Camden City School District, Camden New Jersey
Request for Proposal CBOE 21-20
Fixed Asset Inventory& Valuation Services

Camden City School District
1033 Cambridge Street, Camden, New Jersey 08105
Attn: Bryan Kennedy
Phone 856-966-2000; Fax 856-966-2139
Kennebr@cpsboe.k121.oh.us

Table of Contents:

The following sections are intended to clearly respond to all requests and requirements for the District Wide Fixed Asset Inventory & Valuation Services RFP CBOE 21-20

- The Proposal Outlines the Following

HCA
ASSET MANAGEMENT

➢ District Wide Physical Asset Inventory, Valuation and Reconciliation Services

1. Executive Summary

Dear Camden City School District Evaluation Committee Members:

Thank you for this opportunity to prepare our firm's bid for the above referenced work. We are pleased to provide you with the enclosed proposal. We appreciate your consideration of our firm and look forward to extending our working relationship with you on this important project.

The Camden City School District (hereafter "District") is seeking to engage a qualified fixed asset management consulting firm, like HCA Asset Management (hereafter "HCA"), to provide a comprehensive fixed asset inventory, valuation and financial reconciliation for the District's asset records. The results of this engagement will assist the District in prospective compliance with fixed asset reporting requirements for internal capital asset tracking needs. HCA information is below:

- Legal name of Firm: HCA Asset Management LLC
- Office locations: Corporate Office: 5214 4th Ave Circle E, Bradenton FL 34208
Central Office: 601 E Henry Clay Street, Milwaukee WI 53217
Western Office: 4250 Drinkwater Blvd, Scottsdale AZ 85251
- Telephone and Fax: 941.752.6330-f941.755.0083 Corp 414.906.1921 Cent 602.625.2004 West
- Website: https://hcamgt.com
- HCA is a national full-service consulting and property valuation firm that specializes in providing asset inventory and valuation services to the public sector.
- Type of Firm: Corporation
- HCA was established in 1985 with the primary focus on providing Building Component and Fixed Asset/Equipment studies supporting Inventory Control, Financial and Federal cost reimbursement reporting and accounting requirements. Since that time, our full time highly qualified team of professionals has increased in size and scope to provide asset valuation services to Federal, State and Local Governments, Public and Private School Systems, Colleges and Universities, Hospitals and Extended Care Facilities, Not for Profit Organizations, and the Hospitality and Insurance Industries.
- Number of Employees HCA: 29
- Date firm was established: 1985
- Tax Identification Number: 45-1137930
- Address, telephone, email address of person and office that is primarily responsible for services of this submission: Gregory P Sheahan, President, 5214 4th Ave Circle East, Bradenton, FL. 34208, 941.544.2369 direct gsheahan@hcamgt.com

*** Note per RFP guidelines: HCA certifies that no official or employee of the Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Board of Education. ***

2. Project Team Summary

HCA prides itself on having attracted and retained some of the most skilled and experienced staff in the public-sector inventory, valuation & appraisal industry. We tackle assignments with a "one client at a time" approach, unique in a field where many firms focus on top-line (revenue) targets, and short-term growth. Our team has taken the opposite approach, focusing on delivering a quality report, on time and for a fair fee – one commensurate with our skill sets. Our staff has many years working with HCA and fully trained for this type of work, you will never find personnel who are *un*qualified on ***any*** of our engagements.

Our proposed team is well-qualified and extremely experienced on projects with similar scope and size. HCA is a unique firm offering clients a national presence and capabilities, without losing that "small company" feel so often associated with the highest level of customer satisfaction. Although there are larger consulting practices, we feel we are appropriately sized to satisfy our clients. With the HCA focused approach, every client is important, regardless of project size or fee.

A few things you should know about our firm:

- We deliver what clients need/want, when we agree to do so – missed delivery dates are unacceptable, both to you and HCA.
- We deliver only the highest quality product, after it has been thoroughly reviewed by Senior Management – we do things *once* and understand that your satisfaction is paramount to our continued success.
- We are *not* the largest valuation firm in the industry… and our clients enjoy the many benefits of this focus – our goals do not include "top line" growth, but rather the emphasis is placed on long-term relationships, one client at a time. **Multiyear update agreements are a staple for our firm**, as evidenced by our client list and past project experience.
- We are able to succeed with our "service first" approach due, in part, to the technology employed by us and effective use of software databases. We provide an optimum degree of client customization through the use of our proprietary Microsoft Access database programs and Microsoft Excel spreadsheets. Using these popular programs allows us to import/export data into just about any system our clients work with.
- Through our depth of experience, HCA has worked with many different government entities, counties, insurance groups, hospitals, school districts and higher education institutes with project requirements identical in scope to those proposed by the District.

