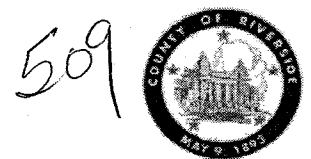


FORM APPROVED COUNTY COUNSEL  
 BY: GREGORY P. PRAMOS DATE 3/24/15

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



**FROM:** Department of Public Social Services

**SUBMITTAL DATE:**  
 April 7, 2015

**SUBJECT:** Approve the Agreement with Probar for Asset Inventory services through the Competitive Bidding Process, for one year with the option to renew the agreement for four (4) additional one-year periods, [Districts – All] [\$678,650 total]; [\$135,730 annually]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify and authorize the Chair of the Board to sign the attached one year professional service Agreement # AA-03002 with Probar for \$135,730 annually, covering the period of July 1, 2014 – June 30 2015, which contains the option to renew the agreement for four (4) additional one-year periods; and
2. Authorize the Director of the Department of Public Social Services (DPSS) to administer the Agreement.
3. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to exercise renewal options, based on the availability of fiscal funding, and to sign amendments that do not change the substantive terms of the agreement, including amendments to the compensation provision that do not exceed the annual CPI rates.

**BACKGROUND:**  
 (Continued on page 2)

*Susan von Zabern*  
 Susan von Zabern  
 Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 135,730	\$ 135,730	\$ 678,650	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 3,258	\$ 3,258	\$ 16,288	\$	

**SOURCE OF FUNDS:** Federal Funding: 52.42% State Funding: 24.89%;  
 County Funding: 2.40%; Realignment Funding: 19.76%; Other Funding: 0.53%

Budget Adjustment: No  
 For Fiscal Year: 14-15

**C.E.O. RECOMMENDATION:**

APPROVE  
*Jennifer L. Sargent*  
 BY: Jennifer L. Sargent

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Benoit, seconded by Supervisor Jeffries and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Washington, Benoit and Ashley  
 Nays: None  
 Absent: Tavaglione  
 Date: April 7, 2015  
 xc: DPSS, Purchasing

Kecia Harper-Ihem  
 Clerk of the Board  
 By: *Kecia Harper-Ihem*  
 Deputy

Prev. Agn. Ref.: None | District: ALL | Agenda Number:

3-26

PURCHASING & FLEET SERVICES: Lisa Brandl, Director  
 Departmental Concurrence

- A-30
- Positions Added
- 4/5 Vote
- Change Order

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11:** Approve the Agreement with Probar for Asset Inventory through the Competitive Bidding Process, for one year with the option to renew the agreement for four (4) additional one-year periods. [Districts – All] [\$678,650 total]; [\$135,730 annually]

**DATE:** April 7, 2015

**PAGE:** Page 2 of 2

**BACKGROUND:**

**Summary (continued)**

The Department of Public Social Services (DPSS) is required to perform an Asset Inventory annually of the department's assets. DPSS has approximately 45,000 – 50,000 capital and non-capital assets that are currently distributed to employees and job sites. The department is requiring a comprehensive physical inventory that would cover all DPSS locations throughout the entire County. Examples of items to be inventoried include computer equipment and furniture.

**Impact on Residents and Businesses**

There is no impact to residents of Riverside County. These services are needed to fulfil annual inventory requirements for the fiscal year.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

This is a summary of the costs through all renewal options:

FY 14/15	\$135,730
FY 15/16	\$135,730
FY 16/17	\$135,730
FY 17/18	\$135,730
FY 18/19	\$135,730
Total:	\$678,650

**Contract History and Price Reasonableness**

On November 24, 2014, Purchasing released a Request for Quote (RFQ) DPARC-399, advertising on the County's Public Purchase website to 85 companies. On December 11, 2014, three (3) responses were received, with bids submitted by Asset Inventories Inc., CBIZ, and Probar.

The bids were reviewed and Probar was selected as the most responsible responsive bidder with the lowest overall cost. Probar also had good references, which demonstrates that they have the credentials/experience to complete the Asset Inventory services for DPSS. The table below shows the breakdown of cost from each bidder:

Company	Company	Company
Asset Inventories Inc.	CBIZ	Probar
\$217,500	\$136,000* (has the potential to go up to \$200,000*)	\$135,730

It is recommended that the award be given to Probar as the lowest responsive/responsible vendor for the annual amount \$135,730.

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



**AGREEMENT:** AA-03002  
**CONTRACTOR:** Probar  
**TERM:** From date of execution – June 30, 2015  
**MAXIMUM REIMBURSABLE AMOUNT:** \$135,730.00


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


WHEREAS, Probar is qualified to provide Asset Inventory;

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 Agreement.

Authorized Signature for County: 	Authorized Signature for Probar: 
Printed Name of Person Signing: Marion Ashley	Printed Name of Person Signing: Michael Moss
Title: Chair, Board of Supervisors	Title: Vice President
Address: 4080 Lemon St. Riverside, CA 92501	Address: 621 Admiral Drive, Suite 408 Annapolis, MD 21401
Date Signed: APR 07 2015	Date Signed: 3/13/15

ATTEST:  
 KEOLA HARPER-HEM, Clerk  
 By   
 DEPUTY

FORM APPROVED COUNTY COUNSEL  
 BY:  ERIC STOPPER  
 DATE: 2/29/15

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- Exhibit A – Scope of Services
- Exhibit B - Deliverable Sign Off
- Exhibit C - Change Order Request
- Exhibit D - DPSS 2076A and Instructions
- Exhibit E – DPSS Assets Site List
- Exhibit F – Asset Inventory Report Example

## TERMS AND CONDITIONS

### I. DEFINITIONS

- A. "Board of Supervisors" refers to the County of Riverside's Board of Supervisors.
- B. "Business day" shall mean Mondays through Fridays, excluding County holidays. County observed holidays are:

HOLIDAY	DAY OBSERVED
* New Year's Day	January 1
Martin Luther King Jr's Birthday	Third Monday in January
Lincoln's Birthday	February 12
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	November 11
*Thanksgiving Day	Fourth Thursday in November
*Following Thanksgiving	Friday following the fourth Thursday in November
*Christmas Day	December 25

\* Note:

- Thanksgiving Day, which shall be the fourth Thursday in November unless otherwise appointed.
- December 24 and 31 when they fall on Monday.
- Friday proceeding January 1, February 12, July 4, November 11 or December 25, when such date falls on Saturday; the Monday following such date when such date falls on a Sunday.
- A business day is 7:30am to 5:30pm.

- C. "CAU" refers to the DPSS Contracts Administration Unit.
- D. "Capital Asset" refers to items 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. Examples of capital assets to be inventoried include, but are not limited to, the following: servers, switches, blades, network hardware, network testing equipment, and copy machines.
- E. "Contractor" refers to Probar and its employees, agents or representatives of the contract company used in conjunction with the performance of the contract.
- F. "County" refers to the County of Riverside and its Department of Public Social Services, or DPSS, unless otherwise stated. For purposes of this Agreement, Department of Public Social Services, or DPSS and County are used interchangeably.
- G. "DPSS" refers to the County of Riverside and its Department of Public Social Services, which has administrative responsibility for this Agreement.
- H. "FTP" refers to File Transfer Protocol. This is a network used to transfer computer files from one host to another host over a network such as the Internet.
- I. "HIPAA" refers to the Health Insurance Portability Accountability Act.
- J. "IT" refers to Information Technology.

- K. "Non-Capital Asset" refers to items with a purchase price of less than \$5,000 owned by the County/Department and labeled with a department asset tag. Examples of non-capital assets to be inventoried include, but are not limited to, the following: mobile devices, cameras, thumb drives, computers, monitors, laptops, fax machines, removable storage devices, firearms, two-way radios, cameras, projectors, and office furniture.
- L. "PIMS" refers to Probar's web-based Physical Inventory Management System.
- M. "Subcontract" refers to any agreement, 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 Agreement.
- N. "Subcontractor" means any supplier, vendor, or firm that furnishes supplies, materials, equipment, of services to or for the Contractor or another subcontractor.

## **II. PROJECT OBJECTIVES**

- A. Probar shall perform an annual physical inventory of approximately 45,000 – 50,000 capital and non-capital assets assigned to approximately 4,000 employees that work in sixty (60) locations throughout Riverside County, for the Department of Public Social Services.
- B. The expectation is that the project duration will be two (2) months beginning by early April 2015 inclusive of the preparation, physical inventory/reporting, and reconciliation. The physical inventory/reconciliation/final summary reports shall be completed no later than June 1, 2015.
- C. The inventory will conform to the requirements set forth in Request for Quote (RFQ) DPARC-399 "Asset Inventory Services," and the Contractor's response to DPARC-399, Tab E, Scope of Services, and Tab G which are incorporated into this Agreement by this reference as **(Exhibit A)**.

## **III. DPSS PROJECT ROLES**

- A. DPSS will assign a Project Manager to be responsible for the following roles and responsibilities:
  - 1. Provide security access badges and clearance for appropriate County facilities where Contractor will be expected to work on this project.
  - 2. DPSS will be a technical lead responsible for information about DPSS' inventory process and software.
  - 3. Provide access to the County inventory information and resources, including:
    - a. Inventory Asset Management Software report with active assets and asset information by location (Excel Master List)
    - b. Floor plans of DPSS sites
    - c. FTP site for file transfer
    - d. Colored labels
  - 4. DPSS will designate a DPSS Site Coordinator responsible for providing access to the Contractor's Inventory Team and available as a resource during the inventory process for each site.
  - 5. DPSS may monitor the performance of the Contractor in meeting the terms, conditions and services in this Agreement. DPSS, at its sole discretion, may monitor the performance of the Contractor through any combination of the following methods: periodic on-site visits, annual inspections, evaluations and Contractor self-monitoring.

#### IV. CONTRACTOR PROJECT ROLES

- A. The Contractor shall provide staff with the following roles and responsibilities:
1. Assign staff to be the liaison between the Contractor and DPSS.
  2. All Contractors who will participate on-site during the inventory process must pass a Department of Justice Live Scan or similar background check in advance, at Contractor's expense, due to the possibility of access to Personally Identifiable Information (PII) of DPSS clients and other sensitive information.
  3. Staff providing direct services under the awarded Agreement will have:
    - a. A minimum of five (5) years' experience planning, implementing and managing asset inventory services for government or non-profit agencies with an emphasis on IT equipment.
    - b. Experience identifying IT assets (e.g. switch vs. router, tablet vs. laptop, USB drive vs. token, etc.)
    - c. A minimum of three (3) years hands on experience working with automated Asset Management systems, with preference of Remedy Asset Management systems experience.
  4. The Contractor must complete the inventory using PIMS handheld barcode scanner to retrieve asset identification for accuracy.
  5. The Contractor will supply all necessary equipment to complete the inventory, such as PIMS barcode scanners, handhelds, laptops, and vehicles, including Wi-Fi for connection to the internet. The Contractor will not have access to DPSS internet or Wi-Fi connections.
  6. Preparation (3 weeks estimated)
    - 6.1 The Contractor and its selected employees will attend a DPSS inventory kick-off meeting prior to the commencement of inventory via Webcast and or conference call to review expectations, determine initial schedule, walk through timeframes, and orientation.
    - 6.2 The Contractor will provide an inventory schedule to DPSS which will include dates, times, sites, and number of staff expected to conduct the inventory at least fifteen (15) business days in advance of the start of the physical inventory. Any changes/adjustments to the schedule shall be approved in advance by the DPSS Project Manager.
    - 6.3 The Contractor will provide the number of staff that will be involved during each phase of the asset inventory project.
    - 6.4 The Contractor will provide promotional materials such as flyers, e-mails, inventory announcements/posters, and/or inventory details with Bidder's company letterhead and logos to DPSS staff for the purpose of informing DPSS office personnel of the upcoming inventory. The Contractor will coordinate with the DPSS Project Manager on getting the information communicated to all the sites.
    - 6.5 Once the initial inventory announcements and overview documents have been sent via email, the Contractor will visit each site to post the Inventory Preparation Poster Document and have a 15-30 minute session with the Site contacts to answer any questions of the upcoming inventory as stipulated in the Contractor's response to DPARC-399, Tab E.

