



ADDENDUM NO. 2

July 10, 2019

RE: RFP 066.19.B5, Enterprise Print Management Consulting Services

**FROM: Purchasing Office
Howard County Public Schools
10910 Clarksville Pike
Ellicott City, MD 21042
(410) 313-5644
(410) 313-6789 fax**

TO: PROSPECTIVE BIDDERS

This addendum modifies the Original Bidding Documents as noted below. Acknowledge receipt of this Addendum in your Proposal. Failure to do so may subject the Bidder to disqualification.

1. INSERT Question & Answers, July 10, 2019:

No.	Question	Answer
1	If an OEM were to win this RFP for consulting and perform the services, would a partner/reseller of that OEM be eligible to submit bids or proposals for HCPSS Print Management Solution RFP	HCPSS reserves the right to: (i) accept or reject any and all proposals, in whole or in part; (ii) to waive minor irregularities; and (iii) to negotiate in any manner necessary to best serve the interests of HCPSS.
2	Is it a requirement that the winning consulting firm under this RFP be <u>independent</u> of all companies selling or servicing copiers and printers?	It is preferred that the consulting firm be independent of all companies selling or servicing copiers and printers
3	In Section 3.3 we note that the Contractor awarded from this RFP shall be precluded from participation in a future RFP for copier/printer equipment. In our experience, there are multiple firms in the copier/printer industry that compete against each other but sell the same or re-labeled product brand. What would prevent Company B from being awarded an eventual copier/printer RFP developed with assistance from Company A which markets the same brand of product as Company B?	HCPSS anticipates that such business relationships will be clarified in the evaluation/Oral Presentation/Discussion Sessions. HCPSS reserves the right to: (i) accept or reject any and all proposals, in whole or in part; (ii) to waive minor irregularities; and (iii) to negotiate in any manner necessary to best serve the interests of HCPSS.
4	Will HCPSS's information technology department allow the winning consulting firm under this RFP to deploy a print tracking software such as Print Audit across all locations?	Yes
5	Under Section 2.8, will the winning consulting firm under this RFP initiative be required to visit each office in each HCPSS location? If not, how will the specific locations of non-networked copiers, duplicators, printers and fax machines be detected within each building?	It is preferred that each site be surveyed. Offerors shall provide their own comprehensive plan(s) in their response to this RFP to gather such data.

No.	Question	Answer
6	Under Section 4.3.5 which references “architectural design documents,” will copier/printer device mapping be a requirement of the winning consulting firm? If so, can HCPSS provide us with .pdf renderings of each building?	Yes
	If mapping is not required, how will the relative locations of devices be determined when making recommendations for consolidating equipment?	Locations will need to be mapped. Maps will be provided.
7	Are electronic signatures and other responses on the various required Attachments deemed sufficient for proposals submitted in response to this RFP?	Yes
8	What is the primary impetus driving this RFP initiative?	Current devices are end-of-life
9	In Section 1.4, to whom should the electronic version of our RFP response be emailed?	Responses shall be mailed, not emailed, to Mr. Ted Ludicke, HCPSS Purchasing, 10910 Clarksville Pike, Ellicott City, MD 21042
10	Is it a requirement that a sealed package containing the RFP response on a flash/USB drive be delivered to the address indicated in this Section?	Yes
11	The RFP notice contains blanks for “Manufacturer, Model, Brand” and other boxes including pricing at the bottom of that notice. Is this RFP notice, and in particular that information required to be completed when submitting a Price Proposal in response to this RFP?	No. Offerors shall obtain and complete documents ONLY posted on the HCPSS Purchasing website .
12	Is the equipment listed on Attachment A owned or leased by HCPSS?	Owned
13	If equipment is being leased, when do the leases for the Konica Minolta and Toshiba MFDs listed in Attachment A expire? If owned, when were the devices purchased?	Ricoh – year 2012 Konica Minolta –year 2014 Toshiba – year 2014
14	Is the “Recommended Print Solution” required under the various sub-sections of Section 4.3 to include specific names of brands, models, and software programs, or is the Print Solution required to be vendor neutral?	Vendor Neutral

