

PROCUREMENT COMPLIANCE MEMO

General Information

Category:	Elevator Maintenance/Repair	Date:	6/10/2024
Supplier/Service Provider:	Advanced Imaging Solutions (AIS)	Status:	Proposed Renewal

Purchase Overview

1. The proposal being reviewed is a renewal based on the agreement secured via RFP in 2020 (48-month lease and service agreement).
2. The original award included the lease of Multifunction Devices (Copiers), Managed Print Services (supplies, repair, and maintenance of the leased devices AND district-owned printers and copiers), as well as software licenses necessary to operate the print management process that was designed to enhance data security and reduce print waste in the district.
3. The original award went to AIS after reviewing thirteen (13) proposals from eight (8) different service providers based on the evaluation criteria below.

Evaluation Component/Point	Weight
Total financial cost of solution (lifetime)	30%
Ability to meet specification details described in documents	25%
Solution fit to district technology strategy	20%
Reputation and experience of vendor in the industry (References)	15%
Extent/Breadth of support offerings and capabilities	10%

4. In the Spring of 2024, the District administration conducted a complete overview including AIS (incumbent) and Catalyst Sourcing Solutions (District's procurement support provider). It was determined that, in the interest of maintaining continuity in the current print environment, AIS would provide the district updated options after a comprehensive review of the district fleet (walk through) and usage data analysis.
5. AIS was to provide the district two (2) proposals; one that refreshes the current fleet specifications, and one that optimizes the print environment based on trailing 12m usage patterns and feedback from instructional staff and principals.

The following optimization objectives were determined:

- Realigning devices to match current usage needs to:
 - Avoid overtaxing of device (which increases instances of downtime/repairs)
 - Reducing staff congestion at print stations (which results in large print jobs being completed on less cost-efficient desktop devices)
 - Expanding the network of multi-function devices to support the reduced use of costly and less-secure desktop printers
 - Adding additional MFDs and removing/sunsetting current desktop printers results in a great percentage of printing being managed through the "Follow Me Printing" (jobs are released by use of staff credentials) which minimizes risk of sensitive data being intercepted at the device due to delays in staff pickup or oversight to pick up, as well as continued reduction of wasted (abandoned) print jobs.
 - Continuity in utilization of current print processes and integrated software/applications to avoid required re-training of instructional and administrative staff with any changes to devices and/or utilized applications.
6. Catalyst would analyze and review the proposed rates for equipment lease/license and Managed Print Services for against prior award data as well as cost competitiveness compared to other districts in which a formal RFP/RFQ was utilized. AIS has proposed to maintain Managed Print Services cost without change for the life of the new proposal, resulting in static per-click rates for nine (9) consecutive years without increase.
 - **Comparative** (other districts that recently awarded)
 - Average device lease pricing was consistent or lower based on like machines for Orono (AIS), Eden Prairie (Loffler), and South St. Paul (Loffler)
 - Managed Print Services (Per click costs) were lower than Eden Prairie, South St. Paul, and at parity with Orono.
 - **Total cost comparison to current solution**

DESCRIPTION	Current	Option A (Refresh Current)	Option B (Optimized to meet objectives)
Device/License/Hardware	\$61,354.56	\$61,344.00 (48-m) / \$52,188.00 (60-m)	\$74,502.00 (48-m) / \$62,208.00 (60-m)
Est. Managed Print Services	\$43,903.51	\$43,903.51	\$43,903.51
Total	\$105,258.07	\$105,247.51 - \$96,091.51	\$118,405.51 - \$106,111.51

Summary

The District administration's recommendation of moving forward the "Optimized Proposal" for the 60-month term developed with the Konica-Minolta AEPA cooperative agreement (<https://kmbcontent.konicaminolta.us/kmb/microsites/aepa>) appears to be in the best interest of the District's objectives of efficiency (process and financial), continuity, and security.

The use of the custom pricing provided based on the AEPA cooperative agreement reflects a proposal that is marketplace competitive. The use of a formal RFP/RFQ projects to yield a similar outcome with minimal potential for substantial cost savings, notably after considering the realization of the sourcing process costs, the costs of implementation/integration changes, and the labor costs of re-training staff on a new/modified print submission process.

The use of the AEPA agreement information should be noted on the Purchase Order to assure procurement compliance.

Feel free to reach out to me directly with any questions or clarifications.



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Catalyst Sourcing Solutions