



Sunshine Coast Regional District

Request for Proposal

Number: 19 387

for

Multi-Functional Printers (MFPs)

Issue Date:

April 3, 2019

Closing Date of

May 1, 2019 at 3:00 PM local time

CONTACT: Enquiries related to this RFP, including any requests for information or clarification may only be directed in writing purchasing@scrd.ca and the Regional District will respond if time permits before the Closing Time. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

The cut-off for submitting any questions related to this Proposal is 3:00 p.m. five (5) business days prior to the closing date. Questions received after this time may not be answered.

DELIVERY OF PROPOSALS: Proposals must be in English and must be submitted using one of the submission methods below, and must either (1) include a copy of this cover page that is signed by an authorized representative of the Proponent or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP.

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at www.bcbid.ca). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

OR

Email Submission: Proponents may submit an electronic proposal by email. Proposals submitted by email should be submitted to submissions@scrd.ca in accordance with the instructions at Section 1.3 of the General Terms and Conditions of this RFP.

OR

Hard Copy Submission: Proponents must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of its proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

**Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V0N 3A1**

Regardless of submission method, proposals must be received before Closing Time to be considered.

A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposals, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- The Proponent has carefully read and examined the entire Request for Proposal;
- The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- The Proponent agrees to be bound by the statements and representations made in its proposal.

PROPONENT NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

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1. GENERAL TERMS & CONDITIONS

1.1 DEFINITIONS

Throughout this Request for Proposals, the following definitions apply:

"Addenda" means all additional information regarding this RFP, including amendments to the RFP;

"BC Bid" means the BC Bid website located at www.bcbid.ca;

"Closing Location" includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

"Closing Time" means the closing time and date for this RFP as set out on the cover page of this RFP;

"Contract" means the written agreement resulting from the RFP executed by the Regional District and the successful Proponent;

"Contractor" means the successful Proponent to the RFP who enters into a Contract with the Regional District;

"Must", or **"mandatory"** means a requirement that must be met in order for a proposal to receive consideration;

"Proponent" means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

"Proposal" means a written response to the RFP that is submitted by a Proponent;

"Request for Proposals" or **"RFP"** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addenda; and **"Should"**, **"may"** or **"weighted"** means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

"SCRD or Regional District" means Sunshine Coast Regional District.

1.2 FORM OF PROPOSAL

This Proposal must be completed in its entirety. Failure to properly complete this Proposal form may cause your Proposal to be rejected. The signing officer must initial all corrections. The Sunshine Coast Regional District (Regional District) reserves the right to permit a correction, clarification or amendment to the Proposal or to correct minor errors and irregularities.

1.3 SUBMISSION OF PROPOSAL

Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

For electronic submissions (BC Bid or email), the following applies:

- (i) The Proponent is solely responsible for ensuring that the complete electronic

Proposal, including all attachments, is received before Closing Time;

- (ii) The Regional District limits the maximum size of any single email message to 20Mb or less.
- (iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3...");
- (iv) For email proposal submissions sent through multiple emails the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;
- (v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional District may reject proposals that are compressed, encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.

For BC Bid e-submissions only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service (\$150 per year) and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.

For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.6, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.

The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete

proposal and any attachments before Closing Time.

The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Regional District Electronic Mail System or BC Bid.

While the Regional District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Regional District Contact immediately to arrange for an alternative submission method if:

- (i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System; or
- (ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

1.4 SIGNATURE REQUIRED

Proposals must be properly signed by an officer, employee or agent having authority to bind the Proponent by that signature.

1.5 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES

If any Proponent finds any inconsistencies, errors or omissions in the proposal documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Purchasing Division

Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V0N 3A1
purchasing@scrd.ca

Any interpretation of, addition to, deletions from or any corrections to the proposal documents will be issued as written addendum by the Regional District.

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

1.6 WITHDRAWAL OR REVISIONS

Proposals may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

1.7 CONDUCT OF THE CONTRACT

Unless otherwise specified within this document, any queries regarding this Request for Proposal are to be directed to Purchasing@scrd.ca. No other verbal or written instruction or information shall be relied upon by the Bidder, nor will they be binding upon the Regional District.

1.8 CONFLICT OF INTEREST/NO LOBBYING

(a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Regional District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Regional District Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.

(b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate, for this purpose directly or indirectly with any employee, contractor or representative of the Regional District, including members of the evaluation

committee and any elected officials of the Regional District, or with the media, may result in disqualification of the Proponent.

1.9 SUSTAINABLE PROCUREMENT

The Regional District adheres to it sustainable considerations. Proposals will be considered not only on the total cost of services, but Proposals that addresses the environment and social factors.

1.10 ENVIRONMENTAL RESPONSIBILITY

The Regional District is committed to preserving the environment. Proponents shall provide environmentally sensitive products or services wherever possible. Where there is a requirement that the Proponent supplies materials, and where such materials may cause adverse effects, the Proponent shall indicate the nature of the hazard in its submissions. The Proponent agrees to advise the Regional District of any known alternatives or substitutes for such materials that would mitigate the effects of any adverse condition of the environment.

