

RECEIVED

2018 SEP 11 AM 10:04

WV PURCHASING
DIVISION

State of West Virginia

Request for Quotation

CRFQ 0214 SUR1900000002

Response from

Web Data Corporation



Contact:

Gordon Bennett
PO Box 428
Gordonsville, VA 22942

Tel: (20) 297-3623

Email: gordon@webdatacorporation.com

Contents

| | |
|--|----|
| 3.1.1 Customer Database | 4 |
| 3.1.1.1. Public Sale..... | 5 |
| 3.1.1.2. Eligible Organizations | 7 |
| 3.1.1.3 | 7 |
| 3.1.1.4..... | 8 |
| 3.1.1.5..... | 8 |
| 3.1.1.6..... | 9 |
| 3.1.1.7 | 11 |
| 3.1.2. State Inventory | 12 |
| Disposal Requests..... | 14 |
| Authorization..... | 14 |
| Printable Manifest..... | 17 |
| Mobile Pickups and Deliveries..... | 18 |
| Self-Deliveries..... | 19 |
| Receiving..... | 21 |
| Receiving with a Scanner..... | 23 |
| Printing Inventory Labels..... | 23 |
| Managing Inventory | 24 |
| 3.1.2.1..... | 28 |
| 3.1.2.2..... | 28 |
| 3.1.2.3..... | 28 |
| 3.1.2.4..... | 29 |
| 3.1.3. Federal Donations | 29 |
| Tracking Incoming Federal Property | 31 |
| Tracking Federal Property Donations..... | 34 |
| 3.1.3.1..... | 38 |
| 3.1.4. Invoicing..... | 39 |
| 3.1.4.1 Public Sale Invoice | 39 |
| 3.1.4.2..... | 40 |

| | |
|--|----|
| 3.1.4.3..... | 40 |
| 3.1.4.4. Eligibility Organization..... | 41 |
| 3.1.4.5..... | 42 |
| 3.1.5. Reporting..... | 42 |
| 3.1.5.1..... | 46 |
| 3.1.5.2..... | 46 |
| 3.1.5.3..... | 49 |
| 3.1.5.4..... | 49 |
| 3.1.6. Barcode Scanners..... | 50 |
| 3.1.6.1..... | 51 |
| 3.1.6.2..... | 52 |
| 3.1.7. Accessibility..... | 52 |
| 3.1.7.1..... | 52 |
| 3.1.7.2..... | 53 |
| 3.1.7.3..... | 53 |
| 3.1.7.4..... | 53 |
| 3.1.7.5..... | 54 |
| 3.1.8. User Accounts..... | 54 |
| 3.1.8.1..... | 54 |
| 3.1.8.2..... | 54 |
| 3.1.9. Installation and Training..... | 55 |
| 3.1.9.1..... | 55 |
| 3.1.9.2..... | 55 |
| 3.1.10. Warranty..... | 55 |
| 3.1.10.1..... | 56 |
| 3.1.10.2..... | 56 |
| 3.1.10.3..... | 56 |
| 3.1.11. Experience..... | 56 |
| 3.1.11.1..... | 56 |
| 3.1.11.2..... | 56 |

Appended: License sample, Signature Pages and Pricing.

3.1.1 Customer Database

This requirement is fully satisfied.

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.

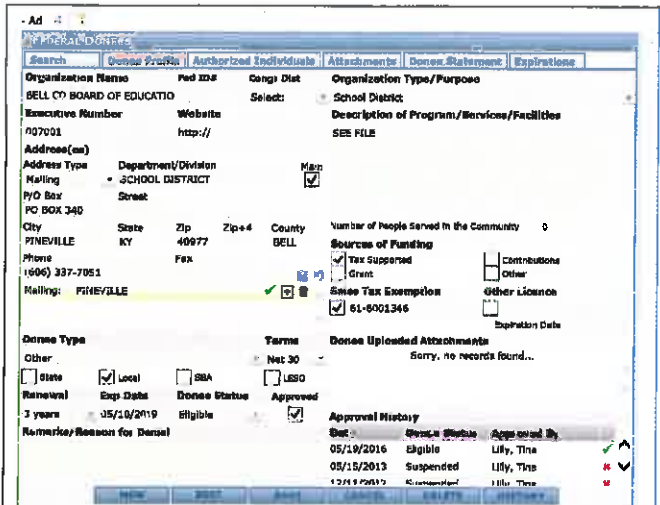
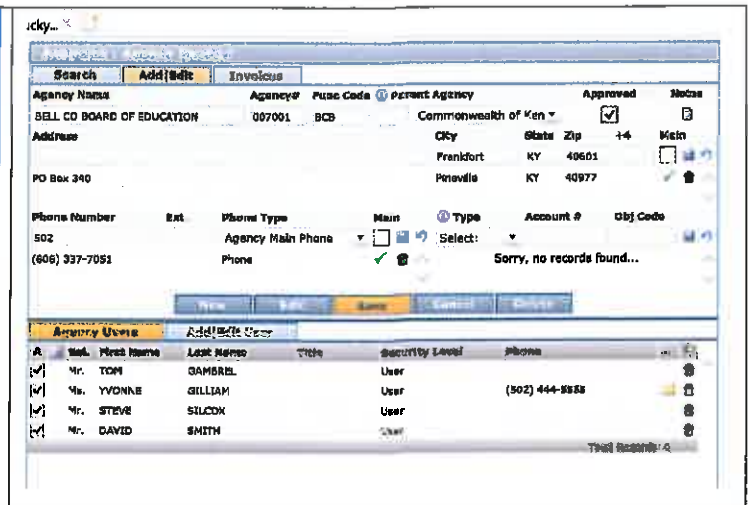
At the point-of-sale, clerks who are logged into the federal application to create an invoice for a federal Donee can toggle over to the state invoicing point-of-sale from within the same screen. Clicking the "State Surplus Sale" tab at the top of the federal POS screen automatically retrieves the Donee's 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.

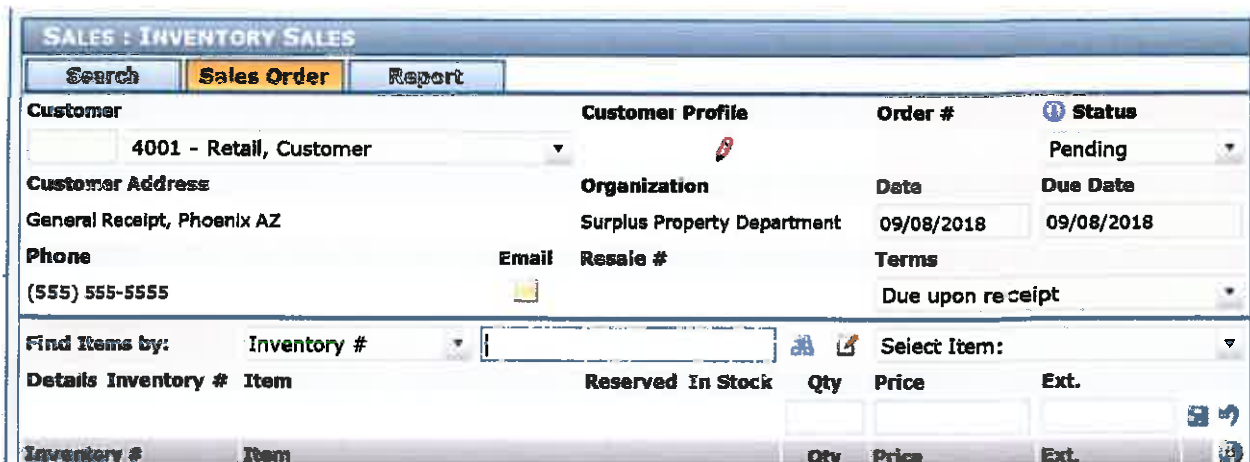
| | |
|---|---|
|  <p>The screenshot shows a detailed profile for the 'BELL CO BOARD OF EDUCATION'. It includes fields for Organization Name, Executive Number, Address (mailing), City (PINEVILLE, KY), State (KY), Zip (40977), and County (BELL). It also lists sources of funding like 'Tax Supported' and 'Grant', and an approval history table with columns for Date, Donee Status, and Approved By.</p> |  <p>The screenshot shows the state surplus application interface. It displays the same agency information as the federal profile, such as 'BELL CO BOARD OF EDUCATION' and 'Pineville, KY 40977'. Below this, there is a table for 'Agency Users' with columns for First Name, Last Name, Title, Security Level, and Phone.</p> |
| <p>All aspects of the approved federal Donee profile contact information...</p> | <p>...are automatically transferred into the state surplus application whenever records are entered or updated.</p> |

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.



The screenshot shows the 'SALES : INVENTORY SALES' interface. It features a 'Customer' dropdown menu set to '4001 - Retail, Customer' and a 'Status' dropdown set to 'Pending'. Other fields include 'Customer Address' (General Receipt, Phoenix AZ), 'Phone' ((555) 555-5555), 'Organization' (Surplus Property Department), 'Date' (09/08/2018), and 'Due Date' (09/08/2018). At the bottom, there is a table for 'Find Items by:' with columns for Inventory #, Item, Reserved, In Stock, Qty, Price, and Ext.

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

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

Phone: (520) 444-5555 x 21 Email: Resale #: Terms: 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

Customer Profile

Sal. First Name Middle Name Last Name Suffix Approved Notes

Gordon Bennett

Email (User Name): gordon@webdatacorporation.com HTML Password Drivers License # Bidder # Retail

Organization: Web Data Corporation Resale # Reg. Date Alerts

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

Address 2: City: Gordonsville State: VA Zip: 22942 Phone Number: (520) 444-5555 Ext.: 21 Phone Type: Home Main

Customer Categories: Live Auction, Online Bidders, Subscribers, Donee, School District, City, County, Higher Education

Categories of Interest: Agricultural Machinery and Equipment, Chopper, Binder, Chute, Livestock, Crawler, Crusher, Cultivator, Crop, Disk, Wheel, Edger, Loader, Mill, Mixer

Search keywords: All Inventory Categories

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.

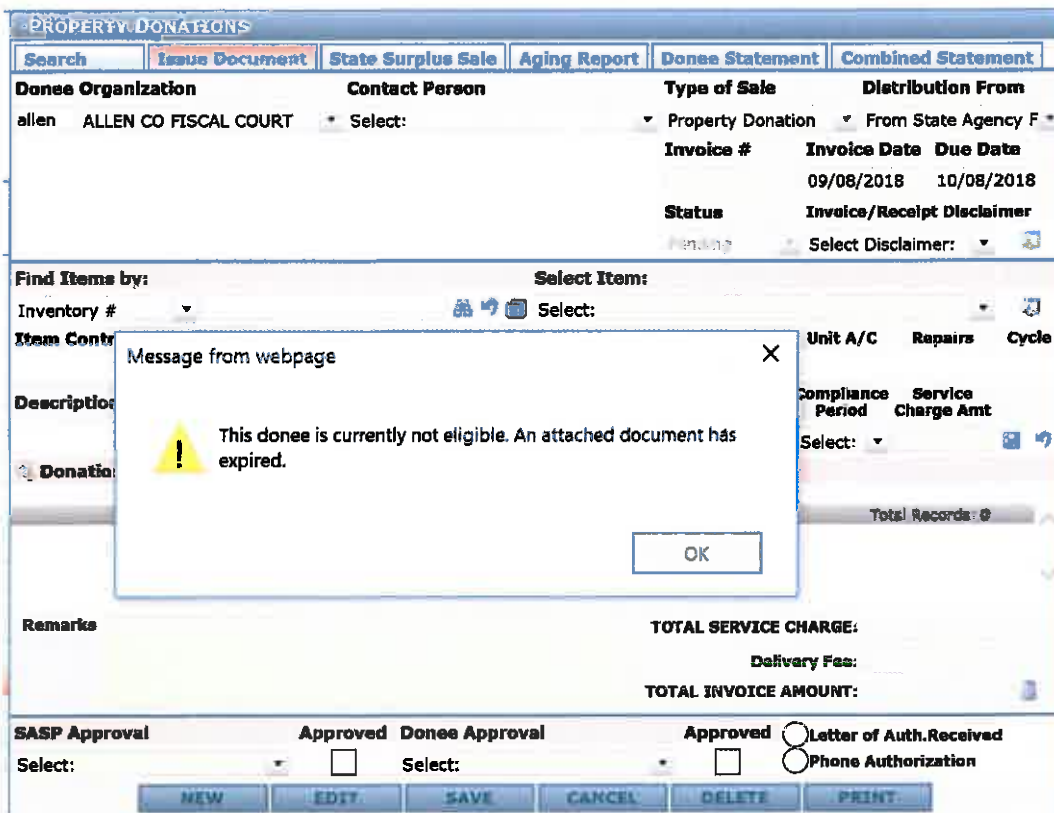
Organization profiles can be entered directly into either system, and at any time can be approved or disapproved by the system users by checking or unchecking the "Approved" checkbox in either system. The integration between the systems described previously allows for a Federal Donees to be eligible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

3.1.1.3

This requirement is fully satisfied.

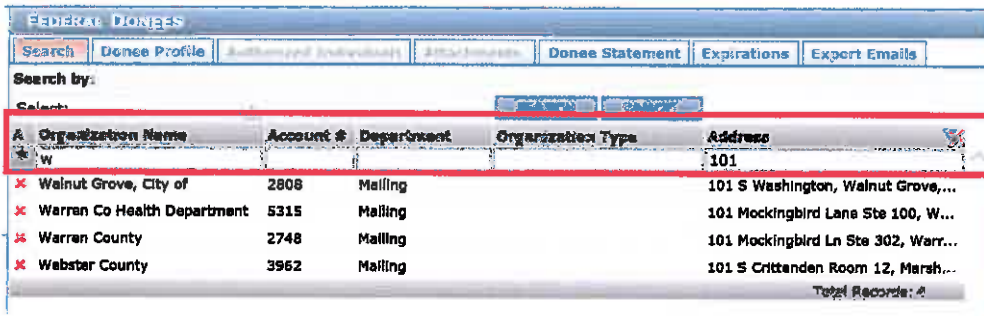
The federal application records the eligibility expiration date along with the expiration dates of any licenses or other documents that are uploaded to the Donee profile. Only the SASP can enter document expiration dates, but optionally, Donees can upload their documents to their own profile through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

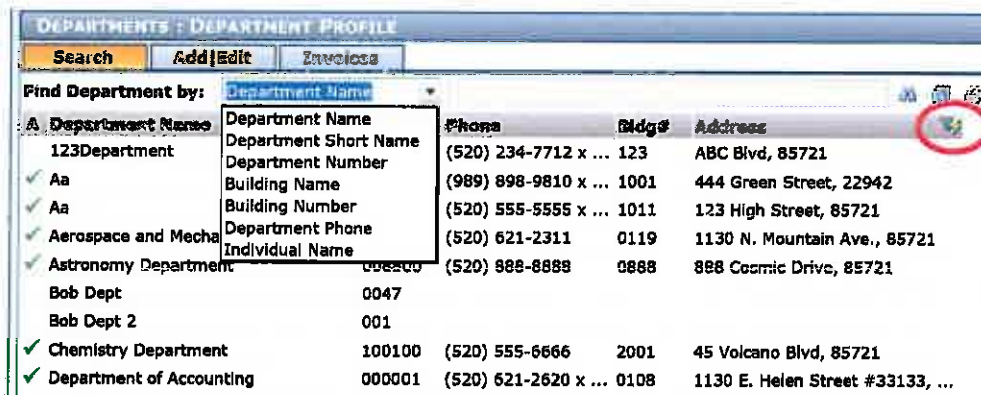


The screenshot shows the 'PROPERTY DONATIONS' application window. At the top, there are tabs for 'Search', 'Issue Document', 'State Surplus Sale', 'Aging Report', 'Donee Statement', and 'Combined Statement'. The main area displays a record for 'ALLEN CO FISCAL COURT' with a 'Property Donation' type and a 'Distribution From' of 'From State Agency F'. Below this, there are fields for 'Invoice #', 'Invoice Date' (09/08/2018), 'Due Date' (10/08/2018), 'Status' (Pending), and 'Invoice/Receipt Disclaimer'. A 'Find Items by:' section is visible with a 'Select Item:' dropdown. A modal dialog box titled 'Message from webpage' is open in the center, displaying a yellow warning icon and the text: 'This donee is currently not eligible. An attached document has expired.' with an 'OK' button. At the bottom, there are 'SASP Approval' and 'Donee Approval' sections with checkboxes and radio buttons for 'Letter of Auth. Received' and 'Phone Authorization'. A row of buttons (NEW, EDIT, SAVE, CANCEL, DELETE, PRINT) is at the very bottom.

Professional Software for Surplus Property Professionals



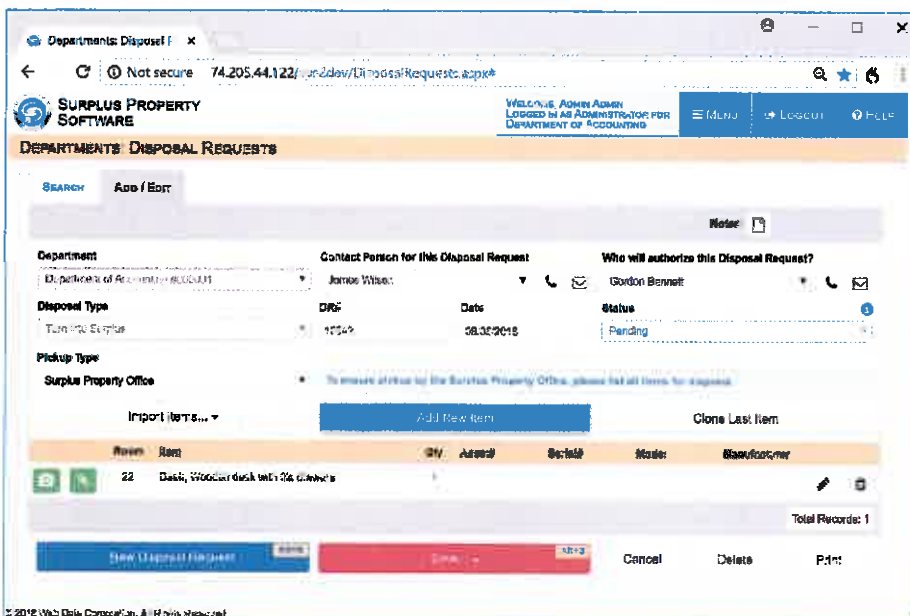
Identical processes are available in the state application.



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.