7. Physical Inventory (4 weeks estimated)

- 7.1 The Contractor will perform a physical inventory of all DPSS locations.
- 7.2 The Contractor will contact sites to be inventoried at least forty-eight (48) hours prior to the proposed inventory date to help prepare sites for upcoming inventory as stipulated in the Contractor's response to DPARC-399, Tab E.
- 7.3 Assets to be inventoried with PIMS handheld devices include capital assets, and non-capital assets, as defined in Section I: Definitions.
- 7.4 Perform physical inventory to approximately sixty (60) locations, as well as several outstations (offices outside of DPSS where services are provided such as hospitals and sheriff stations) spread 200 miles throughout Riverside County (**See Exhibit E for DPSS Site List**). The Site List is subject to change, but all inventory sites will be located within Riverside County.
- 7.5 Perform a physical inventory during regular business hours, Monday – Thursday, 7:30 a.m. – 5:30 p.m.
- 7.6 Perform a physical inventory after hours, from 8:00 p.m. – 10:00 p.m. at one of the locations in Moreno Valley, CA to capture assets assigned to DPSS staff who work the night shift.
- 7.7 Participate in daily and weekly status update meetings via conference call with DPSS IT Asset Management and other DPSS key stakeholders to discuss progress and resolve any issues during the inventory. Weekly status update meetings will be held on Thursday afternoons at agreed upon times.
- 7.8 If a site is not completed on the scheduled day, the Contractor shall contact DPSS by 4 p.m. of the scheduled day to reschedule the physical inventory for the next business day. The site's physical inventory shall be completed by the next business day.
- 7.9 The Contractor shall recount any sites where the threshold of missing assets is 10% or more of all assets identified at each location. The recount may require up to two (2) additional visits to the identified site(s) to capture un-located assets.
- 7.10 The recount will be completed in the same method as the initial physical inventory, with the use of handheld scanners and reporting.
- 7.11 The Contractor will provide staffing for regional site locations to capture mobile devices such as, but not limited to, laptops, cameras and cell phones that were not made available during the initial physical inventory in those regions. The centralized locations and schedule will be determined by DPSS.
- 7.12 The primary asset dispatch areas (Administrative Basement and Palmyrita Warehouse locations) will be inventoried up to three (3) additional times to capture any assets missed due to normal deploying and returning of assets.
- 7.13 The Contractor shall provide a detailed work plan of the entire process from beginning to end, which will include preparation, promotion, staffing, reporting, coordination, resolutions, physical counts, and when determined necessary, recounts of missing assets for the physical inventory process. The plan shall be submitted within ten (10) business days of contract award.



## 8. Data Collection

- 8.1 The Contractor will use the PIMS system to manage data and allow real time reporting of found assets, missing assets, new assets, and any changes that have been made to an asset data field, as stipulated in the Contractor's response to DPARC-399, Tab E.
- 8.2 The Contractor will provide required data in an Excel flat file format that can interface with Remedy Asset Management software (please refer to **Exhibit F** for an example).
- 8.3 The Contractor shall transfer a daily electronic Excel flat file, containing the current inventory results. DPSS will provide the FTP site for the file transfer prior to the start of the inventory.
- 8.4 The Contractor shall locate and verify an Asset by scanning the Asset Tag ID and verifying the required data elements (refer to data element table below in section 8.6). If the required data elements do not match the Asset Tag ID, the Contractor will correct the data elements so that the updated data is transferred to DPSS.
- 8.5 The Contractor will compare assets to the file and may need to interview staff for discrepancies.
- 8.6 The Contractor will use the Data Element Table below as a reference to verify the data elements, for each inventoried asset, including new and existing assets. The required fields are included in the Data Element Table that follows:

**Data Element Table**

<b>Required Field</b>	<b>Definition</b>
Asset Tag ID	Pre-number Asset tag – placed on asset when received into the Department
Asset Serial Number	Unique identifier provided by the Manufacturer
Asset End-User Information – First Name	Employee first name of staff assigned to the asset
Asset End-User Information – Last Name	Last name of staff assigned to the asset
Asset Location	Site address – street number, name of street, name of city
Floor	Floor location of asset
Category	Equipment, furniture, hardware
Type	Second level group for each category
Item	Third level group for each category and type
Manufacturer	Maker of the asset
Model	Manufacturer's model designation

## 9. Quality Control

- 9.1 For quality control, the Contractor shall use floor plans provided by DPSS when available to ensure all areas are captured during the inventory.
- 9.2 The Contractor will tag inventory assets to indicate that an asset was inventoried through the use of a removable colored sticky label. The color of the label should be uniform throughout the inventory process and designated by DPSS.
- 9.3 The Contractor shall ensure during each site's final walkthrough that all inventoried assets are tagged with the colored label.

10. Reporting

- 10.1 Daily Report - Provide a Daily Report with required fields listed in the Data Element Table (Section 8.6) for sites inventoried that day. The Daily Report should include a calculated percentage of assets found and not located from the initial asset list for each site. See (Exhibit F) for reporting example.
- 10.2 Final Assets Report – At the end of the physical inventory, provide a consolidated Excel data file that includes all available data elements, categorized by assets located, assets missing, and new assets identified during the inventory process. The Final Assets Report should include a final calculated percentage of assets found and not located from the initial asset list for each site. See (Exhibit F) for reporting example.
- 10.3 Final Summary Report – At the conclusion of the asset inventory project the Contractor will provide a report with feedback for DPSS Management which will provide the Contractor’s analysis of its experience with the DPSS inventory process and recommendations for DPSS improvement.
- 10.4 All reports shall be submitted through the FTP process and by electronic mail to the following address:  
contractreporting@riversidedpss.org and a copy to mmeumann@riversidedpss.org.
- 10.5 The Contractor will use PIMS inventory management system to generate all report deliverables to automate the data deliverable process and have the capability to generate accurate reports quickly and at any point during the engagement to measure performance and project trending, as stipulated in the Contractor’s response to DPARC-399, Tab E.

B. The Contractor shall use its best efforts to ensure that personnel are not removed or reassigned during the term of the Agreement. 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 RESPONSIBILITIES AND DELIVERABLES**

All deliverables will be reviewed and accepted by the assigned DPSS Project Manager. Each party’s responsibilities and the project deliverables are listed in the following table:

1.	Milestone 1 - Project Preparation (Weeks 1-3)	
	<b>Deliverable</b>	<b>Acceptance Criteria</b>
	Preparation, Work Plan, Orientation	This will be considered accepted when the County has approved the: 1. Work Plan 2. Informed and prepared all DPSS for inventory 3. Executed the Deliverable Sign Off Document (Exhibit B). 4. For each milestone payment, 10% will be withheld until the contract is completed and approved by DPSS.

2	Milestone 2 – Physical Inventory (Weeks 4-6)	
	Deliverable	Acceptance Criteria
	Physical Inventory Count, Daily/ Weekly Reports and Daily/Weekly Status Meetings (Completed in three (3) site increments)	This will be considered accepted when the County: 1. Verified count completed for inventory counts which includes any required recount, of five (5) sites. 2. DPSS Project Managers verifies and executes the Deliverable Sign Off Document. <b>(Exhibit B)</b> . 3. For each milestone payment, 10% will be withheld until the contract is completed and approved by DPSS.
3	Milestone 3 – Physical Inventory (Weeks 4-6)	
	Deliverable	Acceptance Criteria
	Physical Inventory Count, Daily/ Weekly Reports and Daily/Weekly Status Meetings (Completed in three (3) site increments)	This will be considered accepted when the County: 1. Verified count completed for inventory counts which includes any required recount, of twenty (20) sites. 2. DPSS Project Managers verifies and executes the Deliverable Sign Off Document. <b>(Exhibit B)</b> . 3. For each milestone payment, 10% will be withheld until the contract is completed and approved by DPSS.
4	Milestone 4 – Physical Inventory (Weeks 4-6)	
	Deliverable	Acceptance Criteria
	Physical Inventory Count, Daily/Weekly Reports and Daily/Weekly Status Meetings (Completed in three (3) site increments)	This will be considered accepted when the County: 1. Verified count completed for inventory counts which includes any required recount, for thirty-five (35) sites. 2. DPSS Project Managers verifies and executes the Deliverable Sign Off Document. <b>(Exhibit B)</b> . 3. For each milestone payment, 10% will be withheld until the contract is completed and approved by DPSS.
5	Milestone 5 – Final Assets Report (Weeks 6-8)	
	Deliverable	Acceptance Criteria
	Final Assets Report	This will be considered accepted when the County has approved the: 1. Consolidated Excel data file that includes all data elements. 2. DPSS Project Managers verifies and executes the Deliverable Sign Off Document. <b>(Exhibit B)</b> . 3. For each milestone payment, 10% will be withheld until the contract is completed and approved by DPSS.

6	Milestone 6 – Final Summary Report with Recommendations (Project Completion)	
	Deliverable	Acceptance Criteria
	Final Summary Report with Recommendations	This will be considered accepted when the County has approved the: <ol style="list-style-type: none"> <li>1. Summary Report presented to DPSS Management</li> <li>2. DPSS Project Managers verifies and executes the Deliverable Sign Off Document. <b>(Exhibit B)</b>.</li> <li>3. For each milestone payment, 10% will be withheld until the contract is completed and approved by DPSS.</li> </ol>

## 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 the Contractor hereunder (the "Acceptance Period"). The Contractor will notify the DPSS Contracts Administration Unit (CAU) and Project Manager 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 and Project Manager a written receipt, through U.S. mail, overnight courier, or email, for such Deliverable, which the DPSS CAU and Project Manager shall provide within five (5) business days of receipt of the Deliverable.

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

1. Provide to the Contractor a signed copy (signed by CAU and Project Manager) 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 Non Acceptance process shall only be completed two (2) times. If this process exceeds two cycles, then it should be resolved via the Dispute Clause as referenced in Section IX.Q of the Agreement.
- B. All Deliverables will be delivered either electronically or in paper form to the County in English. The County will deliver to Contractor all documents, studies, and materials in English. 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 Agreement. Change orders affecting this Agreement will not be effective until reviewed and approved in writing by Contractor and the County and made part of the Agreement as an addendum. Change orders will be requested using the Change Order Document (**Exhibit C**), and will contain an analysis of how the 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 Agreement signed by both parties. In no event shall Contractor be required to perform additional work under this Agreement, or the County is required to pay for additional work performed under this Agreement without prior written authorization in accordance with this paragraph.

**VIII. FISCAL****A. FISCAL****1. MAXIMUM REIMBURSABLE AMOUNT**

Total payment under this Agreement shall not exceed \$135,730.00.

**2. PAYMENT SCHEDULE**

<b>Project Phase</b>	<b>Deliverable</b>	<b>Estimated Number of Persons to Complete Each Phase</b>	<b>Estimated Number of Hours to Complete Phase</b>	<b>Deliverable Cost (fixed cost) Cost all inclusive of travel, incidentals, overhead, etc.</b>
1. Preparation, Work Plan, Orientation	1. Submit Work Plan 2. Informed and prepared all DPSS for inventory 3. Verified by DPSS Project Managers 4. For each milestone payment, 10% will be withheld until the contract is completed and approved by DPSS.	2	80	\$ 5,600.00
2. Physical Inventory Count, Daily/ Weekly Reports and Daily/Weekly Status Meetings (Completed in three (3) increments)	1. Inventory Counts which includes any required recount, of five (5) sites 2. Verified by DPSS Project Managers. 3. For each milestone payment, 10% will be withheld until the contract is completed and approved by DPSS.	10	1520	\$ 66,000.00

3. Physical Inventory Count, Daily/ Weekly Reports and Daily/Weekly Status Meetings	<ol style="list-style-type: none"> <li>1. Inventory Counts which includes any required recount for twenty (20) sites</li> <li>2. Verified by DPSS Project Managers.</li> <li>3 For each milestone payment, 10% will be withheld until the contract is completed and approved by DPSS.</li> </ol>	10	478	\$ 22,130.00
4. Physical Inventory Count, Daily/ Weekly Reports and Daily/Weekly Status Meetings	<ol style="list-style-type: none"> <li>1. Inventory Counts which includes any required recount for thirty-five (35) sites</li> <li>2. Verified by DPSS Project Managers.</li> <li>3. For each milestone payment, 10% will be withheld until the contract is completed and approved by DPSS.</li> </ol>	10	760	\$ 33,000.00
5. Final Assets Report	<ol style="list-style-type: none"> <li>1. A consolidated Excel data file that includes all data elements</li> <li>2. Verified by DPSS Project Managers</li> <li>3 For each milestone payment, 10% will be withheld until the contract is completed and approved by DPSS.</li> </ol>	2	80	\$5,600.00
6. Final Summary Report with Recommendations	<ol style="list-style-type: none"> <li>1. Summary Report presented to DPSS Management.</li> <li>2. Verified by DPSS Project Managers.</li> <li>3. For each milestone payment, 10% will be withheld until the contract is completed and approved by DPSS.</li> </ol>	1	40	3,400.00

**TOTAL PROJECT COST: \$ 135,730.00**

**DPSS will withhold ten percent (10%) of the contract until the final acceptance of the completion of services. Ten percent (10%) of the total invoiced amount will be deducted from each of Contractor's payments, as specified in deliverables, as a holdback. Upon DPSS verification of the deliverables at project completion, DPSS will submit payment in line with the Method, Time and Schedule Conditions of Payment below.**

3. METHOD, TIME AND SCHEDULE CONDITIONS OF PAYMENT

- a. The Contractor will be paid the actual amount of the invoice, less the 10% holdback, 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 at the end of each milestone no later than 30 days after the end of each month in which the services were provided. All complete claims submitted in a timely manner shall be processed within forty-five (45) calendar days.
- d. Upon DPSS final acceptance of the completion of services, DPSS will submit payment for the 10% holdback within forty-five (45) calendar days. DPSS reserves the right to withhold all or a portion of the 10% holdback, dependent on the milestone structure defined in VIII. Fiscal, A. Fiscal, 2. Payment Schedule.