1.11 INVOICING AND PAYMENT

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the accounts payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.

1.12 PRICING, CURRENCY AND TAXES

Offered prices are to be attached as a price schedule in Canadian dollars with taxes stated separately when applicable.

1.13 IRREVOCABLE OFFER

This Proposal must be irrevocable for 90 days from the Proposal closing date and time.

1.14 TIME IS OF THE ESSENCE

Time shall be of the essence in this contract.

1.15 ASSIGNMENT

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof.

1.16 OWNERSHIP OF DOCUMENTS & FREEDOM OF INFORMATION

All documents submitted in response to this Request for Proposal shall become the property of the Regional District and as such will be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act* and any requirement for disclosure of all or a part of a Proposal under that Act. The requirement for confidentiality shall not apply to any Proposal that is incorporated into a Contract for the Work. Further, the Regional District may disclose aggregate pricing or any part of a Proposal to the Regional District Board at a public meeting, when

making a recommendation for the award of the Contract. For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

1.17 AWARD OF CONTRACT

The Purchasing Policy at the Regional District offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that the Regional District will receive the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of a submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein, except those expressly excluded or changed by the Proponent in writing.

The RFP shall not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the Regional District in any way to award a contract.

1.18 COST OF PROPOSAL

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out submitting a Proposal for the proposed contract or the Regional District's acceptance or non-acceptance of their proposal. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

1.19 PROPONENT'S RESPONSIBILITY

It is the Proponent's responsibility to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this proposal call on its own initiative. The Regional District reserves the right to share, with all proponents, all questions and answers related to this bid call.

1.20 EVALUATIONS

Proposals will be evaluated in private, including proposals that were opened and read in public, if applicable. Proposals will be assessed in accordance with the evaluation criteria.

If only one Proposal is received, the Regional District reserves the right to open the Proposal in private or if the total bid price exceeds the estimated budget for the Contract, the Regional District may cancel and re-tender, accept, not accept and cancel or re-scope the Work seeking a better response, with or without any

substantive changes being made to the solicitation documents. If more than one Proposal is received from the same Proponent, the last Proposal received, as determined by the Regional District, will be the only Proposal considered.

1.21 ACCEPTANCE OF TERMS

The submission of the Proposal constitutes the agreement of the Proponent that all of the terms and conditions of the RFP are accepted by the Proponent and incorporated in its Proposal, except those conditions and provisions which are expressly excluded and clearly stated as excluded by the Proponent's proposal.

1.22 MANDATORY REQUIREMENTS

Proposals not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

1.23 INSURANCE & WCB

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability – not less than \$2,000,000 per occurrence
- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.
- (c) A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the Workers' Compensation Act of British Columbia and must be in good standing during the term of any contract entered into from this process.

1.24 COLLUSION

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the proposal contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with proposals submitted for this project and the Proponent has no knowledge of the context of other proposals and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

1.25 CONFLICT OF INTEREST

Proponents shall disclose in its Proposal any actual or potential conflict of interest and existing business

relationship it may have with the Regional District, its elected or appointed officials or employees.

1.26 LIABILITY FOR ERRORS

While the Regional District has used considerable efforts to ensure an accurate representation of information in these bid documents, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District nor is it necessarily comprehensive or exhaustive.

1.27 TRADE AGREEMENTS

This RFP is covered by trade agreements between the Regional District and other jurisdictions, including the following:

- a) Canadian Free Trade Agreement; and
- b) New West Partnership Trade Agreement.

1.28 LAW

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.

1.29 FORCE MAJEURE (ACT OF GOD)

Neither party shall be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event. The Regional District may terminate the Contract by notice if the event lasts for longer than 30 days.

1.30 CONFIDENTIALITY

The Bidder agrees that any information, knowledge (including but not necessarily limited to business practices, techniques, relationships, agreements, etc.), data, research, and any other information, knowledge, materials or products disclosed to the Bidder by the Regional District or otherwise produced, developed or known by the Bidder in providing this service (collectively the "Confidential Information") will not publish or disclose to any third party not either during or after the Agreement except as otherwise authorised by the Regional District. This section shall survive the termination of this Agreement.

1.31 DISPUTE RESOLUTION

All unresolved disputes arising out of or in connection with this Proposal or in respect of any contractual relationship associated therewith or derived therewith shall be referred to and finally resolved by arbitration as prescribed by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

1.32 DEBRIEFING

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Regional District.

2. INTRODUCTION

The Regional District is seeking a qualified Supplier to replace 17 existing Xerox multi-functional printer (MFP) devices with approximately 17 new MFPs. Our current production volume for these units is approximately 1.2 million impressions per year. New equipment and related services -- including maintenance/repair, consumables supply, and training/support -- are required to be included as part of the proposals.

Suppliers may submit proposals based on either a straight cost-per-copy fee or a monthly lease price plus cost-per-copy fee. Proposals are to show pricing for five years. The proposals must clearly show how services and support will be delivered.

3. SITUATION/OVERVIEW

3.1 Background

The Regional District currently operates a fleet of 17 Xerox MFP devices under a contract with Xerox since 2010 that formally ended in December 2018 and is continuing on quarterly extensions.

