

SUMMARY OF RFP PROCESS FOR #3372-5
Districtwide Managed Print Services, Equipment Repair & Maintenance and
Onsite Services

The Competitive Process: The RFP was advertised and posted on the MCCCCD Purchasing website on 02/28/2017 throughout the open proposal period. Legal notices were mailed to (238) companies.

Responses: The RFP was opened on 05/16/2017. Eleven (11) proposals were received and distributed to a nine (9) member functional evaluation committee for review and scoring.

Review Process: Scoring was completed independently by each of the committee members and all scoring matrix's returned to Purchasing. The committee agreed to interview the top three (3) vendors.

The interviews were scheduled for July 24, 2017. The committee voted and selected Pacific Office Automation to move forward for award.

Successful Proposer: Based on the scoring and recommendation of the evaluation committee, Pacific Office Automation was selected for award.

Contract Specifics: The award is to select a vendor to provide a complete line of Leased or Purchased Multifunction Devices (MFDs) and Desktop Laser Printers, Managed Print Services for Existing MFDs and Desktop Units, Onsite Services, which may include Staffing for the Mailroom, Shipping & Receiving and Copy Center, and Document and Print Software Solutions. The intent of this solicitation is to provide all ten colleges and two skill centers with the products, services and solutions to meet their various needs as detailed in the scope of work and deliverables described in this proposal request.

Other Information: This award will be effective November 3, 2017 pending signing of the award letter. It will be effective through November 2, 2022, with an additional one (1) 5-year option available for a total contract period not to exceed ten (10) years.

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November 3, 2017