

From: Becky McCoy
Sent: Wednesday, April 05, 2017 12:22 PM
To: Whitney Elizabeth Smith <wesmith@uark.edu>
Cc: Paige Francis <paige@uark.edu>; Glen A. Dunn <gadunn@uark.edu>; Justin T. Miller <jtmiller@uark.edu>; Lora L. Lennertz <lennertz@uark.edu>; Brian Bopp <bbopp@uark.edu>; Chrissy Crotser <ccrotser@uark.edu>
Subject: Recommendation of Award - Consulting Services - Comprehensive Plan for Campus Printing - RFP 624677

Whitney –

The evaluation committee for RFP 624677 has completed the review and evaluation of proposals for the Comprehensive Plan for Campus Printing. Proposals were received from three vendors – POG Consulting, Ricoh and Xerox.

Meetings, events, and key decision points are summarized below.

12/8/16: Bids received.

1/1/17-1/19/17: Contacted references.

1/19/17: First Committee meeting. The team concluded on-site presentations were needed to fully understand the offerings.

2/15-2/16: Bidder presentations.

2/16/17: Second Committee meeting. Discussed presentations. Concluded that we would proceed with BAFO and request pricing for both sample and full assessments from each bidder.

3/3/17: Received BAFOs.

3/29/17: Final Committee meeting. Reviewed and discussed BAFOs. Agreed that committee was ready to score.

4/4/17: Individual evaluations completed and summarized. Xerox had the most points which is in consensus with the group.

The scoring and evaluation docs were previously provided. Let me know if you need anything else.

Thank you,

Becky McCoy
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Whitney Smith 4/5/17

| Criteria | <u>Max Points</u> | <u>POG</u> | <u>Ricoh</u> | <u>Xerox</u> |
|--|-----------------------|--------------|--------------|--------------|
| A: Qualification and Past Performance | 20 | 15 | 18 | 19 |
| Company Profile/Overview | 5 | 5 | 5 | 5 |
| Higher Ed Focus and References | 5 | 3 | 5 | 5 |
| Customer References | 10 | 7 | 8 | 9 |
| B: Qualification of Personnel | 20 | 18 | 19 | 19 |
| Staff Qualification and Experience | 20 | 18 | 19 | 19 |
| C: Understanding Nature of Project | 40 | 38 | 40 | 40 |
| Understanding Scope/Goals | 20 | 18 | 20 | 20 |
| Timeline | 5 | 5 | 5 | 5 |
| Implementation and Support Plans | 10 | 10 | 10 | 10 |
| Documentation | 5 | 5 | 5 | 5 |
| D: Pricing | 20 | 20 | 17 | 20 |
| Total Score | 100 | 90.76 | 93.81 | 97.57 |

Whitney Smith 4/5/17