Gregory P Sheahan,
President
Range of Experience

Greg has been associated with HCA for over 27 years. As President he is ultimately responsible for the overall operations of all contracts. He has been involved with coordination and oversight of a large majority of governmental, higher education, hospital clinical and research institution projects that HCA has conducted in the past twenty-five years. These projects include original building cost segregation (componentization), historical, replacement cost and insurable valuation conclusions, capital equipment inventories audit and reconciliation services, annual updates and fixed asset accounting and reporting function outsourcing projects. Prior to working with HCA, Greg was in the construction industry. His construction knowledge was instrumental in the creation of HCA proprietary fixed asset database depreciation programs and building component cost allocation methodologies.

Greg's consulting experience includes the development and implementation of complex capital asset management and depreciation solutions for numerous clients in government agencies, cities and counties the higher education and health care environment. Engagement objectives have included the development of property management and financial accounting initiatives supporting client requirements. He has extensive expertise in establishing fixed asset property records for cost accounting, supporting GASB 34, GAAP, UG requirements, and Facilities and Administration (F&A) cost recovery supporting OMB A-21 and A-110 cost reimbursement regulations, now all under the UG Uniform Guidance umbrella, as well as assisting clients meet accountability regulations of internal/external audit and DS-133 audit reviews. He has been asked to speak at numerous regional and national conferences on the subject of property and asset management reporting and over the past two years has conducted workshops on Asset Accountability for the State of Ohio Auditors group meetings and in addition has served as a national panel expert on these subjects for the SECA, FRA and NECA conferences.

Certifications/Affiliations

National Association of Cost Accountants
Southeast Cost Accountants (SECA)
Western Cost Accountants (WECA)
State and Local Government Cost Accountants (GFOA)
Northeast Cost Accountants (NECA)
National Property Managers Association (NPMA)

Professional History

HCA Asset Management, President	1991 - Present
Sheahan Construction	Owner/Operator

Recent/Ongoing Fixed Asset Projects

University of California-San Diego	University of North Carolina
Cornell University- NY	University of California (UCLA)
California Institute of Technology (CIT)	Rutgers University

Mike Fister, MBA, PMP
VP of CAM Operations

Range of Experience

Mike serves HCA Asset Management LLC. ("HCA") as the VP of operations for the Capital Asset Management team, leading more complex appraisal and capitalization assignments. His project management skills and consulting expertise have been crafted through many successful capital asset management engagements for a variety of public entities, including cities, counties, schools, and colleges/universities. Through direct consulting interface with the various contributors, users, auditors, controllers, and accountants Mike has acquired the knowledge of the reporting and reconciliation needs of the many parts of any single higher education institute. He honed many of his analytical and leadership skills while working for the Boeing Company as a Financial Analyst and Contracts Administrator. These roles included leading a team to implement new software systems as part of introducing LEAN Manufacturing practices to the business and financial processes.

Through a regular execution of city, county, and college/university projects, Mike has developed the skills necessary to manage and execute of large capital equipment inventories, space inventories, and Building Componentization projects. Throughout his career Mike has worked with Washington University St. Louis, University of Michigan, University of Washington Seattle, The Ohio State University, Arizona State, and many other research intensive higher education clients.

Project Management

Mike has successfully managed the planning, budgeting, personnel management and complete and timely reporting, or established capital asset management system for numerous asset management, insurance valuation and GASB 34/35 implementation and compliance projects.

Professional History

HCA Asset Management, LLC., VP of CAM Operations	10/07 - Present
Boeing, Contract Administration	06/2006-09/2007
Boeing, Business Analyst	06/2004–06/2006

Education

Project Management Professional – Project Management Institute
Masters- Business Administration, Webster University
BS – Administrative Management/Marketing, Missouri State University

Recent / Ongoing Projects

Penn State University	University of Pennsylvania
University of Washington Seattle	Washington University St. Louis
University of Michigan	University of Minnesota

Mariana Traetta, MBA
Director, HITS

Range of Experience

Mariana has recently joined HCA Asset Management as a Director. Mariana has more than 13 years of professional experience in Higher Education, including the development of F&A (Facilities and Administrative) Cost Rate Proposals, space surveys, and asset management. Mariana has a significant understanding of cost, space, and asset data in accordance with federal guidelines. She has assisted colleges and universities with F&A proposal development, and the implementation of well-documented and defensible costing methodologies in accordance with the OMB Uniform Guidance, 2 CFR Part 200.

