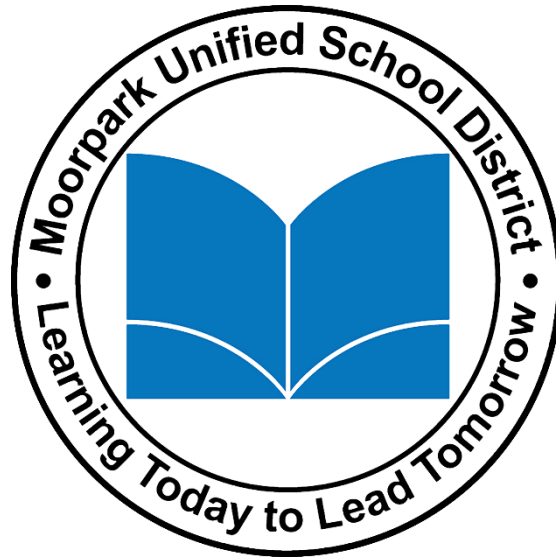


MOORPARK UNIFIED SCHOOL DISTRICT



**Request for Proposal (RFP)
Managed Print Services
RFP No. #2023-0201**

**Deadline for Submittal of Proposals:
February 17, 2023, @ 4:00 pm**

Moorpark Unified School District Technology Services

5297 Maureen Lane
Moorpark, CA 93021
<http://www.mrpk.org>

For Information or Questions Contact:

Mr. David Roberts
Director of Technology
Moorpark Unified School
5297 Maureen Lane
Moorpark, CA 93021
Phone: (805) 678-6342
E-Mail: RFP@mrpk.org

All prospective vendors are hereby instructed not to contact any District staff member other than the noted contact above regarding this proposal at any time during the quotation process. Any such contact may be cause for rejection of your proposal.

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1 Notice Calling for Request for Proposals

NOTICE IS HEREBY GIVEN that the Moorpark Unified School District of Ventura County, California, acting by and through its Governing Board, hereinafter referred to as the District, invites sealed proposals for the award of a contract for the following:

RFP No. 2023-0201

Deadline for written questions: February 10, 2023, No Later Than 4:00 P.M.

Please direct all questions to Mr. David Roberts, Moorpark Unified School District, via E-Mail at RFP@Mrpk.org Note that questions and clarifications will be answered via addendum only.

Deadline for submittal of sealed Proposals: February 17, 2023, No Later Than 4:00 P.M.

Interested respondents to this RFP are invited to submit a proposal in response to this RFP by delivering one unbound hard copy and one (1) electronic copy on a flash drive of their proposal to: Mr. David Roberts, Moorpark Unified School District, 5297 Maureen Lane, Moorpark, CA 93021

Proposals not received in the Technology Department by the specified date and time will be considered non-responsive and returned unopened. It is the sole responsibility of the respondent to assure that their sealed proposal is received by the proper time at the address noted herein. Proposals will not be read publicly at the time of opening but will be available upon request following initial review by the District.

The Moorpark Unified School District shall be the sole judge of the quality of items offered and reserves the right to reject any or all bids, to accept or reject any one or more items of a bid, or to waive any irregularities or informalities in the bids or in the bidding.

No bidder may withdraw his bid for a period of ninety (90) days after the date set for the opening of bids.

On behalf of the Moorpark Unified School District Governing Board of Trustees

By: David Roberts II
Moorpark Unified School District
(805) 378-6342

Publish: Ventura County Star
Publication Dates: January 30th - February 6th 2023

END OF NOTICE OF REQUEST FOR PROPOSALS ("RFP")

2 RFP Overview

Only vendors responding with complete solutions that are submitted on time will be accepted. It is the vendor's sole responsibility to make sure that your response is complete and delivered on time to the Moorpark Unified School District. The Moorpark Unified School District reserves the exclusive right to reject all bids and the right to accept the best-fit overall solution that is the most cost-effective for the school district.

2.1 Purpose of RFP

Moorpark Unified School District (MUSD) is seeking proposals from vendors for leased copiers and Managed Print Services, as detailed in this RFP. MUSD is looking to replace the entire fleet of networked, multifunctional copiers spread across multiple school sites and the District Office.