Current Printer Fleet

Location	Current Printer	Approximate Annual Print & Copy Volume		Maximum Dimensions (cm)			Replace with Spec:	
		B&W	Colour	W	D	H		
1975 Field Road	Copy Room	ColorQube 9303	12,000	144,000	350	100	ceiling	#5
	Copy Room	Xerox D110	300,000	-	-	-	ceiling	#4
	Administration	Xerox WorkCentre 5865	300,000	-	175	80	142	#4
	Building	Xerox WorkCentre 5955	115,200	-	-	-	-	Delete
	Reception	Workcentre 3655X	13,200	-	90	80	67	#1
5920 Mason Road	Transit	Workcentre 3655X	10,800	-	76	60	132	#1
	Works	Workcentre 3655X	12,000	-	76	51	150	#1
	Fleet	Workcentre 7530	25,200	25,200	157	76	ceiling	#3
	Parks Hut	<i>None (new printer)</i>	6,000	-	76	60	150	#1
12828 Lagoon Road	Pender Office	Workcentre 3655X	6,000	-				#1
700 Park Road	GACC	Workcentre 7530	66,000	9,000				#3
5500 Shorncliffe Avenue	SAC	Workcentre 7225	72,000	14,400	160	101	ceiling	#3
5982 Shoal Way	SCA	Workcentre 3655X	4,800	1,200				#2
953 Gibsons Way	GDAF	Workcentre 3655X	6,000	1,200				#2
13639 Sunshine Coast Hwy	PHAFC	Workcentre 6655	14,400	9,600	68	71	76	#2
8972 Redrooffs Road	HBVFD	Workcentre 7220	1,200	1,800				#2
1302 Roberts Creek Rd	RCVFD	Workcentre 7120	5,400	1,200				#2
790 North Road	GDVFD	Workcentre 7125	14,400	6,000				#2
			984,600	213,600				

3.2 Project Objectives

The Regional District requires a business solution which includes the coordinated removal of old equipment, provision of new equipment, a maintenance contract, technical support and administrative support. The proposal must outline a quality, service-oriented contract that will include the provision of routine maintenance and repair, preventative maintenance service, reporting, training and supplies (excluding paper and staples).

3.3 Scope

The Regional District is seeking a five (5) year agreement to replace 17 existing Xerox multi-functional printer (MFP) devices with approximately seventeen (17) new multi-functional printers. All equipment must be able to copy, scan, e-mail, and print single-sided and double-sided; and be capable of user sign-in/job release through tapping a proximity card compatible with Kantech ioProx.

4. CONTRACT

Proponents should review carefully the terms and conditions set out in the General Service Contract, including the Schedules. The General Contract terms can be found at http://www.scrd.ca/files/File/Corporate/Purchasing/GSA_Terms_and_Conditions.pdf

5. REQUIREMENTS

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.3.1 (Mandatory Criteria) of the RFP.

This RFP includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the weighted Desirable Criteria set out in Section 7.3.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Regional District’s expectations. Proponents should ensure that they fully respond to all criteria in order to receive full consideration during evaluation.

Please address each of the following items in your proposal in the order presented.

5.1 General Requirements

All information related to the performance of the services described in this RFP must remain within Canada.

Response Guidelines:

1. Name a contact person for the proposal, and include this person’s address, phone number, and email address. This information will not be evaluated, but will be used to contact the Proponent as required.
2. Confirm compliance with Regional District’s restrictions on storing personal information outside Canada or permitting access to personal information from outside Canada. This is a mandatory criterion.
3. Provide a draft copy of your contract / service agreement.

5.2 Equipment Specifications

Bidders need to provide full specifications and details of the attributes to be included to meet the Regional District’s requirements. The following table shows configurations of equipment are being considered:

