

Request for Proposal
MFPs and Printing Services

For

York City School District

31 N. Pershing
Avenue York, PA
17401

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Note-If you plan to respond to this RFP please complete the MFPs and Print Services RFP and return it to hainsha@ycs.k12.pa.us and althojes@ycs.k12.pa.us. This will give us contact information and allow us to update you on answers to questions and any modifications to the RFP.

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1. **Instructions for Proposal Response**

1.1 **Confidentiality and Right to Know**

The information in this RFP along with the responses to the RFP submitted by vendors is public information subject to Right to Know disclosures.

1.2 **York City School District Contact Information**

All correspondence with York City School District concerning this RFP should be directed to:

Shawn Hain
Business Manager
York City School District
31 N. Pershing Ave
York, PA 17401
717-845-3571 x4027
hainsha@ycs.k12.pa.us

Jessica Althoff
Coordinator of Technology
York City School District
31 N. Pershing Ave.
York, PA 17401
717-845-3571 x4036
althojcs@ycs.k12.pa.us

1.3 **RFP Schedule**

The following are key milestone dates for the implementation of this RFP. Dates are subject to change.

<u>Date</u>	<u>Milestone</u>
3/13/23	RFP Available for Vendors
3/13-3/26/23	Period for Questions / Clarifications Submission
3/27/23	RFP Response Due- 12:00 PM District Office, 31 N. Pershing Ave., York, PA 17401
3/29/23	Initial evaluation and recommendation to Board regarding RFP
7/1/23	Contract Term Begins

1.4 **RFP Amendments**

York City School District reserves the right to amend this RFP at any time prior to the RFP response due date. Written amendments will only be issued to those vendors who have picked up RFP materials and have completed and returned it to the District Office the "Intent to Participate" form in the District Office, 31 N. Pershing Ave., York, PA 17401. No other amendments, verbal or otherwise, will be acknowledged by York City School District.

1.5 **Questions / Clarifications for RFP**

The York City School District will provide answers to questions and clarifications regarding the RFP in response to questions from vendors and as otherwise deemed appropriate during the period up through 03/27/23. Such answers will be distributed to all vendors who have picked up RFP materials and have completed the "Intent to Participate" form and returned it to the District Office, 31 N. Pershing Ave., York, PA 17401.

1.6 **Proposal Response and Submittal**

Vendors are to submit a sealed proposal in response to this RFP. No alternative proposals will be accepted. Proposals must be submitted in the format described by this RFP and within the forms provided.

All materials submitted in response to this RFP shall become the property of the York City School District and shall not be returned to participating vendors.

Proposals must be sent to Shawn Hain & Jessica Althoff, York City School District, 31 N. Pershing Ave., York, PA 17401. Sealed responses must be received no later than 03/27/23 at 12:00 PM in the District Office. Printed response plus a thumb drive with the required Excel format responses. The RFP response must be clearly marked on the outside of the envelope: **MFPs and Print Services RFP**.

The following is a listing of the required submission-

1. RFP Cover providing the name, address, and contact information for the entity submitting the RFP;
2. Equipment Response to RFP including (See Section 2.2.1 of the RFP)-
 - a. RFP Summary of Equipment Proposal-Base Proposal- in District provided Excel format-Please provide the response in both printed and electronic format
 - b. Completed Cat 1 through Cat 8 information sheets in support of the RFP Summary of Equipment Proposal-Please provide the response in both printed and electronic format
 - c. Warranties for equipment provided
 - d. Performance "guarantee" for equipment
 - e. Terms related to any vendor-financed option proposed
 - f. Terms related to any vendor lease option proposed
 - g. Equipment literature providing further clarification on the equipment
 - h. Optionally- RFP Summary of Equipment Proposal-Vendor Proposed Alternative- in District provided Excel format-Please provide the response in both printed and electronic format
 - i. The same schedule information as provided for the base proposal in b. through g. above
3. Maintenance Response to RFP including (See Section 2.2.2 of the RFP)
 - a. RFP Summary of Maintenance Proposal-Base Proposal- in District provided Excel format-Please provide the response in both printed and electronic format
 - b. A written description of the service response "guarantee"
 - c. RFP Summary of Maintenance Proposal-Vendor Proposed Alternative- in District provided Excel format-Please provide the response in both printed and electronic format. Note that this response is to be based on the configuration of the Vendor's Proposed Alternative Equipment response and the equipment listed should agree with that proposal.