B. FINANCIAL RESOURCES

The Contractor warrants that during the term of this Agreement, the Contractor shall retain sufficient financial resources necessary to perform all aspects of its obligations, as described under this Agreement. 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 Agreement. 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, 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 Agreement, 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 Agreement 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 Agreement. 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.
6. Contractors that expend \$500,000 or more in a year in Federal funding shall obtain an audit performed by an independent auditor in accordance with generally accepted governmental auditing standards covering financial and compliance audits as per the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996, as per OMB Circular A-133. However, records must be available for review and audit by appropriate officials of Federal, State and County agencies.

#### D. SUPPLANTATION

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

#### F. AVAILABILITY OF FUNDING

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

### IX. GENERAL

#### A. EFFECTIVE PERIOD

This Agreement is effective from the Date of Execution to June 30, 2015, with four (4) one-year renewal option(s).

#### 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 Agreement.

#### 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 Agreement shall keep all information that is exchanged between them in the strictest confidence, in accordance with California Welfare and Institutions Code Section 10850. 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 Agreement 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 California Welfare and Institutions Code Sections 827, et seq., the 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 Agreement. The Contractor agrees to inform all persons directly or indirectly involved in administration of services provided under this Agreement 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 Agreement, 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 Agreement or accepting funds under this Agreement, 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 agrees to indemnify and hold harmless County, all Agencies, Districts, Special Districts and Departments of County, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives from any liability whatsoever, based or asserted upon any services of Contractor, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, death, or any other element of any kind or nature whatsoever arising from the performance of Contractor, its officers, agents, employees, subcontractors, agents or representatives from this Agreement. Contractor shall defend, at its sole expense, all costs and fees, including but not limited to attorney fees, cost of investigation, defense and settlements or awards, of County, all Agencies, Districts, Special Districts and Departments of County, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents or representatives 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 choice, subject to the approval of County, which shall not be unreasonably withheld, 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 County as set forth herein. Contractor's obligation to defend, indemnify and hold harmless County shall be subject to County having given Contractor written notice within a reasonable period of time of the claim or of the commencement of the related action, as the case may be, and information and reasonable assistance, at Contractor's expense, for the defense or settlement thereof. 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 Agreement shall in no way limit or circumscribe Contractor's obligations to indemnify and hold harmless County herein from third party claims.

In the event there is conflict between this clause and California Civil Code Section 2782, this clause shall be interpreted to comply with California Civil Code Section 2782. Such interpretation shall not relieve the Contractor from indemnifying County to the fullest extent allowed by law.

## 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 coverage's during the term of this Agreement. As respects to the insurance section only, the County herein refers to 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.

(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 as additional Insured. 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 Agreement 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 Agreement, 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 Agreement or be no less than two (2) times the occurrence limit. Policy shall name the County as additional Insured.

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 Agreement. 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 self insured retention as respects this Agreement 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 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 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 Agreement shall terminate forthwith, unless the County 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 Agreement 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 Agreement, including any extensions thereof, exceeds five (5) years the County reserves the right to adjust the types of insurance required under this Agreement and the monetary limits of liability for the insurance coverages currently required herein, if, in the County's 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 Agreement.
- (g) The insurance requirements contained in this Agreement 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 Agreement.

#### 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 Agreement.

#### 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, 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 Agreement.

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 Agreement. 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 Agreement.

#### J. ASSIGNMENT

The Contractor shall not assign any interest in this Agreement, 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 Agreement 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 Agreement.

#### 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 Agreement 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 Agreement 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 Agreement insofar as they are applicable to the work of subcontractors.
4. Nothing contained in this Agreement shall create any contractual relationship between any subcontractor and the County, 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 Agreement, 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 Agreement 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 Agreement 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 Agreement 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 Agreement 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

**P. NOTICES**

All notices, claims, correspondence, and/or statements authorized or required by this Agreement 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  
Michael Moss, Vice President  
621 Admiral Drive, Suite 408  
Annapolis, MD 21401

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.

**Q. 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 each party. Any dispute relating to this Agreement 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 Agreement pending the resolution of a dispute.

Prior to the filing of any legal action related to this Agreement, 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.

**R. SANCTIONS**

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

**S. GOVERNING LAW**

This Agreement 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 Agreement 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 Agreement, the prevailing party shall be entitled to attorney's fees in addition to whatever other relief are granted.

**T. MODIFICATION OF TERMS**

No addition to or alteration of the terms of this Agreement, 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 Agreement, 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 Agreement, 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 Agreement, such that the parties need not follow up facsimile transmissions of such documents by subsequent (non-facsimile) transmissions of "original" versions of such documents.

**U. TERMINATION**

This Agreement shall automatically renew annually, unless cancelled by the County. This Agreement can be cancelled without cause upon thirty (30) day written notice.

**V. ENTIRE AGREEMENT**

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

**EXHIBIT A**  
**SCOPE OF SERVICES**  
AA-03002



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**TAB A-QUOTE CHECKLIST****Tab A Quote Checklist****Instructions:**

- This section must be filled in and each item checked off to ensure all items requested by the County in this RFQ have been submitted.
- Follow the instructions in each section of this RFQ.
- Present all requested items in the index tabs ordered A through I as shown.
- Label each item presented and include additional items on your Table of Contents.
- All quotes must include a detailed description of each service to be provided.
- Bidders that do not follow the bid instructions found in the Terms and Conditions document "Section 6.0 General Requirements" may be found to be "non-responsive" and disqualified from the bid process.

Name of Company: ProBar

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Service to provide: **Asset Inventory Services**

**Quote Submission Checklist****General Bidder Information**

Please provide one copy of the following items in your proposal. Indicate the page number where the item is located.

**Page Number**

<input checked="" type="checkbox"/> Tab A – Quote Checklist ( <i>this page</i> ).....	<u>3</u>
<input checked="" type="checkbox"/> Tab B – Quote Cover Page ( <i>signed by Authorized Signatory</i> ).....	<u>5</u>
<input checked="" type="checkbox"/> Tab C – Company Profile/ Experience.....	<u>7</u>
<input checked="" type="checkbox"/> Tab D – Acknowledgements .....	<u>11</u>
<input checked="" type="checkbox"/> Tab E – Scope of Service .....	<u>12</u>
<input checked="" type="checkbox"/> Tab F – References.....	<u>19</u>
<input checked="" type="checkbox"/> Tab G – Cost/Budget Narrative.....	<u>29</u>
<input checked="" type="checkbox"/> Tab H – Financial Statement.....	<u>30</u>
<input checked="" type="checkbox"/> Tab I – Bidder Attachment.....	<u>31</u>

Any response that Bidders are finding difficulty pasting into the "Bidders Response" boxes in any section of the RFQ, Bidders shall paste in Tab I. When pasting attachments to Tab I, label the attachments "Attachment 1", Attachment 2" and so forth. Enter the corresponding Attachment Number into the Bidder's Response box with the words "See Tab I." List all attachments with an index tab.

List all attachments included in this Section. Please use additional pages to list attachments if necessary.

<b>Attachment Number</b>	<b>Document Title</b>	<b>Page Number</b>
Attachment 1	<u>Additional Corporate Information</u>	<u>31</u>
Attachment 2	<u>Approach and Work plan</u>	<u>35</u>
Attachment 3	_____	_____
Attachment 4	_____	_____
Attachment 5	_____	_____
Attachment 6	_____	_____
Attachment 7	_____	_____
Attachment 8	_____	_____
Attachment 9	_____	_____
Attachment 10	_____	_____
Attachment 11	_____	_____
Attachment 12	_____	_____
Attachment 13	_____	_____
Attachment 14	_____	_____
Attachment 15	_____	_____
Attachment 16	_____	_____
Attachment 17	_____	_____
Attachment 18	_____	_____
Attachment 19	_____	_____
Attachment 20	_____	_____

**TAB B-QUOTE COVER PAGE**County of Riverside  
Purchasing and Fleet ServicesRequest for Quote # DPARC-399  
Closing Date: December 11, 2014 on or before 1:30 P.M. Pacific Time**Tab B Quote Cover Page**

This Quote Cover Page must be signed by an authorized representative. Signature by an authorized representative of the company on the Quote cover page shall constitute a warranty, the falsity of which shall entitle the County of Riverside to pursue any remedy authorized by law, which shall include the right, at the option of the County of Riverside, of declaring any contract made as a result thereof, to be void.

**BIDDER TO COMPLETE ALL APPLICABLE AREAS**

Bidders are required to register (If not already registered) on the County of Riverside Purchasing website:  
[WWW.PURCHASING.CO.RIVERSIDE.CA.US](http://WWW.PURCHASING.CO.RIVERSIDE.CA.US)

The County of Riverside Purchasing Department on behalf of the Department of Public Social Services is soliciting  
Quotes from qualified firms to provide:  
**Asset Inventory Services**

**Non-Mandatory Pre-Bid Conference Call**  
**On December 2, 2014 at 9:00 AM Pacific Time**  
**Phone Number (888) 790-4959, Access Code: 67459**  
**NO FAXED OR EMAILED QUOTES WILL BE ACCEPTED**

**QUOTES MUST BE DELIVERED TO:**  
County of Riverside – Purchasing and Fleet Services  
Attn: Bidder Quote #DPARC-399  
2980 Washington Street  
Riverside, CA 92504

*"Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed."*

Company Name: ProBar

Mailing Address: 621 Admiral Drive, Suite 408

City: Annapolis State: MD Zip: 21401

Remit to Address: 621 Admiral Drive, Suite 408

City: Annapolis State: MD Zip: 21401

Phone # (240)832-6927 FAX # ( )

Contractor Website: [www.probar.com](http://www.probar.com)

Name: Michael Moss Title: Vice President

Signature: Date: 11/26/2014

Email: [mmoss@probar.com](mailto:mmoss@probar.com)Please Check  Disabled Veteran

**TAB C-COMPANY PROFILE/EXPERIENCE**

County of Riverside  
Purchasing and Fleet Services

Request for Quote # DPARC-399  
Closing Date: December 11, 2014 on or before 1:30 P.M. Pacific Time

**Tab C Company Profile/ Experience**

This section of the quote is designed to establish the bidder as an entity with the ability and experience to operate the program as specified in the RFQ. The Company Profile should be concise and clear, and include descriptive information regarding service delivery. The following information must be provided as follows:

1. Business name and legal business status (i.e. partnership, corporation, etc.)

**BIDDER'S RESPONSE:** *ProBar, A Division of Bondurant Enterprises Inc. C Corporation*

2. Company overview of services or activities performed, including:
- Company hierarchy (President, Vice President, Company Officers, etc.) and an organizational chart. The organizational chart shall clearly identify all staff members that will provide services under this contract.
  - The number of years in business under the present business name, as well as prior business names, and the number of years of experience providing the proposed, equivalent or related services
  - Company size - number of staff

**BIDDER'S RESPONSE:**

- President: Carol Bondurant, Vice President: Michael Moss, Treasurer: Cathie Gilbert. Organizational Chart Attached.*
  - 51 Years in business providing inventory management services.*
  - In 2014 ProBar employed approximately 60 persons*
- Additional Info in Tab I, Attachment 1 "Corporate Profile".*

3. Please indicate whether the bidder holds controlling or interests in any other organization, or is owned or controlled by any other person or organization, if none that must be stated. Governmental agencies are exempt from this requirement.

**BIDDER'S RESPONSE:** *N/A*

4. Financial interests in any other business. Individuals who are personally performing the contracted services and governmental agencies are exempt from this requirement.

**BIDDER'S RESPONSE:** *N/A*

5. Names of persons with whom the Bidder has been associated in business as partners or business associates in the last five years. Governmental agencies are exempt from this requirement.

**BIDDER'S RESPONSE:**

- Hayes Software Solutions (An Instructional Materials Management software provider)*
- Enlightened Inc. (An IT services firm with a focus on security and business process reengineering)*
- Marshall and Stevens Inc. (A valuation service firm)*
- Porto Leone Consulting (A valuation service firm)*
- Integrated Asset Management (An asset management consulting firm)*
- Automated Inventory and Management Services (An asset management services firm)*
- E-ISG Asset Intelligence (An IT Asset Software provider)*

6. An explanation of any litigation involving the Bidder or any principal officers thereof in connection with any contract.

**BIDDER'S RESPONSE:** *ProBar has not been involved in any litigation nor have its principal officers.*

7. Resumes

This section shall state all employees/subcontractors responsible for administering or providing services. Bidder shall specifically provide the following information on all employees to be providing services related to this RFQ:

- a. Position Title
- b. Responsibilities
- c. Qualifications/Experiences
- d. Certifications/licenses, if applicable
- e. Any other information, which will assist in evaluating qualifications.