5.2.1 Required Minimum Equipment Specifications

Qty	Equipment Specified - 5 YEAR TERM	Proposed Device Model
1 unit	<p>(SPECIFICATION #5) - Colour Capable – Medium-High Volume Speed: Colour 60+ ppm/B&W 60+ ppm Network: 10/100/1000 BaseTX Ethernet Paper Handling: Letter, Legal & Tabloid Paper Trays: 2x Tabloid/Legal/Letter Adjustable, 1x High-Capacity Letter (1000+ pages) 1x Bypass Tray Finishing options: Single and Double Stapling, 3-hole punching Monthly Print Volume: ~25,000 pages Tap-to-Print: Kantech ioProx compatibility Reference Model: Xerox C60 Pro or equivalent</p>	
2 units	<p>(SPECIFICATION #4) - B&W – Medium-High Volume Speed: 75+ ppm Network: 10/100/1000 BaseTX Ethernet Paper Handling: Letter, Legal & Tabloid Paper Trays: 2x Tabloid/Legal/Letter Adjustable, 1x High-Capacity Letter (1000+ pages) 1x Bypass Tray Finishing options: Single and Double Stapling, 3-hole punching Monthly Print Volume: ~25,000 pages Tap-to-Print: Kantech ioProx compatibility Reference Model: Xerox Altalink B8075 or equivalent</p>	
3 units	<p>(SPECIFICATION #3) - Colour Capable Medium-Low Volume Speed: 25+ ppm Paper Handling: Letter, Legal & Tabloid Paper Trays: 2x Tabloid/Letter/Legal Adjustable Trays 1x High Capacity Letter (1000+ Pages) 1x Bypass Tray Finishing options: Stapling Monthly Print Volume: <7,500 Tap-to-Print: Kantech ioProx compatibility Reference Model: Xerox Versalink C7025 or equivalent</p>	
6 units	<p>(SPECIFICATION #2) - Colour Capable Low Volume Speed: 25+ ppm Paper Handling: Letter, Legal Paper Trays: 1x Letter/Legal Adjustable Trays 1x Bypass Tray Finishing options: None Monthly Print Volume: <2,000 Tap-to-Print: Kantech ioProx compatibility Reference Model: Xerox Versalink C505 or equivalent</p>	
5 units	<p>(SPECIFICATION #1) - B&W Low Volume Speed: 25+ ppm Paper Handling: Letter, Legal Paper Trays: 1x Letter/Legal Adjustable Trays 1x Bypass Tray Finishing options: None Monthly Print Volume: <1,200 Tap-to-Print: Kantech ioProx compatibility Reference Model: Xerox Versalink B405 or equivalent Fax capable: As an option</p>	

NOTE: A vendor may choose to propose a single model of device that covers more than one of the provided specifications, provided that it meets or exceeds the minimum specifications in all cases.

NOTE: Although the total quantity of units is known, the Regional District may alter the quantity of units in each specification.

5.2.2 Proposed Models Technical Specifications

Proponents must complete the following device specification table for each device being proposed and submit with their response. Submit multiple versions of this table, one for each different device model you are proposing.

Proposed Device Model – Technical Specifications			
Brand			
Model Number			
Dimensions in centimetres (Width, Depth, Height)	Width:	Depth:	Height:
Black & white printing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Colour printing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Max Print Speed (black only) page per minute			
Max Print Speed (colour) page per minute			
Max Copy Speed (black only) page per minute (med-high capacity units only)			
Maximum continuous copy volume	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Max paper tray capacity	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paper size – Letter (8½ x 11)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____ sheets
Paper size – Legal (8½ x 14)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____ sheets
Paper size – Tabloid (11 x17)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____ sheets
Auto paper selection/Auto tray switching	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Max weight of paper stock			
Duplex capable for all paper sizes – 1 to 2, 2 – 1, 2 to 2	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Scan to Network Folder	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Scan to email PDF	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Stapler	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Hole-punch	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Power save mode	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Offset stacking capable	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Secure Print capable	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Monthly duty cycle			

The proposed MFP units must include all necessary hardware, electrical requirements, software, and configuration components; and related installation/implementation services to connect to the Regional District's network via TCP/IP.

Equipment and all components must be **factory-new equipment**. All parts needed or used during the Contract period are to be original equipment manufacturer (OEM), unless specified and agreed to prior to the awarding of this Contract.

Any proposed product must support Windows Server 2016/2019 Print Services and provide 32-bit and 64-bit drivers for Windows Server 2012, 2016, 2019 and Windows 7 & 10.

The Regional District expects incidental colour usage (e.g. hyperlinks in blue in an otherwise Black document) to be included in the pricing for Black printing.

Proposed print devices must be able to operate using 100% recycled paper.

Proposed print devices **must fit within the maximum dimensions** shown in the *Current Printer Fleet* table in Section 3.1 Background, shown above.

Response Guidelines:

4. Indicate on the table in section 5.2.1 (*Required Equipment Specifications*) the device make and models you propose to meet those specifications.
5. Complete one *Proposed Device Model - Technical Specifications* sheet (section 5.2.2) sheet for each device model proposed.
6. Confirm that all equipment provided is factory-new from the original equipment manufacturer (OEM).
7. Confirm that your proposed devices will work with our technical environment: network and our Windows Server and Print Services platform as described above. Fully describe any exceptions that exist and how these would need to be overcome.
8. Confirm that incidental colour will be billed as Black printing and fully describe how the devices will determine what is considered Black printing and what is considered Colour printing.
9. Confirm that the proposed print devices are able to operate using 100% recycled paper.
10. Confirm that all proposed print devices fit within the maximum dimensions shown above.

5.3 Managed Print Services

5.3.1 Inventory

Consumables

The Regional District requires “just-in-time” inventory management of all consumable supplies including end-user replacement components for all MFP devices defined within this RFP. The Regional District expects:

- The vendor to provide online proactive device monitoring and “just in time” delivery of necessary consumable supplies.
- All consumables to be OEM. No substitutes will be accepted.
- Unlimited toner/ink.
- The vendor to assume all responsibility for hardware performance issues related to consumables supplied.
- The vendor to retain ownership of all consumables inventory.
- Down time due to lack of consumable supplies is not acceptable.
- The vendor to be responsible for delivery of supplies to point of need.
- Only small levels of inventory should be on-hand at any location.