Ideally, the Managed Print Service should be a full-service solution that:

- Replaces the entire fleet of 44 networked, multifunctional copiers (20 Color & 24 B/W copiers)
- Reduce overall printing costs by leveraging volume printing of the entire fleet
- Includes all consumables (drums, ink toners/cartridges, maintenance kits, -excluding paper)
- Includes a Software/device solution to monitor status and streamline replenishment of consumables
- Provides ongoing maintenance and operational support
- Supports centralized Print management of print codes and user usage reporting for each school site
- Offers secure printing and centralized print release options
- Offers flexibility in the final agreement to right-size allowances based on actual usage patterns (Example: option to adjust allowances during quarterly reviews of usage)

2.2 Timeline and Milestones

RFP Milestones	Date
RFP Issued	January 30, 2023
Deadline for Questions regarding RFP	February 10, 2023
Questions and RFI posted on the website	February 14, 2023
Deadline for Submissions	February 17, 2023, 4:00 pm
Proposals Opened and Reviewed	February 17, 2023, 4:01 pm
Vendor Shortlisting	February 20, 2023
Negotiations	February 21, 2023
Board Approval / Award Contract	February 28, 2023
Notice of Award / Execute Approved Contract	March 1, 2023
Solution Implementation Start Date	June 12, 2023

2.3 RFP Contact Information

Submissions should be emailed to:

David Roberts, Director of Technology, at RFP@mrpk.org

For any questions regarding the RFP, please email the contact above, clearly reference the relevant sections in the RFP, and identify the page and language requiring further clarification.

2.4 Proposal Protest

Any proposal protest by any Proposing entity must be submitted in writing to the District before 11:00 A.M. of the **third (3rd)** business day following the proposal opening.

- a. The protest must contain a complete statement of any and all bases for the protest.
- b. The protest must refer to the specific portions of all documents that form the bases for the protest.
- c. The party filing the protest must have actually submitted a proposal. A proposing entity may not rely on the proposal protest submitted by another proposing entity but must timely pursue their own protest.
- d. The protest must include the name, address, and telephone number of the person representing the protesting party.
- e. The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall include all other proposing entities or proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
- f. The proposing entity whose proposal has been protested may submit a written response to the proposal protest. Such response shall be submitted to the District no later than 11:00 A.M., no later than three (3) working days after the deadline for submission of the proposal protest, as set forth above, and shall include all supporting documentation. Such response shall also be transmitted concurrently to the protesting proposing entity and to all other proposing entities who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
- g. The procedure and time limits set forth in this paragraph are mandatory and are each proposing entity's sole and exclusive remedy in the event of proposal protest. Failure to comply with these procedures shall constitute a waiver of any right to pursue further the proposal protest, including filing a Government Code Claim or legal proceedings.
- h. A "business day," for purposes of this section, means a weekday during which the District's office is open and conducting business.

2.5 Specific Contract Terms and Conditions:

Proposal Acceptance or Rejection: The Board of Education reserves the right to reject any and all proposals/proposals, or any or all items of any proposal/proposal, to accept any proposal of its choice and to enter into any additional negotiations regarding price, the scope of work or other terms.

Contract Documents: The contract between the District and Supplier shall consist of the proposal documents and any resulting amendments/addendums, the Supplier's response, and a purchase order issued by the District.

Contract Term: Proposers shall provide lease options and maintenance agreement proposals for three-year, four-year, and five-year contracts. The District will award the term length based on the evaluation of proposals and anticipated future needs.

