



SUBJECT: Request for Competitive Sealed Proposals – Citywide Multi-Function Devices (RFCSP 20-020, RFX # 6100012291)
Scheduled to Open: March 13, 2020; Date of Issue: January 13, 2020

FROM: Jorge Garcia, Procurement Manager

DATE: February 21, 2020

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. 1 - TO THE ABOVE REFERENCED
REQUEST FOR PROPOSALS**

THE ABOVE MENTIONED REQUEST FOR PROPOSAL IS HEREBY AMENDED AS FOLLOWS:

1. **ADD:** Pre-Submittal Sign In Sheet, this document will be posted as a separate document.
2. **ADD:** Economic Development Department SBEDA Presentation
3. **MODIFY:** The RFCSP question & answer deadline has been changed from Friday, February 21, 2020, 2:00 p.m., Central Time to Friday February 28, 2020, 2:00 p.m., Central Time.
4. **MODIFY:** The RFCSP submission deadline has been changed from Friday, March 13, 2020, 2:00 p.m., Central Time to Friday March 20, 2020, 2:00 p.m., Central Time.

**QUESTIONS SUBMITTED IN ACCORANCE WITH SECTION 006 PRE-SUBMITTAL CONFERENCE AND
SECTION 009, SUBMISSION OF PROPOSALS, RESTRICTIONS ON COMMUNICATIONS**

Question 1: Can you clarify whether the use of a VOSB under the VOSBPP program requires the use of a local San Antonio VOSB entity or can it be from a VOSB partner from outside of Texas?

Response: San Antonio City Code Chapter 2, Article XI describes the City's veteran-owned small business preference program. This solicitation is not eligible for a preference based on status as a veteran-owned small business (VOSB). Nevertheless, in order to determine whether the program can be expanded at a later date, the City tracks VOSB participation at both prime contract and subcontract levels.

Question 2: In the evaluation criteria - Page 12 of 66, titled SBE Prime Contract Program and MWBE Prime Contract Program there is mention that each category will be assessed toward the overall 100 points of the vendor/respondent's score. In the SBEDA program – Exhibit 1 – Section C there is mention of a Waiver Request and/or Exception Request. If vendor/respondent elects the Waiver and/or Exception Request, are 20 points deducted from the overall 100 points?

Response: No, points will not be deducted 20 points for submitting a Subcontracting Goal-Waiver Request and/or Exception Request.

Question 3: Per Question 2, if vendor/respondent elects the Waiver and/or Exception Request, and 20 points are deducted from the overall 100 points, why is it so heavily weighted; 20% of the solicitation?

Response: The 10 SBE & 10 MWBE Prime Points are incentive points which SBEDA eligible prime respondents could be eligible to receive up to 20 points towards their total evaluation score. Prime respondents who do not meet the criteria for the points will not be deducted 20 points for submitting a Subcontracting Goal-Waiver Request and/or Exception Request. The purpose of the SBEDA Program is to promote the participation of eligible small, minority and/or women-owned businesses (S/M/WBEs) on City contracts and the incentive points applied to this solicitation is one of the tools available under the SBEDA Ordinance.

Question 4: In RFCSP Attachment A, Part Three, Proposed Plan, #7 –Fleet Replacement Plan. Multi-Function Devices will be replaced in a phased-in for various addresses throughout City. What is the earliest date the contract will be awarded by City Council?

Response: The date of the contract award cannot be determined yet. However, the current contract will expire on September 30, 2020.

Question 5: What is the earliest date of delivery for the 452 phased-in MFD's?

Response: The lease expiration period for the currently deployed fleet will begin in November 2020 through early 2021. However, the City may consider deploying some devices in advance of this time period.

Question 6: In the RFCSP 20-020 Price Schedule, can you share how many 80 plus page per minute Multi-Function Printers are required, which departments, and their applications that require fax.

Response: At this time, the City does not have this information available, however once a contract is awarded the departments will be given the opportunity to select the printers that fit their needs from the available options.

Question 7: Per the 80-89 PPM and 90-99 PPM Color and Black & White Print (Network Device), can a respondent propose a Multi-Function Printer that meets all the criteria with the exception of fax?

Response: Yes; however, fax functionality must be listed as an a la carte feature.

Question 8: If a respondent elects not to respond to one of the three pricing options, will that preclude them for winning the award? And will points be deducted from the Pricing evaluation criteria?

Response: No, respondents may submit pricing for any or all options they choose. Pricing will be evaluated by option.

Question 9: Are there City regulations in place that require the departments to send large volume print jobs to the City of San Antonio Print Shop?

Response: Currently there is no policy in place to restrict large volume printing; however, City staff is encouraged to coordinate large print jobs with the City of San Antonio Print Shop.

