



STATE OF CALIFORNIA
Department of General Services - Office of Procurement

PURCHASE ORDER

Purchase Order No. Rev. Date
62136 6/30/2008

Form GSOP 1-PIN (04/98)

Supplier No. 789532	Solicitation No. 56998	Delivery Date As Specified	FOB Point Destination	Invoice Terms N45
S STATE & CONSUMER SERVICES h T AGENCY i o 915 CAPITOL MALL, STE 200 P SACRAMENTO, CA 95814		C STATE AND CONSUMER Z-01 h a T SERVICES AGENCY r o (SAME AS SHIP TO ADDRESS) g e		
Agency Billing 10701	Agency Purchase Estimate SCS-001	Purchase Estimate 67291	Revision 0	
Agency Contact RENE GUTIERREZ		Phone 916-653-4090	Date Received	

HOME2OFFICE COMPUTING SOLUTIONS INC
9320 CHESAPEAKE DRIVE
SAN DIEGO, CA 92123
Attn: MARTIN GRUNBURG

Phone: 858-576-1426

Item No.	Quantity	Unit	Commodity Code	Description	Unit Price	Extension
TERMS AND CONDITIONS:						
THE ATTACHED STATEMENT OF WORK, CONSISTING OF FIVE (5) PAGES IS PART OF THIS AGREEMENT.						
THE FOLLOWING DOCUMENTS ARE INCORPORATED INTO THIS AGREEMENT AND MAY BE VIEWED AT THE WEBSITE LISTED.						
IT General Provisions, GSPD-401IT Revised and Effective 4/12/2007 http://www.documents.dgs.ca.gov/pd/modellang/GPIT0407.pdf						
IT Purchase Special Provisions, Effective 02/08/2007 http://www.documents.dgs.ca.gov/pd/modellang/Purchasespecial020807.pdf						
IT Software License Special Provisions, Effective 01/21/03 http://www.documents.dgs.ca.gov/pd/modellang/softwarepecial012103.pdf 1-03.htm						
IT Personal Services Special Provisions, Effective 02/08/07 http://www.documents.dgs.ca.gov/pd/modellang/PersonalServiceSpecial0208071-21-03.htm						
1	1	EA	9090-250-0116-5	CONSULTANT SERVICES (AS DESCRIBED) HOME2OFFICE SOFTWARE AND CONSULTING SERVICES PURCHASE INCLUDES 24X7X365 SUPPORT	49,750.0000	49,750.00
Total Value:						49,750.00
This purchase order is being awarded on September 2, 2008 pursuant to Government Code Section 13352.17. Any encumbrances made pursuant to this purchase order shall be construed to have been made on the last day of the preceding fiscal year.						
TAX:						

Sales and/or use tax to be extra unless noted above

Buyer <i>Diana Mercado</i> DIANA MERCADO	Phone 916-375-4430	BOC Number
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Jon Cheaf

PURCHASE ORDER CONTINUATION

<i>Purchase Order No.</i> 62136	<i>Revision</i>	<i>Date</i> 6/30/2008	<i>Supplier No.</i> 789532	<i>Supplier Name</i> HOME2OFFICE COMPUTING
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<i>Item No.</i>	<i>Quantity</i>	<i>Unit</i>	<i>Commodity Code</i>	<i>Description</i>	<i>Unit Price</i>	<i>Extension</i>
<p>There will be no tax charged against this Purchase Order.</p> <p><u>CHANGE ORDERS:</u></p> <p>This Purchase Order may be amended, modified, or terminated at any time by mutual agreement of the parties in writing, change orders amending, modifying or terminating the Purchase Order, including any modifications of the compensation payable, may be issued only by the State Procurement Officer. All such change orders shall be in writing and issued only upon written concurrence of the supplier. Termination, as that term is used in this section, does not include termination for default of the supplier.</p> <p>This Purchase Order has been registered into the State Contracts and Procurement Registration System (https://www.scprs.dgs.ca.gov). The Registration Number is: 10000908331439</p>						

STATE AND CONSUMER SERVICES AGENCY

STATEMENT OF WORK

This Statement of Work reflects the services to be provided by Home2Office Computing Solution, hereinafter referred to as the "Contractor," for the State and Consumer Services Agency, hereinafter referred to as the "State."

SCOPE

The Contractor will provide software and consulting services on a managed telecommuting pilot program to include the following:

- The Contractor will provide customized training.
- The Contractor will identify equipment and software requirements.
- The Contractor will explore and document capabilities of interfacing with current automated claim system.
- The Contractor will provide a cost benefit analysis taking into consideration future workforce and business continuity issues.
- The Contractor upon completion of pilot program will quantify green savings.
- The Contractor's services include 24X7X365 support.

PERIOD OF PERFORMANCE

The term shall be effective upon the Agreed upon start date or the date the Purchase Order is signed, whichever is later through December 31, 2010.