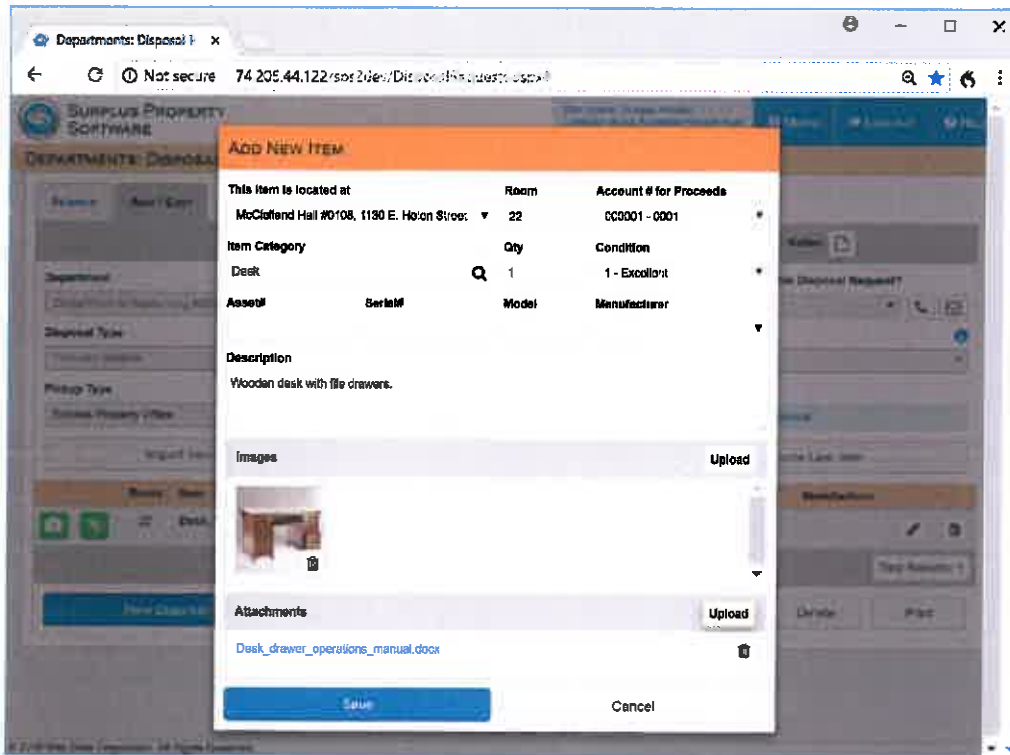
Note: the screenshot above and the one below are from the new Version 2.0 of the state surplus application. The view from state agencies is completed, and most of the daily functions for the surplus property

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.

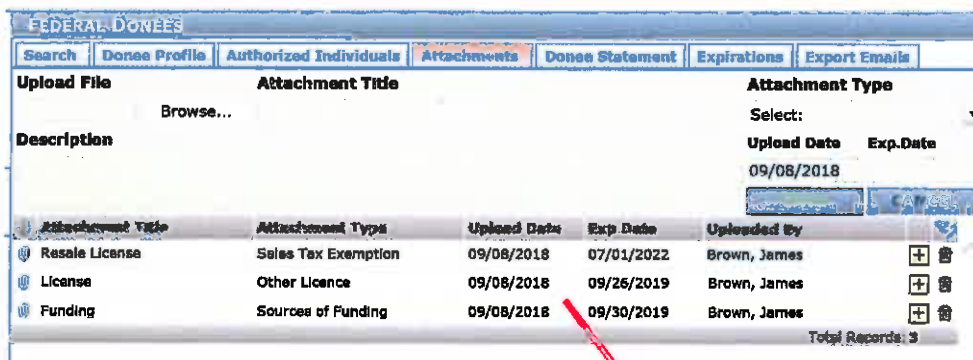


In the federal application, images and attachments may be uploaded on the inventory profile.

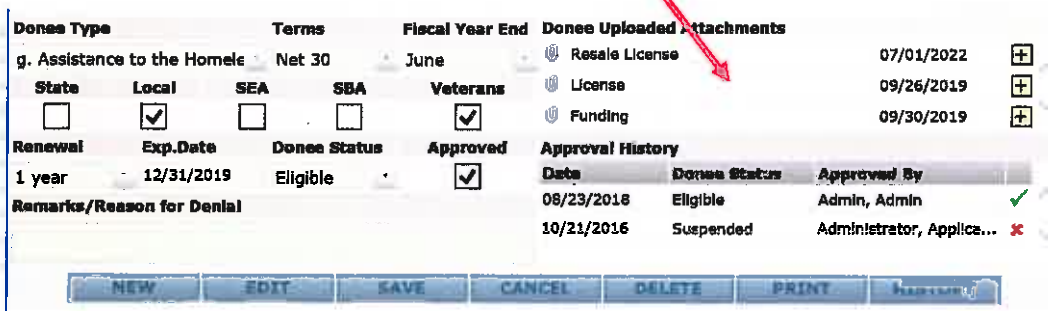
Professional Software for Surplus Property Professionals



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



And they show on the main donee profile screen.



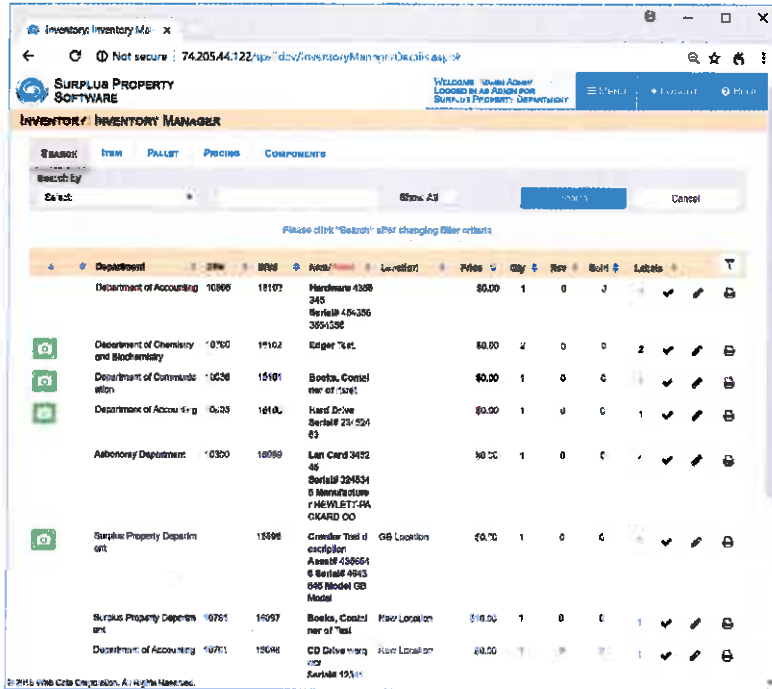
3.1.1.7

This requirement is fully satisfied

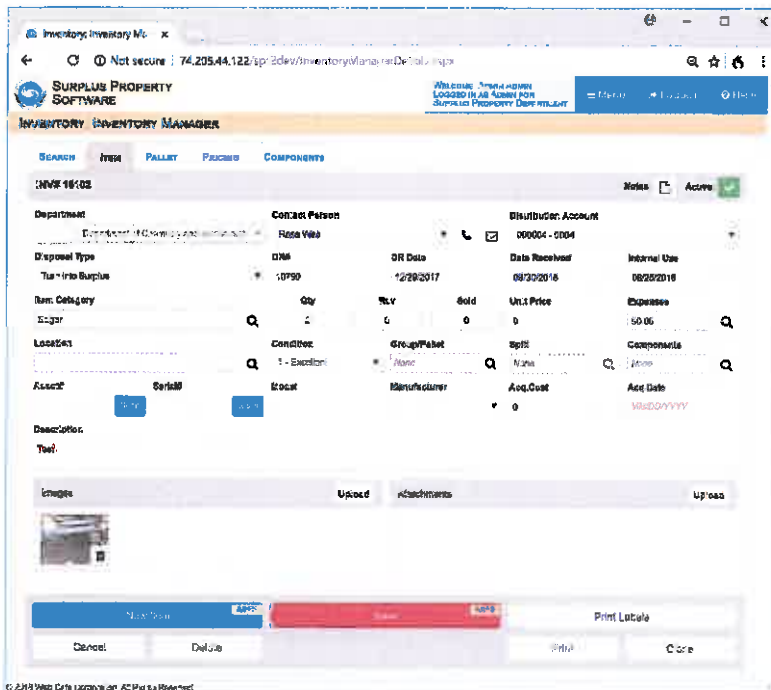
Professional Software for Surplus Property Professionals

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)

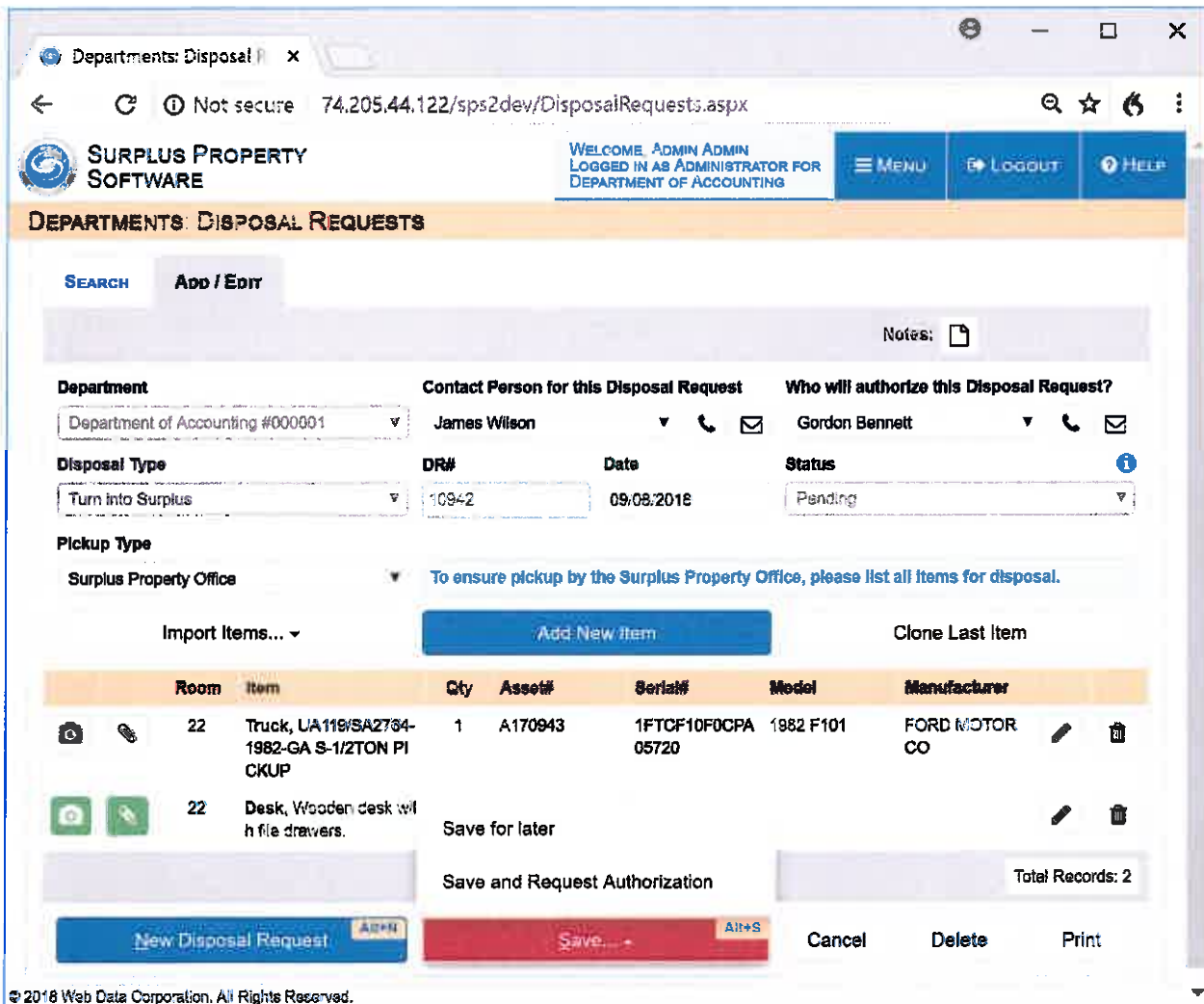


Inventory Details (screenshot above)

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 #000001
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/SA2734-1982-GA S-1/2TON PICKUP | 1 | A170943 | 1FTCF10F0CPA05720 | 1982 F101 | FORD MOTOR CO |
| 22 | Desk, Wooden desk with file drawers. | | | | | |

Save for later

Save and Request Authorization

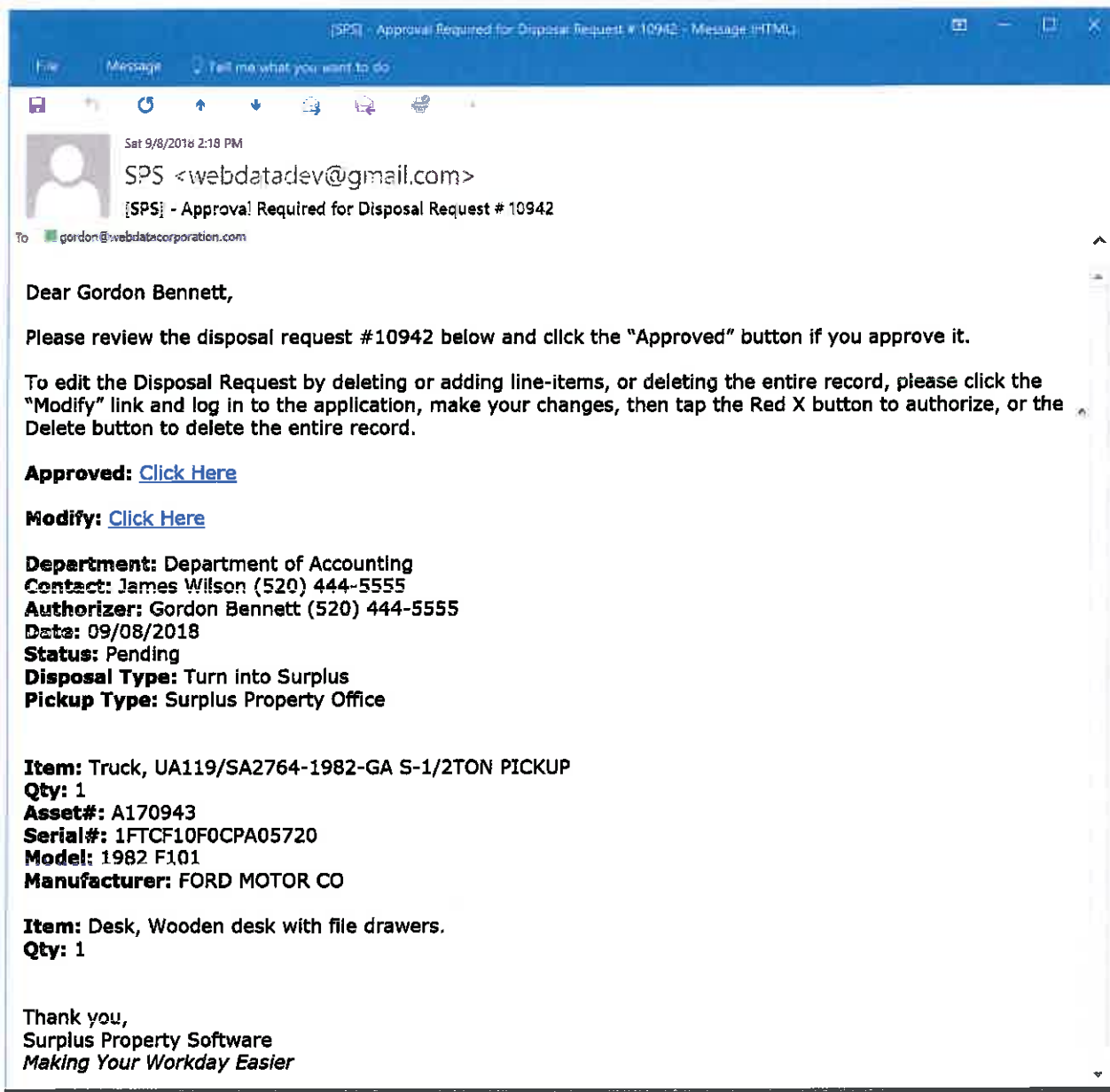
Total Records: 2

New Disposal Request Save... Cancel Delete Print

© 2018 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.

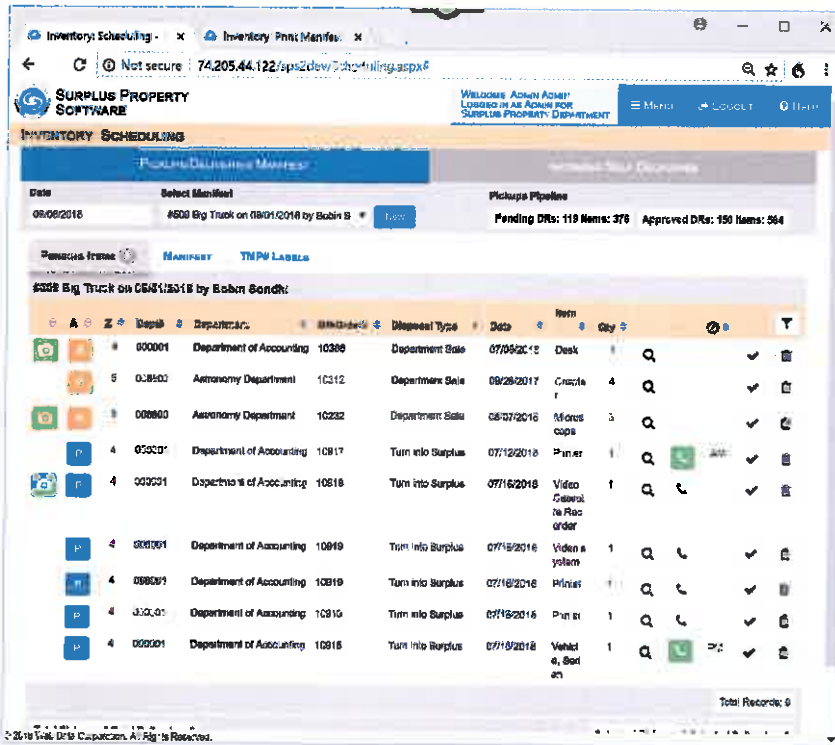
Pickup Scheduling

- 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.