Question 10: What are the goals of the "think before you print" campaign? Please explain what this campaign entails and how vendors can assist.

Response: The goals of the City's "think before you print" campaign is intended to encourage employees to think before they opt to print something. This initiative and others within the City are working towards being more sustainable and not printing if it is not required to do so. Respondents may not be able to specifically assist, but these initiatives will impact the utilization of the printers.

Question 11: Per RFCSP Exhibit 4, COSA DATA SECURITY (A.D. 7.3A), what specific security requirement must the Multi-Function Devices include to adhere to the City's directive?

Response: Please refer to the document referenced for specific security requirements. Specifics for multi-function devices are also available in the Attachment E, Requirements Traceability Matrix under the Security section.

Question 12: Why is the City requiring a 30-day advance written notice for cancelling individual device leases?

Response: The City reserves the right to assess individual device usage for future sustainable needs.

Question 13: Is there an idea of how many multi-function devices the City will need?

Response: The City currently has a fleet of 452; however, final device counts may change based on consolidating departments into City Tower.

Question 14: Will a list of all model numbers in current inventory be provided?

Response: Below are the current models in the City's fleet:

C7025T; C8030H; C8055H; C8070H; W7225PT; W7830PT; W7855PT; W7970P

Question 15: Are there any minimum requirements that need to be met for the cost recovery program?

Response: There are requirements listed in the Requirements Traceability Matrix specific to reporting that are key to any cost recovery effort, however, there is no specific cost recovery requirement.

Question 16: Pertaining to the cost recovery program, is it a prerequisite that respondents have similar sized rollout experience in municipalities?

Response: No, it is not a prerequisite that you have a similar sized rollout experience.

Question 17: Will the City of San Antonio require any software solution being offered to have a track record of being deployed successfully in another City or Municipality of similar size and scope?

Response: No; however, vendors should be able to demonstrate that their proposed solution is viable. All firms are encouraged to provide a thorough response to the experience, background and qualifications and proposed plan sections of the RFCSP.

Question 18: Attachment B, Pricing Schedule refers to a 60-month term but the contract term within the RFCSP states three years with two one-year renewal options. Which should respondents submit for?

Response: The pricing schedule is broken down by device monthly fees but is seeking the total cost of the potential five-year (60 month) lease term.

Question 19: Attachment B, Pricing Schedule refers to color and black/white but there are no separate places to respond. Are we to assume that we price it based off color and black/white?

Response: Yes.

Question 20: Will COSA change termination date to December 31, 2025 or edit Attachment B – Price Schedule to ask for 36 Month Lease and then ask vendors to supply monthly lease cost under one (1) year extension period and then monthly lease cost under 5th and final year extension?

Response: The pricing schedule is broken down by device monthly fees but is seeking the total cost of the potential five-year (60 month) lease term.

Question 21: Regarding Page 24 of 66 of RFCSP / Section: 013 SUPPLEMENTAL TERMS & CONDITIONS Insurance, Will COSA clarify that respondents are not required to submit Insurance requirements along with bid response and will only be required to be submitted by either selected finalists and/or awarded respondent?

Response: Respondents are requested to submit insurance requirements as specified within the solicitation. While this information is not required prior to contract award it is highly encouraged as it will aide committee members during the evaluation process of the solicitation. This includes proof of insurability.

Question 22: Regarding Page 27 of 66 of RFCSP / Section: 013 SUPPLEMENTAL TERMS & CONDITIONS Interlocal Participation, Does the current awarded contract allow for Interlocal Participation? Will not agreeing to Interlocal Participation be cause for disqualification or reduction in evaluation points?

Response: The current contract allows for Interlocal Participation. The Interlocal Participation portion of this section has been modified per the revised RFCSP document attached separately to this addendum. Exceptions to Interlocal Participation will not disqualify respondents or reduce evaluation points.

Question 23: Regarding Page 12/13 of 66 of RFCSP / Section: 007 EVALUATION CRITERIA, Will COSA consider reducing maximum points to 5 pts. as this evaluation criteria will not apply to most manufacturers who will be participating and are able to provide the level of support and services required under SOW?

Response: The 10 SBE & 10 MWBE Prime Points are incentive points which SBEDA eligible prime respondents could be eligible to receive up to 20 points towards their total evaluation score. The purpose of the SBEDA Program is to promote the participation of eligible small, minority and/or women-owned businesses (S/M/WBES) on City contracts and the incentive points applied to this solicitation is one of the tools available under the SBEDA Ordinance.

Question 24: Regarding Attachment E – Requirements Traceability Matrix, Can the City tell us how many of each of the following categories are actually installed at COSA facilities: letter sized color print speed options of 70-79, 80-89, 90-99 pages per minute?

