

**Additional questions must be received by 10/29/20 1:00PM.**

### **CLARIFICATION FROM MEETING**

- 1) Does NPSD OWN the currently used Equitrac, PrismaPREPARE, and PrismaDIRECT software? Or, is this leased with your current MFP provider?

Bidders should be prepared to provide license and support.

**The software component is rented and not owned by North Penn School District. Prisma and Equitrac would be de-installed from our district owned servers at the termination of our current agreement, 12/31/20.**

### **General Questions**

- 2) Do you have an IT staff that would connect your computers to the copiers?

Yes

- 3) Can you provide me an average monthly usage per school b/w and colored?

Usage detail attached below.

- 4) Is there any immediate need or opportunity that we could quote on for a small purchase below \$10,000? Like printing supplies, toners or cartridges.

No

- 5) Is the current contract a no lease option?

Current agreement is not a lease agreement.

- 6) Can you please provide the equipment cost?

No equipment lease payment.

- 7) Does current cost of .74 include equipment, service and supplies, and staples, please confirm.

Yes

- 8) Is the .74 per page for black prints only or for both color and black prints? If only black prints, what is the cost per page for color prints. Is .74 the start cost if costs have escalated over time what is the cost now ? If locked for how long. Please also provide current color cost.

Current cost B/W .0081 Color .041 - term of contract through December 31, 2020.

- 9) Does the current contract include a monthly minimum volume for color and black prints?

No

- 10) On page 11 under Option A, how is the cost of the hardware factored into this option? Also, with Option A, is the School District willing to commit to a minimum monthly volume?

Cost Per Click/Impression should be inclusive of all hardware costs.

Prefer no minimum monthly volumes.

- 11) Looking at page 3, section 20 (Non-Exclusive Agreement) and page 11 with Option A – If the hardware cost is included in the cost per click (click rate), how is it possible for North Penn School District to switch service providers?

For the number of units included in this bid, an agreement cannot be made with another provider. If the district requires additional units, the district may consider alternative vendors for the need.

- 12) On page 13, “The measurement of 95% uptime will be based upon any consecutive three-month period over the duration of the agreement.” – Is the three-month period for 95% uptime concurrent or is it allowed to be fixed by quarter?

The prior three completed months to the date of evaluation will be used. For example, if the evaluation date is December 15th, the period under consideration would be September through November.

- 13) Since you currently have retractable/pull out keyboards on your copiers, are they required for this RFP?

No - As long as the keyboard is available on screen to login without a swipe card and register swipe cards.

14) Does the end of lease option need to be FMV or \$1 buyout?

FMV preferred. If the financing option provides lower lease payment the district will consider \$1 buyout and should be noted on the bid response.

15) Page 15 – “Requested Service” notes the definition of the all inclusive Cost Per Impression.....Software & Software Support/Maintenance are not included in the Cost Per Impression definition. How and where within the vendors’ responses to the bid would you like this pricing noted?

a) Print Management Software (Equitrac or comparable print management software) & Support

Bid Response Form updated to include separate charges for Print Management Software, attached below.

b) PrismaPREPARE Software & PrimsaDIRECT Document Submission Software & support for the Production Units (Hardware Item “K”)

Bid Response Form updated to include separate charges for Production Software, attached below.

16) Due to the public health crisis in America, we are unable to obtain wet “original” signatures for this RFP at this time. All of our staff are working remotely in which electronic signatures can only be provided at this time. Please advise if you will take this revision into consideration. We can provide Original “wet” signatures at a later time.

Electronic signatures will be accepted

17) Due to the public health crisis in America, we are unable to obtain a notary required for the signature page within your RFP at this time. All of our staff are working remotely. Please advise if you will take this revision into consideration. We can provide a Notarized version of the signature pages at a later time.

Notarized documents are required at time of submission.

18) Does the bidder need to be able to provide devices in all areas in order to be considered?

Yes

19) Can you provide a breakdown within the segments of which devices need stapling finishing, hole punch, or fax capability?

Specifications show units features needed

- 20) Does every area that has 11x17 right now need 11x17 capability going forward?  
Because there would be a drastic cost difference if there are areas that have it currently and do not necessarily need it going forward.

Specifications show units features needed

- 21) What are the criteria being used to evaluate this bid, and in what order of priority?

Lowest responsible bidder will be awarded a contract.

- 22) Does the school district have any environmental or sustainability initiatives in place or on the immediate horizon?

