Signature) (Representative Name, Title)
GORDON BENNETT
(Printed Name and Title of Authorized Representative)
9/10/2018
(Date)
520-297-3623 (NO Fax Number)
(Phone Number) (Fax Number)

I, GORDON BENNETT, AGREE TO THE GENERAL TERMS AND CONDITIONS OF WHICH THIS SIGNATURE PAGE IS A PART.



Revised 06/08/2018

License and Annual Support and Maintenance Agreement Example

LICENSE AGREEMENT

This License Agreement (the "Agreement") is made and entered into as of _____ (the "Effective Date"), by and between _____ ("Licensee") and Web Data Corporation ("Licensor") and serves as an extension to any previous license Agreement between the aforementioned parties.

RECITALS

WHEREAS, Licensor owns or has exclusive rights to develop and sell certain computer software ("Licensed Product").

WHEREAS, Licensee intends to use the Licensed Product in the manner specified in this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties hereby agree as follows:

AGREEMENT

1. DEFINITIONS.

"Licensed Product" means Software developed and/or sold exclusively by Licensor.

"Software" means the Federal Surplus Software System and the State Surplus Property Software Application Versions 1.0 and 2.0 comprising modules developed by Licensor for Universities and United States state agencies, including specific custom features and processes that may be developed for Licensee; combined, these modules, features and processes comprise the Software.

"Version" means Version 1.0 of the Software currently operated by Licensee, and Version 2.0 of the Software to be developed and delivered to Licensee under the terms of this Agreement. Any subsequent delivery of Version 2.0 of the federal surplus application will be subject to the terms and conditions herein.

2. LICENSE.

2.1 Provided that the Licensee adheres to the terms of this agreement including the requirement for payment of continuing annual support and maintenance fees for the term of this agreement, Licensor hereby grants to Licensee a non-exclusive, non-transferable, irrevocable, non-sub- licensable license for unlimited users by Licensee to:

(i) Utilize the Licensed Product for its Surplus Property Disposal operations for a period of five (5) years from the Effective date of this agreement and to renew the terms of this agreement in accordance with Section 8.1.1 of this Agreement.

2.2 Licensee shall not under any circumstances otherwise distribute, license or market the Software.

3. PAYMENT.

3.1 Licensee's method of payment to Licensor shall be by electronic funds transfer.

3.2. Intentionally omitted.

3.3. Intentionally omitted.

3.4 Payment for custom modifications shall be made upon delivery and acceptance of the application and database changes and upon receipt of an invoice from Licensor.

3.5 Licensee agrees to pay all sales, use, value-added, excise or similar taxes imposed as a result of the licenses granted to Licensee hereunder (other than taxes based on Licensor's income).

3.6 intentionally omitted.

3.6.1 The Annual Support and Maintenance Agreement, Attachment B attached hereto, lists the training, support and maintenance provided to Licensee by Licensor.

3.8 On a favored nations basis, Licensee agrees to pay annual maintenance and support costs for the State Surplus Application Software in an amount of seven thousand five hundred (\$7,500.00) US dollars, and five thousand (\$5,000.00) US dollars for the federal surplus application, for a minimum period of five years, and to continue paying annual support and maintenance costs in the amount of twelve thousand five hundred (\$12,500.00) U.S Dollars or any mutually agreed increase in that amount for each year during any renewal or extension of this license agreement. The date of payment for annual support and maintenance shall be unchanged from Licensee's existing invoice date.

3.9 Any non-payment of annual maintenance and support costs shall constitute grounds for termination of the license and this Agreement by Licensor.

4. OWNERSHIP.

4.1 Licensee acknowledges that the licenses granted herein do not provide Licensee with title to or ownership of the Software, but only the rights set forth herein. No rights are granted other than the rights expressly set forth herein.

4.2 In the event that Licensee commissions one or more custom add-ons or modules to be added to the Software, Licensee shall have the right to use such add-ons or modules without any additional license fees other than the costs of development.

5. WARRANTIES.

5.1 Licensor warrants that the Software will perform without bugs for the life of its use, provided that no third party has made any alteration to any part of the Software or database design, and provided that Licensee makes available the hardware recommended for its use.

5.2 In the event that any third-party modifications are made to the software, the Licensor's warranty will become null and void and Licensee will be required to pay Licensor its prevailing hourly rate for any future fixes.

6. Intentionally omitted.

7. CONFIDENTIAL INFORMATION.

7.1 Confidential Information. "Confidential Information" means any nonpublic and proprietary information or materials relating to a party's marketing business or technology which the disclosing party marks as "confidential" at the time of disclosure or confirms in writing is confidential within a reasonable time (not to exceed thirty (30) days) after disclosure. The terms and conditions (but not the existence) of this Agreement shall be deemed Confidential Information of each party. Notwithstanding the foregoing, Confidential Information does not include, and nothing in this Agreement shall prohibit or limit either party's use of, information (including but not limited to ideas, concepts, know-how, techniques, and methodologies) (i) previously known to it, (ii) independently developed by it, (iii) acquired by it from a third party which was not, to the receiving party's knowledge, under an obligation to the disclosing party not to disclose such information, (iv) which is or becomes publicly available through no breach by the receiving party of this Agreement, or (v) required to be disclosed by law.

