



SCHOOL BOARD ACTION REPORT

DATE: June 07, 2018
FROM: Dr. Larry Nyland, Superintendent
LEAD STAFF: Pegi McEvoy, Assistant Superintendent, Operations, pmcevoy@seattleschools.org
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For Introduction: June 27, 2018
For Action: July 11, 2018

1. TITLE

Approval of Contract with QBSI-Xerox for Publishing Services Operations at the John Stanford Center for Educational Excellence (JSCEE) and Multi-Functional device (MFD) Copier Fleet for the District.

2. PURPOSE

This Board Action Report recommends approval of a contract with **QBSI-Xerox** for Publishing Services Operations at the JSCEE, and MFD copier fleet for the District.

3. RECOMMENDED MOTION

I move that the School Board authorize the Superintendent to execute a Publishing Services & JSCEE/Schools Multi-Functional Device (MFD) Fleet Contract with QBSI-Xerox, for a period of 5 years, in an estimated amount of \$1,371,365 annually, plus all applicable taxes, in the form of the attached Agreement and presented to the School Board, with any minor additions, deletions, and modifications deemed necessary by the Superintendent and to take any necessary actions to implement the contract.

4. BACKGROUND INFORMATION

a. Background

MFDs are centralized devices at schools and central offices that provide the District staff an economical means of creating copies and prints, along with functions such as scan to e-mail and outbound faxing. The current purchase services contract is set to expire July 31, 2018.

As part of the process for preparing this RFP, District staff surveyed of every building to assess each school or program's needs to right-size the number of MFDs. School office staff were also surveyed to identify MFD functionality requirements that would help reduce dependency on the small and less efficient printers, scanners, and faxes, and on their customer service expectations for the new contract.

On May 31, 2018, and the District received **12** proposals from vendors. The District selected **QBSI-Xerox** based on:

- Most closely met the requirements in the RFP
- Lowest pricing
- Best guaranteed service levels of proposers
- Best project implementation plan
- Automated support mechanism for Schools
- Security of Data
- Recycling Process
- Support of Publishing Services Bridges Program

Because the current copier contract is expiring, approval of this motion will provide the District with the ability to provide new MFDs throughout the District.

Through right-sizing the number of MFDs, and increased functionality in the schools, the District anticipates capturing cost savings by reducing the reliance on standalone devices (faxes, scanners, and individual printers).

The District has aligned the expectations in this contract with several key performance indicators in the private sector, such as overall increased staff productivity through the reduction of equipment down time; quarterly vendor meetings to address MFD right-sizing/relocating of devices to meet the changing needs of the District and reduced dependency on District staff through automated remote meter reads and toner deployment processes.

b. Alternatives

1. Not approve this contract. If the contract is not awarded, the District would need to purchase MFDs in a variety of sizes for the entire District. Each department/school would be required to attain toner supplies on their own and a maintenance process would need to be created. Further, the large print jobs required by the various departments/schools would need to be outsourced. This alternative is not recommended for the following reasons: the District would not realize the cost savings realized by a competitive process; the costs for purchasing individual MFDs would likely be prohibitive; the schools would experience an interruption in service; and the District would not have the resources or infrastructure to support these individual purchases.

2. Research

Comparative data analysis was completed regarding the usage of each MFD, at each school for the 2015-2016 and 2016-2017 school years. Site visits were completed at each traditional elementary, K-8, middle school and high school and the existing MFD locations were mapped.

5. FISCAL IMPACT/REVENUE SOURCE

The 5-year agreement will total \$6,856,825 and is funded by the Publishing Services general fund budget.

The proposed action aligns with the District's strategic, academic, and fiscal plans by minimizing operation costs.

Expenditure: One-time Annual Other Source

6. COMMUNITY ENGAGEMENT

With guidance from the District's Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Publishing Services staff performed a combination of communications and site visits to partner with schools and survey individual school MDF requirements.

Tier 2:

Tier 3: Collaborate -

7. EQUITY ANALYSIS

A full equity analysis using the Equity Toolkit was not performed. However, Publishing Services supports student equity and the District goal of closing the opportunity gap by providing job readiness skills to students working in Publishing Services Operations. Publishing Services also provides services to schools that lack funds for special projects when possible.

8. STUDENT BENEFIT

The benefit of this agreement is the provision of MFDs for School administration to enhance efficiencies in education.

