Academy of Accelerated Learning, Inc.

A Texas Open-Enrollment Charter School

Where Learning is Fun!

5300 N Braeswood, Suite 8 Houston, Texas 77096

(713) 668-8237

www.aalinc.org

Request for Proposal (RFP) #04-04-2025

For Managed All-in-One Printer Services

Date of Issued: Friday, April 4, 2025

Submission Deadline: Monday, April 21, 2025 – 12:00pm

GENERAL INFORMATION:

Information about Academy of Accelerated Learning,Inc (AAL, Inc.):

Founded in 1998, the Academy of Accelerated Learning (AAL,Inc) was created to offer academic enrichment opportunities for low-income, high-risk youth. As a state and federally funded organization, AAL is dedicated to providing high-quality education and resources to support student success. The Academy of Accelerated Learning focuses on creating an environment where students can thrive, reach their full potential, and excel academically.

The School District has an enrollment of approximately 751 students in grades: pre-kindergarten through 8th. The district is made up of 3 schools and 1 Administrative Office.

Ashcroft: Elementary school
Bellfort: Elementary and Middle School
Savoy: Middle School

Purpose:

The purpose of this Request for Proposal (RFP) is to provide specifications related to the AAL,inc School District's All-in-One printer needs, from which to evaluate your company's products and services compared to other vendors, as defined in this document.

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Current Environment:

Ashcroft:
(1) Canon IR Advance 6565i
(1) Canon IR Advance C7570i

Bellfort:
(1) Canon IR Advance 6565i
(1) Canon IR Advance C7570i

Savoy:
Canon image PRESS Lite C265
Cannon IR Advance 6870

District Office:
(1) Canon IR Advance C5535i

1. Project Scope Description:

Academy of Accelerated Learning, Inc. (AAL, Inc.) is requesting proposals for qualified vendors interested in contracting with AAL, Inc to provide the lease of 7 high-quality all-in-one printers to meet the needs of our three schools and District Office. The selected printer should be capable of printing, scanning, copying, and faxing (four of them) and should support our day-to-day operations.

We invite qualified vendors to submit proposals that include details of the available models, leasing options, pricing, remote management, maintenance services, and support.

2. Projected Installation Date:

The installation, configuration and IT staff training of the All-In-One printers must be completed during the summer break for students and staff members (July).

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3. Printer All-In-One Requirements

3.1. Functional Requirements

The all-in-one printer must include the following capabilities:

- Print: Capable of printing in both color and black & white. Minimum print speed of [45 pages per minute].
- Scan: Minimum scan resolution of [600x600 dpi] with an Automatic Document Feeder (ADF) for multi-page scanning.
- Copy: Ability to make high-quality copies, with a minimum copy speed of [35 copies per minute].
- Fax: Capability for high-speed faxing, including a fax memory buffer for incoming faxes.
- Paper Handling: Ability to handle multiple paper sizes (A4, A3, Letter, Legal) with a paper tray capacity of at least [500 sheets].

3.2. Connectivity

- Wireless Printing: Must support Wi-Fi or Bluetooth printing for seamless mobile printing from smartphones or tablets.
- Network Connectivity: Must include Ethernet support and ideally be compatible with various network protocols.
- USB Ports: For direct printing or scanning via USB

3.3. Performance Specifications

- Print Resolution: Minimum print resolution of [1200x1200 dpi].
- Copy Resolution:
  Reading:600dpix600dpi
  Printing: 1200 dpi x 1200 dpi
- Scan Resolution: Minimum scan resolution of [600x600 dpi].
- Scan Destination: E-mail/Internet, Fax (SMTP), Mailbox

- Document Feeder Paper Capacity: 150 sheets (20 lb. Bond)
- Document Feeder Supported Media Sizes: 11”x17”, Legal, Letter
- Duty Cycle: Monthly duty cycle to support moderate-to-heavy usage.

3.4. Additional Features

- Energy Efficiency: The printer must be Energy Star certified or have an eco-mode to reduce power consumption.
- Security: The printer should have secure printing features, including PIN-based release, encryption, and user authentication if required.
- User Interface: Must have an intuitive touchscreen display for easy operation.
- Account Management: Remote printer management, continuous monitoring.
- Finishing Capabilities: Staple, Booklet, HolePunch.

4. Leasing Terms and Conditions

4.1. Lease Duration

We are looking for a lease term of [3 years], starting from the date of completion of installation, configuration, and training of technology staff members.

