

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: Department of Public Social Services

SUBMITTAL DATE:
April 9, 2013

SUBJECT: Approve Agreement #AA-02691 with ProBar for Asset Inventory Services

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and authorize the Chair of the Board to sign the attached Agreement # AA-02691 with ProBar for the period of date of execution - June 30, 2013 for an amount not to exceed \$ 117,810.
2. Authorize the Director of the Department of Public Social Services (DPSS) to administer the contract.

Background: The Department of Public Social Services (DPSS) is required to perform an annual, comprehensive inventory of tagged capital and non-capital assets, comprised of approximately 35,000 items located at 53 sites throughout the County of Riverside. (continued on page 2)

Susan Loew

Susan Loew, Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 117,810	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 3,534	Budget Adjustment:	No
	Annual Net County Cost:	\$ 3,534	For Fiscal Year:	12-13

SOURCE OF FUNDS:			Positions To Be Deleted Per A-30	<input type="checkbox"/>
Federal Funding: 56%;	State Funding: 24%;	County Funding: 3%;	Requires 4/5 Vote	<input type="checkbox"/>
Realignment Funding: 17%;	Other Funding: 0%			

C.E.O. RECOMMENDATION: APPROVE

BY: *Debra Cournoyer*
Debra Cournoyer

County Executive Office Signature

Policy Policy

Consent Consent

Dep't Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.:

District: All

Agenda Number:

3-22

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

FORM APPROVED COUNTY COUNSEL Purchasing: *Mark Seiler* 3-19-13
BY: *ELENA M. BOEVA* Departmental Concurrence

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RECEIVED RIVERSIDE COUNTY
CLERK / BOARD OF SUPERVISORS

W-55

BACKGROUND, cont.:

In previous years, an internal team of IT and Fiscal personnel would perform the inventory, in addition to their other job duties. Although the average time to inventory was a quick 3.5 minutes per desk, the relatively small number of employees dedicated to performing the inventory meant that it would take an inordinate amount of time (approximately 3 months) to complete the count for all 3500 employees.

For this reason, DPSS Administration requested the release of a Request for Proposal for Asset Inventory Services. The RFP outlined the specifications as follows: Implementation of a marketing campaign to prepare staff for the inventory, ability to complete the physical count in two weeks, reconciliation to the Remedy Asset Management System used by DPSS, and a summary report with recommendations for future inventories.

PRICE REASONABLENESS:

Purchasing released a Request for Proposal DPARC-297, e-mailing solicitations to qualified companies and advertising on the County's Internet and PublicPurchase.com. Four (4) responses were received, with proposals submitted by four (4) vendors. All vendors were determined to be responsive.

The evaluation team thoroughly reviewed and scored each proposal based on the bidder's overall responsiveness to the requirements of the scope of service, description of services, credentials and licenses, references and the overall cost. A Best and Final Offer (BAFO #1) was issued to the bidder with the highest score. ProBar lowered their proposed cost by approximately 3% in response to BAFO #1. ProBar was selected as the most responsive/responsible vendor, submitting a final deliverables-based, fixed rate cost of \$117,810. The other bidders proposed fees ranged from \$121,000 to \$495,000.

The evaluation committee recommends that the Board approve the award be given to ProBar as the most responsive/responsible vendor with the amount of \$117,810.

FINANCIAL:

The funds have been budgeted in the FY 2012/13 budget, no adjustment is necessary. The distribution of funding is the following: 3% General Fund, 24% State Funds, 17% Realignment Funds, and 56% Federal Funds.

ATTACHMENT(S):

Agreement #AA-02691 with ProBar (3 copies)

CONCUR/EXECUTE –

County Counsel/Purchasing

SL:rp

Riverside County Department of Public Social Services
 Contracts Administration Unit
 10281 Kidd Street
 Riverside, CA 92503


SERVICES CONTRACT: AA-02691
CONTRACTOR: ProBar
CONTRACT TERM: From date of execution until June 30, 2013
MAXIMUM REIMBURSABLE AMOUNT: \$117,810.00

WHEREAS, the Department of Public Social Services hereinafter referred to as DPSS, desires to conduct an Asset Inventory;

WHEREAS, ProBar is qualified to provide Asset Inventory Services;

WHEREAS, DPSS desires ProBar, hereinafter referred to as the Contractor, to perform these services in accordance with the TERMS and CONDITIONS (T&C) attached hereto and incorporated herein by this reference. The T&C specify the responsibilities of DPSS and the Contractor;

NOW THEREFORE, DPSS and the Contractor do hereby covenant and agree that the Contractor shall provide said services in return for monetary compensation, all in accordance with the terms and conditions contained herein of this Contract.

Authorized Signature for County:	Authorized Signature for ProBar : 
Printed Name of Person Signing: John J. Benoit	Printed Name of Person Signing: Michael Moss
Title: Chair, Board of Supervisors	Title: Vice President
Address: 10281 Kidd St. Riverside, CA 92503	Address: 9300 Annapolis Road, Suite 203 Lanham, MD 20706
Date Signed:	Date Signed: 3-25-13

FORM APPROVED COUNTY COUNSEL
 BY:  3-19-13
 ELEN M. BOEVA DATE

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Exhibit A – Scope of Services
Exhibit B – Deliverable Sign Off
Exhibit C – Change Order Request
Exhibit D – DPSS 2076A

CONTRACT TERMS AND CONDITIONS

I. DEFINITIONS

- A. "DPSS" and/or "County" refer to the County of Riverside and its Department of Public Social Services, which has administrative responsibility for this Contract. "DPSS" and "County" may be used interchangeably for the purposes of this Contract.
- B. "Capital Asset" refers to an item with a purchase price of \$5,000 or more; capital assets are labeled with a department asset tag and a separate County asset tag assigned by the County Auditor-Controller.
- C. "CAU" refers to the DPSS Contracts Administration Unit.
- D. "Non-Capital Asset" refers to an item with a purchase price of less than \$5,000 and more than \$200 owned by the Department and labeled with a department asset tag. For the purposes of this Contract, items with a purchase price of less than \$200 are included if they are tagged with a department asset tag.
- E. "Subcontract" refers to any contract, purchase order, or other purchase agreement, including modifications and change orders to the foregoing, entered into by the Contractor with a subcontractor to furnish supplies, materials, equipment, and services for the performance of any of the terms and conditions contained in this Contract.
- F. "Subcontractor" means any supplier, vendor, or firm that furnishes supplies, materials, equipment, or services to or for the Contractor or another subcontractor.

II. PROJECT OBJECTIVES

- A. The Contractor shall perform an accurate physical inventory of approximately 35,000 capital and non-capital tagged assets for the Department of Public Social Services, to be completed within a three-month period of execution of this Contract.
- B. The inventory will conform to the requirements set forth in Request for Proposal (RFP) DPARC-297 "Asset Inventory Services", and the Contractor's response to DPARC-297, Tab E Scope of Services, and Tab G, Attachments 5-8, which are incorporated into this Contract by this reference as Exhibit A.

III. DPSS PROJECT ROLES

- A. DPSS will assign DPSS staff to be responsible for the following roles and responsibilities:
 - 1. Project Manager responsible for:
 - a. Overall planning in coordination with the Contractor project manager;
 - b. Managing day-to-day project;
 - c. Providing overall project direction;
 - d. Resource allocation, risk management, project priorities, and communication to executive management;
 - e. Facilitating all necessary communications within the organization specific to the implementation of the solution.
 - 2. Technical Lead responsible for information about DPSS' inventory process and software.
 - 3. Designated Site "Point of Contact" responsible for providing access to the Inventory Team and available as a resource during inventory process appointed for each site.

- B. DPSS may monitor the performance of the Contractor in meeting the terms, conditions and services in this Contract. DPSS, at its sole discretion, may monitor the performance of the Contractor through any combination of the following methods: periodic on-site visits, inspections, evaluations and Contractor self-monitoring.
- C. DPSS will be responsible for scheduling, availability, quality and timeliness of work its resources perform.
- D. DPSS will provide the environment, access to resources, and certain activities required to facilitate Contractor's ability to deliver these requirements. These responsibilities include, but are not limited to, the following:
 - 1. Access to the County inventory information and resources, including:
 - a. Complete list from Remedy Asset Management Software (Master List) of assets by location at the start of the project;
 - b. Site specific list according to the approved work plan schedule;
 - c. All necessary forms to re-assign, remove or add assets assigned to users;
 - d. Asset tags with barcodes provided by the County for assets found untagged.
 - 2. Security access badges and clearance for appropriate County facilities where Contractor will be expected to work on this project.

IV. CONTRACTOR PROJECT ROLES

- A. The Contractor shall provide Department of Justice background cleared staff with the following roles and responsibilities:
 - 1. Project Manager responsible for:
 - a. Daily operations, team management, scheduling, staffing, budgeting and adherence to scope for the duration of the project;
 - b. Main point of contact for communication between Contractor and County;
 - 2. Assistant Project/Marketing Manager responsible to:
 - a. Develop and implement marketing campaign and assist project manager with work plan execution and scheduling;
 - b. Work with County staff to develop preliminary site schedules;
 - c. Ensure County site points of contact have a relevant and clear understanding of the project, objectives, goals, and realized benefits of the inventory project.
 - 3. Two Inventory Team Leads responsible to:
 - a. Provide daily, onsite management of Inventory Field staff at work sites;
 - b. Act as onsite representatives to County staff;
 - c. Oversee quality assurance of data collection and inventory process.
 - 4. Inventory Data Manager responsible to:
 - a. Oversee daily handheld data uploads and perform data reviews;
 - b. Verify that all collected data is uploaded to Project Management site for review by County staff.
 - 5. Inventory Field Team members responsible to collect onsite data of County owned capital and non-capital assets under the direction of the Inventory Team Leads.
- B. The Contractor shall use its best efforts to ensure that personnel are not removed or reassigned during the term of the Contract. Should the Contractor be required to change personnel identified in paragraph IV.A, the Contractor will notify the County at least two (2) weeks prior to the change.

V. PROJECT DELIVERABLES

All deliverables will be reviewed and accepted by the assigned DPSS Project Manager. Each project deliverable is listed in the following table:

1.	Milestone 1 - Project Preparation (Weeks 1-3)	
	Deliverable	Acceptance Criteria
	Work Plan submitted and Marketing Campaign completed	This will be considered accepted when the County has approved the Work Plan and Marketing Campaign and executed the Deliverable Sign Off Document (Exhibit A).
2.	Milestone 2 – Physical Inventory of Tagged Assets County-wide (Weeks 4-6)	
	Deliverable	Acceptance Criteria
	Verification of count completion at all sites by DPSS Site Coordinators	This will be considered accepted when the County has verified all sites counted and executed the Deliverable Sign Off Document.
3.	Milestone 3 – Reconciliation of Inventory (Weeks 7-8)	
	Deliverable	Acceptance Criteria
	Exception Reporting, including the following: <ul style="list-style-type: none"> a. Inventory Executive Summary b. Found Assets Report c. Missing Assets/Exception Report d. New (untagged) Assets Report e. Item Data Updates 	This will be considered accepted when the County has approved the Exception Reports and executed the Deliverable Sign Off Document.
4.	Milestone 4 – Summary and Recommendations (Project Completion)	
	Deliverable	Acceptance Criteria
	Summary Report presented to DPSS Management	This will be considered accepted when the County has approved the Summary Report and executed the Deliverable Sign Off Document.

