

Requirements for NYS 2010 Aggregate Printer Purchase Initiative
For Workgroup and Multifunction Printers

1. Purpose

The purpose of this Request for Quote is to obtain quotes from select printer manufacturers currently holding a NYS printer contract that include Workgroup and Multifunction printers for the purpose of allowing authorized users to collectively acquire these items at better than state contract price. Quotes are being solicited by the New York State Office of General Services Procurement Services Group (OGS PSG), in conjunction with the NYS Office of the Chief Information Officer and Office for Technology (CIO/OFT) and NYC Department of Education, (NYC DOE) and NYC Department of Information Technology and Telecommunications (NYC DOITT), on behalf of NYS agencies and others authorized by law, and will also be provided to municipal governments and other authorized user entities that choose to participate. We are seeking quotes for discounts from NYS printer contract price on hardware, warranty, replaceable service parts (e.g.: maintenance kits, fusers, etc.) and consumables (e.g.: ink and toner cartridges.). The standard configurations, mandatory options and standard options have been specified through a collaborative process with those authorized users choosing to participate in the specification development for this RFQ, herein referred to as the Printer Committee.

2. Delivery Timeframes

- a. It is required that the awarded contractor(s) be able to deliver the units ordered by the authorized users within 15 calendar days of receipt of a purchase order. The contractor must also be able to release production of the units purchased, as requested by the authorized user, to accommodate staged/staggered delivery of the units.
- b. The printer acquisition period for this initiative will begin by **July 1, 2010** and end on **June 30, 2011**. **All authorized users are required to have their purchase orders for printer acquisition to the contractor no later than cob 6/30/11**. All printers ordered during this initiative must be delivered no later than **7/31/11**.

3. Eligible Contractors

- a. Quotes for workgroup and multifunction printers will only be accepted from the current NYS printer contract holders that have been determined eligible for participation in this purchase. Such determination is at the sole discretion of the NYS OGS in consultation with the CIO/OFT.
- b. Use of resellers will be allowed; however, they will be required to adhere to the pricing quoted by the NYS printer contract holder(s) for this initiative. Contractors must specify if resellers will be utilized for this initiative and if orders should be placed directly with the contractor or with their authorized reseller(s). A list of resellers must be included with a contractor's RFQ submission. The reseller list must indicate which resellers, if any, are certified MWBE. Contractors must inform all of their resellers of the provisions of the Aggregate Printer Initiative and are

expected to have the resellers promote the use of the Aggregate Printer Initiative to authorized users.

- c. The two contractors that provide the lowest quotes based on Total Cost of Ownership (TCO) for each standard configuration that meets the technical and non-technical requirements will be awarded those configurations for the initiative. The Total Cost of Ownership formula, for the purpose of this initiative, is defined as: the Printer Acquisition Cost + Warranty Cost + Estimated Service Parts Cost for the duration of the warranty + Estimated Cost of Consumables for the duration of the warranty. For purposes of evaluation, selection and award, TCO will be represented as the lowest cost per page based on estimated lifetime volumes.
- d. The State reserves the right to purchase only from contractors who can meet or exceed the specifications as stated in the specification spreadsheet and demonstrate they have successfully completed such a large and diverse sale. Those who cannot meet the requirements will not be considered. Quotes received will be evaluated for technical and non-technical compliance. The quotes selected for award in each category will be posted in their entirety, on the OGS contract website for authorized users' informational purposes.

4. Purchase Requirements

New York State agencies must submit a Notification of Plan to Procure Technology Form (PTP) to the CIO/OFT for approval prior to purchasing printers. NYS agencies will be required to purchase from the awarded contractor with the lowest quoted Total Cost of Ownership (TCO), represented as the lowest Cost Per Page (CPP) price for each awarded configuration.

Any New York State agency that intends to purchase from other than the lowest priced contractor for each awarded standard configuration must submit a business case with their PTP. Likewise, it is the intention of NYC DOITT and NYC DOE to require purchases from the awarded contractor unless similar justification is provided that satisfies their criteria for alternative purchase. All other authorized users will be encouraged to purchase from the lowest price awarded contractors. Since purchases made from the initiative will be from OGS contracts, it is the responsibility of the awarded contractor(s) to make all eligible contract customers aware of the Aggregate Purchase Initiative and to make the price available to them.

