



**Request for Information (RFI)**

**RFI No. 22-003**

**Managed Services for Print, Copy & Mailroom Services**

**RFI RELEASE DATE: 09/19/2022**

**RESPONSE DUE DATE: 10/03/2022**

**RESPONSE DUE TIME: 5:00 p.m. (CST)**

**SUBMIT ALL RESPONSES TO:**

**By FedEx, UPS, or another private carrier to**

**Physical Location:**

University of Arkansas – Business Services

UPTW Room 101

1001 East Sain Street

Fayetteville, AR 72703

**By E-Mail to:**

Ashley LaGuardia, al089@uark.edu

**Signature Required For Response**

Respondent complies with all articles of the Standard Terms and Conditions documents as counterpart to this RFI document, and with all articles within the RFI document.

<b>Respondent Name:</b>	
<b>Mailing Address:</b>	
<b>City, State, Zip:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Typed/Printed Name of Signor:** \_\_\_\_\_

**Title:** \_\_\_\_\_

## I. Introduction

The Board of Trustees of the University of Arkansas, acting on behalf of the University of Arkansas – Fayetteville (“UA” or “University”) located in Fayetteville, Arkansas is conducting a Request for Information (“RFI”) for print, copy, and mailroom services. The information gathered will inform UA’s future decision on whether to issue a formal RFP for print, copy, and mailroom services. This RFI should not be construed as a commitment by UA to issue a formal RFP in the future. No contract will be awarded directly from this RFI. As part of this RFI, UA is specifically interested in learning about the following services:

- Full-Service Print Shop
- Departmental Copier Services
- Mail Services which include a USPS contract station

## II. General Campus Background for University of Arkansas

Founded in 1871 as a land-grant institution, the University of Arkansas, Fayetteville Arkansas (UA), is the flagship campus of the University of Arkansas System. Our students represent all 50 states and more than 120 countries. The UA has 10 colleges and schools offering an internationally competitive education for undergraduate and graduate students in more than 200 academic programs. The UA contributes new knowledge, economic development, basic and applied research, and creative activity while also providing service to academic and professional disciplines. As of Fall 2021, student enrollment totaled approximately 29,068. The faculty count totaled 1,443 and the staff count totaled 2,821. The UA is one of the nation’s top public research universities and the state’s foremost partner and resource for education and economic development. Its public service activities reach every county in Arkansas, throughout the nation, and around the world. The Carnegie Foundation classifies the UA as having "the highest possible level of research," placing us among the top three percent (3%) of colleges and universities nationwide.

## III. Services Background Information

- **Printing Services:** University of Arkansas Printing Services is a full-service digital production unit that also includes screen printing and sourcing of promotional items for UA departments, subsidiaries, and state agencies. Printing Services provided are charged back to departments monthly. Hours of operation are Monday – Friday 7:30am to 4:30pm, except for University holidays. Printing Services is located at 1580 W. Mitchell St.

Printing Services currently has four production digital printers which are leased at a monthly charge per device with additional click charges. The University is striving to improve the productivity, efficiency, and services of Printing Services.

- **Departmental Copier Services:** Departmental Copier Services currently lease 213 MFDs from multiple sources. The department manages the fleet by placement of new devices, submitting meter reads each month, placing service calls, delivering supplies, paying vendor invoices, and charging back departments a per click rate for B&W/color monthly. Hours of operation are Monday – Friday 8:00am to 4:30pm, except for University holidays. Departmental Copier Services offices are located on the first floor of the Arkansas Union.
- **Mailing Services:** Operations currently provide a full-service USPS contract Post Office, Passport, PO Box rentals, Express Copy and Shipping (FedEx, UPS and DHL), sorting mail deliveries per day from the U.S. Postal Office and inter campus mail, bulk package delivery between departments, maintain records to reflect purchase of postage and the use of postage, manage permits/prepay accounts for Business Rely, Postage Due, and Non-Profit Bulk Mail, and charging back to departments monthly. Hours of operation are Monday – Friday 8am to 4:30pm on all University business days. Mailing Services is located on the first floor of the Arkansas Union.

#### IV. Instructions to Respondents

The anticipated timeline for this RFI is as follows:

Action/Responsible Party	Date
Release RFI (UA)	Monday, September 19 <sup>th</sup> , 2022
Confirm RFI Participation	Wednesday, September 21 <sup>st</sup> , 2022
Submit Questions (Potential Vendor Partners)	Monday, September 26 <sup>th</sup> , 2022
Respond to Vendor Questions (UA)	Wednesday, September 28 <sup>th</sup> , 2022
Submit Requested Market Information (Potential Vendor Partners)	Monday, October 3 <sup>rd</sup> , 2022

Questions regarding the contents of this RFI should be submitted via email to: **Ashley LaGuardia, al089@uark.edu**, no later than **5:00 p.m. CST on Monday, September 26<sup>th</sup>, 2022**. All responses to questions received will be made directly to sender via email.