VI. ACCEPTANCE OF DELIVERABLES

- A. The County shall have a period of five (5) business days to determine the acceptability of a Deliverable provided by Contractor hereunder (the "Acceptance Period"). The Contractor will notify the DPSS Contracts Administration Unit (CAU) in writing, through U.S. mail, overnight courier, or email, of the completion of each Deliverable.

The Contractor agrees that the Acceptance Period for a Deliverable shall begin when Contractor receives from DPSS CAU a written receipt, through U.S. mail, overnight courier, or email, for such Deliverable, which the DPSS CAU shall provide within two (2) business days of receipt of the Deliverable Sign Off.

At any time within the Acceptance Period, the County shall:

1. Provide to the Contractor a signed copy of the Deliverable Acceptance Sign Off Document (Exhibit B) or;
 2. Provide written notice of Non Acceptance with reasonable written comments to Contractor regarding the deficiencies of the Deliverable(s). If changes or modifications are required by the County as evidenced by the Non Acceptance notification, Contractor shall have ten (10) business days to correct the deficiency noted therein and resubmit the Deliverable to the County beginning a new Acceptance Period. This process shall not exceed two cycles.
- B. All Deliverables will be delivered either electronically or in paper form to the County in English, unless otherwise specified in the Statement of Work. The County will deliver to Contractor all documents, studies, and materials in English, unless otherwise specified in the Statement of Work. All electronic documents will use the Microsoft suite of products, including, but not limited to Word, Excel, PowerPoint, Project, and Visio Pro. Signature pages may be delivered using Adobe PDF.
- C. The County will be deemed to have accepted the Deliverable(s) upon occurrence of either of the following ("Acceptance"):
1. The County submits to the Contractor the Deliverable Sign Off Document or;
 2. The County fails to notify Contractor within the Acceptance Period described above.

VII. CHANGE ORDERS

Either party may propose a change order to this Contract. Change orders affecting this Contract will not be effective until reviewed and approved in writing by Contractor and the County and made part of the Contract as an addendum. Change orders will be requested using the Change Order Document (Exhibit C). Contractor will submit to the County an analysis of how the County's proposed changes will affect the current work in terms of schedule and cost estimates. The County will be under no obligation to accept the cost estimates for the proposed changes. However, if the parties agree to any proposed changes, such changes shall become binding on the parties only through an Amendment to this Contract signed by both parties. In no event shall Contractor be required to perform additional work under this Contract, or the County is required to pay for additional work performed under this Contract without prior written authorization in accordance with this paragraph.

VIII. FISCAL

A. FISCAL

1. MAXIMUM REIMBURSABLE AMOUNT

Total payment under this Contract shall not exceed \$117,810.00.

2. PAYMENT SCHEDULE

Milestone Description	Payment
Milestone #1 – Project Preparation	\$10,586.00
Milestone #2 – Inventory Count Completed	\$66,584.00
Milestone #3 - Reconciliation	\$29,220.00
Milestone #4 – Summary Report	\$11,420.00
TOTAL REIMBURSABLE AMOUNT	\$117,810.00

3. METHOD, TIME AND SCHEDULE CONDITIONS OF PAYMENT

- a. The Contractor will be paid the actual amount of the invoice for payment as outlined in the Payment Schedule that is accompanied by a Deliverable Sign Off Document signed by the County for each required deliverable. If the required supporting documentation is not provided, DPSS may delay payment until documentation is received by DPSS.
- b. The Contractor shall submit DPSS Forms 2076A (Exhibit D) following the instructions set forth on the "Instructions for Form 2076A." Exhibit D is attached hereto and incorporated herein by this reference for request of all payments.
- c. All completed claims must be submitted no later than 14 days after the acceptance of the deliverable by DPSS. All complete claims submitted in a timely manner shall be processed within forty-five (45) calendar days.

B. FINANCIAL RESOURCES

The Contractor warrants that during the term of this Contract, the Contractor shall retain sufficient financial resources necessary to perform all aspects of its obligations, as described under this Contract. Further, the Contractor warrants that there has been no adverse material change in the Contractor, Parent, or Subsidiary business entities, resulting in negative impact to the financial condition and circumstances of the Contractor since the date of the most recent financial statements.

C. RECORDS, INSPECTIONS AND AUDITS

1. The Contractor shall maintain auditable books, records, documents, and other evidence pertaining to charges and expenses in this Contract. The Contractor shall maintain these records for three (3) years after final payment has been made or until all pending County, State, and Federal audits, if any, are completed, whichever is later.
2. Any authorized representative of the County of Riverside, the State of California, and the Federal government shall have access to any books, documents, papers, electronic data, and other records with respect to charges for time and materials, which these representatives may determine to be pertinent to this Contract, for the purpose of performing an audit, evaluation, inspection, review, assessment, or examination. These representatives are authorized to obtain excerpts, transcripts, and copies, as they deem necessary. Further, these authorized representatives shall have the right at all reasonable times to inspect or otherwise evaluate the work performed, or being performed, under this Contract and the premises in which it is being performed.
3. This access to records includes, but is not limited to, service delivery, referral, financial, and administrative documents for three (3) years after final payment is made, or until all pending County, State, and Federal audits are completed, whichever is later.
4. Should the Contractor disagree with any audit conducted by DPSS, the Contractor shall have the right to employ a licensed, Certified Public Accountant (CPA) to prepare and file with DPSS a certified financial and compliance audit that is in compliance with generally-accepted government accounting standards of related services provided during the term of this Contract. The Contractor shall not be reimbursed by DPSS for such an audit.
5. In the event the Contractor does not make available its books and financial records at the location where they are normally maintained, the Contractor agrees to pay all necessary and reasonable expenses, including legal fees, incurred by DPSS in conducting such an audit.

D. SUPPLANTATION

The Contractor shall not supplant any federal, state, or county funds intended for the purpose of this Contract with any funds made available under any other Contract. The Contractor shall not claim

reimbursement from DPSS for, or apply any sums received from DPSS, with respect to the portion of its obligations, which have been paid by another source of revenue. The Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining state funds under any state program or county funds under any county programs without prior approval of DPSS.

E. DISALLOWANCE

In the event the Contractor receives payment for services under this Contract which is later disallowed for nonconformance with the terms and conditions herein by DPSS, the Contractor shall promptly refund the disallowed amount to DPSS on request, or at its option, DPSS may offset the amount disallowed from any payment due to the Contractor under any contract with DPSS.

F. AVAILABILITY OF FUNDING

DPSS' obligation for payment of any Contract is contingent upon the availability of funds from which payment can be made.

IX. GENERAL

A. EFFECTIVE PERIOD

This Contract is effective from the date of execution to June 30, 2013.

B. CONFLICT OF INTEREST

The Contractor, Contractor's employees, and agents shall have no interest, and shall not acquire any interest, direct or indirect, which shall conflict in any manner or degree with the performance of services required under this Contract.

C. CONFIDENTIALITY

The Contractor shall maintain the confidentiality of all information and records and comply with all other statutory laws and regulations relating to privacy and confidentiality.

Each party shall ensure that case record information is kept confidential when it identifies an individual by name, address, or other information. Confidential information requires special precautions to protect it from loss, unauthorized use, access, disclosure, modification, and destruction.

The parties to this Contract shall keep all information that is exchanged between them in the strictest confidence, in accordance with Section 10850 of the Welfare and Institutions Code. All records and information concerning any and all persons referred to the Contractor shall be considered and kept confidential by the Contractor, its staff, agents, employees and volunteers. The Contractor shall require all of its employees, agents, subcontractors and volunteer staff who may provide services under this Contract with the Contractor before commencing the provision of any such services, to maintain the confidentiality of any and all materials and information with which they may come into contact, or the identities or any identifying characteristics or information with respect to any and all participants referred to the Contractor by Riverside County.

The confidentiality of juvenile records is established under section 827 and 828 of the Welfare and Institutions Code, California Rules of Court, Rule 5.552 and case law. The Juvenile Court has exclusive jurisdiction over juvenile records and information and has the responsibility to protect the interests of minors and their families in the confidentiality of any records and information concerning minors involved in the justice system and to provide a reasonable method for release of these records and information in appropriate circumstances.

Contractor shall ensure that no person will publish, disclose, use, permit, or cause to be published, disclosed, or used, any confidential information pertaining to any applicant or recipient of services

under this Contract. The Contractor agrees to inform all persons directly or indirectly involved in administration of services provided under this Contract of the above provisions and that any person deliberately violating these provisions is guilty of a misdemeanor.

D. EMPLOYMENT PRACTICES

1. The Contractor shall not discriminate in its recruiting, hiring, promoting, demoting, or terminating practices on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex in the performance of this Contract, and to the extent they shall apply, with the provisions of the Fair Employment and Housing Act (FEHA), and the Federal Civil Rights Act of 1964 (P. L. 88-352).
2. In the provision of benefits, the Contractor shall certify and comply with Public Contract Code 10295.3, to not discriminate between employees with spouses and employees with domestic partners, or discriminate between the domestic partners and spouses of those employees.
3. For the purpose of this section Domestic Partner means one of two persons who have filed a declaration of domestic partnership with the Secretary of State pursuant to Division 2.5 (commencing with Section 297) of the Family Code.

E. EQUAL EMPLOYMENT OPPORTUNITY

By signing this Contract or accepting funds under this Contract, the Contractor shall comply with Executive Order 11246 of September 24, 1965, entitled " Equal Employment Opportunity", as amended by Department of Labor regulations (41 CFR Chapter 60).

F. HOLD HARMLESS/INDEMNIFICATION

Contractor shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as Indemnitees) from any liability whatsoever, based or asserted upon any services of Contractor, its officers, employees, subcontractors, agents or representatives to the extent arising out of Contractor's negligent or intentional performance of this Contract, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature whatsoever arising from the negligent or intentional performance of Contractor, its officers, employees, subcontractors, agents or representatives Indemnitors from this Contract. Contractor shall defend, at its sole expense, all costs and fees including, but not limited, to reasonable attorney fees, cost of investigation, defense and settlements or awards, the Indemnitees in any claim or action based upon such alleged acts or omissions.

