

OWENS VALLEY CAREER DEVELOPMENT CENTER

*TUNIWA NOBI FAMILY LITERACY, FAMILY LITERACY, NUMMA YADOHA LANGUAGE PROGRAM,
TRIBAL TANF, CAREER EDUCATION, KERN INDIAN EDUCATION CENTER
2574 DIAZ LANE. (93514) - P.O. BOX 847 - BISHOP, CA 93515 - (760) 873-5107*

Request for Proposals 13-14-37

DATE: July 15, 2013

PROJECT TITLE: OV CDC Organization Wide Printing, Copying & Scanning

PROPOSAL DUE DATE: Proposals must be received by 5 p.m. on August 30, 2013.

SUBJECT/PURPOSE OF MEMO: Owens Valley Career Development Center is a Tribal Consortium located in California and organized under the Indian Self Determination Act. OV CDC receives and administers several Federal and State Grants, including Career Education Grants, Indian Education Grants and Tribal TANF Grants for the benefit of Tribes and communities in Inyo, Mono, Kern, Tulare, Kings and Fresno Counties. **OV CDC is seeking purchase and/or leasing (5 year) proposals from responsible qualified bidders for organization wide printing, scanning and faxing solutions including maintenance/warranty and training. OV CDC is seeking to standardize and upgrade its network copying, printing, scanning, and faxing capabilities. This project will be funded entirely with Government Grant funds.**

For all services provided within Tribal territory applicable Tribal TERO (Tribal Employment Rights Ordinance) requirements must be met which generally require submission of a compliance plan, payment of a 4% fee and, when practical, use of Indian services.

All OV CDC Request for Proposals are subject to Section 7(b) of the Indian Self Determination & Education Act (25 USC 450e(b)) which provides to the greatest extent feasible, preference and opportunities be given to American Indians and American Indian owned business enterprises and OMB Circular A-102 (45 C.F.R Part 92.36(e)) requiring OV CDC to take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus area firms are used when possible. For Indian Preference to be applied to American Indian owned and controlled businesses, proof of American Indian business ownership with more than 50% control must be submitted with the proposal.

ACTION REQUIRED: You are invited to review and respond to the Request for Proposals ("RFP"): **For questions on this Request For Proposals please contact OV CDC:**

PROPOSAL:

Proposals should be sent to:

**Owens Valley Career Development Center
Purchasing/Contracts Administrator
P.O. Box 847 (93515)
2574 Diaz Lane (93514)
Bishop, CA**

CONTACT FOR FURTHER INFORMATION:

**Purchasing/Contracts Administrator
Telephone: 760-873-5107 Ext. 275**

FAX: 760-873-3231

E-MAIL: contracts@ovcdc.com

I. DESCRIPTION/SPECIFICATIONS

A. STATEMENT OF WORK

1. Description of Organization and Project

The Owens Valley Career Development Center (OVCDC) was founded in 1977 by the Owens Valley Board of Trustees, a Tribal Government Board comprised of members of the Big Pine, Bishop and Lone Pine Tribes, in response to demonstrated adult basic education and vocational training needs of Tribal members. OVCDC provides educational and economic opportunities to the Indian population and to all members of the communities in Inyo, Mono, Kern, Tulare, Kings and Fresno Counties to enhance lives by offering individuals and families opportunities for self-sufficiency through education, training and encouragement. OVCDC receives its funding through grants from various Federal and State funding agencies.

The Owens Valley Career Development Center is seeking leasing options from responsible qualified bidders for organization wide printing, scanning and faxing solutions. OVCDC is seeking to standardize and upgrade its network printing, copying, scanning, and faxing capabilities. OVCDC is seeking bids on a leasing solution that fits the specifications below and provides the equipment and capacities stated. This project will be funded entirely with Government Grant funds over five years. Please note training, warranty and service requirements below.

OVCDC's current copying, printing and scanning equipment and maintenance leases expire November 30, 2013 and December 30, 2013 based on in service dates for each machine and bidders must be capable of smooth transition to new equipment without business disruption. Please see attached lease termination schedule.