Pricing Proposal

The vendor must define a price per imprint in color and monochrome. The vendor must also explicitly state any variables that may result in the cost per imprint deviating from the declared value. The District will NOT accept proposals including the following pricing factors:

- Minimum imprints per period of time on a device or total

- Overage Charges for exceeding a number of imprints on a device or total
- Surcharges for maintenance and repairs related to parts, equipment, mileage, fuel, or time

Deleting/Adding Equipment: The District reserves the right to cancel up to 10% of the total fleet during the term of the agreement with no penalty or cost for the removal of equipment. The District also reserves the right to add like-kind or better equipment throughout the duration of the agreement. Equipment additions shall have the same total volume requirements as the other like models remaining under contract and shall meet the minimum uptime standards as per the terms and conditions of the contract for its remaining duration. The cost for adding equipment will be invoiced separately from the originally installed equipment. All equipment added during the term of the resulting contract shall be kept co-terminus with the original contract, regardless of when added. Supplier agrees to act within 30 days to complete the addition or cancellation of equipment. Any additions or cancellations during the course of this contract shall not in any way extend the original term of said contract. Equipment additions or cancellations during the course of this contract shall not affect the guaranteed minimum annual volume level.

Option to Renew: At its sole discretion, the District may exercise an option to renew this contract at the expiration of the determined term on a monthly, quarterly or annual basis for up to two additional years under the same terms and conditions as in the contract. The District will provide written notice at least thirty (30) days before the expiration of the contract. **Under no condition will the contract renew automatically.**

Unsatisfactory Equipment Performance: Each individual unit installed at any District location under this contract will be required to attain a minimum average of 95% uptime each calendar quarter. Any unit installed under the contract shall be considered “down” under the terms of this contract whenever the Supplier is notified by an authorized representative of the District that (a) image quality becomes unreadable or unacceptable to a District user and/or (b) any one or more of the specific equipment capabilities listed in this contract are not working to the satisfaction of the District. As soon as Supplier is notified of one or both of these conditions, all downtime hours, including, but not limited to, technician response time, lack of parts availability, and all technician working time (excluding only working time related to correcting problems caused by District’s willful negligence or Supplier performing scheduled preventive maintenance visits.) Any individual unit that does not meet the required 95% uptime requirement for any two consecutive calendar quarters can be replaced at the discretion of the District within ten (10) business days of notification to the Supplier from the District for replacement with equipment of the same or better specifications at no additional cost to District.

Cancellation Policy: Either party may immediately terminate this contract without penalty upon 90 days’ written notice to the other if:

- a) The other party has breached any provision of this contract and has failed to cure such breach within thirty (30) days of written notice by the other party. Breaches by Supplier shall include but are not limited to the following items: failure to deliver parts and/or services in a timely manner; failure to submit reports on a timely basis; failure to maintain adequate insurance coverage, unauthorized transfer of responsibilities; failure to utilize the manufacturer’s authorized branded and/or authorized parts, supplies or consumables; failure of the products to meet specifications and/or unsatisfactory customer and/or technical service. Upon conclusion of this contract, the Supplier agrees to cooperate in an orderly settlement of its account with the District.

- b) Supplier agrees to purchase back all unused and unopened units of toner from District at the same proposal price that the District originally paid should the contract be terminated.
- c) California law provides for the cancellation of contracts by the District if funding becomes unavailable for such contracts.

3 Managed Print Service Requirements

3.1 Managed Print Service Requirements

At a minimum, MUSD seeks a proposed solution that will address the following:

- 1) Complete copier fleet replacement of 44 Copiers (20 Color & 24 B/W)
- 2) Maintenance of multi-function-device (MFD) fleet and supplier-provided devices, to include: *
 - a. OEM consumables (compatible inks/toners)
 - b. Parts, including drums, fuser units, transfer kits, waste toner bottles, rollers, paper guides, and other parts as needed
 - c. Labor, including delivery and installation of consumables and parts and removal of spent parts
 - d. System Upgrades/Updates**
- 3) Project management services for Managed Print Services project
 - a. Break-fix services:
 - i) Capability to accept incident reports by email or telephone
 - ii) Dispatch according to agreed SLAs during contract coverage hours
- 4) Centuriated Print Management from a single interface that supports the following features:
 - a. User Print Codes
 - b. Usage reporting
 - c. Printing Visibility
 - d. Single queue printing
 - e. Secure print release at any printer
 - f. Active Directory Integration for Print Codes and global address list
 - g. E-mail / Scan to file
- 5) Client-facing web portal, which provides, at a minimum, the following data:
 - a. Equipment details – Manufacturer, model, serial number, IP address, MAC address, location of the device
 - b. Color vs. B/W devices
 - c. Local vs. networked devices
 - d. Operating costs per each device
- 6) Other reporting as defined in the SOW
- 7) Software
 - a. Installation and initial setup
 - b. Training
 - i) User training
 - ii) Technician training