With respect to any action or claim subject to indemnification herein by Contractor, Contractor shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of County; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes Contractor's indemnification to Indemnitees as set forth herein.

Contractor's obligation hereunder shall be satisfied when Contractor has provided to County the appropriate form of dismissal relieving County from any liability for the action or claim involved. The specified insurance limits required in this Contract shall in no way limit or circumscribe Contractor's obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

G. INSURANCE

1. Without limiting or diminishing the Contractor's obligation to indemnify or hold the County harmless, Contractor shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverages during the term of this Contract.

(a) Worker's Compensation:

If the Contractor has employees as defined by the State of California, the Contractor shall maintain statutory Worker's Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside, and, if applicable, to provide a Borrowed Servant/Alternate Employer Endorsement.

(b) Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of Contractor's performance of its obligations hereunder. Policy shall name the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insureds. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Contract or be no less than two (2) times the occurrence limit.

(c) Vehicle Liability:

If vehicles or mobile equipment are used in the performance of the obligations under this Contract, then Contractor shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Contract or be no less than two (2) times the occurrence limit. Policy shall name the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insured(s).

2. General Insurance Provisions – All lines:

(a) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.

(b) The Contractor's insurance carrier(s) must declare its insurance self-insured retentions. If such self-insured retentions exceed \$500,000 per occurrence such retentions shall have the prior written consent of the County Risk Manager before the commencement of operations under this Contract. Upon notification of self insured retention unacceptable to the County, and at the election of the Country's Risk Manager, Contractor's carriers shall either; 1) reduce or eliminate such selfinsured retention as respects this Contract with the County, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

(c) Contractor shall cause Contractor's insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full

force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Contract shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverages set forth herein and the insurance required herein is in full force and effect. Contractor shall not commence operations until the County has been furnished original Certificate(s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.

- (d) It is understood and agreed to by the parties hereto that the Contractor's insurance shall be construed as primary insurance, and the County's insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.
- (e) If, during the term of this Contract or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work which will add additional exposures (such as the use of aircraft, watercraft, cranes, etc.); or, the term of this Contract, including any extensions thereof, exceeds five (5) years the County reserves the right to adjust the types of insurance required under this Contract and the monetary limits of liability for the insurance coverages currently required herein, if, in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the Contractor has become inadequate.
- (f) Contractor shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Contract.
- (g) The insurance requirements contained in this Contract may be met with a program(s) of self-insurance acceptable to the County.
- (h) Contractor agrees to notify County of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Contract.

H. LICENSES AND PERMITS

In accordance with the provisions of the Business and Professions Code concerning the licensing of Contractors, all Contractors shall be licensed, if required, in accordance with the laws of this State and any Contractor not so licensed is subject to the penalties imposed by such laws.

The Contractor warrants that it has all necessary permits, approvals, certificates, waivers, and exemptions necessary for the provision of services hereunder and required by the laws and regulations of the United States, State of California, the County of Riverside and all other appropriate governmental agencies, and shall maintain these throughout the term of this Contract.

I. INDEPENDENT CONTRACTOR

It is understood and agreed that the Contractor is an independent contractor and that no relationship of employer-employee exists between the parties hereto. Contractor and/or Contractor's employees shall not be entitled to any benefits payable to employees of the County including, but not limited to, County Worker's Compensation benefits. County shall not be required to make any deductions for employees of Contractor from the compensation payable to Contractor under the provision of this Contract.

As an independent contractor, Contractor hereby holds County harmless from any and all claims that may be made against County based upon any contention by any third party that an employer-employee relationship exists by reason of this Contract. As part of the foregoing indemnity, the Contractor agrees to protect and defend at its own expense, including attorney's fees, the County, its officers, agents and employees in any legal action based upon any such alleged existence of an employer-employee relationship by reason of this Contract.

J. ASSIGNMENT

The Contractor shall not assign any interest in this Contract, and shall not transfer any interest in the same, whether by assignment or novation, without the prior written consent of DPSS. Any attempt to assign or delegate any interest without written consent of DPSS shall be deemed void and of no force or effect.

K. PERSONNEL

Upon request by DPSS, the Contractor agrees to make available to DPSS a current list of personnel that are providing services under this Contract who have contact with children or adult clients. The list shall include all staff who work full or part-time positions by title, including volunteer positions; a brief description of the functions of each position and hours each position worked; and the professional degree, if applicable and experience required for each position.

DPSS has the sole discretion to approve or not approve any person on the Contractor's list that has been convicted of any crimes involving sex, drugs or violence, or who is known to have a substantiated report of child abuse, as defined in Penal Code Section 11165.12, who occupy positions with supervisory or disciplinary power over minors, or who occupies supervisory or teaching positions over adult clients. DPSS shall notify the Contractor in writing of any person not approved, but to protect client confidentiality, may not be able to disclose the reason(s) for non-approval. Upon notification, the Contractor shall immediately remove that person from providing services under this Contract.

L. SUBCONTRACT FOR SERVICES

1. The Contractor shall not enter into any subcontract with any subcontractor who:
 - a. is presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by a federal department or agency.
 - b. has within a 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for the commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction; violation of Federal or State anti-trust status or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. is presently indicated or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in the paragraph above; and
 - d. has within a 3-year period preceding this Contract had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. The Contractor shall be as fully responsible for the acts or omissions of its subcontractors, and of persons either directly or indirectly employed by them as for the acts or omissions of persons directly employed by the Contractor.
3. The Contractor shall insert appropriate clauses in all subcontracts to bind subcontractors to the terms and conditions of this Contract insofar as they are applicable to the work of subcontractors.

4. Nothing contained in this Contract shall create any contractual relationship between any subcontractor and the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives.

M. DEBARMENT AND SUSPENSION

As a sub-grantee of federal funds under this Contract, the Contractor certifies that it, and its principals:

1. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by a federal department or agency.
2. Have not within a 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for the commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction; violation of Federal or State anti-trust status or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicated or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in the paragraph above; and
4. Have not within a 3-year period preceding this Contract had one or more public transactions (Federal, State or local) terminated for cause or default.

N. COMPLIANCE WITH RULES, REGULATIONS, REQUIREMENTS AND DIRECTIVES

The Contractor shall comply with all rules, regulations, requirements, and directives of the California Department of Social Services, other applicable state agencies, and funding sources which impose duties and regulations upon DPSS, which are equally applicable and made binding upon the Contractor as though made with the Contractor directly.

O. HEALTH INSURANCE PORTABILITY ACCOUNTABILITY ACT (HIPAA)

The Contractor in this Contract is subject to all relevant requirements contained in the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, enacted August 21, 1996, and the laws and regulations promulgated subsequent thereto. The Contractor hereto agrees to cooperate in accordance with the terms and intent of this Contract for implementation of relevant law(s) and/or regulation(s) promulgated under this Law. The Contractor further agrees that it shall be in compliance, and shall remain in compliance with the requirements of HIPAA, and the laws and regulations promulgated subsequent hereto, as may be amended from time to time.

All social service privacy complaints should be referred to:

Department of Public Social Services
 HR/Administrative Compliance Services Unit
 10281 Kidd Street
 Riverside, CA 92503
 (951) 358-3030

Q. NOTICES

All notices, claims, correspondence, and/or statements authorized or required by this Contract shall be addressed as follows:

DPSS:
 Contracts, Insurance, Deliverables, Deliverable Sign Offs, Change Orders and other administrative documents:

Department of Public Social Services
Contracts Administration Unit
P.O. Box 7789
Riverside, CA 92513

Invoices and other financial documents:

Department of Public Social Services
Fiscal/Management Reporting Unit
4060 County Circle Drive
Riverside, CA 92503

CONTRACTOR: ProBar
9300 Annapolis Road, Suite 203
Lanham MD 20706

All notices shall be deemed effective when they are made in writing, addressed as indicated above, and deposited in the United States mail or other commercial mail carrier.

R. DISPUTES

The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties. Any dispute relating to this Contract which is not resolved by the parties shall be decided by the County's Compliance Contract Officer who shall furnish the decision in writing. The decision of the County's Compliance Contract Officer shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith. The Contractor shall proceed diligently with the performance of this Contract pending the resolution of a dispute.

Prior to the filing of any legal action related to this Contract, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third party mediator. A second mediation session shall be required if the first session is not successful. The parties shall share the cost of the mediations.

S. SANCTIONS

Failure by the Contractor to comply with any of the provisions covenants, requirements, or conditions of this Contract including, but not limited to, reporting and evaluation requirements, shall be a material breach of this Contract. In such event, DPSS may immediately terminate this Contract and may take other remedies available by law, or otherwise specified in this Contract. DPSS may also:

- a. Afford the Contractor a time period within which to cure the breach, the period of which shall be established at the sole discretion of DPSS; and/or
- b. Discontinue reimbursement to the Contractor for, and during the period in which the Contractor is in breach, the reimbursement of which the Contractor shall not be entitled to recover later; and/or
- c. Withhold funds pending a cure of the breach; and/or
- d. Offset against any monies billed by the Contractor but yet unpaid by DPSS. DPSS shall give the Contractor notice of any action pursuant to this paragraph, the notice of which shall be effective when given.

T. GOVERNING LAW

This Contract shall be construed and interpreted according to the laws of the State of California. Any legal action related to the interpretation or performance of this Contract shall be filed only in the appropriate courts located in the County of Riverside, State of California. Should action be brought to enforce or interpret the provisions of the Contract, the prevailing party shall be entitled to attorney's fees in addition to whatever other relief are granted.

U. MODIFICATION OF TERMS

No addition to or alteration of the terms of this Contract, whether by written or verbal understanding of the parties, their officers, agents, or employees shall be valid unless made in writing and formally approved and executed by both parties.

Except for the parties' initial signatures to this Contract, which must be provided in "original" form and not by facsimile, the County and Contractor hereby agree to regard facsimile representations of original signatures of authorized officials of each party, when appearing in appropriate places on any Amendments to this Contract, and received via electronic communications including but not limited to fax or email, as legally sufficient evidence that such original signatures have been affixed to such Amendments to this Contract, such that the parties need not follow up facsimile transmissions of such documents by subsequent (non-facsimile) transmissions of "original" versions of such documents.

V. TERMINATION

This contract can be cancelled without cause upon thirty (30) days written notice.

W. ENTIRE CONTRACT

This Contract constitutes the entire Contract between the parties hereto with respect to the subject matter hereof, and all prior or contemporaneous Contracts of any kind or nature relating to the same shall be deemed to be merged herein.

EXHIBIT A
SCOPE OF SERVICES
AA-02691

Tab E Scope of Services

This RFP has a space provided under each question the County has of the Bidder. See Tab F for instructions regarding attachments. This RFP is available for electronic download at www.publicpurchase.com.