Response guidelines:

11. Describe how the Proponent will monitor the inventory of consumables at each Regional District location and how they will maintain a minimum of on-hand consumables to ensure downtime won't be experienced resulting from lack of consumables.
12. Confirm that the consumables will be OEM. Confirm that the Regional District will not assume ownership of any consumable inventory.

Printers (MFPs)

The Regional District has the following expectations with regards to all printer equipment:

- Any additional printers required throughout the term of the contract will be provided under the same terms and conditions and will co-terminate at the end of the contract term of all other devices, regardless of how long they have been active;
- Any printers that need to be moved within an office building due to staff relocation or building renovations will be carried out by the Contractor at no cost to the Regional District; and

- Any printers that do not perform to the Regional District’s sole satisfaction are to be replaced at no additional cost to the Regional District with the same or equivalent model (i.e. when a print device requires excessive ongoing repair or maintenance).

NOTE: Costs for moving printers to another geographic location due to, for example, an office move, are expected to be negotiated at the time of the move.

Response guidelines:

13. Confirm that any additional printers required throughout the term of the contract will be provided under the same terms and conditions and will co-terminate at the end of the contract term of all other devices, regardless of how long they have been active.
14. Confirm that any printers that need to be moved within an office building due to staff relocation or building renovations will be carried out by the Contractor at no cost to the Regional District. Identify the length of notice you require prior to a move.
15. Confirm that any printers that do not perform to the Regional District’s sole satisfaction will be replaced at no additional cost to the Regional District with the same or equivalent model.

5.3.2 Maintenance

The Regional District requires the selected vendor to be responsible for all repair and maintenance and/or replacement of all devices included in the contract resulting from this RFP.

Preventative Maintenance Schedules will be planned and completed according to Manufacturer’s recommended service schedules with exclusive utilization of OEM parts and supplies.

The Regional District has the following minimum service response expectations:

- The selected vendor shall respond to a request for maintenance within two (2) hours;
- Maintenance and repair calls are to be performed (on-site when required) within twenty-four (24) hours of request for service;
- The maximum allowable downtime for any one piece of equipment is seventy-two (72) hours;
- A “loaner” machine of the same or equivalent make, and model must be placed in the building for any equipment that can’t be repaired and restored to normal operating service within seventy-two (72) hours;
- Repair service personnel must be available to attend at any of our locations during our normal business hours of Monday to Friday 8:30 AM to 4:30 PM;
- The selected vendor will assume all responsibility for hardware performance due to service parts and components. The Regional District will pay no additional costs for replacement components and repair services;
- The selected vendor will assume responsibility for disposal of and recycling of all service parts;
- The selected vendor will supply the Regional District with a call completion notification in electronic format to the District’s designated representative within 48 hours of performing the work.

NOTE: The above minimum service response expectations will be extended for delays resulting from acts of nature, accidents, or extreme weather conditions.

Response guidelines:

16. Describe service response times, including regular and emergency response times.
17. Describe how the Proponent will deliver preventative maintenance and repair services.
18. Describe how any corrective maintenance is handled, including escalation process and turnaround time.
19. Describe how emergency maintenance will be handled and what will be done if the equipment cannot be repaired in a reasonable amount of time.
20. Describe the actions that the Proponent will undertake to ensure that response times are maintained and are consistent at all our locations.
21. Provide details on how repair services are to be provided on the lower Sunshine Coast, BC.

22. Describe how service levels will be monitored and reported to the Regional District. Provide sample reporting with your submission.
23. List any and all additional costs that may be incurred in servicing the equipment offered.

5.3.3 Support

The Proponent is expected to provide a dedicated Account Manager to manage the contractual relationship and be an escalation point for contract performance issues. The proposed Account manager is expected to have a minimum 3-years' experience managing contracts of similar size and complexity.

End user designates will request support through the vendor when required.

The Regional District would prefer that the selected vendor allow support issues to be entered and tracked through an online portal that will allow the Regional District's user designates and technical staff to log and track issues and get automated updates as the issues are processed. Ideally the portal will be able to provide a history of issues and the solutions as well as providing a knowledge base of technical information related to the equipment in use.

The Regional District will accept other support solutions if the Proponent is unable to provide an online portal.

The selected vendor is expected to provide:

- Support on all initial service calls during normal business hours, 8:30 A.M. to 4:30 P.M. (Pacific Time), Monday through Friday with the exception of statutory holidays. There will be no upper limit to the number of support hours provided.
- Unlimited product training for Regional District's user designate and technical staff.
- User documentation and training material ideally through self-serve video streaming.

Response guidelines:

24. Name and provide a one page resume for the proposed dedicated Account Manager. Provide a brief description of their experience in managing a contract of a similar size and complexity.
25. Describe the proposed support model including the tool to be used, incident and problem management processes and capabilities, and the hours of support and availability for Regional District staff.
26. Describe the training that will be provided and how the Proponent will be deliver ongoing training and system documentation. In particular, describe the Proponent's ability to provide self-serve video training and user documentation (if available).

