**EXHIBIT A: STATEMENT OF WORK**

1. **WORK**
	1. **Contractor Responsibilities**.
		1. Contractor will perform a full physical asset inventory (Inventory) of eligible court equipment located at our current Court Locations. As of the date of this Agreement, the Court Locations are as follows, but additional locations may be added if determined necessary by the Court:
			1. Barstow Courthouse – 235 East Mountain View Street, Barstow, CA 92311
			2. Big Bear Courthouse – 477 Summit Boulevard, Big Bear Lake, CA 92315
			3. Fontana Courthouse – 17780 Arrow Boulevard, Fontana, CA 92335
			4. Joshua Tree Courthouse – 6527 White Feather Road, Joshua Tree, CA 92252
			5. Juvenile Delinquency Courthouse – 900 East Gilbert Street, San Bernardino, CA 92415
			6. Juvenile Dependency Courthouse – 860 East Gilbert Street, San Bernardino, CA 92415
			7. Mental Health Counsel Office (Arrowhead Regional Medical Center) – 400 North Pepper Avenue, Colton, CA 92324
			8. Needles Courthouse – 1111 Bailey Avenue, Needles, CA 92363
			9. Rancho Courthouse – 8303 Haven Avenue, Rancho Cucamonga, CA 91730
			10. Records Center – 790 South Gifford Street, San Bernardino, CA 92415
			11. San Bernardino Historic Courthouse / Technology Services Department – 351 North Arrowhead Avenue, San Bernardino, CA 92415
			12. San Bernardino Justice Center – 247 West 3rd Street, 1st floor, San Bernardino, CA 92415
			13. Victorville Courthouse – 14455 Civic Drive, Victorville, CA 92392
		2. Contractor will use BarScan, the Court’s designated asset inventory tracking software (Software).
		3. Contractor will conduct an initial Inventory of approximately 15,000 existing assets tagged and recorded in the Software. Types of equipment to be inventoried include, but is not limited to, typical office equipment at desks or in office spaces, IT equipment in closets or other locations, vehicles at various sites, and furniture within the policy requirements. Contractor will provide an annual Inventory for a period of two years thereafter.
		4. Contractor will review and adhere to all applicable policies, procedures, and guidelines that govern trial court asset inventory, including control and disposal, with focus on the Trial Court Financial Policies and Procedures Manual (FIN) section 9.01 and the San Bernardino Asset Management Policy (Local Policy).
		5. Contractor will assign a Project Manager to meet with members assigned from the court to develop a timeline and schedule (Project Plan) for inventorying each location. The Project Plan shall also include, at a minimum, checkpoint dates with designated Court Personnel to provide status updates, milestones, and other specified court deliverables.
		6. Contractor will work within the schedule that is least impactful to Court operations as determined by the Court’s Project Manager(s). This may include working after hours and on weekends, where necessary.
		7. Contract will adhere to all Court safety requirements; including those instituted in response to the COVID-19 pandemic.
		8. Pursuant to section 1.6(e) of Exhibit B: General Terms and Conditions, prior to performing any Services, Contractor’s employees who will be performing Services are required to undergo the Court’s criminal background check at Contractor’s expense. Contractor will not assign any person who fails a background check or who has any felony conviction to perform Work under this Agreement.
		9. Contractor will train their staff to perform the physical asset inventory using the Software provided by the Court according to Court requirements.
		10. Contractor will log and tag any items not properly asset tagged and input information into the Software for an updated asset inventory. This process will also include affixing a barcode asset label or other labels to items according to FIN Manual and the Local Policy.
		11. Contractor will provide a detailed list of items of exception to FIN Manual and the Local Policy for correction.
		12. Contractor will provide an assessment in the form of a Final Project Summary including potential internal control issues and risks with a recommendation to the Court on how to best achieve full compliance with FIN on both a one-time and annual basis after the initial project implementation. This recommendation will include, at a minimum, a recommendation on frequency of inventory control, reconciliation procedures for court staff, including any recommended updates to the Court’s Local Policy and efficient and effective methods for tagging assets and inventory items.
	2. **Court Responsibilities.**
		1. The Court will designate a Project Manager and assign project team staff.
		2. Court staff will be available to meet with the Contractor for project kick-off and project updates or issues on a mutually agreed upon date and time.
		3. The Court will provide access to the Software and training materials if requested.
		4. The Court will provide lists and other reference materials to aid in identifying assets, locations and instructions to properly classify assets to add or correct throughout the physical asset inventory.
		5. The Court will provide card access required to various Court locations for the dates and times scheduled according to the Project Schedule. Escorts to secured sites, if required, will be provided by the Court as needed.

*End of Exhibit A*