Large Scale Network Multifunction Printers:

- Quantity = 19
- Lease Duration = 5 years
- Minimum 50 ppm Full Color 8.5x11
- Minimum 25 ppm Full Color 11x17
- Minimum 50 ppm Black & White 8.5x11
- 2400x2400 dpi minimum printing resolution
- 600x600 dpi minimum scanning resolution
- Two Sided Output
- Collation Capabilities
- Ability for 250 users to scan/email from machine to mailbox
- Ability for 250 users to scan/email from machine to desktop
- Ability for expanded production and finishing features (if they are not already present), such as binding, stitching, booklet and pamphlet creation.

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- Built-in Network Controller with Ethernet 100/1000 Base T connectivity
- Network Security features (at a minimum IP Filtering/Port Blocking and User Authentication)
- Web Management Console
- Ability to Scan to SMB
- Must be capable of processing print stock up to 110 lbs, business cards and labels efficiently and without jamming

Small Scale Network Printers:

- Quantity = 14
- Lease Duration = 5 years

- Minimum 45 ppm Full Color 8.5x11
- 2400x600 dpi printing
- Built-In Network Controller
- Collation Capabilities
- Web Management Console

Desktop Multifunction Fax/Printer/Scanner/Copier:

- Quantity = 34
- Lease Duration = 5years

- Minimum 30 ppm Full Color 8.5x11
- 2400x600 dpi printing
- Built-In Network Controller
- Collation Capabilities
- Walk Up Faxing
- Ability for 250 users to scan/email from machine to mailbox
- Ability for 250 users to scan/email from machine to desktop
- Network Security features (at a minimum IP Filtering/Port Blocking and User Authentication)
- Web Management Console
- Ability to Scan to SMB
- Must be capable of processing print stock up to 110 lbs, business cards and labels efficiently and without jamming

High Speed Scanners: (Please Propose Lease and Purchase Options)

- Quantity = 18

General Requirements:

- Automatic Document Feeder: 50-sheet
- Automatic Page Size Detection
- Ability to automatically scan two-sided documents
- Ability to automatically scan mixed stacks of various weights and sizes (such as letters, utility bills, receipts, checks, hard plastic insurance or ID cards, and business cards)

- Minimum Scanning Speed: 25 ppm Black & White and 25 ppm Color / 50 ipm Black & White and 50 ipm Color
- Minimum Daily Duty Cycle: 1,000 pages
- Scan Resolution: Up to 600 dpi
- File Formats: JPG, TIFF, MTIFF, PDF
- Connectivity: Gigabit Ethernet, USB
- Network Functions: Scan to Network Folder (SMB), Scan to FTP, Scan to Email (SMTP, Microsoft Exchange)
- LDAP Authentication

Additional PaperSave Pro 5.1 Requirements:

Networked scanners and copiers must support the ability to scan documents to an FTP or network location. The scanner(s) must also support the ability to save scan profiles, whether using the FTP or SMB network folder option, that will store the output settings and scan location for each of those scan profiles. Thus, allowing users to use the scan profiles to scan their documents to each different queue and not interfere with other scanner functions, such as scanning to PDF or to eMail.

- All scanners must have the ability to scan files using the following output settings.
 - Multi-Page TIFF file type
 - 300dpi resolution
 - Black & White (monochrome/1-bit) color setting
- As long as the networked scanner can scan documents using the required output settings, they can use either of two delivery methods (FTP, network folder) or an alternate method of delivering the scanned files into the PaperSave watch folders for processing.

Training Requirement:

OVCDC has 15 primary locations for the large scale machines. At each of these locations, the accepted bidder for this contract must provide hands-on training and training documentation for the machines.

Technical Support/ Warranty Requirements:

OVCDC is seeking technical support and service for all machines leased and will evaluate service and support capabilities of all bidders. OVCDC will require, from any qualified bidder, a written statement verifying that technical support and warranty services shall not be performed by any other entity other than the manufacturer, that such shall not be contracted out to a third party, and that such shall not be sold to a third party, without express written consent of OVCDC.