Mariana worked at the University of Kansas for 12 years preparing and submitting F&A proposals, conducting space trainings and surveys, and managing the annual physical property inventory process for the university. As part of best practices efforts, she conducted space surveys and prepared F&A models every year. During her time at Kansas, she hired and trained personnel to assist with the centralized scanning and tagging processes of all moveable assets on campus. She also consistently educated space coordinators to follow asset policies and procedures in accordance with mandated state statutes and federal guidelines. During her career, Mariana has conducted several room inventory and space utilization studies. She has trained academic departments and research unit space coordinators on how to categorize results obtained from faculty interviews into 2 CFR Part 200 functional definitions. Mariana has substantial experience working with complex data sets, including the compilation, analysis and reporting of information relevant to Higher Education clients. Mariana has also been involved in PeopleSoft and Oracle Cloud financial systems implementation projects.

Professional History

- HCA Asset Management, Director, 07/2018-Present
- MAXIMUS Higher Education Practice, Manager, 01/2017-07/2018
- University of Kansas, Financial Analyst, 03/2005-01/2017

Education

- Master of Accounting and Information Systems, University of Kansas, 2009
- Bachelor of Business Administration and Accounting, University of Kansas, 2004

Recent/Ongoing Fixed Asset Projects

University of Texas Southwestern Medical Center
University of Nebraska-Lincoln
Nova Southeastern University
Boston University
Weil Cornel Medical College
The University of Iowa

3. Project Approach and Relevant Qualifications

HCA possesses the financial stability and proven track record to assist your program today – and for many years to come. This year we celebrate 35 years of continuous service to our clients. Our experience working with School Districts and Higher Educational Institutions for the purpose of supporting Inventory Control, Financial and Federal Fixed Asset reporting requirements is second to none. Since our inception, we have assembled a team of valuation consultants with unparalleled experience in providing financial cost segregation (building componentization) and valuation, property appraisal and fixed and moveable equipment asset management services. With our extensive project management experience, we have the knowledge and expertise to establish consistent, reliable inventory and valuation conclusions. ***We are driven by a commitment to building and maintaining long-term relationships rather than short-term profits, and our clients will attest to this very basic fact.***

The inventory of the District's asset equipment will provide accounting valuation and financial reconciliation for assets supporting Property Control System thresholds AND fixed assets meeting the District's controlled/tracked policies. The purpose of this proposal is to enter a contract to provide a District wide physical inventory of all assets and attributes (i.e. Asset Tag #, Serial # manufacturer etc.) identified in RFP CBOE 21-20, under Scope of Work. The engagement results are designed to support audit requirements described in GASB Statement 34, OMB A-21 and A-110 F&A Cost Reimbursement Requirements. Our inventory methodology supports GAAP, GAAFR, A-133 and the CAS audit standards - now all under the Uniform Guidance (UG) umbrella. **HCA is prepared to support the District and the engagement results upon State, Independent and Federal audit.**

PRE-FIELDWORK PREPERATION

Prior to our site visit, our project manager will:

- Review and confirm the scope and timing of the services to be provided with the District designated Project Manager.

- Request electronic copies of all file and field layout documentation that will be used to support the engagement; District fixed asset and electronic space files (if available) and related accounting information etc.

- Request any necessary client supplied data (e.g. accounting information, coding structures and definitions etc.), confirm with District staff representative(s) data collection information meets all required fields and field formats for successful upload into the District fixed asset system.

- Confirm individual building, site and department contacts' telephone numbers and email addresses.

- Coordinate project schedules and address any potential location accessibility limitations. Meet with the District point of contact to determine best timing for inventory.

ONSITE FIELDWORK – INVENTORY/DATA COLLECTION

Once contacts have been established at all locations and adequate notification has been sent regarding the purpose of our project, HCA staff will conduct the physical inventory and reconciliation process. This effort will involve a site-by-site, room-by-room inspection to record ALL fixed assets subject to the engagement.

Throughout all phases of the engagement, HCA Staff will be respectful of District students, staff, and faculty and will conduct the physical inventory counts around the schools' schedules so as not to interfere with student testing or other student activities. Personal items of students, staff, and faculty will not be included in the comprehensive physical inventory. HCA staff will leave areas as they found them, will not unplug any equipment and will be responsible and concise during the physical inventory.

As the assets are inventoried, HCA will scan/record all equipment using HCA supplied Bluetooth optical scanners and tablets and utilize HCA proprietary "HITS" data information capture system software – cloud based. The HITS software (https://hcamgt.com/hits-intro-video/) allows us the ability to capture missing pertinent data elements while in the field, standing in front of the item (i.e. serial #, model, manufacturer etc.) and reconcile assets at the same time, thus greatly limiting the District staff time and involvement. HITS will also provide HCA staff the ability to add qualifying District fixed asset items currently not in the District system and scan and search assets by serial numbers etc. All data can be synced live with internet connection at various stages of the day to provide up to the minute accurate data. The inventory data captured is reviewed and matched against the ENTIRE District fixed asset database, providing the ability to identify matched assets, matched assets identified in different locations, items identified that match the District fixed asset definition and to provide the inventory exception reports needed to support the inventory reconciliation requirements.