7.2 Protection of Confidential Information. During the terms of this Agreement and for a period of seven (7) years after initial disclosure, neither party will provide, disclose or otherwise make available to any third party any of the disclosing party's Confidential Information. Except as expressly provided herein, the receiving party will not use or disclose such Confidential Information without the disclosing party's prior written consent, except to the receiving party's employees or consultants on a need-to-know basis, provided that any such consultants have executed written agreements restricting use or disclosure of such Confidential Information that are at least as restrictive as the receiving party's obligations under this Section 6. In addition to the foregoing nondisclosure obligations, the receiving party agrees to use at least the same care and precaution in protecting such Confidential Information as the receiving party uses to protect the receiving party's own confidential and proprietary information and trade secrets, and in no event less than reasonable care. The receiving party shall return all Confidential Information promptly upon the request of the disclosing party or upon termination of this Agreement.

7.3 Equitable Remedy. Each party acknowledges that due to the unique nature of the other party's Confidential Information, the disclosing party will not have an adequate remedy in money or damages in the event of any unauthorized use or disclosure of such party's Confidential Information. In addition to any other remedies that may be available in law, in equity or otherwise, each party shall be entitled to seek any injunctive relief that may be appropriate to prevent such unauthorized use or disclosure.

7.4 Acts and Omissions. Each party agrees to be responsible for liability arising from its own acts or omissions and those of its officers, employees, and agents.

8. TERM AND TERMINATION.

8.1 Term. This Agreement is effective as of the Effective Date, and upon renewals set out in 8.1.1 below, will continue in effect in perpetuity unless earlier terminated pursuant to this Section.

8.1.1 Renewals. Licensee may renew the term of this Agreement for up to three (3) consecutive five-year periods upon mutual written consent of the parties. Licensee will provide notification in writing to Licensor of intent to renew the Agreement.

(i) Licensor reserves the right to increase the annual support and maintenance cost for the State Surplus Application in year six (6) by no more than 20% of the current amount of twelve thousand five hundred (\$12,500.00) U.S. dollars, and in year eleven (11) to increase the annual support and maintenance cost of years six (6) to ten (10) by no more than 20% of the cost for years six to ten.

(ii) Any such increase in annual support and maintenance fees shall be determined by mutual written consent of Licensee and Licensor and based upon any future developer staff cost increases unknown on the Effective date of this Agreement.

8.2 Termination by Licensor. Licensor may terminate this Agreement, including the licenses granted under Section 2, only if

(i) Licensee fails to make payment under Section 3 or

(ii) Licensee materially breaches Section 2.1; and, in the case of any occurrence of an event described in either subsection (i) or subsection (ii) of this sentence, such failure is not cured within sixty (60) days of written notice thereof.

Notwithstanding anything herein to the contrary, Licensor may not terminate this Agreement, or the licenses granted under Section 2, for any other reason. However, nothing herein shall prevent Licensor from seeking an injunction or money damages with respect to any breach of this Agreement.

8.3 Termination by Licensee. Licensee may terminate this Agreement if Licensor materially breaches this Agreement and such breach has not been cured within sixty (60) days after written notice thereof.

8.3.1 Licensee may terminate this Agreement without cause upon 60 days advanced notice in writing to Licensee.

8.4 Effect of Termination. Without limiting any other rights and remedies available to the terminating party, upon termination of this Agreement, all licenses granted to Licensee hereunder shall terminate and all payment obligations due to Licensor after the effective date of termination shall terminate.

8.4.1 Upon termination Licensee may extract data from the database, but must destroy all files including website files and database files and provide Licensor with an affidavit attesting to the destruction.

8.5 Survival. Articles 3, 4, and 8, and Sections 6.1, 6.2, 6.3, and 6.4, as well as any accrued but unpaid payment obligations, shall survive the termination of this Agreement.

9. LIMITATION OF LIABILITY.

9.1 Licensor's liability arising under this agreement will not exceed the amounts received by licensor from licensee hereunder. In no event shall either party be liable under this agreement or for breach hereof for any indirect, special, incidental or consequential damages of any kind, including without limitation lost profits or loss of business, even if such party has been advised of the possibility of such damages and notwithstanding

the failure of the essential purpose of any limited remedy. Licensee acknowledges that fees agreed upon by licensor and licensee are based in part upon these limitations, and that these limitations will apply notwithstanding any failure of essential purpose of any limited remedy.

10. GENERAL.

10.1 Independent Contractor Status. Each party agrees and acknowledges that in its performance of its obligations under this Agreement, it is an independent contractor of the other party, and is solely responsible for its own activities. Neither party shall have any authority to make commitments or enter into contracts on behalf of, bind or otherwise obligate the other party in any manner whatsoever. No joint venture, franchise or partnership is intended to be formed by this Agreement.

10.2 Entire Agreement; Amendment. This Agreement constitutes the entire Agreement between the parties with respect to the subject matter hereof and supersedes all prior contemporaneous oral or written understandings or agreements among the parties which relate to the subject matter hereof. No modification or amendment of this Agreement or any of its provisions shall be binding upon any party unless made in writing and duly executed by authorized representatives of all parties.

