

EXHIBIT A SCOPE OF WORK

TASK 1: KICKOFF MEETING

The Contractor shall:

- Attend a “kick-off” meeting with the Energy Commission Contract Manager, Contracts Officer, and the Accounting Office. The Contractor shall include at a minimum their Project Manager, Contract Administrator, and Accounting Officer. The administrative and technical aspects of this contract will be discussed.

TASK 2: BAR CODE TRACKING

The Contractor shall:

- Provide Bar code tracking, to track each box that CEC sends to storage and each box delivered to CEC.
- Provide Bar codes that are pre-assigned and issued to adhere to boxes and Records Transfer Lists (a regular sized label for the box, approximately 3½” x 1½”, and a small label for the Records Transfer List, approximately 1½” x 3/8”) before the Contractor takes possession of the records storage container.
- Utilize bar code information to track CEC boxes when:
 - The box or file is requested and leaves the Contractor’s warehouse
 - The box or file is received by CEC. On-site signature must be obtained at the time of delivery by Energy Commission staff including but not limited to Energy Commission Business Services staff.
 - The box or file is picked up by Contractor to be returned to the warehouse.
 - The box or file is returned to inventory in the Contractor’s warehouse
- Utilize bar codes to limit access to specific files in boxes, whole boxes or entire transfer lists to pre-designated CEC staff.

TASK 3: STORAGE

The Contractor shall:

- Store, up to, but not limited to 5,000 Boxes for a minimum of two years (4,000 boxes stored in a standard warehouse, and 1,000 boxes stored in a temperature-controlled environment.). The amount of storage boxes is not guaranteed. The number of boxes could exceed 5000 but will not exceed 10,000.
- Store CEC records in a storage facility that has the following requirements:
 - 24-hour monitored alarm service;
 - Fire suppression equipment and a monitoring system;
 - Locked and secured.
 - Back- up power in the event of power loss to keep records secure;
- Only allow access to CEC boxes by storage company’s employees and approved CEC staff;

- File individual files within storage boxes;
- Restrict access to records considered confidential to designated CEC staff.
- Provide a temperature controlled storage area to store silver microfilm

TASK 4: RETRIEVALS

The Contractor shall:

- Provide retrieval services to and from the CEC building at 1516 Ninth Street, Sacramento, CA 95814 or other site designated by CCM. These requests will be made by telephone, via internet, email, facsimile or in person from authorized Energy Commission staff;
- Respond with a confirmation of receipt of retrieval requests within 2 hours of request;
- Not have a maximum number of boxes that can be accepted, retrieved, and delivered to the Commission at one time if the Energy Commission makes a request to accept, retrieve or deliver boxes within two (2) days.
- Retrieve records and deliver to CEC based on standard (8 business hours or less), rush (4 business hours or less) and expedite ; 45 minutes or less.
- Retrieve and return records within one (1) business week of the time the record is initially sent to storage.
- Retrieve and return records within one (1) business week that have been returned to storage by requesting CEC staff.
- Provide their own transportation to and from storage facility and to the Energy Commission office in Sacramento;
- Provide the ability for CEC to pick up boxes from storage location;
- Retrieve and return individual files that have been bar coded, based on specific labeling instructions from CCM.
- Acquire a designated CEC staff members' signature at the time of delivery to CEC.

TASK 5: DESTRUCTION

The Contractor shall:

- Provide destruction services, including ability to provide certification of destruction with confirmation letter, maintain destruction data on database and produce reports of destroyed records as requested;
- Destroy records upon request.
- Provide a quarterly Records Due for Destruction report. CEC will utilize this report to request in writing via email the destruction of records;
- Allow for CEC staff member to be onsite at time of destruction of records deemed CONFIDENTIAL.
- Allow for destruction to occur only on written authorization from CCM.
- Track by barcode anticipated destruction dates and provide a report on a quarterly basis.

TASK 6: REPORTING

The Contractor shall:

- Submit a quarterly report of Non-re-filed Boxes that would include all boxes requested by CEC that have not been returned to the storage facility;
- Submit a quarterly Barcode Report that would give CEC the information on bar codes related to the boxes and lists numbers stored at the facility;
- Submit a quarterly Authorized Requestors Report on all Energy Commission staff that has access to existing records and what records those individuals can access. This will allow Energy Commission staff to verify and update where needed.
- Submit a quarterly List of Records Due for Destruction report on records due for destruction indicated on the transfer list submitted by CCM;
- Submit as requested in writing to Contractor, Customized Reports which could include, but is not limited to, intake dates for records, storage length for specific types of records identified by CEC, etc.
- Submit, as requested in writing to Contractor, List of Boxes picked up or delivered to CEC.
- Submit as requested in writing to Contractor, a Confirmation of Delivered Files report with dates and times records were delivered to CEC;
- Submit as requested in writing to Contractor, a List of Agency Transfer Lists, giving CEC information on the transfer lists numbers related to boxes stored at Contractor's facility;
- Submit an annual Storage Length Report, showing all records that have resided at Contractor's facility a combined (according to the transfer list date and time at Contractor's facility) time of more than 10 years, 20 years and 30 years;
- Submit an annual Records Destroyed report of all records destroyed since the beginning of contract as well as from the previous year, if any.

DELIVERABLES AND DUE DATES

	Deliverable	Due Date
1	List of Non-re-filed boxes	March 31 st June 30 th September 30 th December 31 st
2	Barcode Report .	March 31 st June 30 th September 30 th December 31 st
3	Authorized Requestors Report	March 31 st June 30 th September 30 th December 31 st
4	List of Records Due for Destruction	March 31 st June 30 th September 30 th December 31 st
5	List of Boxes Picked Up or Delivered	Upon Request
6	Customized Reports	Upon Request
7	Confirmation of Delivered Files	Upon Request
8	Certification of Destruction	Upon Request
9	List of Agency Transfer Lists	Upon Request
10	Confirmation of receipt of retrieval request	Within two hours after each CEC retrieval request
11	Storage Length Report	December 31 st , Annually
12	Records Destroyed	December 31 st , Annually