



Oak Park Elementary School District 97

TO: D97 Board of Education
Dr. Patricia Wernet, Interim Superintendent
Dr. Carol Kelley, Superintendent of Schools

FROM: Michael Arensdorff, Senior Director of Technology

SUBJECT: Building Copier/Print Shop RFQ

DATE: May 11, 2021

Names of presenters: 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 in May 2021. 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 RFQ process, RFQ 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 will be estimated for at least \$80,000 each year 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: May 11, 2021

Over the past two months 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 February 2021 with a group of administrators, teachers and administrative assistants. We held one meeting that was centered on learning what has worked, areas for improvement and any additional feedback to help in planning the renewal of our copier/print shop solution that has been successful over the last five years. This meeting included staff from various roles of admin, administrative assistant, teacher, teacher assistant, technology, business and print shop. During the initial planning meeting we heard positive feedback from the current

solution, as well as, some minor suggestions or areas for improvement in the next solution with a focus on not creating too much change for staff if possible.

The committee members are as follows: Michael Arensdorff, Will Brackett, Anne Calvin, Patrick King, This committee met in March and April 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
- Review of RFQ proposals

The RFQ was posted in the paper and sent out to a number of vendors that already shared interest in the previous RFQ and months leading up to this RFQ. All official responses to the RFQ were due on April 14. We received interest from nine vendors who said they intended to submit a proposal. In the end we received responses from the following vendors: Canon, and ImageTec. Upon receiving the proposals, Michael Arensdorff, Will Brackett, Anne Calvin and Patrick King (our committee leadership team) reviewed the proposals and completed independent reviews of all proposals for both the building copier solution and the Print Shop. In addition, the larger ad-hoc committee reviewed the proposals to provide feedback and ask questions for clarity from our team and from the vendors. Here are the members that participated in the Ad-hoc committee meetings: Anna Harlan, Mangela Martin, Donna Middleton, Lauren Giorango, Tasha Guerino, Tawanda Lawrence, Amanda Siegfried, Jacquie Wallner, Taylor Furlong, Cory Marshall, Lindsay Golemes and Therese Tencate.

Following these reviews and feedback, the final scores (after averaging both solutions – Print Shop & buildings) identified Canon as the best proposal for price, consistency and meeting our overall needs in the solution. ImageTec supplied a proposal for Konica Minolta machines that met the specs and would have been able to meet our needs, but the price was about \$25,000 higher annually. We made calls to all vendors to inform them and provide feedback regarding their proposals. We then set up a call with Canon and ImageTec representatives to review that information on Friday, April 16 and follow-up calls throughout the week of April 19. At that time, all of the questions, requested changes, concerns and expectations were shared for a final proposal and that proposal was provided on April 21. Given this final proposal from Canon and ImageTec, I am recommending entering into a 5-year contract with Canon for an annual cost of \$153,200 (with additional savings possible), which is an annual reduction of \$80,000.

We are bringing this recommendation to the Board for review in May; however, this contract will not be an increase in the forthcoming (2021-2022) operating budget or subsequent budgets. As you will see there is actually a decrease in our operating budget in overall contract. In addition we have sent the attached contract to D97's legal counsel to review prior to the May 25 board meeting. Following potential Board approval of this recommendation on May 25, we will begin working with our staff to help them be prepared for the new units, however they will operate very similarly as

the current units with some enhanced features. Similar to last time we will provide best practices, procedures, and staff with training on the new equipment prior to the start of the 2021-2022 school year.

Canon has been a valued partner throughout our current 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. Canon has worked closely with us to provide a solution that will ensure we have taken into account the decrease of printing we have seen in the return from COVID (so far) and the ability to cost effectively adapt for any increase as we get back to the new normal.

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 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). In addition to this RFQ process Canon has gone through the Omnia Partners statewide bidding process and won this contract. They have supplied pricing similar to that contract bidding process.

The final step will be to implement the new solution districtwide at the end of June/early July 2021. This will include the 10 buildings, print shop, warehouse and admin building.

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 couple 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.