



**Beaver Dam Unified School District
Request for Proposal – Printers, Multi-Functional Devices, and Managed Print Services
February 1, 2023**

The Beaver Dam Unified School District is requesting proposals from qualified vendors to provide solutions that meet its needs for printers and multi-functional devices (MFDs), as well as managed print services.

Background Information

The Beaver Dam Unified School District is a district in Dodge County with about 3200 students and approximately 450 staff members. It has five elementary schools; one middle school; one high school; and a district office and maintenance building, all of which contain multiple printers/MFDs. The District currently utilizes Papercut MF for print management and seeks replacement devices that are compatible with that software. The district's prior lease expired, so it is not currently on a lease.

Scope of Services

The Beaver Dam Unified School District is looking to partner with a vendor that will provide leased printers and multi-functional devices (MFDs). It is seeking to enter into a five-year lease beginning during the summer of 2023 (prior to the start of the 2023-24 school year).

In this RFP, the District has identified parameters for what should be included in the goods and services proposed by the vendor. Although cost will be an important consideration, the contract will not automatically be awarded to the lowest bidder, but rather to the vendor that offers the best overall solution to meet the needs of the District.

Specifications and Requirements

1. All proposers must be officially authorized by the manufacturer of the proposed devices to sell and service the proposed equipment. Written proof of such authorization may be required.
2. Proposers should provide lease options for 60 months with the option to purchase the equipment at the end of the lease for \$1. No allowance will be made for any rate increases for the equipment, parts, service, etc. during the term of the lease. Proposed pricing should include delivery, installation, preventive maintenance, and service calls.
3. Proposals should contain detailed descriptions of the proposed devices, preferably technical specifications sheets for each device.



4. Training shall be provided, at no additional cost to the District, at implementation and during the term of the lease as reasonably needed.
5. Proposers must provide detailed guarantee information for both equipment performance and technical service response, as well as the protocol for replacing devices that are not performing satisfactorily.

Process

Schedule: RFP Released (February 1, 2023)
Proposals to RFP due to District (Wednesday, February 22, 2023)
Review of Proposals (February 27 - March 3, 2023)
Potential interviews of vendors deemed finalists (March 6 - 8, 2023)
Notification of selected vendor (March 8 - 10, 2023)

Proposals must be received by **4:00 pm** on February 22, 2023. Proposers must submit three copies of all materials required for acceptance of their proposal to:

Anne-Marie Malkovich, Director of Business Services
Beaver Dam Unified School District
400 E. Burnett Street
Beaver Dam, WI 53916

Any proposal not received by the above office by 4:00 pm on February 22, 2023 will not be accepted.

Any questions concerning this RFP should be submitted via email to Anne-Marie Malkovich, Director of Business Services, at malkovicha@bdusd.org.

This RFP is not a contract and does not in any way bind BDUSD or its subsidiaries to any obligations, or impose liability for any costs or expenses incurred by vendors as a result of replying to this RFP. The District reserves the right to negotiate the terms of the contract, including the award amount, with the selected vendor prior to entering into a contract. If negotiations cannot be successfully resolved with the selected vendor, the District may negotiate a contract with the next selected vendor.



Proposal Requirements

Letter of Introduction

Device Selection and Placement: Vendors should provide recommendations for specific devices (brand, model, etc.) for each location. Vendors should also supply specifications and functionalities for each model and explain how the devices within each location will support the end-users. A list of current models and sample volumes are included in this RFP. The District seeks to replace current models with models that have similar functionality and capabilities. All proposed models should be compatible with Papercut MF.

References: Vendors should provide a list of references for accounts similar to BDUSD in terms of number of devices, volumes, locations, and end users. Experience providing services to educational institutions is highly recommended. References should include the name of the entity, as well as the name, position, email address and phone number of the contact person.

Experience, Support, and Management: Vendors should highlight their experience with other accounts similar to BDUSD, focusing on device placement, management strategies that were implemented, reactions from end users, and overall results. They should also describe the scope of training and support that they provide to end users; metrics (i.e. response time), remote capabilities, and protocols related to maintenance and service calls; and a strategy for monitoring progress with the District. Vendors should also select a single representative to be the point of contact to the District and highlight that person's qualifications and experiences.

Cost Proposal: Vendors should submit the cost proposal in a **separate sealed envelope** with the written proposal. Vendors should not reference the cost in their written proposal. Cost should be proposed on a cost-per-copy basis for all distributed devices in the proposed fleet to include the costs of labor, travel, supplies (including toner), and all replacement parts (except when repairs are necessary due to abuse or neglect). It also includes charges for shipping, installation, and training. Paper costs are not to be included.¹ Cost-per-copy for black and color copies should be clearly explained. Costs for other services may be listed separately and should be clearly explained. The proposal should include a **total** cost (either per month or per quarter) for the devices, software, and services being proposed by the vendor based on a four year lease (or other term as specified in the proposal). Vendors will have some latitude in how they present

¹ The District shall only pay for copies used. If a print run is changed or cancelled, the District expects that the device counter automatically adjust to remove the cost of copies not made.



their cost(s), but transparency in the pricing proposal is highly recommended. Vendors should also supply sample invoices.

Evaluation of Proposals

Accepted proposals will be reviewed by an evaluation committee and scored based on the following criteria:

Criteria	Weight
Devices: Quality/Reliability/Usability	100 pts (20 %)
Vendor Performance Record (References)	100 pts (20 %)
Vendor Experience, Support, Management	100 pts (20 %)
Cost of Devices, Software, and Services	200 pts (40 %)
Total	500 pts (100%)

The committee will conduct their scoring of all criteria other than cost before learning of the cost proposals; cost will be scored separately.

Vendors shall be ranked based upon their total scores. Top-scoring vendors based on their written proposals may be required to participate in interviews to present their proposals. The District reserves the right to make an award without further discussion of proposals received. Therefore, it is important that proposals be complete, comprehensive, and submitted initially in the most favorable terms.

The committee will use the scoring criteria to inform the decision making process. Scoring in and of itself provides no obligation to select or not select a proposal. Beaver Dam Unified School District is not obligated to accept any proposal or to negotiate with any proposal. All transactions are subject to the final approval of Beaver Dam Unified School District, who reserves the right to reject any or all proposals without cause for liability.