



Rockford Board of Education  
501 Seventh Street  
Rockford, IL 61104

October 6, 2015

**Addendum No. 1: 16-15 MANAGED PRINT ANALYSIS**

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To All Bidders:

Attached are modification, clarifications and/or corrections for the Project Manual and is hereby made a part of the contract documents. Please see attached to this addendum the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Executive Director of Budget and Purchasing by email at [stacie.scott@rps205.com](mailto:stacie.scott@rps205.com).

ROCKFORD BOARD OF EDUCATION

By: Tamara Pugh

Purchasing Process Manager

## Rockford Public Schools

### ADDENDUM ONE

**ADDENDUM DATE: October 6, 2015**

**RE: RFP No. 16-15 Managed Print Services Analysis**

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#### SPECIFICATION CLARIFICATION

1. RFP No. 16-15 Managed Print Services Analysis is looking for a firm to conduct a comprehensive managed print analysis of each of our buildings, not including classrooms and computer labs. If you are awarded the contract, your company will conduct a walk-through at each of the District's locations and make final recommendations about how to manage and optimize our print services.

This report will be by location, and provide a road map to reduce the number of printing devices and supplies by demonstrating to the District the current print infrastructure state and the recommended print infrastructure along with estimated financial savings. The report must include generic specifications as to the location and type of equipment that will achieve these goals. Equipment specifications must but not limited to include speed of printing, black or color printing capabilities, scanner and fax capabilities, etc. **No brand name equipment recommendations will be allowed in the final report.**

2. The District will not be obtaining copiers or multi-function devices via this RFP. The District will issue a separate Invitation to Bid to obtain equipment, maintenance, and leasing services.
3. An estimated list of printers are listed on this RFP but the only printers that will be involved in the review will be the printers that are in the main office and other areas outside of classrooms. **The classroom and computer lab printers will remain where they are.**

#### REQUEST FOR INFORMATION RESPONSES:

1. How does the District want the new partner to address current leases that extend beyond the estimated project completion date, of summer 2016?

**Response:** This question is irrelevant to this RFP as this is a managed print analysis only. There will be a separate Invitation to Bid solicitation issued that will encompass the equipment, leasing, and maintenance portion.

2. For the meters provided on the estimated printer list, what dates were those meters gathered?

**Response:** This question is irrelevant to this RFP as this is a managed print analysis only. There will be a separate Invitation to Bid solicitation issued that will encompass the equipment, leasing, and maintenance portion.

3. The RFP states that a sample deliverable should be included in the RFP response. Please clarify:

- Does the District want a deliverable presented for all the locations in the RFP response

Or

- For one specific building? If the District would like a deliverable for one specific building, what building would they like us to do and who can we contact to schedule a walk-through with?

**Response:** The response should incorporate the process of how your company will go about completing an analysis for this District which includes recommendations for changes to current printing practices and/or infrastructure improvements, proposals for on-going optimization of hard copy devices, plan for life cycle management of printing and multi-functional hardware, implementation plan including how support is provided for change management and training.

4. Standard Features on the MFD- Can you please verify that the standard features that the District would like quoted on each device is: scan, print, 2 drawers, finisher and 11 X 17 (A3)? Is fax need on any of the devices?

**Response:** This question is irrelevant to this RFP as this is a managed print analysis only. There will be a separate Invitation to Bid solicitation issued that will encompass the equipment, leasing, and maintenance portion.

5. Is RPS expecting a 3<sup>rd</sup> party software solution like Equitrac or Papercut to be priced into the base price?

**Response:** The response should incorporate the process of how your company will go about completing the analysis for this District which includes recommendations for changes to current printing practices and/or infrastructure improvements, proposals for on-going optimization of hard copy devices, plan for life cycle management of printing and multi-functional hardware, implementation plan including how support is provided for change management and training.

6. Can you clarify the term of the contract?

- Initial 12 month contract starting the summer 2016
- 12 month renewal summer 2017
- 12 month renewal summer 2018

**Response:** The managed print analysis will be a one- time contract award that will conclude June 30, 2016.

7. Can you clarify the reference information that is expected? Is RPS looking for customer reference letters, reference contact information, and/or customer case studies?

**Response:** RPS is looking for references from the most recent clients of similar scope and size that you have completed an analysis and change over for.