10.3 Assignment. Neither party may assign or transfer, whether voluntarily, by operation of law, nor otherwise, any rights or delegate any duties under this Agreement without the prior written consent of the other party. Any purported transfer, assignment or delegation without such prior written consent will be null and void and of no force or effect. Notwithstanding the foregoing, both parties shall have the right to assign this Agreement to any successor to substantially all of its business or assets to which this Agreement relates, whether by merger, sale of assets, sale of stock, reorganization or otherwise. Subject to the foregoing, this Agreement will bind and inure to the benefit of the parties and their respective successors and permitted assigns.

10.4 Notices. All notices, requests, consents and other communications which are required or permitted hereunder shall be in writing, and shall be delivered by registered U.S. mail, postage prepaid (effective three (3) days after mailing) or sent by facsimile or electronic mail, with a confirmation copy simultaneously sent by U.S. mail, postage prepaid (effective upon transmission), at the addresses set forth on the signature page. Notice of change of address shall be given in the same manner as other communications.

10.4.1. In the event that notification is to be made to Jason Daniel, in accordance with section 11 of this Agreement, the address to which written communication is to be sent is:

Jason Daniel
Tech Dynamism, LLC.,
800 E. Jefferson Street,
Charlottesville VA 22902

Tel: (434) 227-5324
Email: jdaniel@techdynamism.com

10.5 Severability. If any provision of this Agreement is held to be invalid, illegal or unenforceable for any reason, such invalidity, illegality or unenforceability shall not affect any other provisions of this Agreement,

Professional Software for Surplus Property Professionals

and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

10.6 Counterparts. This Agreement may be executed in two counterparts, both of which taken together shall constitute a single instrument. Execution and delivery of this Agreement may be evidenced by facsimile transmission.

10.7 This agreement is made under and shall be interpreted according to the laws of The Commonwealth of Kentucky.

11. KEY MAN.

Throughout the course of this Agreement and any extensions thereof, Gordon Bennett, principal of Web Data Corporation (Licensor) shall be the point of contact for all communications and support between Licensee and Licensor for Versions 1.0 and 2.0 of the Software. In the event of incapacitation or death of Gordon Bennett during any term of this agreement, the point of contact will be Jason Daniel, principal of Tech Dynamism, LLC, who will perform all aspects of customer support and maintenance and develop and deliver any changes or additions requested by Licensee in accordance with the terms of this Agreement.

11.1 Upon thirty (30) days written notice to Licensee as described in Section 10.4, and upon agreement by Licensee, which agreement shall not unreasonably be withheld, Jason Daniel shall have the right to assign or transfer his responsibilities to staff members of Tech Dynamism, LLC, or to any other third-party developer or development company he deems capable of providing a level of expertise and knowledge suitable for the continued support of Licensee.

12. Intentionally omitted.

IN WITNESS WHEREOF Licensee and Licensor, intending to be legally bound by the terms of this Agreement, have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

WEB DATA CORPORATION.
P.O. Box 428
Gordonsville, VA 22942

Phone: (520) 297-3623

By:

Name:

Title:

_____(Licensee)

_____(Address)

Professional Software for Surplus Property Professionals



By: _____

Name: _____

Title: _____

Attachment B

AGREEMENT FOR OUTSIDE PROFESSIONAL SERVICES

between

[Licensee name Here]

(Hereinafter referred to as "Customer")

and

WEB DATA CORPORATION

(Hereinafter referred to as "Contractor")

1. Customer agrees to retain Contractor, and Contractor agrees to provide services to Customer upon the terms and conditions set forth in this Agreement.
2. Contractor shall provide services for **Surplus Property Software System, Customer Support and Software Maintenance** and in doing so agrees to exercise Contractor's best efforts in completion of the described services. Details and exclusions to this Annual Maintenance contract are detailed in the attached **Exhibit A**.
3. The total annual cost to Customer for the performance of the services shall be **\$12,500.00 (Twelve Thousand Five Hundred U.S. Dollars)**, representing the sum of annual support and maintenance for the **State Surplus Property Software of \$7,500.00 (seven thousand five hundred) annually**, and **\$5,000.00 (Five Thousand U.S. Dollars) for support of the Federal Surplus Software Application**. Payment shall be made within thirty (30) days after the Customer's receipt of Contractor's invoice. Vendor to invoice annually.

Name and address of individual Contractor:

WEB DATA CORPORATION

P.O. Box 428

Gordonsville, VA 22942

Federal Tax I.D. Number:

33-0792400

4. The initial term of the Agreement shall be five years from the date of this Agreement. This Agreement may be renewed for two additional five year periods upon mutual agreement of Customer and Contractor.
5. Either party may terminate this Agreement by giving sixty (60) days written notice to the other party. Termination of this agreement will deem the license to use the Surplus Property Software System also terminated.
6. For all purposes under the terms of this Agreement Contractor shall be an independent contractor, and not an agent, officer or employee of Customer. Customer shall provide no employee benefits, including but not limited to worker's compensation coverage regularly afforded to staff, faculty, and administrative and professional employees. Contractor shall provide whatever tools, equipment, vehicles, and supplies Contractor may determine to be necessary for the performance of services hereunder, and shall be responsible for all expenses of operation of said office, including expenses incurred in hiring employees and assistants to Contractor.
7. Contractor agrees to perform its services with the standard of care, skill, and diligence normally provided by a professional organization in the performance of similar services. It is understood that Contractor may be required to perform the services based, in part, on information furnished by the Customer and Contractor shall be entitled to rely on such information. Contractor is hereby given notice that the Customer shall rely on the accuracy, competence, and completeness of Contractor's services in utilizing the results of such services.
8. The parties agree to be bound by applicable state and federal rules governing Equal Employment Opportunity and Non-Discrimination.
9. The parties agree to submit all disputes arising hereunder to arbitration.
10. Contractor shall at all times keep the Customer free and clear from all claims, liens, and encumbrances asserted by any person or other entity for any reason whatsoever arising from the furnishing of services under this Agreement. Contractor shall indemnify, defend, and hold harmless the Customer from any and all claims, demands, suits, actions proceedings, loss, costs, and damages of every kind and description, including any attorney's fees or litigation expenses which may be brought or made against or incurred by the Customer on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any alleged act, omission, professional error, fault, mistake, or negligence of Contractor, its employees, agents, or representatives in connection with or incident to the performance of this Agreement or arising out of worker's compensation claims, unemployment compensation claims, or unemployment disability

compensation claims of employees of Contractor. Contractor's obligation under this Section 10 shall not extend to any liability caused by the sole negligence of Customer.

11. Contractor shall submit an annual invoice in connection with the services performed and to be performed under this Agreement. This invoice shall be sent to:

[Licensee contact name and address here]

12. The Contractor agrees to keep all books, accounts, reports, files and other records relating to this agreement for five (5) years after completion of this Agreement. In addition, the Contractor agrees that such books, accounts, reports, files and other records shall be subject to audit pursuant to A.R.S. §35-214.
13. This Agreement is not assignable without prior written approval of Customer; any attempt to assign any rights, duties, or obligations which arise under this Agreement without such approval shall be void.
14. This Agreement is made under and shall be interpreted according to the laws of the Commonwealth of Kentucky.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set out below.

CUSTOMER:

Name and Title:

Date:_____

CONTRACTOR:

Name and Title:

Date:_____

Exhibit A

Customer support services provided by Contractor as part of this Agreement include:

1. Telephone support Monday to Friday between 8:00 a.m. and 5:00 p.m. Mountain Standard Time (normal business hours). Calls to be made to (520) 297-3623.
2. 24/7 support by email to gordon@webdatacorporation.com
3. Response to support requests within 1 business day during normal business hours.
4. Customer will have free access to new modules and modifications made to the system. Customer will pay only for integration of these modules and modifications, which integration costs shall be provided to Customer prior to the commencement of work.
5. Customers will be notified of the availability of new modules and modifications.
6. Any bugs for work provided by Contractor will be corrected at no charge.
7. Contractor will charge for installation and integration of new modules and modifications at a rate of \$150 per hour. Contractor will provide a "not to exceed" estimate after the requirements have been determined and agreed by Customer and Contractor.
8. Support and maintenance includes:
 - a. Unlimited training throughout the term of the license agreement.
 - b. Periodic analysis of database performance and re-indexing.
 - c. On-demand support for issues arising out of customer usage and/or user errors.
 - d. Support for migration to higher versions of Windows Server.
 - e. Support for migrating the database for version updates, e.g. SQL Server 7.0, 2000, 2005, 2008, 2008 R2, 2012, 2014, and 2016, 2017 along with any future SQL Server versions.
 - f. Support for migrating the website to Internet Information Services version updates, e.g. IIS 6.0, 7.0, 7.5 and 8.0, and any future IIS versions.
 - g. Support for upgrading versions of .Net, e.g. .NET 1.0, 1.1, 2.0, 3.0, 3.5, 4.0 and 4.5, and any future versions.

Professional Software for Surplus Property Professionals

- h. Support for and setting up test and production environments, and for applying fixes, changes and updates to the test and production environments.**

- 9. All other warranties remain in effect as described in the original license agreement.**

Addenda



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

State of West Virginia
 Request for Quotation
 21 - Info Technology

Proc Folder: 478045

Doc Description: Addendum No. 1 Point of Sale Inventory System

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2018-09-11	2018-09-20 13:30:00	CRFQ 0214 SUR1900000002	2

BID RECEIVING LOCATION

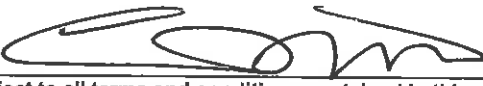
BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Signature X  FEIN # 33-079-2400 DATE 9/17/2018

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

ADDITIONAL INFORMATION:

Addendum No.1

Addendum No. 1 is issued to publish and distribute the attached information to the vendor community.

Central Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia State Agency for Surplus Property to establish a contract for the one-time purchase of a Point of Sale Inventory System including software, barcode scanner, related hardware and technical support per the bid requirements, specifications, terms and conditions attached to this solicitation.

