

**MASS**  
*group*

**TME**  
TRACEABILITY MADE EASY

# Pricing Proposal

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RFQ for Inventory Tracking Software ISCN0098

**Submitted to :**  
**State of West Virginia, Department of Administration**

MASS Group, Inc.  
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Chatsworth, CA 91311  
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06/26/13 09:58:09 AM  
West Virginia Purchasing Division

Item	Item Description	Cost for Year 1	Cost for Year 2
a	<p><b>Base System Modules Integrated Inventory, Preventive Maintenance</b></p> <p>*TME Inventory, Preventive Maintenance, CMMS and EAM 100% Internet or Intranet web Based is priced as. The price includes all modules available in the current release of TME 5.XX including:</p> <ul style="list-style-type: none"> <li>• power full Access users</li> <li>• Assets Module</li> <li>• Inventory Module Items</li> <li>• Driver's Seat/Dashboard</li> <li>• Work Tracking Work Orders</li> <li>• Scheduled Work (Preventive Maintenance)</li> <li>• Real Time Asset Viewers</li> <li>• Calendar Viewer</li> <li>• Project Tracking</li> <li>• Check In/Out</li> <li>• Meter Data Collection for Mileage and fuel</li> <li>• Inventory Management</li> <li>• Requisitions, Purchasing</li> <li>• Mobile Application</li> <li>• Asset Management</li> <li>• RFID and Barcode</li> <li>• Documents Managements</li> <li>• Location Management</li> <li>• Email Alert Module</li> <li>• Report, including 100 reports</li> <li>• Contacts Management</li> </ul>	\$2,500	\$2,500
c)	Web Based Training/ Implementation/ Configuration and roll out support	Included	
b)	Annual Software support includes: Hosting, Maintenance Software Upgrades, Help Desk support, Software Licensing Fee/Users	\$2,500	

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**RFQ Response**

**West Virginia**

**ISCN0098 Inventory Software**

**TECHNICAL PROPOSAL**

MASS Group, Inc.  
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# COVER LETTER

June 27, 2013

Department of Administration, Purchasing Division  
2019 Washington Street East  
P.O. Box 50130  
Charleston, WV 25305-

Dear Krista S. Ferrell,

We are pleased to submit the attached proposal in response to West Virginia State solicitation for an Inventory Tracking Software system.

MASS Group proposes its commercial off-the-shelf (COTS) software Traceability Made Easy® (TME). TME is a cost effective, robust Inventory Software solution that is currently used by government agencies, universities, schools and leading companies such as the Department of Defense, Dept. of Veterans Affairs, Ceradyne, Raytheon, and Motorola.

MASS Group Inc. is a classified facility with designated corporate personnel holding top secret clearance. Additionally, MASS Group holds a contract with the General Services Administration (GSA) and is able to provide government agencies qualified products at the most competitive price should the agency purchase through the GSA. Our GSA contract number is GS-35f-01459.

We at MASS Group understand WVOC's requirements as stated in the RFP. Our proposal addresses every section outlined in the RFP and includes current pricing information.

We look forward to working with you to ensure the successful implementation of TME to manage WVOC's extensive inventory and assets.

Karine Kim  
Marketing Manager  
MASS Group, Inc.  
Tel: 818-709-1255  
Email: [kkim@massgroup.com](mailto:kkim@massgroup.com)

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**EXECUTIVE SUMMARY****PURPOSE**

MASS Group proposes its commercial off-the-shelf (COTS) software Traceability Made Easy<sup>®</sup> (hereinafter referred as "TME") as a robust, 100% Web Based (Intranet/Internet) Inventory Management solution. TME is currently used by organizations that employ best practices such as Arizona Department of Corrections, Department of Defense, Yellowstone National Park, Motorola, GE Hitachi and other leading companies across multiple industries.

One of the benefits of working with MASS Group, Inc. is that we are also the parent company of ScanPlanet.com, a provider of automation hardware devices such as barcode scanners, barcode printers, RFID, UID, mobile computing devices, rugged tablets etc. MASS Group can provide a comprehensive solution, from hardware to software, for all your inventory and asset tracking needs.

**TME OVERVIEW**

TME is a powerful, 100% web-based Inventory Software Solution based on MS SQL Server databases. TME can be installed and hosted by your IT group or hosted securely by MASS Group, Inc. Users can securely access TME from any Internet browser such as Internet Explorer or any Windows-based mobile device or workstation operating throughout the service area and connected to the LAN.

TME provides an integrated inventory solution that includes: Requisition and Purchase Order Management, Inventory Tracking, Asset Tracking, Check In/Out, Statistical Reports, Barcode Technology, Mobile Solutions, Email/Text Notifications, Electronic Document Manager and more.

TME is a scalable and customizable product and provides the following functions:

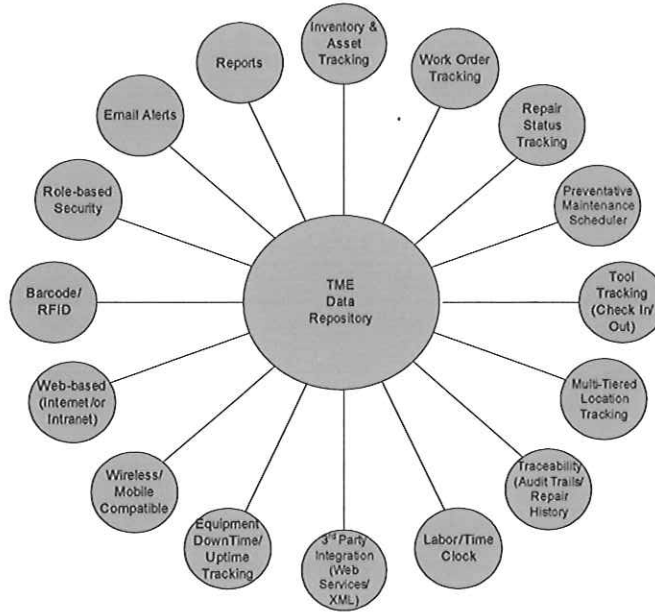


Figure 1 TME Features

**BENEFITS OF USING TME**

Automation: TME integrates the latest in barcode and RFID tracking technologies, enabling a seamless flow of data, from scanner/mobile device to software. Inventory data collection is fast, easy, and accurate. TME is capable of importing and exporting data and display vital information on a user-friendly, graphical interface. TME gives you real-time visibility into your inventory, assets, equipment, and data so that you can maintain optimal supply levels, reduce equipment loss, and increase cost-savings.

Flexible Control: TME is a flexible system that enables users to define parameters, new fields; customize reports, work orders; and add extensible modules to create an integrated solution that meets your organization’s unique needs. TME is easily customizable and puts the end-user in control.

Simplify: TME is a simple, intuitive system that is designed for the non-technical person. Unlike many competitor products which are overly complex, cumbersome and costly, TME is easy to use, implement and maintain, allowing you to quickly achieve your organization’s goals.

TME will deliver on your objectives of easy and intuitive methods to minimize the data collection efforts by automating as many functions as possible. The new system will empower all department managers to continue to be in charge of the data relevant to their operations.

MASS Group is confident that our technology, personnel, and exceptional customer support can provide a comprehensive and cost-effective inventory management solution.

**Primary Contact:**

Karine Kim  
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Chatsworth, CA 91311  
Tel: 818-709-1255 x14  
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**SCOPE OF SERVICES**

This proposal was prepared in response to West Virginia Office of Technology’s (hereinafter referred to as the “WVOT”) solicitation for an Inventory Tracking Software System. WVOT is seeking a hosted, web-based inventory tracking system to track equipment and access inventory from any location.