***Service and Maintenance** All Service and Maintenance shall be included in the proposed cost per page for the solution. Under no condition shall the district be responsible for any service or maintenance charges above those built into your cost per page

****System Upgrades:** If the vendor must upgrade equipment or software, it is at the vendor's expense and will be included in the price per imprint cost.

3.1 Equipment Requirements

All equipment must be **new*** and clearly defined with a make and model number in the proposal.

Copiers must include the following features:

- Support up to 11.7 x 16.5
- Network Protocol TCP/IP
- Ethernet interface 1,000BASE-T
- Support PCL 6, PDF, and Media Print (JPEG, TIFF)
- No Wireless LAN interface or have the ability to disable the Wireless LAN interface
- Duplex printing
- E-mail & Scan to file**
- Collate
- Staple
- 3-hole punch
- Share a similar control panel/web user interface***
- All B/W copiers are high volume and must support high paper capacity and fast print speeds.
- All color copiers will be medium volume

***New Equipment:** For the initial installation, all equipment shall be “New” - defined as those units assembled for first-time use with entirely new components. Supplier shall clearly indicate the build status of the proposed units. To clarify, any equipment manufactured using any percentage of used or reprocessed, recycled, or reconditioned components would not be considered “new” per this section. The District shall be the first equipment user with no previous placements (ever) on rental or lease or ever placed in a customer location of any kind. New equipment shall be delivered with no more than 500 “set-up” impressions on the meter.

****E-mail & Scan to file:** All copiers must be capable of providing scan to Email functionality to a user-defined Email address. The Email address listing on the copier device must be capable of integrating with the District’s Active Directory environment so that Email address books and listings are automatically synchronized with the district’s active directory global address list.

***** Similar Control Panel/Web Interface:** The District wishes to simplify the user’s experience and maintain a District standard across the entire District. All Copiers should be of the same product family.

3.2 Delivery and Installation Requirements

Installation may begin June 12th, 2023, and **must** be completed by **August 1st, 2023**.

Because the District provides services that involve students' education, health, safety, and welfare, delivery/completion time is of the essence. The contract must be completed by the completion time promised by the Vendor. Decisions by the District as to reasonable compliance with contract completion terms shall be final.

If the specifications in this Request call for the installation of equipment, the following shall apply to any contract issued as a result of the RFP:

- a) The Vendor will take all necessary precautions for the safety of students, school employees, and the public and comply with all applicable Federal, State, and Local laws.
- b) Supplier is responsible for any damage to the premises of any site as a result of the installation and servicing of equipment specified in the contract and shall repair and restore to the original condition any area so damaged within the time frame designated by the District.

4 Proposal Submission Requirements

Submissions should contain all components outlined in this section and be presented in this order:

- Cover Page
- Table of Contents
- Executive Summary
- Company Overview
- Proposed Solution
- Project Organization Chart
- Vendor / Client Responsibilities
- Project Timeline and Milestones
- Testing Methodology
- Training
- Licensing Structure

Section 1 Executive Summary

Provide a high-level summary of the vendor’s proposal and qualifications in addressing the objectives and requirements of MUSD.

Section 2 Company Overview

In this section, please provide the following information about your company:

Company Name:	
Tax ID No:	
Company Address:	
Phone Number:	
Contact Name:	
Contact Email:	
Provide a brief synopsis of the vendor’s background and the nature of business	
Years in Business	
Number of installations of your company’s product in the past	
What are your annual sales?	
Are you involved in any pending litigation?	
If available, provide any other information to affirm your company’s stability.	

Section 3 Previous Implementations

Provide three references and contacts of past clients who have engaged your services for similar solutions, with a particular focus on any past projects involving school systems.