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES MANAGER DEPARTMENT OF ADMINISTRATION SURPLUS PROPERTY 2700 CHARLES AVE DUNBAR WV25064-2236 US		ADMINISTRATIVE SERVICES MANAGER DEPARTMENT OF ADMINISTRATION SURPLUS PROPERTY 2700 CHARLES AVE DUNBAR WV 25064 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Point of Sale Inventory System				

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description :

Point of Sale Inventory System

SUR1900000002	Document Phase Final	Document Description Addendum No. 1 Point of Sale Inventory System	Page 3 of 3
----------------------	--------------------------------	--	------------------------------

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

State of West Virginia
 Request for Quotation
 21 - Info Technology

Proc Folder: 478045

Doc Description: Addendum No. 1 Point of Sale Inventory System

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2018-09-11	2018-09-20 13:30:00	CRFQ 0214 SUR1800000002	2

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

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Signature X

FEIN # 33-079-2400

DATE 9/17/2018

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

Addendum No.1

Addendum No. 1 is issued to publish and distribute the attached information to the vendor community.

Central Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia State Agency for Surplus Property to establish a contract for the one-time purchase of a Point of Sale Inventory System including software, barcode scanner, related hardware and technical support per the bid requirements, specifications, terms and conditions attached to this solicitation.

ADMINISTRATIVE SERVICES MANAGER DEPARTMENT OF ADMINISTRATION SURPLUS PROPERTY 2700 CHARLES AVE DUNBAR WV25064-2236 US	ADMINISTRATIVE SERVICES MANAGER DEPARTMENT OF ADMINISTRATION SURPLUS PROPERTY 2700 CHARLES AVE DUNBAR WV 25084 US
--	--

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Point of Sale Inventory System	0.00000			

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description :
 Point of Sale Inventory System

SOLICITATION NUMBER: SUR1900000002

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as SUR1900000002 ("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:

1. The bid opening has moved from 09/12/2018 to 09/20/2018.
The bid opening time remains at 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.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SUR1900000002

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 checked="" 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 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.

WEB DATA CORPORATION
Company


Authorized Signature

9/17/2018
Date

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



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

State of West Virginia
 Request for Quotation
 21 - Info Technology

Proc Folder: 478045

Doc Description: Addendum No. 2 Point of Sale Inventory System

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2018-09-11	2018-09-20 13:30:00	CRFQ 0214 SUR1900000002	3

BID RECEIVING LOCATION


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

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Signature X  FEIN # 33-079-2400 DATE 9/17/2018

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

ADDITIONAL INFORMATION:

Addendum No.2

Addendum No. 2 is issued to publish and distribute the attached information to the vendor community.

Central Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia State Agency for Surplus Property to establish a contract for the one-time purchase of a Point of Sale Inventory System including software, barcode scanner, related hardware and technical support per the bid requirements, specifications, terms and conditions attached to this solicitation.

INVOICE TO	SHIP TO
ADMINISTRATIVE SERVICES MANAGER DEPARTMENT OF ADMINISTRATION SURPLUS PROPERTY 2700 CHARLES AVE DUNBAR WV25064-2236 US	ADMINISTRATIVE SERVICES MANAGER DEPARTMENT OF ADMINISTRATION SURPLUS PROPERTY 2700 CHARLES AVE DUNBAR WV 25064 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Point of Sale Inventory System				

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description :
Point of Sale Inventory System

SUR1900000002	Document Phase Final	Document Description Addendum No. 2 Point of Sale Inventory System	Page 3 of 3
----------------------	--------------------------------	---	------------------------------

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

State of West Virginia
 Request for Quotation
 21 - Info Technology

Proc Folder: 478045

Doc Description: Addendum No. 2 Point of Sale Inventory System


Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2018-09-11	2018-09-20 13:30:00	CRFQ 0214 SUR1900000002	3

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

VENDOR
 Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER
 Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Signature X  FEIN# 33-079-2400 DATE 9/17/2018

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

Addendum No.2

Addendum No. 2 is issued to publish and distribute the attached information to the vendor community.

Central Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia State Agency for Surplus Property to establish a contract for the one-time purchase of a Point of Sale Inventory System including software, barcode scanner, related hardware and technical support per the bid requirements, specifications, terms and conditions attached to this solicitation.

ADMINISTRATIVE SERVICES MANAGER DEPARTMENT OF ADMINISTRATION SURPLUS PROPERTY 2700 CHARLES AVE DUNBAR WV25084-2238 US	ADMINISTRATIVE SERVICES MANAGER DEPARTMENT OF ADMINISTRATION SURPLUS PROPERTY 2700 CHARLES AVE DUNBAR WV 25064 US
--	--

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Point of Sale Inventory System	0.00000			

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description :
 Point of Sale Inventory System

SOLICITATION NUMBER: SUR1900000002

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as SUR1900000002 ("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:

1. To publish vendor questions and agency responses.
2. Changes to Specification Section 3.1.6.
3. The bid opening remains 09/20/2018 at 1:30 pm EDT

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

**CRFQ SUR1900000002
Vendor Questions and Responses
Point of Sale Inventory System**

Q1. What is the estimated cost?

A1. We have no estimated cost.

Q2. Has the Department allocated funding? If so, through which source? If no funding is secured, which sources will be sought and when?

A2. No funding has been allocated because we have no estimated cost.

Q3. When does the Department want this solution implemented by?

A3. February 2019

Q4. What systems have to integrate with this?

A4. GSAccess.gov

Q5. Who is the current vendor?

