FEDERAL SURPLUS PROPERTY SYSTEM REQUIREMENTS

Requirements for Donee Management:

1. Donee Profile General System Requirements. The system must allow for data entry, retrieval and printable presentation of the following fields as both a public facing online Donee eligibility application form and a SASP administrative view with full editing capabilities.
2. Account number.
3. Federal employee identification number.
4. Donee type 3040 code.
5. Donee organization name.
6. Email address.
7. Email addresses should be hyperlinks to immediately send an email by clicking on the hyperlink in the SASP administrative view.
8. Mailing address, city, State, zip, County.
9. Physical address, city, State, zip, County.
10. Telephone number.
11. Fax number.
12. Written description of the Donee’s operations, facilities, program and services.
13. Number of full-time staff.
14. Number of part-time staff.
15. Total budgeted expenditures for a fiscal year.
16. Contributions from local tax funds, state aid and federal aid.
17. Current fiscal year budget revenues.
18. Hours of operation.
19. Billing terms.
20. Eligibility renewal period.
21. Eligibility expiration date.
22. Eligibility status.
23. Comment field to input special notes (e.g. pay at time of pick-up, authorize person to make changes, etc.).
24. Authorized Donee individuals including administrative head (Used to identify who is authorized to make changes to the account).
25. For each person authorized to sign for property:
    1. Name
    2. Title
    3. Phone number
    4. Email address
    5. Signature (capture or file upload)
26. The system shall contain an SEA indicator showing whether the Donee is eligible for (Dept. of Defense) DOD property.
27. The system shall have search capabilities on all major fields, including a search by SF123 number on all relevant screens.
28. The system must allow for printing an entire Donee profile record.
29. The system must record each Donee’s eligibility history.
30. The system must be able to capture the name, date and signature of the SASP users who approve a Donee’s eligibility.
31. The system must notify the SASP by email when a new Donee eligibility application has been submitted from the public facing Donee website.
32. The system must notify the ASAP by email listing any upcoming Donee eligibility or supporting document expirations.
33. Additional Donee profile requirements:
34. Display and allow uploading supporting document files (.docx, .xlsx, .pdf, .txt, .jpg/jpeg). The type of attachments for each Donee type must be restricted to the GSA requirements of supporting documents required by each type of Donee.
35. Attachments must include the name of the document, type of attachment and expiration date.
36. Attachments may be uploaded by the SASP staff system users.
37. Attachments may be opened from the administrative view of the Donee profile, and attachments must be approved or rejected by SASP staff system users as part of the overall Donee eligibility.
38. The system must be able to print reminder letters and automatically send email reminders when a Donee’s eligibility and attachments are about to expire, and send past due reminders when eligibility or supporting documents have expired and are not renewed.
39. The system must be able to send email notifications to the SASP indicating upcoming Donee eligibility and document expirations.
40. The system must automatically render Donees ineligible if their eligibility or supporting document renewals are not updated within 90 days after expiration.
41. The system must automatically render a Donee ineligible if an invoice remains unpaid for 90 days.
42. The system must have a system override for automated emailing allowing SASP users to send email notifications automatically or manually select Donees and renewal reminder letters to be printed or sent by email.
43. The system must provide printable mailing labels for all, or selected Donees.
44. The system must provide a list of all Donee email addresses which must be exportable to Excel.
45. Donee profile records must be searchable by Donee organization name, account number, Donee type, individual name, county, city, email and zip Code.
46. Donee Want List System Requirements:   
    a) The system must provide a method for Donees to indicate the property they require by providing the federal stock number, quantity and description of each item. Each “Want List” request by a Donee must include the following data
47. Description of the item
48. Federal stock number
49. Quantity requested
50. Date the item is put on the want list
51. Donee organization name
52. Donee contact person
53. Donee contact person’s phone number; and
54. Donee contact person’s email.

b) If requested property is allocated to the SASP by the GSA on behalf of a Donee’s request, the system should be able to notify the Donee by email.