No

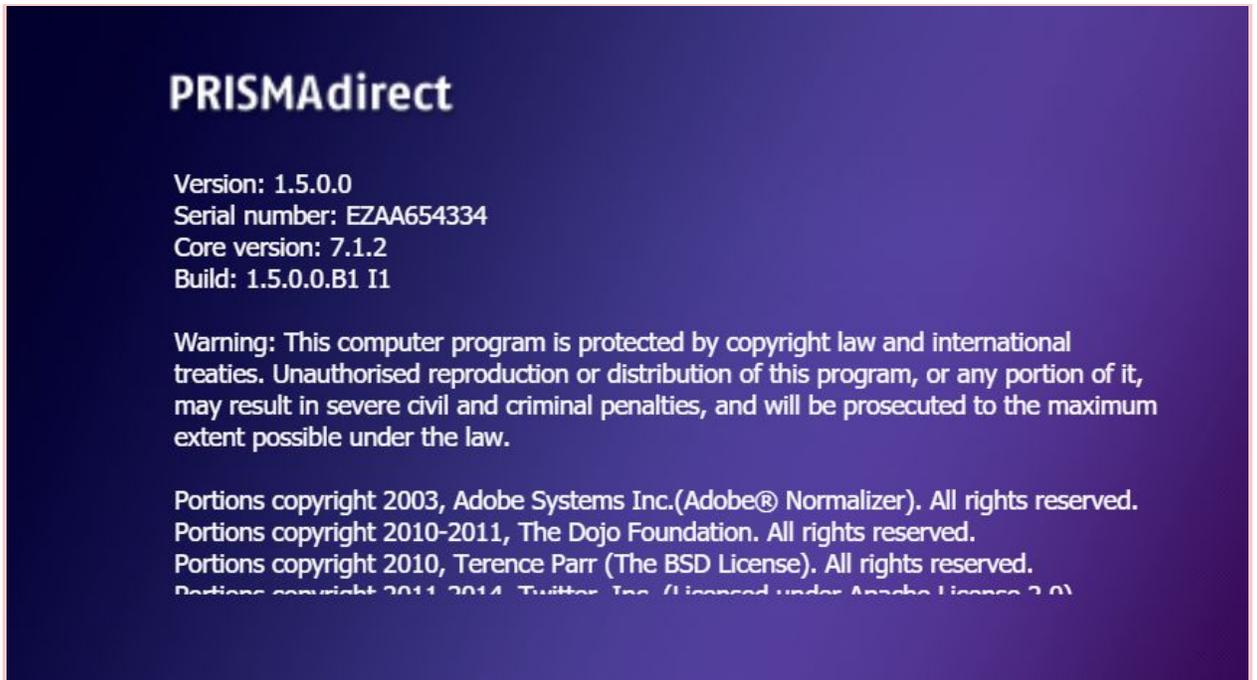
### **PRISMA/Equitrac Questions**

- 23) In our experience when one of our clients has the Prisma Prepare and Prisma Direct software workflow implemented into their work environment, the software licensing is already loaded onto the network and would remain in place if that was the required workflow moving forward. There is really not a way to return the licenses to the finance company at term as they are on the customers network. Will that be the intention of the district moving forward?

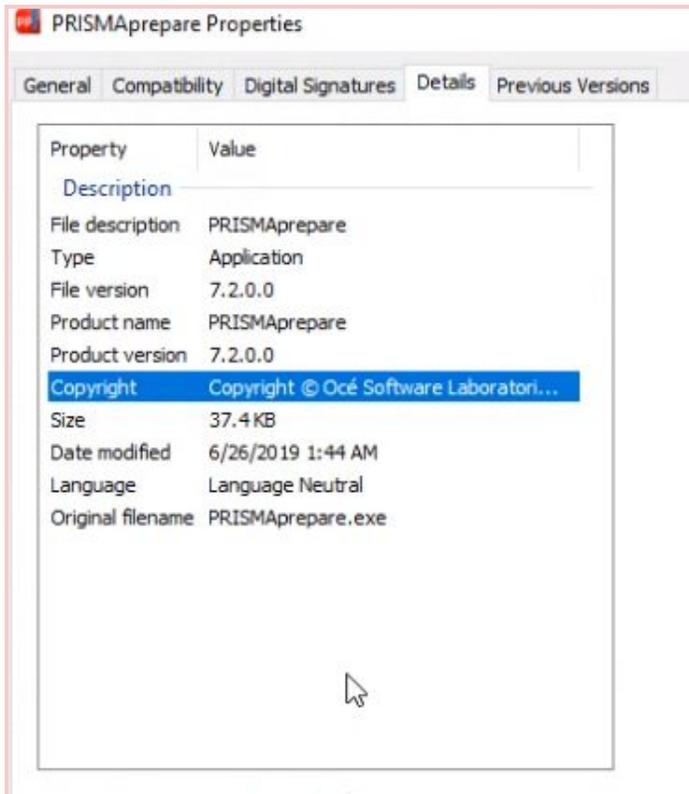
No

25) What versions of Equitrac, PrismaPREPARE and PrismaDIRECT do you currently have for the 3 Production Units (Hardware Item "K")?