**MANDATORY CONTRACT ITEM REQUIREMENTS MATRIX**

Mandatory Requirements	Y/N	MASS Group, Inc.
1. The inventory tracking system must be Web-based, and able to import/export multiple Microsoft Office files.	Y	TME is a 100% web-based Inventory solution that can be installed onsite or securely hosted by MASS Group. TME is based on standard Microsoft technologies for extreme flexibility when integrating into existing automation systems.  Import/export of items into/from TME is typically done with Excel. Data can also be exported using Reports to PDFs, HTML and Word.
2. Web-based program must provide WVOT a means to track equipment and access inventory from any location, hosted by the vendor.	Y	By tagging inventory and locations with RFID or barcodes, users can effectively track inventory down through the multi-tiered locations. Users can track inventory across multiple locations such as bins/shelves, isles, rooms, warehouses, cities, states and countries.
3. Must be able to track equipment by use of barcode printing and scanning.	Y	With TME, end users assign a unique bar code to represent an individual inventory item regardless of quantity available.  TME allows for the customization and printing of barcode labels. Users can choose amongst multiple labels if WVOT requires different sizes, formats, data output, etc.  Barcode labels can be printed directly from the system. TME is compatible with any windows base barcode printer.
4. Must display work-in-process by showing the current status of	Y	TME provides real-time status of all inventory transactions (e.g. consume, scrap, transfer, put, take, and return). Users will have

Mandatory Requirements	Y/N	MASS Group, Inc.
inventory.		visibility into the current status of inventory supply levels, consumption, expiration, etc.
5. Must track over 1,500 locations.	Y	TME can inventory across an <i>unlimited</i> number of locations (e.g. countries, cities, warehouses, campuses, etc.).
6. Must include multiple part location tracking.	Y	Users can track multiple parts, components, batches, lots, etc. across unlimited distinct locations.
7. Must include remote access to inventory at another location based on user rights.	Y	Users with appropriate security clearance can remotely access inventory at another location. Rights to conduct certain transactions, view specific assets/inventory items can be defined by the Administrator. Administrators set up the access groups and then define the various levels of permissions for that group.
8. Must be able to transfer orders from one location to another within the system.	Y	Authorized users can transfer/access purchase order, receiving orders, work orders, etc. from location to location within the system.
9. Must track equipment stored in a warehouse and track inventory when parts arrive at end user.	Y	With TME, users can track the real-time status and location of all equipment. As inventory is received, it can be set to be put away to a location.  Inventory levels automatically adjust upon submission of the receipt.
10. Must provide a configurable dashboard or users.	Y	Users have the ability to customize dashboard screens to provide any type of analytical information that can be gathered from within or outside the system. With guidance from MASS Group, users can set up any number of dashboards from which Users can choose to have visible at initial login and available at any time thereafter.
11. Must provide a means to filter information and create reports	Y	Extensive filtering capabilities provide specific data to managers and executives. Information can be sorted by date, time,

Mandatory Requirements	Y/N	MASS Group, Inc.
based on information requirements.		<p>location, category, personnel, department, or status for further breakdown and analysis of history and costs (labor, inventory, maintenance, etc.).</p> <p>TME offers powerful reporting capabilities, giving you the ability to create reports on any type of recorded data, including data from other external SQL Server databases.</p>
12. Must be able to track by tag number, installation date, serial number and location.	Y	TME can track by tag number, install date, serial number, location, supplier, etc.
13. Must be able to recognize duplicate entries.	Y	For duplicate entries, TME will alert the user that the entry already exists.
14. Must be able to input similar parts with the click of a button.	Y	Users can scan similar parts or assign a unique serial number to represent a batch of inventory. Inventory can be input by simply scanning the serial number.
15. Must be able to transfer data to different computer systems and networks.	Y	<p>Data can be imported in bulk from a variety of industry standard formats such as: comma-separated values (CSV), web services, and XML format. TME has been set up with extensive web services for the purpose of importing/exporting to/from almost any ERP system or database program.</p> <p>TME can export data in multiple formats. In addition, TME offers an open architecture allowing users with right security privileges to export data directly out of the database using a set of web services which is provided as part of the product.</p>
16. Must track parts based on purchase order information.	Y	<p>TME creates and tracks requisition and purchase orders to quickly and accurately order supplies, spare parts and contractor services.</p> <p>Personnel can digitally request new purchase orders, track supplies, spare parts, tools and print or email Pos directly to</p>

Mandatory Requirements	Y/N	MASS Group, Inc.
		suppliers.
17. Must provide WVOT a way to customize information contained in database as necessary.	Y	Authorized users can add/delete/modify and define custom fields to track and measure any variable or attribute.
18. Must include first year maintenance and support. Maintenance and support package must include; Software Release, Unlimited Call-in Support (up to 10 minutes, Incidents (support calls exceeding 10 minutes), and Web-based Training.	Y	TME's maintenance support package includes software upgrades, updates, patches, fixes and documentation updates as they become available. This support shall include remote diagnostics, onsite issue resolution (if necessary), unlimited call-in support and web-based training.  See Maintenance section of this RFP.

**TME FEATURES**

**INVENTORY & ASSET MANAGEMENT SYSTEM**

Traceability Made Easy® (TME) is a hosted (Internet or Intranet), 100% web-based Inventory solution that requires no installations on the WVOT’s infrastructure. No active-X components or any other entities are downloaded onto the client computers. TME is based on standard Microsoft technologies for extreme flexibility when integrating into existing automation systems. Since it is web-based, it requires minimal resources on the client, reducing total cost of ownership (TCO).

**INVENTORY TRACKING**

TME can track any inventory item by user-defined data fields such as serial number, supplier, location, expiration, etc.

By leveraging barcode technology such as RFID, TME enables you to track inventory across multiple locations such as bins/shelves, isles, rooms, warehouses, cities, states and countries.

**INVENTORY TRACKING BY LOCATION**

TME provides multiple levels of hierarchical location definitions utilizing drop-down lists. These levels are defined by WVOT and named accordingly. Locations can be configured to include district, building, facility, room, shelf etc., or can be set up to reflect your specific location designations. An unlimited number of User defined collection points are included to add defining characteristics. Asset locations can be modified in TME to reflect changes in the facility over time.



Figure 2 TME Mobile: Locale Look Up

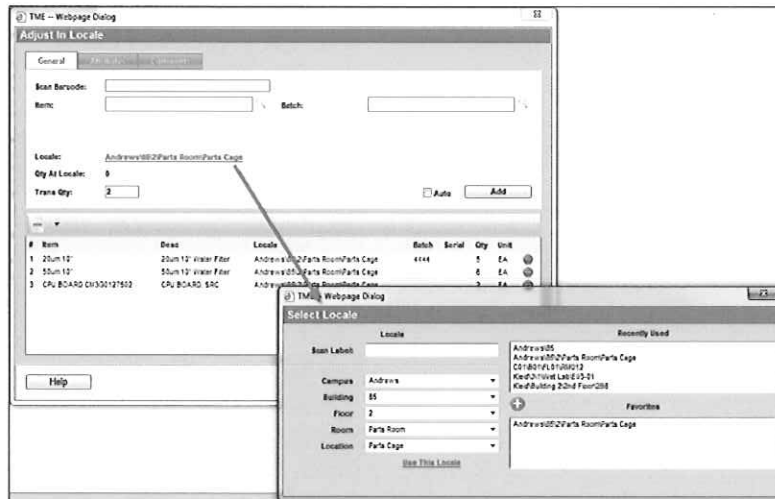


Figure 3 Receiving to a Locale

Users can receive and conduct various inventory transactions to/from “locations” at any level (e.g., building, warehouse, shelf, aisle, bin, etc.) By tagging inventory and locations with RFID or barcodes, users can effectively track inventory down through the

multi-tiered locations.

TME Inventory can record transactions taken against inventory items, such as Transfer, Put, Take and Return. Quantities of inventory items can also be grouped and tracked by lot numbers. The system also allows you to associate inventory to a specific user, vehicle, building, storeroom, etc.

INVENTORY MINIMUM/MAXIMUM LEVELS

TME helps you to manage inventory consumption, supply levels, expiration and shelf life to achieve Just-In-Time Inventory. TME sends alerts when inventory approaches critical levels, ensuring that you always have the right amount of stock on hand. By delivering up-to-the minute information on your inventory, TME helps you to avoid costly errors such as increased pricing resulting from insufficient stock, or reduced cash flow due to stock surplus.