A5. eEquip

Q6. How many users will this have?

A6. 6

Q7. Requirement 3.1.9., states the system will be completely installed and fully functioning within 60 calendar days from date of notice to proceed. Can you please provide further explanation of the meaning of the words "fully functioning"? A fully functioning system could be available for use in 60 days. However, the specific system being requested within the RFQ requires configuration, customization, testing in a demo environment, possible data conversion, and training prior to system go live for State use. For a job this size, 60 days is a very aggressive target. Is this 60 day timeframe a fixed limitation, or is this a flexible guideline?

A7. The system must be installed and fully functioning within 6 months.

CRFQ SUR1900000002
Vendor Questions and Responses
Point of Sale Inventory System

Q8. In reading through the full RFQ document, there is no mention of data conversion or migration.

Does the State anticipate any data migration of current active State inventory? Does the State anticipate any data migration of current active Federal inventory, and/or migration of Federal assets with in-service Utilization & Compliance? Does the State anticipate any data migration of current customer and Donee accounts?

A8. There will be no migration of inventory. There will be migration of Donee accounts.

Q9. Does the State reimburse State Agencies for the property sent to the State for surplus sale? If so, is there a standard scale and does the new system need to track this information?

A9. The WVSASP does reimburse for some items sold. Tracking this information is not a requirement of this RFQ, but the functionality would be useful.

Q10. In reference to 3.1.1., if the customer account data is segmented, at the Account level, to leverage business rules specific to the eligibility level for federal only, state only, or federal and state both, can the database tables this data is stored within be shared? Eligibility level would determine the data required for the creation of the accounts, and would save duplicate entries for the accounts which are eligible for state and federal property. Business rules, standard within the system, ensure that the eligibility level on an account determines the ability of processing a sale of state property or processing a federal donation to the account. For instance, if an account is state only, the system will not allow a federal donation to be processed to that account.

A10. Yes it can be shared.

Q11. In reference to 3.1.1.5., what is meant by folder/group creation? Is this regarding conducting an ad hoc search of these organizations? Or is this regarding a report filtered and grouped by specific criteria on the organizations?

A11. This is regarding a report filtered and grouped by specific criteria.

CRFQ SUR1900000002
Vendor Questions and Responses
Point of Sale Inventory System

Q12. In reference to 3.1.2., there is mention of tag number, asset ID, and barcode number. Are these 3 distinct numbers tied to each asset record? Can you please explain the differences and uses for each?

A12. They are distinct numbers tied to each asset. The tag number is assigned by the owning agency at the time of purchase. The Asset ID is assigned by Oasis when the asset is entered into the wvOasis asset tracking system. Barcode numbers will be created when the asset is retired from wvOasis and uploaded into the POS system.

Q13. In reference to 3.1.3., can you please provide examples of the categories of items provided by the Federal Purchasing Code? Are these the same as Federal NSN codes?

A13. They are the Federal NSN codes.

Q14. Section 3.1.6. is entitled Barcode Scanners, and the requirements underneath that section reference

the printing of barcode labels and invoices. Is the requirement to be able to print labels and invoices using the barcode scanner?

A14. The POS system must have the ability to print barcode labels and invoices, not the scanners.

Remove Section 3.1.6., 3.1.6.1., 3.1.6.2 in its entirety. Replace with....

3.1.6. Barcode Scanners: Must have wireless barcode laser scanners with all software and hardware to operate.

3.1.6.1. Must have six (6) wireless barcode scanners programmed to the POS system.

3.1.6.2. Scanners must have a range of up to 500 feet from base station.

3.1.6.3. Must have the ability for six (6) scanners to operate in one (1) and the same area.

3.1.6.4. Battery must be rechargeable. Battery must have a minimum of 12 hours continuous use before the need of recharging.

3.1.6.5. Scanners must have the ability to export a series of scanned barcodes directly into an invoice being generated on the mobile app or POS main system.

3.1.6.6. Scanner should have the ability to export a series of scanned barcodes to the POS system for generation of barcode labels. The scanner is not to be a portable handheld printer.

CRFQ SUR1900000002
Vendor Questions and Responses
Point of Sale Inventory System

Add Section 3.1.12. Printing:

3.1.12. Printing: All invoices, federal distribution documents, barcode labels and reports must be printable.

3.1.12.1. Invoices, federal distribution documents, barcode labels and reports must configure to print with Microsoft 10 operation system.

3.1.12.2. The preferred methods of printing barcode labels are to a Dymo LabelWriter 450 (or equal), and through Microsoft to Avery labels (or equal). The POS must have the ability to print one (1) individual or multiple labels at a time.

3.1.12.3. If the POS system you are bidding does not meet the above preferred methods in 3.1.12.2, then your total bid price must include a printer for barcode labels.

Q15. In reference to 3.1.6.1., if a vendor has a recommendation for barcode label printing, should we provide said recommendation and pricing? If pricing should be provided, where should that be placed on Exhibit A: Pricing Page?

A15. If your POS is not compatible with the Dymo Label Writer 450 (or equal) or information cannot be exported to Microsoft to print on Avery labels, then the cost of your printing system would have to be included in the total bid. **See Question 14.**

Q16. Section 3.1.7.1. states that web browser accessibility is needed in the case where the mobile devices have no internet connectivity. Can you please clarify? How may a user utilize a web browser if the device does not have internet connectivity?