5.3.4 Environmental Impact

The Regional District wishes to optimize the environmental aspects of photocopying equipment use. Proponents shall describe disposal options for toner cartridges and vendor initiatives that are intended to address energy efficiency and the reduction of greenhouse gases.

Response guidelines:

27. Describe recycling programs for waste consumables.
28. Describe initiatives that address energy efficiency and the reduction of greenhouse gases.
29. List any other environmental sustainability aspects of the proposed devices, including Energy Star rating, if applicable.

5.4 Reporting and Billing

The Regional District requires the following management and reporting processes from the selected vendor for ALL devices that are part of contract resulting from this RFP:

- Electronic monitoring of all output devices.
- Maintaining service records to report individual device performance.
- Access to electronic monthly usage reports per device.
- Monthly electronically generated status reports communicating equipment issues to the Regional District's designate.
- An electronic monthly invoice provided to a centralized mailbox. Individual invoices are not to be sent to the separate office locations. The invoice should provide summary information as well as detailed information broken down per machine. The invoice is expected to provide the following details:
 - Breakdown of total lease costs, total maintenance costs and total impression costs plus appropriate taxes;
 - Summary by location listing printer models, lease costs and impression costs;
 - Detailed breakdown by printer, meter reads, rate per copy, sub totals, serial number and location.
- Annual enterprise-wide print device assessment, including providing the Regional District with an updated inventory of all print devices in all locations.

The Regional District expect the vendor to accept Electronic Funds Transfer (EFT) for payment of all invoices.

Response guidelines:

30. Describe the Proponent's ability to provide monthly reporting as described above. Include details on format (electronic via online tool, emailed, hard copy, etc.), and frequency.
31. Describe the Proponent's ability to provide electronic monthly invoicing which includes summary information and the detailed breakdown as described above.
32. Describe the Proponent's ability to provide an annual enterprise-wide device assessment and what that report would include.
33. Confirm the Proponent's willingness to accept payment via EFT.

5.5 Installation / Implementation

The selected vendor will work with a Regional District designated Project Lead to develop a schedule for the removal of the existing devices and installation of the new devices. The Regional District is currently targeting a late August rollout. The selected vendor will:

- Provide a Project Manager to work with the Regional District Project Lead to deliver and install all print devices in a reasonable timeframe - this person could be the same person as the Account Manager but not necessarily so (the Project manager is expected to have a minimum of 5 years' experience managing projects of similar size and complexity);
- Propose an installation plan including a timeline, installation methodology and the estimated disruption time in each case;
- Provide qualified labour for delivery and installation of the devices (all labour resources must have WorkSafe BC coverage);
- Work with the Regional District Project Lead to coordinate the new installation with the removal of the existing devices;
- Any hardware or software installation will be done in coordination with the Regional District's IT Department;
- Install and configure the new devices in accordance with manufacturer's instructions;
- Supply all device technical and user documentation and print drivers.
- Provide onsite staff training sessions for four major office locations;
- Conduct work in a manner which is least disruptive to the daily operations of the Regional District;
- Provide clean up and disposal of all debris resulting for the installations. All devices should be "ready to use" on completion.

The selected Proponent will be required to comply with all requirements of the Worker’s Compensation Act (British Columbia) and obtain and maintain WorkSafeBC insurance coverage during the term of the Contract. A WorkSafeBC clearance letter will be required as a pre-condition of award.

Response guidelines:

34. Name a Project Manager to manage the delivery and installation of all print devices. Provide a description of the proposed Project Manager’s experience managing a project of similar size and complexity.
35. Describe your ability to provide qualified labour and confirm that all labour will have WorkSafeBC coverage.
36. Describe a high-level rollout plan for installation of the new print devices in all Regional District locations. The plan should outline all key activities that will be performed as well as the expected durations of each. Key dependencies between activities should be highlighted and the Proponent should be clear as to which activities will be the responsibility of the Regional District staff. All key assumptions and constraints should also be identified. The Proponent will be expected to adhere to the high-level timeline during the actual rollout.
37. Describe the process the Proponent expects to use to ensure that there is minimal disruption to daily operations and that the office areas are “ready for use” on completion of the installation.
38. Confirm your ability to provide a WorkSafeBC clearance letter prior to contract award indicating all assessments have been paid (the Contractor’s WorkSafeBC account is active and in good standing).

5.6 Contract Close and Device Removal

The Regional District has the following expectation upon termination of the contract:

- The vendor is responsible for removal of equipment and consumables from all Regional District locations at no cost to the Regional District;
- Remove, recycle, reuse or dispose, and transport surplus equipment, packaging and consumables in compliance with all applicable codes, legislation and regulations including destruction of storage within the device.

Response Guidelines:

39. Confirm that at the end of the contract, equipment and consumables will be removed from all Regional District locations at no cost to the Regional District.
40. Confirm your ability to remove, recycle, reuse or dispose, and transport surplus equipment, packaging and consumables in compliance with applicable codes, legislation and regulations including destruction of storage within the device.
41. Describe how the units will be decommissioned at the end of their lives and what waste-stream-reduction processes will be used.