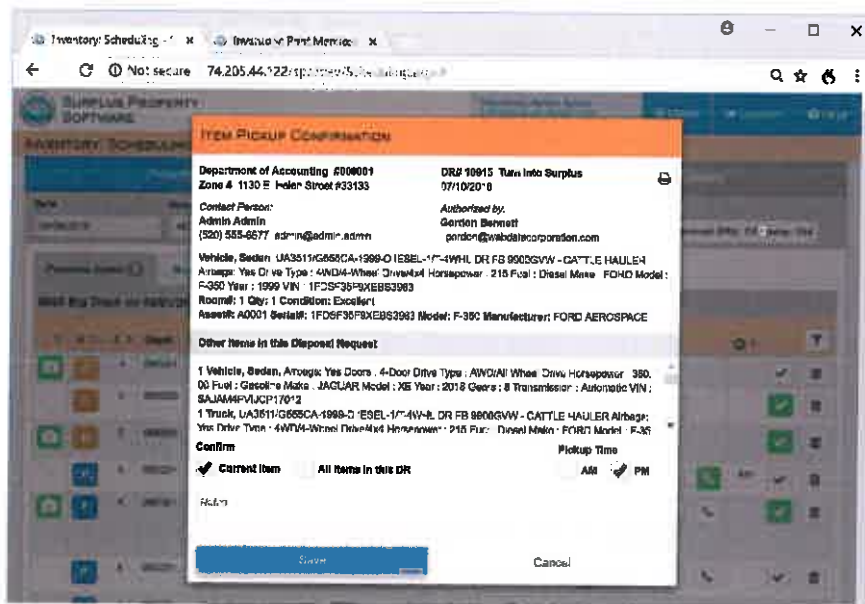
The scheduling screen provides an indication of the number of disposal requests and pickups in the

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

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

INVENTORY SCHEDULING

PICKUPS/DELIVERED MANIFEST

Date: 09/08/2018 Select Manifest: #511 Little Truck on 09/08/2018 by Robin [New]

Pickups Pipeline: Pending DRs: 119 Items: 378 Approved DRs: 150 Items: 584

PENDING ITEMS MANIFEST TMP# LABELS

#511 Little Truck on 09/08/2018 by Robin Sondhi

| A | Z | Dept# | Department | DR/Order# | Disposal Type | Date | Item | Qty | Notes | Confirmed |
|---|---|--------|--------------------------|-----------|-------------------|------------|-------------------------|-----|-------|-------------------------------------|
| | 5 | 00800 | Astronomy Department | 10312 | Department Sale | 09/28/2017 | Crawler | 4 | | <input checked="" type="checkbox"/> |
| | 5 | 00800 | Astronomy Department | 10232 | Department Sale | 08/07/2018 | Microscop | 3 | | <input type="checkbox"/> |
| | 4 | 000001 | Department of Accounting | 10919 | Turn into Surplus | 07/18/2018 | Video Cassette Recorder | 1 | | <input type="checkbox"/> |
| | 4 | 000001 | Department of Accounting | 10916 | Turn into Surplus | 07/10/2018 | Vehicle, Sedan | 1 | | <input type="checkbox"/> |

Total Records: 4
Total Pickups: 2 Total Deliveries: 2

Delete Manifest Print Manifest

© 2018 Web Data Corporation. All Rights Reserved.

Printable Manifest

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

Astronomy Department 606807
Agnes Museum #6556,580 Coan's Drive,
Ordz# 10312

Contact Person: Bennett Gordon
(320) 444-8895 x 21

| Room | Item | Qty | PU Qty | TMP# Barcode |
|-------|----------------------------------|-----|--------|--------------|
| 13428 | Crawler, more used plastic crate | 4 | | |

Department Sig
nature:

Pickups
Department of Accounting 6300001
100 Cleveland Hall #9108,1130 E. Helen Street #33132
Ordz# 10915

Contact Person: Admin Admin
(320) 595-6677

| Room | Item | Qty | PU Qty | TMP# Barcode |
|------|--|-----|--------|--------------|
| 1 | Vehicle, Sedan, UAS511/G555CA-1999-D IESBL-177-1WHL DR FB 99003VW - CATTLE H AULER Airbag: Yes Drive Type : 4WD/4-Wheel Drive/4x4 Horsepower : 213 Fuel : Diesel Make : FORD Model : F-350 Year : 1998 VIN : 1FD8P35F6XEBSS983 Condition: Excellent TMP#: 511-2 Asset#: 16011 Serial#: 1FD8P35F6XEBSS983 Model: F-350 Manufacturer: FORD AERO SPACE | 1 | | [Barcode] |

Department Sig
nature:

Department of Accounting 6300001
100 Cleveland Hall #9108,1130 E. Helen Street #33132
Ordz# 10916

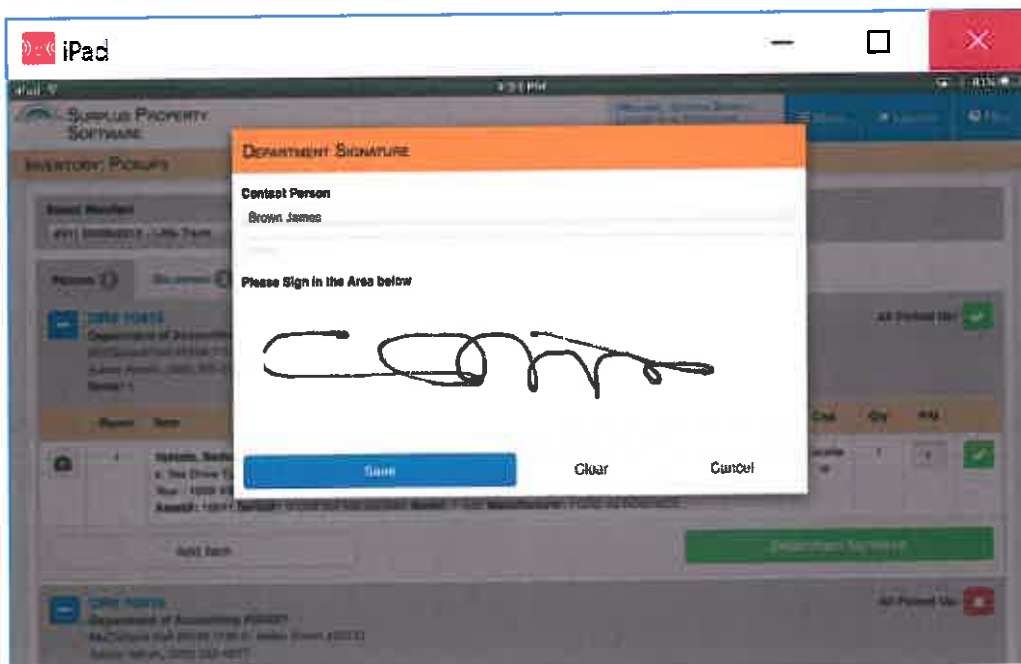
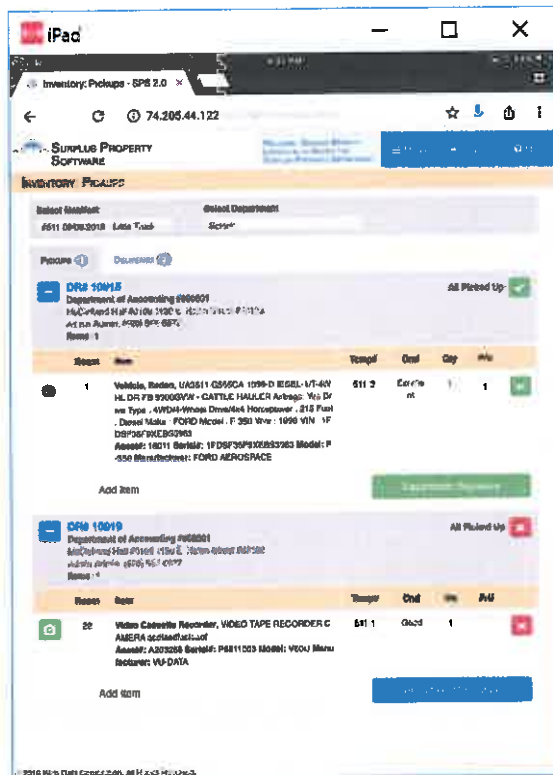
Contact Person: Admin Admin
(320) 595-6677

| Room | Item | Qty | PU Qty | TMP# Barcode |
|------|--|-----|--------|--------------|
| 22 | Video Cassette Recorder, VIDEO TAPE RECORDER CAMERA #refsdiesdiefd Condition: Good TMP#: 511-1 Asset#: A203258 Serial#: P88110C3 Model: V63U Manufacturer: VU-DATA | 1 | | [Barcode] |

Department Sig
nature:

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 | Camera Icon |
|--------|--------------------------------------|-------|-------|---|---------------|----------|--------|-------------|
| 000002 | Procurement and Contracting Services | 10659 | 1 | (520) 444-5555 Ext. 21, gordon@webdatacorporation.com | 08/27/2018 | 12:30 PM | ✓ | 📷 |
| 000003 | Department of Communication | 10925 | 1 | (520) 621-0000, rae@mmg.com | 08/27/2018 | 09:00 AM | ✓ | 📷 |
| 000002 | Procurement and Contracting Services | 10937 | 1 | (520) 333-2222, manager@manager.com | 08/27/2018 | 08:00 AM | ✗ | 📷 |
| 000005 | Aerospace and Mechanical Engineering | 10335 | 1 | (520) 555-6566, r@oskins.com | 08/27/2018 | 10:30 AM | ✓ | 📷 |
| 000005 | Aerospace and Mechanical Engineering | 10488 | 6 | (520) 555-6666, r@oskins.com | 08/28/2018 | 11:00 AM | ✓ | 📷 |
| 000003 | Department of Communication | 10835 | 88 | (520) 123-4566 Ext. 123, KimKeye@aaa.bbb.ccc | 08/28/2018 | 10:00 AM | ✓ | 📷 |
| 000002 | Procurement and Contracting Services | 10478 | 1 | (520) 555-6677, admin@admin.admin | 08/28/2018 | 1:00 PM | ✓ | 📷 |
| 000003 | Mathematics Department | 10825 | 3 | ((520) 0)-2820 Ext. 22, rae@oskins.com | 08/29/2018 | 2:00 PM | ✓ | 📷 |
| 000000 | Surplus Property Department | 10884 | 1 | (520) 555-6677, admin@admin.admin | 08/30/2018 | 09:00 AM | ✓ | 📷 |
| 000001 | Department of Accounting | 10630 | 1 | (520) 555-6677, admin@admin.admin | 08/30/2018 | 09:00 AM | ✓ | 📷 |

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 - x

Not secure | 74.205.44.122/sp:tdw/SchedulingSelfDelivery.aspx

SURPLUS PROPERTY SOFTWARE

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

Menu Logout Help

INVENTORY: SCHEDULING

PENDING DELIVERIES MANIFEST INCOMING SELF-DELIVERIES

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

List View CALENDAR

Mo 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 Services DR# 10937 Department of Procurement Services
9 AM DR# 10930 Department of Accounting DR# 10904 Department of Accounting
10 AM DR# 10925 Aerospace and Mechanical Engineering DR# 10935 Department of Communication DR# 10168 Aerospace and Mechanical Engineering
11 AM
12 PM
1 PM DR# 10175 Procurement and Contracting Services DR# 10175 Procurement and Contracting Services
2 PM DR# 10825 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: 8 Items: 73

© 2018 Web Data Corporation. All Rights Reserved.

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) 444-5655 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 |

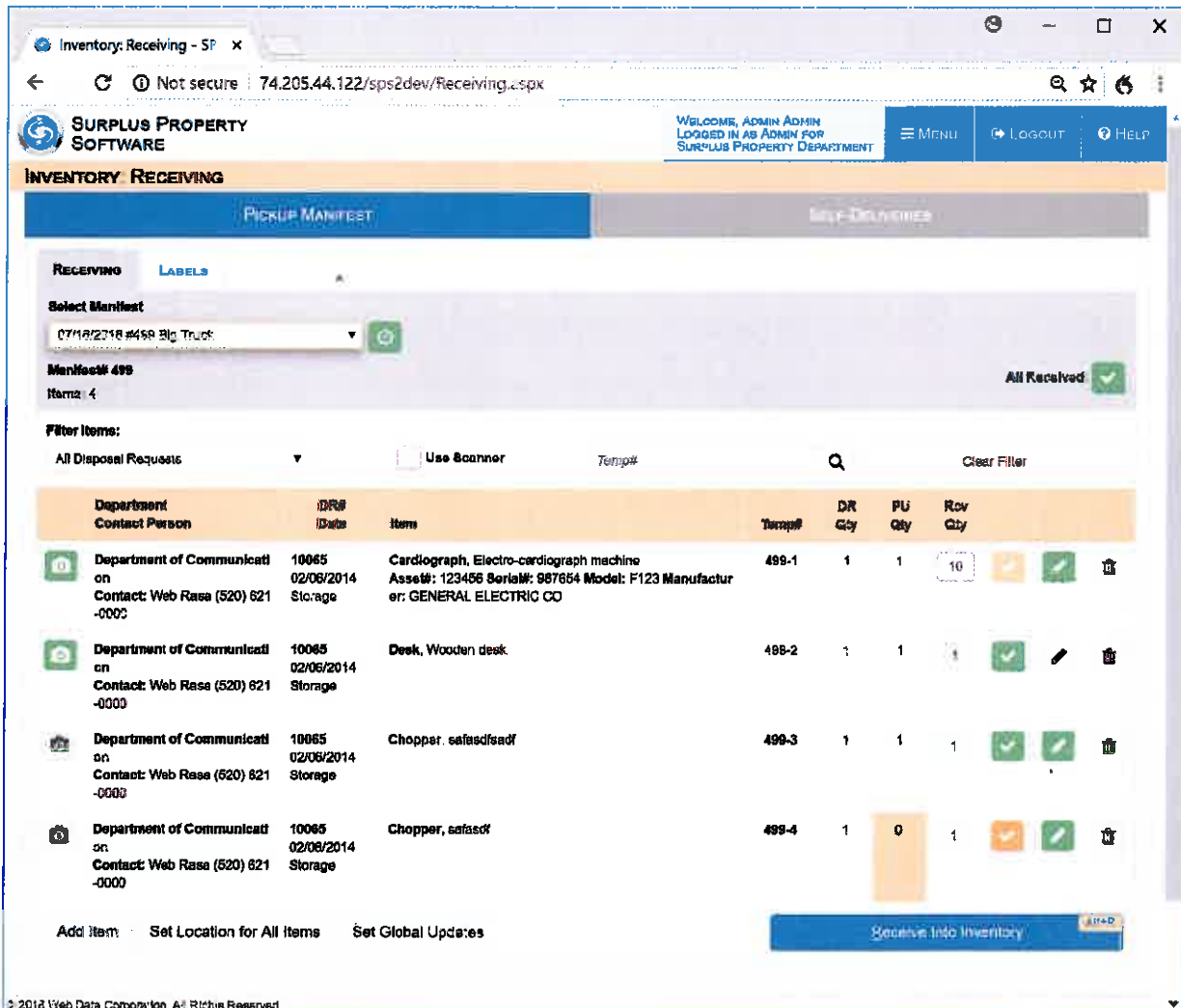
Send Email for Department Confirmation

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 - SP 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

RECEIVING LABELS

Select Manifest
07/18/2018 #499 Big Truck

Manifest# 499
Items: 4

All Received

Filter Items:
All Disposal Requests Use Scanner Temp#

| Department Contact Person | DR# Date | Item | Temp# | DR Qty | PU Qty | Rev Qty | |
|---|--------------------------------|--|-------|-----------|-----------|------------|-------|
| Department of Communication Contact: Web Rasa (520) 821-0000 | 10065 02/08/2014 Storage | Cardiograph, Electro-cardiograph machine Asset#: 123456 Serial#: 987654 Model: F123 Manufacturer: GENERAL ELECTRIC CO | 499-1 | 1 | 1 | 10 | 📷 ✎ ✓ |
| Department of Communication Contact: Web Rasa (520) 821-0000 | 10065 02/06/2014 Storage | Desk, Wooden desk | 499-2 | 1 | 1 | 1 | 📷 ✎ ✓ |
| Department of Communication Contact: Web Rasa (520) 821-0000 | 10065 02/08/2014 Storage | Chopper, safasdsf | 499-3 | 1 | 1 | 1 | 📷 ✎ ✓ |
| Department of Communication Contact: Web Rasa (520) 821-0000 | 10065 02/08/2014 Storage | Chopper, safasdf | 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 | Qty | Rcv | Recycle | Trash |
| Cardiograph | 1 | 10 | <input type="checkbox"/> | <input type="checkbox"/> |
| Unit Price | Expenses | | Condition | |
| 200 | 0 | | 1 - Excellent | |
| | | | Internal Use Till | |
| | | | 08/15/2018 | |
| Location | Group/Pallet | | Split | |
| | None | | Split <input checked="" type="checkbox"/> | |
| Asset# | Serial# | Model | | |
| 123456 | 987654 | F123 | | |
| Manufacturer | | Acquired Cost | Acquired Date | |
| GENEF GENERAL ELECTRIC CO | | 20000 | 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 type="text"/> | <input type="text"/> | Select: ▼ | |
| Group/Pallet | Internal Use Till | | |
| None | 10/08/2018 | | |
| Move Items To | | | |
| Select: ▼ | | <i>Note: Moving Items to SPO/Trash/Recycle is only applicable to non-split items.</i> | |
| 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.

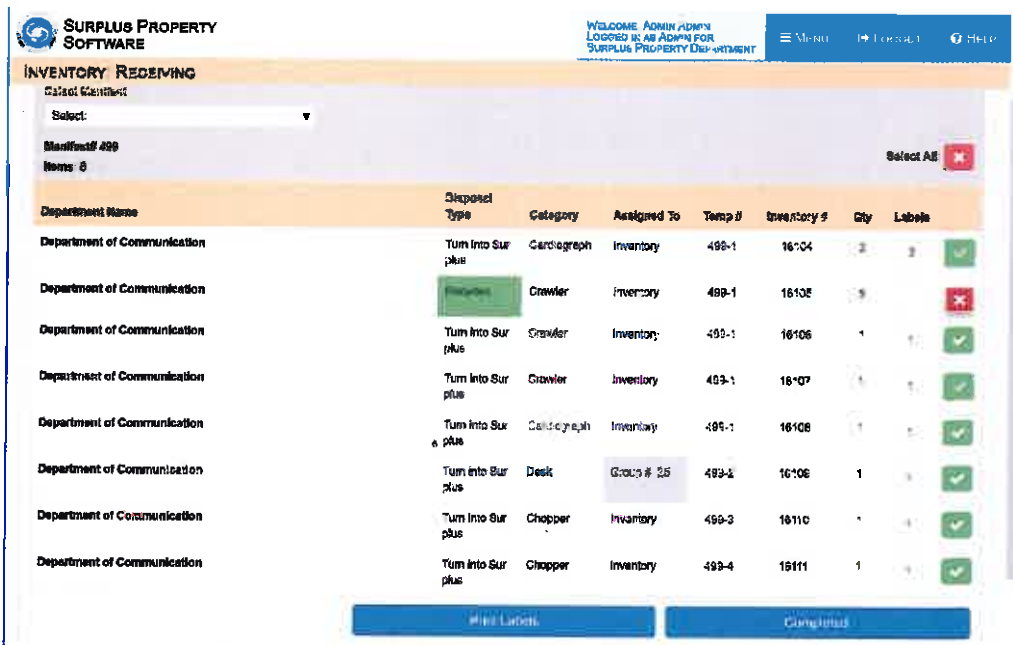


Importantly, you can now scan bar-coded labels from any mobile device that has a camera, essentially obviating the need for expensive scanner devices. There is a third-party license required for this feature.

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

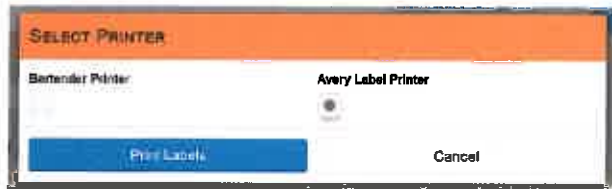
Printing Inventory Labels

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.



