



OLATHE PUBLIC SCHOOL DISTRICT 233  
BOARD OF EDUCATION  
AGENDA

### Agenda Item Details

Meeting	Aug 04, 2022 - Regular Meeting 6:30 p.m.
Category	6. ACTION - BIDS, CONTRACTS, AGREEMENTS
Subject	6.06 Master Agreement for Multi-Function Copiers & Managed Print Services
Access	Public
Type	Action
Recommended Action	to approve the award recommendation, as presented

### Public Content

#### **Staff requests waiver of requirement for presentation as a Future Action Item in order to execute contracts in a timely manner ahead of a national roll-out of said agreement.**

**Purpose:** To execute a national Master Agreement for Multi-function Copiers/Devices & Managed Print Services.

**Background Details:** The District currently utilizes a national cooperative contract (through Omnia Partners with the University of California as the Lead Public Agency) to administer its Multi-function Device (MFD) lease and Managed Print Services (MPS) operations. The District has been able to negotiate volume discounts from this nationally awarded agreement to allow for the placement of the appropriate multi-function copier devices and B&W/color laser printers in all buildings, as well as outfit the production print shop with production equipment. MFD Lease and MPS program pricing is based on a monthly lease fee for equipment and a base click rate charge for service and supplies, thereby centralizing the management and costs of the operation for a smooth and effective program in all District buildings.

The current national cooperative contract will be sunsetting at the end of FY23. The District was presented with an opportunity to partner with a new cooperative procurement organization and become the lead public agency for a new national agreement to be rolled out to public entities across the country. With this in mind, the District partnered with GOVMVMT on the release of a nationally solicited Request for Proposals (RFP) to establish a national master agreement for the equipment, services, supplies and leasing options necessary for MFD and MPS programs. The ensuing agreement will be made available for public agencies (cities, counties, municipalities, libraries, airports, federal agencies, etc.) across the country to piggyback on and enter into their own locally negotiated agreements based on the national pricing ceilings established in this RFP and subsequent agreements.

Key factors the committee evaluated in the proposed solutions included the following:

1. Depth of response to requirements and technical specifications (30 points)
2. Depth of response to National Program Supplier information (20 points)

The RFP was issued on May 10, 2022 (RFP# 22-025) and solicited to all major manufacturers and national dealers. Proposers were given six (6) weeks to prepare thorough responses. Three (3) responsive proposals were received, as well as, three (3) NO BID responses. District procurement staff, accompanied by a committee of national evaluators, thoroughly reviewed the written responses to the technical requirements and specifications, scoring each proposal according to the evaluation criteria outlined in the RFP. Individual, blind scoring by committee members resulted in the identification of a clear finalist based on the technical proposals received. District procurement staff evaluated pricing proposals independently of the national committee, and conducted a pricing clarification and Best-and-Final-Offer (BAFO) negotiation phase of the evaluation. Based on the evaluation results, both with and without pricing, it is in the District's best interest to recommend award to the most responsive proposer who demonstrated the best overall value for the District, in addition to presenting a thorough response for a national master agreement.

**Strategic Plan Goal:** Effective Systems and Prioritized Resources

**Budget Source:** Capital Outlay

**Recommendation:** To approve the recommendation to award a National Master Agreement, as well as an Olathe Public Schools Local Agreement, for MFD Lease/Purchase and MPS programs, as presented.

**Persons Submitting Report:** Mr. John Hutchison, CPA, SFO, Deputy Superintendent; Mr. Scott Carpenter, CPPO, Assistant Director Business & Finance - Procurement

RFP 22-025 Evaluation Matrix\_Scoring Summary\_FINAL.pdf (201 KB)

**Administrative Content**

**Amount:** TBD after evaluation of current copier/printer fleet and right-sizing of the fleet for FY24 and beyond.

**Recommendation:** To approve the recommendation to award a National Master Agreement, as well as an Olathe Public Schools Local Agreement, for MFD Lease/Purchase and MPS programs to Ricoh USA, as presented.

**NOTE:** Final award of a national master agreement will be dependent upon successful negotiation of agreeable terms and conditions regarding uniform administrative requirements for federal funds (2 CFR Part 200).

The initial term of this agreement will be five (5) years, and may, if mutually agreed upon, be extended by a three (3) year term, followed by a two (2) year term, for a total possible term of ten (10) years.

The District will receive an administrative fee share through the partnership with GOVMVMT, amounting to 5% of 1% of the total value of all contracts issued to Ricoh USA through the GOVMVMT cooperative. Ricoh estimates annual contract volume potential of around \$100M by 2025, or approximately \$50,000 per year to the District.

**Evaluation Scores - average scores without Pricing (all evaluators) and with Pricing (Olathe Evaluators Only):**

<b>Total Scores Without Pricing</b>			<b>All Copy Products</b>	<b>ImageQuest</b>	<b>Ricoh USA</b>
Evaluator 1			28	50	63
Evaluator 2			45	61	68
Evaluator 3			54	68	73
Evaluator 4			29	52	65
Evaluator 5			49	75	67
Evaluator 6			35	50	71
<b>AVG</b>			<b>40.00</b>	<b>59.33</b>	<b>67.83</b>

<b>Total Scores With Pricing</b>			<b>All Copy Products</b>	<b>ImageQuest</b>	<b>Ricoh USA</b>
Evaluator 1			47	62	84
Evaluator 2			45	66	80
Evaluator 6			56	74	83
<b>AVG</b>			<b>49</b>	<b>67</b>	<b>82</b>

**Evaluation Committee Members:**

- Scott Carpenter, CPPO, Assistant Director of Business Services - Procurement, Olathe Public Schools
- Ryan Floy, CPPB, Senior Buyer, Olathe Public Schools
- Erica Derrington, Manager of Graphics Communications, Olathe Public Schools
- Oscar Knott, CPP, CPPO, VCO, Purchasing Director, Henrico County, Virginia
- Javarie McDonald, Purchasing Agent II, City of Orlando, Florida
- Reed Beebe, Purchasing Manager, Shawnee Mission School District

### **Motion & Voting**

to approve the award recommendation, as presented

Motion by Brad Boyd, second by Julie Steele.

Final Resolution: Motion Carries

Yes: Joe Beveridge, Brad Boyd, LeEtta Felter, Shannon Wickliffe, Robert Kuhn, Brian Connell, Julie Steele