

**State of Nebraska State Purchasing Bureau
REQUEST FOR INFORMATION**

REQUEST FOR INFORMATION (RFI) NUMBER	RELEASE DATE
RFI COPIER01	October 3, 2023
DUE DATE AND TIME	STATE PURCHASING BUREAU CONTACT
October 31, 2023 2:00 p.m. Central Time	Connie Heinrichs

This form must be signed manually in ink or by DocuSign and returned, along with information and documents, by the date and time specified.

PLEASE READ CAREFULLY!

DISCLAIMER: This notice is for informational purposes only. This is not a request for proposal or quote. It does not constitute a solicitation and shall not be construed as a commitment by the State of Nebraska. Responses in any form are not offers and the State of Nebraska is under no obligation to award a contract as a result this announcement. No funds are available to pay for the preparation of responses to this announcement. Any information submitted by respondents is strictly voluntary.

INTRODUCTION: Responses to the RFI may be used to formulate final requirements and/or to identify qualified vendors capable of meeting those requirements. The description herein outlines preliminary requirements envisioned for the State of Nebraska's copier needs. The information gathered may be used to formulate acquisition strategies for competitive solicitations.

BACKGROUND: The State of Nebraska (State), Department of Administrative Services (DAS), Materiel Division, State Purchasing Bureau (SPB), is conducting market research and seeking available sources for copiers.

ALL INFORMATION PERTINENT TO THIS REQUEST FOR INFORMATION CAN BE FOUND AT:

<https://das.nebraska.gov/materiel/bidopps.html>

RESPONDENT MUST COMPLETE THE FOLLOWING

By signing this Request For Information form manually in ink or by DocuSign, the respondent affirms they agree with provisions stated in this Request for Information.

FIRM: _____

COMPLETE ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

SIGNATURE: _____ DATE: _____

TYPED NAME & TITLE OF SIGNER: _____

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I. SCHEDULE

A. SCHEDULE OF EVENTS

The State expects to adhere to the tentative schedule shown below. It should be noted, however, that some dates are approximate and subject to change.

NOTE: All ShareFile links in the Schedule of Events below, are unique links for each schedule step. Please click the correct link for the upload step you are requesting.

	ACTIVITY	DATE/TIME
1	Release Request for Information	October 3, 2023
2	Last day to submit written questions ShareFile link for uploading questions: https://nebraska.sharefile.com/r-r6a97d124056e45b5b78dd052571748e8	October 12, 2023
3	State responds to written questions through Request for Information “Addendum” and/or “Amendment” to be posted at: https://das.nebraska.gov/materiel/bidopps.html	October 18, 2023
4	RFI DUE IT IS THE RESPONDENT’S RESPONSIBILITY TO UPLOAD ELECTRONIC FILES BY DUE DATE AND TIME. EXCEPTIONS WILL NOT BE MADE FOR TECHNOLOGY ISSUES. ShareFile Electronic Proposal Submission Link: https://nebraska.sharefile.com/r-r56af29d294d4455b802171895ef6fade	October 31, 2023 2:00 PM Central Time
5	The State reserves the right to conduct oral interviews at the sole invitation of the State.	To Be Determined

II. RFI RESPONSE PROCEDURES

A. OFFICE AND CONTACT PERSON

Responsibilities related to this Request for Information reside with the State Purchasing Bureau. The point of contact for this RFI is:

Name: Connie Heinrichs
Agency: State Purchasing Bureau
Address: 1526 K Street, Suite 130
Lincoln, NE 68508
Telephone: 402-471-0975
E-Mail: connie.heinrichs@nebraska.gov

B. GENERAL INFORMATION

There is no commitment by the State of Nebraska to issue a solicitation as a result of this RFI. This is being issued solely for informational and planning purposes and does not constitute a solicitation. Responses to this notice are not offers and cannot be accepted by the State of Nebraska to form a binding contract. This is not a request for proposal or quote. It does not constitute a solicitation and shall not be construed as a commitment by the State. Responses in any form are not offers and the State is under no obligation to award a contract as a result of this announcement. No funds are available to pay for preparation of responses to the announcement. Any information submitted by respondents to is strictly voluntary.

C. COMMUNICATION WITH STATE STAFF

Communications regarding this RFI between respondents and individuals employed by the State should be restricted to written communication with the staff designated above in paragraph II. A. The following exceptions to these restrictions are permitted:

1. Contacts made pursuant to any pre-existing contracts or obligations; and
2. State-requested presentations, key personnel interviews, clarification sessions, or discussions.

The State of Nebraska will issue any clarifications or opinions regarding this RFI in writing.

D. WRITTEN QUESTIONS AND ANSWERS

Questions regarding the meaning or interpretation of any Request for Information provision should be submitted in writing to State Purchasing Bureau and clearly marked "RFI Number COPIER01; Copier Supplier Questions". It is preferred that questions be [submitted](#) via ShareFile link in Schedule of Events (Section I.A.)

It is recommended that vendors submit questions using the following format:

<u>Question Number</u>	<u>RFI Section Reference</u>	<u>RFI Page Number</u>	<u>Question</u>

Written answers will be posted at <https://das.nebraska.gov/materiel/bidopps.html> on or before the date shown in the Schedule of Events.

E. ORAL INTERVIEWS/PRESENTATIONS AND/OR DEMONSTRATIONS

The State may conclude that oral interviews/presentations and/or demonstrations are needed for clarification or understanding. Oral interviews are at the sole invitation of the State and may not be needed of all respondents.