No.	Question	Answer
15	What equipment and software is currently being used in the Print Services division referenced in Section 4.3.7.1?	<p><u>Equipment (Digital)</u> - PRISMAsync Controllers OCE VarioPrint 6250 w/ BLM 550 Booklet Maker 5 – Canon VarioPrint DP 135 2 – Canon VarioPrint DP140 Canon ImagePRESS C800 (Color)</p> <p><u>Equipment (Large Format)</u> Roland VG640 Canon iPF 8400 2 – Canon iPF 4000S Easy Mount EM-S1600H Laminator</p> <p><u>Equipment (Offset)</u> Ryobi P3200CD Hamada 600CD Hamada 600CD w/ envelope feeder</p> <p><u>Equipment (Finishing)</u> Duplo Sysyem 4000 Booklet Maker Duplo DC – 616 CSC Fujipla ALM3222 Laminator Baum 2020 Folder 2 – Challenge EH-3A Paper Drills Challenge MC305 Cutter Challenge CMC-214I Cutter 2 – Nexgen 2000 Shrink Wrapper Neopost DS-75i Envelope Inserter GBC & Coil Binding Equipment</p> <p><u>Software</u> Canon PrismaDIRECT Canon PrismaPREPARE</p>
16	Is it a requirement under Attachment G that any firm submitting a proposal in response to this RFP be licensed to do business in the State of Maryland at the time of proposal submittal, or is this a requirement only for the winning consulting firm selected by HCPSS under the RFP prior to initiating work?	Prior to initiating work
17	Does the Agreement for Professional Services need to be signed and included in the Technical Response?	No. Acknowledged on the Check List
18	Are the consulting vendor's various Technical Proposal responses expected to be provided under Section 4.3 or Section 5.3, or both as appropriate?	Follow instructions as described in Section 5
17	Does the awarded vendor need to physically visit each Howard County Public School System facility (we ask because we believe this was answered on the call-in but it was difficult to hear correctly)?	It is preferred that each site be surveyed. Offerors shall provide their own comprehensive plan(s) in their response to this RFP to gather such data.
18	If not, how similar are the floor plans of each facility?	Although some schools were built similarly, floor plans vary.
19	How many different floor-plans are there?	Each school has a different floor plan

No.	Question	Answer
20	How many facilities need to be visited by the awarded vendor?	It is preferred that each site be surveyed. Offerors shall provide their own comprehensive plan(s) in their response to this RFP to gather such data.
21	The requirements section (3.3.5) requires vendors to provide architectural design documents that specifically support proposed solutions. May we respectfully ask what specific data the customer would like on each document?	Document that contains the specific desktop printer locations, enterprise print solution recommendation, printer and MFP specifications (pages per minute), network capabilities, device maintenance recommendation (software management solution recommendation per location).
22	Will floorplans of each facility be provided to the awarded vendor?	Floor plans can be provided for each school
23	Is the awarded vendor required to inventory all desktop printers?	Yes, we would like confirmation of all networked printers in schools and offices. We have desktop printers in our inventory system. However, we know there are desktop printers that are not connected to the network in schools and offices.
24	If so, without visiting all sites, can this be done with a survey or software?	Yes
25	Is this award being made to the lowest priced technically acceptable vendor, or the vendor offering the best value offering?	Whatever is determined to best serve the interests of HCPSS.
26	Is the 3,937 estimated desktop printer count based on information from software, or something else? If something else, how was this number derived?	Physical Inventory
27	Is there fleet management software, such as FM Audit, in place on the network today? If so, what software in in place today?	FM Audit
28	Are all schools on a single network?	Yes
29	Can you describe the network environment(s)?	All schools are connected to a County Fiber ring. Depending on the school (1GB for ES, 3GB for MS and 5GB for HS), the network converges at out two data centers. We have 10GB Internet connection at each Data Center.
30	Does the school system utilize scantrons or any other bubble testing method?	Not relevant to this RFP
31	What are Chromebooks utilized for today throughout the school district?	Academic and administrative support
32	What percentage of students do not use Chromebooks today?	Not relevant to this RFP
33	What are all of the LMS (learning management software) types in use today?	Not relevant to this RFP
34	Do classrooms utilize smartboards today?	Not relevant to this RFP
35	If so, are they in at least 25% of the classrooms?	Not relevant to this RFP
36	If so, are they in at least 50% of the classrooms?	Not relevant to this RFP
37	If so, are they in at least 75% of the classrooms?	Not relevant to this RFP
38	Are there individual desktop printers in classrooms?	Yes

