

STATEMENT OF WORK

EQUIPMENT INVENTORY

(6/22/2018)

1. SCOPE:

Contractor shall furnish all labor, materials, equipment, supervision, and travel to perform a comprehensive fixed equipment inventory / bar code scan (physical inventory) of equipment located at all sites within the Veterans Health Care System of the Ozarks.

2. GENERAL REQUIREMENTS:

- a. Contractor shall provide personnel to conduct annual wall-to-wall, non-expendable equipment inventory using contractor-provided equipment scanners on all assets that have barcodes at all of the locations in VHSO (See Appendix A).
- b. Contractor shall provide its own equipment for scanning purposes including portable laptops and scanners.
- c. All contracted staff shall be trained in advance on the contract requirements, specific procedures to be followed, and programming tools.
- d. Contractor shall comply with VHSO security and access requirements. The contractor is required to receive a (SAC) Special Agreement Check.
- e. Contracting staff shall be escorted by VA personnel while performing duties on all VA property.
- f. All contractor staff shall be trained on privacy requirements. Contractor staff shall be issued identification badges and wear badges while on VA Property IAW local policy

3. SPECIFIC AND MANDATORY TASKS

- a. Gather inventory data accurately and comprehensively and reconcile this data on a daily basis to the Maximo database (provided to contractor prior to inventory start) throughout the performance of the contract (MAXIMO with In-Use Status or Alternate Status such as Turned-in, Loaned, Leased, Out of Service, etc.).
- b. Perform a detailed, thorough, and comprehensive quality control analysis and final review of all data fields and equipment inventoried.
- c. Manage the on-site inventory process and escalate potential data collection or site access issues to the VHSO Facility POC (POC) for timely resolution.
- d. Assure "un-reconciled" equipment listings (Equipment "In Use" according to the MAXIMO electronic equipment database) are appropriately disseminated to the Facility POC.
- e. Ensure that all designated locations/assigned areas have received a thorough inventory.
- f. Provide prototype inventory data compilation document for review by VHSO to assure this data fulfills the data requirements established during pre-planning efforts. The prototype data will consist of a semi-raw data sampling gathered during day one of the physical inventory of each Site.
- g. Contractor shall review items inventoried to determine what equipment still needs to be found. Will identify a plan with Facility POC to revisit identified locations with missing equipment.

- h. Create final deliverables according to the format and content agreed upon at the post- award conference and review the contract results with VHSO Facility POC to assure an overall understanding of the results that are generated.
- i. Conduct Onsite Inventory: The contractor shall conduct an onsite inventory, in accordance with Section 4: Inventory Process.
- j. Documentation: The contractor shall document the inventories in accordance with Section 7 and provide daily and final reporting as described in Section 7.

4. INVENTORY PROCESS

- a. Contractor shall be responsible for communicating and coordinating with the VHSO Facility POC to establish the inventory procedures for each building/area (i.e. timing & readiness).
- b. *Scanning:*
 - i. Contractor shall scan the bar code label from each piece of equipment or manually enter the bar code number sequence on the scanner if bar code label is non-functioning.
 - ii. Contractor shall scan all VHSO equipment with the appropriate “EE” prefix tags that is identified throughout the designated locations.
 - iii. Contractor shall monitor required fields on the scanner for completion after scanning. Should field be blank, contractor will fill in information as appropriate.
 - iv. Contractor shall monitor daily the equipment inventoried to ensure equipment scanned matches MAXIMO record. (Attachment D: Equipment Required to be Scanned.)
 - v. A scan of all bar codes labels utilizing a barcode scanner includes the following tasks:
 - (a) Scan and electronically record the unique ID on each equipment.
 - (b) Manually enter the unique ID when electronically unreadable on paper.
 - (c) Capture equipment data for all equipment found without a bar code ID.
 - (d) Place a tag on the equipment designating it as inventoried for the Fiscal Year.
- c. *Barcodes:*

