



Attachment A

Transition Plan for Contractor Operated Parts Store

Prepared For: Hernando County

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1. Objective

To ensure seamless transition from municipal management to contractor-operated management of the parts room at 1525 E. Jefferson Street, Brooksville, FL 34601, with minimal disruption to operations and full compliance with contractual obligations. Timeline for plan initiation will be Hernando County Board acceptance date.

2. Transition Timeline

Phase	Description	Duration	Responsible Party
Planning & Kickoff	Initial meetings, data access, introduction of key staff	Week 1	Contractor & Municipality
Assessment & Inventory	Physical inventory, system data review, gap analysis	Weeks 2–3	Contractor
System Integration	Software access setup, training, security credentials	Weeks 3–4	Municipality & Contractor
Staffing & Training	Hiring/assigning staff, orientation, safety training	Weeks 4–5	Contractor



Phase	Description	Duration	Responsible Party
Go-Live	Full assumption of responsibilities	Week 7	Contractor
Post-Go-Live Support	Monitoring, troubleshooting, performance review	Weeks 8–12	Contractor & Municipality

3. Key Deliverables

- Detailed inventory report (baseline)
- Staff onboarding documentation
- Access to inventory management system
- SOPs for ordering, receiving, and issuing parts
- Safety and security protocols
- Final Go-Live Checklist
- Post-transition performance report

4. Roles and Responsibilities

Municipality:

- Provide physical access to parts room and data
- Ensure continuity of services during transition
- Assign a point of contact for coordination
- Grant software and facility access

Contractor:

- Assign a transition manager
- Conduct full inventory and gap analysis
- Develop and submit operational SOPs
- Staff and equip the parts room
- Train all personnel in safety, software, and procedures



5. Risk Management

Risk	Mitigation
Incomplete inventory data	Conduct physical inventory and reconcile with system
Software access delay	Begin access request process immediately during kickoff
Staff shortages	Identify backup personnel or temp agency options
Disruption to parts availability	Maintain dual access period for urgent needs

6. Communication Plan

- Weekly progress meetings with municipal representatives
- Written status reports submitted bi-weekly
- Immediate escalation protocol for critical issues
- Final transition review and sign-off meeting

7. Acceptance Criteria

The transition will be deemed successful when:

- All parts are accurately inventoried and tracked
- Staff are fully trained and operational
- Software is functioning with real-time data entry
- First post-go-live inventory report is submitted
- No disruption in service is reported by municipal departments