

CHAPEL HILL-CARRBORO CITY SCHOOL SYSTEM

**REQUEST FOR PROPOSALS for
DISTRICT WIDE COPIER, PRINTER AND SCANNER SOLUTION**

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I. BACKGROUND

The **CHAPEL HILL-CARRBORO CITY SCHOOLS** (“CHCCS”) in **ORANGE COUNTY, NORTH CAROLINA**, requests proposals for the purposes of assisting the district with the implementation of a district-wide copier, printer and scanner solution. Goals of the district are delineated below:

- Provide multi-function machines to meet the needs of our 19 schools of varying ages, infrastructure and enrollment.
- Reduce paper use while providing convenient and centralized multi-function machines to schools.
- Encourage scanning in place of copying/printing for both staff and students.
- Consistent and efficient maintenance of machines.
- Reduce overall cost of operation and maintenance.
- Reduce print/copy waste.
- Have substantial control over costs through a primarily CPC arrangement.
- Remove majority of technology burden from school staff.
- Enable departmental coding and use tracking.

About CHCCS:

The Chapel Hill-Carrboro City Schools (CHCCS) operates three high schools, four middle schools, eleven elementary schools, and an alternative high school. These schools serve more than 12,000 students. CHCCS currently employs 1,194 instructional staff, in addition to technology, specialty, administrative and support staff. Over the last 4 quarters, the district copiers and printers registered approximately 30 million copies/prints.

II. THE SELECTION

PROCESS A. Timetable

CHCCS expects to undertake the selection process described below according to the following schedule:

Advertisement of the Request for Proposals (RFP): 12/19/2018– 1/31/2019
Submission of Proposals: By 1/31/2019
Selection of Contractor(s): By 2/27/2019
Contract Commencement 8/1/2019

B. Submission of Proposals

Interested contractors will submit proposals as described in Section IV below.

C. Proposal Evaluation

All proposals will be evaluated by a committee composed of representatives of CHCCS. The evaluation committee may at its sole discretion elect to conduct interviews with finalists to clarify information provided in the proposals. The evaluation committee may at its sole discretion recommend one or more contractors. Criteria considered by the evaluation committee may include, but shall not necessarily be limited to, the proposer's qualifications, references, reputation, experience, previous work conducted, financial standing, claims and litigation history, and proposed compensation. The evaluation committee shall not be required to recommend the contractor with the lowest proposed compensation; nor shall the committee have any obligation to explain its decision to recommend or not to recommend any particular contractor or to invite or exclude any particular contractor from consideration at any stage of the process. Instead of recommending that contracts be awarded to one or more contractors who presented proposals, the evaluation committee may at its sole discretion recommend that the proposals be rejected and the process repeated, that CHCCS enter into direct contract negotiations with one or more contractors (possibly including contractors who have not previously submitted proposals) or that CHCCS take any other action the committee deems advisable under all the circumstances.

III. REQUEST FOR PROPOSAL

PROCEDURES A. Point of Contact

Questions concerning this RFP and the procedures for responding to the RFP should be directed to Dan Schnitzer, Sustainability Director, by email at dschnitzer@chccs.k12.nc.us. Any responses will be in writing and communicated to all proposers.

B. Submission of Proposals

Contractors should submit 1 emailed proposal by 1:00 p.m. on 1/31/2019 to: Dan Schnitzer: dschnitzer@chccs.k12.nc.us

C. Proprietary Information

If a proposal includes any proprietary data or information that the contractor deems confidential, such data or information must be specifically identified and stamped "CONFIDENTIAL." Data or information so identified will be used by CHCCS solely for the purposes of evaluating proposals and/or conducting contract negotiations and will be kept confidential to the extent permitted by North Carolina's Public Records Law. Confidentiality of this material cannot be guaranteed.

D. Modification or Withdrawal of Proposal

Any response may be withdrawn or modified without penalty by written request of the contractor only if such request is received by CHCCS at the above address prior to the date and time set for receipt of proposals.

E. Right to Reject

CHCCS reserves the right to accept any proposal, to reject any and all proposals, and to waive any irregularities or informalities. *This contract for District-wide Copier, Printer and Scanner Solutions is not required to be bid under North Carolina law, and none of the statutory requirements regarding public bidding apply to this contract or this RFQ/P.* CHCCS has chosen to issue an RFQ/P because it anticipates that a competitive process will facilitate the selection of the best qualified service providers at the best prices for the school system. CHCCS reserves the right not only to accept or reject any specific proposal, but also to reject all proposals and either repeat the process or enter into direct contract negotiations with any one or more contractors, including contractors who have not previously submitted proposals. CHCCS further reserves the right to initiate contract negotiations with any individual contractors at any time before, during, or after the proposal process. Contractors may be invited to resubmit proposals or to enter into direct contract negotiations with CHCCS. In addition, CHCCS reserves the right to initiate contract negotiations with or invite proposals from contractors that have not previously submitted proposals at any time during or after the RFQ/P process. CHCCS further reserves the right to restrict the invitation to submit proposals to any predetermined group of contractors, or to exclude any individual contractors from the proposal process. *Any and all decisions by CHCCS to accept or reject proposals, repeat the process, enter into direct negotiations with one or more individual contractors, restrict the invitation to submit proposals to a predetermined group of contractors, and/or exclude one or more individual contractors from the proposal process shall be final and not subject to further review.*

IV. PROPOSAL FORMAT AND CONTENTS

Proposals must be submitted in the format outlined in this section, with each of the described forms and sections completed in full (except those sections described as optional). Each proposal will be reviewed to determine if it is complete prior to actual evaluation. *CHCCS reserves the right to eliminate from consideration any proposal it deems, in its sole discretion, to be nonresponsive to this RFQ/P.*

All proposals must agree to the terms listed in Addendum A.