Items found without a bar code or found unreadable and/or illegible shall require Contractor to apply a generic bar code label and collect pertinent information regarding the equipment. Pertinent equipment information includes the following:

 - EE (Equipment Entry) Number
 - Manufacturer
 - Manufacturer Equipment Name
 - Model Number
 - Serial Number
 - Equipment Category
 - Total Asset Value
 - CMR/Equipment Inventory Listing (EIL)
 - Use Status
 - Service
 - Physical Inventory Date
 - Location

d. *Tagging Equipment:*

- i. Once equipment has been inventoried a single common color tag (size not to exceed ½ inch, excluding past colors identified by the Facility POC) shall be applied so visual verification can be known that the equipment was inventoried.
 - ii. A different color tag shall be used for those items that require VA staff attention.
- e. Contractor shall convert all scanned inventory data into their Contractor system on a daily basis to ensure there are no duplicates entries. Any anomalies in the data shall be noted and communicated to the Facility POC for purposes of re-verifying the information.
- f. Contractor shall document on the VA-provided floor layouts the areas that are inaccessible and/or unavailable due to patient care or other reasons beyond the control of the Contractor.
- g. Contractor shall accommodate another revisit to these areas. Scheduling for access to these areas shall be coordinated with the Facility POC.
- h. VA Personnel will be assigned to accompany each of the Contractor's inventory teams while they are on station conducting the Wall-to-Wall inventory.
- i. *Inventory Limitations*
- i. Equipment stored in cabinets, drawers, closets, or other areas where there is an expectation of privacy or security shall not be inventoried by the Contractor unless accompanied by a VHSO POC or designated contact.
 - ii. Equipment concealed from view or away from typical placement of operation shall not be inventoried by the Contractor.
 - iii. Contractor is not responsible for un-packaging equipment.
 - iv. Contractor is not responsible for disconnecting cables when maneuvering equipment to obtain Tag, Model or Serial Number data.

5. VA FACILITY SUPPORT

The Facility POC will provide inventory guidance and assist in the following functions:

- a. Inform the facility employees of the inventory.
- b. Identify any unique circumstances requiring special attention during the Inventory or prior to Inventory commencement.
- c. Provide a sampling of Equipment Barcode Labels.
- d. Provide Facility Floor Plans for all areas that are in the scope of the inventory at each location.
- e. Ensure site access to locations requiring inventory.
- f. Review Final Deliverables and contract results to assure a clear understanding of the results that were generated.

6. DELIVERABLES

- a. The contractor shall deliver three requirements under this BPA.
 - i. *Daily Deliverables:* shall include the scanned inventory findings associated with each site electronically via the Kernel Installation & Distribution System (KIDS) program.
 - ii. *Final Deliverables:* shall include the scanned inventory findings associated with each site electronically via the KIDS program and shall be provide to the VA POC within seven (7) business days after completion of the inventory.

- b. Contractor shall create the deliverables for the contract results in EXCEL format for the reports listed in Section 7.

7. **REPORTING**

The Contractor shall provide information in their daily and final deliverables pertaining to the fields listed in the below format (see Attachment G for example):

- a. Contractor Scans of all equipment scanned during the contract to include equipment not identified in MAXIMO database.
- b. Un-reconciled Equipment Details to show the VHSO entries not reconciled during the contract.
- c. Unreadable Tag Report equipment tags that could not be successfully scanned
- d. Equipment Not Matched by CMR/EIL
- e. Equipment Not Matched by Equipment Category
- f. Equipment with Contractor Applied Tags
- g. Locations missing doorjamb labels
- h. Scanned Equipment NOT in Scope
- i. Data Field & Match Type Definitions that includes codes and a glossary that explain how each individual equipment record was reconciled.

