



Request for Proposal - Multifunction Copiers

Issue Date: 6/7/2021

Due Date: 6/25/2021

Educational Alliance
197 East Broadway
New York, NY 10014

rfp@edalliance.org

Introduction and Overview

General

The Educational Alliance, is an organization which has served Lower Manhattan since 1889. Originally a settlement house for East European Jews immigrating to New York City, the history of the Lower East Side and the history of Educational Alliance are deeply intertwined.

In addition to basic classes and programs on how to be a good American, our flagship building at 197 East Broadway offered a creative outlet via the Educational Alliance Art School, recreational respite in the Rooftop Garden (serving 10,000 people per day in the summer of 1903), cultural programming in the theater (Eddie Cantor made his stage debut there in 1905), and other escapes from cramped tenement life.

In the 1940s, as the population of the Lower East Side changed, so did Educational Alliance. We shifted from being volunteer run and introduced social service programs overseen by trained professionals. We were one of the first organizations to offer Head Start for early childhood education, and we recently addressed the needs of the aging population of the neighborhood by helping establish one of the first Naturally Occurring Retirement Communities.

Our history is one of embracing all of the new arrivals to the Lower East Side, while still maintaining special ties to our Jewish heritage. In addition to our original building, which now houses the Manny Cantor Center, Educational Alliance operates three other freestanding community centers—the 14th Street Y, Center for Recovery and Wellness, and Sirovich Center for Balanced Living—as well as a network of community schools.

The intent of this RFP is to seek proposals for the replacement of all existing multifunction copiers in our 9 lower Manhattan locations.

All of the above will hereafter collectively be referred to as the “Solution.” “Proposal” shall mean the Vendor's bid to provide the services in response to this RFP. “Vendor” shall mean a recipient of this RFP who submits a proposal to Educational Alliance and includes any subcontractors to be used by the Vendor to provide the solution. “Agreement” shall mean the agreement that Educational Alliance executes with awarded vendor.

Confidentiality of Information

This RFP, and all information provided to the Vendor in connection herewith, is Educational Alliance's confidential and proprietary information (the “Information”). The Vendor may not disclose this RFP, or any Information that Educational Alliance may provide the Vendor to assist the Vendor in developing a Proposal, to any other person or entity without the prior written approval of Educational Alliance. Material submitted that is considered confidential or proprietary must be clearly marked as such. If confidentiality cannot be afforded, Vendor will be notified and permitted to withdraw the material.

News Releases

Vendors who are submitting a Proposal are not at liberty to discuss this RFP outside Educational Alliance and its community. Neither party shall release the details of this RFP or subsequent contract without written permission from Educational Alliance.

No Contractual Relationship

Nothing contained in this RFP creates, nor shall be construed to create any contractual relationship between Educational Alliance and any Vendor. Educational Alliance makes no commitment in or by virtue of this RFP to purchase any services from any Vendor, nor does receipt of any Vendor's Proposal place Educational Alliance under obligation to award the Agreement to that or any other Vendor. Such commitments may be made only in and through a written Agreement signed by both parties after having a mandatory interview.

Primary Contract Relationship

Educational Alliance will contract with the Vendor of the winning Proposal and Vendor will be known as the primary contractor. No subcontracting is allowed for the fulfillment of this agreement, without prior written approval of Educational Alliance.

Proposal Costs and Property Rights

Expenses incurred in preparing and presenting a Proposal is the sole responsibility of the Vendor and may not be charged to Educational Alliance in any way. By submitting a Proposal, Vendor agrees that the Proposal shall become the property of Educational Alliance.

Evaluation of Proposals

The evaluation of all Proposals will be based on a single submission by each individual Vendor. This submission may include multiple alternative approaches for consideration by Educational Alliance provided that they meet the requirements of this RFP. No revisions or amendments to the proposal will be accepted after submission unless requested and approved by Educational Alliance.

Educational Alliance will use some or all the following criteria to evaluate Proposals (the order does not represent priority):

- The vendor's experience and ability to provide reliable services
- The price of the Solution
- Any incentives, discounts, current contract buyout, etc
- The specifics involving the vendor's contract language, service level agreement and billing procedures

Basis for Award of Agreement

Educational Alliance reserves the right in its sole discretion and for any reason whatsoever, to accept, reject or terminate consideration at any time of any or all Proposals. Educational Alliance specifically reserves the right to contract with a Vendor that does not offer the services at the lowest price or with one or more companies that

did not submit a Proposal and to modify the terms of the projected transaction or the specifications of the services at any time prior to execution of the Agreement.

