

## Request for Proposals

March 3, 2010

### Tanana Chiefs Conference Managed Print and Document Management Services

Tanana Chiefs Conference (TCC) is requesting proposals for an enterprise-wide managed print and document management services solution.

The point of contact for this RFP is:

James Williams, Chief Information Officer  
Tanana Chiefs Conference  
122 First Avenue, Suite 301  
Fairbanks, Alaska 99701  
907-452-8251 ext 3139.  
james.williams@tananachiefs.org

All communications regarding this RFP are to be directed through Mr. Williams.

Proposals are due **Friday, April 30th 2010 by 5:00 pm** Alaska Daylight Savings time to Mr. Williams. Proposals received after the deadline will not be accepted. Vendor selection is anticipated not later than May 28<sup>th</sup>, 2010, with service for the support contract commencing on or about August 1<sup>st</sup> 2010. Vendor demonstrations are highly encouraged and will be by appointment only.

All proposal materials must be submitted as printed documents. Please provide one (1) copy of the proposal with original signatures, and two (2) additional copies of the proposal. Neither vendor presentations nor demonstrations will be accepted during the review of proposals. TCC reserves the right to ask clarifying questions of any single proposer during the review process without regard to all proposers.

**Support Requirements.** TCC wants vendors to have the flexibility to conduct their own assessments and come up with unique, cost effective solutions to help TCC grow and streamline operations while reducing costs. Parameters vendors should consider when proposing solutions:

- TCC needs flexibility in contract to allow for addition and/or removal of devices as TCC grows and streamlines business practices
- TCC needs support structure that considers both urban and rural document management needs
- TCC wishes to reduce paper consumption and adopt electronic document management practices, to include remote and village based operations
- Support services contract will not exceed 5 (five) years

**Scoring.** Proposals will be evaluated to pick the service provider that will meet or exceed the needs of Tanana Chiefs Conference. Proposals will be evaluated and ranked per the following criteria:

| <b>Section</b>                      | <b>Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Weight</b> |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Design and Technical Execution      | Proposals will include information about the design's technical ability to implement an effective and cost-efficient document management solution. Proposal will describe the make/model, software and capabilities of on-site and off-site equipment. Proposal will detail resources available to implement the project, to include any innovations in design that may have proven effective and may be applicable to this project. | 25%           |
| References                          | Proposals will identify similar installations currently in-place and operational and the contact person and phone number at each installation identified.                                                                                                                                                                                                                                                                            | 5%            |
| Service and Support                 | Proposal will detail all support services available and will clearly identify support services staff, availability of support services staff and hours of operation.                                                                                                                                                                                                                                                                 | 20%           |
| Staff Qualifications and Experience | Proposal will include job description and resume of Project Leader and Key support staff.                                                                                                                                                                                                                                                                                                                                            | 5%            |
| Cost                                | Proposals will be evaluated against installation charges, monthly recurring charges and any non-recurring charges.                                                                                                                                                                                                                                                                                                                   | 40%           |
| Billing Statements                  | Proposals will have sample monthly invoice for all services and will be evaluated on basis of succinctness and clarity.                                                                                                                                                                                                                                                                                                              | 5%            |