



# Oak Park Elementary School District 97

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**TO:** Dr. Carol Kelley, Superintendent of Schools

**FROM:** Michael Arensdorff, Director of Technology  
Therese O'Neill, Assistant Superintendent of Operations and Finance

**SUBJECT:** Print/Copier/Print Shop Solution

**DATE:** March 15, 2016

**Names of presenters:** Therese O'Neill & Michael Arensdorff

**Type of report:** Print/Copier/Print Shop Solution Recommendation district-wide

**Report format:** Informational report along with in-person report at the board table with first review of copier/print shop solution and seeking contract approval on April 12, 2016. This report will also include data showing districtwide output by device type over the last four years. We have also included the contracts that go along with this solution and wording that will be included in the addenda regarding our Service Level Agreement (SLA).

**Preview of purpose and content of report:** Below and the attached documents will provide an overview of the bid process, bid summary and recommendation for the copier/print shop vendor to complete work and provide service for the upcoming five years as laid out in the contract

**Budgetary Impact:** Decrease in annual budget by \$50,123.16 for the next five years (with greater potential as we continue to transition more printing needs for students digitally). This will also impact the cost for paper each year as the needs will decrease as our output decreases.

**Data to be presented:** March 15<sup>th</sup>, 2016

**District goals aligned with report:** Goal Area 4 (Resource Stewardship)

Over the past year we have been planning and collaborating with a variety of stakeholders to organize a Response for Qualifications (RFQ) process to best meet Oak Park School District 97's print/copy needs. This process started in January/February 2015 with a group of administrators, teachers and administrative assistants. We held two meetings that were centered on initial fact gathering and planning to help organize

and kick off a larger group for the 2015-2016 printer/copier committee, which started in November 2015.

During the 2015-2016 school year, Therese O'Neill and I formed a committee comprised of three building administrative assistants, an executive building assistant, one central office executive assistant, seven teachers (including special education and general education at the elementary and middle school levels), two central office managers and two district office cabinet members that were charged with identifying a new printer/copier solution for the District. The committee members are as follows: Therese O'Neill, Michael Arensdorff, Nick Jefferson, Anne Calvin, Heidi Jirka, Ian Taylor, Jason Lukehart (2 year member), Sarah Moore, Matthew Kuntz, Sondra Nelson, Jenna Steinke, Rosa Ordaz, Echelon Jackson, Lee-Ann Roskopf, RC Aguirre and Sheryl Marinier. This committee met in November and December of 2015 and January and February 2016 to discuss several topics, including:

- What is currently working
- Areas for improvement and ways to address them
- Goals for a new solution (possible single source vendor)
- Criteria for the RFQ D97 would issue to identify vendors/partner in order to provide a new solution

After the December meeting, we crafted the final version of the RFQ and sent it out to vendors. One of the stipulations of the RFQ was that vendors had to attend a mandatory walkthrough of all District buildings on December 21 and 22. Six companies participated in this walkthrough, which included going through all of our buildings to pinpoint the location and model information for all of our printers and copiers. This thorough process took a day and a half to complete.

All official responses to the RFQ were due on January 21. We received responses from the following vendors: Canon, Chicago Office Technology Group (COTG), Konica Minolta, Proven Business Solutions and Ricoh. Upon receiving the proposals, Therese O'Neill, Michael Arensdorff, Nick Jefferson and Anne Calvin (our committee leadership team) reviewed the proposals and completed independent evaluations of all proposals for both the building copier solution and the Print Shop, separately.

Following these evaluations, the final scores (after averaging both solutions – Print Shop & buildings) identified the top three firms as: Canon, COTG and Konica Minolta. We made calls to all vendors to inform them and provide feedback regarding their proposals and next steps for the showroom visits. Simultaneously, reference check emails and calls were sent out to other school districts and universities from the vendors. From those reference checks, we received 17 school district responses. The committee reviewed these proposals/responses during its meeting on January 28 with a focus on the design to provide feedback and any additional needs.

