SURPLUS PROPERTY SOFTWARE

A DIVISION OF WEB DATA CORPORATION

Response to West Virginia CRFI 0214 SUR1800000001

from

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Introduction

Web Data Corporation is a small business, formed 20 years ago in February, 1998. It provides two separate but integrated applications for federal surplus and state surplus. The state surplus application has been in the marketplace for 14 years; the federal application for 10 years. The systems are developed and maintained by our small group of developers, who have consistently provided excellence in customer support over the years.

The state application is undergoing an upgrade to make it completely mobile and compatible with all devices and browsers, and the majority of our customers have already purchased the upgrade. The upgrade to Version 2.0, which is free to new customers, includes many new features and processes allowing agency and surplus property department users to manage every aspect of their business on any mobile device.

Version 2.0 is a separate website which works in conjunction with the original Version 1.0 during the upgrade process. When Version 2.0 is completed, Version 1.0 will be retired. By the end of April, 2018, the entire suite of agency screens will be completed and delivered. The Surplus Property Department's disposal requests, disposal request tracking, disposed items listing, reserved items listing, pickups, deliveries and receiving processes (including printing barcoded inventory labels) are already completed.

It is hoped that the timing of this upgrade to Version 2.0, will not adversely affect the assessment of our Surplus Property Software system. Version 2.0 will be equally as robust as Version 1.0. The completed Version 2.0 modules are a fine example of what the future holds for the rest of the application, and for the next generation of Surplus Property Management Software. As always, I recommend to prospective customers that they thoroughly review respondent's systems, preferably in person, to ensure they make the best choice of software; bearing in mind that the final selection is likely to be operational for at least the next 15 to 20 years.

Important Note: Our company is in the process of applying for a GSA Schedule 70 (Special Item Numbers: 132.32, 132.33), which will enable federal agencies, state and local governments, state and federally-funded universities and other education institutions to purchase our software at a fixed price without having to issue and RFP. Candidly, this is something we were not aware of until we discovered our sole competitor has a Schedule 70 and was able to sell their product directly to our mutual prospects. It takes an average of 4 months for the GSA to process an application, so a resolution to our application is likely to fall outside the time-frame for this RFI and any subsequent RFP.

Response Requests

1. **To track federal and state inventory and create federal distribution documents and state invoices for state inventory items sold**

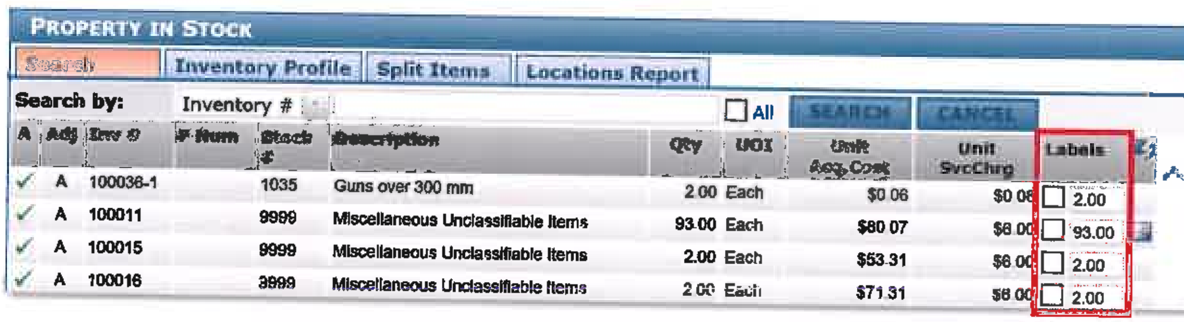
Both federal and state systems are comprehensive surplus management applications.

"Federal" tracks property from the issuance and automatic download of an SF123, through scheduling pickup, receiving into inventory, issuing donations invoices, recording payments, tracking compliance and providing a variety of donation (sales) reports, including the 3040 (See Federal Reports in Appendix C of this document). Inventory is decremented when donation invoices are created.

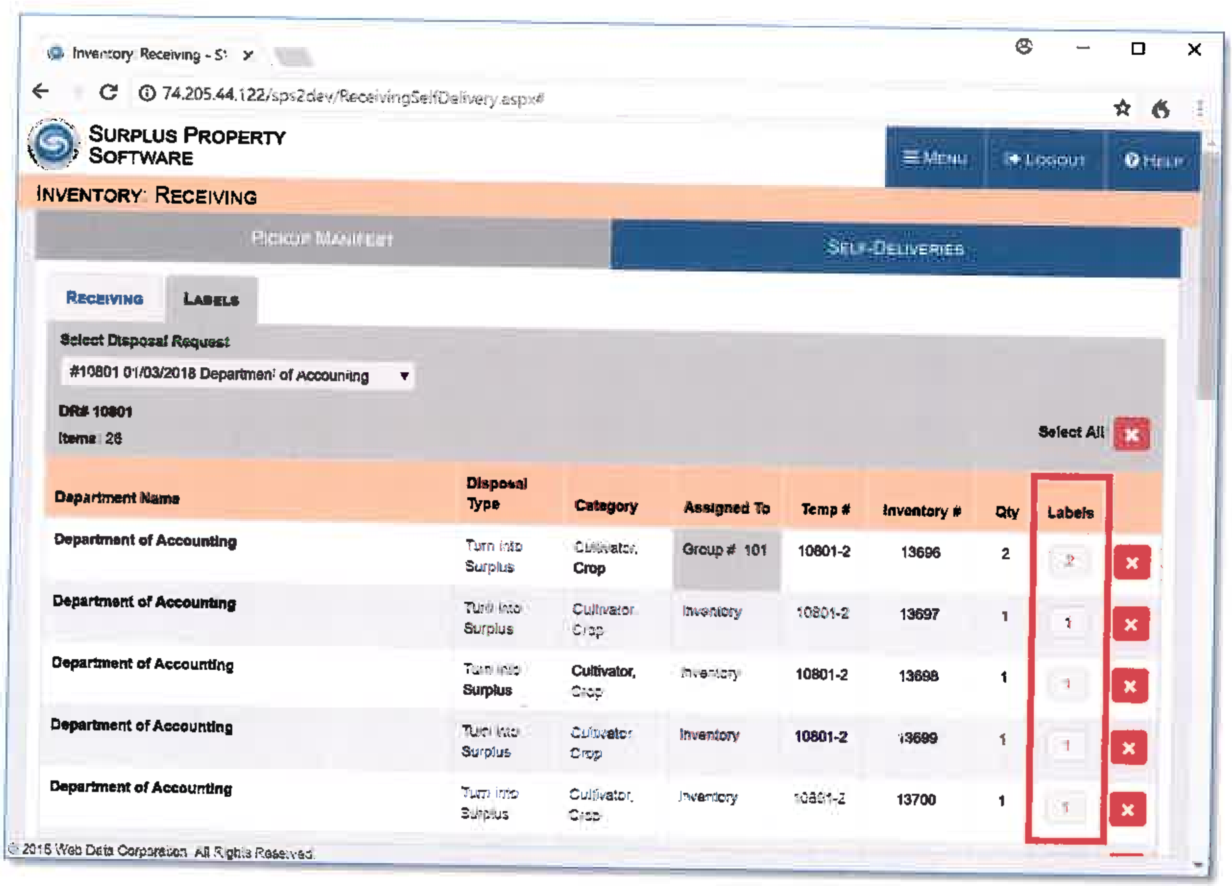
"State" tracks property from the creation of the disposal request by agencies, to the approval process, scheduling pickups or self-deliveries, receiving into inventory, selling by built-in online auctions, integration with GovDeals, direct retail, live auctions, simulcast auctions, and sealed bid auctions. Invoices are generated, payments recorded, and bank reconciliation and sales reports available (See state reports in Appendix B). Inventory is decremented when any sales order/invoices created.

2. **To generate and print one or more multiple barcodes at one time that can be attached to inventory items for identification and point-of-sale purposes.**

"Federal" prints barcoded inventory labels as part of the receiving into inventory process, and a selected quantity of barcoded labels can be re-printed directly from the inventory listing screen.