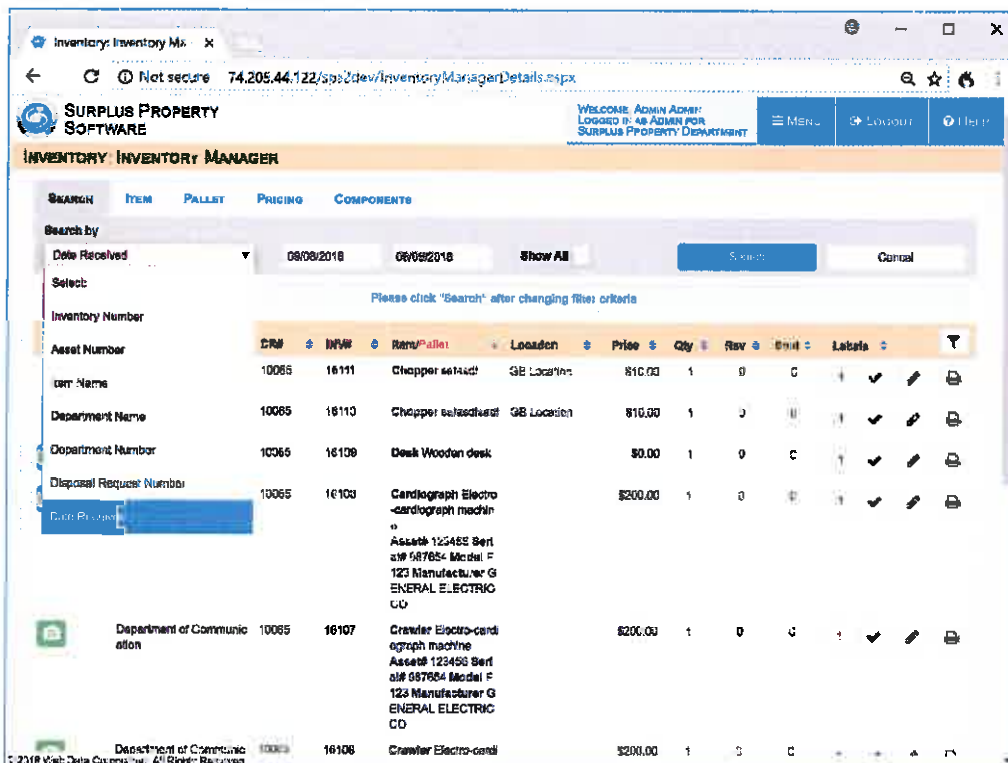
Professional Software for Surplus Property Professionals

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.

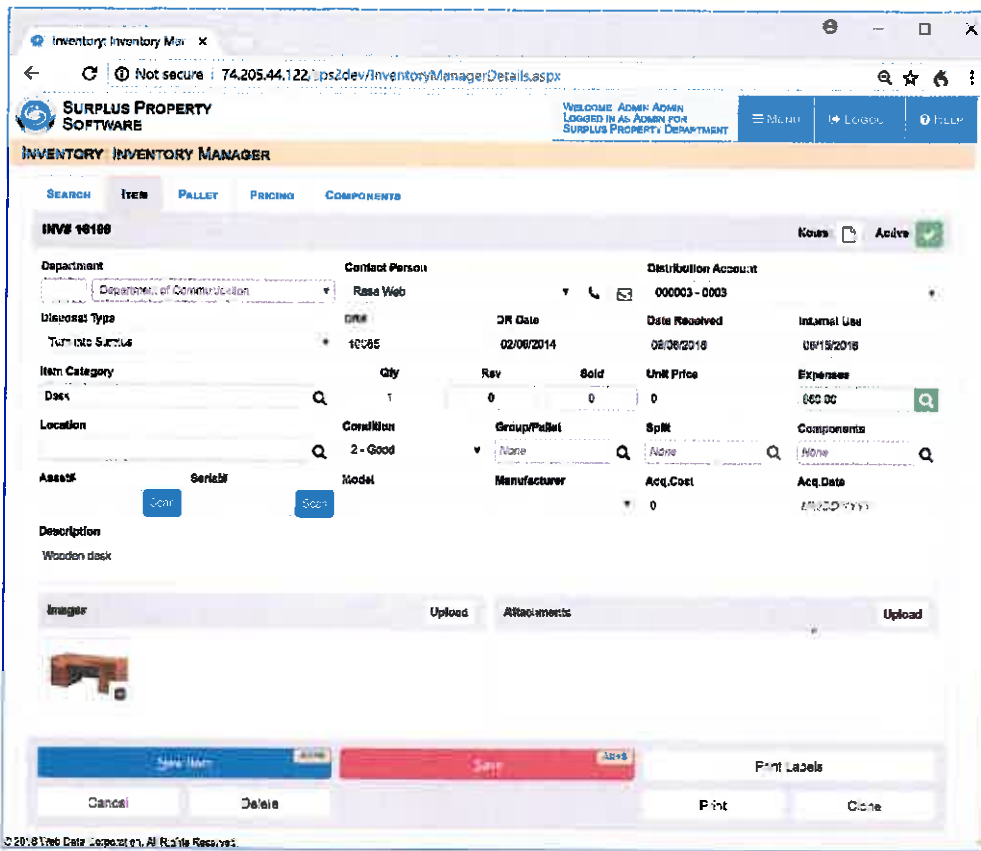


Managing Inventory

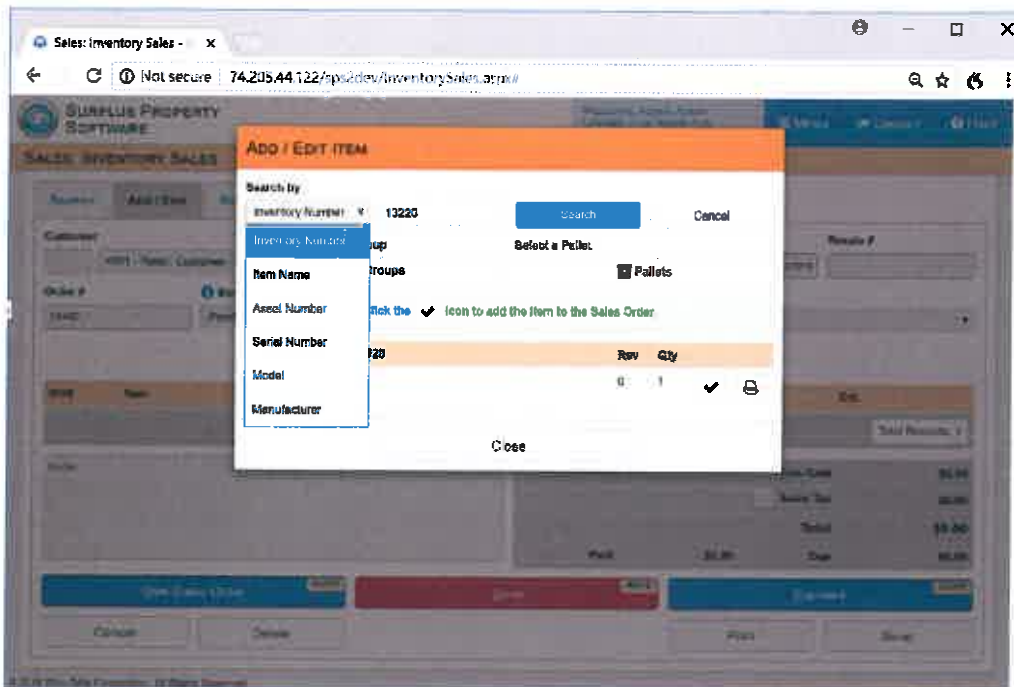
Now that property is in inventory, it can be searched by a variety of criteria and additional labels may be printed from the search tab where each inventory record can be edited and its profile printed. Additional search criteria can be added at no additional cost.



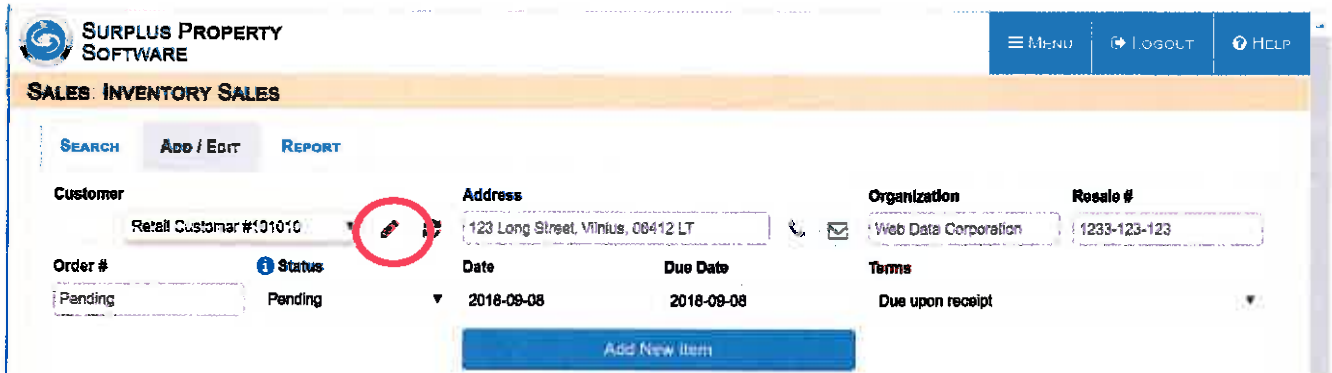
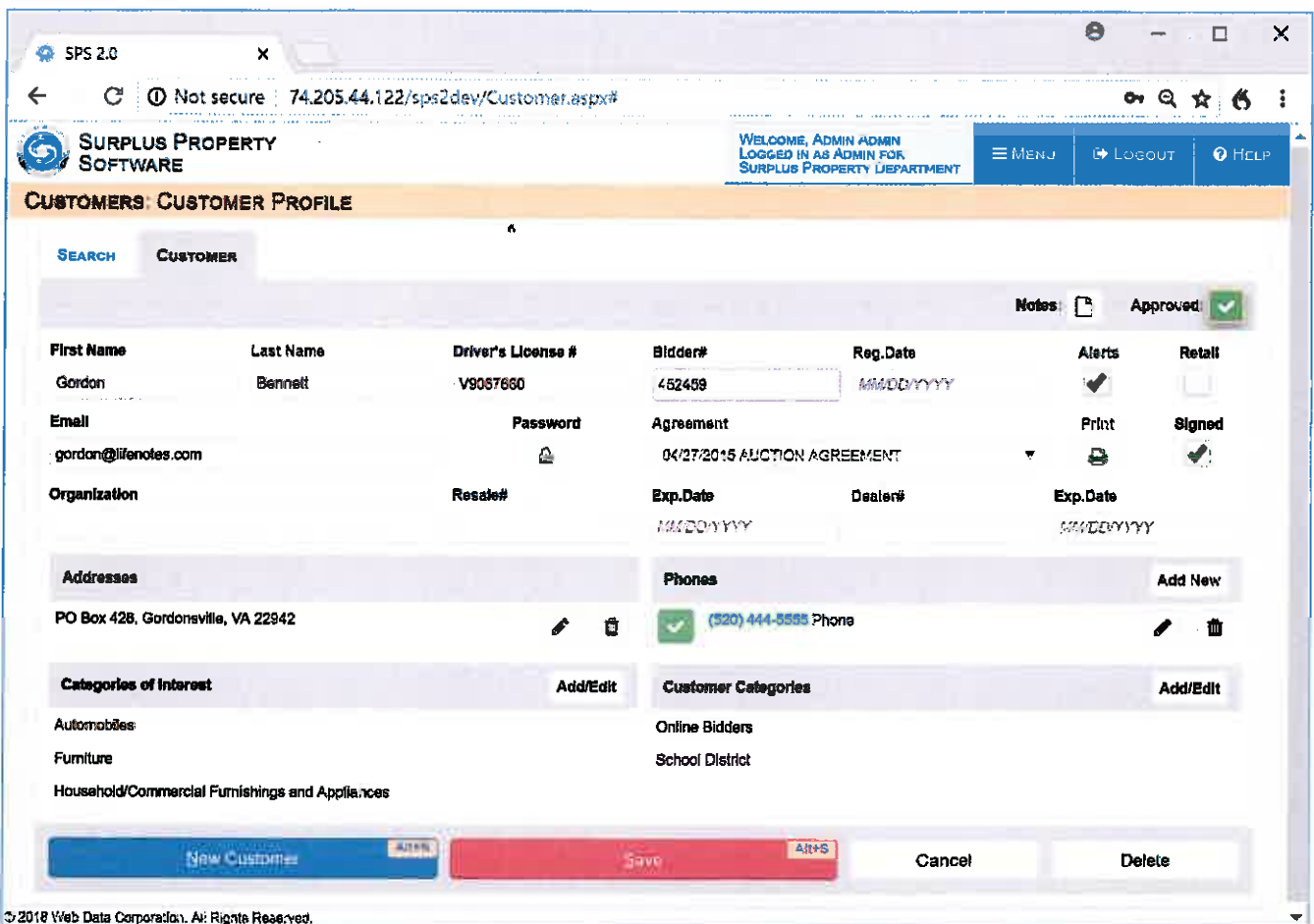
Inventory records may be edited and all attributes changed wherever necessary. Images and attachments may be assigned from the inventory details screen.



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



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

| | | | | | | | |
|----------------|----------------------|----------------|---------|---------------|--------|---------|---------|
| Item: | LIGHT DUTY EQUIPMENT | Inventory #: | 206131 | Qty In Stock: | 1 | Revs: 0 | Sold: 0 |
| Disposal Type: | Turn Into Surplus | Unit Price: | \$50.00 | Min. Bid: | | | |
| Location: | Warehouse | Pickup Date: | | Internel: | | | |
| Acct #: | | Serial/Unit #: | | IT Tag #: | 105555 | | |
| Manufacturer: | | Model #: | | Model Year: | | | |
| Condition: | Fair | Acq. Cost: | 80 | Acq. Date: | | | |
| Category Code: | | \$ Value: | | Re Value: | | | |
| Description: | something else again | | | | | | |

Images:  

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

DISPOSAL REQUEST

| | | | | | |
|----------------|--|-----------------|-------------------------|-------|------------|
| Department: | Engineering Department | SP# #: | 10142 | Date: | 10/30/2008 |
| Disposal Type: | Turn Into Surplus | Distr. Account: | 123456 | | |
| Address: | line item address here | Pickup Type: | Surplus Property Office | | |
| Item: | LIGHT DUTY EQUIPMENT | Est. Value: | \$50.00 | Qty: | 3 |
| 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 failed will be disposed here | | | | |

SCHEDULING

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

RECEIVING

| | | | | | |
|----------------|----------------------|--------------|------------|------------|------|
| Item: | LIGHT DUTY EQUIPMENT | Pickup Date: | 10/30/2008 | Qty Recvd: | 1 |
| Disposal Type: | Turn Into Surplus | Unit Price: | \$50.00 | Condition: | Fair |
| Location: | Warehouse | Expense: | \$0.00 | Recvd By: | RO |

RESERVATIONS

| Reservation Type | Reserved By | Resvd 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 | 1 |

SALES

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

ACCOUNTING - COMMISSIONS

| Sale Type | Order # | Sale Date | Sale Amount | Tax | Expenses | SPD Comm | Dept. Cost |
|---------------------|---------|------------|-------------|--------|----------|----------|------------|
| Inventory Sale | 10002 | 10/30/2008 | \$10.00 | \$0.00 | \$0.00 | \$7.00 | \$3.00 |
| 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 |
|--------------|-------------------------------|------------------|--------|----------------|
| 100020003000 | 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.

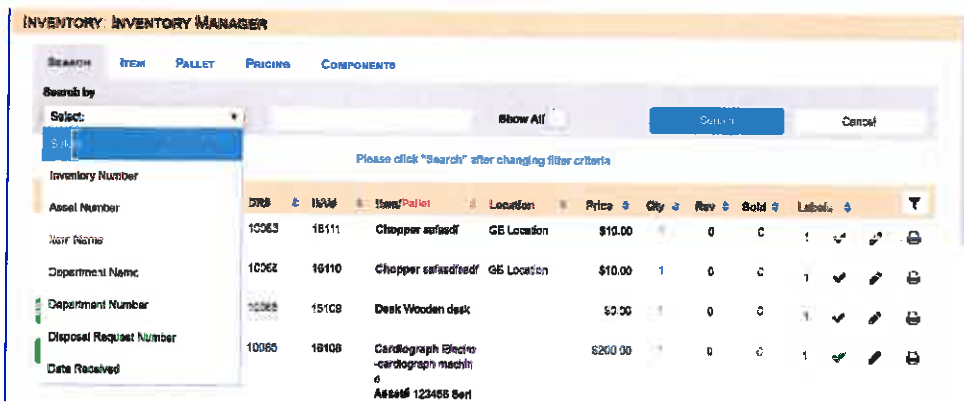
This requirement is fully satisfied.

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.

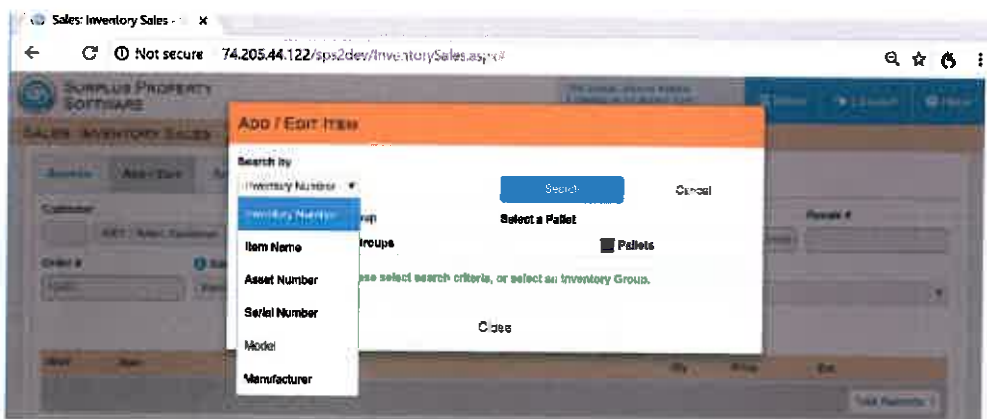
3.1.2.3

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.