Inventory Item	Inventory Description	Quantity	Unit	Total Cost
20um 1/2"	20um 1/2" Water Filter	10.00	EA	\$0.00
50um 1/2" Serialized	50um 1/2" Water Filter	9.00	EA	\$0.00
50um 20"	50um 20" Water Filter	2.00	EA	\$0.00
51225A HP DJ600C	Color DJ600C-HP 51225A	24.00	ea	\$360.00
5um 1/2"	5um 1/2" Water Filter	-1.00	EA	\$0.00
78 HP Color Ink Cartridge	TR Color Cartridge	19.00	EA	\$1,197.00
a bit	a bit	88.00	each	\$0.00
AMHS 8 BIT SENSOR	8 BIT SENSOR	13.00	EA	\$65.00
AMHS AC SERVO MOTOR A	AC SERVO MOTOR	1.00	EA	\$5.00
AMHS AC SERVO MOTOR B	AC SERVO MOTOR	11.00	EA	\$55.00
AMHS AC SERVO MOTOR C	AC SERVO MOTOR	11.00	EA	\$55.00
AMHS AC SERVO MOTOR D	AC SERVO MOTOR	1.00	EA	\$5.00
AMHS AC SERVO MOTOR E	AC SERVO MOTOR	-1.00	EA	\$5.00
AMHS BALL SCREW	BALL SCREW	30.00	EA	\$150.00
AMHS Barcode Reader	Barcode Reader	19.00	EA	\$95.00
AMHS BATTERY A	BATTERY	3.00	EA	\$15.00
AMHS BCR Board SR3G1038500	BCR Board	2.00	EA	\$503.60
AMHS BEARING UNIT Z068331260	BEARING UNIT	2.00	EA	\$24.32
AMHS BEARING UNITS x 2 Z068139100	BEARING UNITS x 2	8.00	EA	\$21.60
AMHS BEARING Z011050500	BEARING	8.00	EA	\$29.60
AMHS BEARING Z063084550	BEARING	4.00	EA	\$44.68
AMHS BEARING Z06308400	BEARING	8.00	EA	\$44.72
AMHS BEARING Z066062200	BEARING	1.00	EA	\$9.86
AMHS BEARING Z111006800	BEARING	-1.00	EA	(\$6.59)
AMHS BELT Z069274310	BELT	4.00	EA	\$12.00
AMHS BELT Z075468740	BELT	2.00	EA	\$26.20
AMHS BELT Z075468820	BELT	2.00	EA	\$32.00
AMHS BELT Z075468240	BELT	1.00	EA	\$8.76
AMHS BELT Z075468120	BELT	2.00	EA	\$21.02
AMHS BELT Z075665160	BELT	2.00	EA	\$52.52
				<b>\$2,825.40</b>

Figure 4 Example of an Inventory On Hand Report

*Min-Max Order Report by Location*

TME's Reorder by Location report shows any item that is below its minimum point and how much to order to reach that point for the location. The report also shows the maximum quantity to order so as to not go over the maximum allowed for a location (this allows for maximum utilization of storage space as well as efficient ordering – having too much stock on hand can be just as bad as running out). Re-order points can be set within TME for each item overall for the organization or by location. Personnel are able to receive automatic email alerts to notify them if inventory is low.

INVENTORY AND RECEIVING

Users can select a Purchase Order (PO) which will automatically populate a Receiving screen with the appropriate information of the supplier and inventory item(s). In the absence of a PO, the supplier and inventory item(s) can be selected manually.

Quantity, serial number, pricing information can be edited or added on the spot. Items can be set to be put away into the same location or different locations. Inventory levels automatically adjust upon submission of the receipt.

There are an unlimited number of user-defined fields available on a receipt for the inclusion of name plate data such as inspection codes for quality control, shipment number, etc. Mandating the entering of attribute data will establish optimal receiving procedures that will prevent acceptance of shipments which are off-spec, incorrect, or improperly packaged, and reducing unnecessary waste generation and returns.

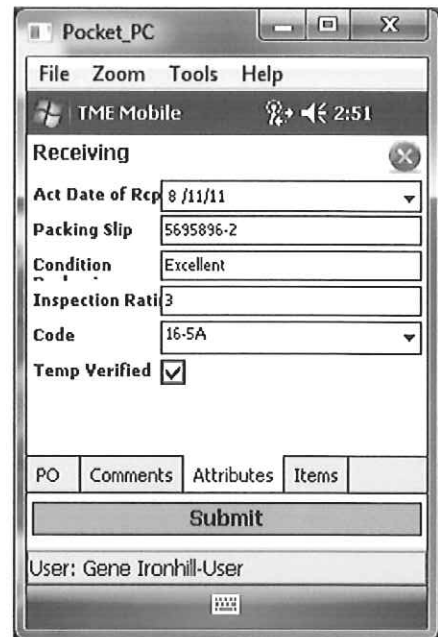


Figure 5 TME Mobile Receiving Screen

PURCHASE ORDERS

TME captures purchase orders, invoice and warranty details and inventory cost. Purchase Orders can be manually entered into TME or imported automatically from an alternate ERP system.

TME Purchase Orders allows you to automatically create requisitions and purchase order release forms in order to quickly and accurately order supplies, spare parts and contractor services. Personnel can digitally request new purchase orders, modify purchase quantities and select approved suppliers. Purchase orders can be printed or simply emailed ensuring you have the supplies or services you need on time.

- View list of orders, create new purchase orders



- Print or email electronic purchase orders directly to suppliers
- Generate Purchase Orders
- Management of drop-down lists for selection of Bill To, Ship To, Purchasing Location, Shipping Method, Shipping Carrier, Account Numbers (by Item)
- Standard and customizable requisition and PO forms available for download

FactoryServer - Purchase Orders - Web Page (table)

### Blanket Purchase Order Release

<b>MASS GROUP</b> MASS Group 21601 Devonshire St Chatsworth, CA 91311		<b>Purchase Order Release Date</b> 6/1/2012	<b>Blanket P.O. No.</b> 12345	<b>Effective P.O. date:</b> 4-15-2008	<b>Release No.</b>
<b>PO Release To:</b> MASS Group		<b>Bill To:</b> MASS Group		<b>Ship To:</b> MASS Group	
<b>PO Address:</b> 21601 Devonshire St Chatsworth, CA 91311		<b>Bill Address:</b> Acct: Payable 21601 Devonshire St Chatsworth, CA 91311		<b>Ship Address:</b> Production Facility 1 21601 Devonshire St Chatsworth, CA 91311	
<b>PO Contact:</b> ADMIN 800-555-1212		<b>PO Phone:</b> 800-555-1212		<b>PO Fax:</b>	
<b>Supplier</b>	<b>Phone</b>	<b>Supplier(s)</b>			
<b>Item #</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
1	MISC Items	50	Each	35.00	\$1,750.00
2	Tool Set	2	Each	450	\$900.00
3	Tool Kit	4	Each	275	\$1,100.00
4		0		0	\$0.00
5		0		0	\$0.00
6		0		0	\$0.00
7		0		0	\$0.00
8		0		0	\$0.00
9		0		0	\$0.00
10		0		0	\$0.00
<b>Total:</b>					<b>\$3,750.00</b>
<b>Method of Payment:</b> UPI Credit		<b>Notes:</b> Print Expense For Requisition			
<b>Invoice Required:</b> YES					
<b>Tax Status:</b>					
<input checked="" type="checkbox"/> 6/1/2008		<input checked="" type="checkbox"/>		Date	

Purchase Order: 727

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**Description:**  
Supplier Name: Shell Oil  
Supplier Address: 16315 WA-9, Cathcart Way, Snohomish, WA,  
Supplier Phone:  
Date Required:  
Comments

**Account No.:** Transportation  
**Released By:** Admin  
**Date Requested:** 6/21/2012  
**Expiration Date:** 7/21/2012

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**Ship To:** Gamal Balady  
Address: 21601 Devonshire St, Ste 108  
City: Chatsworth  
State & Zip: CA91311

**Bill To:** Kris Hughes  
Address: 21601 Devonshire St, Ste 108  
City: Chatsworth  
State & Zip: CA91311

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**Requestor Name:** Gene Ironhill  
Email: gironhill@massgroup.com  
Phone: 818-709-1255  
Dept: 1078

Item Name	Part Number	Description	Manufacturer	Qty	Unit	Price	Total
Diesel Fuel		Diesel Fuel - High Grade		100	Gallon	\$3.59	\$359.00
<b>Total:</b>							<b>\$359.00</b>

**Requestor's Sig.:** \_\_\_\_\_

**Preapproval(s):** \_\_\_\_\_

**Approval:** \_\_\_\_\_

Figure 6 Examples of Purchase Order Forms

ASSET MANAGEMENT

TME Asset Management maintains a complete database of all assets including equipment, computers, tools, keys, furniture, beds, vehicles, HVAC, pumps and any user defined asset.

Assets are assigned an Asset ID and can have additional information listed, such as asset description, manufacturer, asset model, group, subgroup, serial numbers, service dates etc.

Assets can be organized by model, vendor, manufacturer or group, such as a department, building, or campus.