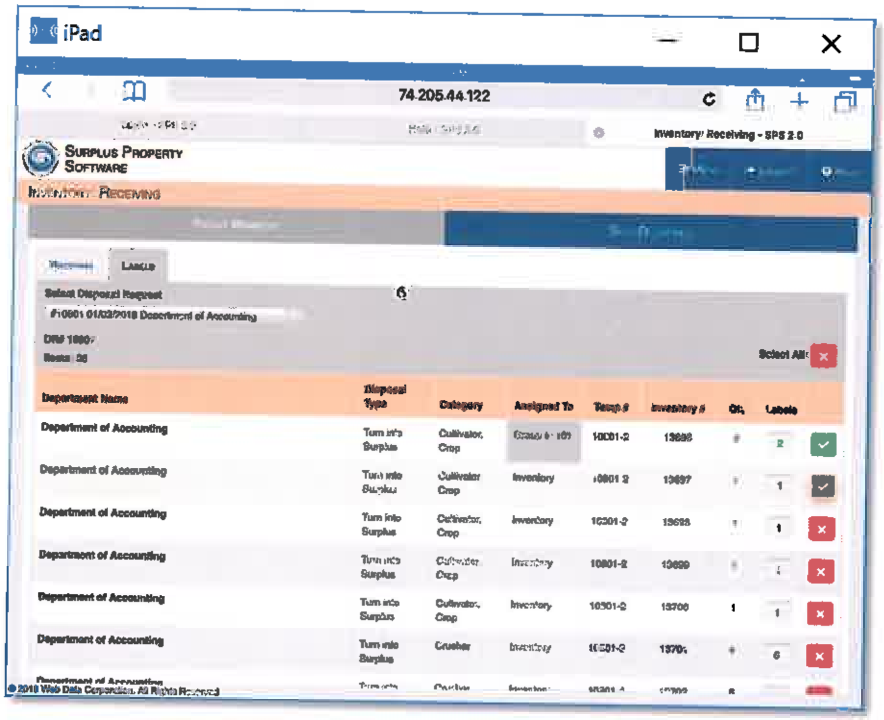


"State" prints barcoded labels during receiving and subsequently directly from the inventory details screen. This screen-shot immediately below is from Version 2.0 Mobile Receiving viewed on a PC/Mac or tablet. The user selects which labels to print or can select all:

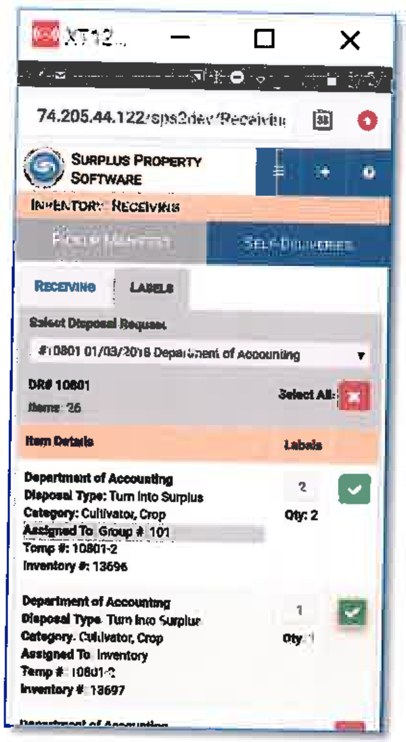


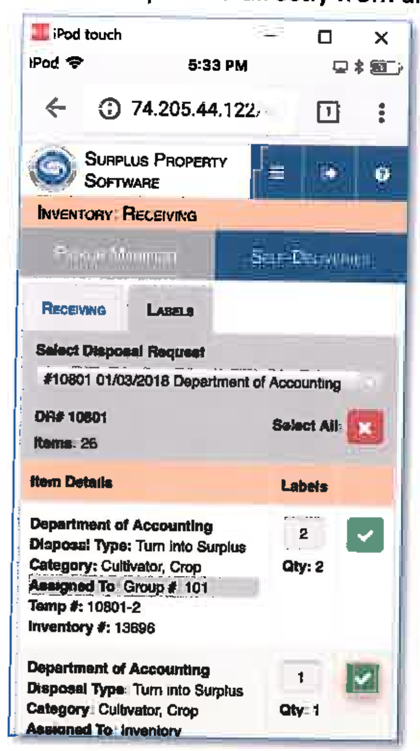
In both systems, the default quantity of labels to be printed shows in the label quantity column indicated in the screenshots above. The quantity can be modified to the quantity of labels needed. Leaving a checkbox blank (or a red X in version 2.0) prevents the labels from being printed.

Here is the same label printing screen viewed in landscape on an iPad:



The responsive design of the screens allows them to be viewed in any device. Here is the same screen on an android phone (left) and iPod touch (right). Labels can be printed directly from any mobile device.





Finally, the portrait view on an iPad shows many more line items at the same time. This (below) is the bottom of the list of labels to be printed. It shows items assigned to inventory groups and pallets (which may not need a label), and presents buttons to print the labels and to mark the receiving process as completed.

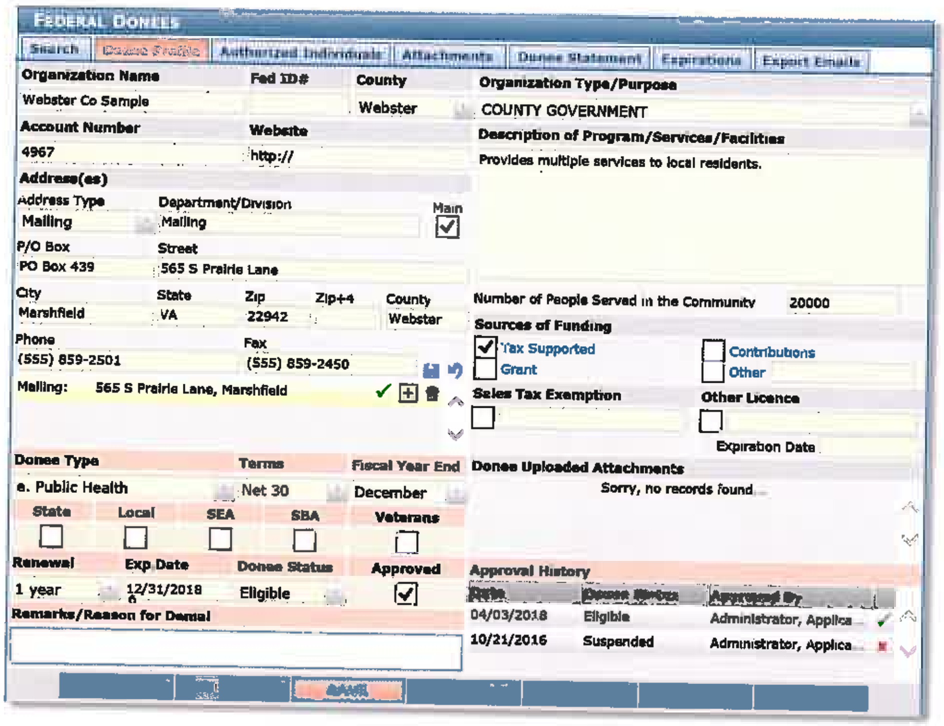
Department of Accounting	Turn into Surplus	Crusher	Inventory	10801-8	13706	6	6
Department of Accounting	Turn into Surplus	Chute, Livestock	Inventory	10801-9	13707	2	2
Department of Accounting	Turn into Surplus	Crusher	Inventory	10801-9	13708	4	4
Department of Accounting	Turn into Surplus	Crusher	Inventory	10801-10	13709	1	1
Department of Accounting	Turn into Surplus	Crusher	Inventory	10801-10	13710	1	1
Department of Accounting	Turn into Surplus	Crusher	Inventory	10801-10	13711	1	1
Department of Accounting	Turn into Surplus	Crusher	Inventory	10801-10	13712	1	1
Department of Accounting	Turn into Surplus	Crusher	Inventory	10801-10	13713	1	1
Department of Accounting	Turn into Surplus	Crusher	Inventory	10801-10	13714	1	1
Department of Accounting	Turn into Surplus	Crusher	Group #: 25	10801-11	13715	3	3
Department of Accounting	Turn into Surplus	Crusher	Pallet #000002	10801-11	13716	3	3
Department of Accounting	Turn into Surplus	Crusher	Pallet #000001	10801-12	13717	1	1
Department of Accounting	Turn into Surplus	Crusher	Group #: 10	10801-12	13718	1	1
Department of Accounting	Turn into Surplus	Crusher	Pallet #000002	10801-12	13719	2	2
Department of Accounting	Turn into Surplus	Crusher	Inventory	10801-12	13720	2	2
Department of Accounting	Turn into Surplus	Crusher	Pallet #000002	10801-13	13721	6	6

3. **To use configurable label sizes and types for barcode printing.**

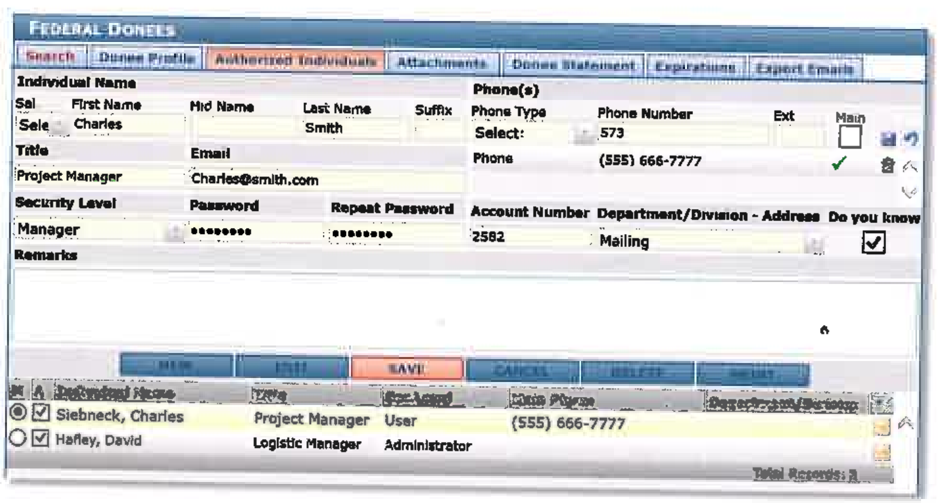
Inventory label design, size and content is configured during the implementation phase. The labels and printer can be selected at the time of printing.

