



Rockford Board of Education
501 Seventh Street
Rockford, IL 61104

October 27, 2015

Addendum No. 4: 16-15 MANAGED PRINT ANALYSIS

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.

PLEASE NOTE: The RFP opening date has been changed to, Wednesday, November 4, 2015 at 11:30 am (CDT) at Rockford Public Schools Administration Building, 6th floor conference room, 501 7th Street, Rockford, IL 61104.

If you plan to hand deliver your RFP submission the day of the opening, please note you must check in on the 3rd floor prior to coming to the 6th floor. Please allow time for this as late submission will not be accepted.

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.

ROCKFORD BOARD OF EDUCATION

By: Stacie Talbert Scott

Executive Director of Budget & Purchasing

Rockford Public Schools

ADDENDUM FOUR

ADDENDUM DATE: October 27, 2015

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

SPECIFICATION CLARIFICATION

1. The RFP opening date has been changed to, **Wednesday, November 4, 2015 at 11:30 am (CDT)** at Rockford Public Schools Administration Building, 6th floor conference room, 501 7th Street, Rockford, IL 61104.

If you plan to deliver your RFP submission, you must check in on the 3rd floor prior to coming to the 6th floor. Please allow time for this as **late submission will not be accepted.**

2. See attached the Revised RFP Offer Form. This form is **required** to be submitted with your RFP submission.
3. See below the revised Evaluation Criteria below.
The evaluation criterion for this RFP is not solely based on the price. While pricing is important, the primary objective of this RFP is to select a reliable, experienced vendor who will provide the comprehensive, responsive services required by the Rockford School District. Consequently, the apparently successful vendor may not necessarily be the vendor offering what appears to be the lowest cost. Criteria to be considered in evaluating proposals will include:
 - A. Firm experience and qualifications
 - a. Overview of company
 - b. Project team members
 - B. References – with proven record of cost savings
 - C. Responsiveness in clearly understanding the work to be performed
 - a. Proven record of cost savings and results
 - b. Proven record of increased efficiencies
 - c. Ability to meet time line outlined in RFP
 - D. Response to Proposed Approach to Scope of Work
 - a. Description of services
 - b. Approach
 - c. Scope of work
 - d. Example of client change over
 - e. Evaluation and implementation process

- E. Cost Proposal
- F. Additional services the firm can offer

REQUEST FOR INFORMATION RESPONSES:

1. In Addendum No. 2 dated October 20, 2015, the District essentially states that it will allow the winning firm under the Managed Print Analysis RFP to bid on the future equipment RFP. With all due respect, this appears to be inconsistent with the District’s objective (stated in bold) that vendor equipment brand names are not to be included in the Managed Print Analysis. The problem is that equipment vendors are not properly motivated, on their own, to reduce hard-dollar costs for their customers, or to expose the fact that the possibility for significant savings even exists. RPS will achieve only an obligatory 5-10% cost reduction (at best) if the winning firm under this RFP also wins the subsequent equipment RFP. Our thirty-plus years of experience in this industry shows us that vendors will preserve their equipment/services profitability on the future equipment RFP by offering discounted or “free” consulting services in response to this RFP. This puts independent firms like ours at a severe competitive disadvantage since we cannot profit from selling/servicing equipment to RPS in the future. Will the District take these facts into consideration when evaluating bids submitted in response to the Managed Print Analysis RFP?

Response: It is not advised that any responses to this RFP be discounted or offer free consulting services with the assumption of future business with the Rockford Public School District. We are treating the processes as two completely separate and independent solicitation processes. In regards to the bid for the acquisition and maintenance of copier equipment, the award will be based solely on the lowest responsible bid received. **There is not and will not be any guarantee of any firm being awarded the bid of the copier equipment and maintenance service as a result of being awarded the contract for the managed print analysis.**

The evaluation criterion for this RFP is not solely based on the price. While pricing is important, the primary objective of this RFP is to select a reliable, experienced vendor who will provide the comprehensive, responsive services required by the Rockford School District. Consequently, the apparently successful vendor may not necessarily be the vendor offering what appears to be the lowest cost. Criteria to be considered in evaluating proposals will include:

- A. Firm experience and qualifications
 - a. Overview of company
 - b. Project team members
- B. References – with proven record of cost savings
- C. Responsiveness in clearly understanding the work to be performed
 - a. Proven record of cost savings and results
 - b. Proven record of increased efficiencies
 - c. Ability to meet time line outlined in RFP

D. Response to Proposed Approach to Scope of Work

- a. Description of services
- b. Approach
- c. Scope of work
- d. Example of client change over
- e. Evaluation and implementation process

E. Cost Proposal

F. Additional services the firm can offer

2. Currently the project timetable shows only two days between the final Addendum posting the due date for proposals. Will the District allow more time in between the final Addendum and the RFP due date? We need to have at least five business days to finalize our proposal after the final Addendum is issued by RPS. Please advise whether the District will push back the proposal due date a few extra days to accommodate this request.

