



## MEMO

To: Interested Parties

From: Jacy Earls, Finance Clerk  
Office of Purchasing  
Queen Anne's County Public Schools

Date: December 2, 2021

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### RFI & QUOTE - QUESTIONS ANSWERED

*This document consists of 4 pages.*

**Question 1:** The RFP indicates an install date no later than August of 2022. How soon would QACPS consider installing new equipment?

**Answer:** Installation can start prior to August of 2022 but billing no sooner than July 1, 2022 as the funding becomes available on that date.

**Question 2:** As it relates to question 6.a., please confirm that you wish to see the service and lease payments separately.

**Answer:** Yes, we prefer to see the service and lease payments separately.

**Question 3:** Will QACPS accept proposals that include more than one manufacturer's copiers?

**Answer:** Yes, we are willing to look at a proposal that includes more than one manufacturer. Feel free to submit another option - one proposal and pricing with all one manufacturer and one with more than one manufacturer.

**Question 4:** Do you require 90 pages per minute for the larger units?

**Answer:** That is currently the way the RFI & Quote is written. However, we will consider less pages per minute for the larger teacher workroom units. Please submit pricing for the 90 ppm devices also.

**Question 5:** The RFI indicates the timeline for implementation is no later than August 2022. I am assuming QACPS prefers an install during the summer when teachers won't be in the buildings. Can you confirm the earliest time frame QACPS would take delivery of the new equipment from the winning vendor?

**Answer:** Please see answer to Question 1.

**Question 6:** Can you share the status/timeframe for the other 24 MFP's that are not part of this RFI? Would QACPS consider replacing all 80 MFP's under any circumstances?

**Answer:** The other MFDs are on various lease schedules, newer devices. Therefore, no, not at this time.

**Question 7:** Are you open to piggybacking off the State of DE contract? This is an all you can eat contract with no usage charges, but it must be a 36-month lease per the State piggyback clause.

**Answer:** No, we are looking for a 60-month FMV lease.

**Question 8:** Do you need a Fiscal Funding clause in the lease?

**Answer:** No.

**Question 9:** We are going to drop off a hard copy of the response. How many hard copies and how many digital copies would you need or prefer?

**Answer:** Eight hard copies are preferred and one digital copy.

**Question 10:** Does each user have their own unique account code to release print jobs at the machine? Is this code being used for walk up copying as well?

**Answer:** No & no.

**Question 11:** What tracking software are you using now? PaperCut, Equitrac or something else? If so, please include the specific version you are using. Do teachers have Proximity Cards/Fob Keys they can use to authenticate to the device? If not, would that be something of interest?

**Answer:** No tracking software is currently being used. Teachers do have badge identification cards but they are not used for the copiers. Proximity cards / fob keys would not be something of interest.

**Question 12:** What is your current process for obtaining the usage logs on your devices? What data are you looking to track on the usage logs?

**Answer:** Monthly or quarterly service invoices are used to monitor usage on devices. We are currently open to suggestions as far as data to track on usage logs.

**Question 13:** Are students currently allowed to print to the MFDs? If yes, how does that work today? Do they need to be able to print from Chromebooks?

**Answer:** Students are not allowed to print to the MFDs. They do not need to be able to print from Chromebooks.

**Question 14:** Does QACPS currently use a Client/Print Management Software to support secure/pull/authorized access printing? If so, which solution is currently in use?

**Answer:** We do not.

**Question 15:** Approximately how many print users are there?

**Answer:** Employees at each location. We have approximately 1150 full and part-time employees.

**Question 16:** How do you want users to login to release print jobs (AD credentials, PIN, ID card, etc.)? If ID card, do all users have a card? What type of ID or access badges do employees

currently use for access to facilities? Is this type universal for each location or do individual locations have different types?

**Answer:** Only employees will be using the MFDs. We don't want them to have to login at all.

**Question 17:** Are there multiple domains being used at QACPS? If so, how many?

**Answer:** Single domain.

**Question 18:** How many print servers do you have?

**Answer:** 16

**Question 19:** How do you manage and deploy print drivers today?

**Answer:** Active Directory Print Management.

**Question 20:** Which directory service is used (Active Directory, Azure AD, Open LDAP, etc.)?

**Answer:** Active Directory.

**Question 21:** Do all users have a QACPS login?

**Answer:** Yes.

**Question 22:** Do you use (and need to print from) Chromebooks?

**Answer:** Our students use Chromebooks but our teachers use Windows laptops. We do not need to print from Chromebooks.

**Question 23:** Do you need the ability to submit jobs from mobile devices?

**Answer:** No.

**Question 24:** Are you looking for the ability to charge back to departments or groups?

**Answer:** No. However, we would like to see billing separate by location so we can charge each location to a different account number and track spending.

**Question 25:** Is QACPS looking for a cloud or on-premise solution?

**Answer:** Prefer an on-premise solution. We have the ability to add additional VMs in our environment if necessary.

**Question 26:** On page 4, 6b, "Click rates reflect fully amortized cost of equipment."

Will you elaborate on this? It is our understanding that QACPS is requesting a monthly lease cost for the hardware and a separate no minimum per copy cost for supplies & maintenance. However, this item suggests that you are requesting a click rate cost that includes the hardware cost and supplies/maintenance cost bundled together. If this is correct, then we would need to include a minimum copy volume commitment to calculate this structure.

**Answer:** 6b will be removed from the Key Elements Questions.

**Question 27:** On page 4, 6c, "Termination charges for device removal at District convenience before the end of term." Does this refer to canceling just the service/maintenance contract portion? If this refers to cancelling the hardware lease agreement for convenience, will QACPS consider cancellation for non-appropriations of funds and cancellation for performance in place of cancellation for convenience?

**Answer:** 6c will be removed from the Key Elements Questions.

**Question 28:** Under Technical Specifications, “Larger volume MFDs shall have postscript licensing to support Adobe applications that require postscript to print properly. Wouldn’t you want PostScript on all devices to ensure the support of Adobe applications and to accommodate the Macintosh OSX 10.11 through 10.14?”

**Answer:** We don’t use any products currently that use the Macintosh OSX operating systems. We generally only need PostScript support in our larger volume print shop and PCL for most end users. I don’t see an issue if all the MFDs you are recommending have both PCL and PS support.

**Question 29:** Under Quote/Pricing Form, “Monthly Lease Price (60 Month FMV),” this number is for one device or the sum of that category?

**Answer:** This area is intended to provide pricing per device.

**Teacher Workroom Copiers/MFDs – 22 Devices (provide pricing per device)**

Model Proposed	_____
Monthly Lease Price (60-Month FMV)	_____
Service (cost per copy/print)	_____
Staple Cost <i>if not included</i>	_____ per cartridge or box (designate by circle or underline)

**\*\*\* END OF QUESTIONS ANSWERED \*\*\***