4. **To store information on eligible organizations including account numbers, eligible buyers, phone numbers, email addresses, physical addresses and eligibility expiration dates.**

All of these aspects are available in the Federal application where donees have specified periods of eligibility. Donees may also be marked as "Suspended" or "Ineligible". A sample donee profile from the Federal application:



Eligible done individuals are entered and managed on a separate tab "Authorized Individuals".



In the State application, eligible organizations can be designated as individual public buyers, or as agencies. The integration between the Federal and State applications synchronizes organizations and individuals in both systems.

5. **To assign account numbers to eligible organizations based on a format predetermined by the WVSASP.**

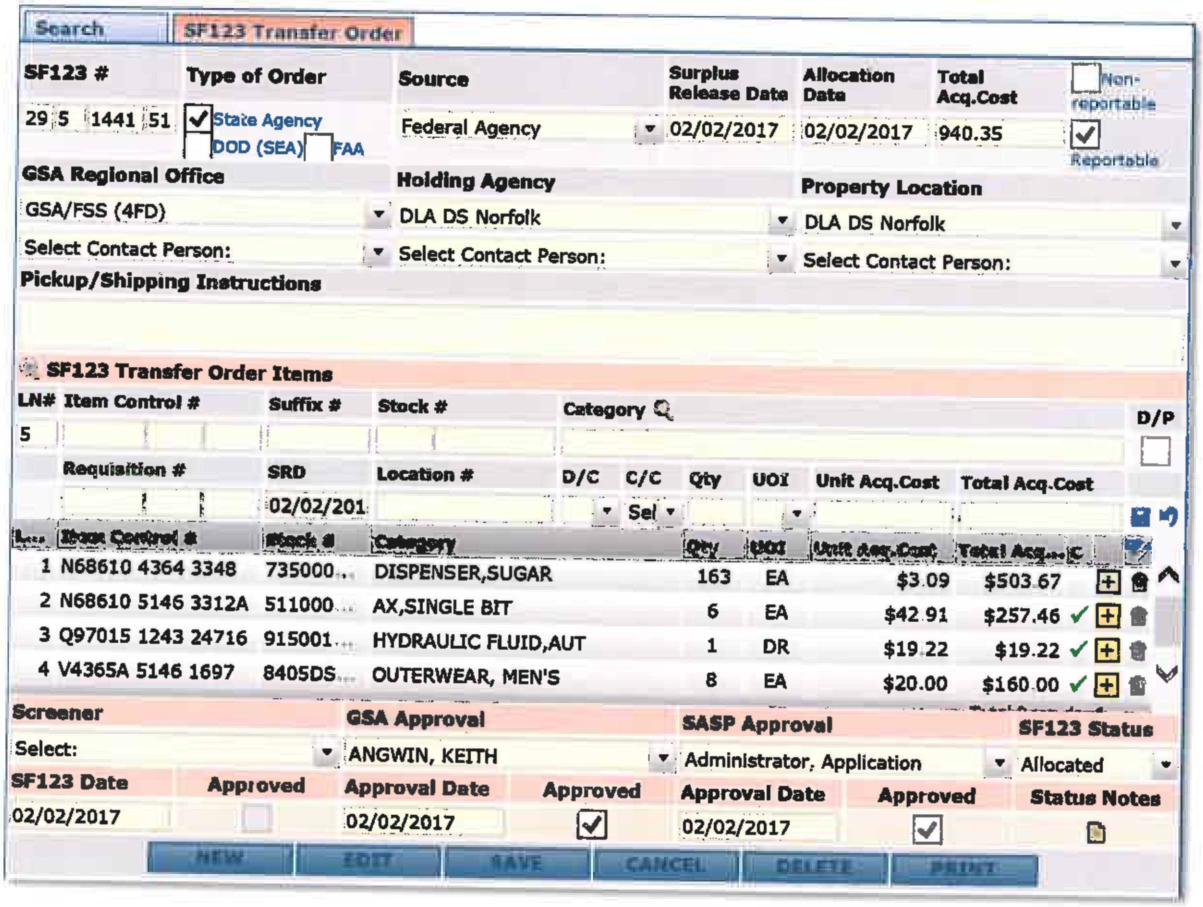
This is available.

6. **To Interphase with GSAXccess.gov.**

This is already part of the Federal application. Web Data Corporation was the company that persuaded GSA to provide this integration.

Enter the allocated SF123 number and click download...

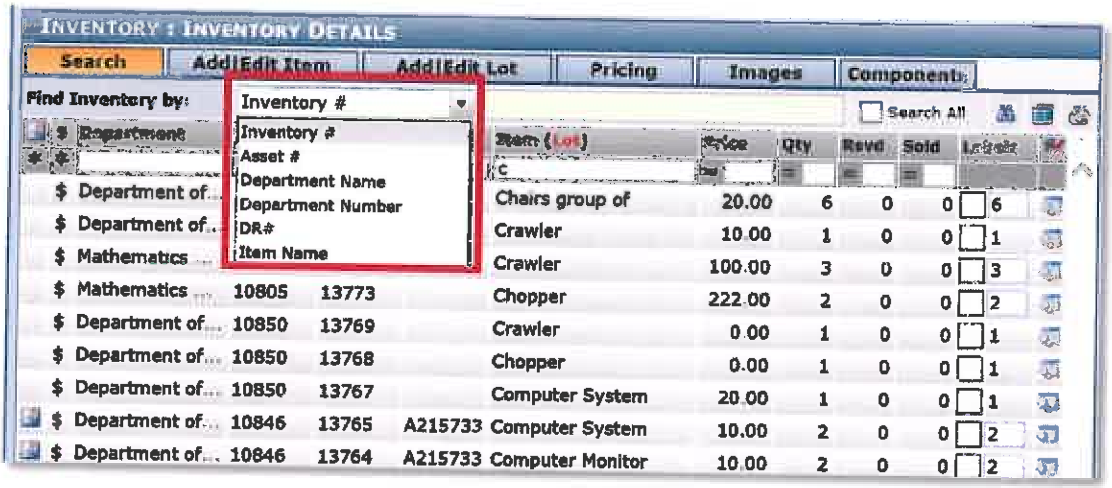
The available information from the GSA is imported to the database and automatically displayed on the SF123 Transfer Order data entry screen, where it can be edited and saved ready for pickup scheduling.