5.7 Organizational Experience and Capabilities

The Proponent should have a minimum of 5 years providing equipment and services of similar scope and complexity. Similar scope and complexity is defined as: contracts covering more than 20 devices; contracts that have in excess of 10 different building locations, and contracts where the print/copy volume is in excess of 1,000,000 impressions per year.

The Regional District may check Proponent references without first notifying the Proponent. The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent’s performance under any past or current contracts with the Regional District, or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

If the Proponent is deemed unsuitable by the Regional District due to unsatisfactory references, or if the proposal is found to contain material errors, omissions or misrepresentations, the Proponent’s proposal

may be rejected.

Response Guidelines:

- 42. Provide a brief overview of the company, including size and length of time in business, and identify whether subcontractors would be used to support any aspect of this contract.
- 43. Describe 3 contracts of a similar scope and complexity to the Regional District's requirements, preferably with at least one example for the unit(s) being proposed to the Regional District. Proponents should indicate the make/model of unit provided, number of units, number of locations and geographical disbursement and a description of the services provided. A reference, including contact name, phone number and email address should be provided for each contract example.

5.8 Value Added Services

The Regional District is interested in any value added or related services relevant to meeting our requirements that can be offered to reduce costs and/or improve overall business processes. The Regional District is interested in hearing about value added services with or without an associated cost. However, please note that although cost will not be evaluated as part of the pricing evaluation, pricing provided is expected to be firm for the duration of the Contract. The Regional District is not bound to accept any value added services or offerings.

Response guidelines:

- 44. Describe any value added or related services, which the Proponent would consider relevant to meeting the Regional District's requirements and which differentiate your proposal from other suppliers of services. Proponents should describe the service and/or product offering and the anticipated value to the Regional District. Proponents should identify whether there is a cost associated with the proposed service and what that cost is.

5.8.1 Print Optimization Solution

The Regional District is interested in examining options for optimizing management of MFP usage. The proponent may provide, separately, detailed information and separate pricing (if not included in equipment use rates) for a print management software solution providing services such as a single unified print driver; job routing based on attributes of the job (for example, large jobs being routed to specific MFPs or held for approval); auditing and tracking of print jobs; release on demand printing; proximity card printing; plus comprehensive administration and reporting.

Response guidelines:

- 45. Describe any print optimization solutions, products, or services which the Proponent considers relevant to meeting the Regional District's print optimization objectives described above.
- 46. Identify whether there is a cost associated with the proposed service and what that cost is.

5.9 Pricing

Proponents must present their price in a structured manner by completing the *Proposed Pricing Submission* table below. Pricing is to include all associated installation, setup, and operating costs. **The successful proponent will be responsible for all costs of removal of existing MFP devices.**

Section 3.1 Background (Current Printer Fleet) includes the approximate annual volumes for each of the current devices. Proponents should use these volumes to determine any quantity price breaks to offer.

For evaluation purposes the Regional District will estimate a 5-year total cost:

- a) Multiply the monthly lease cost by 12 months to determine the annual lease rate, for each year (1-5), then add these 5 totals together times the number of units to calculate a 5-year lease total;
- b) Multiply the monthly lease cost to provide ioProx proximity card tap service (to authenticate users / release jobs) by 12 months to determine the annual lease rate, for each year (1-5), then add these 5 totals together times the number of units to calculate a 5-year lease total;
- c) Multiply the B&W printing per impression rate by the average total B&W printing impressions (identified in Section 3.1), for each year (1-5), then add these 5 totals together times the number of units to calculate a B&W printing total;
- d) Multiply the Colour printing per impression rate by the average total colour printing impressions (identified in Section 3.1), for each year (1-5), then add these 5 totals together times the number of units to calculate a colour printing total;
- e) Add each total (a – c) above together to determine a 5-year Grand Total cost.

Only those proposals that meet all mandatory requirements and minimum scores will be evaluated on pricing. The proposal with the lowest all-inclusive 5-year Grand Total cost will be awarded the maximum points available for pricing. The points for all other proposals will be calculated using the following formula:

Lowest all-inclusive
5-year Grand Total cost
----- X Maximum Points Available
This proposal's all-inclusive
5-year Grand Total cost

Prices quoted will be deemed to be:

- a) In Canadian dollars;
- b) Inclusive of duty, FOB destination, and delivery charges where applicable;
- c) Exclusive of any applicable taxes; and
- d) Firm for the term of the Contract.

