

RFP NUMBER 3758Z1

Provide black and white digital Multifunctional Products (MFP's) and black and white MFP's with color capabilities, all related accessories to include print, fax, network scanning, network sending and maintenance/service for all new and existing equipment.

Opening Date: October 12, 2011

Evaluation Criteria

Mandatory Requirements

The proposals will first be examined to determine if all mandatory requirements listed below have been addressed to warrant further evaluation. Proposals not meeting mandatory requirements will be excluded from further evaluation. The mandatory requirement items are as follows:

1. Signed Request For Proposal For Contractual Services form;
2. Executive Summary;
3. Corporate Overview;
4. Technical Approach (including Attachment B); and
5. Cost Proposal (bid sheets)

Evaluation Criteria

All responses to this Request for Proposal, which fulfill all mandatory requirements, will be evaluated. Each category will have a maximum possible point potential. Areas that will be addressed and scored during the evaluation include:

| Evaluation Criteria Option A | Possible Points |
|--|------------------------|
| Part 1 — Executive Summary | 50 |
| Part 2 — Corporate Overview | 150 |
| Part 3 — Technical Approach | 1000 |
| Part 4 — Cost Proposal Points New Equipment (400) Maintenance on New Equipment (400) | 800 |
| Total Points without Oral Interviews | 2000 |
| Oral Interviews, (if required) | 400 |
| Total Points with Oral Interviews | 2400 |

| Evaluation Criteria Option B | Possible Points |
|--------------------------------------|------------------------|
| Part 1 — Executive Summary | 50 |
| Part 2 — Corporate Overview | 150 |
| Part 3 — Technical Approach | 1000 |
| Part 4 — Cost Proposal Points | 800 |
| Total Points without Oral Interviews | 2000 |
| Oral Interviews, (if required) | 400 |
| Total Points with Oral Interviews | 2400 |

| Evaluation Criteria Option C | Possible Points |
|---|------------------------|
| Part 1 — Executive Summary | 50 |
| Part 2 — Corporate Overview | 150 |
| Part 3 — Technical Approach | 1000 |
| Part 4 — Cost Proposal Points New Equipment (400) Maintenance on New and Existing Equipment (400) | 800 |
| Total Points without Oral Interviews | 2000 |
| Oral Interviews, (if required) | 400 |
| Total Points with Oral Interviews | 2400 |

Part 4 – Cost Proposal Points

Cost points should be calculated as follows:

1. Establish lowest cost submitted – lowest cost submitted receives the maximum points.
2. To assign points to all others, the following formula should be followed:

Lowest Cost Submitted ÷ Cost Submitted x Maximum Possible Cost Points = Cost Points to Award (see samples below)

| | Formula | Sample | Sample | Sample |
|---|------------------------------|---------------|---------------|---------------|
| | Lowest Cost Submitted | \$100,000 | \$100,000 | \$100,000 |
| ÷ | Cost Submitted | \$100,000 | \$200,000 | \$150,000 |
| x | Maximum Possible Cost Points | 800 | 800 | 800 |
| = | Points To Award | 800 | 400 | 533.3 |