



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

1450 Gillette Boulevard · San Antonio, Texas 78224 · (210) 977-7000 · Fax (210) 977-7017

To: Dr. Marc Puig, Superintendent of Schools

From: Dolores Sendejo, Deputy Superintendent

Date: June 3, 2021

Subject: Request for Proposals (RFP)

On April 4, 2021, South San Antonio ISD issued a request for proposals (RFP) for District-wide Copier/Multifunctional Device (MFD) Fleet Lease Services. Responses were due to the district on or before April 27, 2021.

Below is the list of responses to the RFP:

1. CTWP
2. Canon
3. Ricoh USA
4. Toshiba Business Solutions
5. Xerox Business Solutions Southwest
6. Sharp Business Systems

In the first phase of the selection process, each proposal respondent was required to submit proposals in response to the following criteria contained in the RFP:

1. Corporate Experience and Reference Response
2. Equipment Response
3. Technical Requirements Response
4. Support and Service Specifications response
5. Plan and Implementation Response
6. Value-Added Services
7. Pricing Response
8. FORM Proposal Submittal Form

A committee consisting of the following administrators and staff evaluated the proposals:

Scott Laleman, Director of Technology
Greg Martinez, Elementary Principal
Judy Benavidez, Middle School Principal
Candy Mitchell, Elementary Secretary
Elizabeth Padron, Middle School Secretary
Michelle Martinez, Superintendent's Office
Susana Gonzales, Department of Academics Secretary

After evaluating and scoring the proposal, the firms were ranked according to the average evaluation scores assigned by the evaluation committee, with a maximum score of 100 possible. Based on the scores the evaluation committee selected two firms to conduct an on-site visit to demonstrate their solution(s) and/or system(s) and interview or host the District evaluation team.

The committee interviewed these firms on the following dates:

1. Toshiba Business Solutions (6.2.202)
2. Ricoh USA (6.2.2021)

Each firm was asked to make a presentation focusing on their relevant experience and what made them the best and most uniquely qualified team to serve South San Antonio ISD.

As determined through a rigorous evaluation of qualifications, demonstrated experience, and comprehensive interviews, the committee recommends **Toshiba Business Solutions** to provide District-wide Copier/Multifunctional Device (MFD) Fleet Lease Services.