5.9.1 Proposed Pricing Submission (per Unit)

Equipment Specified - 5 YEAR TERM (Mandatory)	Proposed Device Model	Price per Unit	In Year 1	In Year 2	In Year 3	In Year 4	In Year 5
(SPECIFICATION #5) - Colour Capable – Medium-High Volume		Monthly Lease Cost	\$	\$	\$	\$	\$
		Mthly Proximity Card †	\$	\$	\$	\$	\$
		B&W Print CPI*	\$	\$	\$	\$	\$
		Colour Print CPI*	\$	\$	\$	\$	\$
(SPECIFICATION #4) - B&W – Medium- High Volume		Monthly Lease Cost	\$	\$	\$	\$	\$
		Mthly Proximity Card †	\$	\$	\$	\$	\$
		B&W Print CPI*	\$	\$	\$	\$	\$
		Colour Print CPI*	\$	\$	\$	\$	\$
(SPECIFICATION #3) - Colour Capable - Medium-Low Volume		Monthly Lease Cost	\$	\$	\$	\$	\$
		Mthly Proximity Card †	\$	\$	\$	\$	\$
		B&W Print CPI*	\$	\$	\$	\$	\$
		Colour Print CPI*	\$	\$	\$	\$	\$
(SPECIFICATION #2) - Colour Capable Low Volume		Monthly Lease Cost	\$	\$	\$	\$	\$
		Mthly Proximity Card †	\$	\$	\$	\$	\$
		B&W Print CPI*	\$	\$	\$	\$	\$
		Colour Print CPI*	\$	\$	\$	\$	\$
(SPECIFICATION #1) - B&W Low Volume		Monthly Lease Cost	\$	\$	\$	\$	\$
		Mthly Proximity Card †	\$	\$	\$	\$	\$
		Fax Capability	\$	\$	\$	\$	\$
		B&W Print CPI*	\$	\$	\$	\$	\$
		Colour Print CPI*	\$	\$	\$	\$	\$

* CPI = Cost Per Impression

† Please provide the cost for any hardware and necessary software, on a per device basis, to provide optional ioProx proximity card tap service to authenticate users / release jobs. The Regional District, at our discretion, may purchase this service.

NOTE 1: Monthly rates for equipment shall include the supply, delivery, installation, configuration, support, repair, maintenance and upgrade services.

NOTE 2: All consumables shall be included in the printing per sheet rate (except paper and staples).

NOTE 3: The Regional District will not accept charges other than those listed above.

NOTE 4: Although the total quantity of units is known, the Regional District may alter the quantity of units in each specification.

NOTE 5: The successful proponent will be responsible for all costs of removal of existing MFP devices.

Response guidelines:

47. Complete above *Proposed Pricing Submission* table.

6. PROPOSAL FORMAT

Proponents must ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see Mandatory Criteria section 7.3.1 d).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing and “Response Guideline” responses (i.e. the “Proponent Response”).
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name)
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

NOTE: Proponent Firms should assume that the Regional District is learning about their firm for the first time through their written proposal. Evaluation Committee members will not use previous knowledge of firms in their evaluation of proposals.

7. EVALUATION

7.1 Evaluation Framework

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District’s intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

The Regional District reserves the right to be the sole judge of a qualified proponent.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating a Proposal.

7.2 Evaluation Methodology

Stage 1 – The Regional District will review the proposals to confirm compliance with mandatory criteria set out below. Proposals are required to meet all of the mandatory criteria of this RFP in order to advance to Stage 2 of the evaluation process.

Stage 2 - The Regional District will score all of the compliant proposals on the basis of the desirable criteria identified below. Proposals that clearly exceed the stated requirements will score higher than those that meet the basic or minimum requirements. A Proponent not reaching the minimum score in a given category will receive no further consideration.

Stage 3 - The Regional District may in its sole discretion, but is under no obligation to, check Proponent and subcontractor references without first notifying the Proponent or its subcontractors to verify statements made in the response and to confirm the quality of services that were delivered by the Proponent. In particular, references may be asked to comment on the Proponent performance in service delivery and its fulfilment of contract requirements. The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent. The Regional District will not contract with any Proponent whose references, in the sole opinion of the Regional District, are found to be unsatisfactory.

The Regional District reserves the right to reject a proposal deemed unsuitable by the Regional District due to unsatisfactory references, or if the proposal is found to contain material errors, omissions or misrepresentations.

7.3 Evaluation Criteria

7.3.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Criteria
a) The proposal must be received at the closing location before the specified closing date and time.
b) The proposal must be in English.
c) The proposal must be submitted in compliance with Section 1.3 Submission of Proposal in the General Terms and Conditions section above.
d) One unaltered, completed and signed RFP cover page must be submitted with the proposal.
e) Proponents must provide a completed Proposed Pricing Submission (see sec, 5.9 Pricing) with their submission. Pricing must be in Canadian dollars, exclusive of applicable sales taxes.
f) The Proponent must confirm compliance with the Regional District's restrictions on storing personal information outside Canada or permitting access to personal information from outside Canada.

7.3.2 Desirable Weighted Criteria

Proposals meeting all the mandatory requirements will be further assessed against desirable criteria.

Criteria	Maximum Score	Minimum Score
Equipment Specifications (meets or exceeds all minimums)	100	100
Managed Print Services		
Inventory	50	160
Maintenance	100	
Support	100	
Environmental Impact	20	
Reporting and Billing	50	N/A
Installation/Implementation	50	N/A
Contract Close and Device Removal	30	N/A
Organizational Experience and Capabilities	100	N/A
Value Added Services	50	N/A
Pricing	350	N/A
Total	1000	

NOTE: A proponent not reaching the minimum score in a given category will receive no further consideration during evaluation.