



Beaufort County School District

Addendum 4

Solicitation Number: 21-038
Date Printed: June 2, 2021
Date Issued: June 24, 2021
Procurement Officer: Kaylee Yinger, CPPB
Phone: 843-322-2349
Email: Kaylee.Yinger@beaufort.k12.sc.us

Request for Proposals

DESCRIPTION: **Multi-Functional Printer (MFP) Services**
SUBMIT OFFER BY (Opening Date & Time): **July 7, 2021; 4:00 PM EST**
QUESTIONS MUST BE RECEIVED BY: **June 23, 2021**
NUMBER OF COPIES TO BE SUBMITTED: **Seven (7) Original Signed Copies and One (1) Redacted Version on CD**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:
Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

AWARDS & AMENDMENTS:

Award will be posted at the Physical Address stated above on or after July 7, 2021. The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net>.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: _____ (Full legal name of business submitting the offer) ENTITY TYPE: _____

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

PRINTED NAME TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

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(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for Offeror's home office/ Principal place of business): 	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent):
PHONE NUMBER:	
EMAIL ADDRESS:	

PAYMENT ADDRESS (Address to which payments will be sent): <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Home Notice Address (check one only)	ORDER ADDRESS (Address to which all purchase orders will be sent): <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Notice Address (check one only)
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ACKNOWLEDGEMENT OF AMENDMENTS:	<u>Amendment Number</u>	<u>Amendment Issue Date</u>
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include a copy of your certification.

DUE TO THE AMOUNT OF INFORMATION REQUESTED THROUGH BY MULTIPLE VENDORS, BCSD IS EXTENDING THE DEADLINE FOR SUBMISSIONS TO JULY 7, 2021 @ 4:00 PM.

Questions and Answers:

1. Page 4 1.0.1 - Ability to provide “pay as you go” printing/copying – We are under the assumption that this equipment will be leased, and copies / print will be “pay as you go”. Can you please confirm? - “pay as you go” refers to methods which allow students or guests to pay for copies/prints on an ad hoc basis while in places like the library. Solutions will be considered for implementation. We are not requiring this feature from “day 1”.

2. 1.0.1 Replacing approximately 166 Sharp MFPs as current device lease expires. Replacing approximately 371 Sharp, Kyocera, and Lexmark network printers. Can you please provide a complete list of these devices and their lease expiration dates? Please lay out the timeline for the staggered lease schedule. Exact dates are not needed but quantities, months and years are. Spreadsheet is attached with MFP Models and expiration dates. It is the job of the vendor to propose a staggered lease schedule that will be the greatest benefit to the District.

3. Please confirm “document accounting system” is referring to the PaperCut Output Management solution. – confirmed.
 - a. Please elaborate on your Data Security Program requirements. – need device firmware/software to be kept up-to-date regarding network security, need data to be removed from hard drives, memory, etc.

 - b. Please define your training requirements for both hardware and software solutions. – we will discuss with vendor in contract phase.

 - c. Will the District be managing the PaperCut application, or will the Vendor be expected to provide this resource? - The District.

 - d. Please confirm that the statement “secure flow of document throughout BCSD” is referring to the PaperCut Output management solution. – confirmed.

4. Page 20 3.0.4 B) As lease expirations occur through the contract period, successful offeror’s replacement plan should be implemented.

Can you please provide a list of lease end dates for the current MFP’s and printers? -This is will be available on 06/25/2021 via an addendum. The information is currently being gathered.