Bidders must address all points in this section. All questions are in italicized font in the box.

Asset Inventory: Project Specifications

1. The County requires an annual inventory of approximately 35,000 items (capital and non-capital) assigned to 3500 staff (i.e., computers, cell phones, headsets) or sites (i.e., copiers, printers). General categories to be inventoried include: Audio/Visual Equipment, Office Equipment, IT Equipment, Communications Equipment, limited Office Furniture (such as ergo chairs) and specialized equipment (security systems, fitness equipment, air-conditioning units, for example). The inventory will take place during regular business hours, 7:30 a.m. – 5:30 p.m. There are fifty-two (52) DPSS offices at approximately 35 different locations throughout the County. The breakdown by geographic area (as of August 2012) is as follows:

a. Riverside Metro area	Staff: 1552	Sites: 14
b. Corona/Norco	Staff: 97	Sites: 3
c. Temecula/Murrieta	Staff: 76	Sites: 3
d. Lake Elsinore/Perris/Hemet	Staff: 612	Sites: 10
e. Moreno Valley	Staff: 418	Sites: 6
f. Banning	Staff: 171	Sites: 3
g. Desert Hot Springs/Cathedral City	Staff: 178	Sites: 4
h. Indio/Mecca	Staff: 287	Sites: 6
i. Blythe	Staff: 34	Sites: 2

Provide a detailed work plan of the steps you would take to prepare for, complete, reconcile and report on the inventory count of all tagged assets throughout the County in the shortest time period possible, based on the information provided. For each step, estimate the amount of hours required to complete the step. Provide the total estimated time from start to finish.

BIDDER'S RESPONSE: TAB G Attachment 5 titled "Work Plan"

2. County Staff needs to know in advance when the inventory will happen in their office. A marketing campaign is required to prepare staff for the inventory. For your information, the County will provide a list of assets assigned to each respective business unit and staff prior to the inventory.

1. Provide a marketing plan that describes:

- a) Who is the target audience;
- b) How you will communicate with the target audience;
- c) What is the core message;
- d) Timeline to implement the campaign to achieve the best results.

2. Include an example of a successful marketing campaign you have done in the past and describe how it improved the efficiency of the inventory project.

BIDDER'S RESPONSE: Tab G Attachment 6 titled "Marketing Campaign"

3. The County uses Remedy 7.1 Asset Management Software and standard 1D barcodes as asset tags.

Provide the model of barcode scanner to be used and the scanner firmware. Describe whether you would perform the inventory and transfer the information via CSV file to the County Remedy database (County policy does not allow external (non-County) equipment to connect to the County network) or use another method.

BIDDER'S RESPONSE: If selected ProBar will utilize the Intermec CN50 Mobile data collection device using the Windows mobile 6.1 platform. The units will collect data using a custom developed application specific to the County's requirements. The collected data shall be stored on our network in tab-delimited format and subsequently transmitted to the county for the remedy import in any county-chosen delimited format.

4. All contractors who will participate on-site during the inventory process must pass a Department of Justice Live Scan in advance, at the contractor's expense, due to the possibility of access to Personally Identifiable Information (PII) of County clients and other sensitive information.

In this area, acknowledge that you have read and will comply with this requirement.

BIDDER'S RESPONSE: ProBar has read, understands, and shall comply with the county security process for this engagement. We understand that we are responsible for the costs associated with the background checks of our team.

5. The County will provide the contractor a complete list of inventory items ("Master List") and asset information by location at the start of the project. A site specific list according to the work plan schedule will also be provided. At least one County coordinator per site will be available while the inventory is being conducted to assist with access. The County will provide all necessary forms to re-assign, remove or add assets assigned to users. The County will provide asset tags (barcodes) for assets 'found' that are not currently included in the inventory.

List the equipment and materials needed for your company to complete and reconcile the inventory and whether you have or will acquire these items.

BIDDER'S RESPONSE: No additional materials will be required as long as the site contact information is included with the name. All data collection, execution, and management tools shall be furnished by ProBar should we be selected as the successful vendor.

6. Contractor will provide to management an exception report that encompasses location, site, unit supervisor and division information. Contractor will reconcile the physical inventory to the Remedy database.

Provide an example of an exception report. What percentage of error would, in your opinion, trigger a recount? What factors would contribute to the rate of error and which of these would you be able to mitigate? Which factors would you have no control over?

BIDDER'S RESPONSE: Tab G Attachment 7 titled "Exception Reporting" Additionally we have provided reconciliation process information at the end of Attachment 5 titled "Work Plan"

7. Contractor will provide a summary report at the conclusion of the project that will be presented to management and includes the following: feedback regarding inventory process, agency participation, problems encountered; and recommendations for future improvements.

Provide an example of a sample summary report. What are the most common improvements that you recommend when you provide this service for public entities, such as city or county governmental organizations?

BIDDER'S RESPONSE: Tab G Attachment 8 titled "Summary Report"

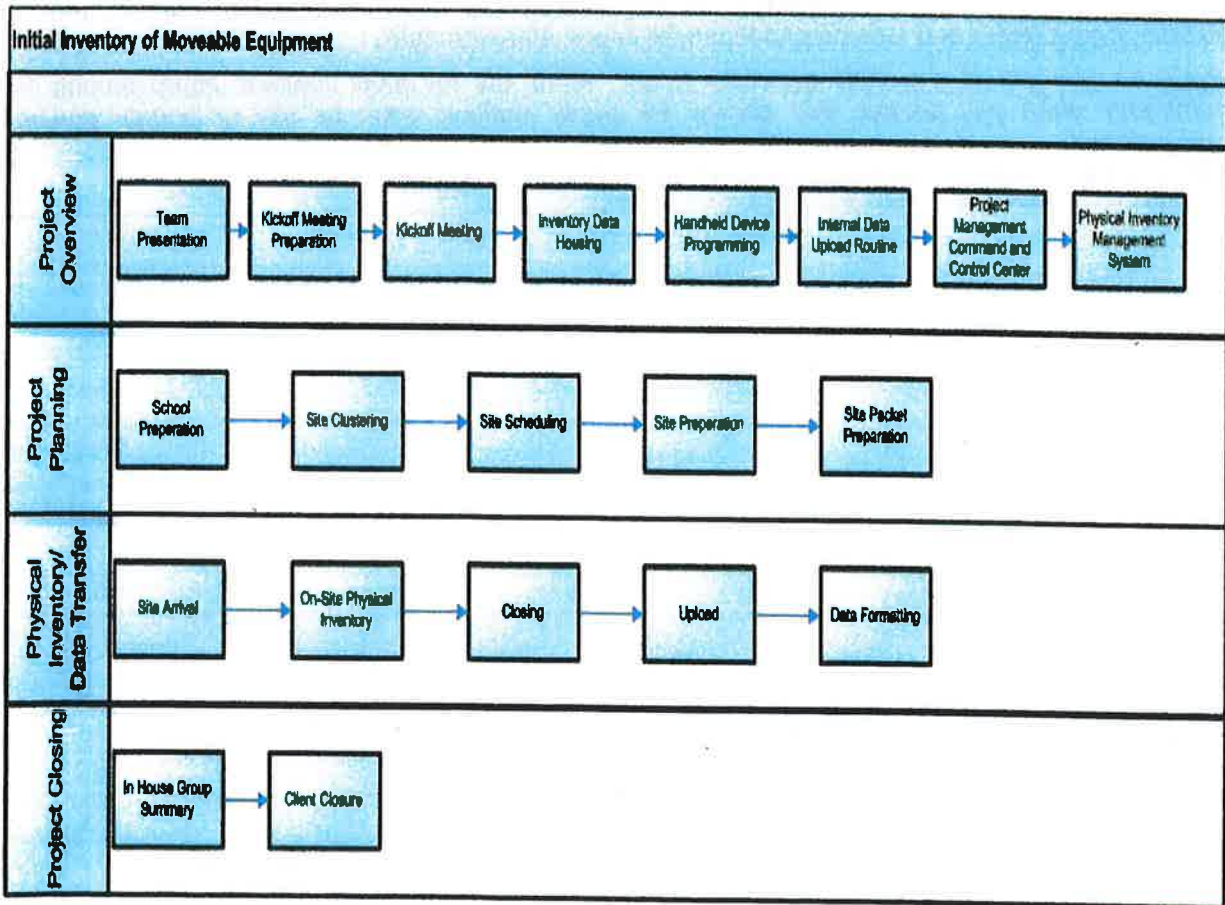
APPROACH AND WORKPLAN

If selected, ProBar intends to employ our organized, repeatable approach to the management and execution of the COR Physical Inventory Initiative. Our team merges our standardized approaches with our customer requirements to deliver results that exceed expectations. Our approach includes methodology for processes, management, and quality assurance enabling the ProBar team to provide the highest quality customer service and deliverables.

INVENTORY METHODOLOGY AND APPROACH

If selected, ProBar will apply our proven methodology to deliver successful results while utilizing industry best practices and the latest proven technology. The ProBar Team will employ a phased approach to the physical inventory, valuation, and consulting tasks that include quality control checkpoints to ensure thorough and accurate deliverables.

PHYSICAL INVENTORY TECHNICAL APPROACH



PHASE I: PROJECT OVERVIEW

Team Presentation

Our process begins with informing our team of contract award. The pre-assigned Project Manager will present the project cooperatively with the Executive Team, Field Leaders, Data Specialist and all Field Personnel. At this time we will review our management plan as well as our team roles and responsibilities. Our pre-assigned Project Manager will ask for input from team members on operational and logistical issues.

Kickoff Meeting Preparation

Our team will work together to prepare all materials to be utilized during our initial briefing. These materials may include but are not limited to the following: Microsoft Power Point Presentation, Sample Data Deliverables, and Team Contact Documentation.

Project Kickoff Meeting

All key team members will attend the project kickoff meeting to ensure common understandings and to determine any discrepancies between our technical proposal and the Contracting Officer Representative's (COR) expectations. Additionally, all further courses of action, milestones, and deliverables shall be discussed and clarified.

Inventory Data Housing

Our team will develop data storage procedures to make sure collected inventory data is stored appropriately on our network for Data Specialists to scrub and transition into accurate deliverables.

Handheld Device Programming

Our team will create a handheld device program to collect all necessary inventory data fields. Our device program will import current COR asset data when available. The program will allow our Inventory Specialists to scan an asset. When an existing asset is scanned the current COR data elements will be displayed on the screen. The Inventory Specialist will then have the capability to make modifications to any of the incorrect data fields and save the record. The handheld program will allow our Inventory Specialists to efficiently collect and/or verify the data fields outlined on the next page for each COR asset inventoried. However should requirements change we have the flexibility to modify our device programming as needed.