Provide:

- Entity name
- Customer contact information (include name, title, phone, and email)
- Scope of work performed identifying the services provided and solutions implemented
- Project start and end dates
- Insights learned, including possible risks and impediments that may affect the timeline for deployment

Section 4 Project Organization Chart

Provide a project organization chart highlighting the key staff assigned to accomplish the work and related bios for the project manager and key personnel.

Section 5 Proposed Solution

This section will be critical to evaluating your proposed solution. Provide thorough explanations to the questions in the following sections:

- Appendix A – Description of Proposed Solution
- Appendix B – System Specification & Support

Section 6 Project Timeline and Milestones

Provide a project schedule that includes all required tasks, deliverables, milestones, and resources. MUSD seeks a detailed understanding of the work plan that will be followed to ensure success.

Section 7 Operational Qualification Methodology

Describe your proposed methodology to establish that equipment performance is consistent with the user requirement specification within the manufacturer-specified operating ranges and your criteria to ensure and demonstrate success. Describe MUSD's role and expected engagement.

Section 8 Training

Describe your training approach covering the organization's current and future employees.

Section 9 Licensing Structure

MUSD would like a complete understanding of all costs associated with your solution, including implementation, deployment, and ongoing support/maintenance.

- Explain the licensing model and corresponding fee structure
- Explain any other costs (travel, per diems, etc.)

5 Evaluation and Selection

5.1 Criteria and Scoring

Proposals will be evaluated and reviewed for completeness, clarity, and a demonstrated understanding of the MUSD's goals as outlined in the RFP.

Criteria used to evaluate proposals:

- Adherence to RFP instructions with a particular focus on quality, completeness, and professionalism

- Company information and qualifications
 - Demonstrated experience and technical competence of personnel (education, training, licenses, certifications) as determined by interviews and demos
 - Evidence of successful past implementations of your solution for similar organizations.
 - Provide positive references from past clients.
 - Demonstrated stability of the company
- Demonstrated understanding of the MUSD’s objectives and requirements based on the quality and clarity of the proposal
- Proposed Solution
 - Proposed solution is robust and able to deliver on the features/functionalities outlined in the RFP
 - Must be able to address the entire lifecycle from conceptualization, implementation, training, and launch to ongoing maintenance and support
- Proposed timeline
 - Ability to articulate significant project milestones and meet MUSD’s target date for deployment of the Managed Print Service
- Pricing structure
 - Articulated pricing structure
 - Reasonableness of total project costs
 - Provides an itemized Breakdown of all components in cost if applicable
Examples: Maintenance, Support, Training, Travel

5.2 Invitation for Vendor Demos

Vendors will be shortlisted following the review and evaluation of submissions and may be invited to demo their proposed solutions. This will be an opportunity for the vendor to showcase their platform and provide a comprehensive walk-through for the MUSD team.

6 Contract Award

After reviewing the proposals and completing the reference checks, interviews, and demonstrations, MUSD intends to enter into contract negotiations with the finalist vendor. These negotiations could include all aspects of services, proposed legal agreement terms and conditions, and fees. Negotiations are intended to result in a contract.

7 General Information

- MUSD reserves the right, at its sole discretion, to reject any proposals in part or whole.
- Any recommendations and price information provided in any Bids will be held in strict confidence and will not be revealed or discussed with competitors. The proposal of the selected Bidder, being their work product, may become part of any contract entered.
- All other material submitted will become the property of MUSD and may be returned only at our discretion.

- Any information obtained in part or whole from the school during the bid process shall not be shared or communicated outside your company unless written permission is provided by the school officials.
- MUSD reserves the right to require any respondent to enter into a nondisclosure agreement.
- Any costs incurred by a respondent to this RFP in connection with the preparation or submission of a response or any other expenses are the sole responsibility of that vendor. Neither MUSD nor any of its business units, affiliates, or subsidiaries has any obligation, under any circumstances, to reimburse or otherwise compensate the vendor for expenses incurred.
- MUSD reserves the right to contact the references provided by the vendor to validate successful past implementations of their solutions.
- MUSD reserves the right to request clarifications of proposals if further information is required to fully understand the proposed solution or any other aspect of the submitted proposal.

