

**REGION 10 INFORMATION TECHNOLOGY (IT)
HELP DESK SUPPORT SERVICES
GOVERNMENT FURNISHED PROPERTY LIST**

EQUIPMENT TYPE	QTY
Desktop PC (Computer/Neoware device/Laptop)	A desktop PC will be assigned to each on-site employee; 2 desktops will be assigned to the Help Desk location where phones are answered; a Community PC will be assigned to the contractor's area for EPA staff useage.
Software	All standard software and licenses will be provided by EPA for desktop equipment.
Monitors	A monitor will be assigned to each desktop PC.
Printers	There will be a laser printer assigned for contractor use. Contractor will be responsible for Regional color printer; There is a printer in the area for business card program
PDA's (Palm pilots & BlackBerries)	PDA's will be assigned for support & COOP purposes. Every on-site employee will receive a Palm Pilot. Please note: that not every contract employee will receive a BlackBerry. Currently there are only 2 available for the contract.
Phones (desktop & cell)	Every desktop will be assigned a VoIP phone. There will be a limited number of cell phones that will be assigned to PC Hotline that will be used in the office or while on travel. Please Note: Not every employee will be issued a cell phone.
Equipment carts	There will be equipment carts assigned to PC Hotline for use.
Desk space	Every on-site employee will be assigned a work area and desk space with cabinet and drawers.
Shelves, cabinets, & drawers	All shelving and cabinets will be provided by the government for storing IT equipment hardware and software.
Training Room facility	There will be a PC Training fully equipped with 9 workstations of hardware and software. There is also a projector assigned to the room. Equipment/workstations are used to provide regular training sessions.
Miscellaneous supplies	EPA will provide the supplies and tools needed.
Copier & Fax Machines	Contractor will have access to agency copier & fax machines that are located in a centralized location for Official Government Business use.
Shop vac	There is 1 Shop Vac that has been assigned to contractor.
Ladder	There is 1 ladder that is assigned to the contractor.