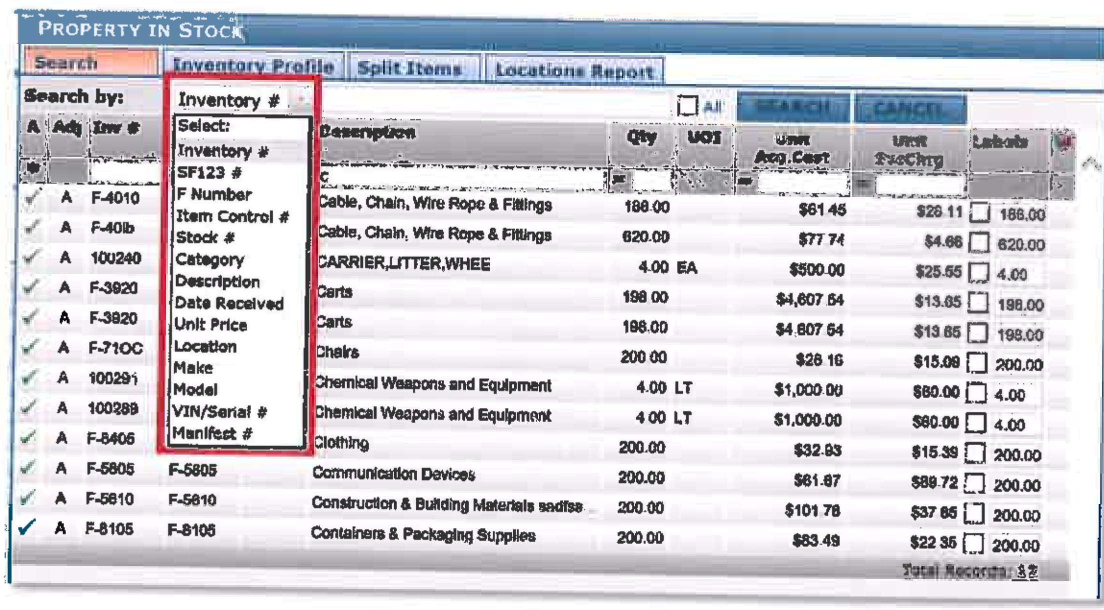
7. **To search and recall inventory items.**

Both systems have inventory search capabilities with a variety of criteria, filtering and sorting on columns, and a drill down to the inventory details screen. Both systems also have inventory lookup on the POS screens, by a variety of criteria including scanned barcoded labels.

State:

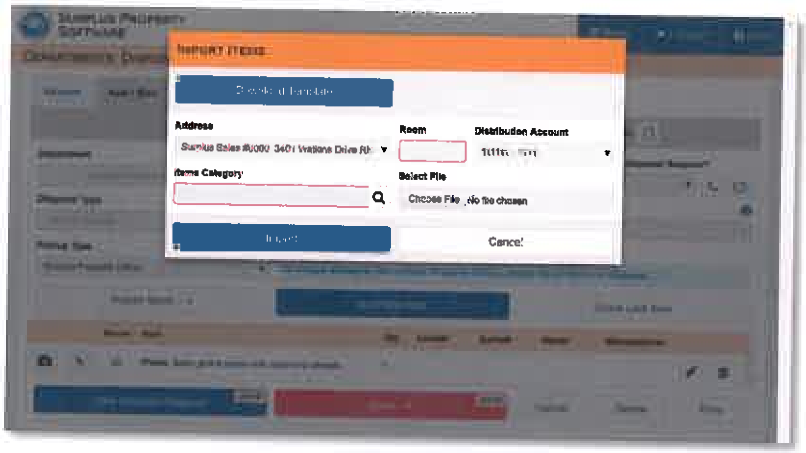


Federal:

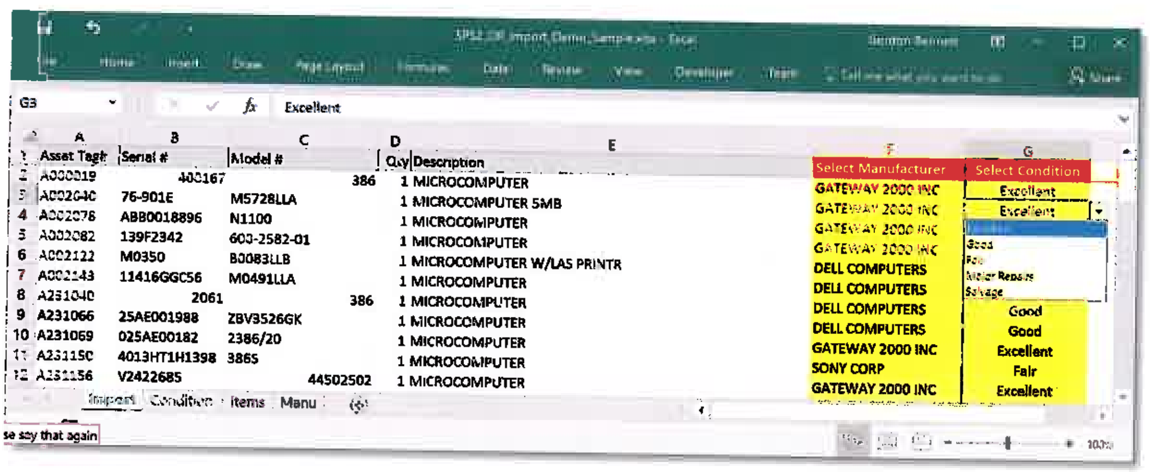


8. To allow uploaded inventory from an Excel spreadsheet or by some other means.

Version 2.0 has a built-in, downloadable Excel template, the content of which can be imported directly into a disposal request. This template can be customized to a customer's needs as part of the implementation and integration set up. A similar customizable inventory import template will be available in the Version 2.0 inventory module, and can be added to Version 1.0 as an interim measure.



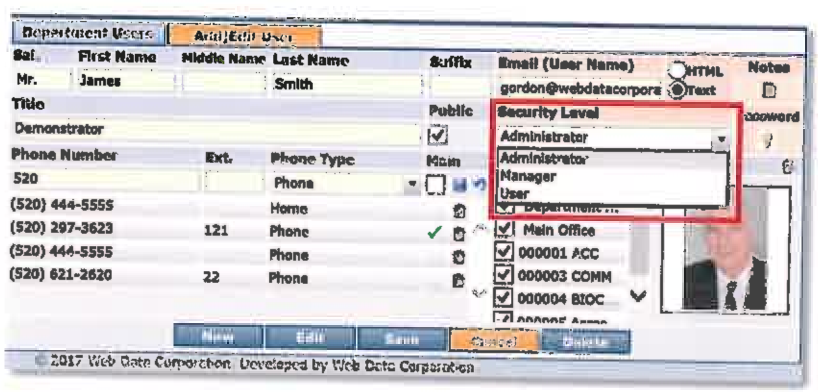
Sample template where data can be imported or copied and pasted, then the manufacturer and condition code selected and dragged down to quickly populate multiple rows. This template is standard for the basic version of the state application.



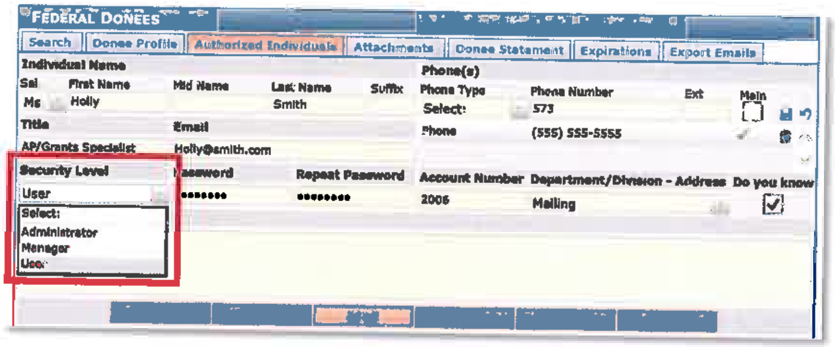
9. To allow the WVSASP to create users and modify access levels of these users.

Both systems have security levels for each user, with access to application modules and functionality applied during implementation.

State:



Federal:



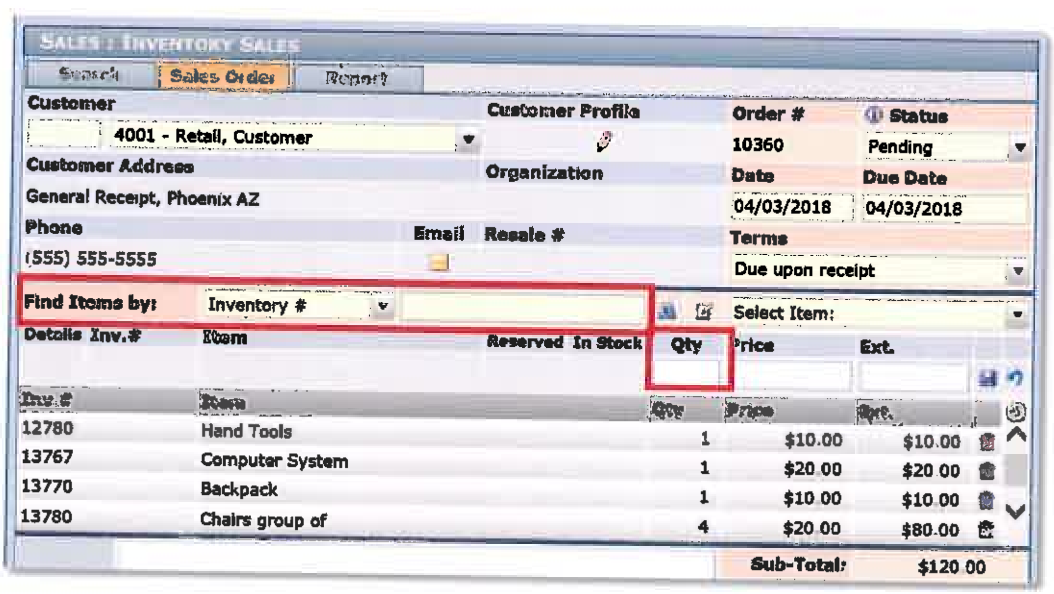
10. To allow ad hoc reporting at no additional charge to the WVSASP.