Amendments to RFP

Educational Alliance reserves the right to amend, modify, or withdraw this RFP at any time. If the RFP is amended or modified, it will be in writing via email.

RFP Schedule

The schedule for this RFP is as follows:

RFP Issued:	June 7, 2021
Vendor's intention to respond by:	June 14, 2021
Last date to submit questions:	June 18, 2021
Answers provided by:	June 21, 2021
Proposal submission:	June 25, 2021
Target Date for Educational Alliance's decision:	July 9, 2021
Solution implementation Target Date	August 30, 2021

Vendor Questions

Vendors should submit intention to respond, and all questions about this RFP via email, by the dates specified above to: **Joe Tarver – rfp@edalliance.org**

Requested Hardware, Software and Service Specifics

Educational Alliance is seeking to unify our fleet of multifunction copiers with new hardware. Due to having many cost centers (Departments) it is imperative that this solution have a tightly integrated Print Management Software capable of being able to track and bill these cost centers. The overall solution proposed should incorporate all of the following requirements.

Hardware:

26 MFP Color Copiers – Brand new and current models

- Capable of printing ~50 pages per minute
- Large Touchscreen Control Panel
- Supports multiple methods of authentication (PIN code, RFID Badges, and possibly mobile device)
- Support for Cloud Faxing (optional). We use Documo via Scan to Email currently.
- Multiple Paper Drawers
- Handling Card Stock, Stapling and Sorting Capabilities
- Full Remote Management of the MFP hardware via web interface and Print Management Software

Software

Print Management Software – either On-Premise or Cloud-Based. (Cloud-Based preferred). If Print Management Software being proposed is on-premise, a virtual machine with requested resources will be provided by the Educational Alliance IT Department. If licensed per user, we expect to have a maximum of 600 staff members with printing capabilities.

Software should perform the following functions:

- Allow staff to print from any copier securely
- Limit specific staff from printing
- Limit specific staff from printing in color
- Allow staff to be placed into Cost Center Groups
- Reporting on all printing by Individual
- Reporting on all printing by Cost Center
- Schedule automatic monthly reports by Cost Center
- Reports will match the usage billing on monthly invoice

Implementation and Ongoing Maintenance/Support

- Delivery, Setup and Configuration of Hardware and Software
- Coordination of storing or immediately returning our existing copiers to Canon Financial Services
- Ongoing Support with a defined SLA (Next Business Day service or better requested)

Price

- Buyout of our Current Copier Agreement (\$XX,000)
- Locked-in Cost of B/W and Color Print usage rates

Proposal Submission / Response Format

Educational Alliance reserves the right to reject Proposals received after the due date. Each Proposal shall constitute an offer, which should remain valid for a minimum period of 60 days after the proposal submission date.

Proposals should be in PDF format.

Educational Alliance requires Vendor to organize its Proposal in the following order:

- **Executive Summary:** Provide an overview of the company, size of your team, years in business, relevant differentiators.
- **Pricing:** Provide detailed **36 month AND 48 month lease proposals** in your preferred quoting format. Below are the locations and quantities of copiers to be implemented:

Educational Alliance Owned/Managed Locations

Address	Number of Copiers
197 East Broadway, NY, NY 10002	11
344 East 14 th Street, NY, NY 10003	2
25 Ave D, NY, NY 10009	6
331 East 12th Street, NY, NY 10003	2
465 Grand Street, NY, NY 10002	1

Educational Alliance After-School Programs in NYC Dept. Of Education Schools

Address	Number of Copiers
PS 188 – 442 East Houston Street, NY, NY 10002	1
PS 64 – 600 East 6 th Street., NY, NY 10009	1
PS 140 – 123 Ridge Street., NY, NY 10002	1
PS 142 – 100 Attorney Street., NY, NY 10002	1

Bid responses must include all costs, including whether there are any up-front costs, any additional fees on top of monthly costs, and any discounts / buy-out/ incentives being offered.

- **Contracts and Service Level Agreements:** Please include a copy of the contract and Service Level Agreements that would be signed as a result of an awarded proposal.
- **Conditions for Termination:** Our procurement procedures require bid responses to include bidder conditions for termination of the agreement. Please attach a formal copy of the Termination Conditions along with your responses.
- **Supplemental Information:** Any information that Vendor deems relevant to the proposed solution can be included as an Appendix.