

- 1) Will we waive the "Cancellation for Convenience" as OSD does?  
No
- 2) How will you handle the buyout of leases?  
Buyout of Leases is a campus by campus situation. Wherever possible we have included lease start and end dates but do not have detailed Lease information at this time
- 3) Please verify that the Institutions may opt-in for this agreement and participation is not mandatory  
Participation in PACE initiatives is voluntary, individual institutions are open to joining or not-joining in the collaborative effort. This initiative is focused on standardization and cost savings that incent the individual institutions to participate.
- 4) In the copy centers is the vendor expected to staff the facility or will College Employees operate provided equipment?  
Currently established High Volume Reproduction Centers are staffed by college employees and will remain staffed by college employees. Institutions which opt to implement a central reproduction center may have the option of having the center staffed by either Vendor Staff or College Employees
- 5) Is lease information available?  
Lease information is included in the Inventory Exhibit issued in the RFP, updated information if it becomes available shall be published on our Website and on Commbuys when available.
- 6) In the case of current, properly operating equipment, will this be removed and replaced at the start of the agreement or replaced when necessary?  
Specifics will vary by institution
- 7) Is there an established age limit on owned equipment?  
To the best of our knowledge there is no standard for Multifunction Device replacement. Replacement options vary from campus to campus.
- 8) How will High volume production center equipment be quoted? Will it be added after negotiations?  
In the RFP, we seek recommendations for suitable production center devices and options with pricing proposals. Specific deployments will be detailed after consultation with the individual institutions.
- 9) Is information on which institutions intend to opt out of the agreement available?  
No
- 10) Why was the 5-year term selected?  
RFP Committee preference
- 11) At some point in the term of the agreement is there an option to use like equipment (remanufactured) rather than new?

The RFP allows the use of remanufactured or like equipment in the third year of the individual institution agreement.

12) Can machines installed at College A and no longer needed be moved to College B under the same terms and conditions?

Yes

13) What features and functionality are you looking for in the Output Management Software?

We are looking for recommendations and pricing for applications which will allow all participating institutions

14) Can you provide the number of students and Staff?

Student and Staff Headcounts

SOURCE= IPEDS Most recent verified Data  
(2015-2016 Academic Year)

<b>Fall FTE</b>	<b>FTE</b>	
	Students	Employees
Berkshire Community College	1483	371
Bristol Community College	5707	1,388
Bunker Hill Community College	8814	999
Cape Cod Community College	2491	560
Greenfield Community College	1463	336
Holyoke Community College	4911	1,044
Mass Bay Community College	3636	623
Massasoit Community College	5442	1,163
Middlesex Community College	6040	1,233
Mt. Wachusett Community College	3143	1,054
North Shore Community College	5195	996
Northern Essex Community College	4737	916
Quinsigamond Community College	5877	1,221
Roxbury Community College	1765	592
Springfield Technical Community College	4750	1,022

<b>Fall Undergraduate FTE</b>	<b>FTE</b>	
	Students	Employees
Bridgewater State University	9802	1,489
Fitchburg State University	5010	739
Framingham State University	5743	631
Mass Art	1920	595
MCLA	1718	406
Mass Maritime	1651	356
Salem State University	8027	1,443
Westfield State University	5548	1,019
Worcester State University	5426	744
<b>State Universities</b>	<b>44845</b>	<b>7,422</b>

15) How close is this language to the RFP currently circulating for the University of Massachusetts Amherst?

Although we work closely with The University of Massachusetts, they are not participants in the PACE initiative. As such we have no knowledge of the current RFP issued by the Amherst Campus

16) Do you expect the same percentage discount on accessories as you do on the Multifunction Devices themselves?

Our RFP objective is to obtain an all-inclusive per click charge based upon the specifications provided. Accessories should be included in the proposed bands and appropriate pricing reflected in the response. Individual institutions may have more specific accessory needs.

17) Can proposals be quoted using products from more than one vendor?

We would prefer a single manufacturer provide the equipment. This simplifies the distribution of print drivers and user training.

18) Can the termination for convenience be limited to a specific number of devices?

No. See Response in Question 1

19) Can machine moves be limited to a certain number?

Moves within a particular building should be free of charge. Interbuilding or intercampus moves are open to vendor pricing proposals.

20) The RFP asks for a description of the optimization process. Would you also, like samples of optimization reports?

Vendors are encouraged to provide as much information as necessary to present a clear picture of their service and capabilities. The inclusion of a sample optimization report may be of value.

21) Is there any consideration to using the standing OSD Contract to establish a "Big Buy" deal?

Using the OSD agreements has not been considered. The desire of the participating members is to develop options specifically tailored to the needs of the campuses.

22) Considering the newly launched OSD contract why are the colleges and universities issuing this RFP at this time?

The participating member institutions are looking for services and equipment specifically tailored to the needs and business conditions of the institutions.

23) Does PACE operate the same way as MHEC and/or OSD?

We work closely with OSD and MHEC, however, PACE agreements are specifically tailored to the specific needs of the colleges and universities. Our focus is to collaborate in an effort to reduce costs and improve efficiency at the campuses. All cost savings and benefits developed by PACE agreements accrue directly to the participating campuses.

24) Who will be escorting us on the Campus Walk throughs?

Various personnel from the Campus. In most instances, it will be individuals from Facilities, Information Technology or Purchasing