For COR-owned equipment the following data fields shall be collected:

- Region
- Site
- Department
- Group
- Manager/Supervisor
- User
- Status
- Category
- Type
- Item
- Model
- Serial #
- Received Date

Internal Data Upload Routine

ProBar will create a data upload routine that allows all handheld collected data to be uploaded directly to our internal servers for subsequent transmission into our Physical Inventory Management System (PIMS). The use of a Physical Inventory Management System will serve as a quality control checkpoint to mitigate any risk of data loss or misplacement by mandating strict guidelines to be adhered to by our Data Specialist.

Physical Inventory Management System

ProBar's PIM system was designed to house both customer-provided and Inventory Specialist-collected asset data. The system will import customer asset data including but not limited to Inventory Specialist, Building Location, Room Location, Asset Tag/Barcode, Asset Description, Asset Manufacture, Asset Model Number, Asset Serial Number, Old Asset Tag, Property Manager/Custodian, Department, Status, Last Inventory Date, and numerous other user-defined fields. The system will accept handheld scanner inputs from our inventory data collection devices. The system manages the data and allows real time reporting of found assets, missing assets, new assets, and any changes that have been made to an asset data field. This allows our Project Manager to be informed on our progress and update our Earned Value Management (EVM) status. Additionally, the PIM system allows our Data Specialists to review collected data in a managed environment with controls and filters in place. Sample screen shots of the PIM system in action can be seen below.

County of Riverside California Asset Inventory Services TAB G

PROBAR INVENTORY PROJECT INFORMATION

Welcome mmoss
[User Administration](#) [Projects](#) [Reports](#) [Logout](#)

Project Information Customer Data **Scanned Data**

Upload Files:

First Row Contains Header Text Delimiter: Tab

Path	Filename	Upload Date/Time	User	Processed	Length	Rows	Rows Processed	Error
062209.txt		6/22/2009 12:27:20 PM	mmoss	True	78971	783	756	Row Index: 261 Asset Tag cannot be blank or empty
062309.txt		6/23/2009 3:34:48 PM	mmoss	True	91385	958	928	
062409_Complete.txt		6/24/2009 7:57:11 PM	mmoss	True	120182	1098	1062	
06252009_Upload.txt		6/25/2009 7:47:27 PM	mmoss	True	71473	747	739	
062609_Upload.txt		7/1/2009 8:31:56 AM	mmoss	True	76004	741	737	
063009_Upload.txt		7/1/2009 7:05:33 AM	mmoss	True	54440	564	560	
070209_Upload.txt		7/7/2009 8:31:09	mmoss	True	34611	372	369	

PROBAR INVENTORY REPORT

Welcome mmoss
[User Administration](#) [Projects](#) [Reports](#) [Logout](#)

Mobile Inventory Report

Project: Howard University 2009

Criteria searched: Project: Howard University 2009

Record Count: 15189
 Please sort before exporting to selected file format: [icon]

Inventory Specifier	Building	Room Number	Asset Tag	Description	Manufacturer	Model Number	Serial Number	Inventory Date	User	User	User	User	Status
AHW	Alain Locke Hall-44	256	256437	LAPTOP	GATEWAY	M890	1PA25005444	07/06/2009	IN	SERVICE			New
AHW	C. B. Powell Building-13	253	248485	PRINTER, PHASER COLORLASER	XEROX	77000N	LGM302113	07/30/2009	IN	SERVICE			Found
AHW	C. B. Powell Building-13	N179C	236520	PROJECTOR, POWERLITE EPSON	ELP-7250	BQJ0060377K	07/30/2009	IN	SERVICE				Found
AHW	C. B. Powell Building-13	SCRWB	235673	DEGIDESIGN 888/241/0 DEGIDESIGN	MH068	DH23727	07/30/2009	IN	SERVICE				Found
AHW	Cancer Research	102	1-60948	HANGING TV				06/30/2009	IN	SERVICE			New

PHASE II: PROJECT PLANNING

Site Preparation

ProBar's Project Management and the COR COR will meet with individual site location representatives to outline the ProBar Team's inventory strategy and discuss any issues or risks. During this phase, ProBar will validate locations and points of contact for each location. The goal of these meetings is to mitigate any possible risks and inform the key stakeholders of processes and procedures. Additionally, location inventories may be tentatively scheduled at this time.

Site Clustering

The Project Manager, Assistant Project Manager, and Logistics Coordinator will come together to plan our logistical approach. We will begin our clustering process. Clustering involves grouping specified sites together to be inventoried continuously. For this initiative we intend to cluster building locations within a relatively close proximity and have them inventoried concurrently.

Site Scheduling

The ProBar Team's Project Manager will be the central point of contact for scheduling the physical inventory locations. All scheduled locations will be provided to the COR Management Team for review and approval.

Site Preparation

Our office will contact sites to be inventoried at least forty eight hours prior to our proposed inventory date. At this time we will procure a Point of Contact (POC) for that site's inventory that has been provided to us by the COR Management Team. Our PM will schedule a date(s) and time(s) convenient to the POC for that particular facility. At such time, we will use our best efforts to verify whether or not information about the assets to be inventoried is correct or up to date. We will be looking primarily for a piece count, asset types, and a bar-code series for the items to be inventoried. We understand that the POC may or may not have relevant information about the assets to be inventoried. Additionally, we understand that a POC may not be provided for each site. In these cases our team will work independently following the standard operating procedures outlined to us by the COR Management Team.

Site Packet Preparation

Our Administrative Assistant will prepare a site packet for each location to be inventoried. This packet will contain directions to the site, contact information for the location POC, a list of items expected to be found at this site, and a notes section with any special instructions for the site. Additionally, our site packet will contain an inventory team review document to be filled out by the COR POC assigned to the site. Our goal is to gain feedback on our team and our inventory process during the project so that we may make process and procedure improvements as we move forward. The team review will allow the site POC to rate our team's performance and provide invaluable feedback to our procedures and our team's professionalism. The purpose is to ensure our team is conducting the inventory following our process as well as in a manner that is both professional and non-intrusive to COR staff.

PHASE III: PHYSICAL INVENTORY/DATA TRANSFER

Site Arrival

Our Inventory Field Supervisors and Inventory Specialists will arrive at each site as scheduled. At that time, we will tour the site with the POC, ensuring all questions are addressed prior to the start of the physical inventory. After viewing each site, the Field Supervisor will determine the optimal approach for performing the physical inventory. Our Inventory Field Supervisor will instruct each of our Inventory Specialists where to begin and the direction to proceed. Our Inventory Specialists will be instructed to perform a wall to wall search of each area they inventory prior to exiting. This search is intended to ensure that no items are missed during the physical inventory. Each IS will be provided a list of expected assets.

On-Site Physical Inventory

The Inventory Specialist(s), or IS(s), will approach the item to be inventoried. ProBar's Inventory Specialist will search for a COR asset tag on the item being inventoried. If the asset is determined to be a capital asset and does not have an asset tag then a temporary identification tag will be applied. Next the IS will turn on his/her handheld scanner and choose the inventory function. The program will prompt the IS to enter his/her initials into the scanner so that we can review and audit records by IS. The program will then ask the IS to choose the site building location, from a dropdown list in the handheld scanner/reader, as well as selecting the building location from a dropdown list in the handheld scanner/reader. By using the dropdown list we can essentially remove any errors or discrepancies from this field in the collected data by only offering valid location information.

The IS will then enter the room number or other specific location within the building of the item being inventoried. The IS will scan the bar-code or enter the Asset ID number into the scanner/reader. This scanner will be programmed to only accept pre-determined bar-code formats which will aid in mitigating discrepancies. Additionally, the scanner will review a "Valid Barcode" list integrated into the scanner program with all possible values in the label set being used. Next, the Inventory Specialist will collect all of the pertinent data fields for the asset being inventoried. Pertinent data fields include: All data fields required by the COR per RFP # # DPARC-297 and outlined in our understanding of the scope of work in this proposal. When all information has been collected from the asset the IS will choose to "review record" from their handheld device.

At this time the information that has already been captured by the IS will appear in a validation screen on the scanner. The IS will be asked to verify that the information collected for this record up to this point is correct. When the review is complete the IS will choose "save". The handheld device will attach a date and time stamp and finalize the record.

***New Asset Procedure**

Additionally, when a new asset (not currently in the county records) is scanned and/or tagged the Inventory Specialist will complete a new asset agreement form. The form can be seen below. We expect that approximately 5% of the assets inventoried shall receive this form per the estimate of the county.

Riverside County DPSS Asset Agreement Form

WHEN AUTHORIZED TO USE COUNTY/STATE ISSUED COMPUTER EQUIPMENT (DPSS, C-IV and CWS/CMS EQUIPMENT):

1. I agree to not share my password with anyone. If my password has been compromised in any way, I will immediately report it to my supervisor and the appropriate Service Center**.
2. I agree to not load any "software" or free products of any kind on my computer. I agree to not use County/State issued equipment to download any programs that are not authorized by Riverside County, DPSS, or the CWS/CMS program.
3. I agree to not use equipment for personal use, entertainment, counterfeiting, fraud, breach of confidentiality or any unlawful or unauthorized purpose.

Upon receipt of the equipment listed below, I acknowledge the responsibilities for:

- the return of equipment upon request
- retaining all assigned equipment until a change of inventory assignment is requested and approved by the CWS/CMS Manager or DPSS Regional/Program Manager
- maintaining the care and security of any mobile equipment (cellular phone, camera, laptop, etc.) in use outside of a DPSS facility

I promise to report equipment loss or damage immediately to the appropriate Service Center Unit**

**For DPSS, C-IV, and CWS/CMS assigned equipment, contact the DPSS-IT Service Center @ (951) 358-4357.

Item	Model	Type	Asset Tag ID+	Serial Number
------	-------	------	---------------	---------------

Employee:

Name:
Emp. ID:
Office:
Address:
Dept:

Received By:

Print Name:	_____
Signature:	_____
Date:	_____
Regional Manager:	

Closing

Upon completion of the physical inventory, the ProBar Team's IS will verify that the number of records inventoried corresponds with the number of assets expected from the COR-provided data and our initial walkthrough. At this time, our Field Supervisor will perform a final site walk-through with our IS's to make certain no items have been missed.

Upload

Upon return to our team headquarters, ProBar's Data Specialist will upload each handheld unit from all inventory teams. At this time, records will be stored according to site in both a master database as well as a backup database on our internal file server as well as external backup storage device. Data will be edited based on any "item modification" cards collected. Item modification cards are turned in when the individual performing the inventory feels he/she may have entered incorrect data. In such case, the IS writes down the correct information, and this data is then cross-referenced upon upload to ensure data integrity.