Response: The RFP opening date has been changed to, **Wednesday, November 4, 2015 at 11:30 am (CDT)** at Rockford Public Schools Administration Building, 6th floor conference room, 501 7th Street, Rockford, IL 61104.

3. Is it a requirement that the winning consulting firm under this RFP is independent of all companies selling or servicing copiers and printers?

Response: No.

4. Will the winning vendor, or any affiliated vendor, awarded under this RFP be precluded from participation in a future RFP for copier/printer equipment? It is our experience that there are multiple firms in the copier/printer industry that “compete” against each other but are affiliated by selling/servicing the same product brand. What would prevent Company B from being awarded an eventual copier/printer RFP developed based on an analysis conducted by Company A which markets the same brand of product as Company B?

Response: The vendor who is awarded this contract will be eligible to participate in the invitation to bid for the acquisition of the copiers and maintenance service. We are treating the process as two separate processes. With the bid, the award will be based solely on the lowest responsible bidder.

The results from the managed print analysis results and the invitation to bid specifications **will not** include any brand name equipment or supplies. The District’s bid specifications will be purely technical in nature listing the functional requirements of the equipment. Any mention of brand name equipment is not allowed. In the chart below is an example (not a real specification) of the information the District is looking for:

Specification	Minimum Requirements
Copy/print pages per minute	50 pages per minute
Color or Black and White	Color
Multifunctional	Email, Fax, Scan, Print
Equipment Features	Hole punch, transparencies, labels
Copy Features	Duplex, Job Storage, Auto Tray Select
Paper Size	8.5 x 11 inches, 11 x 17 inches
Other	Follow me
Document Handler	200 sheets

Lastly, the Revised RFP Offer Form is requesting the bidder disclose any existing relationships and if the sell any copiers, printers or related equipment.

5. Will RPS’s information technology department allow the winning consulting firm under this RFP to deploy a print tracking software such as Print Audit across all locations?

Response: Yes.

6. Will the winning consulting firm under this RFP initiative be required to visit each school/office within the school district? If not, how will non-networked copiers, printers and fax machines be detected?

Response: Yes, the firm selected to conduct the managed print analysis will be required to visit every school and administrative location within the District.

7. Will copier/printer device mapping be a requirement of the winning consulting firm? If not, how will the relative locations of devices be determined when making recommendations for consolidating equipment?

Response: Yes, for all school and administrative locations, a copier/printer device mapping will be required. Per the RFP, the required deliverables are:

- Device map pf the current environment by location.
- One hard copy bound report by building with recommendations and maps of equipment that should be redeployed and where to, retired, and specifications of replacement equipment. Cannot include brand names or models.
- Executive summary of estimated savings by location if recommendations are fully implemented.
- Information also to be provided on a flash drive.

8. If an improved copier/printer program is eventually developed by RPS, will all locations be required to utilize the program?

Response: Yes.

9. What is the impetus driving this RFP initiative?

Response: Administration's desire to increase productivity and efficiency as well as reduce overall costs and provide continuous process improvements for all areas of the District.

10. Will RPS consider an optional proposal for the winning consulting firm to provide assistance with developing the scope of work for the upcoming equipment/service RFP, and/or for providing post-contract equipment vendor compliance/quality control services?

Response: All responses must include all requested information contained within the RFP to include but not limited to the following sections: *Objectives, Scope of Work and Submittal Requirements*. Optional Services can be included in the Item 8 of the *Submittal Requirements* section.

Company Name _____

REVISED REQUEST FOR PROPOSAL OFFER FORM

RFP No. 16-15 Managed Print Analysis

Rockford Public Schools District is accepting Request for Proposals responses to form a contract with a vendor that will provide a managed print solution that will increase productivity and efficiency as well as reduce overall costs and provide continuous process improvements for all areas of the District.

BASE PRICE:

Base Price: To be all inclusive of all costs, travel, mileage, printing, etc. _____

UNIT PRICE:

Hourly Rate _____

QUESTIONS:

Yes or No

Does your company sell and/or lease copiers, printers, and/or any other printing devices or related equipment or supplies? _____

Is your company owned by or affiliated (directly or indirectly) with any companies that sell and/or lease copiers, printers and/or any other printing devices or related equipment or supplies? _____

If yes to any the questions above, please list brand name of equipment:

Addendum(s) Receipt: We acknowledge the receipt of Addendum(s) _____ to _____

Company Name _____

REVISED REQUEST FOR PROPOSAL OFFER FORM

REFERENCES:

Offeror to provide three Education references of similar type work that would qualify your firm for this project

Company Name/Address/Phone Number Contact Person

Company Name/Address/Phone Number Contact Person

Company Name/Address/Phone Number Contact Person

PROPOSAL SUBMITTED BY:

Company Name Signature of Company Officer (*required*)

Address Typed Name & Title

City, State & Zip Code Date

Phone No. Fax No.

E-mail FEIN