Owens Printer RFP Q&A

This list will be updated as questions come in. All RFP questions are due by EOD on 11/24/2026.

Questions are in no particular order though most Papercut questions are addressed first.

If you have asked a question prior to 11/20/26 but do not see it addressed below please contact David Wahr at david_wahr@owens.edu.

- Are the current PaperCut MF licenses perpetual or subscription-based?
    - **Perpetual – currently on 3-year active maintenance/support**
- How many PaperCut licenses are currently deployed?
    - **Unlimited, currently over 22,000 used.**
- Is the college anticipating any changes to the above quantity?
    - **This is largely dependent on enrollment which is increasing slightly (3% or so) each year.**
- Is three (3) Print Release Stations the desired quantity moving forward, or should a different number be considered?
    - **Three is the desired quantity moving forward at this time.**
- Please confirm if you would like a quote for Papercut on all of your devices?
    - **The College is very interested in tracking usage by individual as opposed to by department as we do currently. If this requires Papercut to be installed on all devices we would like to see that quote.**
- PaperCut MF version?
    - **26.0.4**
- Database Derby SQL?
    - **Non applicable**
- Number of PaperCut Servers?
    - **Four (4), application, MSSQL, print and Sandbox**
- Server OS version?
    - **Application is Windows Server 2019, MSSQL is Windows Server 2019, Print is Windows Server 2019, Sandbox is Windows Server 2016**
- Features - Mobility Print, Print Deploy, Quotas, Rules/Restrictions, Payment Gateways?
    - **Mobility print = yes**
    - **Print deploy = not used**
    - **Quotas = most users have $ amount limit**
    - **Rules/Restrictions = yes**
    - **Payment Gateway = Nelnet.**
- Scanning - Scan to Email, OCR Onprem/Cloud Processing ?
    - **Scan to email = yes**

    - **OCR Onprem/Cloud Processing = no**
- Login type for Print release, Username & Password, ID Number, Prox cards?
    - **Username & Password = yes**
    - **ID Number = no**
    - **Prox cards = yes**
- New PaperCut server or upgrade in place?
    - **Unknown at this time.**
- Number Multifunction Devices running Embedded Clients?
    - **Three (3) licenses in use. We have five (5) licenses available**.
- Number of Release Stations running on a PC?
    - **Zero (0)**
- What is our Papercut serial number (used to get pricing)?
    - **Working on getting.**
- How Owens is responding to HB 96, ORC 98.64 Cybersecurity Requirements, and particularly how the NIST/CIS document/data infrastructure requirements - technical controls - factor into how you plan to manage access, inventory, MFA/SSO, deprovisioning, and disposition of the copier/print fleet in the future?
    - **This question seems to be outside of the bounds of the RFP. However, the College stays compliant with all State requirements.**
- The RFP indicates that responses to submitted questions will be provided on November 30, with proposals due on December 7. Is there any possibility of receiving the answers earlier to allow vendors sufficient time to incorporate the information into their final proposals?
    - **Yes. We will post questions and answers as they come in.**
- Are the current copier assets owned by Owens Community College, or are they under a lease agreement?
    - **Lease agreement**
- If the devices are leased, is the current agreement structured as a Fair Market Value (FMV) lease or a $1 Buyout lease and what would you consider for the fleet replacement, FMV or $1.00 buyout?
    - **FMV agreement. We are working on getting the value of the devices from our leasing agent. We would consider this for fleet replacement.**

- If the current devices are leased, will the selected vendor be responsible for coordinating the return and removal of those devices at the end of the lease term or will Owens Community College handle that aspect?
    - **The College will coordinate removal and return of the devices if they are no longer going to be used.**
- The RFP indicates deployment of the new fleet beginning in March 2027, which appears to coincide with the expiration of the current agreement. Would Owens Community

College prefer a phased deployment by building/location, or would you like all devices deployed within a specific timeframe?
    - **The College is anticipating a phased deployment by building and location but within a specific timeframe**.
- The RFP references a total of 165 devices. However, when we total the devices listed in the Toledo and Findlay spreadsheets, the count appears to be higher. Should vendors submit pricing and recommendations only for the 165 devices identified in the RFP, or for all devices listed in the provided spreadsheets?
    - **Pricing and recommendations should be considered for the 165 devices identified in the RFP. Understanding that some downward adjustment to this number may be made after the contract is awarded due to consolidation and relocation of staff.**
- If Owens Community College owns its current copier equipment or portions of the fleet, would you like vendors to include any available trade-in value that could help reduce the overall investment required for the new fleet?
    - **Yes.**
- Does the College have any interest in replacing the current eight fax lines with an electronic fax solution that eliminates the need for analog phone lines while maintaining fax functionality and compliance requirements?
    - **Yes, however the College is anticipating reducing the number of FAX lines to three (3) going forward.**