HCA will conduct a follow-up second phase, final reconciliation, that includes HCA meeting with departments to reconcile the assets not located during phase one walk-through inventories. Assets not located during phase one may be due to reasons such as; space inaccessible, stored out of sight, currently off-site, no way to identify unique identifier such as serial number, no tag and no serial number match etc. The items not accounted for will be researched and identified immediately after initial inventories. We then set up meetings with the departments to physically verify assets they were able to locate. This approach allows HCA to verify assets that have moved locations with-out returning to spaces multiple times with multiple departments. This will also minimize tying up District resources to verify assets.

All assets included in the project will be recorded and classified in a consistent manner. For assets that are identified by HCA that cannot be matched to available records, the following describes the methods we will employ to create an appraised original cost. This methodology is consistent with Uniform Guidance (UG) policy and has produced acceptable results upon review of our reports. During the course of the inventory and subsequent valuation research, our staff will make a determination of the date of acquisition and Historical Cost, defined as follows:

Historical Cost - The actual or normal/estimated cost of property in accordance with market prices as of the date the property was first constructed or originally installed.

HCA staff will establish the Historical Cost by using Direct, Standard or Normal Costing methods, described as follows:

Direct Costing – Under this approach, HCA will directly match an inventoried asset to actual historical cost records, tying back the cost and date of acquisition. This approach is common for the more recently acquired assets.

Standard Costing – This approach can be employed when the actual historical cost for an asset cannot readily be determined (i.e. Direct Cost). A standard cost is an estimated historical cost based on a widely-known average installed cost for a similar asset at the same period of acquisition. The asset's age is estimated based on the observed condition; the manufacturer, model, serial #; and other factors deemed relevant.

Normal Costing – Where the preceding techniques cannot be employed to derive historical cost, we will estimate cost based on a present cost of replacement, indexed by a reciprocal factor of the price increase from the estimated date acquired to the appraisal date. GASB Statement Number 34 (¶158) says “There are a number of price-level indexes that may be used, both private- and public-sector, to remove the effects of price-level changes from current prices.” HCA has developed a series of trend factors based on the detailed US Government Producer Price Index, and updates this set of factors annually.

Fixed asset classes will be recorded, valued and classified in a reasonable, consistent manner. The assigned useful life will be used as a basis for calculating depreciation, and is defined as follows:

Estimated Useful Life – The estimated number of periods (usually years or months) that an asset will be able to be used in the service of its intended purpose. In general, assets should have a useful life of greater than one year if they are to be capitalized.

Note: Where readily available, our staff will utilize existing (direct) cost and date information, obtained from existing District fixed asset and cost accounting records.

As our clients will attest to, the challenging portion of this engagement is not necessarily the data collection and fixed asset inventory itself, although sizeable, but the reconciliation is by far the critical component to the successful completion and acceptance of the final results. HCA prides itself in the proven methodology, procedures and the level of detail that is taken by our staff to support an audit trail that will be acceptable to the District and your state, independent and Federal auditors. **It is not uncommon to see Firms with less experience in this area to not properly anticipate the time and therefore the costs associated with this extremely important effort. When you contact our clients and references of others, we recommend that you specifically address the qualifications of Firms in this area. Completing this effort right the first time can eliminate added cost and time to resolve post engagement issues. We work closely with the Institutions' departments and management staff to provide reports and recommendations that guarantee success.**

QUALITY CONTROL PROCEDURES

HCA is committed to timely delivery and high-quality services to all of our clients. Built-in quality control measures are integral to every project. We focus not only on thoroughness but on accuracy and consistency as well. Some of HCA's quality control processes include:

- Our Project Managers verify that every site location has been visited by an HCA team member by reviewing maps, building and/or site plans, and monitoring the matched and unmatched asset list from the District data base. Additionally, a listing of any locations unable to be accessed is provided to our clients for resolution.

- To ensure that all data collected by HCA staff is included in project deliverables, a daily log is maintained by our Project Manager. This daily log, which includes daily asset counts, is made available to our clients upon request and is compared to the total asset count in the final reports to ensure every inventoried asset is included.

- HCA will supply the necessary Bluetooth bar code optical scanner hardware and the HCA proprietary "HITS" data capture software to manage the asset inventory and track the inventory results on an up to the minute basis. Inventory data captured on the optical scanners will be uploaded and reconciled against the entire District capital asset file. This process allows us to track the progress of the inventory and identify matched assets, matched assets transferred to different locations, and assets and locations not yet accounted for.

