

(ATTACHMENT 1) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

This item initiated by the Administration.

ADMINISTRATION'S RECOMMENDATION

The Administration recommends that the Board approve the following professional services contracts:

**State
Contract**

Authorization to Increase Blanket Agreement with Ricoh USA, Inc. for Lease and Purchase of Copiers/Multifunction Device Equipment and Related Maintenance

The Administration requests authorization to increase funds for the blanket agreement with Ricoh USA, Inc. to provide copiers/multifunction device equipment and associated maintenance to all MPS schools and departments under the State of Wisconsin's Participating Addendum to a Western States Contracting Alliance – National Association of State Procurement Officials Master Agreement.

In November 2015, the Board approved this blanket agreement for a term through December 31, 2019. The Administration, through the Departments of Procurement & Risk Management and Technology, have worked diligently with schools and departments to direct them towards use of multifunction devices for printing instead of classroom-based desktop printers. This has caused an increase in the use of the blanket and the need for an increase of funds.

The Administration indicated that if the blanket agreement exceeds this amount, the Administration will report those amounts to the Board.

The original amount authorized by the Board against this blanket agreement was \$2,200,000. The Administration requests an increase of \$4,000,000.

Budget Code:

Varies by Location Ordering Goods..... \$4,000,000

US Comm.

Authorization to Enter into a Blanket Agreement with Ricoh USA, Inc. for Purchase of Desktop Printers

The Administration requests authorization to enter into a blanket agreement with Ricoh USA, Inc. for the purchase of desktop printers and associated maintenance. In accordance with Administrative Policy 3.09(7)(e)1a, this blanket agreement is based on a master agreement generated from a competitive bidding process by Fairfax County, Virginia. MPS is able to piggyback off that agreement as a member of the U.S. Communities cooperative government purchasing alliance.

Given difficulties working with the contractor which held the previous blanket agreement for desktop printers, the Departments of Procurement & Risk Management and Technology began to explore other desktop printer options in mid-2016. The Department of Technology was primarily interested in finding desktop printers with service plans, as technology support staff in schools were not trained to repair printers but were being consistently asked to do so by school staff. After evaluation of several options, including the current desktop printers in use, the Department of Technology made the determination that, going forward, any desktop printer must be purchased with an associated service plan. As such, this blanket agreement with Ricoh was the best available option. The service plans associated with these printer include parts, labor, toner and staples, essentially everything needed for the printer with the exception of paper.

The use of the current copier/multifunction device vendor to also provide desktop printers will also drive efficiencies throughout the District. Ricoh will be able to provide global information about a school or department's printing and help to identify how to direct printing to appropriate devices instead of continuing to replenish desktop printers.

This blanket agreement will run from March 1, 2017 through June 30, 2019. The total cost of the blanket agreement will not exceed \$900,000.

Budget Code:

Varies by Location Ordering Goods.....\$900,000