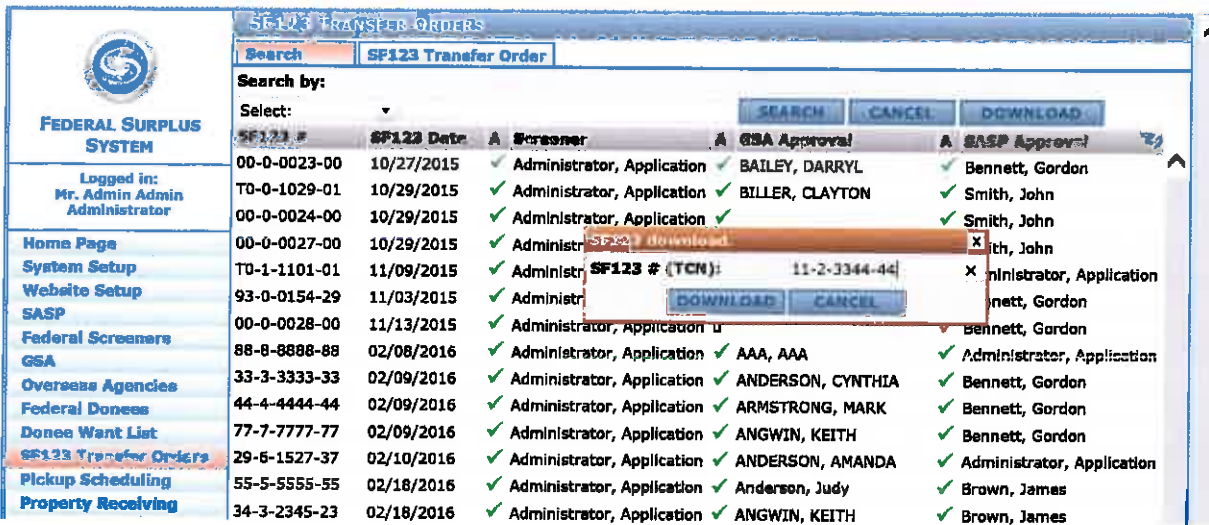
The “temporary numbers” are unique, sequential numbers which can actually be used as permanent inventory numbers. For pickups, they comprise the manifest number and line number; for self-deliveries they comprise the disposal request number and line number.

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

3.1.3. Federal Donations

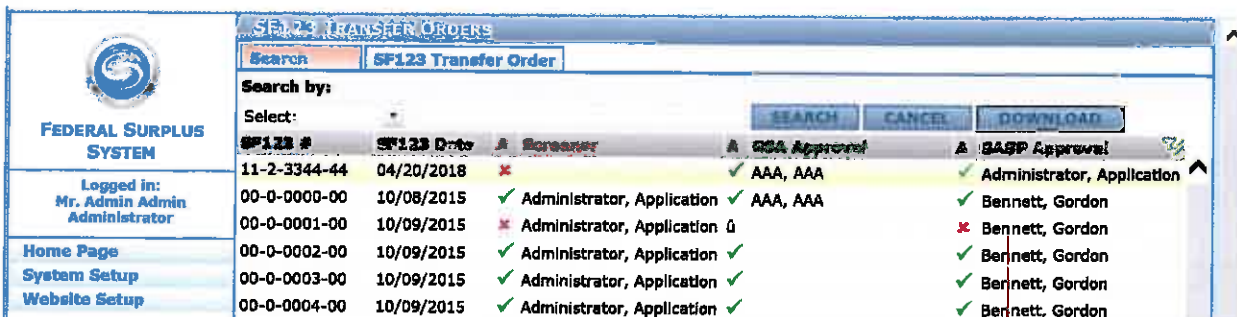
This requirement is fully satisfied.

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”...



| SF123 # | SF123 Date | Screeners | GSA Approval | SASP Approval |
|--------------|------------|----------------------------|-------------------|----------------------------|
| 00-0-0023-00 | 10/27/2015 | Administrator, Application | BAILEY, DARRYL | Bennett, Gordon |
| TO-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 |
| TO-1-1101-01 | 11/09/2015 | Administrator, Application | | 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 |

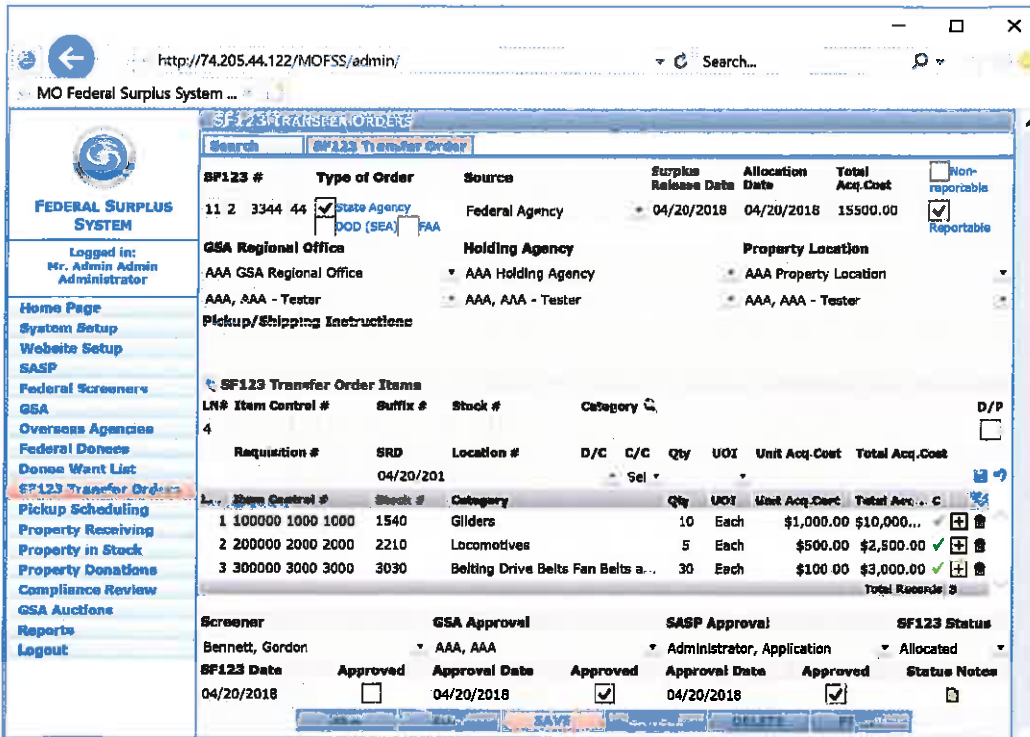
And the downloaded SF123 will appear at the top of the list. Clicking the SF 123 row will drill down to the details...



| SF123 # | SF123 Date | Screeners | GSA Approval | SASP Approval |
|--------------|------------|----------------------------|--------------|----------------------------|
| 11-2-3344-44 | 04/20/2018 | Administrator, Application | 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

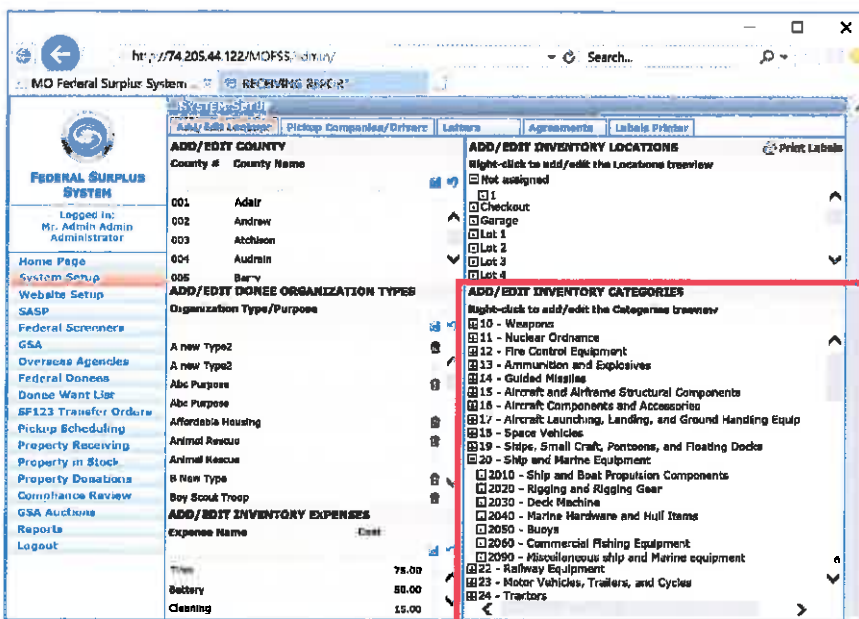
On the SF 123 transfer details screen the user confirms all of the approvals and saves the record in preparation for pickup from the federal holding agency.



The screenshot shows the 'SF123 TRANSFER ORDER' details screen. The browser address bar shows 'http://74.205.44.122/MOFSS/admin/'. The page title is 'MO Federal Surplus System'. The user is logged in as 'Mr. Admin Admin Administrator'. The main content area displays the transfer order details, including the SF123 # (11 2 3344 44), Type of Order (State Agency), Source (Federal Agency), Surplus Release Date (04/20/2018), Allocation Date (04/20/2018), and Total Acq. Cost (15500.00). The GSA Regional Office is 'AAA GSA Regional Office', the Holding Agency is 'AAA Holding Agency', and the Property Location is 'AAA Property Location'. The Pickup/Sending Instructions are 'AAA, AAA - Tester'. Below this, the 'SF123 Transfer Order Items' table is shown with columns for L# Item Control #, Suffix #, Stock #, Category, D/P, Requestion #, SRD, Location #, D/C, C/C, Qty, UOI, Unit Acq. Cost, and Total Acq. Cost. The items listed are: 1. 100000 1000 1000 1540 Gliders (10 Each, \$1,000.00, \$10,000.00); 2. 200000 2000 2000 2210 Locomotives (5 Each, \$500.00, \$2,500.00); 3. 300000 3000 3000 3030 Belting Drive Belts Fan Belts a... (30 Each, \$100.00, \$3,000.00). The total receipt is 3. At the bottom, there are approval sections for 'GSA Approval' (Approved by Bennett, Gordon on 04/20/2018), 'SASP Approval' (Approved by Administrator, Application on 04/20/2018), and 'SF123 Status' (Allocated on 04/20/2018). Buttons for 'SAVE', 'DELETE', and 'PRINT' are visible at the bottom.

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. The browser address bar shows 'http://74.205.44.122/MOFSS/admin/'. The page title is 'MO Federal Surplus System'. The user is logged in as 'Mr. Admin Admin Administrator'. The main content area displays the 'ADD/EDIT INVENTORY CATEGORIES' section, which is highlighted with a red box. The categories listed are: 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 Machine, 2040 - Marine Hardware and Hull Items, 2050 - Buoys, 2060 - Commercial Fishing Equipment, 2090 - Miscellaneous ship and Marine equipment, 22 - Railway Equipment, 23 - Motor Vehicles, Trailers, and Cycles, and 24 - Trailers. The 'ADD/EDIT INVENTORY EXPENSES' section is also visible, showing a list of expenses with their names and costs: Battery (75.00), Cleaning (80.00), and another Cleaning (15.00).

Tracking Incoming Federal Property

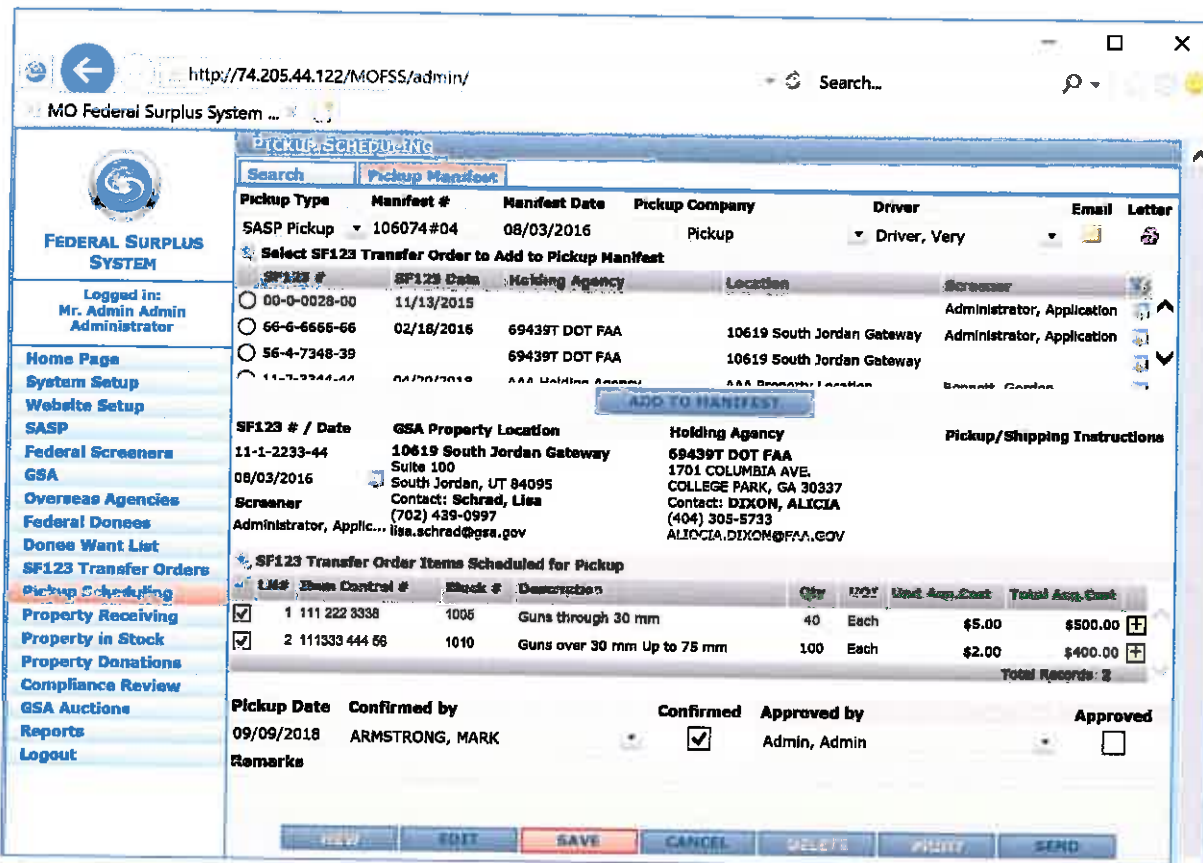
The pickup scheduling process allows the user to select a donee to pick up the property directly, or assign the SASPs own driver, or a third-party pickup company. In each case, a C5 letter is generated for the driver. That document lists all of the items to be picked up and the authorization for the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



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

Professional Software for Surplus Property Professionals

Letter of Authorization to Remove Property - Surplus Property Management System

http://74.205.44.122/MOPSS/exports/pictures/letter%20to%20remove%20property.pdf

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

C5 - 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 MCO, 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/MOPSS/admin/ Search...

MO Federal Surplus System ...

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 | 10519 South Jordan Gateway Schrad, Lea | 69439T DOT FAA DIXON, ALICIA | | |

| LN | Item Control # | Stock # | Category | UOI | Qty | Buy Qty | Service Charge Amt | % of A/C | Delivery Fee | 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 106074#04 | MANIFEST DATE 08/03/2016 | DATE RECEIVED 09/09/2018 | | |
|--|----------------|----------------------------|-----------------------------|---------------|------------------------------|-----------------------------|-----------------------------|---------------|---------------------------|
| | | | | | PICKUP COMPANY Pickup | DRIVER Vary 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 3338 | 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 | | | | | | | | | |

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

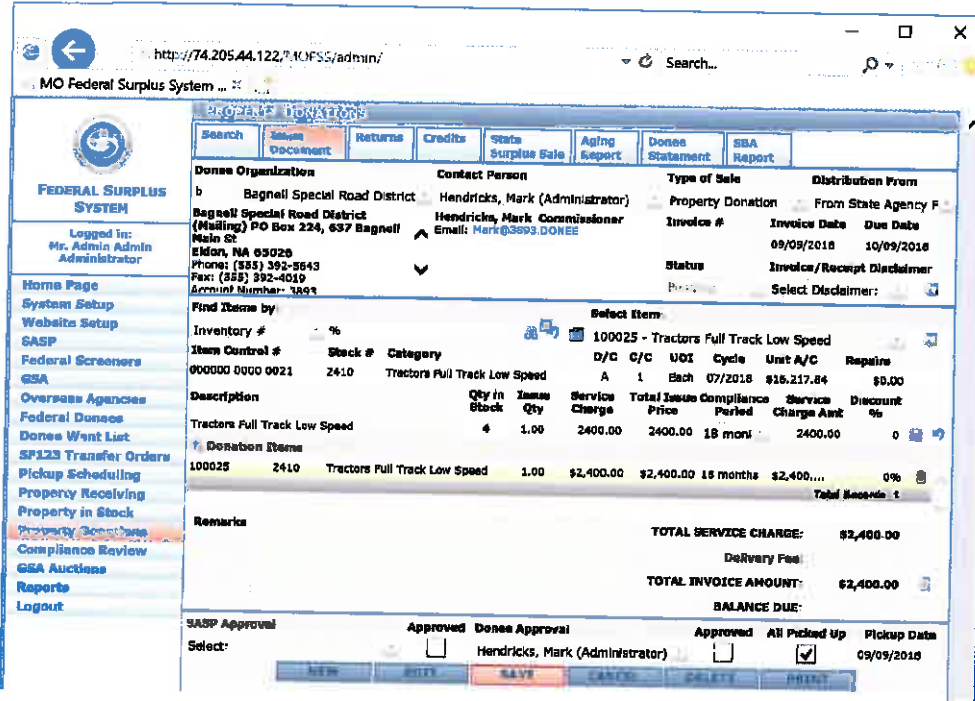
PROPERTY IN Stock

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 |
| 80.00 | 10.00 | 160.00 | Each | 12 months | Miscellaneous Unclassifiable Items |  |
| Service Charge Amount | %of A/C | Unit Acq.Cost | Total Acq.Cost | | | |
| 6.00 | 6.00 | 80.07 | 94482.60 | | | |
| Location | F NUM | Date Rcv | Date Avail | | | |
| 10-B-2 | <input type="checkbox"/> | 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 <input type="button" value="Upload"/> | | |
| VIN/Serial # | ID Tag# | Usage | Attachments Title <input type="text" value="likjl"/> <input type="button" value="Upload"/> | | | |
| | 100011I1 | Select | Total Records: 1 | | | |
| SF123 | Manifest | GSA Property Location | Holding Agency | Screeener | | |
| 00-0-0008-00 | 100011 | | | Administrator, Application | | |
| 10/09/2015 | 10/09/2015 | | | | | |
| Remarks | | | | | | |
| Donation History | | | | | | |

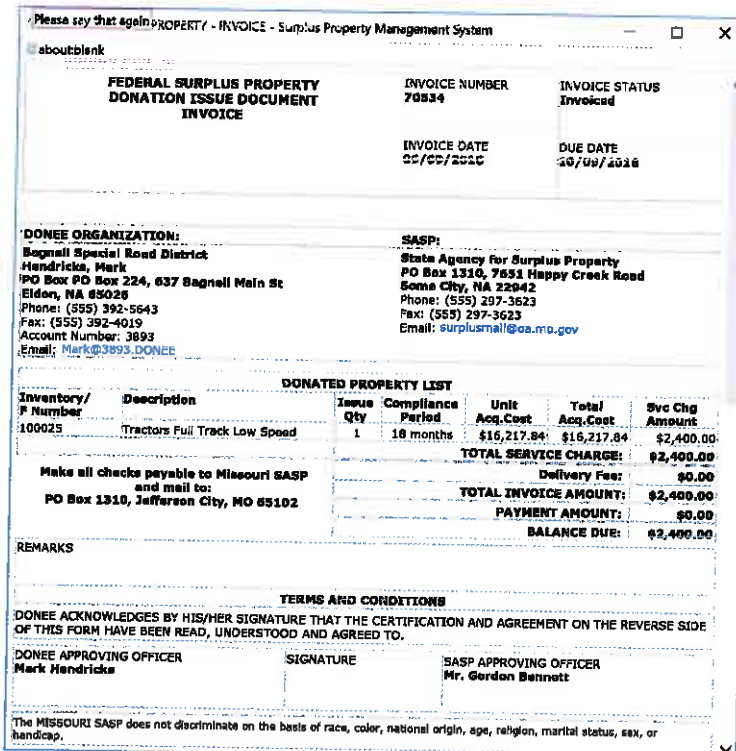
Tracking Federal Property Donations

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 'MO Federal Surplus System' web interface. The main area is titled 'PROPERTY DONATION'. It includes a navigation menu on the left with options like 'Home Page', 'System Setup', 'SASP', and 'Reports'. The main content area displays details for a donation from 'Bagnell Special Road District' to 'Hendricks, Mark (Administrator)'. It shows a table of 'Donation Items' with columns for Inventory #, Stock #, Category, Qty in Stock, Issue Qty, Service Charge, Total Issue Price, Compliance Period, Service Charge Amt, and Discount %. The table lists one item: '100025 2410 Tractors Full Track Low Speed' with a service charge of \$2,400.00. Below the table, there are summary fields for 'TOTAL SERVICE CHARGE: \$2,400.00', 'TOTAL INVOICE AMOUNT: \$2,400.00', and 'BALANCE DUE:'. At the bottom, there are checkboxes for 'SASP Approval' and 'Approved Donee Approval'.