1. Standard Form 123 (SF123) requirements are as follows:

a) Must be able to download SF123 data from GSA’s online property disposal system (PPMS) for all SF123s allocated to the SASP and insert the data into the system database.

b) Must Provide an API to automatically download allocated SF123s and insert their data into the system database and notify the SASP by email when an SF123 has been downloaded.

c) Must be able to confirm and store the names of the screener responsible for the SF123 along with names of the GSA and SASP approvers.

d) Must be able to manually enter SF123s for times when property does not go through PPMS.

e) Must allow for searching SF123 records at least by SF123 Number/Disposal Turn In Document number (DTID), SF123 date, Item control number and description.

f. Ability to add more detailed text descriptions or fields (make, model, serial number, location, etc.) that are not provided by PPMS.

g. Must be able to upload images for SF123 property items.

h. Should be able to decode images using AI to provide a detailed description of property items.

i. The default service charge percentage of Unit Acquisition Cost for each item on an SF123 must be calculated automatically based upon a set percentage determined by the SASP.

1. Property Pickups:
   1. The system must be able to search for existing pickup manifests by manifest number, manifest date, pickup company, property location and SF123 number.
   2. Pickup documents must include a pickup manifest listing all items to be picked up and a signed letter of authorization.
   3. The system must be able to print and email pickup documents to the SASP pickup staff, third-party transportation companies, and/or Donees for direct pickups.
   4. The system must be able to email pickup documents directly to any required GSA contacts, the property location, and transportation company or Donee.
   5. The letter of authorization must either show the logged-in SASP user’s signature or allow a signature to be applied directly on the screen, so the signed letter of authorization can be emailed from within the system.
   6. The pickup manifest must include contact information for the Donee, holding agency, property location, and SASP screener, along with their respective contact person’s phone number and email as well as a list of items to be picked up.
   7. Each item of property listed on the pickup manifest must include
      1. item control number,
      2. federal stock number,
      3. category,
      4. unit of measure and
      5. quantity
   8. The pickup manifest must include spaces for the pickup location and pickup persons signatures.
   9. Emailing the pickup documents from within the system must provide a choice of recipients including the:
      1. GSA regional office contact person,
      2. Holding agency contact person,
      3. Property location contact person, and
      4. The pickup company/Donee contact person.
   10. Scheduling a pickup must provide the opportunity to change the SASP’s service charge associated with each item.
   11. Optionally, for a direct Donee pickup, the system should produce a pickup/service charge confirmation to be emailed to the Donee. The Donee should be able to sign this document online as a confirmation of intent to pick up and pay for the allocated property.
   12. The system must allow Donees to upload a scanned document or image of the pickup manifest showing the quantities picked up and signatures of the property location attendant as well as the Donee pickup person’s signature.
2. Receiving System Requirements:

The system must record items received into inventory and must perform the following at a minimum:

* 1. Check in the property and indicate if the quantity for each line-item has/has not been received.
  2. Be able to receive an item with a quantity that is over or under the quantity noted on DTID/SF123 document.
  3. Receive items in different units of measure.
  4. Split lots, boxes and packages into individual inventory items.
  5. Generate Shortage/Overage reports of property not received or received.
  6. Allow for customized, barcoded inventory labels and numbering (ex: part 1 of 2, etc.).
  7. Allow for photos of items to be added during receiving.
  8. Assign items to specific warehouse locations.
  9. Automatically assign a default service charge to each item.
  10. Automatically assign a compliance record to each item depending upon is unit acquisition cost and type of property.
  11. Allow changing an item’s service charge or service charge percentage.
  12. Warn if the service charge for an item is not within the State Plan guidelines.
  13. Allow recording a transportation/delivery fee and prorate that fee across all items on an SF123/Pickup manifest.
  14. For vehicles, record and decode the VIN.
  15. Allow for attachments to be uploaded and assigned to an inventory record.
  16. Provide a description text field for each uploaded item.