Data Formatting

Our Data Specialist will format all data into the correct format to be sent to our PIM system for subsequent transmission to the COR. Additionally, our Project Manager or Data Specialist will create all COR mandated reports at this time. All data will be provided in the form of Microsoft Excel spreadsheets or delimited text files based on the preference of the COR.

PHASE IV: ASSET INVENTORY CLOSING

In-House Group Summary

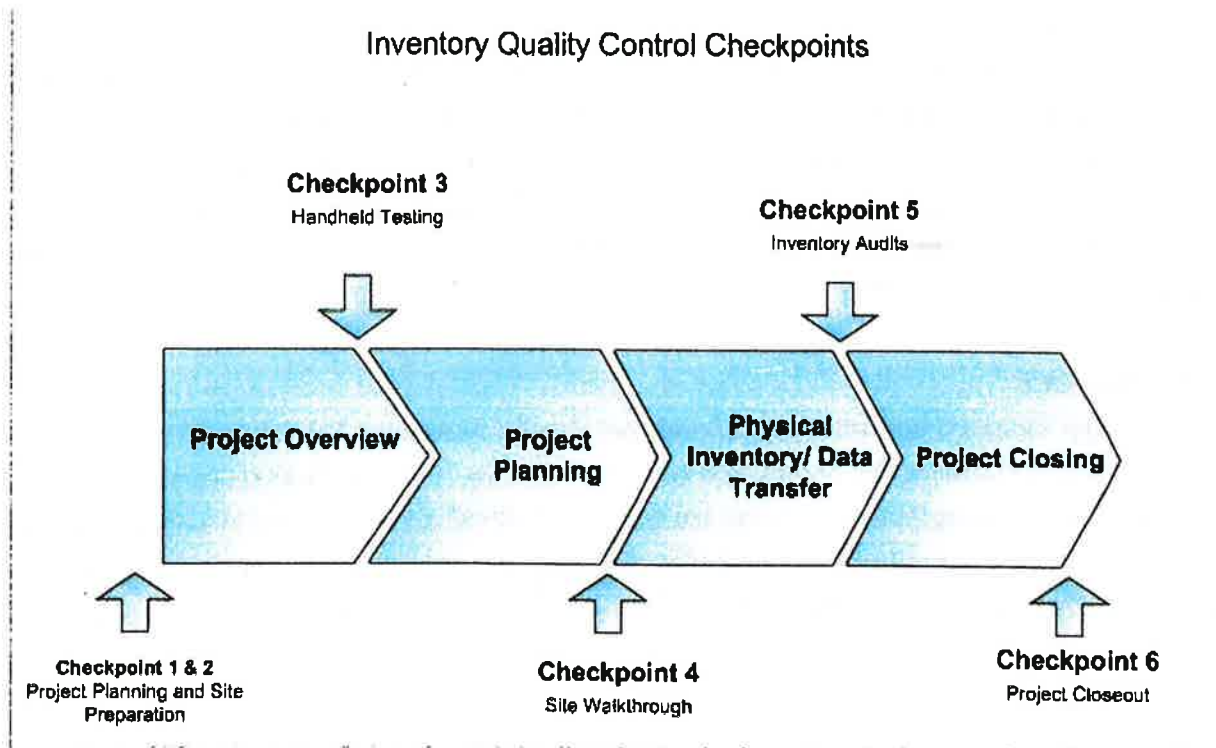
Upon completion of the capital asset portion of the physical inventory, ProBar's Project Manager will meet with our staff to discuss overall process outcomes. At this time, we will verify that all data has been properly stored; formatted; and delivered.

Process Closure

ProBar's Project Manager and assistant Project Manager will meet with the COR Management Team to address any final issues or concerns and make sure that they are satisfied fully with all delivered products and services for this portion of the engagement.

INVENTORY QUALITY CONTROL CHECKPOINTS

These QC procedures are overseen by the ProBar's Project Manager (PM) or Quality Assurance Specialist (QAS). The checkpoints and procedures are broken down below.



QC Checkpoints 1 and 2

During the project planning phase, ProBar familiarizes our personnel with the scope, objectives, and time frame of the project. We also develop the project work plan that serves as our performance/deliverables guideline throughout the life of the engagement. We perform site-preparation and verification activities with the COR POCs at each inventory location, to minimize disruption to COR business operations and establish a comparative baseline of anticipated inventory counts (an initial cross-check with any COR-provided inventory data). Finally, we compile individual site packets to ensure the thoroughness and accuracy of each physical inventory.

QC Checkpoint 3

In conjunction with implementation of the PIM System, ProBar will test all handheld devices to ensure seamless compatibility with COR data and proposed inventory process.

QC Checkpoint 4

ProBar will perform a walkthrough at the start of each physical inventory, to familiarize our personnel visually with the scope/location of property and to help ensure inventory thoroughness. Then, upon completion of the daily physical inventory, our Inventory Specialists verify that the number of records inventoried matches or exceeds the number of assets provided in the spreadsheet from the COR. Additionally, as another step during this QC checkpoint, our Quality Assurance Specialist performs a site walkthrough to verify no items were missed. Finally, as additional safeguards during this QC checkpoint, captured inventory data is uploaded both to a master and backup database and edited based on any Item Modification Cards turned in by the field inventory personnel. To ensure data integrity, the manually corrected information on any such cards is cross-referenced with the information captured by the handheld computers. ProBar's PM also verifies that the uploaded data is in the required format.

QC Checkpoint 5

As part of our standard operating procedures, our Quality Assurance Manager will perform inventory audits following the completion of an agency/site. This audit will serve as a checkpoint for ensuring that inventories are being performed accurately and in accordance with ProBar policies and procedures. Additionally, this audit ensures customer satisfaction at the school level by following up with county representatives and performing brief interviews.

QC Checkpoint 6

As part of our project closeout activities, ProBar will meet with the designated COR POC(s) to ensure all work-plan deliverable requirements have been met and to ensure the COR's satisfaction with the provided products/services.

MANAGEMENT PLAN

PROJECT MANAGEMENT TOOLS

ProBar uses a number of management tools to plan, manage, and execute our projects including a Microsoft Project Plan and Gantt Charts maintained in Microsoft Project.

PROJECT MANAGEMENT PLAN (PMP)

Drawing on our extensive experience managing successful government asset management initiatives, ProBar will deliver project-management expertise by employing proven, best-practices methodologies and communication techniques—including weekly project status meetings and progress reports, as well as an online and telephone client-support.

To ensure effective performance results, ProBar uses a variety of management tools and controls. The primary tool ProBar will use to operate the COR Asset Management Initiative will be our Project Management Plan (PMP) which we have developed and will maintain for the duration of the project using Microsoft Project. Our PMP is a working document that serves as a proactive vehicle to monitor and assess our compliance with engagement requirements.

GANTT CHART

We also use Microsoft Project to provide a detailed Gantt chart of the project. A Gantt chart shows each task over a timeline, identifies resources, predecessors, successors and milestones. The Gantt chart will allow COR staff to monitor project progress and expected completion dates. It also maintains individual building/site Points of Contact (POC). A sample Gantt chart can be found in this proposal. That chart outlines a potential inventory schedule for the onsite visits of each physical location.

EARNED VALUE MANAGEMENT

ProBar's utilizes Earned Value Management (EVM) methodology to measure progress on each project. EVM is a methodology that has been in use since the 1960s, when the United States Department of Defense (DOD) adopted it as a standard method of measuring project performance. It combines scope, cost, and schedule patterns, to enable the Project Manager to make an accurate determination of the true status of the COR Inventory Initiative.

Earned Value Analysis calculates three values for every scheduled activity:

- The budget, known as the budget cost of work scheduled (BCWS) in earned value calculations, is that element of the approved estimated cost planned to be spent on the project in a given period of time.
- The actual cost, known as the actual cost of work performed (ACWP), is the total of direct and indirect costs incurred in performing work during a given period.
- The earned value, also known as the budget cost of work performed (BCWP), is a percentage of the total budget equal to the percentage of work actually performed.

These three values will be calculated on a weekly basis and provided to the COR Management Team as part of our weekly status report. An example is outlined on the next page.

For example:

3000 equipment assets to be inventoried per batch

1 batch per week (3000 Equipment)

Schedule: 6 weeks to inventory a total of 18000 equipment items

Budgeted cost per equipment is \$6.66

Total budget is \$120,000 for inventory, or \$20 K per week

We'll use earned value to examine our progress.

Progress Report at End of Week 1:

Assume

4000 equipment have been inventoried

Total actual cost used so far is \$17,000 (ACWP)

Analysis:

BCWS = \$20,000

BCWP = \$26,640 (Earned Value) [4,000 equipment items * \$6.66 per equipment]

ACWP = \$17,000 [from above]

Therefore:

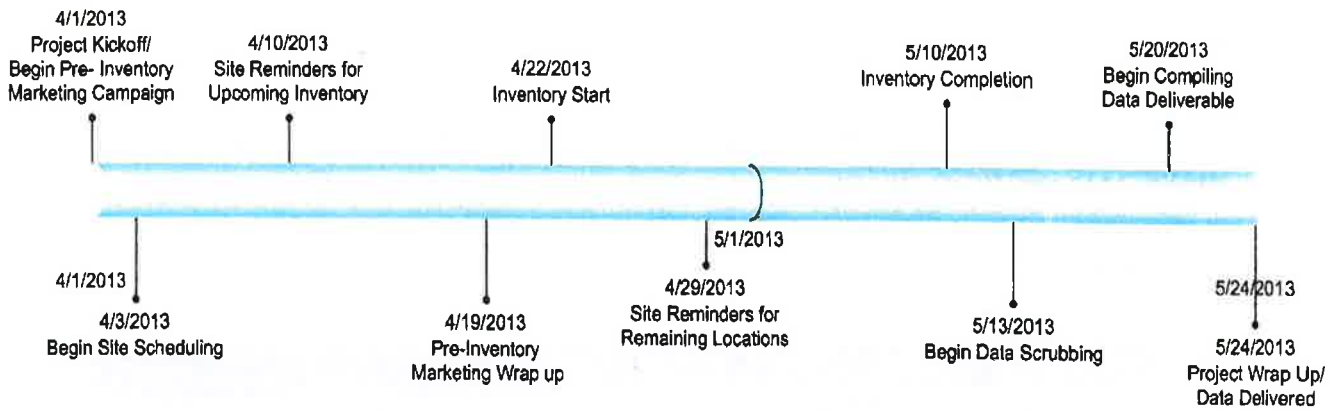
Measure	Impact
Schedule Variance (SV) = BCWP - BCWS = \$6,640	Project is ahead of schedule at the end of week 1
Schedule Performance Index (SPI) = BCWP / BCWS = 1.332	Project is running at 133% of the planned schedule at the end of week 1)
Cost Variance (CV) = BCWP - ACWP = \$26,640 - \$17,000 = \$9,640	Project is \$9,640 under budget at the end of week 1
Cost Performance Index (CPI) = BCWP / ACWP = 1.567	Project is running under budget by about 56% at the end of week 1

PROJECT TIMELINES AND MILESTONES

PROJECT TIMELINE

In this section we have chosen to provide a general project timeline including all phases and processes of the engagement. We have broken down each process individually to provide a more in depth look at the expected timeline and milestone delivery schedule for both major and minor tasks/milestones.