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



The screenshot shows a printed invoice document titled 'FEDERAL SURPLUS PROPERTY DONATION ISSUE DOCUMENT INVOICE'. It includes the following information:

- INVOICE NUMBER:** 70934
- INVOICE STATUS:** Invoiced
- INVOICE DATE:** 09/09/2016
- DUE DATE:** 10/09/2016

DONEE ORGANIZATION: Bagnell Special Road District, Hendricks, Mark, PO Box PO Box 224, 637 Bagnell Main St, Eldon, NA 65026. Phone: (555) 392-5643, Fax: (555) 392-4019, Account Number: 3893, Email: Mark@3893.DONEE

SASP: State Agency for Surplus Property, PO Box 1310, 7651 Happy Creek Road, Soma City, NA 22942. Phone: (555) 297-3623, Fax: (555) 297-3623, Email: surplusmail@oa.mo.gov

DONATED PROPERTY LIST:

| Inventory / # 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 |
| DELIVERY FEE: | | | | | | \$0.00 |
| TOTAL INVOICE AMOUNT: | | | | | | \$2,400.00 |
| PAYMENT AMOUNT: | | | | | | \$0.00 |
| BALANCE DUE: | | | | | | \$2,400.00 |

REMARKS:

TERMS AND CONDITIONS: DONEE ACKNOWLEDGES BY HIS/HER SIGNATURE THAT THE CERTIFICATION AND AGREEMENT ON THE REVERSE SIDE OF THIS FORM HAVE BEEN READ, UNDERSTOOD AND AGREED TO.

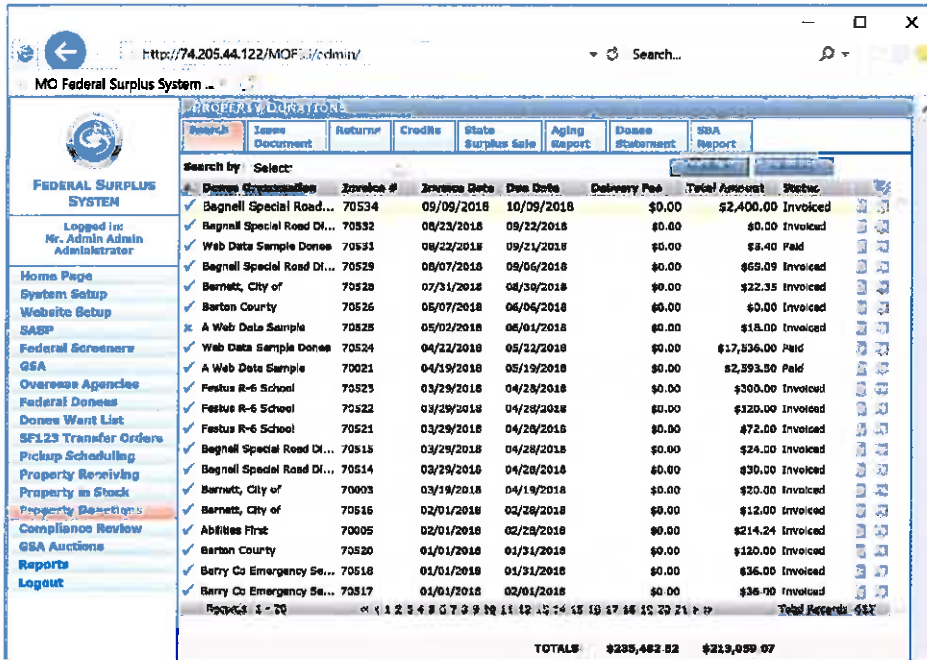
DONEE APPROVING OFFICER: Mark Hendricks

SASP APPROVING OFFICER: Mr. Gordon Bennett

The MISSOURI SASP does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or handicap.

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.



MO Federal Surplus System

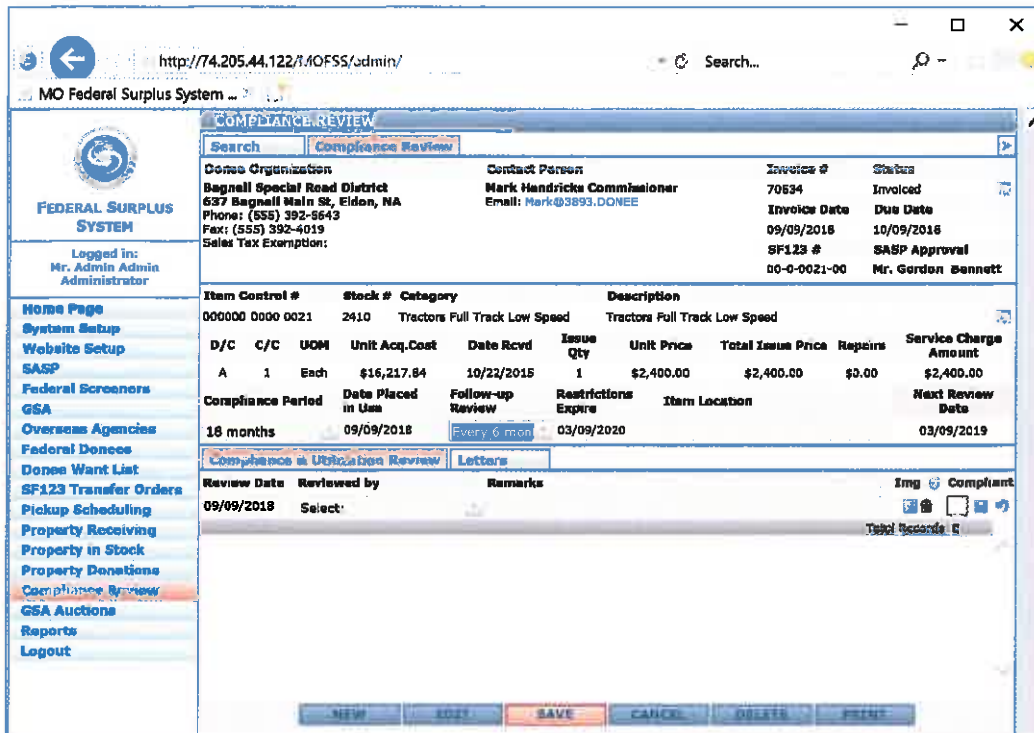
PROPERTY DONATIONS

Search by: Select

| Donee Organization | Invoice # | Invoice Date | Due Date | Category | Total Amount | Status |
|----------------------------|-----------|--------------|------------|----------|--------------|----------|
| Bagnell Special Road... | 70534 | 09/09/2018 | 10/09/2018 | | \$2,400.00 | Invoiced |
| Bagnell Special Road Di... | 70532 | 08/22/2018 | 09/22/2018 | | \$0.00 | Invoiced |
| Web Data Sample Donee | 70533 | 08/22/2018 | 09/21/2018 | | \$8.40 | Paid |
| Bagnell Special Road Di... | 70529 | 08/07/2018 | 09/06/2018 | | \$69.09 | Invoiced |
| Barnett, City of | 70528 | 07/31/2018 | 08/30/2018 | | \$22.35 | Invoiced |
| Barton County | 70526 | 05/07/2018 | 06/06/2018 | | \$0.00 | Invoiced |
| A Web Data Sample | 70525 | 05/02/2018 | 06/01/2018 | | \$18.00 | Invoiced |
| Web Data Sample Donee | 70524 | 04/22/2018 | 05/22/2018 | | \$17,536.00 | Paid |
| A Web Data Sample | 70021 | 04/19/2018 | 05/19/2018 | | \$2,393.50 | Paid |
| Festus R-6 School | 70523 | 03/29/2018 | 04/28/2018 | | \$300.00 | Invoiced |
| Festus R-6 School | 70522 | 03/29/2018 | 04/28/2018 | | \$320.00 | Invoiced |
| Festus R-6 School | 70521 | 03/29/2018 | 04/28/2018 | | \$72.00 | Invoiced |
| Bagnell Special Road Di... | 70515 | 03/29/2018 | 04/28/2018 | | \$24.00 | Invoiced |
| Bagnell Special Road Di... | 70514 | 03/29/2018 | 04/28/2018 | | \$30.00 | Invoiced |
| Barnett, City of | 70003 | 03/19/2018 | 04/18/2018 | | \$20.00 | Invoiced |
| Barnett, City of | 70516 | 02/01/2018 | 02/28/2018 | | \$12.00 | Invoiced |
| Abilities First | 70005 | 02/01/2018 | 02/28/2018 | | \$214.24 | Invoiced |
| Barton County | 70520 | 01/01/2018 | 01/31/2018 | | \$120.00 | Invoiced |
| Barry Co Emergency Se... | 70518 | 01/01/2018 | 01/31/2018 | | \$36.00 | Invoiced |
| Barry Co Emergency Se... | 70517 | 01/01/2018 | 02/01/2018 | | \$36.00 | Invoiced |

TOTALS: \$235,482.82 \$219,059.07

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.



MO Federal Surplus System

COMPLIANCE REVIEW

Donee Organization: Bagnell Special Road District
 637 Bagnell Main St, Eldon, MO
 Phone: (555) 392-5643
 Fax: (555) 392-4019
 Sales Tax Exemption:

Contact Person: Mark Handricka, Commissioner
 Email: Mark@393.DONEE

Invoice #: 70534
 Invoice Date: 09/09/2018
 Due Date: 10/09/2018
 SF123 #: 00-0-0021-00
 SASP Approval: 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: 18 months
 Date Placed in Use: 09/09/2018
 Follow-up Review: Every 6 mon
 Restrictions Expire: 03/09/2020
 Item Location:
 Next Review Date: 03/09/2019

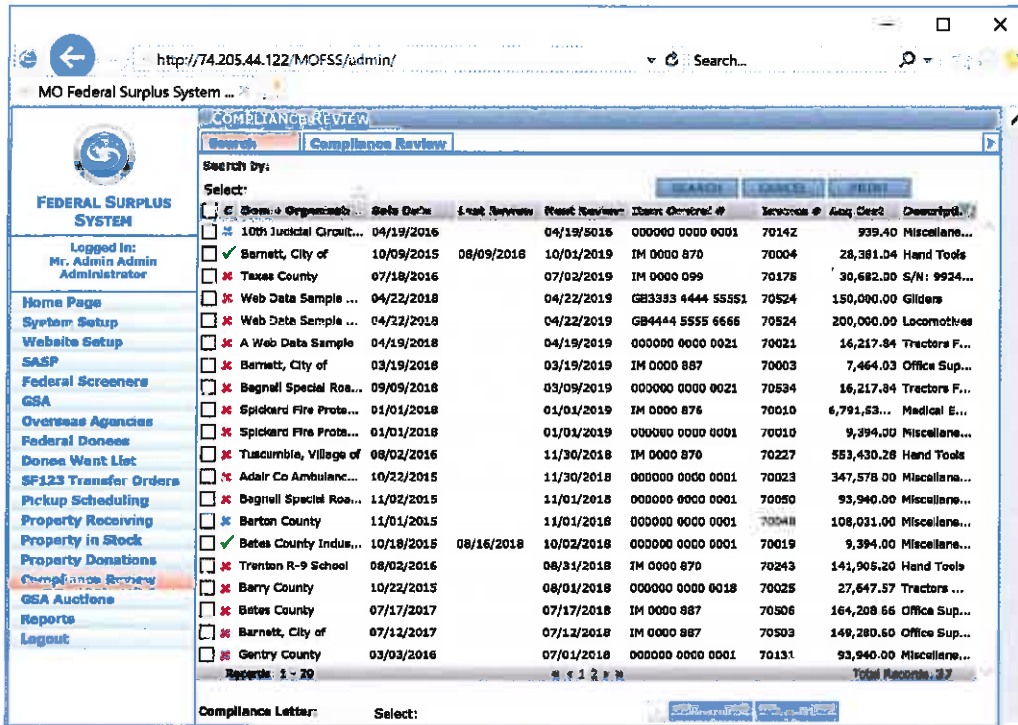
Compliance & Utilization Review

Review Date: 09/09/2018
 Reviewed by: Select
 Remarks:
 Total Records: 0

Buttons: NEW, EDIT, SAVE, CANCEL, DELETE, PRINT

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 ...

COMPLIANCE REVIEW

Search by:

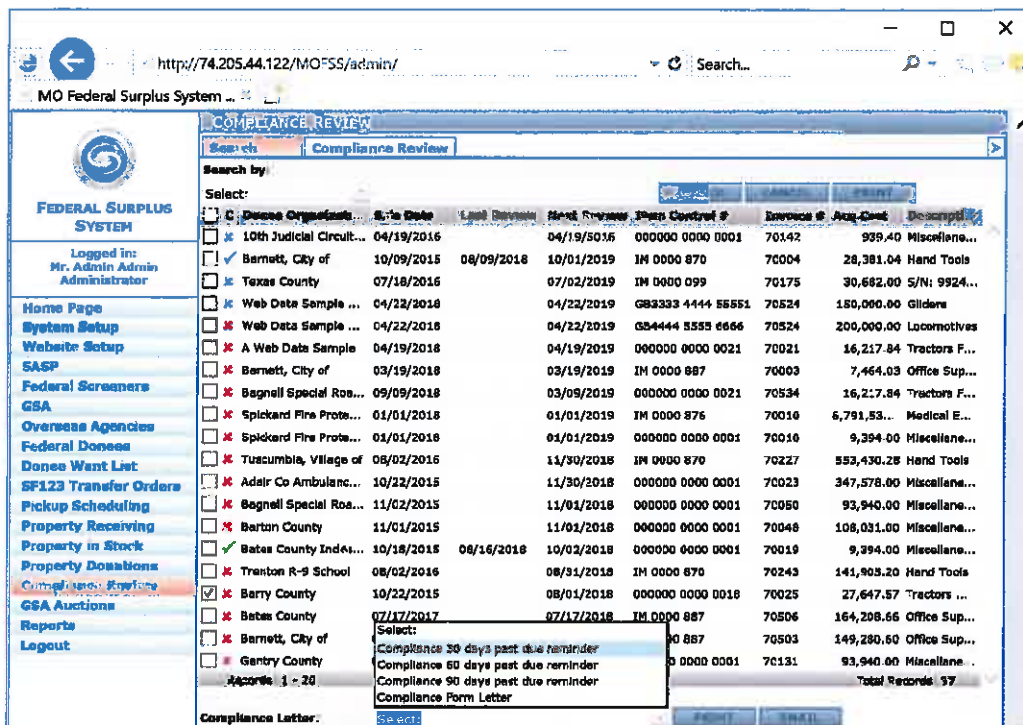
Select:

| <input type="checkbox"/> | Donor Organization | Date | Last Review | Next Review | Item Control # | Invoice # | Acq Cost | Description |
|-------------------------------------|--------------------------|------------|-------------|-------------|-------------------|-----------|-------------|---------------|
| <input 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 | 08/09/2016 | 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 | 70176 | 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 | Gliders |
| <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 | 07/17/2017 | | 07/17/2018 | 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 - 20 Total Records: 37

Compliance Letter: Select:

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



MO Federal Surplus System ...

COMPLIANCE REVIEW

Search by:

Select:

| <input type="checkbox"/> | Donor Organization | Date | Last Review | Next Review | Item Control # | Invoice # | Acq Cost | Description |
|-------------------------------------|--------------------------|------------|-------------|-------------|-------------------|-----------|-------------|---------------|
| <input 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 type="checkbox"/> | Texas County | 07/18/2016 | | 07/02/2019 | IM 0000 099 | 70176 | 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 | Gliders |
| <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 | 07/17/2017 | | 07/17/2018 | 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 - 20 Total Records: 37

Compliance Letter: Select:

An example of the 30 day past due compliance letter.



Professional Software for Surplus Property Professionals

http://74.205.44.122/MOFSS/admin/compliance.aspx - Surplus Property Management System

about:blank

Ms. Tina Redding
Calhoun, City of
201 E Main
Calhoun, NA 65323

Dear Ms. Redding:

Your compliance of Inventory Number: F-5110 Item: Hand Tools is 90 days past due. Please forward your compliance report to the West Virginia State Agency for Surplus Property at [email_address_here](#).

Please be advised that your Organization has been suspended, and a Compliance Case has been opened with the General Service Administration (GSA), per Federal Management Regulations (FMR).

Thank you.

WVSASP person here
Communication/Outreach Coordinator
West Virginia State Agency for Surplus Property

Should you have any question regarding this compliance review, please contact WVSASP person here by phone at (phone number) or by email at WVSASP email here.

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

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

MO Federal Surplus System ...

PROPERTY DONATIONS

| Search | Issue Document | Returns | Credits | State Surplus Sale | Aging Report | Donee Statement | SBA Report | |
|-----------------------|-------------------------------|-------------------|----------------|--------------------|---------------|---------------------|---------------------|-------------------|
| A Issues Organization | | 0-90 | 91-99 | 01-90 | 91-120 | Over 120 | Total Owed | |
| | Gainesville, 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 | |
| | Calleo, 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 Mano ... | \$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 | |
| | Galletin, City of | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,005.00 | \$1,005.00 | |
| | Records: 21 - 40 | | | | | | | Total Records: 83 |
| TOTALS: | | \$2,293.00 | \$87.44 | \$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 <input type="checkbox"/> | Local <input checked="" type="checkbox"/> | SEA <input type="checkbox"/> | SBA <input checked="" type="checkbox"/> | Veterans <input type="checkbox"/> | | | | | | | | | | | | |
| Renewal | Exp.Date | Donee Status | Approved | Approval History | | | | | | | | | | | | |
| 1 year | 09/09/2018 | Eligible | <input checked="" type="checkbox"/> | <table border="1"> <thead> <tr> <th>Date</th> <th>Donee Status</th> <th>Approved By</th> </tr> </thead> <tbody> <tr> <td>09/09/2018</td> <td>Eligible</td> <td>Admin, Admin</td> </tr> <tr> <td>04/19/2018</td> <td>Suspended</td> <td>Administrator, Applica...</td> </tr> <tr> <td>10/21/2016</td> <td>Suspended</td> <td>Administrator, Applica...</td> </tr> </tbody> </table> | Date | Donee Status | Approved By | 09/09/2018 | Eligible | Admin, Admin | 04/19/2018 | Suspended | Administrator, Applica... | 10/21/2016 | Suspended | Administrator, Applica... |
| Date | Donee Status | Approved By | | | | | | | | | | | | | | |
| 09/09/2018 | Eligible | Admin, Admin | | | | | | | | | | | | | | |
| 04/19/2018 | Suspended | Administrator, Applica... | | | | | | | | | | | | | | |
| 10/21/2016 | Suspended | Administrator, Applica... | | | | | | | | | | | | | | |
| Remarks/Reason for Denial | | | | | | | | | | | | | | | | |

Buttons: NEW, EDIT, SAVE, CANCEL, DELETE, PRINT, HISTORY

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.