Note that both of these responses should be based on the proposed volumes in the RFP.
4. Fax Capability Response to RFP (See Section 2.2.3 of the RFP)-
 - a. A detailed description of any software and/or hardware necessary to meet this RFP requirement
 - b. A description of the installation, training, and support that will be provided
 - c. The pricing for this capability is on an annual basis.
5. Installation and Training Response to RFP (See Section 2.2.4 of the RFP)
 - a. A description of the installation and initial training process
 - b. A description of ongoing operational support for the equipment
 - c. A description of any fees that might be required in training and support
6. Operation of Print Shop Response to RFP (See Section 2.2.5 of the RFP)
 - a. A proposed plan to operate a print shop as outlined in the RFP including staffing, hours of operation, delivery, and anticipated turnaround time.
 - b. The fees for the operation of the print shop on a monthly basis.
7. References and other information to demonstrate the responder's capacity to fulfill the requirements of the RFP.

1.7 Evaluation of RFPs

Each entity providing an RFP must have a contact available to answer questions regarding the submission during the period of evaluation. An initial evaluation and recommendation will be made on March 29, 2023. That initial evaluation may require further analysis with the final selection made on that date or as soon as possible after that date.

1.8 RFP Response Acceptance

Acceptance by the York City School District of a proposal in response to this RFP does not obligate York City School District to purchase anything from the proposal provider. Once accepted by York City School District, a proposal's contents will become part of the final contract if awarded and will be considered legally binding. Proposals will be considered valid until 60 days from the RFP closing date to provide adequate time for review and award of the contract.

1.9 Rejection of Proposals

York City School District reserves the right to reject any or all proposals. York City School District is not liable for errors in the RFP or proposals. Changes to proposals made after the submission date may only be made to correct a typographical error in an existing part of a proposal. Corrections must be submitted in writing by mail to the individual designated in Section 1.2. Acceptance of corrections will be made at the discretion of the York City School District.

1.10 Proposal Evaluation

York City School District will evaluate proposals using a number of criteria that include the following:

1. Completeness of response to RFP in the requested format
2. Cost as presented in the RFP
3. Evaluation of equipment and service warranties and guarantees
4. Evaluation of vendor qualifications:
 - a. Verification of references
 - b. Relevancy of the vendor's experience
 - c. Skills and experience of vendor personnel
 - d. Overall capacity evaluation
5. Evaluation of product presentations and demonstrations
6. Evaluation of equipment capabilities and ease of use
7. Evaluation of Print Services Response

1.11 Award Notification

All finalists will be notified in writing of their stature. Proposal providers who do not qualify as finalists will also be notified in writing to the effect. The winning proposal provider will be notified in writing by York City School District. The purpose of this notice is to indicate that York City School District has accepted the vendor's proposal and will invite the vendor to negotiate a contract with York City School District. The selection of a winning proposal does not obligate York City School District to purchase anything from the vendor.

2. Project Overview and Scope

2.1 York City School District Overview

York City School District is an urban public-school district in York, Pennsylvania. The district encompasses approximately 5.25 square miles and is made up of a high school, a cyber school, and seven K-8 schools. There are approximately 6,065 students in the district. Currently, the District has approximately 60 networked MFPs.

2.2 Project Scope, Goals, and Expectations

York City School District is requesting proposals from qualified vendors to provide MFPs, service for the MFP, and the operation of a print center to be operated at William Penn High school.

The scope of what is being requested in response to this proposal is as follows:

Networked MFPs providing wireless, printing, and copying services to all of the facilities of the District. The proposal must be responsive to the requirements as outlined below and in the attached response documents to provide-

1. Any limitation on the number of copies.
2. The maintenance of the equipment including all parts and toners.
3. Faxing capability of the MFPs
4. Installation of all equipment and training of staff on the use of the equipment
5. Operation of a print shop at William Penn High School
6. This RFP is for services covering 36 months from July 1, 2023 – June 30, 2026.
7. Migration of analog lines to IP fax capability.

2.2.1 Equipment Response-

The response to this request should potentially provide pricing on equipment presented under two scenarios and with three acquisition options for each scenario. The "Base Proposal", which is a required response, includes specified equipment categories with Indicated numbers of equipment in each of the categories. The response should provide the price for each of the categories of equipment with a total proposed equipment cost. Additionally, the responding vendor may provide responses for vendor-arranged financing and/or vendor-arranged leasing of that same equipment.