8 Appendix A –Description of Proposed Solution

The Organization’s objective is to acquire Managed Print Services from a vendor that meets the District’s needs.

The anticipated outcomes of this acquisition are:

The desired outcome is an optimization of the *total cost of printing, copying, and scanning services* consumed by the organization, not just the cost of consumables or maintenance services.

1. High availability printing, copying, and scanning capabilities for all staff across the Organization
2. Ability to conveniently and securely retrieve prints
3. Allow school site reporting to track print usage and monitor abnormal activity.
4. Costs are consistent with competitive market prices

Current State

Currently, the organization has a Managed Print Service for all printers and copiers. All copiers and printers have reached the end of life, and the current managed print service contract is expiring. The District wishes to review managed print service options from multiple vendors and ensure they receive the most competitive pricing.

Districts Goal

The District is looking to optimize printing cost and reduces printer fleet size. The District no longer wishes to include desktop printers as part of the managed print service and is looking to reduce printing costs by providing additional copiers in convent locations with color functionality and Centralized printing options to minimize the need to support, service, and maintain desktop printers. MUSD is looking to replace all 41 existing copiers, add three additional copiers, increase staff access to color printing, and significantly reduce the number of LaserJet printers in the District.

Proposed Equipment

The vendor must include copier specifications for each system in the proposal that include the following information at a minimum:

- Make and model
- Paper input tray capacity

- Input tray paper sizes accepted
- Paper tray capacity
- Paper output tray capacity
- Max Printing Resolution
- Max Scanning Resolution
- Pages per minute monochrome
- Pages per minute color (if applicable)
- Time until first page out

Appendix D – lists all Copier Locations and Color Options requested for this RFP.

Scope of Managed Services

The RFP Response should present one or more package options indicating the highlights of each if more than one is offered. This should speak to:

Equipment Maintenance

Explain the value proposition in terms of labor and parts. Describe what services are in scope and what is not. Describe what parts are chargeable and what is covered within flat fees.

Consumables

Explain the proposed replenishment model – logistically and in terms of pricing. Describe the sourcing of consumables. Address the scenario where a newly replaced consumable is found to be defective. What is the proposed remediation process?

Usage Monitoring

Explain how the usage of all equipment under management is monitored, and **specify if this is software or device based**. Common monitoring arrangements solve for consumable usage only. Describe how you propose to leverage monitoring data to optimize equipment deployment and diversity based on usage patterns.

Speak to the security of the monitoring strategies proposed. For example, explain how remote monitoring agents that potentially operate within the Organization’s network domain are secured and made resistant to recruitment into a malicious Bot Army.

If the proposed approach *addresses monitoring usage patterns and equipment duty cycles, explain how the data generated could be used to plan the redeployment of equipment to optimize availability and costs.*

Billing Plan

Explain the proposed billing policy:

1. What, if any, contractual commitments are billed prospectively?
2. What commitments or deliverables are billed in arrears.
3. Ability to bill multiple entities (schools)

Describe expected payment terms.

Centralized Management of Equipment

- Describe how you plan to meet the District requirements for providing staff with a centralized, secure, transparent, and accessible printing experience.

Service Level Objectives

Time to RESPOND

- Describe the expected response time upon a request for service being raised.
- Contextualize this description with how such requests are expected to be made.
- Itemize the types of service requests that are anticipated contractually

Time to Restore Service

- In the case of loss of functionality of a device under contract, explain the anticipated time to restore operation.
- Contextualize this explanation by device type (Printer, Copier, Scanner) and typical cause of the outage.

Service Availability Window

- Describe the windows of time when service requests can be lodged.
- Indicate availability during holidays.

Service Radius of Proposed Service Teams

- Appendix D – lists the sites that will need support.
- The Response to this RFP should indicate the maximum travel time for responding personnel to reach a site requesting service that needs onsite effort.
- Also indicate the average expected travel time in all other scenarios.