A16. Should we lose internet service or if our router is down, we need the ability to use 4G with our cellular carrier.

CRFQ SUR1900000002
Vendor Questions and Responses
Point of Sale Inventory System

Q17. Section 8. Insurance: Our insurance coverage for all other state and university customers includes \$1 million general liability and \$1 million umbrella for excess liability. I believe the latter would cover commercial crime and third-party fidelity insurance. Is that sufficient?

A17. If the umbrella policy covers commercial crime and third-party fidelity insurance, it is sufficient. If a vendor does not have commercial and third-party fidelity insurance coverage, the umbrella policy will not cover it.

Q18. Section 8. Insurance: Since product delivery and training can be conducted online from a remote location may we have a waiver for automobile liability? None of our other customers have insisted on automobile liability.

A18. If everything will be done remotely, the automobile liability is not necessary.

Q19. Section 1. In this context, can you define the meaning of "related hardware"? In addition to directly related POS hardware, does it include servers?

A19. Does not include servers, but includes all hardware need to run the POS system.

Q20. Is the application to be installed on servers managed by the state, or should it be a hosted solution?

A20. Either solution would work.

Q21. Section 3.1.1.2. "The system must assign account numbers based on county, type of organization and sequence."

a. Do you require the system to automatically generate these account numbers, or will you enter them manually?

A. System must generate.

b. If you require the system to generate them automatically, do you have a series of existing, human readable codes for your counties and organization types that can be concatenated together along with a unique, sequential numeric value, in order to auto-generate these account numbers?

A. Yes

c. Are you planning to have existing organization data imported, and if so, do those organizations already have their account numbers established?

A. Yes

CRFQ SUR1900000002
Vendor Questions and Responses
Point of Sale Inventory System

- d. If the system generates unique, sequential account numbers for organizations, and organizations can be searched and identified by their county and organization type, would unique, sequential account numbers be sufficient in this context?**
- A. Yes, if the county numbers match what we currently use.**

Q22. Section 3.1.2.3. Can you define the meaning and origin of the "retirement ID" field?

A22. Retirement is assigned by wvOasis (the system used to track State assets) each time an asset is disposed of.

Q23. 3.1.2.4. In our systems, each inventory number is automatically generated as a unique, sequential number. However, each inventory record has a reference to its originating department and asset type, and inventory records may be searched on those criteria among several others. Barcoded inventory labels already show the asset type (category) and can include the name of the originating department. Is this sufficient for your needs, or must the inventory number structure include direct reference to those entities?

A23. Yes, this is sufficient.

Q24. 3.1.6. Do the requirements in 3.1.6.1. And 3.1.6.2. relate directly to functionality that must be provided by the barcode scanner device, or are the barcode label and invoice printing capabilities only required of the main system?

A24. This is required of the POS system. We do not need handheld printers.

Q25. 3.1.7.1. The new Version 2.0 of our state application is browser agnostic and can be accessed on any mobile device (all tablets and smart phones, as well as iPod touch). Our federal application has unique functionality that currently requires the use of Internet Explorer, and will do until it is replaced with its own Version 2.0 in the next couple of years. Will the restriction to use Internet Explorer for the Federal application disqualify my response to the RFQ?

A25. We are changing the specifications to reflect Internet Explorer and/or Google Chrome.

CRFQ SUR190000002
Vendor Questions and Responses
Point of Sale Inventory System

Q26. 3.1.8. User Accounts: Our state application satisfies this requirement. Our federal application is generally configured to a customer's needs during the system set-up, providing access to specific screens according to a user's security level. To change a user's access, the system administrator would simply need to change their security level. Is that sufficient to meet this requirement and the requirement in 3.1.8.2?

A26. Yes

Q27. 3.1.7.1. The new Version 2.0 of our State application is browser agnostic and can be accessed on any mobile device (all tablets and smart phones, as well as iPod touch). Our federal application has unique functionality that currently requires the use of Internet Explorer, and will do until it is replaced with its own Version 2.0 in the next couple of years. Will the restriction to use Internet Explorer for the Federal application disqualify my response to the RFQ?

A27. We are changing the specifications to reflect Internet Explorer and/or Google Chrome.

Q28. Whether companies from Outside USA can apply for this? (like, from India or Canada)

A28. WV does not limit competition due to geographical location.

Q29. Whether we need to come over there for meetings?

A29. Possibly

Q30. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

A30. The awarded vendor must be capable of providing or performing all mandatory requirements.

Q31. Can we submit the proposals via email?

A31. No, please see section 4, related to response Submission and Format in the instructions to vendors responding to a centralized request for information included with the solicitation documents

Q32. In reference to 3.1.7.4., for what purpose will the State be importing data? Please describe the desired imports and the data sets which would need to be imported. Will all data be provided within 1 CSV file, or will the data be provided in multiple files?

A32. The State will need to import existing accounts. Account information includes: Organization name, account number, address, phone number, type of eligibility (State, federal, or both), eligibility expiration date, authorized representatives. This will be done with one csv file.

