

Centennial School District

Executive Summary

RFP 2025-11 Copier/MFD Hardware/Service/Software

Overview

Description	Objectives
RFP 2025-11 Copier/MFD Hardware/Service/Software	<ul style="list-style-type: none"> To implement a new Copier contract in anticipation of replacing machines as the devices age out. To maintain support of PaperCut MF software.

Team

A team consisting of Paul Southerton, Frank Decker, and Regina Castro was formed to evaluate the current requirements, develop a sourcing strategy, and to evaluate vendor responses. Optimizon assisted the District with the creation and distribution of the RFP to interested vendors.

Vendors

The RFP was advertised per District and State requirements. RFP invitation packets and access to the Optimizon online bidding tool were emailed to the following vendors, and responses were as noted.

Vendor	RFP 2025-11	Vendor	RFP 2025-11
Canon USA	complete	Pacific Office Automation	complete
Copiers Northwest	non-responsive	Ricoh	non-responsive
Copy Machine Specialists	non-responsive	Solutions Yes	non-responsive
Kelley Create	non-responsive	Xerox Business Solutions Southwest	complete
Konica Minolta Business Solutions	complete		

RFP Process:

Analysis was conducted based on each vendor's response to the terms and conditions, pricing for a period of (5) years, and equipment configurations.

The scoring criteria was shared with the vendors, and the proposals were scored as follows:

Each question in the RFP was assigned a rank according to importance, and each category was assigned an overall percentage of importance. Lebanon Community School District and Optimizon carefully analyzed each proposal and assigned a score to each vendor's response in each area.

The final total weighted scores and rankings for the RFP were as follows.

RFP 2025-11 Copier/MFD Hardware/Service/Software	Total Score	Rank
Pacific Office Automation (Sharp)	655	1
Konica Minolta Business Solutions (Konica Minolta)	580	2
Xerox Business Solutions Southwest (Xerox)	564	3
Canon Solutions America (Canon)	547	4
Total Possible	660	

RFP Result/Award

The highest scoring vendor for RFP 2025-11 Copier/MFD Hardware/Service/Software is Pacific Office Automation with Sharp equipment. Pacific Office Automation offered strong terms and conditions, and very competitive pricing.

Based on the above criteria and the RFP evaluation process, the recommendation is to award the RFP 2025-11 Copier/MFD Hardware/Service/Software to Pacific Office Automation.

Financial Summary:

Component	New Annual Cost	Current Annual Cost
RFP 2025-11 Copier/MFD Hardware/Service/Software: (Includes copier hardware service supplies and papercut MF licenses)	\$67,557	\$66,268