Printing Management Capabilities

Solution will have ability to collect and manage meter reads/printing counts of all machines from a central location with administrative access to all meter read and billing information by OVCDC. Please describe vendor solution for print counts and billing management including OVCDC access to information completely.

Installation Locations

Site	Address/Location	Large Multi-Function	Small Scale Printer	Desktop multi-Function	High Speed Network Scanner
Bishop	2574 Diaz Lane, Bishop CA, 93514	6	4	10	3
Big Pine	841-B South Main Street, Big Pine, CA 93513	1		2	1
Bakersfield	1001 Tower Way, Suite 225, Bakersfield, CA 93309	1	2	6	1
Fresno	5070 N. Sixth Street, Fresno, CA 93710	1	3	4	2
Visalia	2372 W. Whitendale Ave., Visalia, CA 93277	1	3	3	1
Porterville	191 West Poplar Avenue, Porterville, CA 93257	1	2	1	1
Big Sandy	37387 Auberry Mission Road, Auberry, CA 93602	1		1	1
Cold Springs	32535 Sycamore Road, Tollhouse, CA 93667	1		1	1
Lake Isabella	6504 Lake Isabella Blvd., Lake Isabella, CA 93240	1		1	1
Tule River	180 N. Reservation Road, Porterville, CA 93258	1		1	1
Lone Pine	705 Goodwin Road, Lone Pine, CA 93545	1		1	1
Lemoore	377 Hill Street, Lemoore, CA 93245	1		1	1
Hanford	450 Kings County Drive, Suite 102, Hanford, CA 93230	1		1	1
Ridgecrest	722 North Norma, Suite C, Ridgecrest, CA 93555	1		1	1
Mono County	TBD				1
Total		19	14	34	18

2. Requirements

The contractor will furnish all qualified personnel, facilities, equipment, and supplies to perform the project unless otherwise negotiated and agreed to

by OVCDC.

3. Entrance and Exit Conferences:

Entrance and exit conferences will be held with OVCDC. Written notice will be given to the OVCDC to assure availability of appropriate staff for each of these meetings.

II. PROPOSAL PREPARATION INSTRUCTIONS AND INFORMATION REQUIRED IN YOUR PROPOSAL

In order to facilitate the evaluation of proposals and allow the best comparisons each proposal must include the following information presented in the order and format shown below:

A. SECTION I – PROPOSAL FORMAT (ALL COMPONENTS AND INFORMATION ARE REQUIRED)

1. Title Page: Please state Request For Proposal (RFP) subject and RFP Number in your proposal. Please state your name and/or the business name including address, telephone number, fax number, name of contact person and name of person with authority to sign Agreements. Please place the date on your proposal. OVCDC will not be responsible for any change in this information unless notification in writing is received.
2. Cover Letter: Please provide a one or two page letter stating your understanding of the work to be done and making a positive commitment to perform the work within the time period required.
3. Table of Contents: If proposal contains more than 10 pages please provide a clear identification of sections and documents in the proposal listed by page number.
4. Profile: Please include location of office(s) and if applicable, number of partners, managers, supervisors, seniors, and other staff. If applicable, identify all subcontractors necessary to conduct the project. Describe the range of activities performed by you or your business/firm, including capability to fulfill the specifics of the project (ie. staff, equipment, workload etc.).
5. Approach: Please provide a clear description of the Contractor's:
 - a. Organization and Management: Please state tasks and work to be performed and identify the person or the project team that will complete the tasks and work identified. Subcontractors must be included if any will be used on the project and the tasks or work to be performed by the subcontractors must be stated.
 - b. Schedule: Please state the amount of time needed to complete the project in hours, days, months (as appropriate to the size of the project) and provide a milestone chart showing tasks and dates of anticipated completion. Any time to be used for preparation and submission of reports should be included in the schedule.

