

FCASD Copier RFP

FAQ

1. Notice - In the initial letter preceding the requirements, it lists 6,000,000 as annual copies, but the attachment shows otherwise.
There was a typo on the letter, that should have read 16,000,000 annual impressions for the copiers. Regardless, your proposal should reflect what you would recommend and offer based on the history of the district.
2. Regarding Attachment A - please list which devices require fax capabilities, etc.
[Revised Attachment A showing current configuration has been provided.](#)
3. Can you tell me how the Print Shop uses the Fiery component on the existing Xerox 180 Press?
[Fiery is used to route/process print jobs from the district's copy center PC to the copier machine\(s\). It allows the copy center to save jobs and reprint directly from Fiery. It also is able to process color images and large files more efficiently with improved quality of color images.](#)
4. Papercut Questions:
 - 3.a - On page 4 (4th full paragraph) you mention needing 30 Xerox MFP embedded licenses for Papercut moving forward. Can you highlight which specific 30 devices you'll be looking to keep?
[The listing shows our existing machines, which all have papercut capability currently. The successful proposal should include their plans on which machines should be kept, replaced, etc - all with the capability to utilize Papercut.](#)
 - 3.b - We see that the district currently owns (1) PaperCut MF license for Xerox. Is the intent to fully deploy PaperCut MF to the entire MFD fleet? Is there additional licensing under a different name?
[There are no plans to expand PaperCut before its current use.](#)
 - 3.c - If PaperCut is currently installed in a test/dev environment, what is the Windows OS version it is running on?
[It is not installed in a test environment.](#)
 - 3.d - The RFP ask is that Papercut be provisioned on 30 Xerox MFDs and 22 of the selected vendor's MFDs. The RFP shows approximately 56 Xerox MFDs to be replaced during this RFP that will be the selected vendor's MFDs. Please clarify the requirements for PaperCut embedded clients by manufacturer.
[All suggested machines should have PaperCut support available for any replacement devices should the district ever want to expand the PaperCut deployment in the future.](#)
 - 3.e - Will the District be managing the PaperCut application, or will the vendor be required to do so?
[The District manages PaperCut.](#)
5. When are the final deadlines for clarification questions and when should we expect answers to update our proposal?
[Proposals are due 11/15/2024, clarifying questions should be submitted no later than 3 days prior to the deadline.](#)
6. What application are you using for faxing from the MFDs? Or, are you using standard POTS lines?

Currently most use POTS lines, we are in the process of migrating to an eFax solution that utilizes scan-to-email functionality to email the PDF to our fax solution.

7. How are you currently managing email and fax address books?
Accounts are in Google Workspace connected through LDAPS. A native Google solution would be preferred, or at minimum the ability to synchronize address books without LDAP.
8. Approximately how many shared folders will need to be scanned to? How are you managing this now?
There are no shared folders for scans.
9. Is guest printing a requirement?
Guest printing is not a requirement.
10. Are you currently using quotas for users?
We do not currently have quotas set up for users.
11. Ricoh cannot support the HP printer fleet due to the age of the devices (average is 16 years old). Is Fox Chapel open to Ricoh proposing comparable Ricoh replacement units?
Proposals that include replacements to best suit the proposal is acceptable. We would like to find the best solution and if that includes replacements without a significant cost factor, the district will consider those options.
12. Are you looking for a single vendor for the entire project (MFDs, papercut, production print and managed print services for HP devices) ? Or would you consider different vendors for specialized categories?
The preferred proposal would be for 1 vendor for both Copier and Printer management.
13. Relocations: How many relocations would you anticipate for machines on Fox Chapel campus? What number of relocations per year have you averaged in the past?
Relocations vary year by year and are more likely for HP/Printers. Copier machines are not typically relocated.
14. In the past 5 years how many copiers have you added or subtracted from your existing vendor agreement?
There have been no additions or deletions in terms of copiers based on the existing agreement.
15. Are you seeking a charge per copy service agreement outside of the 6 million included copies? What is the break down of color vs. black and white out of that 6 million?
Print counts were included in the RFP proposal with the machine listings.
16. Do you currently own the Xerox machines or are they leased to be returned by the current vendor?
Machines are currently leased. Successful proposal should include a plan for coordination with current vendor for removal of current machines.
17. Will the school district allow vendors to conduct an on-site assessment to survey space? Do they have blueprints of the school layouts with device locations?
For safety reasons we will not provide blueprints of any school layouts. However, an on-site assessment would be allowed for the successful proposal to make any adjustments or additional notes before the ordering of any new equipment for the new successful agreement.
18. Will you consider right-sizing the printer fleet and implement central MFPs to reduce device count and overall cost?

Yes, the District will definitely consider proposals that include right-sizing equipment to best serve the district in terms of needs, supplies and financial considerations.