**BIDDER'S RESPONSE:**

a. *Michael Moss, Executive Management*

a. *Vice President*

b. *Executive Oversight/Management*

c. *15 Years experience in physical inventory management.*

d. *Certified Professional Property Manager, Specialist, and Associate*

e. *Mr. Moss will maintain direct oversight and management of the initiative as a whole. Mr. Moss would serve as the secondary point of contact for COR Management team and primary corporate contact for our proposed Project Manager. Mr. Moss would be responsible for management oversight, adherence to project scope/goals, and all change management.*

b. *Tom Looney, Project Manager*

a. *Senior Project Manager*

b. *Project Management*

c. *10 years of inventory management experience*

d. *NPMA certification in process*

e. *Mr. Looney will maintain direct oversight and management of the execution of our proposed project plan. Mr. Looney would serve as the main point of contact for COR staff members for this engagement. Mr. Looney would be responsible for management, scheduling, staffing, budgeting, and adherence to project scope/goals. Mr. Looney shall also serve as a communication link between the COR and our Field team.*

c. *Michael Leszczynski, Assistant Project Manager/Field Supervisor*

a. *Assistant Project Manager/Field Supervisor*

b. *Onsite Project and Team Management*

c. *10 years of inventory management and oversight experience*

d. *NA*

e. *Mr. Leszczynski will maintain daily management of the Inventory Field staff. He will be onsite with the physical inventory team insuring compliance with our proposed project approach and serve as our onsite representative to the COR staff.*

d.

e.

*Bidder can add as many sections to this bid response box as they need to state all employees providing services.*

8. **Federal Exclusion List-** If this Request for Quote is Federally or State funded, bidders must go to the following website and submit with their Quote that the contractor is not listed on the Excluded Parties Listing System (EPLS) (<http://www.epls.gov>) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17).

***BIDDER'S RESPONSE:***

- a. *ProBar is currently registered in the SAM system.*



**TAB D- ACKNOWLEDGEMENTS**

County of Riverside  
Purchasing and Fleet Services

Request for Quote # DPARC-399  
Closing Date: December 11, 2014 on or before 1:30 P.M. Pacific Time

**Tab D Acknowledgements****1. Clarifications, Exceptions, or Deviations**

All bidder(s) shall describe any exception or deviation from the requirements of the RFQ. Each clarification, exceptions, or deviation must be clearly identified. If your firm has no clarification, exceptions, or deviation, a statement to that effect shall be included in this section. The sample service agreement is attached as Exhibit A (which is located in the Terms and Conditions Document) and incorporated herein by this reference. The following contractual terms are non-negotiable:

- Indemnification
- All insurance terms prior to the start of the agreement
- Termination
- Ownership/Use of Contract Materials and Products
- Disputes
- Governing Law
- Confidentiality
- Subcontractors
- Reporting Requirements

*Do you have any other exceptions/deviations? If so, please provide an explanation:*

**BIDDER'S RESPONSE:** ProBar has no exceptions/deviations.

**2. Evidence of Insurability/Business Licenses**

All bidder(s) shall submit evidence of all required insurance. An Accord cover page will suffice and if awarded the contract the Bidder has ten (10) calendar days to produce the required insurances including a certified endorsement naming the County as additionally insured. The bidder shall certify to the possession of any and all current required licenses or certifications. Do not purchase additional insurance until this bid has been awarded. Provide a copy of current business license or other applicable licenses.

**3. Transition**

Upon expiration or termination of this Agreement for any reason, during the transition close-out period the Contractor agrees to:

- 1) Continue delivering services in all geographic areas currently served in Riverside County until notified otherwise; and
- 2) Assist DPSS in the orderly transition and transfer of all collaborations and committees to DPSS and the subsequent Contractor(s); and
- 3) Provide, in a timely manner, all file and information deemed necessary by DPSS for use in subsequent contracting activities without additional cost to DPSS or the new Contractor(s), upon termination or expiration of this Agreement for any reason; and
- 4) Cooperate with DPSS during a transition close-out period to ensure orderly and seamless delivery of services to residents of Riverside County.

**CERTIFICATIONS**

I, Michael Moss, a duly authorized agent of ProBar, A Division of Bondurant Enterprises Inc.,

Printed Name of Agent/Officer

Name of Organization

hereby certify that ProBar by submission of this Quote in response to the

Name of Organization

RFQ, agree upon contract award to carry out the requirements specified and obligations set forth therein.

Signature \_\_\_\_\_ Date 11/26/2014

Title of Agent/Officer Vice President

**TAB E- SCOPE OF SERVICE**

County of Riverside  
Purchasing and Fleet Services

Request for Quote # DPARC-399  
Closing Date: December 11, 2014 on or before 1.30 P.M. Pacific Time

***BIDDER'S RESPONSE (Please acknowledge you have read and will comply with all items in the Preparation Phase):***

*ProBar hereby acknowledges that we have read, understand, and will comply with the Preparation Phase as outlined*

1.2 Physical Inventory (4 weeks estimated)

- a. The Contractor will perform a physical inventory of all DPSS locations. DPSS anticipates the inventory will begin in March 2015 and end in May 2015. DPSS staff will be available to provide access to all areas.
- b. Assets to be inventoried with handheld devices will include capital assets, items \$5,000 or more and non-capital assets, items less than \$5,000. Examples of assets to be inventoried include, but are not limited to the following: servers, switches, blades, network hardware, network testing equipment computers, monitors, laptops, mobile devices, copy machines, fax machines, removable storage devices, firearms, two-way radios, cameras, and projectors. DPSS will provide a detailed list upon award of the contract.
- c. The Contractor will need to perform a physical inventory during regular business hours, Monday – Thursday, 7:30 a.m. – 5:30 p.m.
- d. The Contractor will also need to perform a physical inventory after hours, from 8:00 p.m. 10:00 p.m. at one of the locations in Moreno Valley, CA to capture assets assigned to DPSS staff who works the night shift.
- e. The Contractor will participate in daily and weekly status update meetings via conference call with DPSS IT Asset Management and other DPSS key stakeholders to discuss progress and resolve any issues during the inventory. Weekly status update meetings will be held on Thursday afternoons at agreed upon times.
- f. If a site is not completed on the scheduled day, the Contractor will need to contact DPSS by 4 p.m. of the scheduled day to reschedule the physical inventory for the next business day. The site's physical inventory will need to be completed by the next business day.
- g. The Contractor shall recount any sites where the threshold of missing assets is 10% or more of all assets identified at each location. The recount may require up to two (2) additional visits to the identified site(s) and will encompass all assets.
- h. The recount will be completed in the same method as the initial physical inventory with the use of handheld scanners and reporting.
- i. The Contractor will provide staffing for regional site locations to capture mobile devices such as, but not limited to, laptops, cameras and cell phones that were not made available during the initial physical inventory processes in those regions. The centralized locations and schedule will be determined by DPSS and provided to the Contractor upon contract award.

- j. The primary asset dispatch areas (Administrative Basement and Palmyrita Warehouse locations) will be inventoried up to three (3) additional times to capture any assets missed due to normal deploying and returning of assets.
- k. The Contractor shall provide a detailed work plan of the entire process from beginning to end, which will include preparation, promotion, staffing, reporting, coordination, resolutions, physical counts, and when determined necessary, recounts of missing assets for the physical inventory process. This plan shall be submitted within ten (10) business days of contract award.

***BIDDER'S RESPONSE (Please acknowledge you have read and will comply with all items in the Physical Inventory phase):***

*ProBar has read and hereby acknowledges that if selected, we will comply with all of the items in the Physical Inventory Phase*

***BIDDER'S RESPONSE (In this area the Contractor shall provide a detailed work plan of the entire process from beginning to end, which will include preparation, promotion, staffing, reporting, coordination, resolutions, physical counts, and when determined necessary recounts for the physical inventory process.):***

*Tab 1, Bidder Attachments, Attachment 2, "Approach and Work Plan".*

## 2. Contractor Requirements

- 2.1 Contractors who will participate on-site during the inventory process must pass a Department of Justice Live Scan or similar background check in advance, at Contractor's expense, due to the possibility of access to Personally Identifiable Information (PII) of DPSS clients and other sensitive information.
- 2.2 The Contractor providing direct services under the awarded contract will have a minimum of five years (5) experience planning, implementing and managing asset inventory services for government or non-profit agencies with an emphasis on IT equipment.
- 2.3 The Contractor will have experience identifying IT assets (e.g. switch vs. router, tablet vs. laptop, USB drive vs. token, etc.)
- 2.4 The Contractor will have a minimum of three years (3) hands on experience working with automated Asset Management systems, with preference of Remedy Asset Management systems experience.
- 2.5 The Contractor must complete the inventory using a handheld barcode scanner to retrieve asset identification for accuracy.
- 2.6 The Contractor will supply all necessary equipment to complete the inventory, such as barcode scanners, handhelds, laptops and vehicles, including Wi-Fi for connection to the

internet. The Contractor will not have access to DPSS internet or Wi-Fi connections. DPSS will provide the Contractor with a complete list of active assets in a Microsoft Excel document and asset information by location upon award.

**BIDDER'S RESPONSE (Please acknowledge you have read and will comply with all items in the Contractor Requirements.):**

*ProBar hereby acknowledges that we have read and will comply with all items in the Contractor Requirements.*

### 3. Data Collection

- 3.1 The Contractor will interface with Remedy Asset Management software that can download an Excel flat file.
- 3.2 The Contractor shall transfer a daily electronic Excel file, containing the current inventory results. DPSS will provide the FTP site for the file transfer prior to the start of the inventory.
- 3.3 The Contractor shall locate and verify an Asset by scanning the Asset Tag ID and Serial Number. If the Serial Number does not match the Asset Tag ID, the Contractor will correct the Serial Number so that the updated data is transferred to DPSS.
- 3.4 The Contractor will compare assets to the file and may need to interview staff for discrepancies.
- 3.5 The Contractor will use the Data Element Table below as a reference to verify the data elements, for each inventoried asset, including new and existing assets. The required fields are included in the Data Element Table that follows:

**Data Element Table**

Required Field	Definition
Asset Tag ID	Pre-number Asset tag – placed on asset when received into the Department
Asset Serial Number	Unique identifier provided by the Manufacturer
Asset End-User Information – First Name	Employee name of staff assigned to the asset
Asset End-User Information – Last Name	Last name of staff assigned to the asset
Novell/Active Directory Login	User computer login
Department ID	Employee supervisory number assigned to each supervisor
Department	Branch name within DPSS
Asset Location	Site address – street number, name of street, name of city
Floor	Floor location of asset
Room	Room location of asset
Category	Equipment, furniture, hardware

Type	Second level group for each category
Item	Third level group for each category and type
Manufacturer	Maker of the asset
Model	Manufacturer's model designation

***BIDDER'S RESPONSE (The Contractor shall explain how their asset tracking tool will transfer data into Remedy.):***

*ProBar utilizes a web based data management tool designed in-house. The tool outlined in our work plan as "PIMS" is capable of creating inventory reports in multiple formats. If selected, ProBar intends to provide a flat file deliverable. This flat file can be delivered in any format requested by the County for upload into the Remedy system.*

4. **Quality Control**

- 4.1 For quality control, the Contractor shall use floor plans provided by DPSS when available to ensure all areas are completed during the inventory. Available floor plans will be provided upon contract award.
- 4.2 The Contractor will tag inventory assets to indicate that an asset was inventoried through the use of a removable colored sticky label. The color of the label should be uniformed throughout the inventory process and designated by DPSS upon contract award.
- 4.3 The Contractor shall ensure that all assets that are inventoried are tagged with the colored label.

***BIDDER'S RESPONSE (Please acknowledge you have read and will comply with all items in the Quality Control Requirements):***

*ProBar hereby acknowledges that we have read and will comply with all items in the Quality Control Requirements.*

5. **Reporting**

5.1 Daily Report

- a. Provide a Daily Report with required fields listed in the Data Element Table (Section 3.6) for sites inventoried that day. The Daily Report should include a calculated percentage of assets found and not located from the initial asset list for each site. See **Exhibit B** for reporting example.

5.2 Final Assets Report

- a. At the end of the physical inventory, provide a consolidated Excel data file that includes all available data elements, categorized by assets located, assets missing, and new assets identified during the inventory process. The Final Assets Report should include a final calculated percentage of assets found and not located from the initial asset list for each site. See **Exhibit B** for reporting example.

## 5.3 Final Summary Report

- a. At the conclusion of the asset inventory project the awarded Contractor will provide a report with feedback for DPSS Management which will provide analysis of your experience with the DPSS inventory process and recommendations for DPSS improvement.

***BIDDER'S RESPONSE (Please acknowledge you have read and will comply with all items in the Reporting Requirements):***

*ProBar herby acknowledges that we have read and will comply with all items in the Reporting Requirements.*

***BIDDER'S RESPONSE (Please acknowledge you have read and will comply with all items in the Scope of Work in Tab E.):***

*Probar herby acknowledges that we have read and will comply with all items in the Scope of Work in Tab E.*

**TAB F- REFERENCES**

County of Riverside  
Purchasing and Fleet Services

Request for Quote # DPARC-399  
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**Tab F References****References**

All bidder(s) must include present and past performance information with a minimum of three (3) references of recent similar projects. References cannot include Riverside County Elected Officials, Department Directors, or Department of Public Social Services staff as a reference. However, references can include other county agencies that are not partaking in this RFQ. Please verify that all reference information is correct.