The SQL Server database upon which both applications are built, is ODBC compliant and can be accessed by a variety of free reporting tools. SQL Server has its own built-in Reporting Services which is an intuitive method of building reports, similar to the drag-and-drop concept available in Microsoft Access (which also works directly with the database).

However, we always offer three free custom reports as part of the system implementation. This is in addition to the combined 100+ printable data selections and reports already present in the systems. A review of all existing reports is recommended, to determine which essential reports may be needed.

11. To use wireless scanners that can interface and achieve real-time scanning with point-of-sale system.

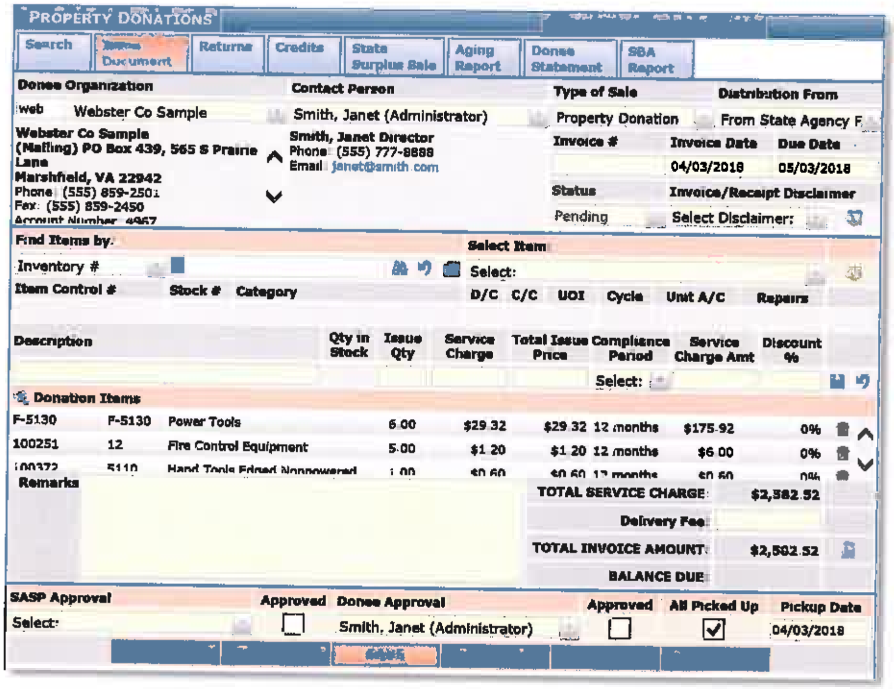
In both Federal and State systems, any scanner device (tethered or wireless) can be used to scan bar-coded labels at the point-of-sale. Scanning a barcoded label will automatically retrieve the scanned inventory item and populate the line item data entry screen. After scanning an item, the cursor is automatically placed in the "Qty" field so the user can simply type the quantity to be sold. The inventory quantity is decremented when the line item is saved. **Please see "Confidential Information" section (Appendix D) at the end of this document for more on the Version 2.0 POS system.**



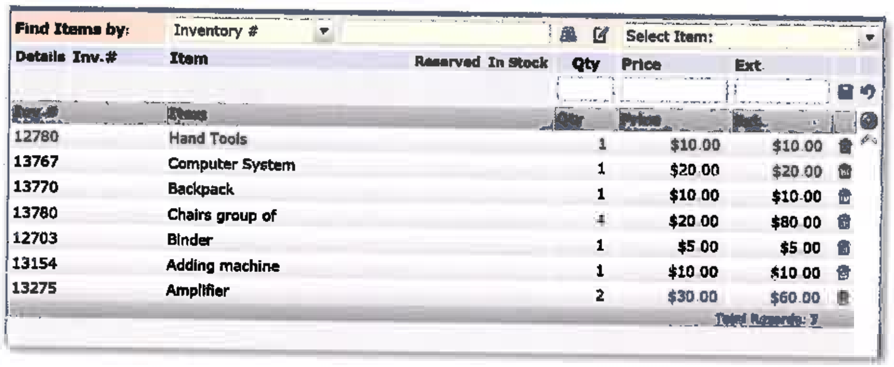
12. To allow multiple items to be invoiced on one invoice.

Multiple line items can be entered on invoices in both systems (State example above).

Federal:



Both systems have a toggle for the sales clerk to view more items than are shown on the full screen.

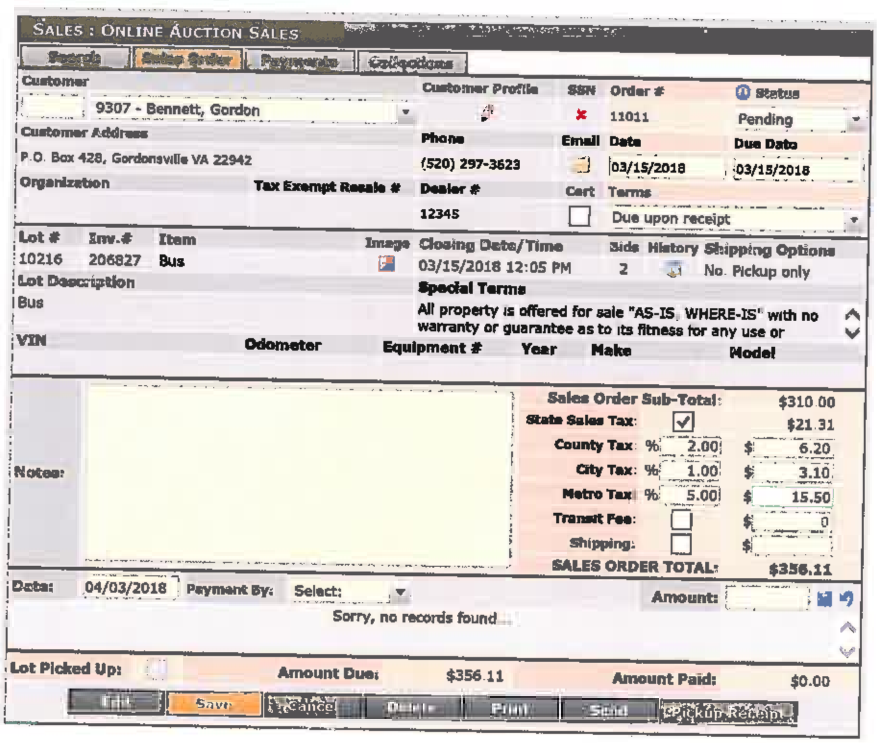


13. To maintain historical costing with duplicate invoice reprint.

Both systems record the price (and cost where appropriate) at which items are sold, and for each line item, retain that price/cost in the database, so reprints of invoices in the future, as well as reports will show the price/cost at the time of sale.

14. To allow different levels of taxation on the invoice that can be modified by the WVSASP.

Whenever we create a new version of the applications for a customer, we select the version closest to the customer's needs in order to reduce the amount of changes necessary. In the case of West Virginia, we will likely begin with the version we modified for the state of Minnesota over 10 years ago. That version has a variety of modifiable tax percentages on its POS. It also happens to have the most sophisticated built-in online auctions available to the public on all mobile devices and in all browsers on PCs and Macs.



The example above is for online auction sales. The taxes are defaulted to their values when a new invoice is created, but the tax percentage or amount can be modified manually, depending upon a user's permissions.

Response Questions

1. **Will additional software be needed to do reporting? If yes, what additional software will be needed?**

No. All essential reports are built into the systems including reports required by the GSA. Custom reports can be added.

2. **Is this a commercial off-the-shelf software? If not please describe the approach to meeting the agency's needs.**

This is not a commercial off-the-shelf product. The software that was originally developed for a single customer, and has subsequently been modified to accommodate the needs of 36 other customers over the last 14 years. When setting up new customer, we choose the version closest to the customer's needs as the start point for the new customer's system.

Requested modifications to the system are clearly defined in consultation with the customer, and estimates are provided prior to the customer's approval. In the majority of cases, the database and websites are installed on the customer's own servers; however, we have hosted versions for state governments and universities on an as-needed basis. Hosting is available as an option.