- Our Project Managers review all inventory data for accurate and consistent:
  - Descriptions/Nomenclature
  - Numbering/Coding
  - Costs/Values

HCA SUITE OF SERVICES OFFERINGS

HCA is a service-oriented business, dedicated to providing competitive quality solutions, and on time delivery of our engagement results. The HCA capital asset management services assist our clients with external audit requirements, financial and Federal reporting, and accountability and control of fixed assets. ***Our commitment to every client is complete satisfaction, from start to finish.***

Our professional services include the development and review of fixed asset policies and procedures, inventory and valuation of land, infrastructure, buildings, movable equipment, and the implementation of bar code equipment inventory systems, equipment re-verification studies and out sourcing of the property management function. Our engagement results are provided in a ***"format that will interface"*** with client supported fixed asset systems.

Our comprehensive capital asset management services include:

- Developing policies & procedures
- Review of accounting/asset management systems
- GASB 34, FASB and OMB A-21 capital asset consulting
- Compliance with OMB A-87, GAFR and A-133 Audit Federal Cost Principals for State & Local Governments.
- OMB A-21 step down cost allocation services supporting our building component and movable equipment engagement results.
- Comprehensive asset inventory and valuation; Land, Infrastructure, Buildings, Movable Equipment, etc.
- Optimizing F&A rate calculations on capital equipment depreciation by allocation on room to room equipment match.
- Building Component Studies/Capital Cost Allocations supporting maximum Federal cost recovery benefits.
- Barcode and RFID tagging/re-verification studies

- HITS Asset Management software implementation and use
- Annual updating service (including on-site re-inventories and data base outsourcing services)
- Calculation of depreciation supporting Financial & Federal reporting requirements
- Reports provided to meet financial reporting and insurance requirements
- Interface engagement results with Client supported fixed asset systems

With over 150 years of combined management experience, we have the knowledge and expertise to establish consistent, reliable inventory and valuation conclusions. Our senior staff includes members of the American Society of Appraisers (ASA), with backgrounds in accounting, engineering, construction management and finance/economics. We are affiliated with and support NACUBO, RIMS, NPMA, AGRIP, PRIMA, HFM, NACURA, FRA, NECA, SECA, WECA, AACC and many other regional and local business organizations...

HCA shall perform onsite work during normal District business hours Monday through Friday, 7:30 am through 5:00 pm, but is also prepared to inventory special program sites, as stipulated by the District. HCA has a proven record on engagements of this size and scope.

HCA is prepared to work with the District to establish an engagement timeframe that is suitable to the Districts Management and your reporting requirements Please refer to the following work plan for a time-phased task list supporting the engagement.

TASK	*10 DAYS*	*20 DAYS*	*30 DAYS*
1) Project Planning			
2) HCA Asset Management System Setup			
3) Review Staff Inventory & Valuation Procedures			
4) Complete Engagement Coordination			
5)Complete Inventory & Data Collection Process			
6) Inventory & Valuation Reconciliation			
7) Complete Data Base Edits			
8) Complete Final Review			
9) Produce Draft Reports			
10) Produce Final Reports			
11) Final Inventory Electronic Interface			

HCA understands that "time is of the essence" for this inventory and reconciliation project and we are prepared to begin the engagement shortly after award and contract execution**.** The anticipated timeframe for completion of the capital asset review, inventory, financial reconciliation and delivery of the final reports and electronic media is estimated to be 4 weeks from receipt of the District executed contract and commencement of the on-site field work.

4. Relevant Project Experience and References

1) Reference Name: **Rutgers University NJ**

Contact: Ms. Chea Smith, CRA Director Cost Analysis and Reporting
Phone #: (848) 455-2099 E-mail address chea.smith@rutgers.edu

Rutgers University – HCA has provided capital equipment inventories, valuation and tagging efforts in conjunction with building componentization services for Rutgers University. The objective of the engagement(s) were to correct inventory records and establish an accurate baseline in the University capital inventory system of capital equipment – in Addition when UMDNJ came back under Rutgers U accounting umbrella all new tags were applied to medical equipment throughout all state locations – and fixed equipment and building component items in order to reduce audit exposure. Additionally, the results of the engagement were used by Rutgers U for overhead costs recoveries (F&A reporting) to re-charge indirect costs for reimbursement for two of the allowable cost pools - building and equipment depreciation. Due to our successful efforts with this client, we continue to update these services as needed.

