



College Station Independent School District

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MEMORANDUM

To: Dr. Clark Ealy, Superintendent

From: Glynn Walker, Deputy Superintendent

Date: November 13, 2014

Subject: Consider action to award RFP #15-002 Copier and Manage Print Services

Agenda Item: K-4

Board Priority/
District Goal: Priority 3, Goal 4

BACKGROUND

Request for Proposals (RFP) #15-002, Copier and Manage Print Services was released and advertised according to Texas Education Code and CSISD Board Policy CH (LEGAL) and CH(LOCAL). The purpose of this published and advertised RFP was to identify one vendor to provide a management solution for both printers and copiers throughout the district. By utilizing one vendor for all print and copier services, coupled with a unified print management solution, the district will be able to decrease staff support time and more efficiently utilize devices. According to the RFP, award criteria are based on the most advantageous combination of factors to ensure quality copier and manage print services for CSISD.

The RFP was released on September 9, 2014 and advertised September 10th and September 17th. A pre-proposal meeting was held on September 26th and attended by representatives from ImageNet, Ricoh, CTWP, Kyle Office Products (Xerox), Avinext, ImageNet Consulting, Documation and Texas Document Solutions. Bidders were given the scope of work and had the opportunity to ask questions. Also, comprehensive question and answer documents were made available to all vendors during this process on September 30th and October 9th.

Seven (7) complete responses were received from four (4) vendors identified as CTWP, ImageNet, Ricoh, and Xerox. These proposals were scored according the Texas Education Code 44.031 (b) criteria. The evaluation matrix consisted of price, reputation of vendor and vendor's goods and services, quality of goods and services, meeting the District's needs, vendor's past relationship with the district, total long term costs to the district, and location of business. Price

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was 45% of the total score on the matrix. The submitted proposals were scored by an employee committee consisting of professional and paraprofessional staff from central office and campus locations.

The Imagenet Compatible Toners proposal was the second lowest priced proposal but their option did have the highest total score on the evaluation matrix. Imagenet scored higher than the lower priced proposal in reputation of vendor and vendor's goods and services, quality of services, quality of goods and services, meeting the District's needs, vendor's past relationship with the district, and total long term costs to the district.

All four vendors submitting complete proposals were invited to interview with the district committee. Each vendor made a presentation to the committee and answered questions pertaining to their products and services. During the committee interview, Imagenet presented the best plan to accommodate the district's request to reduce long term copy and printing costs. As a result of the matrix scores, presentations and interviews, the committee selected Imagenet – Compatible Toner Option as the best option for the district.

RECOMMENDATION

It is the recommended that CSISD Board of Trustees award RFP #15-002 Copier and Manage Print Services to ImageNet – Compatible Printer Option, for an estimated annual amount of \$557,605.90 and to finalize the deployment plan for implementation on January 1, 2015 and extending through December 31, 2018.

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GLYNN WALKER
Deputy Superintendent for
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A handwritten signature in black ink, appearing to read "Clark C. Ealy".

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