5. Configuration Specifications

- a. Attached is an electronic Request for Quote (RFQ) document for five (5) Workgroup and five (5) Multifunction printers. Contractors must offer machines that meet or exceed the specified standard configuration and satisfy the options requirements. Contractors' price quotations must be entered directly on the RFQ spreadsheet provided. Contractors must include model numbers, part or SKU numbers, current list price, contract price and a quote price for the categories to which they are responding to in this RFQ.
- b. Various mandatory and standard options are listed in the RFQ. Contractors must

provide quotes for the listed mandatory options for each category being quoted. The mandatory option pricing will not be weighed during the awarding process, but the mandatory options should be priced as aggressively as the standard configuration. Contractors must provide quotes for all standard options that are available on their NYS printer contract. Contractors are encouraged to aggressively quote pricing for standard options; however the ability to quote standard options is not a basis for participation.

If a mandatory or standard option selection is an upgrade or downgrade from the standard configuration, the list price, contract price and aggregate price must be recorded as the difference in price from the standard configuration. Should the option reduce the price, the price should be quoted as a negative dollar amount.

- c. All printers and ink/toner quoted in the RFQ must be new, OEM product.
- d. If a printer has USB Reader, the USB Reader must be able to be disabled. This is a mandatory requirement.
- e. If a printer has Scan to email capability, the Scan to email function must be able to be disabled. This is a mandatory requirement.
- f. If a contractor is unable to offer a configuration that meets the minimum specifications, they may offer a configuration that exceeds the specifications, but no "extra credit" or consideration will be given for exceeding the specifications.
- g. Contractors have the opportunity to quote additional services such as basic assessment, deployment and disposal. If the contractor provides any of the additional services on their NYS printer contract, a complete description of such, including list price, contract price and discount, if any, must be entered in the 'Additional Services' section of the RFQ. Additional services will be negotiated separately by the authorized user as an optional line item at additional cost, based upon the requirements of the authorized user. Additional costs may be added as a separate line item on the purchase order or a separate purchase order may be issued that references the corresponding product's purchase order. All additional costs are pursuant to the contractor's contract price list.
- h. Quoted machine configurations, supplies and options **must be available under the contractors' current NYS printer contracts** and verifiable against their NYS Printer Contract Pricelist. Services should only be quoted if they are under the NYS printer contract. Contractors wishing to add products and/or services, which are not currently on their NYS contract, should do so consistent with their contract update process.
- i. Contractors' price quotations must be entered directly on the RFQ worksheets. A maximum of one (1) model per configuration per contractor will be accepted for consideration. Contractors are not required to submit quotes for all configurations.
- j. Contractors must submit documentation attesting to the technical attributions. Such documentation may include, but is not limited to, published manufacturer literature.

- k. It is required that, if requested, contractor(s) must submit an independent test and evaluation report, such as those published by Buyers Laboratory, Inc. or Better Buys for Business to OGS PSG for review.

6. Price Offer Retention

- a. It is required that contractors chosen for award maintain the quoted price points for the acquisition of printers, options and warranty for the entire printer acquisition period of this Aggregate Printer Purchase Initiative.
- b. It is also required that the contractor(s) submitting quotations retain price points for the purchase of all service parts and consumables associated with the acquisition of an awarded printer for the duration of the required warranty period for the printer selected by the authorized user. For example, maintenance kits and toner for a printer purchased on August 1, 2010 with a 3 year standard warranty would retain the same price points through July 31, 2013.
- c. If in the normal course of business a configuration or component's contract price becomes lower than the aggregate purchase price quoted, it is required that the aggregate purchase price be reduced to contract price or less.
- d. During the course of this Aggregate Printer Purchase Initiative, a contractor may request to add options and/or lower prices on service parts, consumables, mandatory and standard options (**See attached file "Electronic File Format for 2010 Printer Initiative Change Request Template"**). When OGS receives a request from a participating contractor to add options and/or lower pricing, OGS will give other participating contractors the opportunity to add the same option or lower pricing on the same option on their corresponding Aggregate Printer Purchase Initiative offering as well. Approval of contractors' change requests will not be contingent upon other contractors' change requests.
- e. If products or components become obsolete or unavailable, a substitute product of equal or greater specification must be substituted at the same or lower price. Should the substitute product's contract price be lower in price than the original standard configuration or mandatory or standard option's aggregate purchase price quoted, it is required that the substitute product's aggregate purchase price be contract price or less. The new aggregate purchase price must be charged for any purchases transacted after the effective date of the product substitution.