Any cost incidental to the oral interviews/presentations and/or demonstrations shall be borne entirely by the bidder and will not be compensated by the State.

F. SUBMISSION OF RESPONSE

The State is only accepting electronic responses submitted in accordance with this RFI. The State will not accept responses by mail, email, voice, or telephone, unless otherwise explicitly stated in writing by the State.

It is the responsibility of the vendor to check the website for all information relevant to this RFI to include addenda and/or amendments issued prior to the opening date. The website can be found here: <https://das.nebraska.gov/materiel/bidopps.html>.

WHAT SHOULD BE INCLUDED IN YOUR RESPONSE:

1. Do submit succinct, thoughtful responses to the requirements/questions listed in this RFI.
2. Do submit comments that address the State's requirements, assumptions, conditions or contemplated approaches to this requirement.
3. Do submit information and suggestions that may encourage new, different, or innovative approaches that would result in products, solutions, and direct savings to the State of Nebraska.

G. PROPRIETARY INFORMATION

Data contained in the response and all documentation provided therein, become the property of the State of Nebraska and the data becomes public information upon opening the response. If the respondent wishes to have any information withheld from the public, such information must fall within the definition of proprietary information contained within Nebraska's public record statutes. All proprietary information the respondent wishes the state to withhold must be submitted marked proprietary. Failure of the respondent to follow the instructions for submitting proprietary and copyrighted information may result in the information being viewed by other respondents and the public. Proprietary information is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. § 84-712.05(3)). In accordance with Attorney General Opinions 92068 and 97033, vendors submitting information as proprietary may be required to prove specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive. Although every effort will be made to withhold information that is properly submitted as proprietary and meets the State's definition of proprietary information, as determined by the State, the State is under no obligation to maintain the confidentiality of proprietary information and accepts no liability for the release of such information.

III. SCOPE OF WORK

A. PURPOSE AND BACKGROUND

The State of Nebraska – Materiel Division, Copy Services is requesting information from respondents who are identified as authorized dealers for NASPO ValuePoint Master Agreement Contracts at the following link: <https://www.naspovaluepoint.org/portfolio/copiers-managed-print-services-2019-2024/> ; and that may be interested in being a copier supplier to the State of Nebraska – Copy Services.

B. SCOPE OF WORK

The State wants to understand the range of services that may accompany copier purchases; as well as obtain pricing structures. This includes, but is not limited to:

1. Delivery, Set-Up, and Training
2. Pick Up of Trade-ins
3. Movement of existing copiers
4. Maintenance and supplies
5. Periodic, updated price lists
6. Usage reports

Respondents may work under the following assumptions:

150-200 copiers would be purchased per year.

900 copiers currently deployed.

C. RESPONDENT REQUIREMENTS

1. Describe respondent’s Business Model as it relates to the Scope of Work (limit 2 pages).

Vendor Response:

2. Describe respondent’s pricing structure in relation to the NASPO contract and detail any additional discount terms. Include: device, accessories and clicks.

Vendor Response:

3. Detail respondent’s geographical working area and include a summary of any limitations or areas within the State of Nebraska that would not be included with your business’ copier delivery, service and pick up.

Vendor Response:

4. Provide respondent’s copier service and maintenance plan to include what consumable supplies would be included.

Vendor Response:

5. List required certifications for respondent's service and maintenance technicians and indicate if certifications meet the requirement of the NASPO contract.

Vendor Response:

6. Describe respondent's trade-in policy and/or procedure.

Vendor Response:

7. Describe respondent's policy or procedure if a device is inoperable due to equipment failure.

Vendor Response:

8. Detail respondent's delivery, movement and pick-up plan for copiers purchased to include any associated fees.

Vendor Response:

9. Describe respondent's willingness to move existing copiers within a building or to a different physical location.

Vendor Response:

10. With consideration to the NASPO contract, explain respondent fee structure for delivery, movement, redeployment, or pick-up of copiers.

Vendor Response:

11. Describe respondent's capability to temporarily store state-purchased copiers, including any associated fees.

Vendor Response:

12. Detail respondent's standard and emergency response times for copier repairs, including any limitations.

Vendor Response:

13. List and include samples of respondent's standard reports. Include ability to provide ad-hoc reports at the state's request.

Vendor Response:

14. Describe training provided with each new copier and/or when new personnel require training on an existing copier.

Vendor Response:

15. Indicate respondent's ability to install in all state-owned facilities, including secure facilities (e.g., correctional institutions).

Vendor Response:

16. Provide up to 3 examples of projects of a similar size and scope that your company has completed within the last 5 years. Please provide a customer point of contact for your project example.

Vendor Response:

17. Over the last 12 months, what was your average delivery time from the day the order was placed in business days?

Vendor Response:

18. Explain any cost saving measures the vendor would assist the State with implementing.

Vendor Response:

19. Explain any supply chain issues vendor is facing that would affect the State.

Vendor Response:

20. Detail anything within your quality control plan that would be beneficial for the State to know.

Vendor Response:

Form A

Vendor Contact Sheet

Request for Information Number COPIER01

Form A should be completed and submitted with the response to this solicitation document.

Primary Respondent Point of Contact	
Vendor Name:	
Vendor Address:	
Contact Person & Title:	
E-mail Address:	
Telephone Number (Office):	
Telephone Number (Cellular):	
Fax Number:	

Secondary Respondent Point of Contact	
Vendor Name:	
Vendor Address:	
Contact Person & Title:	
E-mail Address:	
Telephone Number (Office):	
Telephone Number (Cellular):	
Fax Number:	