Question #	Question	Answer
1	Regarding section 3.32 Student Records & Transcripts, when does the District plan to start this project? How are student records & transcripts currently stored? On site, multiple area, third party, etc. What is the process to retrieve these records?	District records are currently kept and maintained on-site. The District does not have an exact timeframe for rollout of the project to digitally store records.
1	Does Perris Union High School District currently have an onsite Technician? If so, what are their roles and responsibilities?	The District does not have an "on-site tech" at this time. Any reference to "on-site tech" in the Bid documents is referring to a tech showing up on site at the location in need of service.
2	If the District does not have an onsite Technician, but does have onsite service, what does that entail?	See above response
3	What is the district looking for in a long-term partner?	PUHSD is seeking a partner committed to working to further the mission and vision of PUHSD. Additionally, PUHSD is seeking a partner that understands the unique working environment found in education and who is willing to ensure that their plans, procedures, policies, processes and goals align with the demands of the educational environment.
4	Is there a bid preference for involving a subcontractor in the contract?	The preference is to have as few vendors involved as possible.
5	Would the District want references for past experiences on copiers, Managed Print Services, or both?	Yes
6	Can the vendor provide options in their bid response?	If what the vendor is referring to is equipment options the options for equipment are included in the Bid Response Templates
7	What is the Districts evaluation matrix for determining the winning vendor after making the top 3 elected?	The District does not require as part of this process that the Evaluation Team pre-establish or establish any kind of formal point system or hierarchical evaluation method for the selection of the final vendor(s) out of the three lowest bidders
8	Can the vendors have a copy of the attendee list from the meeting?	Yes, a copy of the attendee list has been included in this response to questions.
9	If the District requests a demonstration/ trial of a proposed device, do they have an estimated time period that they plan to keep the demo device?	Not to exceed 10 days
1	Page 23 Item3.5 : Super G3 Fax Capability: Bidder will specify faxing capabilities to include speed dialing, broadcast functionality, and confidential fax in box capability. Specify battery backup hours and the standard and optional fax memory:	
1.1	How many MFD's in the District have Fax Boards?	
1.2	Is the intent of the District to have all machines configured with two separate fax lines?	No
1.3	On average, how many faxes is the District sending and receiving daily per machine (page count preferably)	This has not been quantified
1.4	Are your current fax boards connected to analog lines?	Yes
1.5	What fax server or solution is the District running now?	None
1.6	What type of phone system are you using (VOIP, Hosted etc.) Manufacturer?	Cisco VoIP
1.7	Would District like to send faxes from the desktop?	This is an option that will be considered
1.8	Would the district consider a cloud /server based faxing solution?	This is an option that will be considered
2	Page 23 / Item 3.6: Print & Copy Tracking Capabilities: Bidder will specify the standard print and copy tracking capabilities to include quantities for accounting codes, user authentication capabilities, quota setting, and report generating capabilities from a desk top PC and Mac environment. Specify for each product category and list your preferred solution allowing for informing end users of the best device to select for a specific print job:	
2.1	Is the District needing to bill back departments/individuals for usage?	Billing back to a department is not necessary however being able to track costs to a site and optionally to a specific user is a consideration
3	Page 23 / Item 3.6	
3.1	How many users on the network?	11,000 +
3.2	What type of authentication are you using now? (ie:card swipe or Pin code)	Limited use of PIN codes
3.3	Do you want to use your current cards to authenticate?	Not clear what the vendor is referecning by "Current Card"
4	Page 25 / Item 3.18 Monthly Payment: Monthly equipment lease payment will be determined by equipment cost alone. There will be no origination fees or any other fees associated with the agreement. Bidder is to submit with Bid response a sample copy of the selected lease document inclusive of a Non-Funding clause intended for use for this Bid: A) List your $1.00 (standard) lease rates for 12, 24, 36, 48, and 60 months. Note the Bid Response Templates only require Municipal Lease rates to be entered on templates B) Bidder will state intent to include sample lease documents inclusive of a "Non-Funding" addendum that corresponds with the rates quoted on the Bid Response Templates	
