

**Request for Information (RFI) for Copy Print Services
February 14, 2017**

The Partnership to Advance Collaboration and Efficiency (PACE) will be issuing an RFP for a Comprehensive Print Solution for our 24 PACE member schools (list attached) in early March 2017. Prior to release of the RFP, PACE requests the following information.

Please send your responses to Emily Flanagan at flanagane@mcceo.mass.edu no later than Friday, February 17th at 3:00 pm

Questions Presented:

1. It is our understanding that a campus walk through is an important component for vendors to adequately respond to PACE's RFP for a Comprehensive Print Technology Solution. PACE would like these walk throughs to be as efficient as possible and completed in the least amount of time. With that goal in mind, please tell us what documentation would be helpful to you as well as any other information that would assist you prior to and during the walk throughs.

2. Lastly, please review the attached list of PACE member schools and give us an idea of how many hours you would need at each of our schools to complete the walk throughs understanding some have multiple campuses and locations and that as indicated above time is of the essence.