No.	Question	Answer
39	If so, are they in at least 25% of the classrooms?	NA
40	If so, are they in at least 50% of the classrooms?	NA
41	If so, are they in at least 75% of the classrooms?	Yes
42	Are there any printers other than desktop printers in classrooms?	No
43	If so, are they in at least 25% of the classrooms?	NA
44	If so, are they in at least 50% of the classrooms?	NA
45	If so, are they in at least 75% of the classrooms?	NA
46	What document imaging system is in place today?	Equitrac
47	When are all deliverables due back to the school?	Question unclear
48	In order to have a quote attested to by a corporate secretary, would the customer like this to be ink signed, digitally signed, or notarized?	Ink or digital
49	Will Howard County Public School System provide the awarded vendor with all fleet cost information?	Yes, we can provide that information.
50	Does the school system utilize any secure printing	Yes, Follow-You Printing by Equitrac
51	SECTION 1. SOLICITATION INSTRUCTIONS, 3. Pre-Proposal Conference. Is there a transcript available for the dialog that occurred during the pre-proposal conference?	No we do not have a transcript of the pre-proposal conference.
52	Will HCPSS share the list of attendees?	Yes
53	Would HCPSS reconsider the submission format set forth in SECTION 1. SOLICITATION INSTRUCTIONS, 4. Bid Submittal Process to allow for electronic submission remotely (via email, FTP, DropBox or other secure means) to conserve resources associated with a physical delivery?	No

No.	Question	Answer
54	SECTION 2. TERMS AND CONDITIONS, 1 and 2. Item 1 states, <i>“Subcontractors, if any, will be the responsibility of the Contractor(s) and the role of subcontractors shall be clearly identified in the proposal. The use of a subcontractor(s) does not relieve the Contractor(s) of liability under a Contract.”</i> Item 2 states, <i>“HCPSS will not consider Proposals that reflect primary and secondary service providers or a prime/subcontractor relationship.”</i> There is additional language referring to subcontractors in several other places throughout the RFP. (SECTION 2: Items 3, 4, 7.3, 7.4; SECTION 3: Items 7, 11, 14, 17, Attachment D, E, etc.) Will HCPSS confirm whether subcontracting and/or teaming is allowed?	Subcontracting is permitted. Offerors shall identify proposed subcontractors in their Proposal and indicate their role in the project.
55	SECTION 3. SPECIAL TERMS AND CONDITIONS, 2. Contract Period. states, <i>“The initial Contract term shall be for one (1) year from the date of contract execution. HCPSS may solely authorize one (1) additional one-year term (a maximum total of two one-year terms) pending successful performance and availability of funds.”</i> Does HCPSS have an anticipated start date for awarded contractor to begin work?	The timeline will be about four to 12 months.
56	Are there lease ends or end-of-life machines that need to be taken into consideration in the assessment?	No. All lease agreements have concluded. HCPSS owns all equipment.
57	What circumstances would HCPSS envision that the project period of performance be doubled for a finite project, even if performance was successful and funds were available?	This RFP is for consulting services only. It is not the intent if the RFP to make an award to a contractor for project implementation.
58	Further, SECTION 4. SCOPE OF WORK, Item 3.2 states, <i>“The Contractor shall provide a complete and comprehensive recommendation for an integrated print solution within three months of contract execution. Failure to submit a complete and comprehensive recommendation within three months will be considered a breach of contract whereupon Contractor may be subject to liquidated damages (see Section 3 Special Terms and Conditions, paragraph 3.15).”</i> We do not see referenced paragraph 3.15.	See Section 3, paragraph 15.
59	Will HCPSS clarify the anticipated period of performance?	The Contractor shall provide a complete and comprehensive recommendation for an integrated print solution within three months of contract execution.