1. Additional Receiving Requirements:
   1. The system must allow splitting lots, pallets, kits, packages, boxes, etc., into different categories each with their own inventory number, quantity, unit of measure, stock number/category, condition, warehouse location, compliance period, description and service charge.
   2. The system must be able to print barcoded inventory labels for each of the split items. The bar-coded labels should include the inventory number, category, service charge, unit of measure, warehouse location and item control number along with an indicator of the number of items for each inventory number (e.g. 1 of 4, 2 of 4, etc.).
   3. The system must be able to show historical reports for each received manifest including the manifest, receiving report, and any over/short report.
   4. The system must allow for second and subsequent manifests to be created if all quantities from the original pickup manifest are not picked up and the remaining items are not canceled.
   5. Any remaining line-item quantities on a second or subsequent manifest must have their original received inventory number quantities incremented if they are subsequently received.
2. Stock System Requirements:

All items must be tracked as individual inventory items and followed through the entire process from receiving to disposition and Donee compliance. The system must allow access to inventory records and must perform the following at a minimum:

* 1. Search current, sold and deleted inventory items by:
     1. inventory number
     2. SF123 number
     3. item control number
     4. stock number
     5. category
     6. description
     7. date received
     8. unit price
     9. warehouse location
     10. manufacturer
     11. model
     12. VIN/serial number
     13. manifest number
  2. Indicate the date the item was received into inventory.
  3. For items in inventory, the system must allow splitting received inventory lots, pallets, kits, packages, boxes, etc., into different categories each with their own inventory number, quantity, unit of measure, stock number/category, condition, warehouse location, compliance period, description and service charge.
  4. Allow the SASP to change the acquisition cost of items after approval is received by GSA.
  5. Allow the SASP to change the service charge on items received into inventory.
  6. Allow for inventory adjustments including those that do not get reported on the Quarterly Activity Report (3040).
  7. Record any adjusted inventory quantities and the SASP user who made the adjustment.
  8. Upload images and attachments to each inventory item.
  9. Show the associated SF123 number and manifest number for each item received into inventory.
  10. Provide a printable inventory profile.
  11. Allow printing of any selected quantity of barcoded inventory labels.
  12. Provide a VIN decoder for vehicle inventory items.
  13. Provide the ability to apply expenses such as repair costs to an inventory item, and to recover those expenses by applying a prorated expense amount across the quantity of items in an inventory record on each invoice line item for that inventory record.

1. Other Inventory Requirements:
   1. Allow the SASP to create a list of all internal warehouse locations such as Aisle/Row, Shelf, Bin, etc.
   2. Provide a method of recording inventory counts and reconciling them with the quantities in the system.
   3. Show the date inventory items were last counted.
   4. Allow multiple SASP staff members to record inventory counts simultaneously.
   5. Provide a report of any inventory discrepancies.
   6. Optionally allow for AI to decode item images and text values such as year, make, model, and serial number to provide detailed descriptions of inventory items.
2. Invoicing Requirements:

The system must allow a user to perform the following functions, at a minimum, for invoicing and other transfers.

* 1. Search existing invoices by:
     1. invoice number
     2. invoice date
     3. Donee organization
     4. Donee account number
     5. item control number
     6. stock number
     7. inventory number
     8. description
     9. the VIN/serial number
  2. Look up Donee information by Donee name or account number to assign to an invoice.
  3. Indicate the SASP has checked photo ID or knows the person who is signing the invoice for federal invoices.
  4. If a Donee’s account is past due, a warning must show before continuing with an invoice and the SASP user must require the name of the Donee person who authorized the invoice.
  5. If a Donee’s eligibility has expired, the system must prevent that Donee from being assigned to an invoice.
  6. Look up and assign the selected inventory items to an invoice by:
     1. inventory number
     2. item control number
     3. stock number
     4. category
     5. description
     6. date received
     7. service charge
  7. Automatically assign all line-item records to an invoice from a selected SF123 number.
  8. Show the SASP member who approved the invoice along with the Donee billing contact person and Donee approval person for the invoice.
  9. Provide an option to add a delivery fee to an invoice.
  10. Show payment information and terms and conditions on the printable invoice.
  11. Capture the Donee signature and SASP user’s signature on the invoice and store it in the database for future review of an invoice.
  12. Provide a printable invoice and allow invoices to be emailed to the Donee directly from the system.
  13. Provide online payment options for credit cards, Apple Pay, Google Pay, ACH and certain crypto payments.
  14. Capture and store the Donee signature on invoices and payment receipts.
  15. Provide a process to record payments against invoices to include the payment date and payment method. Allow for multiple payments with different payment types to be applied against an invoice.
  16. Provide a printable paid invoice receipt and the ability to email the receipt directly to the Donee.
  17. Items deleted from an invoice must be returned to stock.
  18. Provide the ability to change the service charge and any assigned expenses when adding an inventory item to an invoice.
  19. Allow for a discount percentage or discount price to be applied to an invoice line item.

