

November 7, 2022

## **ADDENDUM 1**

To: All Prospective Offerors  
From: Scott Bachtell, Supervisor of Purchasing  
Reference: RFP 2023-26 Copy / Print Managed Services

### **Proposal Due Date & Time: November 17, 2022, by 11:00 AM EST**

This addendum is being issued to provide additions, corrections, clarifications, and answers to certain questions raised referencing the original RFP packages and any resultant contracts for the above bid.

### **Questions:**

1. **Question:** I have a question about this bid--it looks like you have already awarded a 5 year contract to a vendor for all of the hardware (copiers, multifunctional office machines, desktop printers). Does this vendor not offer MPS? If they do not, would they be okay with another vendor--a competitor in the market--touching their machines, installing software on their machines, and managing their fleet and them? There is probably something in their contract saying that another company cannot do this.

**Answer:** This work is not to directly manage the devices but to manage the overall printing environment and the relationship with the equipment and service vendor in ways that go beyond a typical vendor MPS arrangement. As detailed in the Scope of Work provided in the RFP the work includes making recommendations on policies and guidelines regarding the copy/print environment, providing reporting on volume balance between different locations and different device types, making recommendations on budgeting, and monitoring the performance of the equipment vendor (credits due under Service Level Agreements, invoice validation, etc.). The Managed Print Services vendor would not be installing anything or touching any machines. They would be leveraging existing tools such as FM Audit and Paper Cut in cooperation with the equipment vendor and acting as an agent on behalf of WCPS.

2. **Question:** Asset list (Model and Qty)

**Answer:** This information will be provided to the awarded vendor. The awarded vendor needs to be able to perform the services required regardless of the manufacturer of the leased and owned equipment.

3. **Question:** Any incumbents?

**Answer:** No, this service has not been bid on before.

4. **Question:** Do prime contractors required to meet the following requirements? Would it be possible that if our subcontractors to meet the following requirements?

*c. Staffing Qualifications: Provide resumes of Account Representative(s) and key Personnel that will be utilized to provide services as described in Section III, Scope of Work. Provide the names of three (3) clients in which the proposed Account Representative held a similar position. d. Unique Qualifications: Provide a narrative to elaborate on any special/unique qualifications, expertise, and/or experiences of the Offeror and/or any member*

*of its team, which make it uniquely capable to provide a solution to WCPS. WCPS RFP 2023-26 System-Wide Copy/Print Managed Services e. References: The Offeror must provide references for a minimum of three contracts of similar size and scope completed, including the contact person's name and telephone number, dates of services, type of personnel supplied, and descriptions of services performed. Work performed for K-12 public school systems of similar size and scope is preferred and will be scored higher. WCPS reserves the right to verify all information given as well as to check any other sources available, including itself, as a reference by the Offeror.*

**Answer: The awarded vendor must meet all of the qualifications listed in this section.**

5. Question: Budget?

**Answer: There is no budget established for this RFP.**

6. Question: DBE or SBE requirement?

**Answer: No**

7. Question: Extension of submission is possible?

**Answer: An extension cannot be granted at this time.**

8. Question: Current WCPS inventory counts were provided at 144 large copiers, with 849 desktops. Do you own them now or are they all going back to the current provider.

**Answer: WCPS will lease copiers and WCPS owns the desktop printer devices. As WCPS replaces the desktop printers they will be leased from our Copy/Print vendor.**

9. Question: Are lease options, an option

**Answer: Please see the answer to question 1.**

10. Question: What are the makes and models they are looking for?

**Answer: Please see the answer to question 1.**

11. Question: Is this RFP to manage the current fleet of copiers, printers, MFP's currently located throughout the school system and offices?

**Answer: Please see the answer to question 1.**

12. Question: This is not to replace the current fleets, correct? If that is correct, will there be an RFP for the fleet replacements?

**Answer: That is correct. A contract has already been awarded for the replacement of all copiers and adding printers for service and support at WCPS.**

13. Question: Is WCPS looking for a vendor neutral consultant firm?

**Answer: This work is not to directly manage the devices but to manage the overall printing environment and the relationship with the equipment and service vendor in ways that go beyond a typical vendor MPS arrangement. Therefore, the vendor awarded the contract for Managed Print / Copy Services can not be the same vendor awarded to lease and service WCPS copiers and printers. The awarded vendor needs to be able to perform the services required regardless of the manufacturer of the leased and owned equipment.**

14. Question: Some of these requested services appear to overlap with those services performed by the awarded vendor of RFP 2022-44 Enterprise Print Management Consulting Services;" would the awarded vendor be working with that consultant on any aspects of the print management?

**Answer**: The work that the consultant did for RFP 2022-44 "Enterprise Print Management Consulting Services" will be completed with the delivery and acceptance of the equipment. The work will not overlap with the work on this RFP.

Sincerely,

*Scott Bachtell*

Scott Bachtell  
Supervisor of Purchasing

cc: Joseph Allen, Executive Director of Technology

**This Addendum is three (3) pages.**