

## RFP Deliverables

### Equipment Requirements

The proposed replacement for each device must be configured at a minimum to meet the below specifications and performance requirements.

#### Quantity 6: Proposed replacement for the IRADV8285

- 95 pages per minute
- Paper size: Up to 13" x 19"
- Scan Speed: Up to 240/220 ipm (BW/Color, Duplex)
- 300 Sheet Single-Pass Duplexing Automatic Document Feeder
- 2 x 1,500 Sheet Paper Drawers
- 2 x 550 Sheet Paper Cassettes
- Booklet Finisher
  - Corner, Double, Saddle Stitch
  - Staple Capacity 100 Sheets
- Puncher Unit: 2/3 Hole
- Tab Feeding Attachment Kit
- Scan to Microsoft PowerPoint and Word
- PS & PCL
- Warm up time 60 seconds or less
- First copy time less than 3 seconds
- Paper weights up to 80-lb cover
- Encrypted Secure Print
- Encrypted PDF (Encrypted Scanning)
- Digital Signature PDF
- Secure Watermarks
- Hard Disk Drive (HDD) Encryption
- HDD Data Erase
- Control Panel 10" or larger
- 3-GB RAM or greater
- Remote Operator's Software Kit
- Card Reader
- Equipment introduction date January 2017 or later

#### Quantity 5: Proposed replacement for the IRADV6255

- 55 pages per minute
- Paper size: Up to 11" x 17"
- Scan Speed: Up to 240/220 ipm (BW/Color, Duplex)
- 300 Sheet Single-Pass Duplexing Automatic Document Feeder
- 2 x 1,500 Sheet Paper Drawers
- 2 x 550 Sheet Paper Cassettes
- Staple Finisher
  - Corner, Double, Saddle Stitch
  - Staple Capacity 65 Sheets

- Staple free staple
- Puncher Unit: 2/3 Hole
- Tab Feeding Attachment Kit
- Scan to Microsoft PowerPoint and Word
- PS & PCL
- Warm up time 30 seconds or less
- First copy time less than 4 seconds
- Paper weights up to 80-lb cover
- Encrypted Secure Print
- Encrypted PDF (Encrypted Scanning)
- Digital Signature PDF
- Secure Watermarks
- Hard Disk Drive (HDD) Encryption
- HDD Data Erase
- Control Panel 10" or larger
- 3-GB RAM or greater
- Remote Operator's Software Kit
- Card Reader
- Equipment introduction date January 2017 or later

**Quantity 2: Proposed replacement for the IRADV4025**

- 35 pages per minute
- Paper size: Up to 11" x 17"
- Scan Speed: Up to 240/220 ipm (BW/Color, Duplex)
- 300 Sheet Single-Pass Duplexing Automatic Document Feeder
- 2 x 550 Sheet Paper Cassettes
- Cabinet Stand
- Scan to Microsoft PowerPoint and Word
- PS & PCL
- Warm up time 25 seconds or less
- First copy time less than 4 seconds
- Paper weights up to 80-lb cover
- Encrypted Secure Print
- Encrypted PDF (Encrypted Scanning)
- Digital Signature PDF
- Secure Watermarks
- Hard Disk Drive (HDD) Encryption
- HDD Data Erase
- Control Panel 10" or larger
- 3-GB RAM or greater
- Remote Operator's Software Kit
- Card Reader
- Equipment introduction date January 2017 or later

## Print, Scan and Device Management Requirements

The proposed output and scan management software must be configured at a minimum to meet the below specifications and requirements:

### Print and Copy Job Accounting

- Track print and copy jobs for 300 staff and 2,000 students
- Track print jobs from the desktop, USB and all networked printers
- Track print volume on multi-vendor print devices
- Standard and custom reports
- Monitor and account for MFD and printer meter readings

### Secure “Follow Me” Printing

- Submit secure jobs from Windows, Mac, Linux or host printing
- Submit secure jobs via email or native Smartphone app
- Submit secure jobs over the internet without drivers via website upload
- Submit jobs via Google Cloud Print
- Users select jobs to release via web browser
- Users select job to release via native Smartphone app
- Users can preview job before release
- Users can change finishing settings at the device before release
- Single Universal Driver to ensure correct output regardless of printer model

### Scanning

- Personal “Follow Me” scanning workflows
- Basic scan destinations
- Cloud scan destinations
- Advanced scan processing
  - Image enhancement, Barcode recognition, blank page removal, compression, zone OCR, automatic forms processing, database validation
- Scan to OnBase
- Document preview at device
- Workflow Engine to configure scan workflows
- Send to email via SMTP or native MS Exchange protocols

### Security

- Force users to logon to device with proximity card, smart card, PIN number, etc.
- Change copier device panel based on user login
- Archive all print, copy, fax and scan jobs for security audit

- Automatically check printed, copied, faxed or scanned documents for restricted key words

### **Resiliency**

- End to end resiliency strategy within output management software, no additional 3<sup>rd</sup> party applications required
  - Automatic device failover
  - Redundant spool file storage
  - Intelligent print job distribution

### **Pricing Requirements**

#### **Lease pricing MUST include:**

- 60 month lease term
- Net 30 payment terms
- Late fee exempt
- Fiscal funding out clause
- Relocation of each unit once per contract term
- End of lease returns for proposed equipment
- Return shipment fees of the current Canon equipment

#### **Service pricing MUST include:**

- Toner and staples
- Maintenance includes all parts and labor
- Shipping fees for supplies
- Fixed Cost-per-Copy for entire 60 month lease term
- 11" x 17" or larger billed as single-click

### **Training and Support**

#### **Training**

- On-site training after installation of equipment and software
- On-going training

#### **Quarterly Account Reviews**

- Account Management Team and vendor will meet once per quarter to review performance to ensure customer satisfaction and KPIs are met
- Provide District with service history once per quarter including:
  - Fleet Summary
  - Total Units with Service Activity in Period
  - Unit Effectiveness
    - Average Copy Volume
    - Average Up Time
    - Average Customer Calls per Month
  - Response Times

- Average Response Time
  - Benchmark Response Time
  - Restore Time
    - Average Restore Time
  - First Call Fix %
- Please provide example of service report showing above

**Current Lease Buyout**

- The District's current contract does not expire until October of 2018
- Total approximate buyout of the 12 devices including the remaining service commitment is \$117,579.34
- Proposal must include whether vendor intends to offset all or some of this cost and by what method that buyout would occur

**Timing**

- Delivery of the equipment should be planned for May 1, 2018
- Proposals are due on or before April 9, 2018 at noon. No proposal received after April 9 at noon will not be accepted for any reason. They can be delivered in person to the Board of Education office, mailed to 6855 Drake Road, Cincinnati, OH 45243 or emailed to Mick Davis ([mick.davis@indianhillschools.org](mailto:mick.davis@indianhillschools.org)). The selected vendor will be notified before noon on Monday, April 12, 2018.

**Questions**

- If there are any questions during this process, please **email** them to [mick.davis@indianhillschools.org](mailto:mick.davis@indianhillschools.org). I will post all questions and the district's response to them at <https://goo.gl/zudsUg>.

**Disclaimer**

- Each vendor shall insure that no employees and applicants for employment are discriminated against because of age, sex, race, color, national origin, ancestry, religion, or handicap.
- This is a request for proposal and is not bound by bidding procedures as set forth in the Ohio Revised Code. Therefore, Indian Hill Exempted Village School District reserves the right to accept or reject any proposal for any reason.