PRISMADirect



## PRISMAPrepare



## Equitrac

Description	Serial number
<b>SystemID: NPSD\NPPRINT04</b>	
Equitrac Express 5: Suite	H47-50-01291-8TG9-YQA
Accounting Server	
Accounting Server Uplink	
Accounting Server Dual Pricing Option	
Print Server Document Routing Engine	
Print Server Rules & Routing Option (2)	
Print Server Printers (100)	
Account Limit Enforcement	
Print Assistant (Unlimited)	
Device Monitoring Engine	
EO5/EE5: Embedded Device - Sharp	H05-50-09063-SBA4-8DC
Embedded Device - Sharp	
EO5/EE5: Embedded Device - Sharp	H05-50-09065-FGSW-GFC
Embedded Device - Sharp	
EO5/EE5: Embedded Device - Sharp	H05-50-09062-WC5M-Y9A
Embedded Device - Sharp	
EO5/EE5: Embedded Device - Sharp	H05-50-09064-V8VH-7HA
Embedded Device - Sharp	
EO5/EE5: Embedded Device 10 Pack - §	H06-50-02295-SERY-B2A
Embedded Device - Sharp (10)	
EO5/EE5: Embedded Device 10 Pack - §	H06-50-02292-REM6-XJB
Embedded Device - Sharp (10)	
EO5/EE5: Embedded Device 10 Pack - §	H06-50-02288-UNNR-82A
Embedded Device - Sharp (10)	
EO5/EE5: Embedded Device 10 Pack - §	H06-50-02291-3ASX-EGB
Embedded Device - Sharp (10)	
EO5/EE5: Embedded Device 10 Pack - §	H06-50-02294-WLZ9-ZVA
Embedded Device - Sharp (10)	
EO5/EE5: Embedded Device 10 Pack - §	H06-50-02289-KEKB-2DA
Embedded Device - Sharp (10)	
EO5/EE5: Embedded Device 10 Pack - §	H06-50-02290-YRML-FUA
Embedded Device - Sharp (10)	
EO5/EE5: Embedded Device 10 Pack - §	H06-50-02293-FDPH-LSB
Embedded Device - Sharp (10)	
EO5/EE5: Embedded Device - Canon MI	H56-50-01104-ALWH-MDB
Embedded Device - Canon MEAP	

26) Are you able to provide the Serial Numbers of your PrismaPREPARE and PrismaDIRECT Software? The purpose of this would be so that we can look up the configurations of those two softwares that are specific to NPSD and use that information in order to make sure our proposed configurations of the software align with your current configuration of the software.

See images above.

27) Is the Print Management Software (you are currently using Equitrac) licensing & support required for the 3 Production units (Hardware Item "K")?

No

28) What is the version of the Equitrac Software currently in place?

5.6

29) Is the Equitrac Software solution part of your lease with your current MFP provider and will go away at the end of the current lease? Or, do you plan to keep Equitrac and re-up on the Maintenance & Support to keep it current?

A separate contract for Equitrac was executed in conjunction with the print services contract.

30) Is NPSD satisfied with Equitrac & it's capabilities?

Yes

31) Is NPSD open to Proposals that would include a Print Management Software that is comparable to Equitrac, but is not Equitrac?

Yes

32) How many jobs are submitted through the Web Print Submission Portal (PRISMAprepare) each month?

System was pushed out to all buildings during 2019-2020. Due to recent implementation and closure due to COVID-19 a reliable number can not be provided.

### **Card Readers**

33) Does North Penn School District OWN all of the CARD READERS currently on the existing fleet of copiers? If so, what is the make/model of those card readers?

No

34) The bid notes that Card Readers are required for all units. Can you please confirm whether or not card readers are required for the 3 Production Units (Hardware Item "K")

Production units will not require card readers.

### **Contract Questions**

35) Have you had the equipment for 10 years? Normally agreements are for 5 year terms or less.

Last bid was 2010. Renewed for five year contract.

### **Other Question from Meeting 10/21/2020**

36) What is the breakdown of volume between the print center and the buildings?

Usage detail attached below.

37) XMedius fax - How do you currently integrate?

SMTP

38) XMedius contract

The district will maintain an independent contract with XMedius.

39) Google scanning requirements

Users should be able to scan to the root of the individual's google drive.

40) Will the district accept bids for only production/building equipment

Provide bid for all units

41) Does the district want toner versus inkjet machines?

Will accept either, if functionality of the machine is equal to current.

42) Maintenance of files on copier harddrive greater than 15,000?

No

43) Cloud based solution for the Equitrac be considered?

Yes - As long as functionality remains the same as current setup.

44) Equitrac data retention?

Card data should be migrated.

45) Alternative pandemic solutions for payment?

Yes - footnote in response

46) Happy with Equitrac?