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6. Qualifications and Experience: Include a list of personnel to be used on this project and the qualifications of each person. For yourself and any key personnel please provide: résumé, including education, background, accomplishments and any other pertinent information. If there are no key personnel, employees or sub contractors then please just state information requested about yourself and your business.
7. If key personnel, staff or subcontractors will be used on the project; please include a statement in the proposal to the effect that “the key personnel assigned to this project as described in this proposal will not be removed from the project without prior approval of the Owens Valley Career Development Center.”
8. Specialized or Specific Qualifications and Experience: State professional and company experience which is relevant to the proposed project, i.e. experience working with OV CDC or other Government agencies and especially with other American Indian Tribal Governments or Tribal Organizations.
9. Additional Data: Since the proceeding sections are to contain data and/or information that is specifically requested, this section is for any additional information considered essential or important to the project. If there is no additional information to present, please state “None”.

B. SECTION II - COST PROPOSAL (REQUIRED-PROPOSALS WILL BE DEEMED NONRESPONSIVE WITHOUT THIS INFORMATION)

1. Please state the total dollar amount you do not intend to exceed for completing the project. Please provide as much detail as you believe will assist OV CDC in evaluating your proposal. If requested by OV CDC, a detailed itemized cost statement must be submitted. The itemized cost statement must include all persons performing work on the project, various classes of staff, hours anticipated to be worked and rates. Expenses and fees for the project must be broken down by task to be completed and all expenses or fees that are anticipated must be itemized (ie materials, travel, etc.). A “not to exceed amount” is required by this section for all proposals.

III. EVALUATION PROCEDURES

A. EVALUATION CRITERIA

Proposals will be evaluated by OV CDC using the following criteria, in order of descending priority (Total 100 points plus preference where applicable):

1. Responsiveness of the vendor in clearly stating an understanding of the Services, Equipment and Technical needs. (0-36)
 - a. Specifications/capabilities of equipment including PPM and DPI minimum resolution (0-12)
 1. Multi Function Large Scale (0-3)
 2. Printers (0-3)

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3. Desktop Multifunction (0-3)
 4. Scanners (0-3)
 - b. Functionality and ease of use (0-12)
 1. Multi Function Large Scale (0-3)
 2. Printers (0-3)
 3. Desktop Multifunction (0-3)
 4. Scanners (0-3)
 - c. Interoperability and networking capabilities of equipment and software (0-12):
 1. Multi Function Large Scale (0-3)
 2. Printers (0-3)
 3. Desktop Multifunction (0-3)
 4. Scanners (0-3)
2. Experience of firm (0-10)
 - a. Size and structure of firm and ability to maintain continuity of project (0-5)
 - b. Experience of firm with government leasing, billing, rates, account management (0-5)
3. Experience and availability of staff (0-10).
 - a. Professional qualifications and technical abilities including education, position in the firm, and years and types of experience and amount of supervision will be considered (0-5)
 - b. Availability of staff with professional qualifications and technical abilities to be assigned to OV CDC account-Designated account contact and ability to solve problems quickly and efficiently (0-5)
4. Price - Base Lease and/or Purchase/ Maintenance & Warranty (0-30)
5. Experience working with Tribal Governments and Tribes (0-4)
6. Support Response Time (0-10)
7. Indian & Other Preference (Bids no more than 10% higher than the lowest bid or 5 additional points plus possible 5 points for statement regarding training and employment of Indians)

B. *INDIAN AND OTHER FEDERAL PREFERENCE APPLICABLE*

All OV CDC Request for Proposals are subject to Section 7(b) of the Indian Self Determination & Education Act (25 USC 450e(b)) which provides to the greatest extent feasible, preference and opportunities be given to American Indians and American Indian owned business enterprises and OMB Circular A-102 (45 C.F.R Part 92.36(e)) requiring OV CDC to take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus area firms are used when possible. For Indian Preference to be applied to American Indian owned and controlled businesses, proof of American Indian business ownership with more than 50% control must be submitted with the proposal. **For all services provided on reservation applicable Tribal TERO**

requirements must be met which generally require a payment of a 4% fee and, when practical, use of Indian services.

LOCAL BUSINESS ENTERPRISE PROGRAM

OVCDC encourages the utilization of businesses within its service area. To promote participation of local business enterprises in the competitive selection process, OVCDC provides incentives to local businesses.

