



Copy Machine Leases and Maintenance RFP Pre-Proposal Conference

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AGENDA

- General RFP Requirements
- Overview of Products and Services
- Overview of Technology Requirements and Optional Products and Services
- Q&A

Pre-Proposal Conference

- Materials and verbal responses today are for informational purposes only.
- Presentation and Sign-In sheet will be available on the website.
- Check the website frequently!

Communications Regarding this RFP- 1.05

- Sole Point of Contact
- Questions submitted through email to aclericus@nsd.org
- Verbal or written communication with other District Representatives or Contractors may result in disqualification.

Procurement Schedule

3/28/2019	Last Day to Submit Questions or Requests for Clarifications
4/3/2019 at 3:00PM	Proposal Due Date, Public Bid Opening at District Administrative Office- Room 202 at 3:05 PM
4/22/2019	Bidders Notified of Interview Selections
4/30/2019	Interviews
4/23/2019-5/6/2019	Product Testing Period
5/8/2019	Notice of Intent to Award (All Bidders Notified)
5/21/2019	Contract Awarded
6/28/2019	Installation Period Begins

Content and Format of Proposals- 3.01-3.02

- Format- Follow order for content listed in RFP. Information in Technical Proposal should be in the order listed in 3.02 Evaluation Criteria. Answer all prompts.
- Cost Proposal Form
- Page Limits
- Appendix- Certification Forms and Breakdown of Optional Costs
- 1 Original, 4 Copies, Electronic Copy on Flash Drive or CD

How to Submit a Proposal- 1.01B

- Sealed proposals mailed or hand-delivered to
Ashley Clericus, Contracts and Procurement Manager
3330 Monte Villa Parkway
Bothell, WA 98144
- Must be received by 3:00PM
- No email or fax submissions

Proposal Evaluation- 3.03

CRITERIA	MAX. POINTS
Price	35
Prior Experience of Bidder, Including References	15
Products Proposed	25
Services/ Technology Support Proposed	25
Interviews (Only Selected Bidders)	30
TOTAL	130

Overview of Products and Services- 2.01

- 76+ Administration and School-Based Convenience MFDs
- 3 Graphics Center Digital Copiers
- Delivery, Installation, and On-Site Training
- Maintenance of MFDs and Digital Copiers

Draft Project Schedule

June 4, 2019	Bidder to deliver one MFD 1 to Technology
June 26, 2019	Bidder to begin delivery, installation, networking, and testing of the Graphics Center Machines and associated software, services, and manuals.
June 28, 2019	Bidder to begin delivery, installation, networking, and testing of the Administration and School-Based Convenience MFDs. Bidder to begin onsite training for Graphics Center.
July 1, 2019- June 30, 2024	Bidder to provide leases and ongoing Maintenance of MFDs and Digital Copiers.
July 8, 2019	Bidder to begin on-site training Middle/High Schools.
July 11, 2019	Bidder should complete all installations.
After August 5, 2019	Bidder to begin on-site training for Elementary Schools.
August 26, 2019	All Training to be completed.

Optional Products and Services- 2.06

- Proximity (HID) Card MFP Login
- Software Solution to Track Proximity Card Login
- Centralized Print Management Service
- A Web-Based Job Submission Tool

Questions?