POINTS OF CONTACT

Contractor Primary Contact:

Martin Grunburg
Home2Office Computing Solution
9320 Chesapeake Drive, Suite 104
San Diego, California 92123
Phone: (858) 576-1426
Email Address: mgrunburg@home2office.com

State's Primary Contact:

Rene Gutierrez, Deputy Secretary of Fiscal Operations
State and Consumer Services Agency
915 Capitol Mall, Suite 200
Sacramento, California 95814
Phone: (916) 651-0991
Email Address: rene.gutierrez@scsa.ca.gov
State's Secondary Contact:

Kim Hunt, Chief
Office of Risk and Insurance Management
Department of General Services
707 3rd Street, 1st Floor
West Sacramento, California 95605
(916) 376-5300
Email Address: kim.hunt@dgs.ca.gov

BILLING INFORMATION

The Contractor shall submit two invoices (including the purchase order number) to the following address:

State and Consumer Services Agency
915 Capitol Mall, Suite 200
Sacramento, California 95814

TERMINATION

The State shall have the right to terminate upon delivery of written notification at least thirty (30) calendar days prior to any scheduled renewal date.

PROPOSED TIMELINE

1. A proposed timeline as follows:
 - a. Within 90 days of contract start:
 - i. Conduct interviews and training
 - ii. Install and test hardware configuration (at no earlier than 70 days)
 - iii. Add final specificity to 'tests', metrics, content of final report
 - iv. Customize H2O software
 - b. 90 day point
 - i. Formal training (Webinar, familiarity)
 - ii. Go live (install front end)
 - iii. Allow initial users to get used to the interface and begin working with it.
 - iv. Supply whatever help-desk support is necessary to get folks up and running.
 - c. 120 day point
 - i. Begin Study Part I
 - ii. Collect data at about day 200
 - d. 200 day point
 - i. Produce metrics from first study
 - ii. Begin Study Part II.
 - e. 290 day point
 - i. Conclude Study Part II
 - ii. Collect metrics from Study Part II
 - f. Day 290-360
 - i. Consult with users, managers to collect final report input
 - g. 365 day point
 - i. Submit final report with complete metrics, lessons learned, recommendations for full implementation

2. Two part experimental study:
 - a. Study Part I:
 - i. Two groups: One with no H2O software, just what they normally use when away from the office. The other group with customized H2O software and training.
 - ii. 13 – 15 people would be given customized software and training.
 - iii. At the completion of the subjects' training and the software is working the way they need it to, they are told to go home for two weeks.
 - iv. First group, with no H2O software is told to go home.
 - v. Look at difference in productivity between the two groups measured over the two weeks.
 - b. Study Part II:
 - i. One group pre-trained
 - ii. Second group non pre-trained
 - iii. Both told that they can't go to their office for 2 weeks.
 - iv. Again, look at productivity
 - c. This assumes that there is a generic setup for a single entity (single set of data resources) pre-setup and "sitting on the shelf" for emergency use.
3. Final Report
 - a. What requirements of the CA COG plan were met and to what degree
 - b. Green Savings
4. Proposed Metrics
 - a. COG (Some of these might just be "Yes/No")
 - i. Instances where needed data was not accessible.
 - ii. Ability to continue to exert authority, fulfill responsibilities
 - iii. Percentage of time employee/subject was able to stay out of the office
 - iv. Ability to communicate with co-workers
 - 1) Ability to send and receive email
 - v. Reliability of connectivity afforded by H2O solution (% "up time")
 - vi. Ability to maintain security protocol for data access
 - vii. Time required to have access to the data network from when normal access channels are denied.

- 1) Employees that have been trained to use the H2O Portal
- 2) Employees that have not been trained to use the H2O Portal
- viii. Lack of necessity to “go outside of the system” to perform work (i.e., practice of emailing critical work documents to oneself in order to get work done)
- ix. Ease of maintaining configuration management of documents as opposed to copying off documents and creating multiple untrackable/untraceable copies locally held.
- x. Time to get “up and running” having received no vs. some training on use of the H2O Portal.
- xi. Savings in not having to create “seats” at an alternate operating facility.
- xii. Ease and reliability to communicate with all teleworkers simultaneously and instantaneously.
 - 1) Collaboration when necessary
- xiii. What if any functions became degraded after one day/one week/multiple weeks?
- xiv. Percent of critical data that is available to perform essential functions
- xv. Comparison of the number of critical functions that had to be deferred during the study between use of the H2O Portal and not.
- xvi. Time to reconstitute normal operations once the limitations of being able to use the physical office are lifted (if necessary at all).
 - 1) Ideally, employees will want to use the H2O portal all the time.
- b. Green Savings
 - i. Commutes Saved
 - ii. LEED Certification Points
 - iii. Extended Trips Saved
 - i. Parking saved
- b. User Satisfaction
 - i. Qualitative/Anecdotal data