7. Reports and Administration Fee

- a. Contractors must electronically provide to OGS PSG verified monthly sales reports in the format required by the State (**See attached file "Electronic File Format for 2010 Printer Initiative Sales Report"**). These reports must contain detailed information of all purchases made and credits issued pursuant to this printer initiative, and include a break out of participation by individual authorized users, including state and non-state governmental entities and others authorized by law. The sales reports must be provided by the last day of each month for all products

and services purchased throughout the printer acquisition period of the initiative. Sales reports for all service parts and consumables (ink/toner) purchased after the printer acquisition period must be provided bi-annually on the last day of December and last day of June for each year that coincides with the warranties purchased through this Aggregate Printer Initiative.

The awarded contractors are still required to submit sales reports to their OGS contract administrator under the terms and conditions of the NYS printer contract. The printer contract's sales reports should capture all contract sales including sales through this initiative.

- b. The awarded contractors are required to pay an Administrative Fee in the amount of 0.5% for all sales through this initiative. The Administrative Fee check should be made out to NYS OGS Finance Office and will be due at the following intervals:

Payment No.	Reporting Period	Due Date
1 st Payment	7/01/10 – 12/31/10	1/31/11
2 nd Payment	1/1/11– 6/30/11	7/31/11
3 rd Payment	7/1/11 – 6/30/12	7/31/12
4 th Payment	7/1/12 – 6/30/13	7/31/13
5 th Payment	7/1/13 – 6/30/14	7/31/14

Include with the payment, the following information on either the remittance stub and/or a cover letter on company letterhead: contractor name, title of "2010 Aggregate Printer Purchase Initiative", reporting period and contractor contact person and contact information. Please mail administrative fee payment to:

**Office of General Services
Division of Financial Administration
P.O. Box 2117
Empire State Plaza Station
Albany, NY 12220-0117**

- c. The State shall have the right to verify said reports and fee payments and to take any action(s) necessary to enforce its rights under the contract and the requirements of this initiative, including but not limited to the right to stop payments until such fees are received, review contractor's financial records pertaining to sales under their contract and/or this initiative or suspend further sales under the contract.

Should the review of the contractor's reports and/or their financial records indicate that authorized users have been overcharged for purchases of aggregate purchase initiative products, contractors will be required to issue credits to all entities affected by the overcharging.

8. Warranty and Warranty Service Requirements

The state contract already requires various options for warranty service. It is being clarified here for contractors.

- a. It is required that all categories of printers be quoted with a 3 year warranty (next business day on site).
- b. The contractor (or their normal warranty agent) will be responsible for conducting all warranty service, unless otherwise agreed to by the authorized user and contractor. A major printer purchasing entity has indicated an interest in negotiating parts only warranty options with contractors after award.
- c. All onsite warranty work will be conducted between 8am - 5pm Monday-Friday, except on holidays observed by NYS.

9. Authorized Users' Security Procedures

As specified in the state contract, the contractor(s) will agree to perform all warranty and maintenance services in accordance with all security requirements defined by the authorized user. These may include, but are not limited to, ID badges for all service technicians, signing of an authorized user confidentiality agreement, limitations on the number of service technicians, and procedures for ensuring the destruction of confidential data stored in memory or other storage media before removal of equipment from authorized user's premises. All awardees must comply with the Information Security Breach and Notification Act enacted on August 8, 2005, effective December 9, 2005. The Information Security Breach and Notification Act require state agencies and businesses to notify persons of the potential acquisition by an unauthorized person of vulnerable personal information. For additional information on the requirements of the law visit:
<http://public.leginfo.state.ny.us/menugetf.cgi>

10. Delivery

- a. Contractors are reminded of their obligation to provide a testing and acceptance period consistent with Clause 77 of Appendix B, of the NYS printer contract.
- b. All printers delivered through this initiative must be delivered with the toner/ink cartridge(s) normally provided through the NYS printer contract.
- c. Contractor(s) will be responsible for delivery of all products purchased through this initiative, including shipping costs, to authorized users' specific locations. Authorized users must be able to specify multiple locations for delivery.
- d. As required in the state contract, the contractor will ensure that, for each printer purchased, the product's serial number and purchase order number will appear on the packing slip, and that all packing slips are delivered to an authorized user or their representative.

11. Quotation Review and Purchase Order Process

- a. Contractor quotations will be received by NYS OGS PSG and reviewed by the Printer Committee to assure that offers meet the technical and non-technical

requirements.