2) Reference Name: **University of Iowa & UI Hospital and Clinics**
Contact: Ms. LeAnn Meeks Assistant Director, Capital Assets Management
Phone #: (319) 335-0103 E-mail address leann-meeks@uiowa.edu

University of Iowa – HCA, who has been providing building componentization services annually for the UI since FY2000, was awarded a competitive bid RFP award of a comprehensive capital equipment inventory and reconciliation for the University of Iowa & the University of Iowa Hospitals and Clinics in FY2010. The University decided (after this inventory) that on annual basis they wanted to have a complete inventory performed on all assets in the Hospitals and Clinics and do a ½ campus inventory on main campus items annually. The results of these inventories have provided the University of Iowa audit compliance, equipment stewardship and a substantial and measurable increase on the equipment depreciation component of the F&A rate calculations/submissions and recoveries. HCA staff members are registered in the Reptrax Hospital "watch" system and are HIPAA compliant. We have remained under contract annually since our original work, and through competitive bid, was recently awarded an additional 5-year contract on this engagement. Under Contract through FY2023.

3) Reference Name: **Weill Cornell Medical College NYC**
Contact: Ms. Julie Ann Wong, Indirect Cost & Fringe Benefits
Address: WCMC, 575 Lexington Ave. 9th Floor, New York, NY 10022
Phone #: (646) 962-3100 E-mail address jaw2002@med.cornell.edu
Contact #2: Ms. Katie Slack CPA, Senior Manager Financial Accounting and Analysis
Address: WCMC, 575 Lexington Ave. 9th Floor, New York, NY 10022
Phone #: (646) 962-2326 E-mail address kas2061@med.cornell.edu

Weill Cornell Medical College - HCA was awarded a comprehensive inventory/appraisal/reconciliation project for all WCMC fixed assets (buildings, improvements, equipment etc.) in 2014. The objective of the engagement was to correct inventory records and establish an accurate baseline in the College's capital inventory system. WCMC was interested in "cleaning"/validation and reconciliation of existing fixed asset data and optimizing F&A recovery through these efforts. HCA provided WCMC building component and equipment accounting classifications and established accounting useful lives representative of component and equipment consumption at WCMC. The results of the original HCA engagement and WCMC conversion to building componentization was successfully audited by internal, external and federal auditors. Additionally, the results of the engagement were used by WCMC for overhead costs recoveries (F&A reporting) to re-charge indirect costs for reimbursement for two of the allowable cost pool - building and equipment depreciation. Since the initial engagement HCA was awarded a project to continue inventory and tagging efforts at WCMC annually (Property Management out-sourcing and inventory perpetuation services) so that they remain good stewards of their assets. We recently completed the WCMC 2019 engagement efforts, approximately 56 sites/buildings - under contract through FY2021.

4) Reference Name: **Stevens Institute of Technology NJ**
Contact: Ms. Jamie Houghtaling – Controller
Phone #: (201) 216-3348 E-mail address jhoughta@stevens.edu

Stevens Institute of Technology – HCA, who performed the original capital equipment inventory, tagging, valuation and reconciliation engagement in 2018 was recently awarded an update of the work in 2020. We were on-site at the beginning of the year and got this accomplished prior to COVID-19 shutdowns. The objective of the original engagement (2018) was to correct inventory records and establish an accurate baseline in the College's capital inventory system. The update in 2020 considered all capital asset Adds and Deletions since our last physical inventory efforts as well as a comprehensive inventory of existing items so that Stevens Institute could remain compliant with 2-year cycle inventory count mandates per Uniform Guidance (UG) recommendations.

5) Reference Name: **Hillsborough County Public Schools FL**
Contact: Mr. Glen Lathers Director, Risk Management and Safety
Address: HCPS, 4224 West Crest Avenue, Tampa, Florida 33614
Phone #: (813) 872-5263 E-mail address Glen.Lathers@sdhc.k12.fl.us

Hillsborough County Public Schools District **– 8th largest District in the Country**
HCA completed a detailed property insurance valuation and inventory in Calendar year 2015. The objective of the engagement was to provide accurate property insurance underwriting data and supportable replacement cost conclusions to assist the District in proper insurance placement of the subject assets. The project consisted of over 2600 buildings spread over 270 sites, with physical inspection conducted at each location. Careful consideration was given to limit the interruption of school business functions through effective communication with District staff. Our final report conclusions and data export has provided the District with a manageable baseline dataset to accurately perpetuate their insurance requirements into the future.

During the past five years HCA has performed movable equipment inventory, verification and financial reconciliation services for twenty of the leading Research Universities in the country. The engagements performed at these institutions are similar, and in many cases identical in scope to the service specifications requested by the District. We strongly encourage District to contact ***ANY*** of the HCA clients identified on the following page to gain a first-hand perspective of HCA knowledge and experience in providing the services requested.