PROPERTY DONATIONS

Search | **Issue Document** | Returns | Credits | State Surplus Sale | Aging Report | Donee Statement | SBA Report

Donee Organization: b | Contact Person: Select: | Type of Sale: Property Donation | Distribution From: From State Agency F

Invoice # | Invoice Date | Due Date

Status | Invoice/Receipt Disclaimer

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

Select:

- Bagnell Special Road District
- Barnett, City of
- Barry Co Emergency Services E911
- Bany County
- Barton County

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.

PROPERTY DONATIONS

Search | **Issue Document** | Returns | Credits | State Surplus Sale | Aging Report | Donee Statement | SBA Report

Donee Organization: 0 Odessa R-7 School | Contact Person: Select: | Type of Sale: Property Donation | Distribution From: From State Agency F

Invoice # | Invoice Date | Due Date

Status | Invoice/Receipt Disclaimer

Find Items by: Inventory # | Item Control # | Description

Message from webpage: This donee is not currently eligible.

Buttons: OK

3.1.4. Invoicing

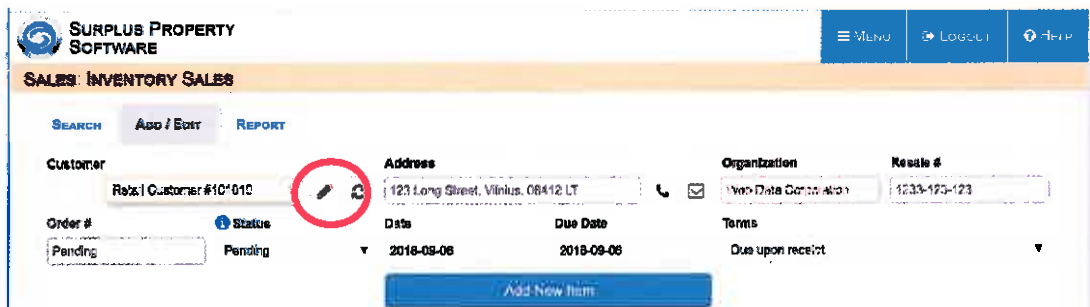
This requirement is fully satisfied.

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.



SURPLUS PROPERTY SOFTWARE | Menu | Logout | Help

SALES: INVENTORY SALES

SEARCH | Add / Edit | REPORT

Customer: Retail Customer #10*010  Address: 123 Long Street, Vilnius, 08412 LT | Organization: Web Data Corporation | Retail # 1233-123-123

Order # Pending | Status Pending | Date 2018-08-06 | Due Date 2018-09-06 | Terms Due upon receipt

[Add New Item](#)

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

INVOICE

Invoice #: 10323 Date: 04/04/2007
 Terms: Due upon receipt Due Date: 04/04/2007

Bill To: **AVC Central Account**
 John Bean (12345718)
 Mjk, Revel RU 12121
 (121) 212-1212, john22@mail.ee

| Inventory # | Item | Qty | Price | Ext. |
|-------------|------|-----|-------------------|-----------------|
| 205449 | Bag | 1 | 444.00 | 444.00 |
| | | | Sub-Total: | \$444.00 |
| | | | Sales Tax: | \$0.00 |
| | | | Total: | \$444.00 |

All items are sold as is, with all faults and with no warranty of merchant ability. The University of North Carolina at Chapel Hill makes no express or implied warranties.

Scrap metal appliances are not for re-use.

Disclaimer: After any surplus equipment or other surplus property has been purchased ("Purchased Goods") by a customer ("Customer"), if the Purchased Goods are damaged or destroyed, the University of North Carolina at Chapel Hill ("University") is not liable, and hereby disclaims liability for any and all claims, demands, actions, and causes of action arising out of or relating to such property damage or property loss, including without limitation, any property damage or property loss resulting from or occurring during the process of a University employee helping Customer, upon Customer's request, move the Purchased Goods from the surplus warehouse to or into Customer's vehicle.

Customer Signature: _____

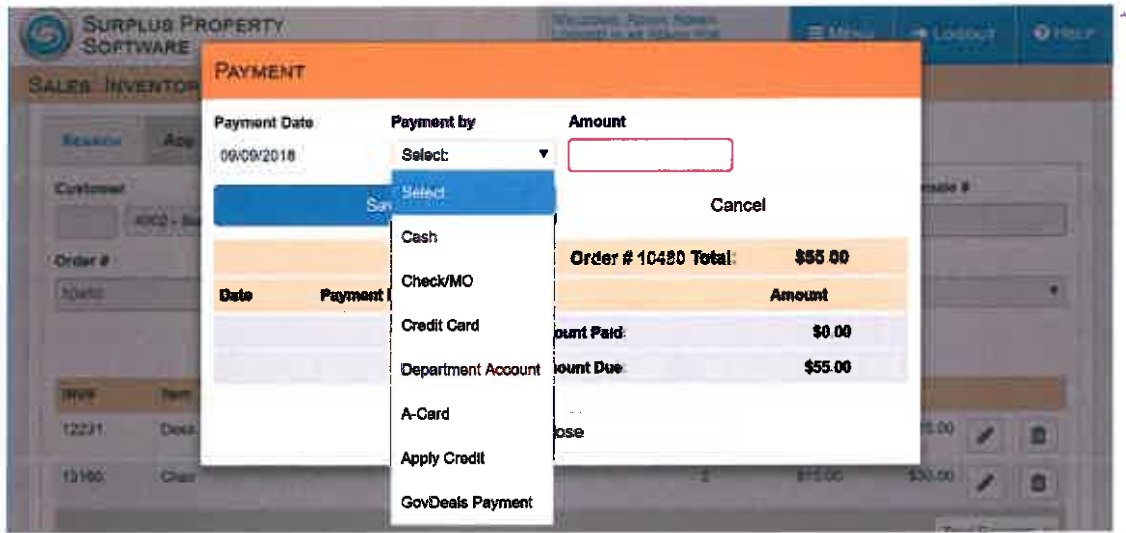
Surplus Property Office Signature: _____

Date Printed: 09/09/2018

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.

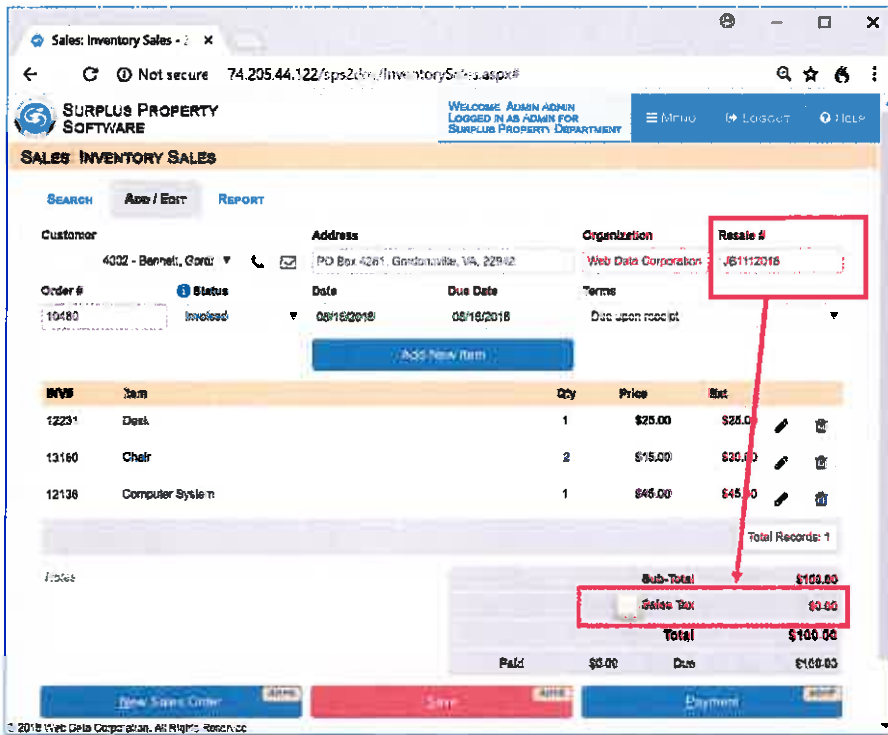
This requirement can be completely satisfied.

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 | CTx | MTx | 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 | | |

Professional Software for Surplus Property Professionals

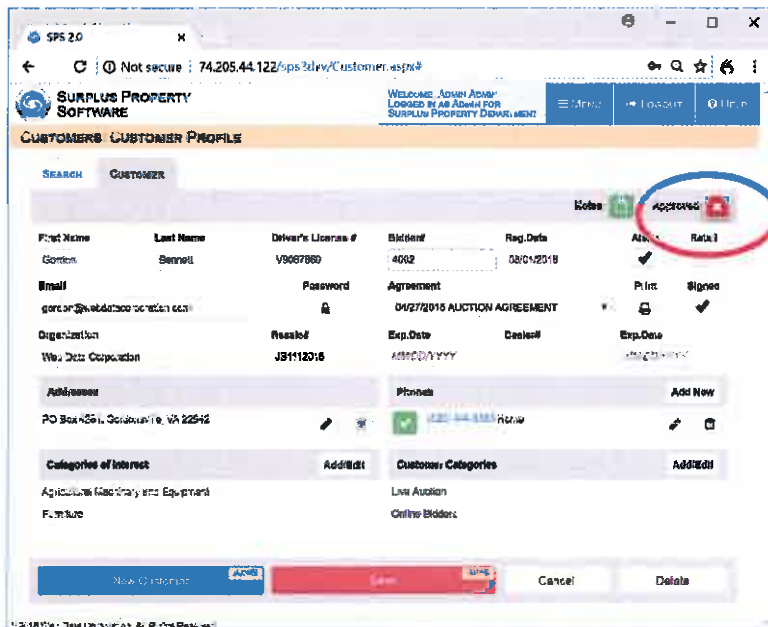
Customers with Resale Numbers are automatically not charged tax, whereas customers without resale Numbers are automatically charged tax.



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, NA 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, WHEEL | 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

about:blank

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 | 3 | 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 | Rafle 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 | | 3,103.75 | 0.00 | 0.00 | 0.00 | 0.00 |

Inventory sold by customer:

FEDERAL DONATION REPORT - DETAIL - Surplus Property Management System

about:blank

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 | 965 | 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-341B | 863 | Metal Working Tools | 3 | 33.33 | | 49.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 100003 | 3 | Belting 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 | 987 | 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-341B | 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)

Professional Software for Surplus Property Professionals

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.

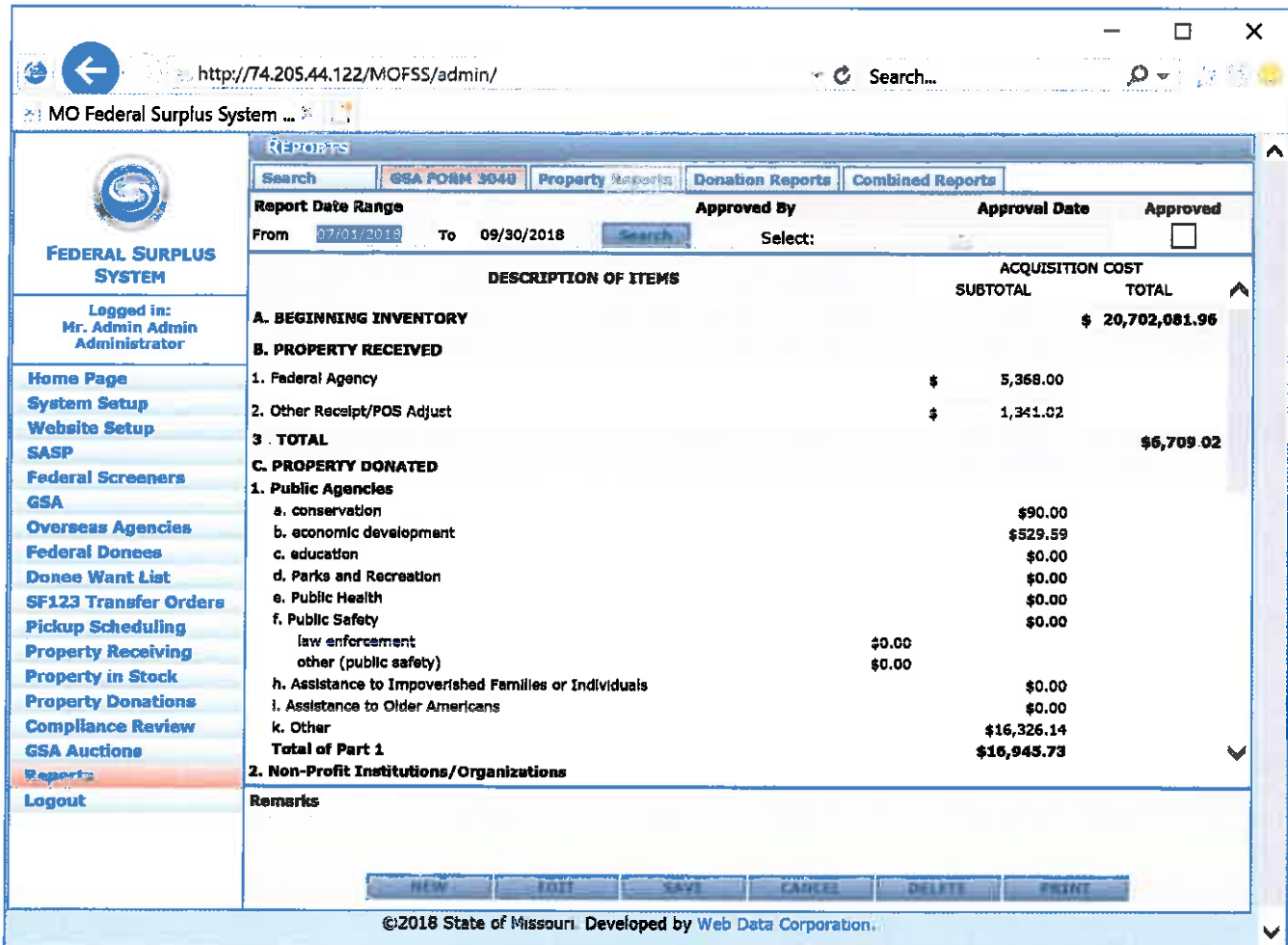
This requirement can be completely satisfied.

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". The application interface includes a navigation menu on the left 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 has tabs for "Search", "GSA FORM 3048", "Property Reports", "Donation Reports", and "Combined Reports". The "GSA FORM 3048" tab is active. Below the tabs, there are fields for "Report Date Range" (From: 07/01/2018, To: 09/30/2018), "Approved By" (Select:), "Approval Date", and "Approved" (checkbox). A "Search" button is located next to the date range.

The report content is organized into sections:

- A. BEGINNING INVENTORY**
- 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: \$16,326.14
 - Total of Part 1: \$16,945.73**
 - 2. Non-Profit Institutions/Organizations**

At the bottom of the report area, there is a "Remarks" field and a row of buttons: "NEW", "EDIT", "SAVE", "CANCEL", "DELETE", and "PRINT". The footer of the application 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.



GSA FORM 3040 - Windows Internet Explorer

about:blank

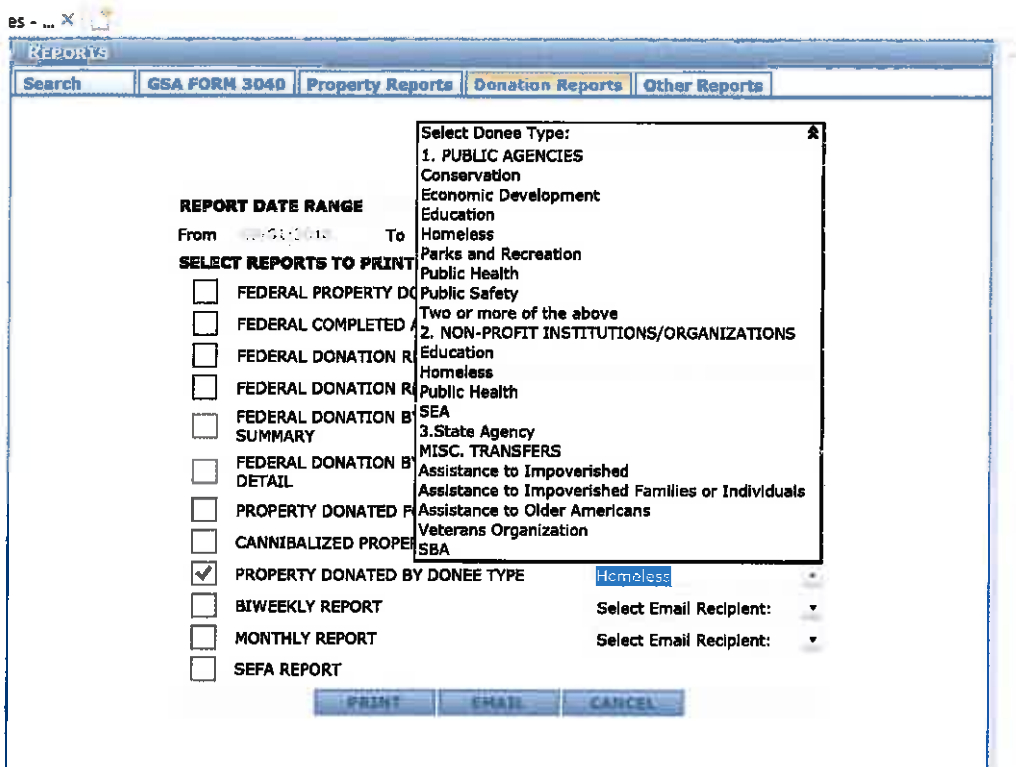
| STATE AGENCY MONTHLY DONATION REPORT OF SURPLUS PERSONAL PROPERTY | | DATE 05/01/2010-03/31/2010 | FORM APPROVED OMB NO. 29-R0247 |
|--|------------------|---------------------------------|-----------------------------------|
| TO GSA | FROM SASP | | |
| DESCRIPTION OF ITEMS | ACQUISITION COST | | |
| | SUBTOTAL | TOTAL | |
| A. BEGINNING INVENTORY | | \$1,417,073.07 | |
| 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 | | |
| 6. TOTAL | | \$1,742,771.08 | |
| C. PROPERTY DONATED | | | |
| 1. PUBLIC AGENCIES | | | |
| a. Conservation | | \$30,959.60 | |
| 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 | | \$191.47 | |
| Law Enforcement | \$691.47 | | |
| Other | \$0.00 | | |
| h. Two or more of the above | | \$88,933.76 | |
| i. Other | | \$31,913.28 | |
| Total of Part 1 | | \$200,501.75 | |
| 2. NON-PROFIT INSTITUTIONS/ORGANIZATIONS | | | |
| a. Education | | \$1,189.66 | |
| ADP | \$0.00 | | |
| Other | \$1,189.66 | | |
| b. Homeless | | \$0.00 | |
| c. Public Health | | \$2,518.32 | |
| Total of Part 2 | | \$3,708.98 | |
| GRAND TOTAL of Parts 1 and 2 | | \$204,210.73 | |
| D. OTHER DISTRIBUTION | | | |
| 1. Abandoned or Destroyed | | \$0.00 | |
| 2. Other Adjustments | | \$0.00 | |
| 3. Property Donation | | \$247,772.32 | |
| 4. Return to Federal Agency | | \$0.00 | |
| 5. Transfer to Other Agency | | \$0.00 | |
| 6. TOTAL | | \$247,772.32 | |
| E. ENDING INVENTORY | | \$2,912,072.23 | |
| F. METHOD OF DISTRIBUTION | | | |
| 1. Direct From Holding Agency | | \$0.00 | |
| 2. From State Agency Facility | | \$247,772.32 | |
| 3. TOTAL | | \$247,772.32 | |
| G. DISTRIBUTION TO PUBLIC AGENCIES | | | |
| 1. State | | \$3,198.25 | |
| 2. Local | | \$21,089.08 | |
| 3. TOTAL | | \$24,287.33 | |
| REMARKS | | | |
| NAME AND TITLE OF APPROVING OFFICIAL | | SIGNATURE OF APPROVING OFFICIAL | DATE 05/02/2010 |
| | | | GSA FORM 3040 |