- b. Awarded contractors' quotations will be posted on OGS' Procurement Services website for NYS agencies and other authorized users to determine the configuration and number of units desired.
- c. Authorized users will contact contractor(s) to arrange for first article delivery for testing, and/or to negotiate custom optional deployment services, printer disposal or trade-in.
- d. The contractor(s) will provide individual quotations to the authorized user for their required configuration(s) pursuant to this initiative
- e. Authorized users will issue purchase order(s) directly to the contractor(s), or the contractors' authorized reseller(s), as specifically stated by the contractor in accordance with Section 3(b), specifying shipping/delivery terms and referencing statements of work (as applicable) for optional basic assessment, deployment, disposal, trade-in, or other services.
- f. Upon authorized user acceptance of products and/or services itemized on a purchase order, contractor(s) will invoice authorized user for any portion of products and services accepted, and accordingly, authorized user will arrange for payment.

12. Periodic Review of Printer Specifications

The specifications are intended for this specific NYS Printer Purchase Initiative. They will be reviewed by the OGS PSG and the Printer Committee at periodic intervals and revised as necessary for any future printer initiative purchases.

13. Governing Terms and Conditions

- a. Orders placed as a result of this process will be from the NYS printer contract, all terms and conditions of the state contract and the requirements specified for this initiative govern the purchase transaction(s).
- b. At the request of the New City Department of Education, OGS has included a mandatory option, "NYC DOE Mandatory Services bundle". Participating contractors who agree to this bundle are mandated to accept the standard rate provided. NYC DOE will not be obligated to purchase from any contractor that does not agree to provide the NYC DOE Mandatory Services bundle at the standard rate provided.
- c. Parts and consumables are provided as part of the quote, however, NYS authorized users are required to follow purchasing guidelines as specified in NYS Finance Law.

14. Reservation of Rights

OGS reserves the right not to award this initiative and the right to extend this

initiative.

15. Due Date and Delivery of Pricing Offers

- a. All contractor questions must be received by 12:00 noon EST, Tuesday, May 25, 2010, and should be addressed to Ms. Melissa Gretten **by email only** at the following e-mail address: melissa.gretten@ogs.state.ny.us. OGS anticipates responding to all contractor questions by Wednesday, June 2, 2010.
- b. Contractors' price quotations must be entered directly on the RFQ spreadsheet provided. One (1) hardcopy of the quote and one (1) electronic media containing the electronic file of the quotes and electronic copy of any supporting documentation must be submitted to the following address:

**NYS Office of General Services
Procurement Services Group
37th Floor Corning Tower Building - ESP
Albany, NY 12242
Reception Desk
Attn: Melissa Gretten**

Quotes must be submitted in a sealed envelope. The outside of the envelope must be clearly labeled "**Price Quotation; 2010 Aggregate Printer Purchase Initiative**". Please do not email quotations. E-mailed quotations will not be accepted.

Offers will be time stamped when received at the Reception Desk.

Deadline: 12:00 PM EST, Tuesday, June 8, 2010.

16. Attachments (3 OGS; 6 NYC DOE)

- a. One (1) Request for Quote containing the following 10 configurations:
 1. Workgroup Black & White (Low End)
 2. Workgroup Black & White (Mid Range)
 3. Workgroup Black & White (High End)
 4. Workgroup Color (Low End)
 5. Workgroup Color (High End)
 6. Workgroup Multifunction Color (Low End)
 7. Workgroup Multifunction Color (High End)
 8. Workgroup Multifunction Black & White (Low End)
 9. Workgroup Multifunction Black & White (Mid Range)
 10. Workgroup Multifunction Black & White (High End)
- b. MS Excel Document titled:
"Electronic File Format for 2010 Printer Initiative Sales Report"
- c. MS Excel Document titled:

“Electronic File Format for 2010 Printer Initiative Change Request Template”

- d. MS Word Document titled:
NYC DOE Mandatory Services Bundle for Printers
- e. MS Excel Document titled:
DOE Attachment – Sample FAMIS Upload
- f. PDF Document titled:
DOE Attachment – Sample PO
- g. MS Excel Document titled:
DOE Attachment – Sample ASN
- h. MS Excel Document titled:
DOE Attachment – Sample DOE Asset Requirements OEM
- i. MS WordPad Document titled:
DOE Attachment – Asset Delta_VN

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