Reference 1	
Company name:	Prince William County Virginia
Address:	1 County Complex Court, Woodbridge, VA
Contact person:	Adam Manne
Email address:	AManne@pwcgov.org
Telephone address:	703-577-2255
Project name:	County Wide Asset Inventory and Valuation
Dates worked performed:	5-1-2012 to 8-1-2012, 6-15-2014 to Present
Summary of scope of services:	Complete physical inventory, reconciliation, and valuation of all county-owned assets.
Project cost:	\$700,000.00 +

Reference 2	
Company name:	District of Columbia Government (All agencies, 500+ locations)
Address:	1100 Fourth Street SW Room# W240
Contact person:	Aki Ayalew
Email address:	aklilu.ayalew@dc.gov
Telephone address:	202-442-8335
Project name:	OCFO Capital Asset Inventory
Dates worked performed:	7-1-2013 to 9-30-2013, 8-15-2014 to Present
Summary of scope of services:	ProBar performed a complete asset inventory and reconciliation of all district-owned capital assets in more than 500 physical locations.
Project cost:	\$500,000.00 +

Reference 3	
Company name:	Murrieta Valley Unified School District
Address:	41870 McAlby Court, Murrieta, CA 92562
Contact person:	Randy Rogers
Email address:	rrogers@murrieta.k12.ca.us

Telephone address:	951-696-1600
Project name:	MVUSD Asset Inventory
Dates worked performed:	7-1-2014 to 7-20-2014
Summary of scope of services:	ProBar performed a complete IT Asset inventory of all MVUSD assets across each campus.
Project cost:	\$62,679.00

1. Provide a list detailing contracts that your company has been awarded during the last five (5) years, showing year, type of services, dollar amounts of services provided, location, contracting company, contact name, and phone number.

**BIDDER'S RESPONSE:****1: ALEXANDRIA VIRGINIA PUBLIC SCHOOLS**

For the ACPS the ProBar team performed a district-wide physical inventory of more than 30 locations and more than 90,000 assets. The inventory was performed to maintain federal compliance, increase asset transparency, increase management controls, and develop a baseline for the recently integrated Asset Management System.

**Name:** Alexandria Virginia Public Schools

**Services:** Physical Inventory

**Building Locations:** 32

**Asset Dollar Value:** N/A

**Contact:** Adam Manne

**Address:** 2000 North Beauregard Street, Alexandria Virginia

**Phone:** 703-577-2255

**Total Contract(s) Amount:** \$300,000.00

**Key Personnel:** Michael Moss, Tom Looney



**2: DISTRICT OF COLUMBIA GOVERNMENT/PUBLIC SCHOOLS**

For the District of Columbia Government ProBar performed the physical inventory of more than 700 physical locations to support federal reporting requirements. In addition to the physical inventory, the ProBar team delivered a customized asset management system designed to simplify the inventory management process and integrate with the districts enterprise Financial Accounting System (FAS).

**Name:** District of Columbia Government

**Services:** Physical Inventory, Best Practices Study.

**Building Locations:** 744

**Asset Dollar Value:** Approximately \$832,713,148.95

**Contact:** Aki

**Address:** 1100 4th St. SW

8th Floor, Suite 8375, Washington, DC 20002

**Phone:** (202) 478-1424

**Total Contract(s) Amount:** \$1,700,000.00 +

**Key Personnel:** Michael Moss, Tom Looney

**3: ALBUQUERQUE PUBLIC SCHOOLS**

ProBar delivered a fixed asset inventory audit for the Albuquerque Public School system consisting of approximately 87,000 known assets and 30,000 previously unidentified assets located throughout 170 physical locations. The inventory included all movable assets with an original purchase price of \$1000.00 or considered "sensitive," defined as computing equipment holding memory.

**Name:** Albuquerque Public Schools

**Services:** Physical Inventory, Inventory Reconciliation, Asset Tagging

**Building Locations:** 160

**Asset Dollar Value:** Approximately \$155,890,000.00

**Contact:** Michael Erwin

**Address:** 6400 Uptown Blvd. NE, Albuquerque, NM 87110

**Phone:** 505-269-0746

**Total Contract(s) Amount:** \$500,000.00 +

**4: MURRIETA VALLEY UNIFIED SCHOOL DISTRICT**

For the MVUSD ProBar delivered a complete fixed asset inventory of all items with a purchase price of \$500.00 or greater and a useful life of 1 year or more. This included all major IT assets as well as fleet and maintenance assets.

**Name:** Murrieta Valley Unified School District

**Services:** Physical Inventory, Bar Coding/Asset Tagging

**Building Locations:** 21 School, 1 Administrative, 1 Fleet

**Asset Dollar Value:** N/A

**Contact:** Randy Rogers

**Address:** 41870 McAlby Court, Murrieta, CA 92562

**Phone:** 951-696-1600

**Total Contract(s) Amount:** \$62,679.00

**Key Personnel:** Michael Moss, Tom Looney

**5: US DEPARTMENT OF TRANSPORTATION**

For the DOT ProBar has delivered 4 successful inventory initiatives of the Washington DC headquarters location as well as other NY State locations. The physical inventories consisted not only of capitalized and IT assets but of furniture and office equipment as well.

**Name:** Department of Transportation

**Services:** Physical Inventory, Asset Management Staffing Services

**Building Locations:** 6

**Asset Dollar Value:** Available upon request

**Contact:** Laverne Ivey

**Address:** 1200 New Jersey Avenue, SE, Washington D.C

**Phone:** 202-366-2097

**Total Contract(s) Amount:** \$300,000.00 +

**Key Personnel:** Michael Moss, Michael Lesczynski

**6: CITY OF DENVER COLORADO**

For the City of Denver ProBar performed a complete asset management consulting study. The study included providing: Current State Analysis, Required State Analysis, Gap Analysis, Business Process recommendations, Technological improvement recommendations, Business Processes Reengineering, and an industry best-practices study/comparable analysis.

Name: City of Denver

Services: Asset Management Consulting

Building Locations: N/A

Asset Dollar Value: N/A

Contact: Kelli Bennett

Address: 201 W. Colfax Ave., Dept. 304, 11th Floor, Denver, CO. 80202

Phone: 720-913-5156

Total Contract(s) Amount: \$120,000.00

Key Personnel: Marla Williams, Michael Moss

**7: ARLINGTON VIRGINIA PUBLIC SCHOOLS**

For the APS the ProBar team performed a school-wide physical inventory of more than 44 locations. The inventory was performed to maintain federal compliance, increase asset transparency, increase management controls, and develop a baseline IT inventory.

Name: Arlington Virginia Public Schools

Services: Physical Inventory

Building Locations: 44

Asset Dollar Value: N/A

Contact: Matt Smith

Address: 1439 North Quincy St., Arlington, VA 22207

Phone: 703-228-6199

Total Contract(s) Amount: N/A

Key Personnel: Michael Moss, Tom Looney, Michael Lesczynski

**8: AARP**

For the AARP the ProBar team performed a physical inventory of all headquarters locations as well as west coast operational facilities. The inventory was performed to maintain federal compliance, increase asset transparency, increase management controls, and develop a baseline IT and capital asset inventory for the deployment of the PeopleSoft ERP system.

**Name:** American Association of Retired Persons

**Services:** Physical Inventory, RFID Asset Management Implementation

**Building Locations:** Headquarters (multiple locations) and West Coast Operations

**Asset Dollar Value:** N/A

**Contact:** Les Jones, ljones@aarp.org

**Address:** 601 E Street, NW, Washington, DC 20049

**Phone:**

**Total Contract(s) Amount:** \$210,000.00 +

**Key Personnel:** Michael Moss, Tom Looney, Michael Lesczynski

**9: TOLEDO PUBLIC SCHOOL DISTRICT**

For the TPSD the ProBar team performed a physical inventory inclusive of both Capital Assets and non-capital assets with an initial purchase price of \$500.00 or greater. Additionally, ProBar performed a group-controlled furniture inventory outlining what furniture assets existed in each physical room location throughout the district for insurance and planning purposes. ProBar also performed asset management consulting services to provide the TPSD with a roadmap to successful asset management. The consulting portion included complete lifecycle reviews and recommendations. This included process and procedure as well as system reviews and recommendations.

**Name:** Toledo Public School District

**Services:** Physical Inventory, Asset Management Consulting

**Building Locations:** 67 schools including elementary, middle, high, and alternative schools

**Asset Dollar Value:** N/A

**Contact:** Diane Mettler

**Address:** 320 E. Manhattan Blvd. Toledo, OH

**Phone:** 419-671-8393

**Total Contract(s) Amount:** \$215,000.00

**Key Personnel:** Michael Moss, Tom Looney, Courtney Jennings

**10: SHELBY COUNTY TENNESSEE**

For the FBC/FBC the ProBar team performed a district-wide physical inventory of more than 270 locations and more than 290,000 assets. The inventory was initiated to develop a baseline of fixed assets to assist with the merger of the two districts. Additionally the inventory was performed to maintain federal compliance, increase asset transparency, increase management controls, and develop a baseline for the recently integrated Asset Management Systems.

Name: Shelby County/Memphis City Public Schools

Services: Physical Inventory

Building Locations: 275

Asset Dollar Value: N/A

Contact: Alicia Lindsey, CFO

Address: 160 South Hollywood, Memphis, TN 38112

Phone: 901-416-5619

Total Contract(s) Amount: \$974,000.00

Key Personnel: Michael Moss, Courtney Jennings, Tom Looney

**11: MIDLAND TEXAS ISD**

For the Midland ISD ProBar partnered with our K-12 Software solution partner Hayes Software to deliver a complete asset management inventory and management solution. Our team implemented the TIP Web-IT software solution and performed the physical inventory of more than 40 school locations, administrative locations, and transportation facilities. At the completion of the engagement the district had a complete picture and management grasp on all pertinent fixed assets! This inventory was expedited at the request of the district and completed in less than 20 business days.

Name: Midland ISD

Services: Physical Inventory, Software Solution

Building Locations: 44 Midland Texas

Asset Dollar Value: N/A

Contact: Brian Evans, brian.evans@midlandisd.net

Address: 615 West Missouri Street, Suite 707 Midland, TX, 79701

Phone: 281-686-4042

Total Contract(s) Amount: \$300,000.00 +

Key Personnel: Tom Looney, Joseph Cumberland

**12: FEDERAL EMERGENCY MANAGEMENT AGENCY**

For FEMA ProBar provided physical inventory services for both assets and consumable parts/items. ProBar was contracted to complete asset and consumable item inventories nationwide. Additionally, ProBar performed site inventories of Temporary Housing Units located throughout Texas and Arkansas. The assets inventoried included all capital and personal property. The consumable items inventoried included all disaster relief materials located at strategic staging warehouses.

**Name:** Federal Emergency Management Agency

**Services:** Physical Inventory (Assets and Consumables)

**Building Locations:** Multiple

**Asset Dollar Value:** N/A

**Contact:** Jennifer Garrett, Field Supervisor, Toya Hobday, Contract Officer

**Address:** 500 C Street SW, PP 5th Floor, Washington DC, 20472

**Phone:** 337-281-4984

**Total Contract(s) Amount:** \$5,000,000.00 IDIQ

**Key Personnel:** Michael Moss, Tom Looney, Jonathan Welch

**13: PRINCE WILLIAM COUNTY VIRGINIA 2012 & 2014**

For the PWC ProBar performed a complete Capital, Critical, and Furniture asset inventory. The inventory included 162 office locations, 22 Fire and Rescue stations, 31 Park and Recreation locations, and 399 land parcels. In addition the physical inventory, ProBar delivered a complete property valuation including buildings, land, improvements, machinery, and equipment. This valuation serves as the baseline for insurable values for the county.

**Name:** Prince William County Virginia

**Services:** Physical Inventory, Asset Management Consulting, Valuation Services

**Building Locations:** 215 buildings, 399 Land Parcels

**Asset Dollar Value:** N/A

**Contact:** Adam Manne, AManne@pwcgov.org

**Address:** 1 County Complex Drive, Woodbridge, VA

**Phone:** 703-577-2255

**Total Contract(s) Amount:** \$720,000.00

**Key Personnel:** Michael Moss, Courtney Jennings, Tom Looney, Marla Williams

**14: DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY**

For the DCWSA ProBar completed a complete Fleet and IT Asset inventory. The initiative included all fleet assets including vehicles, machinery, equipment, tools, etc. Additionally, all IT assets were inventoried through multiple locations throughout the city. ProBar is excited to announce that our contract has been renewed is scheduled to begin the DCWSA inventory again in August 2014!