9 Appendix B - Service Specification & Support

Committed Support Team

- Describe the team of resources assigned to an engagement as proposed. Speak to the organization structure and roles involved in fulfilling commitments.
- MUSD school sites and District Offices are located in the city of Moorpark. Describe your company’s geographical reach and how it will be able to service the entire fleet.

Support Scenarios

- Explain the typical workflows proposed to address requests for service and support.
- Explain escalation paths for service requests and resolution approaches.

Committed Equipment Monitoring

- Describe the proposed equipment monitoring approach.
- Explain how it serves the business objectives described above.
- Explain how data is used to drive actions that serve these business objectives.
- Explain how this data is secured against unauthorized access.

10 Appendix C –Copier Location and Color Option

12 Sites, a total of 44 Copiers, 20 Color, 24 Black/White

School Site	Address	Copier Location	B/W or Color
District Office	5297 Maureen Lane	HR/Sup Workroom	Color
District Office	5297 Maureen Lane	Business Workroom	Color
District Office	5297 Maureen Lane	Instructional Workroom	Color
District Office	5297 Maureen Lane	Enrollment Office	Color
District Office	5297 Maureen Lane	SPED Department	Color
District Office	5297 Maureen Lane	Transportation Department	Color
District Office	5297 Maureen Lane	Technology Department	Color
High School at Moorpark College	7075 Campus Rd	Main Office	Color
Campus Canyon	15300 Monroe Ave.	Main Office	Color
Campus Canyon	15300 Monroe Ave.	Workroom	B/W
Campus Canyon	15300 Monroe Ave.	Workroom	B/W
Chaparral	280 Poindexter Ave.	Main Office	Color
Chaparral	280 Poindexter Ave.	Workroom	B/W
Chaparral	280 Poindexter Ave.	Workroom	B/W
Chaparral	280 Poindexter Ave.	Workroom	B/W
Moorpark Adult School	280 Poindexter Ave.	Adult School Office (R1)	Color
Peach Hill	13400 Christian Barrett Dr.	Main office	Color
Peach Hill	13400 Christian Barrett Dr.	Workroom	B/W
Peach Hill	13400 Christian Barrett Dr.	Workroom	B/W
Walnut Canyon	280 Casey Rd.	Main Office	Color
Walnut Canyon	280 Casey Rd., Moorpark CA 93021	Workroom	B/W
Walnut Canyon	280 Casey Rd., Moorpark CA 93021	Workroom	B/W
Walnut Canyon	280 Casey Rd., Moorpark CA 93021	CAP Office	B/W
Early Childhood Center	240 Flory Ave	P3 - ECC Office	Color
Flory	240 Flory Ave	Main Office	Color
Flory	240 Flory Ave	Staff Lounge/teacher workroom	B/W
Flory	240 Flory Ave	Staff Lounge/teacher workroom	B/W
Flory	240 Flory Ave	Success Express Office	B/W
Arroyo West	4117 Country Hill Rd.	Front Office Copy Room	Color
Arroyo West	4117 Country Hill Rd.	Workroom	B/W
Arroyo West	4117 Country Hill Rd.	Teachers' Lounge	B/W
Mesa Verde	14000 Peach Hill Rd.	Main Office	Color
Mesa Verde	14000 Peach Hill Rd.	District Health Office	Color
Mesa Verde	14000 Peach Hill Rd.	Teacher Workroom	B/W
Mesa Verde	14000 Peach Hill Rd.	Teacher Workroom	B/W
Mountain Meadows	4200 Mountain Meadow Dr.	Office Workroom	Color
Mountain Meadows	4200 Mountain Meadow Dr.	Workroom	B/W
Mountain Meadows	4200 Mountain Meadow Dr.	Workroom	B/W
Moorpark High School	4500 Tierra Rejada Rd.	Main Office	Color
Moorpark High School	4500 Tierra Rejada Rd.	Main Office	B/W
Moorpark High School	4500 Tierra Rejada Rd.	Workroom C	B/W
Moorpark High School	4500 Tierra Rejada Rd.	Workroom C	B/W
Moorpark High School	4500 Tierra Rejada Rd.	Workroom M	B/W
Moorpark High School	4500 Tierra Rejada Rd.	Workroom M	B/W