County of Riverside California Asset Inventory Services Project Timeline



INDIVIDUAL SITE PLAN

Below we have outlined what our initial project plan may look like prior to sending to the COR management team for approval. Our Project Manager will maintain an up-to-date project plan for the duration of the engagement. This project plan will be available to any COR team members at all times.

RECONCILIATION

At ProBar we have significant experience reconciling physical inventory data to enterprise asset management systems data. Our team has performed countless reconciliation efforts as well as provided staffing services for the subsequent data entry and management of enterprise systems. Our reconciliation efforts, like our inventory efforts follow a phased approach to ensure accuracy and thoroughness.

PHASE I: DATA PREPARATION

Our initial phase of reconciliation is data preparation. This includes developing our exception reports and reviewing all data files to ensure it is complete. Additionally, any onsite data collected about potential missing assets is incorporated into our exception reporting at this time. For example, we may have been provided a list of disposed assets at multiple sites that need to be removed from our exception list or damaged or known lost/stolen assets as well.

PHASE II: CONTACT REVIEW AND DATA COLLECTION

The next phase is our reconciliation team review of data with each site point of contact. We would ask them for input on any known items and to distribute this list to staff as well. At this time we will typically setup generic email boxes for staff members to contact with information regarding assets. At this time we outline the process for COR staff to email us information they have about assets assigned to them. This phase usually lasts about a week during which we manage responses and maintain a log of information about the missing assets.

PHASE III: VERIFICATION

This phase involves our Inventory Team revisiting sites to verify information provided by COR staff about assets that may have been missed during the initial physical inventory. During this phase our Inventory Specialists will also visit the last known location of the remaining missing assets to perform a check and ask the nearby staff any information they may have.

PHASE IV: REPORTING

Upon completion of the verification phase our Project Manager will merge all collected data into our original reports to finalize our deliverables. The exception report will now have any known or suspected information about any assets we are able to obtain as well as the source of the information. This will serve as a follow up roadmap for the COR management team prior to removing or modifying the status of any exception assets in the Remedy system.

ATTACHMENT 6: MARKETING CAMPAIGN

Having delivered hundreds of successful government asset inventories our team has developed through our experience and lessons learned a streamlined approach to customer notification, planning, and support. The majority of our asset inventory engagements involve customers with multiple sites and many different agencies. Some customers like our school districts have as few as 6-12 sites while others such as our counties and citywide inventories have as many as 700. Regardless of the number of sites and agencies involved our approach remains the same. Our tiered marketing plan has multiple components designed to ensure seamless onsite inventories resulting in the greatest accuracy possible with the least amount of disruption to our customer's staff. Our approach is outlined below.

PHASE I: MATERIAL DRAFTING

Our team will begin by drafting our standardized documents that we distribute to our site point of contacts as well as the staff at each site that will be physically inventoried.

DOCUMENT 1: INVENTORY ANNOUNCEMENT

Our Inventory Announcement document is a single page document that briefly outlines the project as a whole, the site staff responsibilities, and the customer and ProBar team members and their contact information. A sample Inventory Announcement can be seen on the next page.



THE DOT INVENTORY TEAM IS COMING!

What's Happening? Throughout the next six weeks, a wall-to-wall inventory of all DOT-Owned Fixed Assets will be conducted.

Who's Coming? The ProBar Inventory Team will be working as a DOT contractor conducting the physical inventory. The ProBar team is comprised of Inventory professionals, who will make every attempt to minimize employee disruptions and proceed with the inventory process quickly.

When is the Inventory Team Coming? Individual Site Inventory schedules will be made with each DOT Agency receiving inventory services. Each site Point of Contact (POC) will be contacted at least one week prior to the inventory to confirm/schedule accommodating dates/times and providing the name(s) of the Inventory Specialist performing the inventory. If necessary, other relevant information can be provided to the inventory team by e-mail messages to the ProBar team at DOT@probar.com or tlooney@probar.com

What will you need to do? When the inventory team arrives at your area, be prepared to allow the team members to have full access to all equipment and assets, including those items that are kept out of sight. If you know that you will not be available on the dates that are announced for your location, make sure an alternate individual who is familiar with your area can show the inventory team where assets and equipment are located.

If you have more than one work area or have areas that are usually locked, please be prepared to open these areas to the inventory team. The inventory team will do everything possible to be in and out of your area as quickly as possible.

Why are they coming? The ProBar inventory team is visiting your location to find and record required DOT asset information. Our inventory record will aid the Government, and all of its employees, in achieving one of the most effective and efficient inventory business operations to date. The team plans to visit each area once and perform as thorough an inventory as possible so that it will not be necessary to make return visits to track down missing items. Please cooperate with the Inventory Team.

DOT Employees - Watch your e-mail for additional announcements.



DOCUMENT 2: INVENTORY DETAIL

The next document drafted will be the inventory detail. This document will inform the county staff of the specific dates and times the inventory team will be visiting their particular office. Additionally, this document will contain more specific information of the asset types that the inventory team will be looking for and outline any expectations for the staff. A sample Inventory Detail document can be seen below.

County of Riverside Physical Inventory 2013

Agency: Department of Transportation

Location: Riverside County Administrative Center - Riverside
4080 Lemon Street, Riverside, CA 92502-1629

Inventory Date: Monday April 8, 2013

Inventory Time: 7:30 AM to 5:30 PM

The following assets and asset types shall be inventoried by ProBar, the County of Riverside's selected contractor for physical inventory services.

Categories	Example 1	Example 2
Audio/Visual Equipment	LCD Projector	Electronic Whiteboard
IT Equipment	Laptop Computer	File Server
Office Equipment	Copy Machine	Fax Machine
Communications Equipment	Radio	Cell Phone
Limited Office Equipment	Ergo Chair	Executive Conference Table
Specialty Equipment	Security Systems	Air Conditioning Unit

Staff Responsibilities:

The inventory team that arrives at your site will have everything they need to perform the actual inventory. Your responsibility as a staff member is to have any asset you have been provided by the county present and available during the specified inventory day(s). Please

Site Coordinator:

The County onsite representative and Inventory coordinator is Mr. John Smith. Mr. Smith can be reached at 800-555-5555 or jsmith@mail.com.

Inventory Team Contact

The ProBar Inventory team will be led by Mr. Tom Looney. Please contact Mr. Looney at 301-367-0138 or tlooney@probar.com with any questions relating to the physical inventory.

DOCUMENT 3: INVENTORY PREPARATION POSTER

Additionally, ProBar will create a poster-style document to be placed strategically at each location being physically inventoried. Our team will produce the document as well as visit each site and post the document in multiple strategic locations. The document will provide general inventory dates, times, contacts, and key points for the staff in a bold, quick-read format.

DOCUMENT 4: PRELIMINARY DATA REPORT

ProBar will create a formatted data report for each site contact outlining the assets we expect to find at their location. The report will be formatted uniquely for each site based on preferences of sorting by the site contact.

PHASE II: NOTIFICATION

SITE CONTACT NOTIFICATION

The next step in any successful multi-site physical inventory is notification. We begin our marketing process by reviewing our contact list provided by our customer. Using this site contact list we will reach out to each person individually to notify them that the inventory is coming, they have been provided as the site contact, and the general timeline during which the inventory will occur. This communication between our team and each site contact is very important as it will serve as the baseline for the onsite inventory. Our team will have the following goals during this initial contact: 1. Confirm the site contact is accurate, 2. Outline our next steps and confirm that our plan will be effective within each particular site, 3. Collect feedback and information about any alternative suggestions the site contact may have if they believe our proposed approach will not be effective within their site/agency, 4. Gain information about preferred schedule dates for the onsite inventory, 5. Provide expected asset detail to the site contact for review, and 6. Discuss the project as a whole providing information of its value to the county as well as the individual site.

COUNTY STAFF NOTIFICATION

We understand that each location will be very different. Some locations will be large corporate offices with many employees and some will be small satellite locations. With this in mind we offer an inventory overview for each site. Once the initial inventory announcements and overview documents have gone out via email our team will visit each site to post the Inventory Preparation Poster Document. At that time we offer to each of our site contacts the option to have one of our team meet in a conference setting for any staff that would like additional information or clarification of the inventory process. This 15-30 minute session allows any County staff members the opportunity to meet our team and have any questions answered and gain additional understanding of the purpose and execution of the physical inventory. It is during this step that our Project Manager or Field Supervisor will perform their initial walkthrough/review of the location and its assets in preparation for the inventory. We ask only that the site point of contact coordinate the date and time for their staff if they would like to exercise the option of a Q&A session and "training" for the performance of the inventory. We have found that by informing and empowering end users we are able to build relationships and excitement for the project therefore resulting in a much more pleasant experience as well as a more accurate inventory.

PHASE III: CONFIRMATION AND FOLLOW UP

The next step in our marketing campaign is to reach out to our site points of contact at pre-determined intervals to ensure readiness and schedule adherence. Typically our team will reach out to our Site Point of Contacts at intervals of two weeks, one week, and forty eight hours prior to the actual inventory. Each time we will address any questions and follow up each phone call with a confirmation email of what was discussed.

PHASE IV: QUALITY ASSURANCE

The final step in our marketing campaign involves our team gaining insight of our performance during the project so that any unforeseen issues can be mitigated moving forward. As each site is visited our Team Leader along with the Site Point of Contact will complete our evaluation form. This document confirms that the work was completed on time, accurately, and to the complete satisfaction of the County's onsite representative. This document is reviewed by our Project Manager each day for each site inventoried. If any issues are encountered this allows our team to catch it in progress and make any modifications necessary. An example of this may be that for all transportation agencies we note that vehicles are being missed during normal business hours because they are offsite. Our evaluation for would show this and allow our Project Manager to discuss with future Site Point of Contacts the issue and ways to mitigate the risk such as working after hours or on weekends.