Each Asset can be assigned a location in a site. Locations can be configured to include campus or site, building, floor, room, area or can be set up to reflect your specific location designations. Asset locations can be modified in TME to reflect changes in the facility over time.

Other items can be tracked for each Asset, including purchase date, cost and warranty information. Documents, manuals or photos can also be linked directly to an Asset to be readily available.

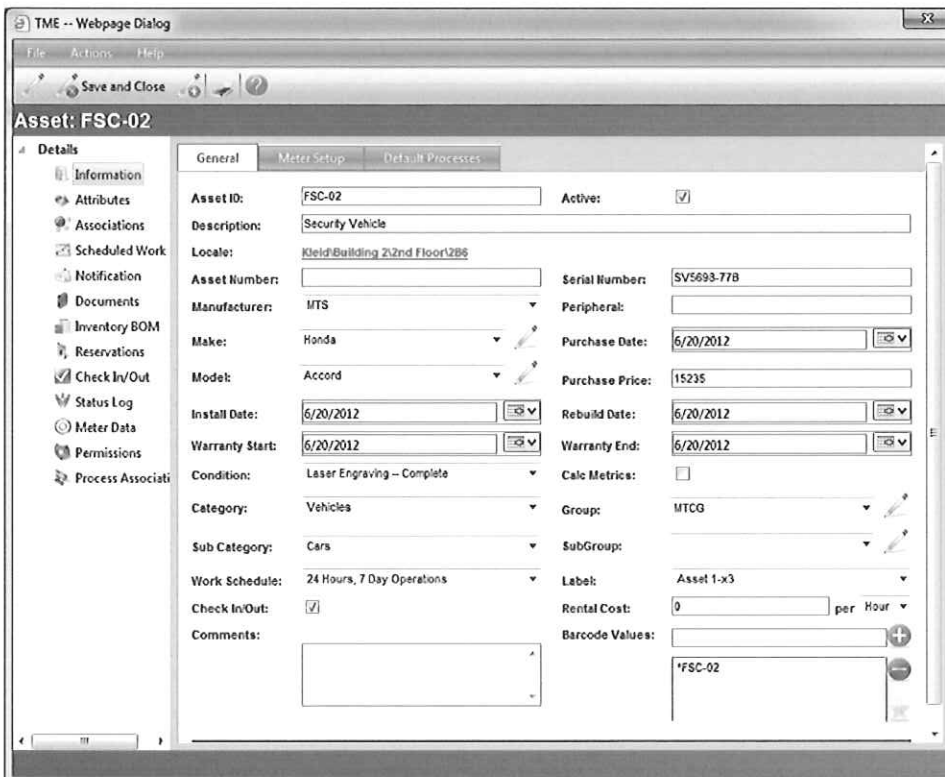


Figure 7 Assets

ASSET HIERARCHY AND PARENT CHILD ASSOCIATION

All assets can be set up in parent-child relationships with one another to form a picture of the organization structure as well for reporting on costs, services, work load, etc., on a hierarchy.

EQUIPMENT HISTORIES

Every action taken against a piece of equipment is logged accordingly— whether it’s a repair, change in status, check in/out transaction, move from a location, annual (or any timeframe for that matter) reconciliation, etc.

AUDIT ASSETS

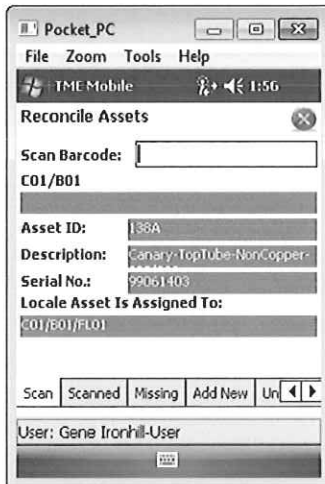


Figure 8 TME Mobile Reconcile Assets Screen

Conduct an Asset Reconciliation easily by choosing the location and scanning every barcode in sight. TME will show onscreen (whether computer or handheld device uploaded with TME Mobile) what Assets were scanned, which ones are still missing, and those barcodes that have been scanned but are not in the system. The User will have the opportunity right then and there to input the Asset description, serial number and an ID for an unknown barcode not associated with an Asset.

Once scanning is complete, the results can be viewed and decisions made. Assets scanned in alternate locations from where they should be can be moved with a single click or left alone (someone then physically moves the Asset to where it belongs). Unknown barcoded items can be converted to Assets or rejected on the spot. A search can be instituted for missing Assets.

TME Mobile is designed to allow for an easy and efficient means for auditing Assets. Scanning can be done offline in batch mode in areas where wireless or internet connection is not available. Users still have the full Reconciliation capability as with the full TME application.

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## CHECK IN/OUT

With Check In/Out, you can quickly locate your inventory items, reducing time spent searching for misplaced items and costs carried by asset loss.

Check In/Out tracks the time, date, length of time, and the identity of the person who checked out/in an asset. This feature is particularly useful for tracking mobile assets (e.g. textbooks, keys, tools, tool cribs etc.) that are used by multiple employees and moved from location to location for any period of time.

RFID tags or barcodes can be associated to textbooks. When users take an asset, the unique serial tag will be scanned and saved. The asset will then be “checked out” to them. When the user returns the asset, it is scanned and “checked in.”

## SYSTEM SECURITY

### SECURED USER LOGIN

---

TME provides secured user logins either per location or per authorized users. Each user login will have secure authorizations built into the user profile that only allows the individual user to access certain authorized functions within the system.

TME leverages the inherent features of Microsoft and SQL Database to support NIST 128-bit encryption for the browser and database using private SSL certificate or public SSL certificate. As part of the implementation process, we will help you determine whether you should use a private or public SSL certificate.

Security and user access is controlled at multiple levels within TME. TME logs the user name, date and time of access to any entry within the system. The entry records can be displayed and printed from the system. TME can assign a unique name and/or number for identifying and tracking user identity. TME can record successful and unsuccessful login attempts. TME logs will include the user account, and timestamp of each attempted login. TME shall restrict the user to a single login at any point in time.

Rights to conduct certain transactions, view specific assets/inventory items, or even access to specific modules within the application are provided by the Administrator via Access Groups. Administrators set up the access groups and then define the various levels of permissions for that group. This in turn defines the rights of the users who are members of that Access Group. Access Groups can also be used to restrict visibility of Items at various locations.

Information will be securely transferred and stored with redundancy to ensure information reliability. All data provided and entered into the system will be the sole property of the WVOT.

- Identity Authentication
- Automatic Timed Log Off
- Visibility of Items Restricted Based on Access Group, Locations
- Security Privilege Management