A Local Business Enterprise is defined as follows:

Local Business Enterprise – to be considered as a local business enterprise, a firm must provide evidence the firm is located at a fixed commercial or residential address where administrative, clerical, professional or other productive work is performed relative to its commercial purpose. The firm must be located within the OVCDC's service area for a minimum of one year.

A value of three additional points will be added to the evaluation scores of Local Business Enterprises who bid on professional services contracts. In the event that the proposed services will be evaluated on a price basis only, the bids of local business enterprises will be reduced by 3%. If, after this adjustment, the local business enterprise is determined to be the most competitive bid, the actual contract amount will be the amount originally bid by the local business enterprise.

IV. TYPE OF AGREEMENT

A Lease/Maintenance Agreement is anticipated. If purchase and warranty/maintenance of scanners is the best option OVCDC will enter a purchase and warranty/service agreement for scanners.

V. PERIOD OF PERFORMANCE

OVCDC anticipates a five year Lease with support, maintenance and warranties.

VI. TECHNICAL DIRECTION

The Owens Valley Career Development Center's primary contact for this agreement will be the IT Director and OVCDC Purchasing/Contracts Administrator or designee.

1. OVCDC Purchasing/Contracts Administrator or designee is responsible for guiding the contract terms and billing aspects of the project and for general monitoring of the work performed. The OVCDC Purchasing/Contracts Administrator or designee is authorized to fill in details or otherwise to complete the general description of the work set forth herein.
2. The OVCDC Purchasing/Contracts Administrator or designee is not authorized to make any commitments to any changes which constitute work not within the general scope of the Agreement, increase in total estimated cost or extension of the Agreement period of performance without the written approval of IT Director and OVBT (Owens Valley Board of Trustees).

VII. KEY PERSONNEL

The personnel specified in the Contractor's proposal are considered to be essential to the work being performed. Prior to changing any of the individuals specified in the proposal, the contractor will notify OVCDC IT Director and Purchasing/Contracts Administrator or designee reasonably in advance and submit a justification for the proposed substitutions in sufficient detail (including names, titles and résumés) to permit the evaluation of the impact on the quality of work performed. No change will be made by the Contractor without the prior written consent of the IT Director.

VIII. PAYMENT

A. PAYMENT AND SUBMISSION OF INVOICES

1. Payment for work performed under this Agreement will not exceed the agreed upon amount, unless additional payments are agreed upon in advance and in writing, signed by both parties.
2. Payment will be made to the contractor based on progress, work completed, materials consumed and valid expenses incurred. The contractor must submit each invoice in sufficient detail to document the work performed, time spent, materials consumed and expenses incurred with supporting documentation.
3. Invoices may not be accepted on more frequent intervals than twice a month and once per month or less often is preferred. Invoices requesting payments will be prepared and submitted.

IX. RIGHTS

OVCDC reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future. This RFP is in no way an agreement or obligation and in no way is OVCDC responsible for the cost of preparing the responsive proposal. One electronic copy of a submitted proposal will be retained for official files and may later become a public record. Written or electronic (referred) responses will be accepted. Responses should be sent via email to contracts@ovcdc.com or in a sealed envelope, clearly marked with the RFP number, by registered, certified mail, overnight delivery with proof of delivery service, or by hand delivery to the name and address specified in the cover-letter to this RFP. Delivery to other than the name and address specified in this RFP may render the Bidder's proposal non-responsive.

X. AGREEMENT PROCESSING

OVCDC will make a reasonable effort to execute an agreement based on this solicitation document within thirty (30) days of selecting a proposal that best suits OVCDC. The Agreement will be signed by the Contractor and returned within ten (10) business days of receipt of the Agreement. The period for execution may be changed by mutual agreement of the parties. Agreements are not effective, and work must not be performed, until the Agreement is signed by a person holding the required authority for both parties and full

approval by OVCDC including the OVCDC Human Resources and Finance Departments.

Failure to execute the Agreement within the time frame identified above will be sufficient cause for voiding the award of the Agreement. If a successful person or business submitting a proposal refuses or fails to execute the Agreement, OVCDC may award the Agreement to the next qualified person or business submitting a proposal.