Done Internet | Protected Mode: On 100%

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 | | RASA 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 | <input type="checkbox"/> | | | |
| ALCOHOLIC BEVERAGE CONTROL | 7 | \$2,490.00 | \$0.00 | <input type="checkbox"/> | | | |
| ALLEN CO BOARD OF EDUCATION | 1 | \$1,012.50 | \$0.00 | <input type="checkbox"/> | | | |
| ALLEN VOLUNTEER FIRE DEPT | 2 | \$227.00 | \$0.00 | <input type="checkbox"/> | | | |
| ANDERSON CO BOARD OF EDUCATION | 1 | \$1,000.00 | \$0.00 | <input type="checkbox"/> | | | |
| ANDERSON CO FISCAL COURT | 9 | \$3,435.00 | \$0.00 | <input type="checkbox"/> | | | |
| AUDITOR OF PUBLIC ACCOUNTS | 1 | \$2,160.00 | \$0.00 | <input type="checkbox"/> | | | |
| AUGUSTA INDEPENDENT BOARD OF EDUCATION | 1 | \$410.00 | \$0.00 | <input type="checkbox"/> | | | |
| BAGDAD FIRE PROTECTION DIST | 6 | \$561.00 | \$0.00 | <input type="checkbox"/> | | | |
| BARBOURVILLE IND BD OF EDU | 2 | \$76.50 | \$0.00 | <input type="checkbox"/> | | | |
| BARREN CO FISCAL COURT | 2 | \$770.00 | \$0.00 | <input type="checkbox"/> | | | |
| BATH CO FISCAL COURT | 7 | \$1,981.00 | \$0.00 | <input type="checkbox"/> | | | |
| Bath County Constable District 1 | 3 | \$503.50 | \$0.00 | <input type="checkbox"/> | | | |
| BEDFORD FIRE & RESCUE DEPT | 1 | \$90.00 | \$0.00 | <input type="checkbox"/> | | | |
| BELL CO BOARD OF EDUCATION | 3 | \$2,678.00 | \$0.00 | <input type="checkbox"/> | | | |
| 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 | <input type="checkbox"/> |
| F 102340 | 05/15/2013 | 06/14/2013 | 0 | \$78.00 | \$0.00 | Ms. YVONNE GILLIAM | <input type="checkbox"/> |
| S 11499 | 02/26/2018 | 02/26/2018 | 0 | \$1,600.00 | \$0.00 | YVONNE GILLIAM | <input type="checkbox"/> |
| BELL CO FISCAL COURT | 3 | \$225.00 | \$0.00 | <input type="checkbox"/> | | | |
| BEREA COLLEGE | 34 | \$6,360.50 | \$0.00 | <input type="checkbox"/> | | | |
| BIG CREEK VOL FIRE & RESCUE | 3 | \$1,383.50 | \$0.00 | <input checked="" type="checkbox"/> | | | |
| BLUE GRASS COMMUNITY ACTION AGENCY | 18 | \$10,065.00 | \$0.00 | <input type="checkbox"/> | | | |
| TOTALS: | | \$3,743,647.63 | \$56,856.02 | | | | |

3.1.6. Barcode Scanners

This requirement is fully satisfied.

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.



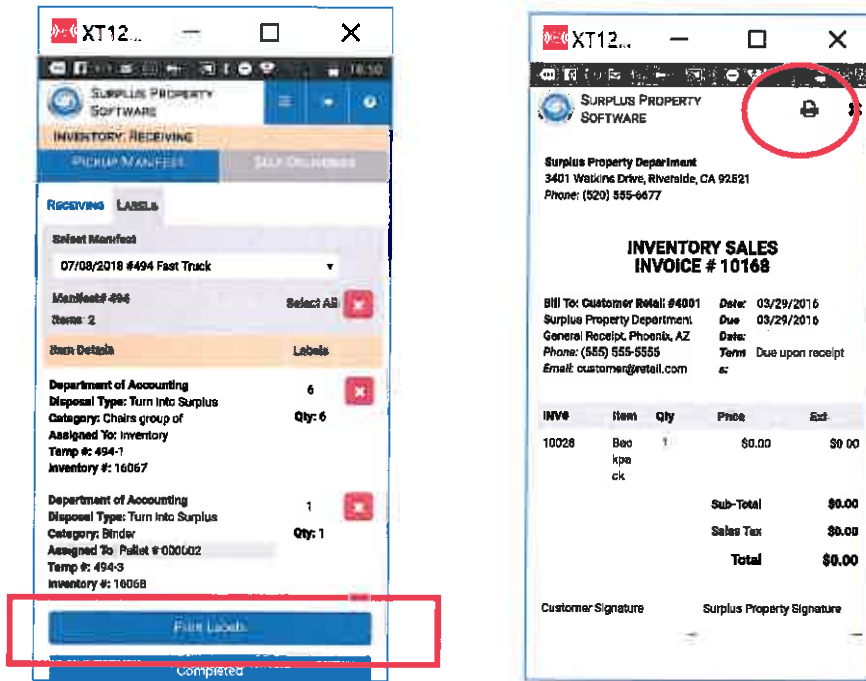
However, while these are still available, they have been replaced in Version 2.0 with the ability to scan barcodes directly from the camera in any mobile device. Scanning barcoded labels can take place at the point-of-sale, while creating a Disposal Request (scanning asset tag numbers and VINs), during 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.

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 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.

3.1.6.2

This requirement is fully satisfied.

Invoices, barcoded labels and all reports can be printed directly from any mobile device. Scanning barcodes can be conducted from any mobile device with a camera.

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.

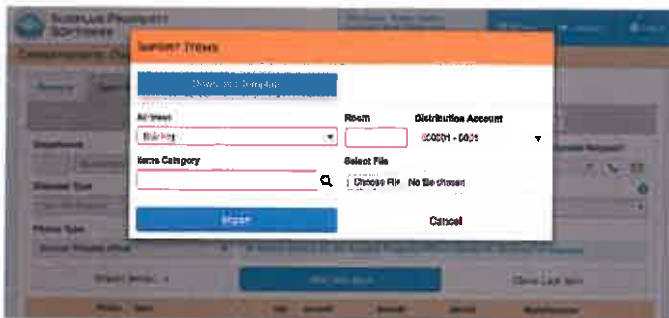
3.1.7.3

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 | Manufacturer | Condition |
|------------|----------|----------------|-------------|--|------------------|-----------|
| 1 | A000019 | 400167 | 386 | 1 MICROCOMPUTER | GATEWAY 2000 INC | Excellent |
| 2 | A000040 | 78-901E | M5726LLA | 1 MICROCOMPUTER 5-MB | GATEWAY 2000 INC | Excellent |
| 3 | A000078 | A283018896 | N131C3 | 1 MICROCOMPUTER | GATEWAY 2000 INC | Excellent |
| 4 | A000082 | 138F2342 | 600-2582-01 | 1 MICROCOMPUTER | GATEWAY 2000 INC | Excellent |
| 5 | A000122 | 100950 | 80063.LB | 1 MICROCOMPUTER W/LAS PRINTR | GATEWAY 2000 INC | Excellent |
| 6 | A000149 | 1141688C56 | M0491LLA | 1 MICROCOMPUTER | GATEWAY 2000 INC | Excellent |
| 7 | A231040 | 2362 | | 1 MICROCOMPUTER | GATEWAY 2000 INC | Excellent |
| 8 | A231066 | 25A801988 | Z8V3526GK | 1 MICROCOMPUTER | GATEWAY 2000 INC | Excellent |
| 9 | A231669 | 025A80182 | 2386/20 | 1 MICROCOMPUTER | GATEWAY 2000 INC | Excellent |
| 10 | A231190 | 4018HT1H1338 | 3865 | 1 MICROCOMPUTER | GATEWAY 2000 INC | Excellent |
| 11 | A231156 | V2422685 | 44502502 | 1 MICROCOMPUTER | GATEWAY 2000 INC | Excellent |
| 12 | A231165 | 10284YS802 | M5011 | 1 MICROCOMPUTER | GATEWAY 2000 INC | Excellent |
| 13 | A231168 | 0LW1010557 | 2022U | 1 MICROCOMPUTER | GATEWAY 2000 INC | Excellent |
| 14 | A231193 | 2365 | 366 | 1 MICROCOMPUTER | GATEWAY 2000 INC | Excellent |
| 15 | A231195 | 3100C3 R4C44 | | 1 MICROCOMPUTER HAND HELD | GATEWAY 2000 INC | Excellent |
| 16 | A231200 | 165017 | 10 | 1 MICROCOMPUTER | GATEWAY 2000 INC | Excellent |
| 17 | A231275 | 132778260 | 286 | 1 MICROCOMPUTER | GATEWAY 2000 INC | Excellent |
| 18 | A231276 | 964071603 | 286 | 1 MICROCOMPUTER | GATEWAY 2000 INC | Excellent |
| 19 | A231286 | C308461UB | 81C | 1 MICROCOMPUTER WORKSTATION | GATEWAY 2000 INC | Excellent |
| 20 | A231295 | 3374 3865 | | 1 MICROCOMPUTER | GATEWAY 2000 INC | Excellent |
| 21 | A231313 | 3145443944 | 420 | 1 MICROCOMPUTER | GATEWAY 2000 INC | Excellent |
| 22 | A231341 | 32786 RS-70501 | | 1 MICROCOMPUTER W/CLR MONITR 386DX40 405MB 5MB | GATEWAY 2000 INC | Excellent |
| 23 | A231431 | C3510441 | 347B | 1 MICROCOMPUTER WORKSTATION | GATEWAY 2000 INC | Excellent |
| 24 | A231453 | 2094 W1V3805X | | 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

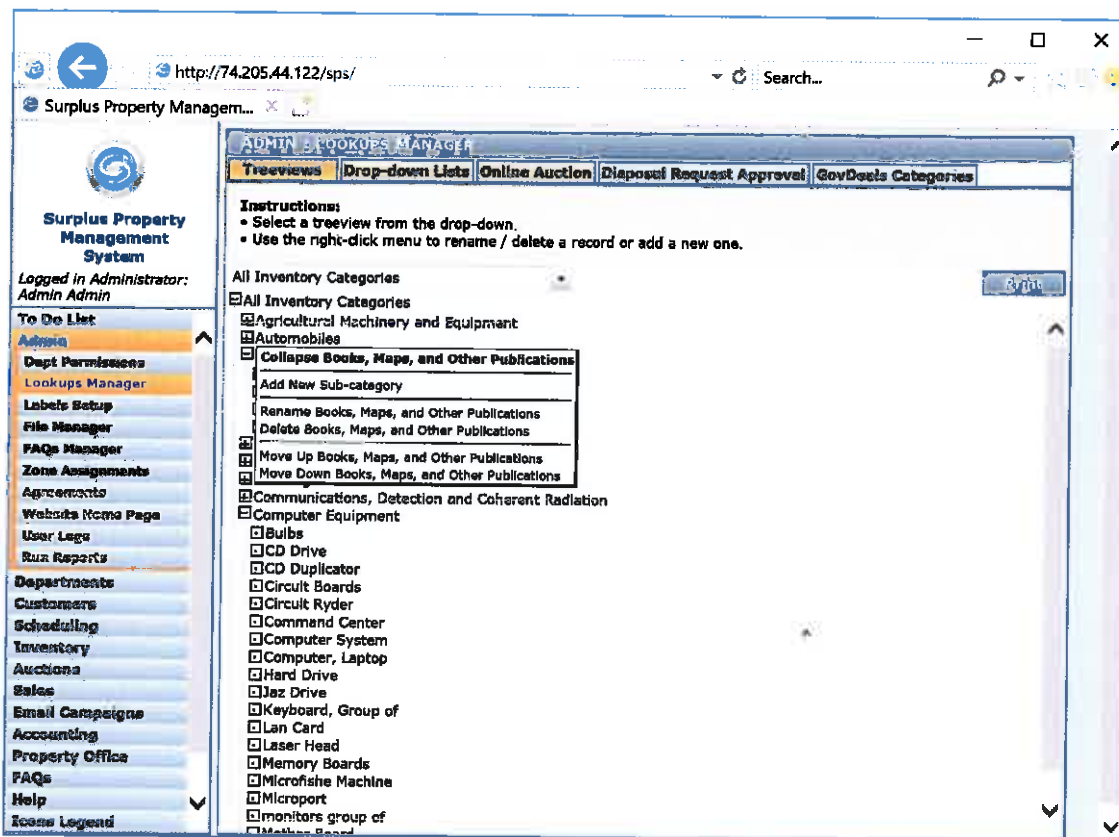
This requirement is completely satisfied.

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.

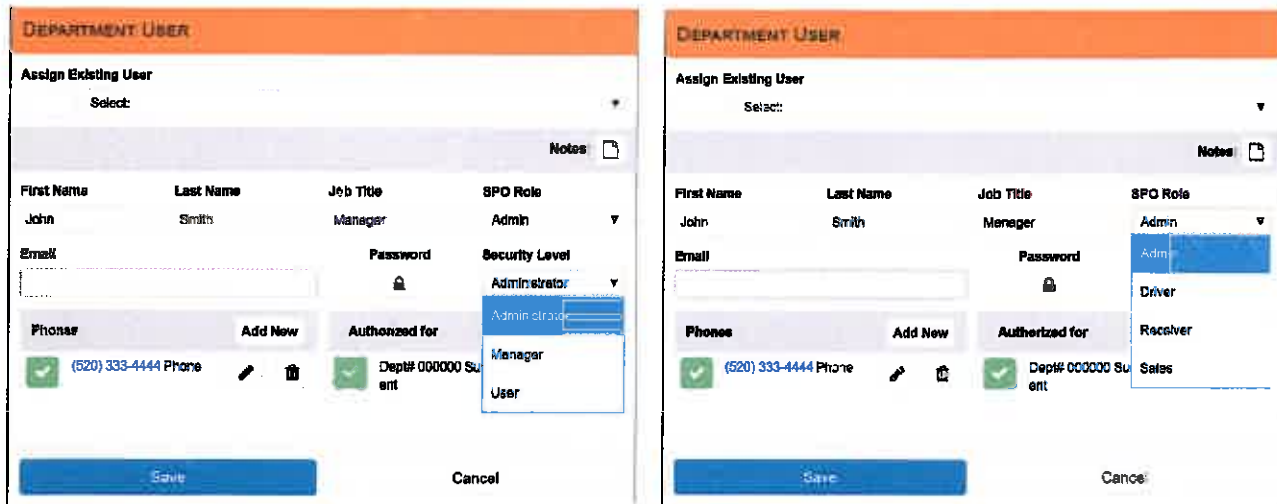


3.1.8.2.

This requirement is completely satisfied.

Professional Software for Surplus Property Professionals

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.



The screenshots show a web interface for assigning users to departments. The interface includes fields for First Name, Last Name, Job Title, SPO Role, Email, Password, and Phone. There are also sections for 'Authorized for' and 'Add New'. The 'Security Level' dropdown is open in the left screenshot, and the 'SPO Role' dropdown is open in the right screenshot.

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.

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, 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: _____

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.

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.
 - 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.



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: Point of Sale Inventory System

Proc Type: Central Purchase Order

| Date Issued | Solicitation Closes | Solicitation No | Version |
|-------------|------------------------|-------------------------|---------|
| 2018-08-28 | 2018-09-12 13:30:00 | CRFQ 0214 SUR1900000002 | 1 |

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:

WEB DATA CORPORATION
 P.O. BOX 428
 GORDONSVILLE, VA 22942
 (520) 297-3623

FOR INFORMATION CONTACT THE BUYER

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

Signature

FEIN # 330792400

DATE

9/15/2018

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

ADDITIONAL INFORMATION:

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 | | | | \$ 89,900.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43230000 | | | |

Extended Description :
Point of Sale Inventory System

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.

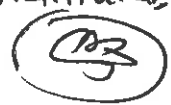


Exhibit A: Pricing Page

Cost information below as detailed in the Request for Quotation. Cost figures should be clearly marked.

GRAND TOTAL BREAKDOWN:

(Vendor must provide the individual cost breakdown for the components listed below and all related costs associated with the implementation.)

| Product Bid | | Unit Cost | Unit of Measure | Qty | Extended Cost |
|---|----------------------------------|-------------|-----------------|-----|--------------------|
| Hardware, Software & Implementation | | | | | |
| POS Inventory System | Integrated Federal and State POS | \$50,000.00 | each | 1 | \$50,000.00 |
| Mobile Scanner | Average Unit Price | \$400.00 | each | 6 | \$2,400.00 |
| 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 | | | | | \$89,900.00 |

The bid delivery address is:
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID:

BUYER: Melissa Pettrey
SOLICITATION NO.:
BID OPENING DATE:
BID OPENING TIME:
FAX NUMBER:

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression or Interest or Request for Proposal is not permitted in wvOASIS.

For Request For Proposal ("RFP") Responses Only: In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus N/A convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

- Technical
 Cost

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: 09/12/2018 @ 1:30 P.M. EDT

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

References.

Minnesota

Holly Gowstner

Kentucky

Gary Thornton

Utah

Dan Martinez

Sorry, forgot to include these.