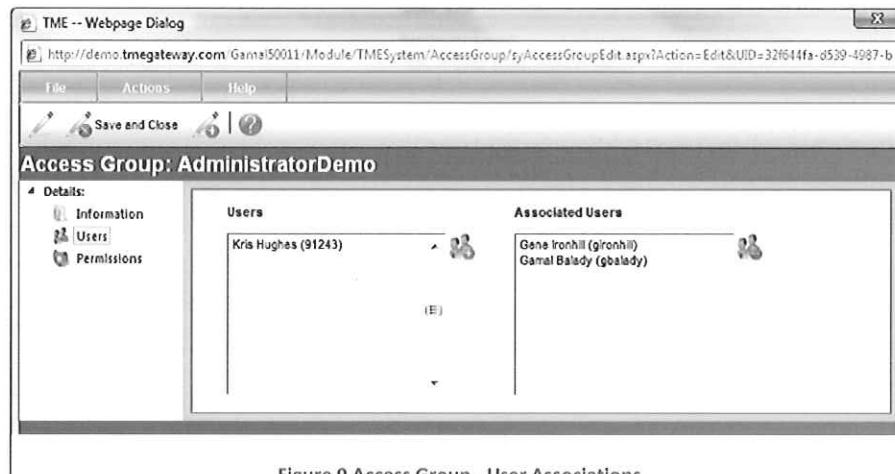


Figure 9 Access Group - User Associations

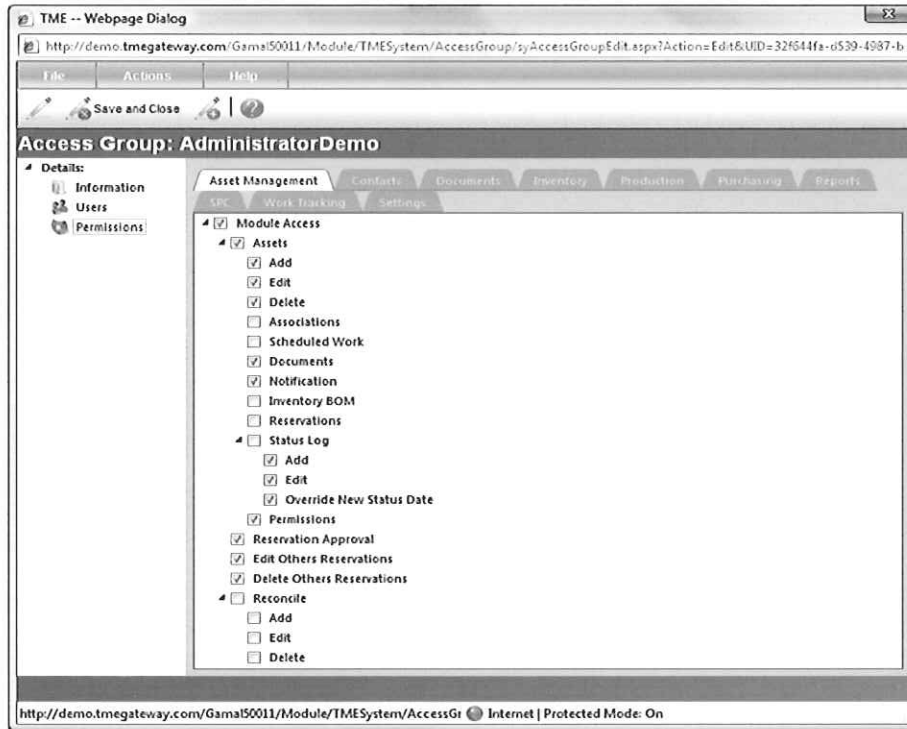


Figure 10 Access Groups - Permissions to View and Perform Specific Tasks

Beyond the TME security utilizing log-in and Access Groups, the host server utilizes Windows Active Directory and is behind the Microsoft Threat Management Gateway and on an isolated network. More detailed information provided upon award of contract.

## REPORTS

### DETAILED REPORTS

TME Reports provides extensive report customization capability without the need for programming knowledge or skills. Reports can be generated and emailed at periodic intervals to keep operations managers informed. In addition to standard TME reports, the system can also generate customized reports based on user-defined parameters such as warehouse location versus system wide, category of items, etc.

TME is layered on top of Microsoft SQL Server. All data can be accessed through the standard reporting module using views created with standard query language (SQL). Authorized users can create, modify, and save custom reports and queries to a specified location.

Extensive filtering capabilities provide specific data to managers and executives. Information can be sorted by date, time, location, category, personnel, department, or status for further breakdown and analysis of history and costs (labor, inventory, maintenance, etc.).

TME offers powerful reporting capabilities, giving you the ability to create reports on any type of recorded data, including data from other external SQL Server databases.

### Report Templates

The TME Report module can be accessed from any Web browser by an unlimited number of registered contacts without user licenses. TME provides over 145 standard report templates including, but not limited to Inventory Tracking, Trending, and Performance Reports. TME provides predefined reports on all data collected within TME. Users can select from a list of available report templates and enter report criteria before generating a report.

Authorized users are able to make copies, modify, rename and save reports within TME. These reports can be opened in formats other than .html and saved to any location for which the user has access. Reports can be created in multiple formats including .HTML, .XLS, .PDF, and .DOC.

### Report Customization

TME Reports provides extensive report customization capability without the need for programming knowledge or skills. Users can add/remove columns, change sorting, format colors and fonts, change out the sorting, set alternate filters, etc., at whim.

### Report Subscriptions

TME contains a feature called Report Subscriptions. Any report can be set up and then subscribed to be sent out via email on a pre-defined time interval such as daily, weekly, monthly, bi-monthly, quarterly, yearly etc. These subscriptions are individually set up for particular recipients, whether a TME user, email group or an email address entered specifically for the subscription.

Report Samples

Report Viewer: Inventory On Hand by Location

Inventory On Hand by Location

6/18/2012 2:16:28 PM

Locale	Inventory Item	Inventory Description	Batch Number	Serial Number	Quantity	Unit	Total Cost
Andrews552/Parts Room							
	20um 10"	20um 10" Water Filter	111		13.00	EA	\$325.00
	20um 10"	20um 10" Water Filter	20110411125829		10.00	EA	\$250.00
	20um 10"	20um 10" Water Filter	20110411143022		2.00	EA	\$50.00
	20um 10"	20um 10" Water Filter	333		5.00	EA	\$125.00
	20um 10"	20um 10" Water Filter	4444		3.00	EA	\$75.00
	50um 10"	50um 10" Water Filter			20.00	EA	\$1,300.00
	50um 20" Serialized	50um 20" Water Filter		sn1129	1.00	EA	\$0.00
	50um 20" Serialized	50um 20" Water Filter		sn1119	1.00	EA	\$0.00
	50um 20" Serialized	50um 20" Water Filter		sn204	1.00	EA	\$0.00
	50um 20" Serialized	50um 20" Water Filter		sn205	1.00	EA	\$0.00
	50um 20" Serialized	50um 20" Water Filter		sn303	1.00	EA	\$0.00
	50um 20" Serialized	50um 20" Water Filter		sn333	1.00	EA	\$0.00
	50um 20" Serialized	50um 20" Water Filter		sn334	1.00	EA	\$0.00
	50um 20" Serialized	50um 20" Water Filter		sn305	1.00	EA	\$0.00
	50um 20" Serialized	50um 20" Water Filter		sn505	1.00	EA	\$0.00
	50um 20" Serialized	50um 20" Water Filter		sn505	1.00	EA	\$0.00
	CAR Air Filter	Air filter for A/C unit			6.00	Each	\$300.00
	CAR Headlights	Replacement Bulbs			4.00	each	\$400.00
							<b>\$2,828.50</b>

Full Locale Name is Equal To Andrews552/Parts Room

Page 1 of 1

Figure 11 Example of On Hand Quantity Report Filtered by Location

Inventory Received

6/18/2012 2:19:41 PM

Receipt ID	Item Name	Batch Number	Receipt Qty	Unit Name	Locale Placement
Receipt ID: 42					
Supplier: Honda					
	20um 10"	batch78	13	EA	C01B02FL02/RM020/R12
	Accu-Seal 1/2" Teflon Tape 100ft		5	Roll	Andrews552
	AMHS BALL SCREW C311152J00		2	EA	Andrews552/Parts Room/Parts Cage
	CAR Air Filter		6	Each	Andrews552/Parts Room
	CAR Headlights		4	6	Andrews552/Parts Room
Receipt ID: 43					
Supplier: Honda					
	CAR AC		15	Each	Andrews511
	CAR Air Filter		10	Each	Andrews511
	CAR Steering Wheel		6		Andrews511
Receipt ID: 44					
Supplier:					
	CAR AC		3	Each	C01B01FL01/RM010/R1
	CAR Air Filter		5	Each	C01B01FL01/RM010/R1

Item Name is Any Value  
Batch Number is Any Value  
Inventory Category is Any Value  
Inventory SubCategory is Any Value  
Receipt Date is At or After 6/1/2012

Page 1 of 1

Figure 12 Example of Inventory Received Report



Report Viewer: Transferred Inventory by Date

6/18/2012 2:22:05 PM

Transfer Date	Inventory Item Name	Batch Number	Serial Number	From	To	Quantity
3/27/2012	CAR Headlights			C01B01/FL01/RM010/R1	C01B01/FL01	-2.00
3/26/2012	CAR AC			Andrews/31/1	C01B01/FL01	-15.00
	CAR Air Filter			Andrews/31/1	C01B01/FL01	-10.00
	CAR Steering Wheel			Andrews/31/1	C01B01/FL01	-6.00
1/17/2012	51625A HP D:500C			Andrews/31	Keld/Balding 2/2nd Floor/Metrology Storage/Cabinet 13 - Shelf 1 - Rack 3	-26.00

Transfer Date Only is At or After 1/1/2012  
Username is Any Value

Page 1 of 1

Figure 13 Example of Transferred Inventory Report

OTHER TME SOFTWARE FEATURES

EMAIL NOTIFICATION

Notifications are prevalent throughout TME. Personnel will receive email or text alerts when inventory is expired, overdue, or levels are below minimum, above maximum, etc.