HCA Higher Education Client Listing

69	Arizona State University
71	Boston University
	Brandies University
62	California Institute of Technology
37	Case Western Reserve University
	College of William & Mary
58	Colorado State University
31	Cornell University
34	Emory University
	Florida Atlantic University
140	Florida International University
102	George Washington University
111	Georgetown University
	Joslin Diabetes Center-Harvard Medical
81	Iowa State University
115	Kansas State University
93	Medical University of South Carolina
89	New York Medical College
30	Northwestern University
94	Oregon State University
15	Pennsylvania State University
66	Rutgers University
	SUNY Downstate Medical Center
73	SUNY Stony Brook
62	SUNY University at Buffalo
142	Temple University
10	The Ohio State University
	University of Alabama - Tuscaloosa
120	University of Alaska
23	University of Arizona
6	University of California San Diego
46	University of Chicago
49	University of Connecticut
68	University of Colorado
148	University of Idaho
59	University of Iowa
128	University of Kansas
	University of Kansas Medical Centers
4	University of Michigan
17	University of Minnesota
80	University of Nebraska - Lincoln
24	University of North Carolina – Chapel Hill
	University of North Carolina - Wilmington
9	University of Pennsylvania
160	University of Oregon
154	University of Rhode Island
	University of South Alabama
99	University of South Carolina
60	University of South Florida
26	University of Southern California
77	University of Tennessee – Knoxville
61	University of Tennessee – Memphis
40	University of Texas – SWMC
125	University of Vermont
70	University of Virginia
8	University of Washington
3	University of Wisconsin
110	Utah State University
	Virginia State University
67	Wake Forest University
20	Washington University St. Louis
	Weil Cornell Medical College
5	Yale University

62 Research Universities

20 Top 50 Schools

41 Top 100 Schools

47 Top 125 Schools

53 Top 160 Schools

5. Asset Management System (Option #1)

The proposed services will provide a comprehensive and fully integrated District assets management/tracking system that meets the requirements identified in RFP CBOE 21-20. HCA's "HITS" ***H***CA ***I***nventory ***T***racking ***S***ystem will allow for tracking of barcode or RFID tags with blue-tooth scanner technology ***(prospective HITS enhancements will include smart phone scanner abilities)*** and the uploaded records will enable The District to achieve compliance with all their required accountability, accounting, auditing and oversight bodies. The HITS software allows users the ability to capture missing pertinent data elements while in the field standing in front of the item (i.e. asset/tag #, serial #, model, manufacturer, description of item etc.) and sync "real time" whenever internet access is available. By syncing real time, HITS provide inventory staff the ability to reconcile with departments regarding not located items on the spot – limiting District staff time and involvement. HITS also allow the user to search by department, item, serial #, manufacturer, description etc. when tags are not visible or have been removed. HCA proprietary "HITS" data information capture system software (**https://hcamgt.com/hits-intro-video/**).

The HITS program utilizes both a website and a desktop application to manage the asset records. HITS Web is a software-as-a-service (SaaS) offering developed in C# with Microsoft SQL providing the backend database infrastructure. It is hosted in the cloud with Microsoft Azure, a leading provider of web and cloud services for B2B platforms. HITS Web utilizes industry-standard 256bit encryption of data at rest and in transit ensuring your data is always secure. The SaaS model means that there is no need to install or maintain third party software on your servers. HITS Web is available through all modern browsers. HITS Web manages the client's users and their permissions. The administrator can import and export data as well as run a multitude of reports. Custom fields can be created and managed via HITS Web. Buildings, Departments, and asset custodian records can be edited, and staff appointments and data synchronization records can be tracked. HITS Web provides the client with complete control of their asset records, user accessibility, and reports.

HITS Desktop is the application used as a field data capture utility to accompany HITS Web. The desktop version stores data locally and then syncs data to HITS Web when a Wi-Fi connection is available. HITS Desktop is a Microsoft Windows-based (PC) application designed to be installed on a tablet or laptop. While not required, touch screens tend to work best for heavy users while in the field. HITS was designed to more effectively and efficiently capture data via barcode or RFID scanners. Users utilize the desktop application in the field to collect pertinent inventory records and update existing fields.

The Desktop program allows the user to automatically update the location data for multiple assets as they scan the asset tags or serial numbers. The user may also utilize the on-demand reconciliation button to view which assets may have not been located yet for the location they are working in. HITS desktop offers a multitude of filter functionality to narrow down search items as well as an on-line scheduling and in-platform email function to distribute asset lists to multiple departments simply by creating your filter parameters. The desktop application allows users to take pictures of assets or upload pertinent documents such as user manuals or asset transfer or disposal forms.