1. Other Invoice Requirements:
   1. The system must provide a mechanism for returns.
   2. Returned items must be added back into stock.
   3. Returned items must provide a credit to the Donee’s account and credits may be used by the Donee as payment for future invoices.
   4. The system must offer a facility for blanket purchase orders (BPO). As invoices are created, the value of the Donee’s BPO must be reduced by the amount of invoice. If the value of an invoice exceeds the remaining balance in a BPO, an alert must show, and the invoice must not be able to exceed the remaining balance in the BPO.
   5. The system should be able to automatically generate invoices for Donee direct pickups when proof of the items and quantities picked up are confirmed.
   6. The system should be able to automatically generate an invoice for a Donee direct pickup if the pickup is not yet confirmed by the Donee in the system, but the property items and quantities listed on the SF123 have been confirmed as picked up by email from the Donee or verbally confirmed as picked up.
   7. The system must allow for editing automatically generated invoice line items if the original invoice quantity differs from either the quantity confirmed as picked up, or the quantity received into inventory.
   8. If any pickup confirmation has a lesser quantity than the SF123 line-item quantity, the system must offer the option to create a second or subsequent pickup manifest.
2. Donee Eligibility and Document Expirations Management
   1. The system must provide an automatic process to alert Donees when their eligibility is about to expire by sending an email reminder 30 days prior to the eligibility expiration date.
   2. The system must provide an automatic process to alert Donees when their eligibility renewal is 30 days past due, 60 days due, or 90 days past due. If the Donee’s eligibility renewal is 90 days past due, the system must automatically suspend the Donee so the Donee can no longer acquire property until their eligibility is renewed.
   3. The system must provide an automatic process to send email reminders when a Donee’s required documents are about to expire. Automatic emails will be sent 30 days prior to the document expiration date, 30 days after the document expiration date as well as 60 days and 90 days after the document expiration date. If the document is not renewed 90 days after the expiration date, the Donee’s account will be suspended pending submission of updated documents and subsequent approval by the SASP.
   4. In addition to automatically sending email reminders, the system must allow the SASP to select Donees with expired eligibility or expired documents and manually select and send an appropriate reminder email.
3. Accounts Receivable
   1. The system must provide an automatic process to remind Donees of unpaid invoices seven days before the payment due date, as well as past due notices at 30 days, 60 days and 90 days past due. If a Donee has an invoice 90 days past due, the system must automatically suspend the Donee’s account.
4. Automations

Where possible, the system should provide time-saving automated processes for Transfer orders, Pickup scheduling and documents, pickup confirmations, inventory receiving and invoicing Donees.