XI. INTERVIEWS & DEMO TRIALS

An interview/presentation may be conducted with a person or business submitting a proposal(s) selected as finalists to offer an opportunity for the person or business submitting a proposal(s) to present the proposal and explain or clarify aspects of the proposal. The interview/presentations will be scheduled at the OVCDC offices in Bishop, California unless otherwise agreed. Finalist may be requested to provide short term demo machines for use and evaluation by OVCDC.

XII. OVCDC SOVEREIGNTY

Any agreement awarded will be required to accept the following agreement language or substantially similar language as may be negotiated:

“SOVEREIGN IMMUNITY WAIVER LIMITATIONS: Contractor acknowledges that OVCDC, including its TANF and other programs, is a tribal consortium, without authority to waive the sovereign immunity of any consortium member Tribe. Any waiver of the sovereign immunity of the consortium member Tribes can only be provided by the written consent of the consortium member Tribe's governing body. Any waiver of the sovereign immunity of OVCDC can only be provided by the written consent of the OVCDC Board of Trustees. No such waiver has been provided by the terms of this Agreement, and Contractor agrees that nothing contained in this Agreement is or shall be construed as a waiver of the sovereign immunity of OVCDC or any consortium member Tribe.”

Current Equipment Lease Termination Schedule

Description	Location	Lease End		Description	Location	Lease End
PHASER 6360	Ridgecrest-	11/30/2013		PHASER 6360	Bishop-	12/30/2013
PHASER 6360	Bakersfield-	11/30/2013		PHASER 6360	Bishop-	12/30/2013
PHASER 6360	Lake Isabella-	11/30/2013		PHASER 6360	Bishop-	12/30/2013
PHASER 6360	Porterville-	11/30/2013		PHASER 6360	Bakersfield-	12/30/2013
PHASER 6360	Porterville-	11/30/2013		PHASER 6360	Visalia-	12/30/2013
PHASER 6360	Visalia-	11/30/2013		PHASER 6360	Fresno-	12/30/2013
DC242/252	Bishop-	11/30/2013		MFP8560	Bishop	12/30/2013
DC242/252	Bishop-	11/30/2013		MFP8560	Bishop-	12/30/2013
DC242/252	Bishop-	11/30/2013		MFP8560	Bishop	12/30/2013
DC242/252	Bishop-	11/30/2013		MFP8560	Bishop	12/30/2013
DC242/252	Bishop-	11/30/2013		MFP8560	Bishop	12/30/2013
DC242/252	Lone Pine-	11/30/2013		MFP8560	Bishop	12/30/2013
DC242/252	Ridgecrest-	11/30/2013		MFP8560	Bishop	12/30/2013
DC242/252	Lake Isabella-	11/30/2013		MFP8560	Bishop-	12/30/2013
DC242/252	Hanford-	11/30/2013		MFP8560	Big Pine	12/30/2013
DC242/252	Fresno-	11/30/2013		MFP8560	Lone Pine	12/30/2013
DC242/252	Cold Springs-	11/30/2013		MFP8560	Ridgecrest-	12/30/2013
DC242/252	Big Sandy-	11/30/2013		MFP8560	Lake Isabella	12/30/2013
				MFP8560	Bakersfield-	12/30/2013
				MFP8560	Bakersfield	12/30/2013
				MFP8560	Bakersfield-	12/30/2013
				MFP8560	Bakersfield-	12/30/2013
				MFP8560	Tule River	12/30/2013
				MFP8560	Visalia-	12/30/2013
				MFP8560	Visalia-	12/30/2013
				MFP8560	Hanford	12/30/2013
				MFP8560	Lemoore	12/30/2013
				MFP8560	Fresno	12/30/2013
				MFP8560	Fresno	12/30/2013
				MFP8560	Fresno	12/30/2013
				MFP8560	Fresno	12/30/2013
				MFP8560	Fresno	12/30/2013
				MFP8560	Cold Springs-	12/30/2013
				MFP8560	Big Sandy-	12/30/2013
				DC242/252	Big Pine-	12/30/2013
				DC242/252	Tule River-	12/30/2013
				DC242/252	Visalia-	12/30/2013