4.2. Pricing and Payment Structure

Please provide a breakdown of the following:

- Monthly Lease Payment: Total monthly cost for leasing the printer.
- Initial Costs: Any upfront costs or set-up fees.
- Maintenance and Support: Costs for service, maintenance, and consumables (toner, ink, etc.), either included or separately priced.

- Optional Upgrades: Any additional costs for upgrading the machine during the lease term.

4.3. Service and Maintenance

The vendor shall include materials, equipment, and labor necessary to provide a complete and functional all-in-one printer system regardless of any items not listed or described in this specification. It is the vendor's responsibility to review this specification in its entirety before submitting a bid for the project. By submitting a bid for this project, the vendor acknowledges that they have read and fully understand these specifications and the requirements for providing a fully functional system.

The leased printer must come with a service contract that includes:

- Training for technology staff members.
- *Scheduled Maintenance:* Regular check-ups and preventive maintenance.
- *Response Time:* Maximum response time for on-site repairs and service (3 hours On-site Response Time or Less).
- *Parts and Labor:* Coverage for parts and labor in case of breakdowns or malfunction. All included.
- *Consumables:* Automated Toner Replenishment. Details of which consumables are included in the lease, and which are not.
- *Support:* Minimum 8/5 technical support via phone or online.

4.4 Service Level Agreement (SLA)

Please outline the service level agreement, including:

- Response Time for Repairs
- Resolution Time for Issues
- Replacement Policy (in case of a non-repairable failure)

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5. Proposal Submission Guidelines

Please include the following in your proposal:

- *Company Profile:* Information about your company, including experience, relevant case, and customer testimonials if possible.
- *Printer Models:* The specific printer models available for lease, including detailed specifications and features.
- *Pricing Breakdown:* Clear pricing breakdown for the lease, maintenance, and consumables, etc.
- *Lease Terms:* Clear terms for the lease, including duration, renewal options, and termination clauses.
- *Service and Support Plan:* Detailed service and support offerings, including the response time for repairs and service visits.
- *References:* At least two references from other organizations that have leased printers from you in the past.

6. Proposal Evaluation Criteria

Proposals will be evaluated based on the following general criteria:

- *Cost*: Total cost of the lease, including monthly payments, maintenance, and consumables.
- *Printer Performance*: Print speed, resolution, and overall functionality of the all-in-one device.
- *Leasing Terms:* Flexibility, duration, and terms of the lease agreement.
- *Vendor Experience:* Vendor's experience in providing similar devices to other businesses or organizations.
- *Service and Support:* Quality and responsiveness of the service and maintenance contract.

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Evaluation Matrix:

	Evaluation Criteria	Point System
1	**Total Price of the eligible products and services:** Offer a fair reasonable price for items or services to be procured by AAL, Inc	30 points
2	**Products:** Items offered meet the technical requirements of AAL,Inc.	20 points
3	**Services:** Items offered meet the services and Service Level Agreement (SLA) as required by AAL, Inc.	20 points
4	**Leasing Terms / Long-term cost to AAL, Inc. to acquire the Providers goods or services:** Training, support, warranty, maintenance, consumables and other fees	10 points
5	**Reputation of the Provider and of the goods or services:** The Provider should have a solid reputation with other entities that show a high level of customer service, a high level of quality of goods or services. Quality of goods or services from providers and qualified personnel with prior experience.	5 points
6	**Management:** Remote printer management, user administration, continuous monitoring and reports	10 points
7	**Local vendor:** The Provider's Principal place of business is in Houston,Texas	5 points
	TOTAL	**100 points**

AAL, Inc. reserves the right to award the vendor that best meet AAL, Inc's needs

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7. Submission Deadline

All proposals must be submitted by **April 21st, 2025 – 12:00pm** to the following email address:

Email: nhenriquez@aalinc.org / mbravo@aalinc.org

8. Contact Information

For any questions or clarifications related to the RFP specifications, please contact:

Norimar Henriquez / Martha Bravo
- Phone Number: 713-668-8237
- Email Address: nhnriquez@aalinc.org / mbravo@aalinc.org

For any questions or clarifications related to the vendor packet, please contact:

J'Lesscia Dozier
- Phone Number: 713-668-8237
- Email Address: jdozier@aalinc.org

IMPORTANT NOTE: It is the proposer's responsibility to read and comply with the information provided. Failure to complete and submit this proposal according to the information and instructions may result in the proposer's disqualification.