HCA HITS HARDWARE RECOMMENDATIONS

PC: Windows Laptop / Tablet

- Windows 8 or greater
- Touchscreen recommended
- Bluetooth connectivity required

RFID Scanner: TSL 1128 Bluetooth UHF RFID Reader

- Bluetooth connectivity
- Ability to scan both UHF RFID and Barcode tags
- Approximately 3-12' read range depending on tag
- Ability to change Antennas
- Does not require line of sight reads


With trigger handle & 2D UHF antenna

Barcode Scanner: Motorola CS3070

- Bluetooth connectivity
- Small, reliable, and cost effective

HCA will work in conjunction with District IT staff to develop a template for the automated transfer of files, upload of "cleaned" data back into the Districts fixed asset module of their financial reporting system (SMART's) or other financial system, via FTP batch processing or other. The upload of data will be completed on predetermined time cadence. The automated transfer of accurate, reconciled, corrected inventoried data will eliminate human error and provide efficiencies and a reduction of man-hours The District is looking to accomplish through this initiative.

6. General Information - Rationale for Selection

The successful execution of any fixed asset valuation, inventory& reconciliation requires a cooperative and coordinated relationship between the consultant and client. Our anticipated role as the selected vendor will be to perform the majority of all tasks associated with the execution of the engagement. However, the District involvement will be critical in the following areas to ensure our overall success.

Based on our vast project experience, the most critical step will be the assignment of a District employee as coordinator for the engagement. Having your coordinator involved in the assignment from start to finish is essential and helps ensure total project continuity and stewardship once our staff has completed our work and the data resides in the District property system. The District coordinator should have a basic understanding of fixed asset cost accounting and full knowledge of your internal fixed asset accounting requirements. The coordinator should be available to:

1. Coordinate appraisal staff requirements concerning:
    a. Access to sites, buildings and space
    b. Security clearances
    c. Requests for the System fixed asset database, reports, and work space.

2. Arrange introductions of HCA staff to appropriate District personnel (i.e. Specific Project Contacts, "Sensitive" Area Contacts, Accounting Staff, Building Security, etc.).

3. Notify appropriate District personnel concerning the nature of the project (i.e. Project Announcement Memo/Correspondence).

4. Obtain workspace for the inventory meetings, preferably near Project Management or Accounting Departments.

5. Provide HCA with all current and up-to-date asset listings immediately upon award (or as soon thereafter as possible).

HCA has a field-tested fixed asset system HITS (used exclusively by HCA staff for 4 years prior to commercial use/sale). HCA will meet all insurance requirements per RFP specifications. The main reason that the District should consider HCA on this important initiative is described in our HCA core values and the HCA Guarantee – **this is part of our DNA**.

1) **Clients Are Our Friends - We genuinely care about our clients and the services they receive.**

2) **Fiercely Protect Our Reputation - We act professionally at all times; deliver value; and do what we say.**
3) **Obsessed with Outcomes - We're committed to complete company and client satisfaction.**
4) **Motivated and Always Learning - We do not need oversight; we're continually improving ourselves.**
5) **We Are A Team - We support each other through humility, trust and collaboration.**

HCA Guarantee: We promise to deliver value and accurate, defensible data

7. Project Costs

- Comprehensive District-wide Fixed Asset Inventory, Tagging and Valuation of assets (as required), reconciliation and reporting. This is a "fixed fee" price quote ALL professional travel and overhead expenses are included. **All Inclusive** = **$67,425 Fixed Fee Price**

Option #1

- **Training and Installation:** After HCA performs the initial baseline inventory and tagging, HITS software install, license and training will be $7,500 per year
- **Initial FTP Setup Costs:** If requested, HCA IT staff will design and implement FTP or API interface in conjunction with District IT staff – T&M costs will be charged capped at $12,500.
- **Hardware Costs:** Recommended Barcode Scanner approximately $350 each and $1,250 per RFID scanner.

HCA will invoice The District for services rendered throughout the progress of our work. The District will be billed twenty percent of the total contract fees upon contract authorization and a minimum of one week of field work has been completed by HCA staff. The remaining professional fees will be submitted with the delivery of the final reports and electronic media. Invoices shall be payable upon receipt. HCA reserves the right to charge interest calculated based on one and one-half percent per month if payment is not received within 40 days of receipt of our invoice.

8. Conclusion

HCA anticipates working with District staff accessing their "tribunal knowledge" of District assets, throughout the engagement. Thank you for this opportunity to submit our proposal to provide professional capital asset inventory and financial reconciliation services. This is to acknowledge our understanding of capital asset accounting requirements supporting GASB, GAAP & GAAFR. Please do not hesitate to contact me if I can answer any questions regarding the proposed services.

Gregory P. Sheahan

Date June 15th, 2020

Gregory P. Sheahan
President, HCA Asset Management LLC
Email gsheahan@hcamgt.com

Direct 941.544.2369
Office 941.752.6330