Response: Below is the current device count.

25 Pages/min - 179; 30 Pages/min – 131; 55 Pages/min – 97; 70 Pages/min - 45

Question 25: Will COSA provide a list (make/model) of all devices installed at all COSA locations?

Response: Below are the current models in the City's fleet:

C7025T; C8030H; C8055H; C8070H; W7225PT; W7830PT; W7855PT; W7970P

Question 26: Will COSA provide configurations (devices with Finishers, Fax Boards, etc.) for each of the installed devices as well?

Response: This information is not available at this time.

Question 27: Will COSA provide both mono and color volumes by each device at each site location (either monthly or annual volume)?

Response: The City averages approximately 69,000 prints per device annually.

Question 28: Does the City of San Antonio print from Mobile devices?

Response: No, not currently.

Question 29: How many print servers are in use to support the current print fleet?

Response: Currently 3 print servers are in use to support the current print fleet.

Question 30: How are print drivers deployed across the COSA computers?

Response: Print drivers are available on the print servers and the City's users are able to map to the drives as needed.

Question 31: Does the IT department provide printer driver support after the initial deployment?

Response: Yes.

Question 32: How does COSA IT support the installation of print drivers for End Users that move throughout the COSA network but need to print at multiple locations?

Response: Users map to their desired printers. If needed, they can contact the City's support staff for assistance.

Question 33: Will City of San Antonio provide a listing of current models and quantities for each?

Response: Please see response to Question 14 above.

Question 34: Will City of San Antonio provide a listing of current volumes for mono and color per model?

Response: This information is not currently available.

Question 35: Will City of San Antonio be providing any additional requirements for Cost Recovery Software?

- a. Follow me printing
- b. Serverless release
- c. Any specific reports needed
- d. Do they utilize cost centers for bill back by department?

Response: No. The requirements are defined, and it is incumbent on vendors to address how their solution and reporting features address these. While individual City Employee can be tied to departments with a follow me printing feature, it is not necessary to directly tie them back to a cost center. This is handled internally for business purposes.

Question 36: Is the City using Smart Cards to Authenticate at the devices?

Response: The City is not using Smart Cards at this time but would like to pursue this option in the future.

Question 37: What is the preferred contract vehicle (BuyBoard, Texas DIR, Source Well)

Response: While the City does leverage cooperative contracts, this solicitation is a competitively bid procurement and will be evaluated based on the criteria detailed within.

Question 38: Will future equipment placements need to be coterminous to original contract? If yes, is the lease payment allowed to change according to remaining term?

Response: There is no requirement for the future replacement fleet to be coterminous. As a safeguard for vendors to account for lease terms less than 60 months, the City has requested pricing to be submitted as Option 2 – Option to Lease with 60 Month Term with Cancellation Option.

Question 39: Are all devices assumed to be color models, or do you want to see both mono and color models quoted?

Response: The City would like both mono and color models quoted.

Question 40: How is the City of San Antonio currently utilizing Google Drive and are there futures plans to migrate email to MS Office365 along with other storage services like OneDrive for Business or SharePoint Online?

Response: The City is currently migrating to Office 365.

Question 41: Are Smart Cards (PIV) being utilized today for releasing print jobs from your MFD fleet? If not, are proximity/contactless (HID, iClass, Etc.) cards being utilized to authenticate user's to MFD resources?

Response: The City is not currently using Smart Cards or proximity cards to access MFD functionality, but the City would like to pursue this option in the future.

Question 42: Does the City of San Antonio require direct MFD Integration with FileNet?

Response: Yes, the selected MFD will need to integrate with IBM FileNet 5.5.2 or a newer version.

Question 43: What is the total number of MFD's anticipated for new contract?

Response: The City currently has a fleet of 452; however, final device counts may change based on consolidating departments into City Tower.

Question 44: Can you provide the historical average monthly volume B/W & Color for existing units?

Response: The City averages approximately 69,000 prints per device annually

Question 45: Does the city want a pooled monthly base image allowance included or bill for usage on a monthly basis?

Response: The City requires billing for usage on a monthly basis.

Question 46: How is the current maintenance being billed?

Response: Operational costs are currently included in the lease option of the current contract.

Question 47: If a response is submitted electronically are any hard copies required?

Response: No, if a respondent submits electronically hard copies are not required and vice versa.

Question 48: Can the City provide clarification on the term of contract requested. Section 004 Scope of Services says the lease is for five years. Section 013 Supplemental Services says 36 months with two 1-year extensions and the pricing schedule states 60 months. Which is correct?

Response: Section 004 Scope of Services refers to the lease and buy options with terms not to exceed five years. The pricing schedule is broken down by device monthly fees but is seeking the total cost of the potential five-year (60 month) lease term.