9. WHY BOARD ACTION IS NECESSARY

Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)

Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)

Adopting, amending, or repealing a Board policy

Formally accepting the completion of a public works project and closing out the contract

Legal requirement for the School Board to take action on this matter

Board Policy No. _____, [TITLE], provides the Board shall approve this item

Other: _____

10. POLICY IMPLICATION

This motion is in alignment with Policy No. 0010, Instructional Philosophy, because the services provided from this contract are an integral element to ensure that all students receive an education that meets the goals enumerated in the District's Instructional Philosophy.

This motion is in alignment with Policy No. 6220, Procurement, because it uses sound business and financial practices that support the delivery of desired services and goods. Further, the policy is being followed by seeking Board approval where the value exceeds \$250,000.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Operations Committee meeting on June 7, 2018. The Committee reviewed the motion and moved it forward for consideration.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, the contract will go into effect starting August 1, 2018.

13. ATTACHMENTS

- Contract QBSI-Xerox for approval.
- Contract Attachments (Available on Request)

**AGREEMENT
COPY AND PUBLISHING SERVICES**

This agreement, Contract No. RFP04863 is effective August 1, 2018 by and between Seattle School District No. 1, a Washington municipal corporation (District), and QBSI-Xerox (Contractor). The District and Contractor agree as follows:

1. SCOPE OF WORK AND SCHEDULE

Contractor shall provide services as described in Exhibit A, Scope of Services. Contractor is authorized to proceed upon receipt of this signed Agreement. This contract shall be in effect from the effective date through July 31, 2023. Either party may terminate this Agreement at any time upon thirty (30) days written notice.

2. CONTRACT PRICE

District agrees to pay Contractor an amount, estimated to be **SIX MILLION EIGHT HUNDRED FIFTY SIX THOUSAND EIGHT HUNDRED TWENTY FOUR DOLLARS AND NINETY EIGHT CENTS (\$6,856,824.98)**. This amount constitutes the "Maximum Authorized Compensation" as shown in Exhibit E, Fees, for services to perform the work identified in the Request for Proposal No. RFP04863.

This amount shall constitute complete compensation for all costs and fees incurred, including any expenses for meals, travel, lodging, and Washington State sales tax, if applicable. Any increase above this amount will require agreement by the parties.

Compensation will be paid monthly to the extent that Contractor presents documented evidence of fees earned and expenses incurred during the period for which payment is requested, and in no case shall the total compensation exceed the Maximum Authorized Compensation. Contractor shall submit its invoices in the form and according to the schedule prescribed in the General Conditions, to the address listed in paragraph 3.

3. COMMUNICATION

The District's representative for this contract is JoAnn Hamilton, Copy and Print Services Manager. All correspondence, requests, notices and other communications to the District, in relation to this Agreement, shall be in writing and shall be delivered to:

To the District:
JoAnn Hamilton
Copy and Print Services
Manager
Mail Stop 21-350
Seattle School District No. 1
P.O. Box 34165
Seattle, WA 98124-1165

To Vendor: Kelly Stackpole
Donna McGrath
QBSI-Xerox
14432 SE Eastgate Way, Suite 300
Bellevue, WA 98007

Either party may from time to time change such addresses by giving the other party notice of such change in accordance with the provisions in Paragraph 3 above.

4. CONTRACTOR'S REPORTS

Contractor shall provide reports as requested by District and as specified in Exhibit A, Scope of Services.

5. PERSONNEL

Contractor shall assign the personnel listed in Exhibit B.3, Team Organization, for the performance of the Work and shall not (for so long as they remain in Contractor's employ) reassign or remove any of them without the prior written consent of District.

6. THIS AGREEMENT INCLUDES THE FOLLOWING ATTACHMENTS:

Exhibit	Description
1.	Definition of Terms
2.	Scope of Services - School and JSCEE Fleet
3.	Scope of Services and Performance Standards – Publishing Services
4.	QBSI Proposal dated May 31, 2018
5.	Equipment Specifications
6.	Rates and Fees
7.	RFP Addendum No. 1 dated May 25, 2018
8.	General Terms and Conditions
9.	Contract Option: Nuance SW

QBSI-XEROX

SEATTLE SCHOOL DISTRICT #1

Signature

Signature

(Contractor Representative)

Title

Superintendent
Title

Date Signed

Date Signed

Employer I.D. No. or Social Security No.