3. **What is the minimum hardware operating system?**

All websites and databases are Microsoft-based, so Windows Server is a required operating system. Internet information services is required for the websites, and SQL Server is required for the databases. If the customer is hosting the websites and databases themselves, they can be accommodated on any version of Windows Server, IIS and SQL Server (the later the versions, the better).

If the customer is not conducting simulcast or online-only auctions for state surplus using the built-in modules, the websites and databases can be housed on a single server. Real-time auctions tend to be a little more process intensive, and a separate web server and database server are recommended.

4. **What type of scanners are used with the software?**

In the past, we specified MC 55/75 scanners by Motorola, because we have a custom application for those devices which were used for receiving into inventory, taking inventory, scanning inventory labels for uploading to the sales order, and scanning inventory and auction lot labels to automatically create auction lots. However, since the introduction of Version 2.0, those functions have been migrated to smart phones, iPod touch and tablets.

With respect to scanning barcoded labels at the point-of-sale, any Bluetooth, tethered, or wireless scanner that connects to a PC or Mac can be used. Scanners by Zebra, Motorola, Honeywell, Wasp, etc., are all suitable candidates. There is even a scanning device called a "sled" that fits over and iPad and a different sized sled for iPhones. The sleds allow scanning directly from iPads and iPhones.

> ***Confidential information: We are developing another scanning process for our Version 2.0 point-of-sale module, which will provide significant time savings during the checkout process. At this time, the process is proprietary and is provided as an addendum "Confidential Information" in Appendix D at the end of this document along with the justification for its confidentiality.***

5. **Can the system reside and operate from the agency's Microsoft Windows Server 2012 R2 based data server located onsite in Dunbar, WV? If not, please describe the required operating environment.**

Yes, the majority of our customers host the websites and databases in their own environment. We manage updates by sending database scripts and website file updates.

Alternatively, Web Data Corporation can host the websites and databases on its own servers, if it is advantageous for the WVSASP to consider that. Our servers are hosted by Rackspace, whose network security is unparalleled, as is its customer service and support. Our company has been hosting websites and databases with Rackspace for 10 years, and we continue to be impressed by their level of service and support.

6. **How many eligible organizations can be stored?**

There is no practicable limit in the SQL Server databases for the number of records needed for surplus property operations. SQL Server has an upper limit of records in the billions; the only restriction is the size of data storage (disks). The indexing schema for both databases has been carefully designed to provide the maximum speed and efficiency when saving or retrieving records, no matter how many are present in the database.

7. **Does your software do notifications of eligibility expirations?**

Yes. This is automated in the federal surplus application. So far, we have not encountered a customer who needed an automatic expiration of state surplus customers, but if a donee is in both federal and state databases, the automatic expiration applies to both systems. So an ineligible donee in the federal system will not be able to make purchases in the state system unless their status is over-ridden by the state system administrator.

8. **What is the maximum number of assets that can be stored?**

Based upon our experience with many surplus property operations, including state surplus operations, there is no practicable limit to the number of records that will need to be stored over the next 100 years. One caveat: our systems store images in the database, which provides additional security and speed, but the database table in which images and other attachments are stored, becomes bloated after several years. There is actually a thumbnail image created on the fly alongside the main image, both of which are stored in that table. To avoid this bloat, as part of the system maintenance, we run a process that replaces the main image field in the table with the thumbnail for all records whose sale activity took place more than a year previously. This maintenance process helps keeps the database size to a minimum, but retains the thumbnail image for audit purposes. The process can be set as an automated scheduled task.

9. **What type of warranty is offered on the software and required hardware?**

The software is guaranteed for life. The guarantee includes fixing any bugs or errors that may be discovered at no cost to the customer. The guarantee also provides for delivery of error-free software.

For hardware, the warranties would be issued by the manufacturer of the selected devices.

10. **What type of customer support is offered?**

Unlimited customer support is available by phone, email, and screen-share session during business hours. Customer support also includes unlimited training, either in person or online. Training is supplemented by screen-sensitive online videos showing users how to operate each of the screens.

11. **Our software upgrades included in annual fee?**

Yes. The state application is currently undergoing a transition to 100% mobile, and the mobile upgrades will be provided to WVSASP at no additional cost. Upgrades covered under the annual support and maintenance agreement do not include requests for custom programming.

12. **Can the software import Microsoft Excel and csv files?**

Yes. The state application has an existing Excel file import into the disposal request screen. That screen is used to identify the source of property (originating agency) as well as the internal agency account to which funds may be sent after a sale is concluded. The customer's commission structure is implemented during the setup phase. It is not necessary for funds to be sent back to agencies for all categories of items.

In most surplus property operations, agencies and/or departments make lists of items for disposal by entering them into the system through a mobile or desktop user interface. These lists are authorized at the department/agency level and are scheduled for pickup or self-delivery prior to being received into surplus inventory. If the WVSASP does not intend to use the disposal request process (and the Excel import built into it) a similar Excel import can be created to import records directly into inventory, provided the requisite fields are available to identify the source of the property and any other necessary attributes related to the originating agency.

13. What type of training is offered?

As previously mentioned, training can be on site, remote (using a screen share), or users can self-train using the built-in help videos that illustrate how to operate each screen within the system. Remote training can be unlimited. On-site training is normally restricted to two 8-hour days. However, it has been our experience that very little training is required, partly due to the presence of training videos, but also because the system follows the processes with which departments, agencies and surplus property staff are already familiar.

14. How will the installation be, on-site or remote?

So far, all of our installations have been remote, because the installation process is very simple, and comprehensive documentation is provided. However, Web Data Corporation is in a neighboring state to West Virginia, and if it was felt that on-site installation would be helpful, we can certainly accommodated at no additional cost.

15. Does the software generate "Homeless and Needy" and "3040" reports?

The Federal system generates the 3040 reports, but we have not had a request for a Homeless and Needy report as of this date. However, the sample sent as part of Attachment 1 is self-explanatory, and we can certainly provide this at no additional cost.

16. Can the database be exported to Microsoft Excel and csv files?

Yes, all of the reports in the Federal system are exportable to excel. Certain reports (requested by other customers) are exportable to Excel from the State system, but not all reports have been requested for export. The export processes readily repeatable, so any additional reports needed for export can be accommodated at no additional cost as part of the integration and implementation set up.

17. Are invoices sequentially numbered?

Yes. The seed invoice number is generated during implementation according to the customer's needs.

18. Is the software web-based and accessible through mainstream tablets and smartphones?

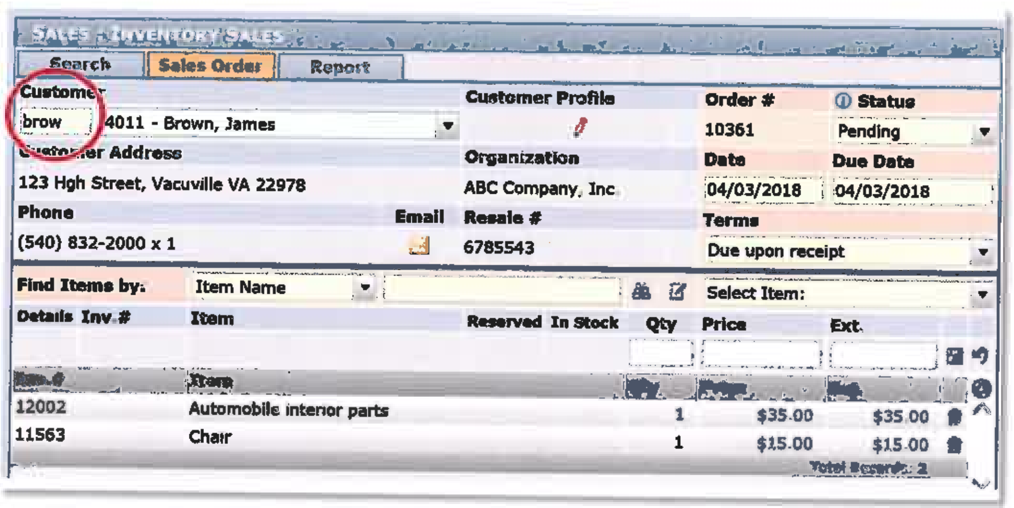
Yes, the system is web-based, and, as previously mentioned, the state system is undergoing an upgrade to become completely accessible on all mobile devices. This upgrade will be provided at no additional cost to the WVSASP. The upgrade includes significant process enhancements and improvements to usability; several of which are derived from customer requests over the last 14 years. Our philosophy at the outset was to undertake a continual process of improvement for the application, and the conversion to mobile is the latest innovation.

It is important to note that the Version 1.0 of the system has been successfully operating in the marketplace for the last 14 years, and will continue to do so for the foreseeable future, but the drive to mobile has become more and more prevalent, and is far more convenient for all users.