After that, representatives from the committee conducted a site visit to the

showroom for each of the three vendors (Canon, COTG, Konica Minolta – no particular order) and see the proposed solutions in action on February 18th. The small subcommittee group that attended was: Michael Arensdorff, Rosa Ordaz (Mann Admin Assistant), Ian Taylor (Middle School Math Teacher), Anne Calvin (Print Shop Manager) and Nick Jefferson (IT Infrastructure Manager). Following these visits, the committee came back together on February 23<sup>rd</sup> to provide feedback on the visits, provide overview of current status, confirm design criteria and to determine the final priority ranking (from 1<sup>st</sup> to 2<sup>nd</sup> to 3<sup>rd</sup>). Therese O'Neill and Michael Arensdorff, with the support of Anne Calvin and Nick Jefferson, conducted the initial negotiation session with Canon as the consensus number one following the evaluation, reference checks and site visits (including feedback from the group). We met with Canon on Friday, February 26<sup>th</sup> to review and firm up the design and all other requirements for the copiers in the buildings, as well as the Print Shop production units. Following this meeting, Canon put together its proposal and came back to us on Thursday, March 3<sup>rd</sup> to present various options for consideration. At that time we confirmed option #6 would serve D97 best. After this meeting, Therese, Michael, Anne and Nick met to debrief and compile all additional questions, changes and/or concerns. We then set up a call with Canon representatives to review that information on Friday, March 4<sup>th</sup>. At that time, all of the questions, requested changes, concerns and expectations were shared for a final proposal and that proposal was provided on Friday, March 11<sup>th</sup>. Given this final proposal from Canon, both the Assistant Superintendent for Finance & Operations and I, as Director of Technology, are recommending entering into a 5-year contract with Canon for an annual cost of \$235,116, which is an annual reduction of \$50,123.16.

We are bringing this recommendation to the Board for review on March 15<sup>th</sup> since it is a new contract; however, this contract will not be an increase in the forthcoming (2016-17) operating budget or subsequent budgets. As you will see there is actually a decrease in our operating budget in two areas: overall contract (anticipated \$50,123.16) and amount of paper purchased. In addition we will be sending this contract to D97's legal counsel to review prior to the April 12<sup>th</sup> board meeting. Following potential Board approval of this recommendation on April 12th, we will begin working with our staff to help them transition to the new solution to understand the what, why and how. This will include establishing best practices, procedures, and providing staff with training on the new equipment prior to the start of the 2016-2017 school year.

Attached is the contract (including the wording that will come in the contract addenda either Monday, March 14<sup>th</sup> or soon after the board meeting on the 15<sup>th</sup>) and design that we have co-authored with Canon that we are recommending moving forward on for District 97. In this attachment you will see Canon will be a valued partner throughout our contract to ensure we have the best solution that continues to be the most cost effective via quarterly meetings with opportunities to decrease allotments as we continue to make the digital transition, as well as, provide a detailed SLA (Service Level Agreement). Some additional areas that we focused on for the contract was: 5 year contract with the SLA guarantees in place to either have devices replaced and/or refunds for units that are not producing to the standards in the contract.

During this process, our committee has begun putting together the communication plan for all staff across the district for this change in the upcoming year. Canon provides a very high level of familiarity with all staff as all schools have been using Canon units for the past 10 years. We will work to educate our staff on why this it is so important to **streamline this solution** to provide **equity** across all staff in a way that is **cost effective** and **efficient** (which is also our committee goals).

The final step will be to implement the new solution districtwide in the first week of July 2016. This will include the 10 buildings, print shop and admin building. As we will be moving in October, Canon has agreed to move all of the print shop and district office units to the new building without any additional costs (estimated \$10,000).

As we move forward with Canon, all other contracts with Canon will end without any termination fees. Oak Park District 97 still has one standing contract with COTG on four Xerox units in the current Administrative Building which will be terminated. This contract will be absorbed and paid by Canon as stated in our RFP and the new agreement. This will entail Canon providing District 97 with a check following the delivery of the new solution in July 2016. The buyout of the contract has a total value of \$27,513 for the equipment.

In conclusion, this process has been extremely detailed and thorough with feedback from multiple staff groups. We were fortunate to have a great group of staff members that volunteered their time to participate in the committee over the last few months. Their feedback and insight was extremely valuable and has been crucial to the overall success/outcome we are presenting to the Board of Education for District 97. You will also see that attached Cap Ex form that was completed for this project.