Administrators have the flexibility to choose which notifications to set up and to whom to send

TME -- Webpage Dialog

File Actions Help

Save and Close

Notification: New

Details

Information

Name: Repair Request for Vehicles Active:

Trigger: Asset Repair Request Created

Subject: Repair Request for Snohomish County Vehicle: {ASSET ID}

Body: This email is to confirm that Repair Request Work Order # {WORKORDER ID} has been created for the following Snohomish County vehicle.  
Asset ID: {ASSET ID}<CRLF>  
Asset Description: {ASSET DESCRIPTION}<CRLF>  
Current Status: {ASSET STATUSFULL}<CRLF>  
Locale: {WORKORDER.FULLLOCALNAME}<CRLF>

{ASSET INSTALLDATE}  
{ASSET LOCATIONNAME}  
{ASSET MAKE}  
{ASSET MANUFACTURERID}  
{ASSET METERENABLED}  
{ASSET METERMAX}  
{ASSET METERMIN}  
{ASSET METERREASONABLEINCREASELIMIT}

Figure 14 Notification Wording Screen

them to.

---

CONTACT MANAGEMENT

TME Contacts Manager performs as a digital rolodex to easily organize contacts and their information. You can consolidate multiple contact lists into a single, convenient source for maintenance contractors, suppliers and support numbers. The system supports multiple contacts and companies.

- Manage Suppliers and Contractors
- Instantly Access Emergency Numbers and Repair Contractors

---

DOCUMENT MANAGER

*Attach any type of file to an asset record (e.g. pictures, warranties, user manuals etc.).*

Eliminate paper clutter and upload any type of document related to your equipment with TME's document manager. User manuals, purchase orders, invoices, warranties, repair procedure, safety & emergency procedures and training manuals are electronically stored in centralized space. Personnel have easy, immediate access to all vital instructions, guaranteeing compliance to all operational, repair, and safety procedures.

The document manager accepts any type of document format (e.g., video, image, multimedia files, Microsoft Excel, Word, PowerPoint, etc.)

The document manager is equipped with an easy-to-use search function, helping you to find documents fast.

Link documents via the Document Manager or directly to individual assets, as well as inventory items, scheduled work activities and work orders.

---

#### EASY INTEGRATION WITH 3RD PARTY SYSTEMS

TME interfaces with any 3rd party system, such as Excel, and ERP systems such as Oracle, SAP etc. Data can be automatically transferred from external sources, Excel spreadsheets or databases, eliminating errors resulting from manual input.

---

#### BARCODES & RFID

TME creates asset tags, barcode labels and employee badges using the most efficient and easy to use labeling software.

TME software integrates with the latest in barcode and RFID technology. TME can generate and print barcode labels (asset tags), transport manifests, and security seal tag reports directly from the TME application. Any inventory item, asset, and location can be tagged with 1D, 2D, or RFID labels and then scanned for instant entry into TME via wireless handheld barcode scanners.

---

#### BARCODE SUPPLIES

TME integrates the latest in barcode technology, making data collection fast, easy and accurate. Inventory can be tagged using barcodes or RFID, and then scanned. Track supplies, materials, spare parts by serial number, lot number, or batch number.

MASS Group is the parent of company of ScanPlanet, an authorized provider of automation technology such as barcode scanners, printer, rugged tablets etc. from leading brands such as Motorola, Honeywell, and Zebra.

---

#### DASHBOARD ANALYTICS

##### *Customized Dashboard Analytics*

Built in to TME is the ability to create customized dashboard screens to provide any type of analytical information that can be gathered from within or outside the system. With guidance

from MASS Group, WVOT can set up any number of dashboards from which Users can choose to have visible at initial login and available at any time thereafter.

TME is built on a simple GUI to best assist our clients operating in the day-to-day-world of inventory management. Many ease of use features have been suggested by users to boost productivity.

- Some of the features of the GUI include the following:
- Extensive Search, Filter and Sorting capability
- Icons for visual representation of tasks and features
- Drop-down list management throughout TME
- Bar-coding and integrated labeling
- Online Help
- Visibility of only those features for which User is authorized

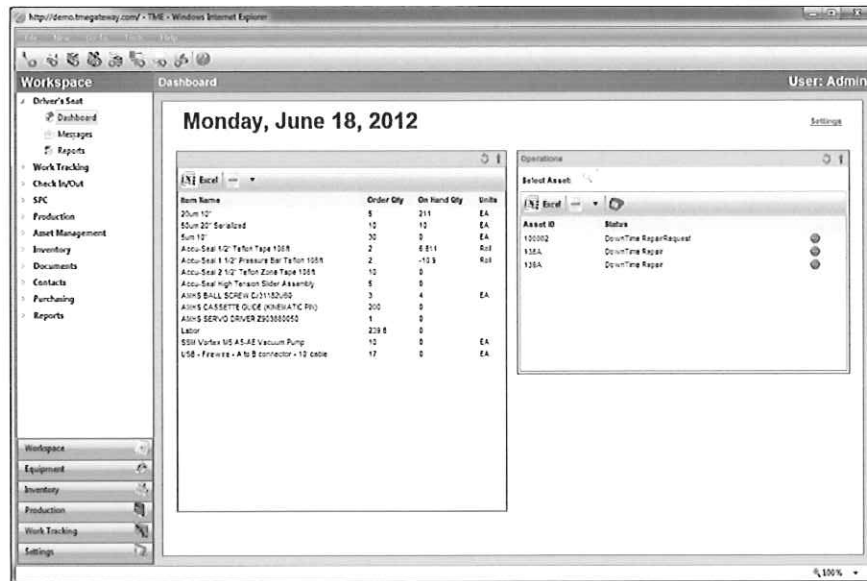


Figure 21 Inventory Items on Order / Operations Dashboard Screen

**TRACEABILITY**

All data and records are date/time stamped along with the ID of the User who created/edited/deleted the record. Built in user authorizations along with extensive reporting

features provide the WVOT with complete visibility of inventory on-hand and transactions. TME will keep track of on-hand quantities, adjustments made, items received/pending on Purchase Orders, etc.

---

#### CUSTOMIZATION

One of TME's key strengths is its flexibility. You can add/delete/modify and define custom fields to track and measure any variable and attribute that is unique to your organization. TME can also customize the Dashboard to display Client-defined screens. Any reports or forms such as Purchase Orders, Inventory labels, etc., are fully customizable to meet the client's requirements.

Authorized users with appropriate security clearance have the ability to create, modify, delete fields, and inventory information.

Inventory is given an unlimited number of Attribute fields which can be modified by authorized users. These fields can be Text, Date, Number Drop-Down or Check Box data types that have ranges and default values as appropriate. These attributes can be global or restricted to assets within certain Categories or Sub-Categories. They can also be set up as required or non-required.

Customized modules, submodules, applications and web service calls can be seamlessly integrated into TME. The impact on support for the software and the ability to upgrade is dependent on the customization itself and would be included in all specification documents created. TME is designed with an open architecture and web service calls to maximize the possibilities for the client. It is designed to minimize the impact of upgrades.

---

#### MULTI-LANGUAGE CAPABILITY

Each User can be set up to view much of TME in an alternate language, whether a foreign language or company specific terminology. This provides the ability to use familiar verbiage for Users within different divisions, locations, and organizations. Upon login, TME will show the labels according to the language set up in the User's profile. Alternatively, the language can be

set System wide as opposed to each individual User. The multi-language capability is configurable by the Administrator. He/she can change label names at any time.

---

**MULTI-TIME ZONE CAPABILITY**

Each User can be set up to view data time stamps within TME in a particular time zone that can be different than that of the system/server. As all transactions are logged in UTC time, TME easily converts them to the User's time zone as set up in his/her profile. Any date/time field on a report, form or label can be set up to show the User's time zone (or TME's, UTC, or any selected time zone) upon viewing as well. Users around the world will be able to conduct business in their own time zone while Corporate Headquarters can view collective/pooled reports within a chosen time zone.

INSTANTLY UPDATE INVENTORY

TME can instantly update asset information for a selected group of items.

TME can integrate with and import from WVOT’s existing data structure. TME interfaces with any 3rd party/ERP system, such as Excel, QuickBooks, SAP, and SYSPRO. TME utilizes Web Services and XML and easily integrates with WVOT’s existing systems.