1. Public Facing Donee Website:

The system must include a public-facing website accessible to eligible Donees. At a minimum, the public Donee website must provide the following facilities:

* 1. A complete GSA-compliant Donee eligibility application with the ability to confirm required document attachments, and to accept and store Donee applicant signatures.
  2. A read-only view of the Donee’s eligibility application with the ability to upload updated versions of the documents required by the GSA for eligibility.
  3. A data entry screen for Donees to enter items to a “Want list”.
  4. A process for confirming property picked up and collecting signatures from the pickup location individual as well as the Donee representative undertaking the pickup.
  5. A process for uploading a scan or image of a pickup manifest showing the quantities picked up and signed by the pickup location individual as well as the Donee representative.
  6. The ability to search the federal inventory whether or not a Donee or other user is logged into the application.
  7. A method for Donees to add items to a virtual shopping cart which can be accessed on the SASP admin site to create an invoice.
  8. A process for reporting compliance to include confirmation of the following:
     1. the date placed in use
     2. the date last used
     3. the person using the property
     4. the location of the property
     5. the condition of the property
     6. other comments on how the property is used
     7. the ability to upload images and attachments
     8. a confirmation the property will remain in the possession of the Donee throughout the entire compliance period.
     9. The ability to capture the signature of the person confirming compliance.
  9. A screen showing the Donee’s invoices and any amounts due.
  10. A screen for Donees to post questions to the SASP and to show the SASP answers.

1. GSA Auctions:

SASP’s operating a warehouse of federal property are permitted to send items to the GSA for auction if those items remain unsold after a period of one year. At a minimum, the system must have a process for selecting qualified inventory and generating unique auction lots and lot numbers for upload to the GSA’s PPMS system. In addition:

* 1. GSA auction lots must include the lot category or description, item control number, stock number, date received into the SASP’s inventory, and unit acquisition cost.
  2. The system must have a method of recording auction sales reported by the GSA either as individual sales orders for each member of the public picking up property, or as a bulk update of items sold.
  3. Items unsold on GSA Auction must be returned to stock.

1. Reports  
   Available reports must include a minimum of the following:
   1. Automatically generate 3040 reports and store them for future GSA audit.
   2. A Federal receiving report showing the SF123 number, order quantity, product description, unit of measure, quantity received, unit acquisition cost, total acquisition cost and property location from which the property was acquired.
   3. A federal inventory report showing the federal stock number, inventory number, description, date received, unit acquisition cost, total acquisition cost, service charge, unit of measure, order quantity, quantity received, and quantity on hand.
   4. A federal property donation report showing the Donee type and Donee name along with the total acquisition cost and service charge and total acquisition cost of items transferred to each type of Donee.
   5. A detailed property donation report showing the inventory number, description, quantity, unit of measure, service charge, acquisition cost and any freight, miscellaneous costs and repairs for each item transferred to each Donee.
   6. A report of property donations to state agencies showing the invoice number, invoice date, inventory number, description, quantity, unit of measure, unit acquisition cost, and service charge.
   7. A report of donations listed by county or congressional district, showing the county or district, Donees within that county or district, and each Donee’s city, invoice date, invoice number, total acquisition cost and total service charge.
   8. A cash journal report showing the payment date, invoice number, Donee account number, Donee organization name, payment amount and method of payment. This report can be used for bank deposit reconciliation.
   9. An aging report showing the Donee organization, along with any amounts due from 0 to 30 days, 31 to 60 days, 61 to 90 days, 91 to 120 days, and any amounts over 120 days past due.
   10. Donee statements Donee organization name, the number of invoices, the total amount of all invoices, and any amount due on unpaid invoices.
   11. A report showing invoices to SBA Donees. The report should show the Donee organization name, account number, invoice number, invoice date, total acquisition cost and service charge.
   12. Vendor must include up to three custom reports at no additional cost.
2. GSA Audits
   1. Describe how your system accommodates access to the data required for a GSA Audit. Include how the auditor can access 50 random SF123 Transfer Order line-items and show each related transaction such as:
3. complete or partial property pickups
4. complete or partial inventory receiving
5. any over/short reports
6. invoices
7. compliance
   1. Describe how your system can access existing 3040 reports for as many as 10 previous fiscal quarters.
   2. Describe how your system can show the eligibility status for Donees and their required supporting documents.
   3. Describe how your system can show inventory items sold by GSA Auction.
8. Presentation  
   Vendors responding to this RFP must be available to make a one-hour presentation of their application, verifying the responses to the system requirements. The presentation may be made in person or online.