ATTACHMENT 7: EXCEPTION REPORTING

PROBAR DELIVERABLE PRODUCTS

ProBar understands the need for quality deliverables. If selected, ProBar will utilize our PIMS inventory management system to generate all report deliverables. By automating our data deliverable process we have the capability to generate accurate reports quickly and at any point during the engagement to measure performance and project trending. All data deliverable will include the status and condition of each asset inventoried. If selected, ProBar will provide the following data deliverables for the inventory portion of the engagement:

- **Inventory Executive Summary-** This will be a written narrative outlining the inventory findings and results.
- **Found Assets Report-** This will be a complete report of all assets that were on the expected asset list and were physically found and verified during the inventory. This report will be provided in any COR-preferred flat file format. All COR provided data fields will be included.
- **Missing Assets/Exception Report-** This will be a complete report of all assets that were on the expected asset list and were not physically found and verified during the inventory. This report will be provided in any COR-preferred flat file format.
- **New Assets Report-** This will be a complete report of all assets that were determined to meet the capital threshold that were found during the inventory and were not on the expected asset list. This report will be provided in any COR-preferred flat file format.
- **Item Data Updates-** This report will outline any data fields that were updated during the physical inventory. It will outline which data element in a record was updated. For example if COR provided data showed asset 123 has a make of Dell and during the inventory it was found to actually have a make of HP. The data field "Make" was updated. This will allow COR staff to review any items that were incorrect in the originally provided data.

COUNTY REQUIREMENT

Below is the question asked by the county and our response:

Provide an example of an exception report. What percentage of error would, in your opinion, trigger a recount? What factors would contribute to the rate of error and which of these would you be able to mitigate? Which factors would you have no control over?

SAMPLE EXCEPTION REPORT

A sample exception report includes all key fields of the missing assets. Additionally if preferred by the county it would include regional, departmental, management, and end user information.

SITE	ROOM	ASSET ID	DESCRIPTION	MANUFACTURE	MODEL NUMBER	SERIAL NUMBER	INVENTORY DATE	STATUS
COUNTY SITE 1	101	125329	COPIER	RISO	220UI	82550656	04/30/2012	NOT FOUND
COUNTY SITE 1	101	125330	COPIER	PANASONIC	DP-8045	FIP50P00012	04/30/2012	NOT FOUND
COUNTY SITE 1	109	125331	PRINTER	DELL	1720DN	3DP88D1	04/30/2012	NOT FOUND
COUNTY SITE 1	201	125338	TELEVISION	LG	NA	902MXUN3L966	04/30/2012	NOT FOUND
COUNTY SITE 1	204	125337	DVD PLAYER	TOPSHIBA	SD-D656	NA	04/30/2012	NOT FOUND
COUNTY SITE 1	222	125335	FAX MACHINE	BROTHER	INTELLIFAX 4100	U60298A6J423224	04/30/2012	NOT FOUND
COUNTY SITE 1	218	125336	SCANNER	PANASONIC	DP-8020E	FIP52B00004	04/30/2012	NOT FOUND
COUNTY SITE 1	312	125334	PRINTER	DELL	1720DN	BKP88D1	04/30/2012	NOT FOUND
COUNTY SITE 1	278	125333	MONITOR	DELL	E178FPV	NA	04/30/2012	NOT FOUND

ERROR PERCENTAGE

The percentage of assets not found to trigger a recount would be based on many factors. The first and most important factor we would consider is the last inventory date and source of that inventory to determine the validity of the current records. Often we will perform preliminary audits of customer-provided data to determine expected accuracy levels.

Additionally, we would consider the number of assets at a location. While locations with hundreds of assets may be missing 5-10% and have it fall within an acceptable range, sites with 5-20 assets would have a less tolerant range.

Finally, we would consider the customer organization type and the overall management of their assets to determine expected accuracy rates. Through our experience we have worked with almost every type or organization out there. With our large subset of data we can usually determine where a typical rate of error may fall based on the organizational type and management policies and procedures. So to answer the question we would provide a range of 5% to 11% of missing assets to trigger some sort of action with an initial inventory. That rate would increase if there has not been a complete physical inventory in the last 12-18 months.

RISK MITIGATION

Many factors contribute to missing assets during a physical inventory. Through our lessons learned we have been able to mitigate many of these factors resulting in very high inventory accuracy. However, high inventory accuracy does not always translate into low missing assets. Many times assets are simply not there and therefore cannot be accounted for during physical inventories. The known risk factors that we can and do mitigate are:

County of Riverside California Asset Inventory Services TAB G

RISK	MITIGATION
Hidden Assets	Performing thorough searches and asking each and every staff member questions relating to assets that are not in plain sight
Locked Doors	Our onsite team keeps a locked room log that is maintained by the Project Manager and removed only when those rooms are complete. Our team maintains a complete list of all rooms inventoried
Items Disposed	Prior to performing the inventory our Project Manager works with site Point of Contact to determine any known assets that have been disposed, lost, stolen, or otherwise removed from service. Each item is then noted and returned to the COR Management team for their records
Known High Risk Asset	Our team has significant inventory experience with physical inventories. Through the years we have developed a general list of assets that are at a high risk of not being found during an initial inventory due to staff not having them with them or available. We work with the site Contact prior to inventory to ensure these assets are present during the onsite inventory.
Inconsistent Missing Assets	We have realized that though each site may be different, they all may have the same core group of assets that should be present. We can develop a checklist of those asset types to ensure they are being found at each location mitigating the risk of missing those items.
Failed Visual Inspection	There is a human side to every inventory. Inventory Specialists enter each room and visually inspect it for assets to be inventoried. To mitigate the risk of them missing items we simply have them place a small uniquely colored label on each asset inventoried. Our Field Supervisor than can perform room-to-room audits and gain a quick visual inspection that all assets have been inventoried. We feel that by double checking work areas we are able to significantly reduce missed assets that are actually present onsite.

FACTORS WITH NO CONTROL

With any inventory there will be some factors in which our team has no control over. Those factors are:

- Employees who simply don't want their assets inventoried for any reason and therefore hide them.
- Employees who unintentionally forget to bring in assets assigned to them. We work hard to mitigate this risk through the marketing campaign but there are always a few that just plain ignore or forget
- Assets found in areas that for some reason we are not granted access to.

ATTACHMENT 8: SUMMARY REPORT

At the completion of the physical inventory our team provides a summary report intended for management to gain insight to the overall project and its outcome. The report outlines high level results/findings, processes, lessons learned, and recommendations for future inventories. A sample report would contain the following headers and information

TRANSMITTAL LETTER

This would contain the information contained within the document and the source it came from.

UNDERSTANDING OF SCOPE

This section would outline our initial understanding of the project scope, requirements, and goals.

PROJECT APPROACH

This section would outline how we proposed and executed the project including timelines and methodology used.

LESSONS LEARNED

This section will outline specific lessons our team learned managing and executing the project. It will include detailed specifics relating to each site and point of contact. Examples may include: **Site 1, Dept. of Transportation HQ- Multiple vehicles that travel daily. However all vehicles are present between 6:00 AM and 7:00 AM Tuesdays and Thursdays for inspection and roll call.**

RECOMMENDATIONS

This section is more of a formalized continuation of the lessons learned section. This will bullet point specific items to address for this or the next inventory engagement. This section will outline problems that were solved during the engagement and the solution for future inventories.

Deliverable Sign-off Document

Exhibit B

Project Information		
Dept/Division:	Project:	
Project Manager:		
Contractor:	Contract#:	
Project Deliverable Description		
Deliverable#:	Date Deliverable Completed:	Date Submitted:
Deliverable Description:		
Deliverable Approval		
Approval Signatures:	Date:	Comments:
Project Manager		
CAU		
Project Sponsor		
Non Acceptance of Deliverable		
Signatures:	Date:	
Project Manager		
CAU		
Project Sponsor		
Reason for Non Acceptance		

Steps to Implement Change

Approval Signatures:	Date:	Comments:
Project Manager		
CAU		
Project Sponsor		
Non Acceptance		
Signatures:	Date:	
Project Manager		
CAU		
Project Sponsor		
Reason for Non Acceptance		

COUNTY OF RIVERSIDE
DEPARTMENT OF PUBLIC SOCIAL SERVICES

CONTRACTOR PAYMENT REQUEST

Exhibit D

To: Riverside County
Department of Public Social Services
4060 County Circle Drive
Riverside, CA 92503

Remit to Name _____
Address _____
City _____ State _____ Zip Code _____
Contractor Name _____
Contract Number _____

Total amount requested _____ for the period of _____ 20____

Select Payment Type(s) Below:

Advance Payment \$ _____
(if allowed by Contract/MOU)

 Unit of Service Payment \$ _____
_____ # of Units) X (\$) _____
_____ # of Units) X (\$) _____

Actual Payment \$ _____
(Based on deliverable sign-off form)
_____ # of Units) X (\$) _____
_____ # of Units) X (\$) _____
_____ # of Units) X (\$) _____

Any questions regarding this request should be directed to: _____
Name Phone Number

I hereby certify under penalty of perjury that to the best of my knowledge the above is true and correct

Authorized Signature Title Date

FOR DPSS USE ONLY (DO NOT WRITE BELOW THIS LINE)

Business Unit (5) _____
Account (6) _____
Fund (5) _____
Dept ID (10) _____
Program (5) _____
Class (10) _____
Project/Grant (15) _____
Vendor Code (10) _____

Purchase Order # (10) _____ Invoice # _____
Amount Authorized _____
If amount authorized is different from amount request, please explain:

Program (if applicable) _____ Date _____
Management Reporting Unit _____ Date _____
Contracts Administration Unit _____ Date _____
General Accounting Section _____ Date _____

DEPARTMENT OF PUBLIC SOCIAL SERVICES FORMS

Mailing Instructions: When completed, these forms will summarize all of your claims for payment. Your Claims Packet will include **DPSS 2076A, 2076B** (if required).
invoices, payroll verification, and copies of canceled checks attached, receipts, bank statements, sign-in sheets, daily logs, mileage logs, and other back-up documentation needed to comply with Contract/MOU.

Mail Claims Packet to address shown on upper left corner of DPSS 2076A.

[see method, time, and schedule/condition of payments].

(Please type or print information on all DPSS Forms.)

DPSS 2076A**CONTRACTOR PAYMENT REQUEST****"Remit to Name"**

The legal name of your agency.

"Address"

The remit to address used when this contract was established for your agency. **All address changes must be submitted for processing prior to use.**

"Contractor Name"

Business name, if different than legal name *(if not leave blank)*.

"Contract Number"

Can be found on the first page of your contract.

"Amount Requested"

Fill in the total amount and billing period you are requesting payment for.

"Payment Type"

Check the box and enter the dollar amount for the type(s) of payment(s) you are requesting payment for.

"Any questions regarding..."

Fill in the name and phone number of the person to be contacted should any questions arise regarding your request for payment.

"Authorized Signature, Title, and Date (Contractor's)"

Self-explanatory **(required)**. **Original Signature needed for payment.**

EVERYTHING BELOW THE THICK SOLID LINE IS FOR DPSS USE ONLY AND SHOULD BE LEFT BLANK.