**CRFQ SUR1900000002
Vendor Questions and Responses
Point of Sale Inventory System**

Q33. In reference to 3.1.9.1, is it anticipated that WVSASP will require ongoing trainings throughout the life of the contract? If the State is anticipating ongoing trainings, can the State please provide a number of trainings per year?

A33. Ongoing trainings should not be needed after initial training is complete as long as all areas of the program are covered in the initial training.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SUR1900000002

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.

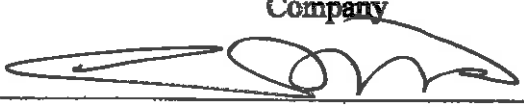
Addendum Numbers Received:

(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 checked="" 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 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.

WEB DATA CORPORATION
Company


Authorized Signature

9/17/2018
Date

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



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

State of West Virginia
 Request for Quotation
 21 - Info Technology

Proc Folder: 478045

Doc Description: Addendum No. 3 Point of Sale Inventory System

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2018-09-14	2018-09-20 13:30:00	CRFQ 0214 SUR1900000002	4

BID RECEIVING LOCATION

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

WV 25305

VENDOR

Vendor Name, Address and Telephone Number:

WEB DATA CORPORATION
 P.O. BOX 428
 GORDONSVILLE, VA 22942

FOR INFORMATION CONTACT THE BUYER

Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Signature X

FEIN # 33-079-2400

DATE 9/17/2018

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

ADDITIONAL INFORMATION:

Addendum No.3

Addendum No. 3 is issued to publish and distribute the attached information to the vendor community.

Central Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia State Agency for Surplus Property to establish a contract for the one-time purchase of a Point of Sale Inventory System including software, barcode scanner, related hardware and technical support per the bid requirements, specifications, terms and conditions attached to this solicitation.

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES MANAGER		ADMINISTRATIVE SERVICES MANAGER	
DEPARTMENT OF ADMINISTRATION		DEPARTMENT OF ADMINISTRATION	
SURPLUS PROPERTY		SURPLUS PROPERTY	
2700 CHARLES AVE		2700 CHARLES AVE	
DUNBAR	WV25064-2236	DUNBAR	WV 25064
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Point of Sale Inventory System				

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description :
 Point of Sale Inventory System

SUR1900000002	Document Phase Final	Document Description Addendum No. 3 Point of Sale Inventory System	Page 3 of 3
----------------------	--------------------------------	---	------------------------------

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



Purchasing Division
 2019 Washington Street East
 Post Office Box 60130
 Charleston, WV 25306-0130

State of West Virginia
 Request for Quotation
 21 - Info Technology

Proc Folder: 478045

Doc Description: Addendum No. 3 Point of Sale Inventory System

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2018-09-14	2018-09-20 13:30:00	CRFQ 0214 SUR1900000002	4

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

Vendor Name, Address and Telephone Number:

WEB DATA CORPORATION
 P.O. BOX 428
 GORDONSVILLE, VA 22942

FOR INFORMATION CONTACT THE BUYER

Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Signature X

FEDIN#

33-079-2400

DATE

9/17/2018

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

Addendum No.3

Addendum No. 3 is issued to publish and distribute the attached information to the vendor community.

Central Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia State Agency for Surplus Property to establish a contract for the one-time purchase of a Point of Sale Inventory System including software, barcode scanner, related hardware and technical support per the bid requirements, specifications, terms and conditions attached to this solicitation.

ADMINISTRATIVE SERVICES MANAGER DEPARTMENT OF ADMINISTRATION SURPLUS PROPERTY 2700 CHARLES AVE DUNBAR WV25064-2236 US	ADMINISTRATIVE SERVICES MANAGER DEPARTMENT OF ADMINISTRATION SURPLUS PROPERTY 2700 CHARLES AVE DUNBAR WV 25064 US
--	--

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Point of Sale Inventory System	0.00000			

Comm Code	Manufacturer	Specification	Model #
43230000			

Extended Description :
 Point of Sale Inventory System

SOLICITATION NUMBER: SUR1900000002

Addendum Number: 3

The purpose of this addendum is to modify the solicitation identified as SUR1900000002 ("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:

1. To publish vendor questions and agency responses.
2. The bid opening remains 09/20/2018 at 1:30 pm EDT

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.

CRFQ SUR1900000002
Vendor Questions and Responses
Point of Sale Inventory System

Q1. Newly posted requirement 3.1.6.2. states that the scanners must have a range of up to 500 feet from the base system.

For what purpose is such a distance required? Does the operation have the ability to utilize these scanners paired with a tablet when use is needed further out from the POS terminals?

A1. We have a large lot and items may be located anywhere on our lot. Yes, the scanners can be paired with a tablet.

Q2. Can you please provide further detail regarding newly posted requirement 3.1.6.6. Is the intention for a barcode label scanned to produce another or duplicate printed barcode label when scanned?

A2. The scanner itself does not need to have the ability to print barcode labels. We want to be able to print multiple labels with one command. We want to be able to print multiple labels for the same item type.

Example: If we have ten \$5.00 chairs, we want to be able to scan the \$5.00 chair barcode and tell the system to create 10 labels with the same barcode.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SUR1900000002

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 checked="" 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 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.

WEB DATA CORPORATION
Company

Authorized Signature
9/17/2018
Date

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