

## **RFP Questions/Answers as of 8/27/2021**

1. Could you please identify which devices currently utilize PaperCut? Will release stations be needed for single function printers? Are all devices to be equipped with release stations for Papercut?
  - a. A list of the devices which currently have Papercut on them is available. Not all devices are connected to the app. Please email David Wahr ([david\\_wahr@owens.edu](mailto:david_wahr@owens.edu)) if you need the list. Unfortunately, this list is not by location.
2. Will the selected vendor need to provide any additional hardware for the release station (page 2-1.5)?
  - a. If needed to make the release station functional for students (i.e. card reader) yes.
3. Is Owens CC open to installing Papercut on the MFP's/printers?
  - a. We are open to this possibility. It is currently installed on a few devices.
4. Can you please clarify if staples are to be included in the Cost-Per-Copy (page 1-1.2 paper is excluded, page 8-3.4.1 exception of paper and staples will be preferred)?
  - a. Staples are not part of the cost-per-copy.
5. Are the shipping costs associated with supplies to be included?
  - a. Yes.
6. Are there any penalties/monthly charges associated with terminating the existing contracts that the selected vendor will be responsible for?
  - a. No.
7. Is the selected vendor responsible for returning any of the current equipment to the leasing company or current vendor?
  - a. Current vendor is expected to remove their equipment.
8. Do you have any listing of detailed configurations of each device that could be sent out to potential vendors i.e.: stapling, drawer numbers, embedded fax?
  - a. We do not. However, we are pulling this information together and will be posting it on the website.
9. What is the average monthly volume per device?
  - a. The problem with providing a monthly average is that due to the past year being so abnormal is that there is no good current average. We can provide a list of a given typical month pre-COVID with the understanding that some of the equipment and locations have changed.
10. Does OCC have expectations around current equipment removal?
  - a. We expect that the current leased equipment would be removed by the previous vendor. Most of the single function printers are owned by the College. These can either be re-used or swapped out depending on the nature of the bid.
11. Service offering- In one portion of the RFP it asks that staples be included, in another it excludes paper and staples. Is there a preference?
  - a. The preference is not to include staples.

12. Will there be device specifications given for pricing out options?
  - a. We are working on a list of how current devices are configured to be posted on or before 9/3/21. We realize that these configurations may not be optimal any longer however and are open to other suggestions and efficiencies.
13. The RFP states that: "*Bidders are encouraged to be creative in proposed solutions. The College will entertain alternate methods of delivery which may not be within the current scope of the program.*" Does this mean then, that a proposal may include an alternative to Papercut MF?
  - a. It's our strong preference to continue with Papercut MF. However, if you have another solution we would entertain it.
14. The RFP states that "*proposals may include programs which are based on lease and/or purchase of equipment.*" Would this mean that proposals outlining replacement of current multi-function devices be considered?
  - a. To clarify, the College does not own any of the Multi-Function devices currently on its campuses. So yes, we are looking for a complete replacement of them. We would also entertain a replacement of the single function printers which the College does own. We are working on a more comprehensive list of the current equipment on campus which we will be posting on the website early next week.
15. It states that this would be for initial 2-year period with possible extensions? Is this the only term the college will entertain?
  - a. This length of term is established by the policy and practice of the College. Other terms can be entertained but exceptions to this are rare.
16. Are there any connections to Blackboard or any other internal systems that should be considered for integration?
  - a. No. This does not preclude the possibility of requesting integrations in the future.
17. Section 3.1 D of the RFP says "Provide proposal specifics as described in Section 3.5." To confirm, we see there is Section 3.4 Proposal Specifics, however, is that the section or should there also be a Section 3.5 as well?
  - a. Section 3.4 is the correct section. There is no 3.5.