5. Can you please provide number of PaperCut licenses BCSD currently owns by model type or a screenshot of the PaperCut Admin panel? Vendors cannot request support pricing without this information provided by the customer as part of their security and privacy policies. - 169

- a. Are you using any of the advanced scanning features such as scan to cloud application or OCR? – **Not at this time.**
- b. Are you currently using the PaperCut mobility print module to support Chromebook, IOS, and Android printing? – **No.**
- c. How many print and site servers are running within the PaperCut environment. - **1 Primary Site Server, 31 secondary/print servers**
- d. Section 1.0.1 refers to “swipe technology”. Section 3.0.4 - a and b) refers to Lenel 26-bit Wiegand technology. Please confirm if your authentication cards are magswipe or HID/Prox. – **HID/Prox.**
- e. Are you authenticating to Active Directory, Azure AD, Google Suite, etc.? – **Active Directory.**
- f. Are you currently using any print release stations/pin pads on single function devices in your PaperCut environment? – **No.**
- g. If not, will it be required in the future for Student print? - **It could.**
- h. Do you currently own Riso PaperCut licensing, or should this be added to the Vendor response? – **No. We can discuss this option later.**
- i. Who will be handling Level 1 user support calls for the PaperCut application? District or Vendor? - **District.**
- j. Please provide the fleet refresh schedule so that we may provide an effective and accurate Implementation and Project Management plan. -**This is will be available on 06/25/2021 via an addendum. The information is currently being gathered.**
- k. Data Security: Please provide your data security requirements. – **We are wanting proposers to provide this information.**
- l. Will the District be providing security certificates for each of the MFDs? – **No.**
- m. Please share how many “pay for print” devices you require. – **Zero on day 1. Once we hear our options we will decide if we want to move forward.**

6. 3.0.4 Document Accounting System

Maintenance and Support: Service Calls, Moves, Adds and Changes (MACs)

- a. Does BCSD have trending data on how many MACs are done yearly. Are these tracked by BCSD for reporting purposes? – **No.**
- b. Does BCSD have a full device listing per site with make , model with average monthly trending volumes? This is to determine how many devices per site will require supplies and which device require additional supplies due to high volumes as

stated in J below. - -This is will be available on 06/25/2021 via an addendum. The information is currently being gathered.

- c. Does the BCSD IT department handle initial service and supply requests from end users (school , department)and then after triaging the call place them with vendors or does each school or department directly initiate these with the current vendors? – District will handle initial trouble assessment for MFPs, printers, and Papercut issues and then will pass on issue to vendor. Toner should be mailed automatically to site.
- d. What BCSD IT responsibilities are current as it pertains to the HP networked devices. Do they manage these or is it also vendor managed? - HP device issues are handled by District and these devices are purchased with extended warranties.

7. Latest Safe Firmware Update:

Is BCSD conducting these FW updates today or are they done by the individual vendors and is it being tracked and reported. – Vendor is required to make these updates and does this via a PM schedule.

8. Toner Replacement and spares (MFPs and printers):

Who, today, is managing the on-premises supply stock of device supplies, waste toner bottles.... end user contact or BCSD IT? – District site contacts.

General: Is there a print policy in place that states what end user/key contact/departments expectations are when ordering devices. – there are general guidelines for district and site device implementations. Also one that shows the workflow when placing service and supply calls.

9. Page 23 3.03 D) (Monthly invoices per location can include all devices on one invoice but will need to invoice separately by district-lease vs school lease. BCSD can advise which is which.). – Can you please provide a list of locations? Attached to this addendum

10. Page 50 7.1.29 A)- Termination. The Procurement Officer may terminate this contract in whole or in part, for the convenience of the District. The Procurement Officer shall give written notice of the termination to the contractor specifying the part of the contract terminated and when termination becomes effective. – Is BCSD asking if you can cancel for convenience? – We are not asking, this is a standard clause that allows the District to terminate for convenience with justification and notice to the vendor. This is not common.

11. Is the current bid only for Exhibit 1, or would this need to be for 2-4 as well?
This RFP covers all exhibits.

12. As for each configuration, would these machines need additional paper trays or storage cabinets?
Most use the default trays. A few require additional tray(s).

13. As for the 70+ and 95+ page per minute machines, could you provide the model numbers of the current machines?

MX7040N and MX-M1055.

14. What are some things that we could do on our end to help improve your next fleet of equipment and overall MFP/MPS experience?

There are none. Please provide in your proposal ways you can help BCSD with its fleet of equipment and overall experience.