Yes

47) Breakdown Mac versus PC

Primarily Windows 10 Machines and Apple Computers

48) Maximum term limit for - extension of contract due to pause from pandemic/shutdown?

Contract will not be extended beyond an additional 12 months, total contract agreement of 6 years.

49) Do the production units need to have scan to google functionality?

No

50) Who is the current service provider?

Fraser AIS

Service Timeframe	Months	Option A - No Lease Option			Option B - Lease Option			
		Software Charge	Cost Per Click (B/W)	Cost Per Click (Color)	Software Charge	Monthly Lease Payment	Cost Per Click (B/W)	Cost Per Click (Color)
01/01/21- 06/30/21	6							
07/01/21- 06/30/22	12							
07/01/22- 06/30/23	12							
07/01/23- 06/30/24	12							
07/01/24- 06/30/25	12							
07/01/25- 12/31/25	6							

**ANTICIPATED BID AWARD WILL BE NOVEMBER 19, 2020.**

**ALL EQUIPMENT MUST BE INSTALLED BETWEEN DECEMBER 28, 2020 AND DECEMBER 31, 2020. IF YOU CANNOT MEET THIS DEADLINE PLEASE INDICATE IN YOUR BID WHEN ANTICIPATED INSTALLATION WILL OCCUR.**

KEY	Elementary	Middle School	High School	Support
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Black and White Clicks (Monthly Average)													
School Year	BP	GN	GS	Nash	HF	IG	KN	KU	MO	NW	OP	WF	YA
2015-2016	68,863	73,452	73,537	63,389	65,882	75,950	65,656	71,934	75,003	53,970	68,585	73,937	45,354
2016-2017	54,498	63,692	68,364	53,779	60,213	61,792	63,827	67,372	81,284	50,549	62,816	71,905	40,142
2017-2018	54,533	56,212	57,893	47,874	68,325	54,923	53,529	67,034	71,974	40,010	57,362	56,634	35,865
2018-2019	54,443	53,678	54,779	44,743	46,496	59,017	55,403	67,903	62,172	36,453	49,954	62,998	32,975
2019-2020 (9 Months)	54,297	50,863	51,630	47,723	53,613	61,624	65,882	59,164	69,178	43,697	46,503	51,179	39,288

Black and White Clicks (Monthly Average)									
School Year	PB	PD	PF	NPHS	NB	ESC	SSC	Total	Annual Clicks
2015-2016	155,308	238,055	104,955	821,039	11,658	100,139	1,099,414	3,406,080	40,872,957
2016-2017	123,691	200,097	95,694	781,638	9,474	89,132	959,559	3,059,515	36,714,177
2017-2018	131,107	184,007	87,224	692,668	9,340	86,812	893,114	2,806,437	33,677,240
2018-2019	126,675	190,542	74,551	627,604	8,018	83,907	841,693	2,634,002	31,608,027
2019-2020 (9 Months)	113,790	173,111	84,516	576,125	2,481	85,370	714,063	2,444,099	21,996,887

Color Clicks (Monthly Average)													
School Year	BP	GN	GS	Nash	HF	IG	KN	KU	MO	NW	OP	WF	YA
2015-2016	9,735	9,214	11,266	4,027	10,576	13,715	16,309	11,698	21,821	4,923	16,549	13,748	5,488
2016-2017	10,449	9,849	10,456	4,076	10,741	13,417	15,810	10,996	19,396	5,764	16,565	12,167	5,092
2017-2018	11,568	10,608	9,056	5,788	9,478	11,197	11,321	13,301	20,064	6,552	18,748	11,756	6,137
2018-2019	10,819	11,349	9,336	7,032	7,694	10,836	12,948	12,044	20,111	7,562	13,893	12,981	5,261
2019-2020 (9 Months)	11,664	12,079	10,228	6,374	6,669	12,660	15,821	8,890	22,412	8,233	11,655	10,715	7,010

Color Clicks (Monthly Average)									
School Year	PB	PD	PF	NPHS	NB	ESC	SSC	Total	Annual Clicks
2015-2016	9,167	3,391	2,380	4,048	1,911	6,548	-	176,513	2,118,158
2016-2017	10,001	3,070	1,706	4,065	1,280	5,901	-	170,800	2,049,605
2017-2018	10,432	4,172	2,037	4,473	814	5,554	-	173,054	2,076,650
2018-2019	11,404	4,931	3,522	4,887	883	5,376	-	172,867	2,074,403
2019-2020 (9 Months)	12,558	4,924	4,695	4,590	983	4,783	-	176,943	1,592,488

School Year	SSC Production	SSC Non-production
2015-2016	13,147,962	45,002
2016-2017	11,436,299	78,409
2017-2018	10,657,449	59,918
2018-2019	10,028,644	71,675
2019-2020 (9 Months)	6,299,157	127,411