

**Shawnee Mission School District
RFP 24-001 – Print Fleet, Print Shop, and Print Management Services
January 26, 2024**

Addendum No. 1

The following responses address questions submitted by vendors on January 24, 2024; responses to the questions are indicated in **bold**. If you feel that a question has not been addressed, please contact Reed Beebe at purchasing@smsd.org as soon as possible.

1. Are the three current Print Shop staff provided by the current vendor full-time employees?

Yes; the three Print Shop staff are currently full-time employees.

2. Is the District planning to keep the current District-owned equipment in the Print Shop?

Yes; vendors submitting proposals are not being asked to replace the current District-owned Print Shop equipment, although vendors are welcome to submit alternative proposals to replace District-owned Print Shop equipment for the District's consideration.

3. Does the District expect the vendor selected through the RFP process to provide maintenance and print management services on the District-owned equipment in the Print Shop, as part of the service contract?

Yes; the District would like the selected vendor to provide maintenance and print management service for the District-owned equipment in the Print Shop.

4. Can we get more information on the District's proxy cards and versions?

The District's proxy card vendor is Avigilon; Card Spec: AC-HID-CARD-ICLASS-SE-300; Item Number: 220-0876A

5. Does the District want the Print Shop to be able to stuff envelopes and generate mailings?

The District currently does not have a need for such services/capabilities.

6. Is the District consulted in the hiring of Print Shop employees provided by the current vendor?

Yes; the District is consulted by the current vendor regarding Print Shop hiring decisions.

7. Are the three current Print Shop staff provided by the current vendor the same employees that have been working in the Print Shop since the commencement of the contract with the current vendor?

No; there has been some turnover in staffing since the commencement of the contract with the current vendor.

8. How is scheduling for Print Shop staff managed?

The District's current vendor manages the Print Shop staff's scheduling (coverage, time-off requests, etc.) The District is generally only consulted about staff scheduling when overtime costs might need to be incurred due to a large number of submitted print projects.

9. Is the current contract for the Print Shop management separate from the Print Fleet equipment and services contract?

Yes; the District has a distinct agreement with the current vendor regarding the Print Shop services. The District is charged a monthly fee for the management of the Print Shop.

10. Are there faxing features on the devices?

All faxing occurs through the digital workflow of a scan; for example, staff can do a "Scan to Fax" option when scanning a document via the device.

11. Would the District like to keep the current staff that work in the Print Shop?

The District is satisfied with the work of the current Print Shop employees, and should a contract be awarded to a new vendor, the District would appreciate it if the current employees were offered the opportunity to continue working in the Print Shop.

12. Is the District satisfied with the current Print Shop device features?

Yes.

13. Are there any new features for the Print Shop print devices that the District would like to explore?

While the District currently does not have a list of new features it would like to see added to current Print Shop capabilities, vendors are welcome to provide information or make alternative proposals regarding such features for the District's consideration.

14. Does the District want alternative suggestions for the current PaperCut software submitted as an alternative proposal, or may alternatives be part of the base proposal?

Alternatives to PaperCut may be presented in the base proposal. The District is open to considering other software solutions that meet the District's needs. In particular, the District would like a print management software solution that allows for easy billing reconciliation and allows easy, transparent usage reporting. Because staff are currently familiar with PaperCut, please note that proposals for new software should address how staff would be trained to use such software.

15. Can the District provide its PaperCut license information?

Yes; vendors may request the District's PaperCut license information by emailing purchasing@smsd.org.

16. For the Print Shop devices, is the PRO 8120SE the only device with Fiery controllers, or do the other print devices utilize a Fiery controller?

To clarify, all the Print Shop print devices utilize Fiery Print Controller.

17. Can information regarding the print device configurations be provided?

The District can provide a list of the devices with their actual product descriptions; to request this list, please email purchasing@smsd.org.

18. What challenges is the District experiencing with Print Shop deliveries?

While the Print Shop currently generates submitted print jobs in a timely manner, the District is having a challenging time retaining delivery drivers that are directly hired and employed by the District; among other duties, these delivery drivers deliver the completed Print Shop jobs to their respective District locations. That is, District staff are currently responsible for delivering completed print jobs from the Print Shop to the respective District location, and staffing challenges have resulted in delayed deliveries, or deliveries not arriving as quickly as desired.

19. Does the Print Shop process a lot of three-ring binding print requests?

The District is currently researching the volume of three-ring binding print jobs submitted to the Print Shop, but three-ring binding is utilized by the District.

20. For the Print Shop devices, does the District have any software license agreements?

The District has a license for Adobe Creative Cloud, as well as a license for Fiery Impose.

21. In Attachment D, for the Contractual Provisions Attachment, Section 10 (“Insurance”) detailed on page 20 of the RFP, how does the District address proposed exceptions to that provision?

As outlined in the RFP, vendors are welcome to propose exceptions to the terms listed in the RFP, including those in the Contractual Provisions Attachment. However, because the Contractual Provisions Attachment is a statutory form for the State of Kansas, the District’s legal counsel will likely need to work with select vendors to address any proposed exception language related to the Contractual Provisions Attachment.

22. Is a split award for Print Shop services and Print Fleet services a possibility?

The RFP does allow the District to make split award between vendors for Print Shop service and Print Fleet services. The District is currently interested in making one award for both Print Shop and Print Fleet services, but it can issue a split award if the District deems it advantageous to do so.

Correction of Typographical Error:

The Contract Pricing section of Attachment D references “CPI contract pricing”; this is a typographical error; the section should reference “CPC contract pricing” (that is, “cost per copy” contract pricing), and the corrected section should read as follows:

“Contract Pricing: Negotiated unit and CPC contract pricing will remain the same for the initial contract term. Overall contract term pricing may vary, based on the District’s desired changes regarding desired equipment and services. Should the District and selected Contractor mutually desire to exercise a two-year extension, pricing for equipment and services during this additional two-year term will be negotiated prior to execution of any such extension.”

End of Addendum No. 1