



HITCHCOCK INDEPENDENT SCHOOL DISTRICT

REQUEST FOR PROPOSALS

RFP #26-09-0220RFP

DISTRICTWIDE MULTIFUNCTION COPIER EQUIPMENT, LEASING, MAINTENANCE & MANAGED PRINT SERVICES

ADDENDUM NO. 1

Date: September 25, 2026

To: All Prospective Proposers

Subject: Vendor Questions, District Responses, and Revised Proposal Deadline

This Addendum provides responses and clarifications regarding Hitchcock Independent School District's current multifunction copier and print environment and modifies the proposal submission deadline. The information below is being provided to all prospective proposers to promote a fair and consistent procurement process.

Where current information is unavailable or has not been verified by the District, the District has expressly identified that limitation. Proposers shall not assume information beyond that provided in the RFP and this Addendum.

Except as expressly modified or clarified by this Addendum, all requirements, terms, conditions, specifications, attachments, and other provisions of RFP #26-09-0220RFP remain unchanged and in full effect.

1. Revised Proposal Deadline

To provide all prospective proposers sufficient time to consider the technical information contained in this Addendum and incorporate it into proposed equipment configurations, technology solutions, and pricing, Hitchcock ISD hereby extends the proposal submission deadline.

Event	Date and Time (CT)
Previous Proposal Submission Deadline	October 2, 2026 at 2:00 PM CT
Revised Proposal Submission Deadline	October 7, 2026 at 2:00 PM CT

2. Vendor Questions and District Responses

Question 1: What are the District's current monthly black-and-white and color print volumes?

District Response: The District does not currently have verified device-level or aggregate monthly black-and-white and color print-volume data available. Proposers should develop their recommendations based upon the information contained in the RFP, this Addendum, and their professional assessment of the anticipated requirements of each District location. The District anticipates that printing utilization may increase during the upcoming period due to implementation of new curriculum.

Question 2: How do users currently authenticate at multifunction devices?



District Response: Users currently authenticate using PINs. The District's current preference is to continue using PIN-based authentication. PINs are not currently stored in Active Directory or synchronized from another system. Multi-factor authentication and guest printing are not currently required.

Question 3: What software or solution does the District currently use for authentication and print management?

District Response: The District does not currently utilize a print-management solution. Microsoft Active Directory is currently utilized for scanning and email functionality. The District has approximately 325 users in the directory, does not utilize multiple domains or forests, and does not currently require separate printing rules or access controls for different user groups.

Question 4: What are the make and model of the District's current devices?

District Response: The District's current multifunction copier fleet consists of Sharp equipment. Specific model numbers are not presently available for inclusion in this Addendum. The District's current operating configuration has generally included approximately 75 PPM for black-and-white equipment and 55 PPM for color equipment, with stapling and hole-punch capabilities. These specifications are informational and are not minimum specifications. Proposers should recommend equipment speeds and configurations appropriate to the anticipated utilization and application requirements of each location.

Question 5: Could the District provide an overview of the current workflow for its devices, including applications or systems with which they integrate?

District Response: The District currently utilizes Microsoft Active Directory for scanning and email. The District maintains five physical Windows Server 2019 print servers, generally located one at each campus/location. Users may occasionally print across WAN connections. The District currently operates primarily in a Windows workstation environment. Proposers should identify all software, cloud services, print-management platforms, authentication components, licensing, and other technology required for their proposed solution.

3. Additional District Clarifications

- The District is not currently aware of specific capacity, reliability, or functionality concerns with the existing devices.
- Proposers should recommend appropriate PPM based upon anticipated volume and application requirements.
- Current configurations of approximately 75 PPM B&W and 55 PPM color have generally met District needs.
- Printing utilization is anticipated to trend upward due to implementation of new curriculum.
- Stapling and hole-punch capability is required at all anticipated locations.
- 11 x 17 capability is required for Central Administration.

The question period has closed. This Addendum is issued to provide all prospective proposers equal access to material clarifications received through the District's formal question-and-answer process. All other solicitation requirements remain unchanged unless expressly modified herein.