**Name:** DC Water and Sewer

**Services:** Physical Inventory, Reconciliation

**Building Locations:** 10

**Asset Dollar Value:** N/A

**Contact:** Kofi Anim

**Address:** 5000 Overlook Avenue, S.W., Room 200, Washington, D.C. 20032

**Phone:** 202-787-2715

**Total Contract(s) Amount:** \$80,000.00 +

**Key Personnel:** Michael Moss, Tom Looney, Michael Leszczynski

2. Provide details of any failure or refusal to complete a contract. If none, that must be stated.

**BIDDER'S RESPONSE:** ProBar has never failed or refused to complete a contract in our history.

**TAB G- COST QUOTE**

County of Riverside  
Purchasing and Fleet Services

Request for Quote # DPARC-399  
Closing Date: December 11, 2014 on or before 1:30 P.M. Pacific Time

**Tab G Cost Quote**

In this section, please complete and include the Cost Quote Sheet. The County reserves the right to negotiate final fees with the selected Contractor(s). Quotes must fully describe all costs to charges to County as part of this service/project. As stated in the Cost Quote, bidders must provide fully inclusive blended rates, which are inclusive all of the bidder's project-related or supported expenses, including travel expenses. Expenses not included in the Line Item Budget will not be reimbursed. Bidders may also include any other documents as information to further explain the proposed costs.

Cost Quotes are to be based on the scope defined in Section E. "SCOPE OF SERVICE".

Contractor will provide an invoice for each deliverable once it has been accepted and approved by DPSS. The final invoice will be submitted within twenty (20) calendar days following submission of the final summary report. All invoices will be submitted in the format provided by Riverside County DPSS along with any supporting documentation. All complete claims submitted in a timely manner shall be processed within forty-five (45) calendar days.

Amounts should be equitably distributed throughout Project Phases.

**COST QUOTE: DELIVERABLE BASED PROJECT**

Project Phase	Deliverable	Estimated Number of Persons to Complete Each Phase	Estimated Number of Hours to Complete Phase	Deliverable Cost (fixed cost) Cost all inclusive of travel, incidentals, overhead, etc.
1. Preparation, Work Plan, Orientation	1. Submit Work Plan 2. Informed and prepared all DPSS for inventory 3. Verified by DPSS Project Managers	2	80	\$ 5,600.00
2. Physical Inventory Count, Weekly Reports and Weekly Status Meetings (Completed in three (3) increments)	1. Inventory Counts which includes any required recount, of five (5) sites 2. Verified by DPSS Project Managers	10	1520	\$ 66,000.00
3. Physical Inventory Count, Weekly Reports and Weekly Status Meetings	1. Inventory Counts which includes any required recount for twenty (20) sites 2. Verified by DPSS Project Managers	10	478	\$ 22,130.00
4. Physical Inventory Count, Weekly Reports and Weekly Status Meetings	1. Inventory Counts which includes any required recount for thirty-five (35) sites 2. Verified by DPSS Project Managers	10	760	\$ 33,000.00



5. Final Assets Report	1. A consolidated Excel data file that includes all data elements ( <b>Exhibit B</b> ) 2. Verified by DPSS Project Managers	2	80	\$ 5,600.00
6. Final Summary Report with Recommendations	1. Summary Report presented to DPSS Management 2. Verified by DPSS Project Managers	1	40	\$ 3,400.00

**TOTAL PROJECT COST: \$ 135,730.00**

**Note: Deliverable breakdown is requested for budget and awarding purposes. In the contract, DPSS will withhold ten percent (10%) of the contract until the final acceptance of the completion of services. Ten percent (10%) of the total invoiced amount will be deducted from each of Contractor's payments, as specified in deliverables, as a holdback.**

***BIDDER'S RESPONSE: ProBar understands the withholding policy outlined above and agreed with the terms and conditions.***

**TAB H- FINANCIAL STATEMENT****Tab H Financial Statement**

**Please place financials in a separate envelope and mark "Financial Statement - Confidential" if Bidder's company requires this to be kept confidential. The financial documents should be in the original binder only and not in the Quote copies. The County cannot guarantee that the financials submitted will be kept confidential.**

Financial statements should only be included in the binder marked "Original" (Financial statements will be removed and submitted to the Accounting Office for review, then placed in a sealed envelope and marked "Confidential.")

The bidder must submit financial statements (balance sheet and income statement) for its business that are dated no more than twelve (12) months prior to the date of the Quote submission and cover a period of at least one (1) year. These statements should clearly identify the financial status and condition of the bidder's entire business entity.

Financials should provide sufficient detail to assure the County of Riverside that bidder can support services being offered and as a Contractor the firm will not seek early payment for services delivered, expedited payments or checks delivered by any means other than regular mail through the County Auditor/Controller's Office.

ProBar has chosen not to submit financial statements due to the fact that the county has identified that it cannot guarantee confidentiality. In our 53 year history we have never failed to complete any contract for any reason. In the last year alone we have completed more than 10 projects larger than the county request. Each was done on time or ahead of schedule. Should the county require financial information we can furnish upon contract award. Additionally, we would ask for a document from the county guaranteeing confidentiality. By submitting this response we declare that we have the financial stability and the means necessary to complete our proposed solution on time and within compliance of the contract requirements. We sincerely apologize for any inconvenience and ask that the county understand that we are a privately held firm and wish for our private information to remain both private and secure.

**TAB I- BIDDER ATTACHMENT****ATTACHEMENT 1 ADDITIONAL GENERAL FIRM INFORMATION****PROBAR INFORMATION**

**Proposed Prime Firm Name:** ProBar, A Division of Bondurant Enterprises Inc.

**Primary Area of Expertise:** ProBar specializes in a wide variety fixed asset management services. Our services include physical inventory, asset management consulting (industry best practices, business process reengineering, federal compliance, and program management), Valuation/Appraisal Services, RFID integration, asset management staffing services, warehouse management, software development and mobile hardware integration.

**Principal(s):** ProBar is led by our President, Carol E. Bondurant. Additional executive staff includes Vice Presidents Michael Moss and Cathie Gilbert, and Chief Operating Officer Mary Ann Allen. Should ProBar be selected by the COR for this engagement our team will be led by Mr. Michael Moss, CPPS, CPPA, CPPM and Mr. Thomas Looney CPPS, CPPA

**Corporate Information: HQ:** 621 Admiral Drive, Suite 408, Annapolis, MD 21401

**California Office:** 4607 Lakeview Canyon Road, Suite 596, Westlake Village CA 91361-4028

**Contact Information:** Michael Moss, Vice President

*[mmoss@probar.com](mailto:mmoss@probar.com), (o) 301-459-5665 (m) 240-832-6927 (f) 301-459-9143*

**Corporate Size:** ProBar is a small woman-owned MBE-certified, C Corporation. Our size standard is less than five million. ProBar employs approximately 55 staff members both full and part time.

**Corporate License/Registrations/Certifications:**

Federal Tax ID: 52-0992217

Dun and Bradstreet: 099848210

DOT Minority Business Enterprise (MBE) Certification: 11-077

Woman-Owned Business Enterprise (WBE)

National Property Management Association: Certified Professional Property Administrators, Certified Professional Property Specialists, Certified Professional Property Manager. (CPPA, CPPS, CPPM). ASA Certified Appraisers.

**Time in Area of Expertise:** ProBar has specialized in asset management, physical inventory, and valuation services since our inception in 1962. We incorporated in 1974.

## EXECUTIVE SUMMARY

ProBar, a division of Bondurant Enterprises Inc., is a small, MBE-certified, WBE-certified women-owned company that works diligently to support our clients with innovative asset management solutions. ProBar has been honored to provide support to the Federal, State, and Local Governments, education institutions, and municipalities since its inception in 1962. ProBar was created to serve the ever-changing technology and inventory service needs of our valued customers. We believe that customer service should be the top priority of any business. By becoming a ProBar client the County of Riverside California has experienced first-hand our dedication to customer support and quality service. We don't look at each client as a single project, but rather as a long term relationship. This philosophy is and has been the driving force behind our company for over 50 years. We are prepared, experienced, and organized to provide the necessary support to complete the 2015 Inventory Initiative accurately, on time, and in compliance with industry best practices. Our team has been very fortunate in the past to provide services similar to those requested by the COR to many government customers.

Be that as it may, we understand that no two clients are identical. For this reason we prefer to assemble unique business solutions to each client task providing exactly what the client expects and deserves.

The ProBar team has been extremely successful working within the framework of federal, state, and local government environments. We have had direct inventory, valuation, and consulting experience with many municipal, state and federal customers including: Prince William County VA, Montgomery County MD, Prince Georges County MD, US.

Department of Housing and Urban Development (HUD), Department of Transportation, Department of Veterans Affairs, Department of Education, Department of Justice, Army, US Federal Election Commission, US Office Government Ethics, US Defense Intelligence Department of Energy, DC Government (All Department of Parks and Recreation, and the of Child and Family Services.

Our team is comprised of seasoned professionals experience in every aspect of asset management. committed to deliver results that exceed the of our clients!

### Team ProBar Asset Management Experience Includes:

- Prince William County Virginia
- City and County of Denver Colorado
- District of Columbia Government (All agency inventory)
- US. Dept. of Transportation
- US. Dept. of Justice
- US. Dept. of Housing/Urban Development
- US Navy
- US. Dept. of Education
- US. Dept. of Government Ethics
- US. Dept. of Child and Family Services
- US. Dept. of Energy
- US. Dept. of Veterans Affairs
- Alexandria Virginia Public Schools
- Arlington Virginia Public Schools

US Navy, US of Agency, Agencies), Department with We are expectations

## EXPERIENCE AND CAPACITY

Having been in business since 1962 our team believes our approach, experience, and team members set us apart from our competition. However, it is our commitment to quality and customer service that keeps our customers returning year in and year out. Our team is comprised of seasoned, knowledgeable members committed to exceeding our customers' expectations. Our experience with similar scopes of work is unmatched. Having executed hundreds of similar engagements successfully we do not anticipate and performance issues or unseen risks. Our past performance is outlined in detail in this response.

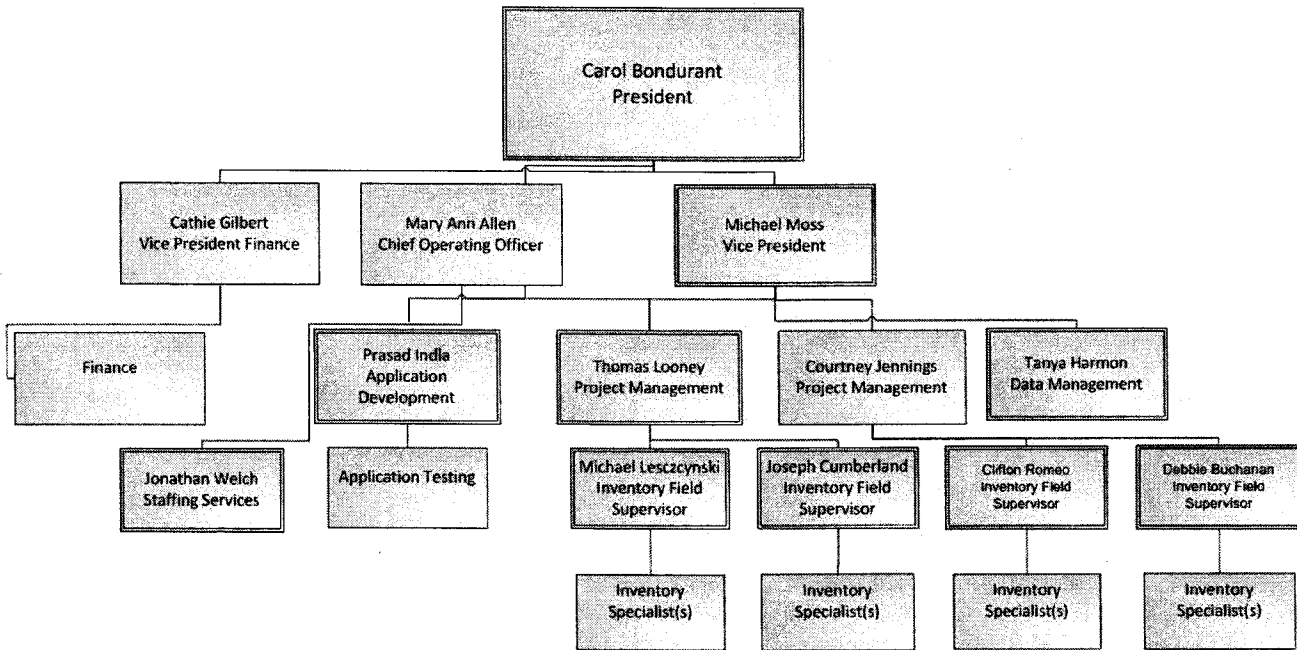
**WHAT DISTINGUISHES THE PROBAR TEAM FROM THE COMPETITION**

The ProBar Team is distinguished from our competition in many ways. Our firm, unlike many of our competitors, provides complete asset management service and solutions. Our services aren't limited to physical inventories, compliance consulting, or software solutions. Our capabilities include physical inventories, valuation services, software development/integration, asset management consulting including business process re-engineering, federal/local compliance management, asset management studies, asset management policy and procedure review/recommendation, technology consulting, staffing model consulting, warehouse management, current state analysis, gap analysis, and solution road mapping. With this array of services the ProBar Team understands not only the physical inventory and valuation portions of asset management but the whole picture. With our staff experience and knowledge we are able to draw on massive amounts of information and resources enabling us to provide the highest quality deliverables and service. ProBar, unlike many of our competitors holds relevant industry certifications as evidence of our commitment to excellence from the National Property Management Association, American Society of Appraisers, Motorola, Intermec, and Axxess RFID.