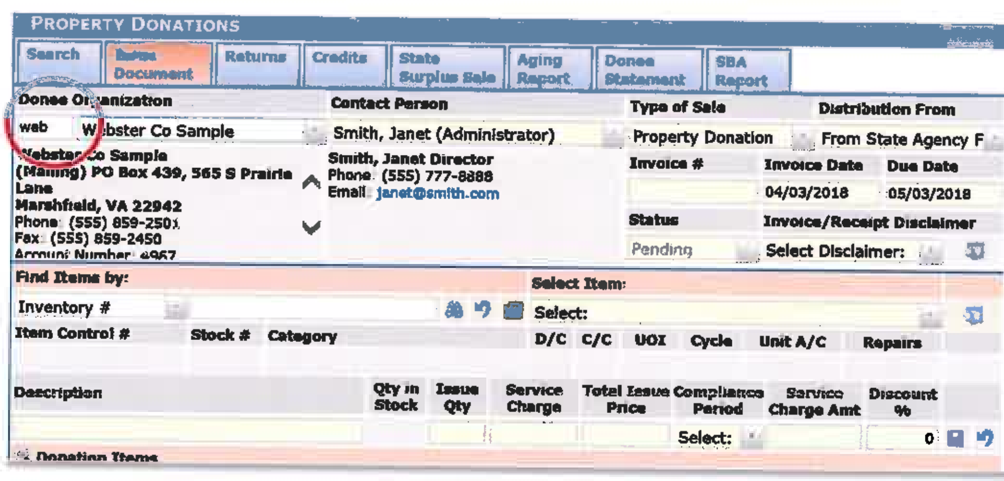
19. Can the software save public customer information for future invoicing?

Yes. Customers can register online themselves, or their data can be added at the point-of-sale and separately in the customer profile screen. At the point-of-sale, customer can be looked up by last name or customer number. The customer's profile is retrieved from the database and presented on the screen and becomes a part of the invoice being generated. Invoices can be printed out at the point-of-sale and emailed directly to customers. The invoice is printed out as a receipt when payment has been entered and saved.

State:



Federal:



20. **Does the software allow discounts when invoicing? If so, how? Is the discount applied a line item, per invoice or both?**

In both systems, discounts are applied at line item level. In the Federal application, discounts can be entered as a percentage and automatically calculated at the line item level:

in the State application, the Price may be altered (with the correct user permissions) to provide a line item discount on the fly.

21. **Does the software require a specific format for invoices or can they be customized?**

Invoices can be customized as part of the implementation.

Appendix A

Additional Information: Summaries of the Surplus Property Software Modules

Summary of the Department/Agency Profile

1. Department profiles can be entered through a process of self-registration; they can be entered by the surplus property department staff; or they can be imported in bulk during the application set up. In the case of importation, a nightly import can also be conducted to update department profiles and users.
2. Department/Agency name, name abbreviation, number and associated parent department are the main identifier aspects of the department profile.
3. The surplus property department can assign private notes to a Department profile. These notes are visible only to surplus property department staff.
4. Each department can have many addresses. In the case of universities, the address city, state and zip are defaulted to reduce data entry, but can be overwritten if necessary. Addresses are used to

identify the location of property being disposed (the property location is selected in the disposal request process). Addresses can include building names, building numbers, floors and room numbers.

5. The department profile includes the department's main phone and fax numbers. Fax numbers are almost obsolete, so a main department email address can be included as an alternative.
6. Departments can assign debit and credit accounts to their profile. These accounts are used if funds are to be repatriated to the originating department of surplus property that is sold. Credit accounts are used to receive funds from the surplus property department; debit accounts are used to purchase property from the surplus property department. When accounts are entered, they can be validated against an imported list of department accounts that show whether the account belongs to the specific department and if the account is active.
7. The system automatically calculates any funds due to originating departments based upon the customer's schedule of commissions.
8. User security levels are assigned as part of the department/user profile. All users can create disposal requests. Only designated authorizer's may approve them.
9. Assigning department/agency addresses to pick-up zones provides efficient geographical creation of pickup manifests. Zone assignment takes place in the Admin module.
10. The Department profile screen and all other screens are fully ADA compliant for keyboard only data entry and screen readers. This is a requirement for all government agencies.

Summary of Disposal Requests

1. Disposal requests may be searched by a variety of criteria including disposal request number, disposal type, date range, authorizer and status.
2. Disposal Requests may be entered using the mobile screens (on any mobile device) or using the PC/Mac screen in any browser.
3. On mobile devices, user may use the built-in speech recognition for form data entry, category lookups and to dictate descriptions.
4. The mobile disposal request module is a website, and does not require any installation on a user's own device.
5. Users assigned to more than one department/agency may create disposal requests for those designated entities without logging out and logging in again.
6. There are several disposal types, the most common of which are: turn into surplus, interdepartmental transfer, trade-in, transfer to an outside agency, and recycles and trash.
7. Disposal requests have a main contact person and a person designated to authorize the disposal request.
8. Disposal requests may be authorized automatically by email.
9. Disposal request line items indicate the property location, quantity, condition, and account number for proceeds (if funds are returned to the originating department/agency).
10. If asset listings are imported on a nightly basis, asset tag numbers and serial numbers may be looked up, validated for ownership and to ensure they are free of federal ownership (grant funded), and all relevant data entry fields are automatically filled.
11. Images and attachments may be uploaded and associated with disposal request items. Those images and attachments follow the property through the entire system.
12. Line items may be cloned to speed up data entry process of multiple similar items.
13. Line items may be bulk-imported from a specially formatted Excel file.
14. Line-items may be imported directly from the department/agency inventory which is stored in a separate module within the system.

15. The PC/Mac disposal request screen is fully ADA compliant. This is a requirement for all government agencies.

Summary of Additional Disposal Approval

1. Unnecessary transportation of property not suitable for resale can be avoided if the surplus property department has the option of rejecting those items.
2. In certain circumstances, the organization's asset management staff may need to approve the final disposition of assets (generally property whose purchase price exceeded $5000).
3. Both of these circumstances can be accommodated by an additional level of authorization where each line item authorized for disposal can have its disposal method confirmed by the asset management group or the surplus property department.
4. This secondary level of authorization enables the authorizer to review the property and recommend its alternate disposal.
5. The recommended alternate disposal type is communicated to the originating agency or department, and the originating agency/department can create an alternative disposal request type in order to document the ultimate disposal of the property.

Summary of Scheduling, Pickups and Deliveries

1. Pickups and deliveries can be scheduled for future dates.
2. Pickups and deliveries can be assigned to "manifests" according to predetermined geographic pickup zones, to create the most efficient truck routing.
3. Multiple manifests may be created for each day.
4. Specific approved disposal requests can be isolated through filtering and sorting on the pickup scheduling screen.
5. Manifests can be optionally accompanied with barcoded temporary number labels to specifically identify property from different departments.
6. Departments (agencies) may optionally print and affix barcoded temporary labels to each item on a disposal request.
7. Manifests may be printed and provided to drivers, and/or pickup staff may use the online pickups and deliveries screens.
8. Using the mobile pickups and deliveries, pickup staff can photograph items during pickup, add items on the fly (if permitted) and capture department signatures on mobile devices.
9. The Mobile pickups and deliveries enables the pickup staff to isolate/filter disposal requests for each department they visit. This reduces clutter on the screen.
10. Pickup staff can use speech recognition to describe items picked up.
11. If the pickup quantity is different from the disposal request quantity, a visual clue is provided on the pickup screen, and that clue also shows on the receiving screen.
12. A department/agency signature is an essential part of the audit trail for pickups and deliveries.
13. Using the pickups and deliveries screen is optional. Property can optionally be received directrly into inventory without having been confirmed as picked up.

Summary of Receiving

1. Items can be recorded as received on all mobile devices as well as using a PC/Mac.
2. Items are received into "Virtual Inventory" whenever physical receiving to warehouse is not available.
3. Item prices can be set individually or globally at the manifest level, disposal request level or category level.

4. Items can be split into different categories with individual attributes. The incoming quantity can be modified if necessary in order to split a quantity of 1.
5. Images can be taken and uploaded during receiving.
6. Speech recognition can be used for data entry, and to enhance item descriptions.
7. Items can be assigned to inventory groups for sale at a similar price.
8. Items can be assigned to pallets for disposal by sale, recycle or trash.
9. Items can be assigned to warehouse locations.
10. Item condition codes may be modified.
11. Expenses may be applied to incoming items, and recovered after items have been sold. Expenses may include battery replacement, hard drive replacement, cleaning fees, etc.
12. Items may be added to a manifest during the receiving process.
13. Departments/agencies are automatically notified if the quantity received differs from the disposal request quantity.
14. The receiving screen and the screen for label orienting has colored visual cues to indicate differences in quantities and assignments to pallets or groups.
15. The quantities of barcoded inventory labels to be printed for each item may be adjusted.
16. Inventory labels may be printed from remote devices.