4.1	Are the rates requested in Bid Response Template to be "Tax Exempt Municipal Lease Rates"?	The bid calls for "Municipal Lease Rates"
5	General:	
5.1	Will the District extend the due date to May 2, 2017? If no, will the District provide responses sooner than April 18th?	No the Bid Time Line is fixed as it is stated in the Bid Documents
1	Can you supply the Vendors with the cost you are paying for supplies on your printers? When would this be provided?	Not at this time
2	Can we replace all the Printers with new Printer? Can they be a different brand than what is currently at schools now?	The current printers are owned by the District. If the vendor is not able to service and supply the existing printers listed in the MPS Attachement to the bid the cost of replacing the printers must be included in the cost per print in section 7.13
3	On the High Volume Copiers , Does a vendor have the option to Bid ink jet Technology ?	The vendor should bid the technology that they beleive best fits the specifications
4	On the High Volume Copiers , Does a vendor have the option to Bid ink jet Technology ?	see above
5	Can you supply the Vendor with the cost of Service you are paying now for printers? When would this be provided?	No it is not relevant to this bid
6	Can a Vendor Bid Tri- Color pricing for the portion of the Color Copying Part of the Bid?	One cost for B/W and One cost for Color
7	Do all supplies have to be OEM for copiers and Printers?	No
8	Do the Sorter/Finishers have to have conveyer Belt technology after the Saddle Stitch is performed?	The Sorter/Finisher specifications are to meet what is described in the bid documents.
1	RFP p. 1 Table of Contents lists an "Instructions for completing BID RESPONSE TEMPLATES" under Attachments. The RFP we received has no such attachment. Please provide for us the "Instructions for completing BID RESPONSE TEMPLATES" attachment.	I suggest attaching the file to this posting of response and in the email directing the vendors to teh attachment

2	RFP p. 8, item #14 RESPONSE INSTRUCTIONS FOR ALL COMPONENTS, Section 3 and MPS Section 7 portion states that each section must be addressed separately and begin on a new page and must be referenced to the Bid sub-section number. The RFP also contains an "Instruction for Completing Bid Sheets" attachment that instructs bidders use a cursor method to toggle forward to input responses within the RFP document. Please clarify whether each sub-section (3.1 through 3.32) should be responded to on its own new page, or if bidders are to follow the "Instructions for Completing Bid Sheets" method of using the cursor.	All of section 3.1 through 3..32 is considered a single section, which is section 3 and therefore does not require a separate page for each response.
3	RFP p. 24, item 3.14 and RFP p.34, item #7.9 require bidders to submit confidentiality agreements to the District upon award. Please provide copies of the confidentiality agreements bidders staff will be required to sign.	The confidentiality agreement will be presented to the final vendor as part of the award. The terms and conditions of the agreement are those considered to be standard in realtion to handling copies of HIPPA and Student records types of information that may be tranferred through a copier or over a network,
4	Page 11 #9 Bidders interested in more than one bid- Canon is going to be responding to both sections of the RFP. We are looking at providing two alternate options for the district for the MPS section. 1) for stated equipment & 2) with more cost effective units. Will this be accepted?	Only one bid per vendor will be accepted
5	page 26 #3.21 Delivery, Removal and Moves- Could you please share what percentage of your MFP fleet, historically, has been moved per year?	Less than 10%
6	pg 23 - Scan - Document Management type - please provide current system	Question is to vague to offer a response
7	pg 23 - Print - Are you looking for Rule Base Routing? Do you require central reporting with, who, when, where? What solution do you currently use?	Rules based printing is not currently in use. Central reporting of usage is desired - see above response
8	pg 23 3.7 - Remote - Is this for print shop?	Currently the District does not have a print center. Remote job submission could entail authorized users to submitt jobs remotely in the future.
9	pg 23 Security - What is your current model?	Basic encryption and data overwrite