Unlike many of our competitors, our team provides real-time inventory data access to our customers via the internet. We are confident in our team's performance and quality controls. To this end we have developed our Physical Inventory Management System that maintains inventory data as it's collected. We gladly provide customer access to view our data collection progress and schedule adherence.

The ProBar Team has demonstrated an extreme commitment to customer service. By going above and beyond our customer's expectations we have had the pleasure of not only retaining our customer's but growing our service offerings within our customer base. By demonstrating our commitment to extreme customer satisfaction our clients have grown to trust us and award us additional business, many times utilizing the sole source justification option.

CORPORATE ORGANIZATION CHART



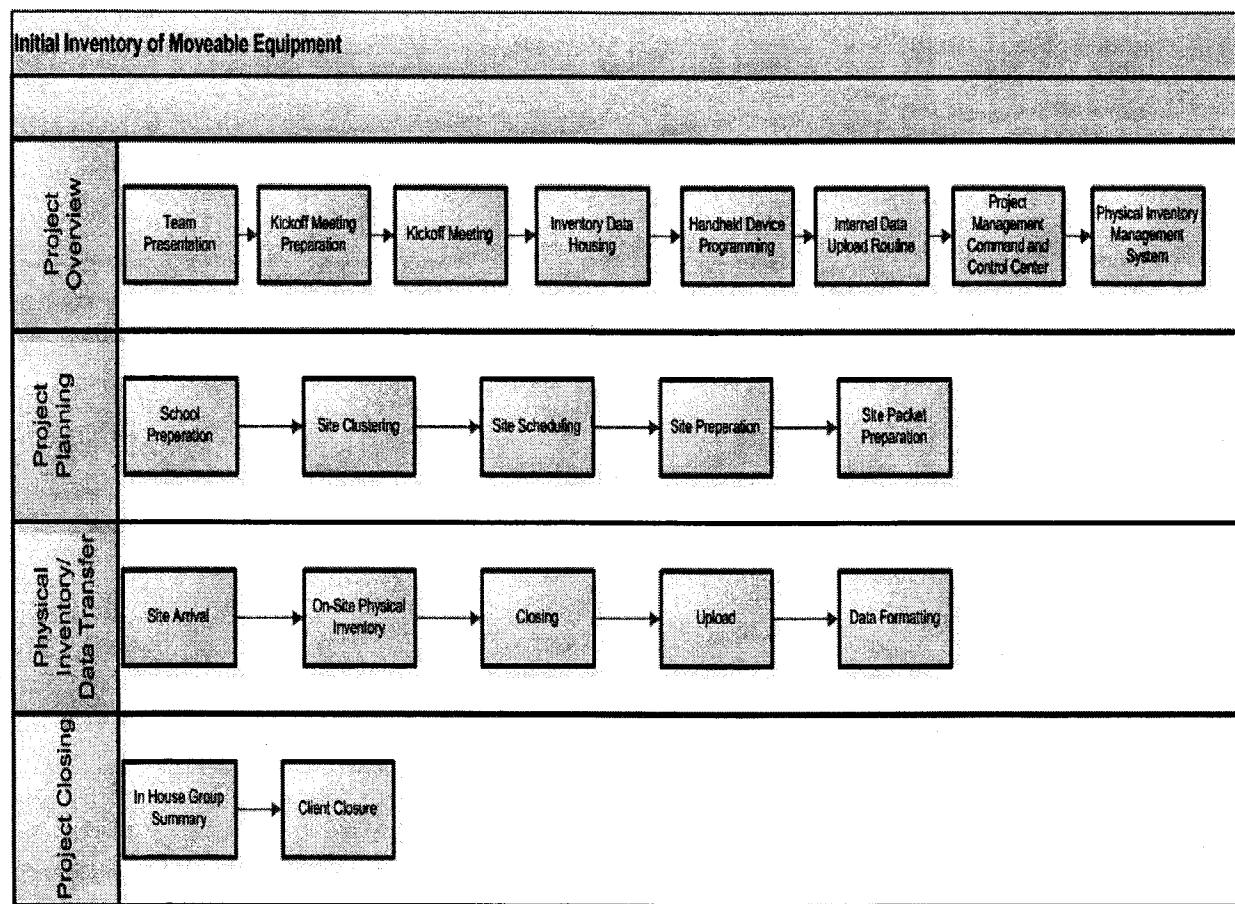
**ATTACHMENT 2 APPROACH AND WORKPLAN**

If selected, ProBar intends to employ our organized, repeatable, approach to the management and execution of the COR 2015 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:**

- Asset Location (Site information)
- Floor Location (Floor Information)
- Room Location (Room Information)
- Department ID (Must be available at the asset level)
- Department Branch Name (Must be available at the asset level)
- Asset End-User First/Last Name (Must be available at the asset level)
- Novell/Active Directory Login (Must be available at the asset level or done via an asset lookup table provided by DPSS)
- Asset Tag ID



- Asset Manufacture
- Asset Model Number
- Asset Serial Number
- Asset Category (Asset category items provided by DPSS)
- Asset Type (Asset Types provided by DPSS)

### 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.

The screenshot displays the ProBar Inventory Project Information web application. The main content area is titled "Scanned Data Files" and contains a table with the following columns: Path, FileName, Upload Date/Time, User, Processed, Length, Rows, Rows Processed, and Error. The table lists several data files with their respective upload dates and times, and the number of rows processed. An error message is visible in the first row: "RowIndex: 261 Asset Tag cannot be blank or empty".

Path	FileName	Upload Date/Time	User	Processed	Length	Rows	Rows Processed	Error
062209.txt		6/22/2009 2:27:20 PM	mmoss True	78971	783	756		RowIndex: 261 Asset Tag cannot be blank or empty
062209.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		
0625009_upload.txt		6/25/2009 7:47:27 PM	mmoss True	71473	747	739		
062609_upload.txt		7/1/2009 6:31:56 AM	mmoss True	76004	741	737		
063009_upload.txt		7/1/2009 7:05:33 AM	mmoss True	54440	564	550		
070209_upload.txt		7/7/2009 8:31:09	mmoss True	34611	372	369		

View Report - Windows Internet Explorer

http://www.probarinventory.com/Reports/InventoryReport.asp?no=1

Google

Download details SQL Ser... images/h3Fa%3Ddog%2B... Suggested Sites... Get More Add-ons

Home View Report Tidal Fish Fishing Site with... Archerytalk Archery & Bo...

PROBAR PROBAR INVENTORY REPORT

Welcome mross

User Administration Projects Reports Logout

Master Inventory Report

Project: Howard University 2009

Submit Clear

Criteria searched: Project: Howard University 2009

Record Count: 15169

Please sort before exporting to selected file format: #1

Inventory Specialist	Building	Room Number	Asset Tag	Description	Manufacture	Model Number	Serial Number	Inventory	User Defined 1	User Defined 2	User Defined 3	User Defined 4	Status
AHW	Alain Locke Hall-44	256	256437	LAPTOP	GATEWAY	M680	1PA25005444	07/06/2009	IN SERVICE				New
AHW	C. B. Powell Building-13	253	246485	PRINTER, PHASER COLORLASER	XEROX	7700DN	LGM302113	07/30/2009	IN SERVICE				Found
AHW	C. B. Powell Building-13	N179C	236520	PROJECTOR, POWERLITE EPSON		ELP-7250	BQ30060377K	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	1-60648	HANGING TV				06/30/2009	IN SERVICE				New

Done Internet | Protected Mode On 100%

Inber - Microsoft O... PGCPs (Read Only)... PGCPs (Technical)... PGCPs Initial LOC... Asset Inventory, 2009 View Report Wind... 7:50 PM

## PHASE II: PROJECT PLANNING

### Site Preparation

ProBar's Project Management and the 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.

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## **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.

### **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.

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**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.

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**MANAGEMENT PLAN**

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**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.

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**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.

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**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 =	Project is \$9,640 under budget at

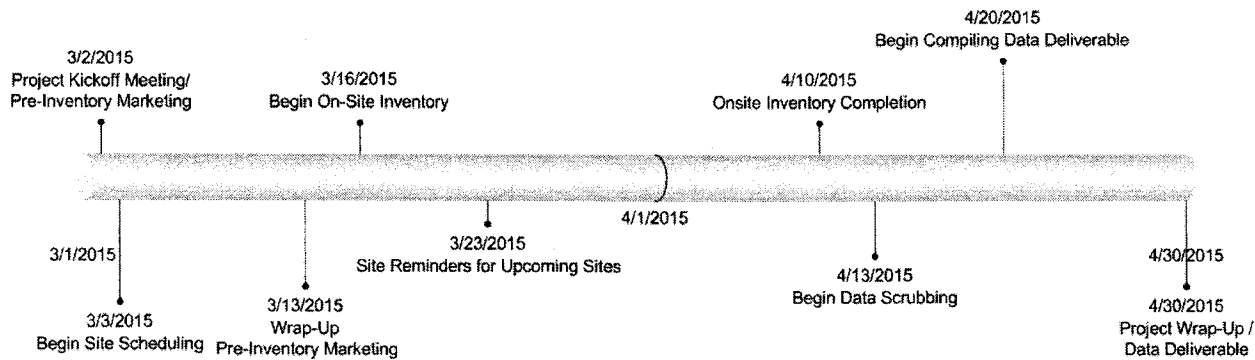
\$26,640 - \$17,000 = \$9,640	the end of week 1
Cost Performance Index (CPI) = BCWP / ACWP = 1.567	Project is running under budget by about 56% at the end of week 1

**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 sample project plans 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.

## **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.

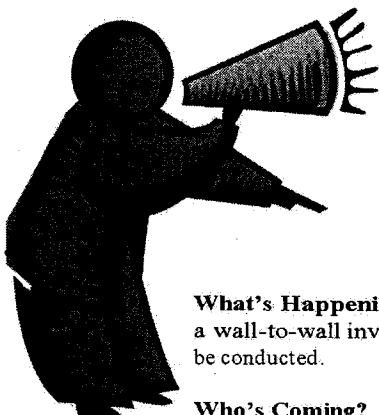
#### **PHASE I: MATERIAL DRAFTING**

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 COUNTY OF RIVERSIDE DPSS INVENTORY TEAM IS COMING!

**What's Happening?** Throughout the month of May and Early June, a wall-to-wall inventory of all DPSS capital and non-capital assets will be conducted.

**Who's Coming?** The ProBar Inventory Team will be working as a DPSS 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 DPSS Point of Contact (POC), site coordinator. Each site POC will be contacted at least one week prior to the inventory to confirm/schedule accommodating dates/times and provide the name(s) of the Inventory Specialist performing the inventory.

**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 that are assigned to you 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 work area as quickly as possible.

**Why are they coming?** The ProBar inventory team is visiting your location to find and record required DPSS asset information. Our inventory record will aid the Government, and all of its employees, in achieving a very effective and efficient inventory. 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.

**DPSS Employees - Watch your e-mail for additional announcements.**



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](mailto: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](mailto:tlooney@probar.com) with any questions relating to the physical inventory.

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**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.

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**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.

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**PHASE II: NOTIFICATION**

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**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.

## 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:

- **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.

---

**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:



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.

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
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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.
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#### **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.

**COUNTY OF RIVERSIDE**  
**Asset Inventory Service**  
**REQUEST FOR QUOTE # DPARC-399**



**REQUEST FOR CLARIFICATION NO. 1**  
**ProBar**  
**December 23, 2014**

**CERTIFICATION OF RECEIPT OF CLARIFICATION (RFC-COVER PAGE)**

I certify that I have received this (RFC) on behalf of the company listed below.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Name and title: \_\_\_\_\_

Company: \_\_\_\_\_

**REQUEST FOR CLARIFICATION NO. 1**  
**TO REQUEST FOR QUOTE # DPARC-399**

**1.0** This Request for Clarification (RFC) is considered to be part of the Request for Quote (RFQ). All other terms of the RFQ remain unchanged and in effect. This RFC is intended to solicit additional information in regard to the proposal submitted by the Vendor of the above referenced RFQ. Any information contained herein will be considered part of the Vendor's proposal and as such will be used in the evaluation of the bid responses.

The request in this RFC is primarily the result of your companies RFQ response to DPARC-399 Asset Inventory Services.