Question 49: Functional Requirements .01.05.09 ask for option to print in color. Does city want all devices to have color capabilities? Or propose separate monochrome and color MFD's?

Response: The City would like both mono and color models quoted.

Question 50: Are any devices needed in a print shop production environment?

Response: No, requirements for the print shop are not included in this solicitation.

Question 51: If production equipment is needed is an external color controller with color management software needed?

Response: Requirements for the print shop are not included in this solicitation.

Question 52: Would any production equipment need specialized finishing capabilities?

Response: Requirements for the print shop are not included in this solicitation.

Question 53: Can the City provide clarification on the Standard Paper Tray Capabilities of Attachment E, Requirements Traceability Matrix: 01.04.16: States Two 500 Sheet Paper Trays, 1.04.19: States 2,000 Sheet Minimum Capacity. The pricing schedule has a line item for Extra Capacity Paper Tray Feature. What is the minimum paper capacity being requested?

Response: The City is requesting a minimum capacity of 2000 sheets. Vendor may indicate how devices are configured to meet this.

Question 54: Regarding Consumables Reorders of Attachment E, Requirements Traceability Matrix, 05.02.12 Vendor shall replace and install all consumables to include toner, staples, etc. Is the City requesting a full-time employee to be a First Responder to replace consumables?

Response: The City is not expecting a full-time employee to be a first responder; however, we must ensure that we're getting timely service in the event it is needed.

Question 55: Can the City provide a list of current equipment models and associated monthly volumes?

Response: Below are the current models in the City's fleet:

C7025T; C8030H; C8055H; C8070H; W7225PT; W7830PT; W7855PT; W7970P

Response: The City averages approximately 69,000 prints per device annually.

Question 56: Does Xerox provide a Full Time Employees on site? If so, how many?

Response: No.

Question 57: Attachment A, Part 3 Question #3 asks bidders to "Provide a detailed and comprehensive fleet replacement plan and recommendations based on a staggered deployment schedule for various addresses throughout the City." Question: In order for respondents to prepare an accurate plan, will the City provide their replacement plan by Date, Number of Devices and New Address Location?

Response: Respondents should propose their own detailed and comprehensive fleet replacement plan and recommendations based on a staggered deployment schedule for various addresses throughout the City.

Question 58: RFCSP page 3 of 66, Background states that, "The City currently has 452 multifunction printers that have a variety of printing speeds. With the move into the building, there will be a reduction in the number of some printers; however, they will need to be able to handle higher demands." What rationale should be used to determine the number of devices that will move into the new building and who will be making this determination? (3) Should the 452 multifunction printers be priced for this RFCSP?

Response: The City has requested proposals that gives options for printers that meet the requirements in Attachment E, Requirements Traceability Matrix. There are no specific number of printers or locations currently available.

Question 59: Could you please confirm if this RFCSP also includes 'Rugged tablets' for First responders?

Response: This solicitation does not include rugged tablets.

Question 60: In regard to the SBEDA Program and requirements for this RFCSP, Is there a percentage that the subcontractor has to perform to qualify for the 10 points? I see the RFCSP states that subcontractor will not exceed 49% but didn't know if there was a minimum % amount of work that they need to suffice like 5%, 10%, 15%.

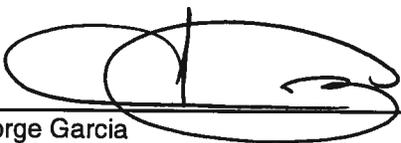
Response: No, there is no percentage requirement that a subcontractor has to perform for SBEDA eligible Prime respondents to receive the incentive point(s). The City applied the SBE Prime Contract Program at 10 points and the M/WBE Prime Contract Program at 10 points. SBE SBEDA eligible Prime respondents will receive 10 incentive points and M/WBE SBEDA eligible Prime respondents will receive an additional 10 incentive points. These points will be awarded for meeting the 51% scope of work requirement by adding up the SBEDA eligible Prime and similarly certified SBEDA eligible subcontractors' contribution to the entire contract value. Note, evaluation criteria points will be awarded to non-SBE or non-M/WBE Prime CONTRACTORS through subcontracting to other certified SBE or M/WBE firms.

Question 61: How many devices at a time can be removed per the Cancellation of Individual Device Lease stated within the RFCSP? Do you know what is driving this request? Can this be set as service related and inaction from respondents causes change/removal of equipment?

Response: The City reserves the right to assess individual device usage for future sustainable needs.

Question 62: May respondents show the Cost Recovery Software as an optional cost in the "other" section of price list?

Response: Yes.



Jorge Garcia
Procurement Manager
Finance Department – Purchasing Division

JG/km