Summary of Redistribution

1. Redistribution or property reuse is an important money-saver for any organization.
2. Surplus Property Department staff should make every effort to promote property in good condition to departments and agencies, as an alternate to having new property purchased.
3. Departments/agencies can to view all property in the surplus warehouse.
4. Surplus Property Departments should have an efficient means to promote property to departments and agencies. The built-in "Email Campaigns" module accommodates this.
5. Department/agencies can reserve property for a limited time.
6. Reserved property should, for a limited time, be prevented from being sold to departments or agencies other than those who have reserved it.
7. Departments/agencies can establish a "wish-list" of needed property and be notified as soon as that property becomes available from any department/agency or at the surplus warehouse.
8. In the absence of a surplus property warehouse, departments/agencies can see property available from other agencies/departments and to reserve those items directly from the disposing department.
9. If property is sold or donated directly between departments/agencies, a record of the transfer and transaction is created for audit purposes, especially if the property is an asset.

Summary of the POS System

1. The POS system accommodate sales to a variety of entities including retail customers, departments/agencies, outside agencies, online auction sales (from the built-in online auctions), sales from GovDeals, live auction sales, and sales to recycling companies.
2. The POS system prevents sales clerks from changing established prices at the point of sale, but allow an override for system administrators.
3. The POS system can "sell" property for zero dollars if specified.
4. The POS system can sell individual inventory items, items assigned to inventory groups, and items assigned to pallets.
5. The POS system can look up inventory, group and pallet numbers using a scanner device associated with the point-of-sale computer.

6. The POS systen can look up existing, registered customers for persoinalized invoices.
7. The POS system can accommodate a generic retail customer as well as having the ability to capture customer profile information at the point of sale.
8. The POS system can automatically generate sales orders for online auctions, including GovDeals auction sales.
9. The POS system can accommodate multiple payment types including, cash, credit card, check, money order, and department or agency internal account.
10. Each invoice can have multiple payments with different payment types.
11. Invoices include the seller information, customer information, items purchased with prices, method of payment(s), due date and status
12. The POS system accommodates returns and credits, and credits can be applied as payment for an invoice.
13. Sales reports show sales activity by specific date or date range.
14. Sales reports show the invoice number, customer information, sale amount, sales tax (where applicable), payment reference numbers such as check numbers or credit card reference numbers (last 4 digits), and should show subtotals where applicable as well as an overall total.
15. The system generates statements and an aging report for sale types that allow invoicing.

Summary of Customer Management

1. Customers can register online and select their product categories of interest.
2. Customers can choose to receive email notifications when their categories of interest are available.
3. Surplus Property staff have complete control of a customer accounts.
4. Customers can be automatically suspended for nonpayment.
5. Specific customers can be targeted for promotions based upon their categories of interest.
6. Customers with a resale license are automatically not charged sales tax.

Summary of Online Auctions

1. The built-in auctions include online only, live, simulcast, and sealed bids.
2. Bidders may register online and bid from a PC or Mac and any mobile device.
3. Bidders may choose their "categories of interest" and receive notification when items in those categories are posted for auction.
4. Building an online auction marketplace is relatively simple. Successful organizations have simply issued a state-wide press release announcing availability of their surplus property online.
5. Online-only auctions are the easiest to conduct and provide continual opportunities for customers to buy products 24/7/365.
6. The system has simple methods of posting individual online auction lots, and creating multiple auction lots simultaneously.
7. Pallets of various items may be auctioned as a single lot.
8. Bidding can be automatically extended if bids are placed close to the closing date and time. This ensures that highest prices are paid for auction lots.
9. Real-time bidding without screen refreshes enables bidders to bid more quickly, which helps increase prices.
10. Bidders can ask questions online and responses are emailed to the questioner and posted online.
11. Bidders can place lots into their "Watch List", and bid on multiple items in real-time from a single screen.
12. When lots close, winning bidders are notified by email and invoices are automatically generated.
13. Bidders may pay online with a credit card, or pay in person when picking up the property.

14. Bidders who do not pay within a specified period can have their accounts suspended. Reinstatement may optionally take place after payment has been received.
15. Unsold or unpaid items may be automatically relisted or returned to stock.
16. Auction lots may be posted to GovDeals and winning bidder information downloaded with a single mouse-click.

Summary of Accounting

1. In addition to the daily sales reports and the bank reconciliation report, the system will automatically calculate commissions due to the surplus property department. The commission amounts may be overridden for exceptions.
2. Confirmed commissions become the basis of a journal entry report which can be exported in a defined format for import into the organization's financial system.
3. The journal entry report shows the accounts and object codes between which funds will be transferred for commissions due to agencies/departments or purchases made by agencies/departments.
4. The system has an aging report for specific sale types.
5. The system has customer statements for specific sale types.
6. All reports are printable.
7. The system has an "Audit" report that tracks the progress of property from the disposal request through pickup scheduling, receiving, sale, and accounting.

Appendix B: List of Built-in Reports

State Surplus Property Reports:

Department (Agency) View 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 Management Reports:

1. Inventory categories
2. Customer Categories
3. FAQ Categories
4. Warehouse Locations Report
5. Customer Agreements (printable)

6. User Log Report
7. Customers Directory Report
8. Pickup Manifest
9. Received Inventory Report
10. Inventory Listing Report
11. Inventory Detail Report
12. Inventory Item Audit report (shown from another version, but included in the application)
13. Inventory Exception Report
14. Auto-Lots Report
15. Online Auction Summary Report
16. Live Auction Assigned Lots Report
17. Live Auction Summary Report
18. Sealed Bid Auction Report
19. Online Auction Sales Report
20. Online Auction Shipping Report
21. Online Auction Sales Report (with Payment Type)
22. Live Auction Sales Report
23. Warehouse Inventory Sales Report
24. Warehouse Sales report (with Payment Type)
25. Department (Agency) Sales Report
26. Department (Agency) Sales Report (with Payment Type)
27. Sealed Bid Sales Report
28. Sealed Bid Sales Report (with Payment Type)
29. Return Sales Report
30. Return Sales Payment Report
31. Trade-in Approval Report
32. Recycle and Trash Sales Report
33. Aging Report
34. Statements
35. Email Campaigns Report
36. Journal Entry Report (exportable)
37. Journal Entry Detail Report
38. Commissions Report
39. Distribution Report by Account
40. Distribution Report by Department (Agency)
41. Item Sales by Category
42. Daily Cash Report by Sales Type
43. Daily Cash report by Payment Type
44. Sales Comparison Report by Date Range
45. Property Office Report (exportable)

Appendix C: 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

Appendix D: Confidential Information:

Our new Version 2.0 scanning process provides for scanning barcodes (and looking up related data) from any device with a camera (all smart phones and tablets). This can be used by departments and agencies when creating disposal requests and scanning asset tag numbers to lookup the asset data and populate the data-entry screen (a manual asset tag lookup/data-entry process for this already exists within the system).

More importantly, it can also be used by retail customers to scan the inventory label barcodes of a list of items they wish to purchase. They can do this using their own phone, because the mobile "Application" is actually a website that can be accessed from any device, so it does not require downloading and installing a native application.

The customer's list of items (and quantities) are uploaded directly at the cash register to automatically create the invoice. The sales clerk needs only to take and record payment and print a receipt. Even though the sales clerk will still need to check the items at the point of sale, this will be a significant timesaver on busy retail sale days. The checkout process can be conducted on mobile devices, so customers can also be checked out and payments taken while the customers are waiting in line at the register.

Rationale for Confidentiality

Web Data Corporation effectively has a single competitor in the market for surplus property management software, and wishes to keep this innovation under wraps, at least until it is launched with all of our customers' Version 2.0 deployments.

We pride ourselves as innovators in the field of surplus property management software and customer usability, and that has been the sole focus of our company for the last 14 years. This is a market of finite size, so a competitive edge is important.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SUR1800000001

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)

[✓] Addendum No. 1	[ ] Addendum No. 6
[ ] Addendum No. 2	[ ] Addendum No. 7
[ ] Addendum No. 3	[ ] Addendum No. 8
[ ] Addendum No. 4	[ ] Addendum No. 9
[ ] Addendum No. 5	[ ] 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.

WEB DATA CORPORATION
Company

Authorized Signature

4/5/2018
Date

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