Data can be imported in bulk from a variety of industry standard formats such as: comma-separated values (CSV), web services, Sybase proxy tables, and XML format. TME can also export data in multiple formats (e.g., .pdf, .doc, .xml, .txt, .csv). In addition, the Inventory viewer contains a multi-edit function allowing Users to at-will make edits to the boilerplate information of multiple items.

MOBILE CAPABILITIES

TME provides compatibility with tablet PCs, rugged PDAs and wireless area networks to improve repair response time, provide critical asset information in real-time for maintenance, inspection, repair, overhaul, and procedures.

Rugged Tablet PC Support: TME is compatible with Microsoft® Windows® XP and Windows® XP Tablet PC Edition for mobile maintenance applications.

Rugged PDA Support: TME Mobile is compatible with Microsoft® Windows® CE.NET or Microsoft® Windows Mobile™ 2003 Second Edition Enabled Devices.

WLAN, WAN Network Support:

- 802.11a/b/g Networks
- GPRS/GSM

Barcoding / Integrated Labeling

TME creates asset tags, barcode labels and employee badges using the most efficient and easy to use labeling software.



TME software integrates with the latest in barcode and RFID technology. TME can generate and print barcode labels directly from the TME application. Any inventory item, asset, and location can be tagged with 1D, 2D, or RFID labels and then scanned for instant entry into TME via wireless handheld barcode scanners.

---

#### DISASTER RECOVERY PLAN

For each deliverable, plan for and create a disaster recovery plan

MASS Group has disaster recovery already in place for the TME application including daily database backups preserved on the server as well as on hard disk. WVOT can have additional backups set up on a regular basis stored at MASS Group or at a site of their choice. More detailed disaster recovery plans will be available and created upon award of contract.



## CLIENT HARDWARE & SOFTWARE REQUIREMENTS

### HARDWARE RECOMMENDATIONS

TME is based on standard Microsoft technologies for extreme flexibility when integrating into existing automation systems. Since it is web-based, it requires minimal resources on the client, reducing total cost of ownership (TCO). TME is available to install on a local server or in MASS Group's secure data center. MASS Group even provides an option to ship a fully configured server running TME.

#### Client Requirements

- Microsoft® Internet Explorer 8.0 or higher
- TCP/IP Network Access

#### Data Server Requirements

- Server uses Microsoft IIS web server, ASP.NET technology
- .Net Framework 3.5 SP1 or higher
- CPU: 2.4GHz or faster (Dual Core Xeon CPU recommended)
- RAM: 4 GB or higher
- HARD DISK: 10 GB
- TCP/IP Network Access
- Windows® Server 2003 or 2008
- Microsoft® SQL Server 2005 or 2008 Standard Edition, 2008 R2

#### Client Peripherals / Options

- Barcode Reader with Keyboard Wedge
- Barcode Printer

Mobile Computers, Tablet PC, Rugged PDA - Windows XP Tablet PC Edition 2005, Microsoft® Windows® CE.NET or Microsoft® Windows Mobile™ 2003 Second Edition Enabled Devices

Wireless LAN Network Server

TME can function on the minimum Windows hardware requirements. TME supports Windows XP, Vista, and 7.

PROJECT IMPLEMENTATION

PROJECT MANAGEMENT AND PROJECT PLAN DEVELOPMENT

MASS Group adheres to a defined and measurable methodology to all our projects. Our phased approach ensures clarity in purpose and execution in completing complex and large software implementation. The following phased approach applies to the project as a whole as well as its subsets. The phases do not necessarily occur sequentially and are applied to every project.

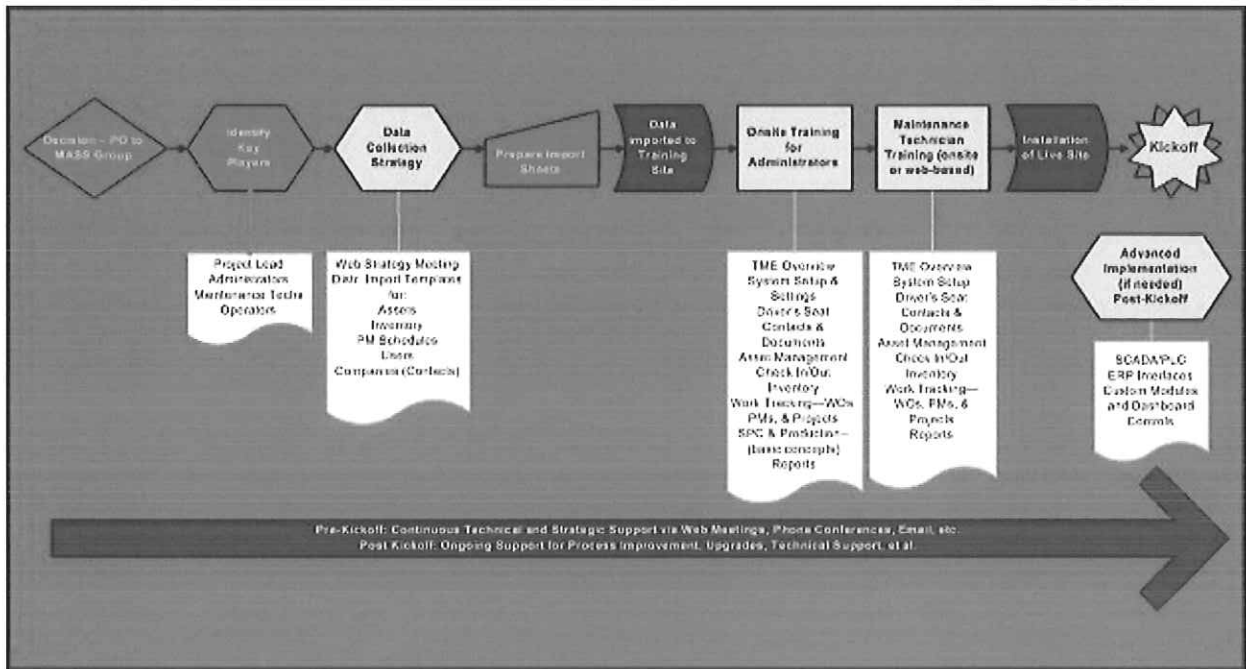


Figure 15 Implementation Plan Flowchart

PROJECT PLAN

KICKOFF MEETING

The Proposal establishes the initial foundation for the working relationship between the WVOT's managers and MASS Group's project staff. During this phase we will ensure the necessary resources are secured and will organize the kick-off meeting for MASS Group and the WVOT members to set expectations and overall schedule.

---

**DESIGN AND PLANNING PHASE**

MASS Group, along with the WVOT, will start the process to develop the necessary steps to begin the planning and designing. These documents will describe in detail the project's goals and objectives, responsibilities, configuration, implementation, testing, acceptance criteria, and preferred hardware and software configuration.

MASS Group shall develop an overall plan that will ensure that the WVOT's requirements are met within the desired timeframe. The plan will include deliverables such as:

1. Scope Statement;
2. Work Breakdown Structure;
3. Project Schedule;
4. System Requirement Specification
5. System Design Specification
5. System Acceptance Test Plans
6. Implementation Plan
7. Security Plan;
8. Communication Plan; and
9. Staffing Plan (including roles and responsibilities for MASS Group staff and WVOT staff).

---

**INSTALLATION & CONFIGURATION**

MASS Group will configure and install a test environment based on the System Design Requirements. After data is cleansed or scrubbed, custom programs and interfaces are developed and the project enters the installation and checkout cycle. The checkout is where all of the proposed processes and new technology are proven in a simulated real world environment. It is during this stage that the project team determines if the system, as designed, meets the requirements of the Test Plan.

The activity of the PM during this phase will be to closely monitor the progress of the team and ensure that all milestones are met. If issues do emerge that impact schedule, the PM will identify and present the alternatives to both MASS Group and the WVOT team to ensure that informed decisions are made. All implementation objectives are delivered as per the Implementation Plan.

Implementation plan will detail the steps for configuring and deploying the hardware as well as application installation.

---

#### DATA LOADING & MIGRATION OF INVENTORY DATABASE

Prior to installation, existing asset data will be scrubbed and cleansed of redundancies and non-relevant data. Once the purified data is approved by the WVOT, we will upload the data into a test environment.

MASS Group’s engineers will work with the WVOT to import existing data from internally developed databases and existing spreadsheets. MASS Group will also configure a sample workflow, customize work orders, customize reports, and develop a report set. Once the system is approved and operating according to the WVOT’s specifications, we will import the clean, validated data into a live production site.

