



To: Christine Dorantes,
Contract Manager

From: Robert Zingelmann
Chief Financial Officer

Date: October 25, 2017

Subject: Approval of Contract Award

Per official action taken by the Board of Directors of Region 4 Education Service Center (ESC) on October 24, 2017 the following contract was approved as presented:

➤ **Managed Print Solutions**

- Canon Solutions America, Inc.
- HP INC.
- Lexmark International, Inc.
- Office Depot, Inc.
- Toshiba America Business Solutions, Inc.
- Xerox Corporation

Contract is effective March 1, 2018. If you have any questions, please let me know.



To: Board of Directors
From: Robert Zingelmann
Date: October 24, 2017
Subject: Recommendation of Contract Award

Region 4 ESC/TCPN held a bid opening on July 18, 2017 for RFP #17-14 for **Managed Print Solutions**. There were eight (8) proposals submitted:

- Canon Solutions America, Inc.
- Harris Technologies, Inc.
- HP Inc.
- Lexmark International, Inc.
- Office Depot, Inc.
- The Print Operations Group US Inc.
- Toshiba America Business Solutions, Inc.
- Xerox Corporation

After careful review of all proposals, the Evaluation Team has determined that six (6) companies demonstrated the ability to provide the products and services outlined in the solicitation while offering competitive pricing to the members.

CONSIDERATION

Award of annual contract in compliance with the bid laws of the State of Texas is recommended.

RECOMMENDATION

The Evaluation Team recommends the following companies for award based on their response:

Contract	Vendor	Term of Contract
Managed Print Solutions	Canon Solutions America, Inc. HP Inc. Lexmark International, Inc. Office Depot, Inc. Toshiba America Business Solutions, Inc. Xerox Corporation	Three (3) years with option of two (2) one year renewals

Support documentation has been attached for your reference.

Enclosure: Bid Tab Summary



To: Dr. Pam Wells
Executive Director

From: Robert Zingelmann
Chief Financial Officer, Business/Operations Services

Date: October 2, 2017

Re: Managed Print Solutions; RFP # 17-14

The Elevation Committee has reviewed the responses and recommend that the following companies be awarded:

- Canon Solutions America, Inc.
- Lexmark International, Inc.
- Toshiba American Business Solutions, Inc.
- HP Inc.
- Xerox Corporation
- Office Depot, Inc.

The recommended vendors submitted offers that were determined to be most advantageous to The Cooperative Purchasing Network (TCPN) members, based upon the bid tabulation. All the recommended respondents were determined to be competitively priced and strong for the specified services outlined in the RFP.

We believe all recommended vendors demonstrate the ability to provide and perform the services requested in the proposal. We will monitor their performance and determine at the end of each year if they are eligible for renewal with each new term.

This multiple award is recommended as most advantageous as it limits contract awards to the least number of suppliers necessary to meet the requirements of TCPN members. In order to serve the entire nation, a multiple award is recommended to provide any governmental agency with complete coverage of commodities, services and any other offering within the scope of proposal.

Please let me know if you have any questions.