8. **SERVICE**

- a. Services shall be performed annually in the month of August.
- b. The contractor shall provide telephone number(s) and contact person to be used by VHSO.
- c. Technical Support: Provide technical support to assist in the clarification, interpretation, and explanation of findings for the duration of the contract.
- d. Vendor employees will comply with the Standards of Conduct on VA property outlined in title 38 CFR section 1.218, which can be found posted at the entrance to the Medical Center.
- e. Hours of Operation
The Contractor shall perform the services required under this contract during normal business hours, 8 am to 4:30 pm daily, excluding federal holidays. Business hours shall be determined by the time zone the VA facility is located within. If afterhours access is needed for any area, the contractor may request this additional time through VHSO POC.

f. Legal Holidays

The Federal Government observes the following days as holidays.

New Year's Day	January 1 st *
Martin Luther King's Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th *
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25 th *

*If the date falls on a Saturday, the Government holiday is the preceding Friday. If the date falls on a Sunday, the Government holiday is the following Monday.

- g. In addition to the days designated as holidays, the Government observes the following days:
- i. Any other day designated by Federal Statute
 - ii. Any other day designated by Executive Order
 - iii. Any other day designated by the President's Proclamation

Inventory will include the following locations:

Fayetteville Main Campus	1100 N. College Ave Fayetteville, AR 72703
Gene Taylor OPC	1850 W. Republic St Springfield, MO 65807
Joplin CBOC	3015 S. Connecticut Ave Joplin, MO 64804
Branson CBOC	5571 North Gretna Rd Branson, MO 65616
Fort Smith CBOC	1500 Dodson Ave Sparks Medical Plaza Ft Smith, AR 72917
Jay CBOC	1569 N. Main St. Jay, OK 74346
Ozark CBOC	2713 West Commercial Ozark, AR 72949
Township Office	222 E. Township Fayetteville, AR 72703
Sunbridge Offices (Multiple)	180 E. Sunbridge Ave Fayetteville, AR 72703
	38 W Sunbridge Ave Fayetteville, AR 72703
	228 Sunbridge Ave Fayetteville, AR 72703

DEFINITIONS

Site Ledger –

Original site data with the appropriate AMR codes used during reconciliation.

AMR Scans –

Detail of all equipments scanned by AMR during the project – including Ghost Tagged equipments.

Reconciliation Summary –

A standard report that summarizes the percentage of equipments reconciled in total by resolution type, by number of equipments, and by GBV/NBV.

Data Field & Match Type Definitions –

A standard report that includes codes and a glossary that explain how each individual equipment record was reconciled.

Non-Taggable Equipment Reports and Hard Copy –

Includes the tags assigned for bundled furniture entries as well as the sequences of tags assigned to real property and intangible entries “Verified” during the reconciliation.

Un-reconciled Equipment Detail –

VAMC entries not reconciled during the project.

Equipment Write-off Report –

Equipments flagged as “Write Off” during final reconciliation.

Idle & Surplus Equipment Report –

Equipments inventoried as “Idle” during the physical inventory.

Transfers –

Equipments flagged as “Transfer” during final reconciliation.

Sample Deliverable

Appendix C

Room	Barcode	Serial_No	EntryDate	Description	Manufacturer	Face_Desc	Model_No	Match_Type
212-01	564EE5516	ND	14-Jan-09	ND	ND	ND	ND	EE TAG
001-29	13675162	51247725S	20-Jan-09	CASH REGISTER	ROYAL INFORMATION ELECTRONICS	CASH MANAGEMENT	601SC	
001-29	564EE31983	ND	20-Jan-09	ND	ND	ND	ND	EE TAG
001-29	564EE33602	ND	20-Jan-09	ND	ND	ND	ND	EE TAG - SCOPE
001-29	13676442	VA14035	21-Jan-09	TRAILER	ND	TRAILER	ND	
001-29	564EE13958	ND	21-Jan-09	ND	ND	ND	ND	EE TAG
001-29	564EE30053	ND	21-Jan-09	ND	ND	ND	ND	EE TAG
001-29	564EE4300	ND	21-Jan-09	ND	ND	ND	ND	EE TAG