TME can integrate with and import from the WVOT’s existing data structure. TME interfaces with any 3rd party/ERP system, such as Access, Excel, QuickBooks, SAP, and SYSPRO. TME utilizes Web Services and XML and easily integrates with the WVOT’s existing systems.

---

#### TESTING

MASS Group will conduct testing of TME software in the WVOT test environment to ensure that TME is working as intended. MASS Group will adhere to the System Acceptance Test Plan and other testing requirements such as documenting detailed test cases, expected results of each test, actual test results for all test activity and providing weekly reports of testing progress and the status of corrective actions resulting from test activities.

MASS Group will test all subcomponents of the system for data traceability, user identity, and verify the audit trail. Testing will not be considered complete until approved and signed off by the WVOT.

During the execution phase, existing data is cleansed or scrubbed, custom programs and interfaces are developed and the project enters the installation and checkout cycle. The

checkout is where all of the proposed processes and new technology are proven in a simulated real world environment. It is during this stage that the project team determines if the system, as designed, meets the requirements of the Test Plan. The activity of the PM during this phase will be to closely monitor the progress of the team and ensure that all milestones are met. If issues do emerge that impact the schedule, the PM will identify and present the alternatives to both MASS Group and WVOT management to ensure that informed decisions are made.

---

#### GO LIVE

Once testing has been approved, the system is ready to go live. During this phase of the project, the project team prepares users for launch. Go-live is typically preceded by a "quiet period" or a period of time with no systems changes after the Acceptance Tests are all passed, when the system is run in parallel to existing manual processes. Go-live support plans are published and the project team executes the go-live cutover and official move to the new asset management system. MASS Group will also prepare and transition all existing users to move into the new system in a methodical, timely way after providing them with appropriate training.

---

#### TRAINING

MASS Group will conduct end-user technical training and provide knowledge transfer to the WVOT's key personnel. MASS Group's certified trainers will perform standard training on all software components, hardware devices, system administration, and hard and soft copies of training materials. MASS Group offers cost-effective methods of training such as web-based training and train-the-trainer approaches. Training will be done on a demo system using WVOT data (if provided in advance). Exercises will be performed and reviewed throughout the training.

System Administrators will be trained thoroughly on TME application software administration, software configuration, performance optimization, and application programming interfaces/scripts, reports etc. in addition to onsite training we will provide continuance web based live training on demand to insure that personal are using the systems in the most efficient way.

DOCUMENTATION

MASS Group provides comprehensive on line and print, customer operator manuals and laminated instructions to simplify end-user operations. We will provide Standard Operating Procedures (SOP) for any system functionality.

Soft copies of the Administrator manual and User manual to be printed in-house are included with the training, at no additional cost.

TENTATIVE SCHEDULE OF IMPLEMENTATION

<i>Deliverable</i>	<i>Estimated Days</i>
Kick-Off Meeting with Stakeholders	1
Development and Submission of Work Plan by MASS Group	10
Introduction of Import Templates	1
Compilation of Import Data by WVOT	TBD
System Requirements Specification and Detailed Design	3
Review of 1st Draft of Import Data; Feedback from MASS Group	2
Continuation/Revision of Data Compilation by the WVOT	TBD
Review of 2nd Draft of Import Data (if necessary)	1
Beta Test Plan provided by MASS Group	3
System Development/Integration and Transition Plan	14
Import Compiled Data from Import Sheets onto Test Site	3
Sample import files from external systems provided by the WVOT	1
Beta Testing by MASS Group	5
System Development Revisions if needed	TBD
Acceptance Testing	5
TME Admin and End User Training, including TME Mobile	5
Revision of Import Data by Client based on Discovery during Training	TBD
Installation of Software onto WVOT or MASS Group Hosted Server (concurrent with Revision	2

<i>Deliverable</i>	<i>Estimated Days</i>
of Import Data)	
Final Import of Data	2
Client Review of Site with Data	TBD
<b>Go Live!</b>	<b>0</b>

**MAINTENANCE SUPPORT**

MASS Group provides field support during configuration, equipment installation, and system start-up. This phase includes execution of the previously submitted SAT Plan to assure the system is ready for operation. MASS Group supports your team through start-up, validation, and training.

TME’s software maintenance program includes software upgrades, updates, patches, fixes, and documentation updates as they become available. This support shall include remote diagnostics; onsite issue resolution (if necessary); fixes; updates; and updates to training and technical documentation to support software changes.

Software upgrades and updates occur approximately every 4-6 months and are included in the annual maintenance program.

TME users are also eligible to receive service packs. In the event of any scheduled application maintenance, MASS Group will provide at least 24 hour notification.

**TECHNICAL SUPPORT**

**I. Consulting**

MASS Group, Inc. will provide expert consulting services to assist with:

- Systems Planning, Design & Integration
- Software Application Development
- Complete Software & Hardware Installation/Configuration, aligning with RFID and related technologies

## II. Technical Support

The cornerstone of MASS Group's success is our loyal customer base. Our team works hard to provide quality solutions by understanding our customer's specific needs, time frame and budget.

We deliver software solutions backed by a network of highly trained professionals whose goal is to empower the user to employ TME to its fullest potential and achieve business goals that are focused on true return on investment and total cost of ownership.

Technical support is available from MASS Group during standard working hours (8 a.m. – 5 p.m.). Both email and phone support is available. Extended support is also available. Support services include:

- Toll Free Technical Support Number, 1-800-842-2790
- Onsite demand support for customers and end users

We are available to answer questions and provide technical support outside of official training sessions and can be contacted via phone or email to ensure quick response to our clients' needs.

MASS Group will provide Post implementation solution support which is available as part of post implementation and continued support. Support is provided with web based on line meeting, email and phone.



## COMPANY BACKGROUND

### What We Do

MASS Group, Inc. is a certified small business that specializes in providing clients with customized software for inventory control, asset management, CMMS, MES, and information technology solutions. The company has a proven 15 year history of providing high quality service to help companies improve productivity and cost savings.

MASS Group, Inc. is also the parent company of ScanPlanet, a certified provider of high quality automation hardware and Auto ID products including RFID, DPM, handheld barcode scanners, barcode printers, mobile computers tablet PCs and more.

### History

MASS Group, Inc. was established in 1998 and is headquartered in Los Angeles, California. MASS Group leveraged its considerable software expertise in asset and inventory management to develop Traceability Made Easy® (TME), an innovative 100% intranet and internet web enabled commercially off the shelf (COTS) software system. TME is helping customers manage inventory and assets, as well as maintenance management and manufacturing processes to achieve end-to-end visibility of their operations to achieve optimal efficiency.

### Who We Serve

MASS Group services a wide range of industries including: higher education, aerospace; automotive; chemicals; electronics; solar energy; facilities management; agriculture, food & beverage; healthcare; medical device manufacturing; packaging; pharmaceuticals; plastics; semiconductor; transportation; DoD; and utilities. Customers range from small to medium-sized businesses to large enterprises such as Ceradyne, Rathyeon, and Motorola.

### Our Team

MASS Group's team has extensive experience with inventory and asset management software and customized solutions. This cross discipline team has over 25 years industrial engineering experience and an in-depth knowledge of computer science and information technology.

**APPENDIX A: REQUIRED FORMS**

CERTIFICATION AND SIGNATURE PAGE

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

MASS Group, Inc. \_\_\_\_\_  
(Company)

*Karine Kim* \_\_\_\_\_  
(Authorized Signature)

Karine Kim, Marketing Manager  
(Representative Name, Title)

818-709-1255      818-709-1468  
(Phone Number)      (Fax Number)

06-24-2013 \_\_\_\_\_  
(Date)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.:** ISCN0098

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

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

**Addendum Numbers Received:**  
(Check the box next to each addendum received)

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

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

MASS Group, Inc.  
 Company  
  
 Authorized Signature  
06-24, 2013  
 Date

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

RFQ No. 1scn0098

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**MANDATE:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: MISS Group, Inc.

Authorized Signature: [Signature] Date: 06-24-2013

State of CA

County of LOS ANGELES to-wit:

Taken, subscribed, and sworn to before me this 24 day of JUNE, 2013.

My Commission expires 1-16, 2017.

**AFFIX SEAL HERE**

NOTARY PUBLIC [Signature]

*Purchasing Affidavit (Revised 07/01/2012)*