**Receipt of Clarification Request Cover Page**

To verify that you have received a copy of this RFC, please sign the cover page of this RFC and return it no later than 01/07/15 by email (as a PDF with signature) is acceptable with a hardcopy to follow in the mail.

Please submit an original signed response in a sealed envelope addressed to Sandy Hecker which states on the front: "REQUEST FOR CLARIFICATION NO. 1, RFQ #DPARC-399" to:

County of Riverside  
 Purchasing and Fleet Services  
 Attn: Sandy Hecker  
 2980 Washington Street  
 Riverside, CA 92504  
 Email: SHecker@riversidedpss.org

**2.0 GENERAL REQUIREMENTS & RESPONSE SUBMITTAL**

**2.1 Procedures for Submitting Response to Request for Clarification**

All responses must be submitted in accordance with the standards and specifications contained within this Request for Clarifications (RFC) and must contain a cover letter with a certification of receipt cover page to meet the requirements specified.

The cover letter and cover page of a response must be signed appropriately and completed with the date, company name, and name and title of a company officer/owner authorized to sign on behalf of the company.

**2.2 Cover Letter/Signature on Response**

- a. The cover letter shall act as an introduction to your response and outline the intent.
- b. A cover letter, which shall be considered an integral part of the response, shall be signed by individual(s) who is/are authorized to bind VENDOR contractually. Each authorized individual must include printed name, signature(s) and indicate the classification or position that the individual(s) hold in the firm.
- c. The cover letter shall designate a person or persons who may be contacted during the period of evaluation with questions or contract issues. Include name(s), title, address, telephone number, fax number, and email address.
- d. The County shall not pay any costs incurred or associated in the preparation of this or any quote or for any vendor participation in the procurement process.
- e. The response must be typed uniformly on letter size (8 ½" x 11") sheets of white paper, single sided, each section clearly titled, with clarification questions referenced and each page clearly and

consecutively numbered. Include one (1) electronic copy (Microsoft Word or PDF document formatted on a virus free CD or flash drive). Only upon request, the RFC response may be electronically delivered through email. Each page of the response must state "Request for Clarification No. 1" in the footer or a similar location on each page. Responses must be clean and suitable for copying. Responses must be specific unto themselves. For example, "See Enclosed Manual" will not be considered an acceptable response.

- f. The Vendor must provide only the information requested in this RFC, and must not provide any information different from what is specifically requested or which in any other way supplements or changes the Vendor's quote.
- g. **Late responses will not be accepted.** Postmarks **will not** be accepted in lieu of this requirement. Responses submitted to any other County office will be rejected. The responses shall be concise and to the point. Costly bindings, color plates, glossy brochures, etc. are neither necessary nor recommended. Examples of previous work may be submitted but will not necessarily influence the evaluation process. A letter format in sufficient detail to allow thorough evaluation and analysis is required.

### 3.0 Clarification questions from the County:

- 3.1 Clarify information as requested in the RFQ per Attachment A, Tab H. This section asks for the Bidder's Financial Statement. Please provide ProBar's financials as stated in the RFQ. Failure to comply with the County's request may result in ProBar's disqualification from the bidding process.

*Bidder's Response: Attached*

- 3.2 Clarify information as requested in the RFQ per Attachment A, Tab I, Page 41. Probar's bid response references DPARC-297. The RFQ # should reference DPARC-399. Please confirm this bid response is for RFQ #DPARC-399 only.

*Bidder's Response: DPARC-399 Only.*

- 3.3 Clarify information as requested in the RFQ per Attachment A, Tab I, Approach and Work Plan. ProBar's Work Plan does not include the daily reporting requirements. Under Tab E, Item 3, Data Collection, the County requests that ProBar confirm that your agency understands the daily reporting requirements and that ProBar's work Plan includes the delivery of a daily file for assets counted each day as listed in the RFQ.

*Bidder's Response: ProBar understands the daily reporting requirements outlined in Tab E, Item 3. Our team will provide a daily flat file as requested.*

## Deliverable Sign-off Document

Exhibit B

Project Information		
Dept/Division:	Project:	
Project Manager:		
Contractor:	Agreement#:	
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		

### CHANGE ORDER REQUEST

Project:		
Change Name:		
Requested by:		DATE:

**Requested Change**

Description	
Reason for Change	<i>[New requirement, design change, etc.]</i>

**Impact**

Risk to Schedule	<i>[Note the risk to the schedule if do or do not do the change.]</i>
Impact on Cost or funding	

**Risks**

Risk	Risk Management Action

**EXHIBIT C (p.2 of 2)**

**Steps to Implement Change**


Approval Signatures:	Date:	Comments:
Project Manager		
CAU		
Project Sponsor		
<b>Non Acceptance</b>		
<b>Signatures:</b>		<b>Date:</b>
Project Manager		
CAU		
Project Sponsor		
<b>Reason for Non Acceptance</b>		



COUNTY OF RIVERSIDE  
DEPARTMENT OF PUBLIC SOCIAL SERVICES

**CONTRACTOR PAYMENT REQUEST**

**Exhibit D (p.1 of 2)**

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 \_\_\_\_\_  
Agreement Number \_\_\_\_\_

Total amount requested \_\_\_\_\_ for the period of \_\_\_\_\_ 20\_\_\_\_\_

Select Payment Type(s) Below:

- |  |  |
|--|--|
| <input type="checkbox"/> Advance Payment \$ _____<br>(if allowed by Agreement/MOU)   | <input type="checkbox"/> Actual Payment \$ _____<br>(Same amount as 2076B if needed) |
| <input type="checkbox"/> Unit of Service Payment \$ _____<br># of Units X (\$) _____ | _____ # of Units X (\$) _____  |
| _____ # of Units X (\$) _____  | _____ # 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
<b>FOR DPSS USE ONLY (DO NOT WRITE BELOW THIS LINE)</b>		
Business Unit (5) _____	Purchase Order # (10) _____	Invoice # _____
Account (6) _____	Amount Authorized _____	
Fund (5) _____	If amount authorized is different from amount request, please explain: _____	
Dept ID (10) _____	_____	_____
Program (5) _____	Program (if applicable) _____	Date _____
Class (10) _____	Management Reporting Unit _____	Date _____
Project/Grant (15) _____	Contracts Administration Unit _____	Date _____
Vendor Code (10) _____	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 Agreement/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 Agreement 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)*.

**"Agreement 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.**

## Exhibit E

## Inventory Site List (Subject to change, but all inventory sites will be located within Riverside County)

<i>Active Asset Totals by Site</i>	<i>As of 9/15/2014</i>
10281 Kidd St., Riverside	2,085
10769 Hole St., Riverside	950
11060 Magnolia Ave., Riverside	1,694
11070 Magnolia Ave., Riverside	1,059
12125 Day St., Suite 101, Moreno Valley	339
1225 W. Hobson Way, Blythe	290
1267 W. Hobson Way, Blythe	164
137 N. Perris Blvd., Perris	1
1373 Old Temescal Rd., Bldg E, Corona	250
1400 Minthorn, Lake Elsinore	1,595
14201 Palm Dr. Ste 108, Desert Hot Springs	27
14201 Palm Dr. Ste 110, Desert Hot Springs	145
181 W. Huntington Drive, Suite 101 Monrovia	14
201 Redlands Ave., Perris	1,468
21091 Rider St. Suite 200, Perris	41
22690 Cactus Ave., Moreno Valley	1,339
22850 Calle San Juan De Los Lagos, Moreno Valley	13
2300 Market St., Suite 100, Riverside	215
2300 Market St., Suite 200, Riverside	476
2300 Market St., Suite 300, Riverside	743
23119 Cottonwood Ave - Bldg. A, Moreno Valley	866
23119 Cottonwood Ave - Bldg. B, Moreno Valley	1,022
23119 Cottonwood Ave - Bldg. C, Moreno Valley	892
26520 Cactus Ave., Moreno Valley	274
27464 Commerce Center Dr., Suite E, Temecula	333
2980 Washington St., Riverside	2
30755 Auld Road, Murrieta	117
3178 Hammer Ave., Norco	675
333 W. Limited Ave., Lake Elsinore	11
3610 Central Ave., Riverside	603
371 Wilkerson St. Suite L, Perris	50
3950 Reynolds Rd., Riverside	525
4060 County Circle Drive, Riverside	6,636
4080 Lemon St., Riverside	29
43264 Business Park Dr., Suite B-1, Temecula	427
44199 Monroe St., Indio	1,772
48113 Jackson St., Indio	729
541 San Jacinto St., Hemet	1,896
547 San Jacinto St., Hemet	531
5473 Mission Blvd., Riverside	40
561 San Jacinto St., Hemet	274
5961 Mission Blvd., Riverside	1,360
63 S. 4th St., Banning	850
68615 Perez Rd., Suite 8A Cathedral City	65
68615 Perez Rd., Suite 9A, Cathedral City	719
68625 Perez Rd., Suite 1, Cathedral City	252
68625 Perez Rd., Suite 2, Cathedral City	57
68625 Perez Rd., Suite 3, Cathedral City	6
68625 Perez Rd., Suite 4, Cathedral City	98
68625 Perez Rd., Suite 5, Cathedral City	218
731 Palmyrita, Riverside	6,396
735 Corporation Yard Way, Corona	67
73-705 Gerald Ford Drive, Palm Desert	10
7477 Mission Blvd., Riverside	10
7888 Mission Grove Pkwy., Suite 120, Riverside	218
7894 Mission Grove Pkwy., Suite 100, Riverside	82
7894 Mission Grove Pkwy., Suite 150, Riverside	708
901 E. Ramsey, Banning	864
91275 Ave. 66, Suite 100, Mecca	69
9991 County Farm Rd., Riverside	138
<b>#Sites: 60</b>	<b>42,799</b>

Exhibit F

Asset Inventory Report Example

	35 out of 50 sites completed 9 sites pending data file	Number of Assets at Site - REMEDY file 4/28/2014	# Asset Found by Probar at Site	# matches in REMEDY	% of Assets Found	CNL Assets Found	New Assets Found	# assets not inventoried located at site in base file	# assets not inventoried located at site in base file CNL status	# assets not inventoried located at site in base file inactive status	# assets missing	% Missing	%Missing Previous status
	Site Location												
Complete	4060 County Circle Drive, Riverside												
Complete	731 Palmyrita, Riverside												
<b>Week 2</b>													
Complete	2300 Market, Riverside #100, #200, & #300												
complete	561 San Jacinto St. Hemet												
Complete	4080 Lemon Street, Riverside												
Complete	541 San Jacinto Street, Hemet												
Complete	547 San Jacinto Street, Hemet												
Closed	1075 N. State Street, Hemet												
Closed	749 N. State Street, Hemet												
Complete	68625 Perez Rd, Cat City												
Complete	68615 Perez Rd, Cat City												
Closed	4125 Myers Street, Riverside												
Complete	3610 Central, Riverside												
Complete	3950 Reynolds, Riverside												
Complete	22690 Cactus, Moreno Valley												
Complete	Command Center, Moreno Valley												
<b>Week 3</b>													
Complete	23119 Cottonwood, Moreno Valley												
Complete	10281 Kidd Street, Riverside												
Complete	12125 Day Street, Moreno Valley												
Complete	22850 Calle San Juan De Dos Lagos, Moreno Valley												
Complete	26520 Cactus, Moreno Valley												
Complete	11060 Magnolia, Riverside												
Complete	11070 Magnolia, Riverside												
Complete	14201 Palm Dr Dessert Hot Springs #108 & #110												
Complete	43264 Business Park, Temecula												
Complete	10769 Hole, Riverside												
Complete	371 Wilkerson, Perris												
Complete	7888 Mission Grove Parkway, Riverside Ste 120												
Complete	7894 Mission Grove Parkway, Riverside Ste100&200												
Complete	91275 Ave 66th, Mecca Ste 100												
Complete	73-705 Gerald Ford, Palm Desert												
<b>Week 4</b>													
Complete	1373 Old Temecula Road, Corona												
Complete	735 Corporation Yard Way, Corona												
Complete	48113 Jackson, Indio												
Complete	44199 Monroe St. Indio												
Complete	1400 Minthron, Lake Elsinore												
Complete	27464 Commerce Ctr, Temecula												
Complete	30755 Auld Rd, Murrieta												
Complete	333 W Limited Ave. Lake Elsinore												
Complete	5473 Mission Blvd, Riverside												
Complete	5961 Mission Blvd, Riverside												
Complete	7477 Mission Blvd, Riverside												
Complete	201 Redlands Ave. Perris												
Complete	21091 Rider St. Perris												
<b>Week 5</b>													
6/2/2014	3178 Hamner Ave, Norco												
6/2/2014	9991 Country Farm, Riverside												
6/2/2014	901 E Ramsey, Banning												
6/3/2014	63 S 4th Street Banning												
6/3/2014	1225 W Hobson Way, Blythe												
6/3/2014	1267 W Hobson Way, Blythe												
<b>Total</b>													