Each of the forms and sections described below should begin on a separate page, and each page should clearly state the name of the contractor.

A. Compensation Terms

Section 1 of the proposal should contain the following information about the compensation to be paid to the contractor to conduct the study.

1. All information about the contractor's expected costs, expenses, assumptions upon which its proposed compensation terms are based, or other information the contractor wishes CHCCS to consider alongside the information required to be included in Section 1 of its proposal.
2. A complete description of the services and/or equipment, materials, supplies to be provided.
3. A breakdown of cost for equipment (if applicable), print cost for B&W, color, Riso and any other delineation and any other associated costs of the contract.

B. Corporate Structure and Financial Condition

Section 2 shall include a description of the contractor's corporate form, the date the contractor was incorporated, and the names and official titles of all its corporate officers.

C. Experience, Background & References

Section 3 of the proposal shall include a detailed summary of the contractor's experience and background in the development and implementation of professional development models, teacher compensation and career pathways models, program evaluations, and assistance with obtaining grants.

Section 3 of the proposal shall also include a list of at least three (3) but no more than five (5) references for individuals with firsthand knowledge of the contractor's background, experience, and qualifications, including the names and contact information for each such reference, the length of time each reference has had direct knowledge of and experience with the contractor, and the relationship of the contractor to each reference.

Section 3 of this proposal shall list subcontractors, if any, along with their relevant background, experience, and qualifications.

Section 3 may also list separately any other experience or background the contractor would like CHCCS to consider (optional).

D. Litigation and Claims History

Section 4 of the proposal shall include a detailed summary of all claims filed, pending, or concluded by or against the contractor in any judicial or administrative forum in the last ten years and shall include, at a minimum:

1. The date each such claim was filed;
2. The judicial or administrative forum in which each such claim was filed;
3. The names of any adverse parties;
4. The file number or docket number of each such claim;

5. Whether each such claim was initiated by or against the contractor;
6. The nature and substance of each such claim, as well as any counter-claims filed in the action; and
7. The ultimate resolution of each such claim, including any judicial or administrative findings of fault or liability and the results of any appeals.

E. Official Statements by Contractor

Section 6 of the proposal must contain the following statements and be signed by an individual authorized to bind the contractor.

1. The contractor has read and agrees to the terms and conditions set forth in the RFQ/P.
2. The terms and conditions set forth in the proposal will remain open for at least sixty (60) days from the deadline for submission of proposals.
3. The contractor can obtain all insurance and bonding required by this contract.

F. Outline of Proposal Contents

The following is an outline of the requirements for proposal contents described in this section:

Section 1:

Compensation Terms and Description of Services

Section 2:

Description of Corporate Structure

Section 3:

Experience, Background, and References

Section 4:

Litigation & Claims History

Section 5:

Official Statements by Contractor

Addendum A

The following are the minimum requirements for this contract. If you are not able to meet or decide not to meet a requirement, you must explain why and where appropriate, offer an alternate solution.

All Multi-Function Printers must:

1. Scan to email. The contractor must upload lists, as provided by CHCCS, onto MFPs, by location.
2. Be able to do duplex scanning
3. Have an assigned IP
4. Be listed on a chart correlating IP to Machine ID and location
5. Be able to have Print Management Capability (such as “follow me”) printing.
6. Be universal driver compatible with PC and Macs (or alternate solution that you propose)

It is highly preferable that MFPs have Chrome OS embedded printing capabilities.

The Contractor must:

1. Work with CHHCS to develop a mutually agreed upon plan to deploy MFPs and desktop printers (only where necessary) throughout the schools. Currently CHCCCS contracts over 300 devices and while CHCCS is looking to reduce that number, the contractor must be aware of the relatively high number of machines. CHCCS is open to a phase out plan over the course of the 5 years to remove devices.
2. Agree to a minimum of 3 coordination meetings prior to implementation with CHCCS IT.
3. Commit to a ½ day onsite training per school at the beginning of the contract, if requested by the school.
4. Send quarterly use reports to CHCCS.
5. Send quarterly report of all “outlier” machines, using significantly high volume, low volume or repair requests.
6. Issue tickets/responses with 1 business day of trouble call and be on-site within 3 business days if on-site repair is necessary.
7. Provide Toner Recycling services.
8. Provide new equipment for the beginning of this contract.
9. Provide CHCCS with a replacement plan based on number of trouble tickets per machine.