No.	Question	Answer
60	<p>SECTION 3. SPECIAL TERMS AND CONDITIONS, 3. Eligibility to Participate in Resultant RFP states, <i>“The Contractor awarded a contract through this RFP will be ineligible to submit bids or proposals for HCPSS’s Print Management Solution RFP resultant from said Contractor’s services.”</i> Many Offerors that are capable of providing Enterprise Print Management Consulting Services <u>and</u> a Print Management Solution will get an organization to optimization more quickly. An assessment-only provider may use positioning statements that depict them as objective and unbiased, but ultimately tend to have less stake in the outcome as it pertains to using quality metrics to make meaningful recommendations for improvement. Further, Offerors that are tasked to provide Enterprise Print Management Consulting Services solely are not necessarily incentivized to meet contract deliverables as accurately and thoroughly without the prospect of future business. As such, Offerors that provide both are often left having to validate and repeat time-consuming discovery and assessment steps as a standard part of a Print Management Solution onboarding process. Would HCPSS reconsider the ineligibility condition to prevent potential unnecessary duplication in efforts, resources and costs?</p>	<p>HCPSS reserves the right to: (i) accept or reject any and all proposals, in whole or in part; (ii) to waive minor irregularities; and (iii) to negotiate in any manner necessary to best serve the interests of HCPSS.</p>
61	<p>SECTION 3. SPECIAL TERMS AND CONDITIONS, 5. Professional Services. Do the personnel identified in the Offeror’s proposal have to be W-2 employees of the contractor? Can they be 1099/independent contractors?</p>	<p>Personnel may be independent contractors. Identify such personnel. Subcontractors, if any, will be the responsibility of the Contractor and the role of subcontractors shall be clearly identified in the proposal. The use of a subcontractor does not relieve the Contractor of liability under a Contract.</p>
62	<p>SECTION 5. EVALUATION CRITERIA, 3.3. Do the resumes provided for Key Personnel/Account Representatives in the Technical proposal have to be W-2 employees of the contractor? Can they be 1099/independent contractors?</p>	<p>Key personnel may be independent contractors. Identify such personnel. Subcontractors, if any, will be the responsibility of the Contractor and the role of subcontractors shall be clearly identified in the proposal. The use of a subcontractor does not relieve the Contractor of liability under a Contract.</p>
63	<p>SECTION 7. PRICE PROPOSAL, 1.2-3.</p> <p>1.2 Hourly Rates states, <i>“Offeror shall provide hourly billing rates and indicate a maximum ceiling for the total cost for services based on the Offeror’s understanding of the requirements detailed in Section 4, Scope of Work.”</i></p> <p>1.3 All-Inclusive states, <i>“Prices offered shall be inclusive of all overhead, profit, travel, accommodations, administrative fees, and direct and indirect costs and shall represent onsite staff work within Howard County, MD. HCPSS will not recognize or accept any separate or additional charges or fees to perform the services identified in this RFP.”</i></p> <p>Some of the objectives of this endeavor require the timely support of the HCPSS-designated Program Coordinator, stakeholders, and other personnel as needed for access to facilities, network information, non-networked printing, etc. in order to complete tasks in the most efficient manner. Without that, it may be difficult for Offerors to commit to a maximum ceiling/all-inclusive pricing without risk. Will HCPSS consider a more relaxed pricing structure?</p>	<p>In addition to the pricing structure defined in the RFP, Offerors may propose an alternate pricing structure(s) for HCPSS to consider.</p> <p>HCPSS reserves the right to: (i) accept or reject any and all proposals, in whole or in part; (ii) to waive minor irregularities; and (iii) to negotiate in any manner necessary to best serve the interests of HCPSS.</p>

No.	Question	Answer
64	<p>SECTION 7. PRICE PROPOSAL, 2. Option - RFP Assistance states, <i>“If interested, Offeror shall provide hourly billing rates and indicate a maximum ceiling for the total cost for RFP assistance based on the Offeror’s understanding of the requirements detailed in Section 4, Scope of Work, paragraph 5.”</i></p> <p>We do not see paragraph 5 under Section 4 to understand the context but note that SECTION 1. SOLICITATION INSTRUCTIONS, 13. Incurred Expenses, states “HCPSS is not responsible for any expenses that Offerors may incur in preparing and submitting Proposals or in making oral presentations of their Proposals, if required.”</p>	<p>INSERT the following: RFP Assistance (Optional Requirement). The Offeror shall indicate if they are interested in the creation of Request for Proposal (RFP) requirements, evaluation criteria, and evaluation of submitted responses for the forthcoming telecommunications solution RFP.</p> <p>SECTION 1. SOLICITATION INSTRUCTIONS, 13: The intent of this paragraph relates to any expenses incurred by Offerors in the preparation and submittal of a response to this RFP. RFP Assistance refers to an RFP resulting from the awarded consultant’s recommendation(s).</p>

2. **INSERT** Pre-Bid Sign In Sheet:

Tuesday, June 25, 2019

The Howard County Public School System

RFP 066.19.B5, Enterprise Print Management Consulting Services

Pre-bid Sign In Sheet

Name	Title	Organization	Email Address
Jessica	Sales Coordinator Supervisor	Centric Business Systems	jpabst@centricbiz.com
carolyn bunner	Managed Services Specialist	HP, Inc	carolyn.bunner@hp.com
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END OF ADDENDUM