The "Vendor Proposed Scenario" provides an option for the responding vendor to propose a configuration of equipment that the vendor believes will meet the requirements of the RFP. In the case of the "Base Proposal", the vendor should provide the cost of each category of equipment and the quantity of each category. As in the Base Proposal, the vendor may provide responses for vendor-arranged financing and/or leasing options.

The "Base Proposal" provides a detailed scenario regarding the annual volume of images anticipated. There is no guarantee that actual workloads will break as this scenario projects. When presenting a "Vendor Proposed Scenario" it will be necessary for the vendor to complete the projected annual volume distribution for the configuration proposed. This will be necessary in order to respond to the copier maintenance portion of the RFP.

Please provide warranty and performance guarantees related to the equipment that you propose.

Please provide the capability for Windows, MAC, and Postscript. Also, LDAP, address book authentication, scan to email, one drive, and MS Office 365. All equipment is to be current, sold, and supplied by the manufacturer and not on the end-of-life (EOL) list.

In completing the summary please complete the tabs for each of the categories of equipment on the separate tab provided. They are categorized as Cat 1, Cat 2, Cat 3... and Alt 1, Alt 2, etc. as the sheet titles. These correspond to the titles of the lines on the "RFP Summary of Equipment Proposal". Each of the sheets provides places to indicate the manufacturer, model, etc. In the case of the equipment proposed in the Base Proposal, there are details as to additional specifications and space to indicate if the equipment does not meet all specifications. In the case of the "Vendor Proposed Scenario" the "Features" section needs to be completed to provide details as to the proposed equipment.

The pricing of the hardware must include all of the following products and services:

- Cost for all hardware and hardware accessories noted in the Category Forms
- All service, supplies, parts, labor, travel, and shipping.
- Delivery, installation, set-up, initial training, and follow-up training during the implementation phase

In the case of the District choosing a vendor-provided lease, at the end of the lease end-of-term, Vendors must abide by the following requirements:

1. Vendor must perform HD erase services and provide a certificate of destruction for each device at no cost to the district.
2. Vendor must remove equipment and return it to the leasing company at no cost to the district.
3. Vendor must take complete responsibility for the condition of the equipment when it arrives at the leasing company. Any claims or costs levied against the district by the leasing company must be paid for by the vendor.

The District reserves the right to make at its discretion a determination as to the impact of variations of features in both base and vendor-proposed scenarios in the best interests of the District. The District reserves the right to modify the equipment quantities at the initiation of the contract to meet changes in operational needs. Pricing will be at the prices provided in the equipment response and maintenance in accordance with the pricing provided in the maintenance response.

2.2.2 Maintenance Response-

The maintenance response to this proposal should be summarized in the "RFP Summary of Maintenance Proposal" which is provided. The response provides the opportunity for the vendor to provide a response for their proposed cost per copy for B&W and color on a category of equipment basis or a District-wide basis or both. There is space provided to provide the information on both the "Base Proposal" equipment and any "Vendor Proposed Scenario". In all cases, the proposal should be responsive to the volumes needed for the school district's operation. In the case of a "Vendor Proposed Scenario", it will be necessary for the vendor to complete the "Projected Annual Volume Distribution" on the "Vendor Proposed Alternative" section of the "RFP Summary of Maintenance Proposal".

Note the requirements under the "Base Proposal" maintenance response. Specifically, there is no minimum number of copies, and the account will be reconciled annually on June 30 of each year.

Provide a maintenance response time guarantee.

2.2.3 Fax Capability-

Provide a response to faxing capability via Faxcore/Etherfax System or provide an alternative to permit faxing over IP. Migration of existing IP fax numbers to the alternative system providing minimal disruption.

2.2.4 Installation and Training Response-

Provide a proposed schedule and details of installation and training including the scope of services both initial and ongoing. The RFP is for the period beginning July 1, 2023.

2.2.5 Operation of Print Shop at William Penn High School Response-

For print shop specifications, please provide a response based on the following:

- Provide staffing to support the Print Center located at the William Penn High School to support a volume of necessary for school operation.
- Deliver and collect print jobs to all locations within the district on a daily basis
- Must be able to provide binding with multiple tape colors, booklets, and cover Insertion. The District covers the cost of binding materials, covers, etc.
- An average turnaround time of standard jobs will be 3 business days

Provide a detailed description of your staffing assumptions and the proposed monthly charge for providing these services. Assume the services will begin on July 1, 2023, and will be billed on a calendar month basis.

APPENDIX A

Appendix contains a listing of our current machines.