



## Summary of Copy/Print/Digital Filing RFP Questions:

1. Can competing vendors present options for 4 and 5 year terms ?  
We cannot sign anything more than 3 as a school. You could, however, present 3 years and options, which we do with bus companies.
2. Is all NEW hardware required to be recommended? Or will Paul Cuffee also accept recommendation for refurb/slightly used hardware?  
Refurbished is fine and often used. As we mentioned yesterday (at walkthrough), we want models that stay in service.
3. When is a ballpark decision expected to be made? When would you require implementation to start?  
I would expect a decision in early to mid April. We should be able to narrow down by early April but there is a vacation week in there and it could take until later in the month to have a final choice. However, if you are in running, you would be communicated with throughout. Implementation is as soon as feasible.
4. If able, Can a vendor make a recommendation for multiple brands?  
Yes, the benefit of multiple brands you can service is certainly fine.
5. For the lease that is \$326.24, does that include service and supplies? And, if so, how many copies are included in the lease?  
The lease is a service and supply contract at .00064 per copy and includes service, supplies, parts, labor, toner, and staples.
- 5a. Is there an overage charge, and if so, what is that overage charge? No
6. For the lease that is \$129 per month, does that include service and supplies? And, if so, how many copies are included in the lease? I believe same terms, just different machine
- 6a. Is there an overage charge, and if so, what is that overage charge? n/a
7. Is Paul Cuffee School able to quantify its annual spend on supplies for desktop printers?  
Because we get supplies from multiple places, I don't have an exact number.

- 7a. When replenishing the printers with supplies, do you receive OEM or compatible supplies?  
Printer supplies we acquire from supply vendors like WB Mason or from our printer suppliers like Newegg.
8. Are the annual volumes provided in the RFP an annual average of the life of each unit? Or, are those values reflective in the RFP reflective of usage during or before the Covid impact?  
Volumes are last year plus average but I don't see it changing much for the next 2 years at least, except the goal of reducing it in general.
9. If leased, should property tax be included in the monthly hardware figures?  
Technically you'd include property tax but not sure of the detail there as we are tax exempt.
10. Is Paul Cuffee School able to provide a listing of its current HP devices (both within schools and at home' offices) Will try to get back to you on this but you do not need to service these.
11. Can Paul Cuffee provide a listing of its desktop scanners? Same as above
12. Regarding the requirement to digitize old files, would Paul Cuffee be able to leverage its current staff for the 'scanning portion'. Or, should a competing vendor make a recommendation to provide a recommendation for the 'labor component' (iE, the winning vendor would have to scan the files for you)? I expect that the vendor who gets the business would scan.
- 12a. With regards to the current files within each cabinet, are most of the documents standard letter (8.5 x 11") size. Any additional intel with regards to paper size and media types is helpful.  
Virtually all 8x5x11
- 12c. Is it the preference to have a cloud based or server based (on premise) solution? I think cloud is fine
13. For the owned devices, can Paul Cuffee School provide info with regards to service/supply costs on the (Ricoh) devices? The owned machines are older and are serviced with leased plans so we have no additional costs right now beyond some basic supplies.
14. What % of total copying and printing is done by faculty versus students? Almost all is faculty
15. Confirming 125 Chromebooks? Do all require the ability to print from Chromebooks?  
All should have option to print from Chromebooks
16. Is there any chance that the RFP might be extended a week? We're trying to get everything together but I know the timeline is coming up quick.  
I honestly don't have that leeway as I would need to have everybody get the extra time and it is not really fair to reach out to all parties and let them know it was extended. I can double check with our attorney but I am pretty sure we have to stick with the original deadline. While I don't want you scrambling, it could get dicey if we extend and the person we extend for eventually gets the business. The other parties could create an issue. If it is an absolute issue, I can look further into it.

<b>Lower School</b>	<b>Middle School</b>	<b>Upper School</b>
459 Promenade Street	30 Barton Street	544 Elmwood Avenue
Providence, RI 02908	Providence, RI 02909	Providence, RI 02907
P: 401.453.2626	P: 401.453.2711	P: 401.781.2727
F: 401.453.4964	F: 401.453.2715	F: 401.781.2828

17. Question from 2 people regarding “form to submit” as stated in RFP.

I think that is just standard language. Please take this as a confirmation that we will accept documents on your forms as you prefer to send them

18. I also saw offsite needs for administrative offices – home offices but don’t see what that entails? Is that a case by case scenario perhaps if a need like a printer for someone’s home office arises? Yes, those are just the ability to handle it as needed.

19. The question arose in conversations regarding how to bid on scanning without reviewing every cabinet.

It is not feasible to go through every cabinet as that is not the focus as much as understanding an approximate cost/average cabinet or piece of paper. Additionally, the process of how pricing is done is a key component. We can estimate that cost x the approximate number of pages. Additionally, we are open to recommendations that perhaps we focus on future digital filing and current things get phased out on paper as we close out a year and can destroy them. Other storage and destruction options are something we would consider.

\*Info related to printer/scanner listing referenced above in questions 10/11.

1. Is Paul Cuffee School able to provide a listing of its current HP devices (both within schools and ‘at home’ offices)

Name	Model	Building
LS Rm. 202 HP	HP LaserJet Pro m404n	LS
LS Institutional Advancement	HP LaserJet 400 color M451dn	LS
LS Business Office	HP Laserjet 400 M401dne	LS
LS Nurse's Office HP	HP LaserJet Professional P1606dn	LS
LS After School HP	HP Laserjet Pro 400 M401n	LS
LS ELL Color HP	HP Color LaserJet M452dn	LS
LS Art Studio Color HP	HP LaserJet 400 Color M451dn	LS
LS Library Color HP	HP Color LaserJet Pro M454dw	LS
LS Special Education HP	HP Laserjet M402dn	LS
LS HOS HP	HP Color LaserJet M452dn	LS
MS Reception Color HP	HP LaserJet 500 color M551	MS
MS Media Center HP	HP LaserJet P4014	MS
MS Art Color HP	HP Color LaserJet M452nw	MS
MS Nurse Printer	HP LaserJet Pro m404dn	MS

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US Student Services Office	HP LaserJet M402n	US
US Art	HP LaserJet 400 Color M451nw	US
US Student HP	HP LaserJet M608	US
US HOS	HP Color LaserJet M452dn	US
US Social Worker HP	HP LaserJet M402dn	US
US Nurse HP	HP LaserJet M402dn	US
US Special Education HP	HP LaserJet M402dn	US
US Social Worker HP	HP LJ m203dw	US
	HP LaserJet Pro M404dn	Operations Manager's home
	Brother MFC-L2710DW	HOS' home
	Brother MFC-L2710DW	Assistant to HOS' home
	HP LaserJet Pro M404dw	Director of Student Services' home

2. Can Paul Cuffee provide a listing of its desktop scanners?  
[15-20 Fujitsu ScanSnap \(model iX1500 and iX1600\)](#)