Respondents are asked to submit responses to this RFI on or before **5:00 p.m. CST on Monday, October 3<sup>rd</sup>, 2022**. All responses should include a completed RFI Worksheet. **Please utilize the RFI Worksheet Excel attachment to respond to the questionnaire and requirements sections.** One (1) hard copy and one (1) electronic copy of the response should be sent to:

**Hard Copy:**

Cale Fessler - Associate Vice Chancellor for Budget, Financial Planning, and Business Affairs

ADMN 406

1 University of Arkansas

Fayetteville, AR 72701

[cfessler@uark.edu](mailto:cfessler@uark.edu)

479-575-5828

**Electronic Copy:**

Ashley LaGuardia, al089@uark.edu

#### V. Disposition of Responses

In accordance with Ark. Code Ann. § 19-11-279(e), information provided in response to this RFI is exempt from the Freedom of Information Act of 1967, § 25-19-101, et seq., until (1) the bids for a competitive sealed bidding procurement are opened publicly; (2) the notice of anticipation to award is given for a competitive sealed proposal procurement; or (3) a decision is made not to pursue a procurement based on this RFI.

Responses should not contain material considered by the respondent to be confidential under state or federal law for any reason including being proprietary, copyrighted, or capable of giving an unfair advantage to competitors. The University shall have the right to use all ideas, or adaptations of those ideas, contained in any response received to this RFI. While responses to this RFI are optional, all knowledgeable parties are strongly encouraged to provide complete responses.

The University may exercise the option to further discuss the details of the response with one or more respondents if it is determined to be in the best interest of the University. Responding or not responding to this RFI shall not determine any future partnerships. Responses will not be reviewed on a competitive basis and the University does not intend to establish or publish any formal results.

## VI. Scope of Work and Services Overview

### A. Printing Services

University of Arkansas Printing Services currently employs six full-time employees:

- Director, Print/Mail/Copy (1)
- Print Shop Supervisor – Planner/Estimator (1)
- Printer (1)
- Commercial Graphic Artist (2)
- Fiscal Support Technician (1)

The Contractor is expected to provide the following services at a minimum:

- B&W & Color Printing
- Single and Dual Stapled Sets
- Coil Binding
- 3 Hole Punch
- Mailing Labels
- Letterhead
- Brochures
- Newsletters
- Event Programs
- Large Format Laminating
- Dissertation & Thesis Printing
- Certificates
- Screen Printing 5/6 Color
- Dry Mounting
- Indoor and Outdoor Banners
- Promotional Items - Member of ASI - Advertising Specialty Institute
- Foil Stamping
- Free Pick-up and Delivery
- NCR Forms
- Stitched Booklets
- Print & Insert Tabs
- Comb Binding
- Score/Perf/Fold
- Business Cards
- Envelopes
- Invitations
- Notecards
- Large / Wide Format Printing (multiple mediums)
- Small Format Laminating
- Hardback Binding
- Memo and Note Pads
- Dye Sub Printing: Coffee Mugs, Metal Signs, Name Tags, Crystal Awards, Magnets, Key Chains, Photo Slate
- Vinyl Printing
- Stickers - Round, Rectangle, Square, Custom Cut
- Pocket Folders
- Perfect Bound Books
- Student Exams
- Printed Magnets

#### Printing Service Requirements:

Is your organization willing and able to adhere to all requirements? If not, please explain.

- The University will not guarantee volumes or gross annual spend during any contractual period.  
Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)
- Provide secured printing and delivery of sensitive materials such as student exams.  
Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)
- Provide options for additional wide format printing.  
Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)
- Printing of letterhead will require University of Arkansas watermarked 25% cotton paper. Contractor will be required to source and maintain adequate inventory levels.  
Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)
- The Contractor shall furnish all necessary labor as required to provide satisfactory, cost-efficient Printing Services to the UA community (Monday through Friday except on University holidays). UA holiday schedule is published each calendar year at [www.uark.edu](http://www.uark.edu).  
Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)
- The Contractor shall furnish all goods and/or services, supplies, materials, equipment and any other such items as required to provide satisfactory, cost-efficient Printing Services to the UA community.

Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)

- The Contractor shall pay all costs associated with labor, goods and/or services, supplies, materials, equipment, vehicles and any such other costs necessitated and/or provided for this solicitation.

Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)

- The Contractor shall address all problems, disagreements or other operational issues regarding the overall services provided to the satisfaction of the University's contract administrator.

Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)

- Any organizations eligible for consideration of a potential award must rebadge all existing UA employees. Will your organization be willing to rebadge the UA Printing Services employees?

Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)

## B. Departmental Copier Services

Departmental Copier Services currently employs three full-time employees:

- Fiscal Support Specialist (1)
- Inventory Control Manager (1)
- Fiscal Support Analyst (1)

Departmental Copier Services will include but are not limited to the operation, service, and maintenance of multifunction devices (MFDs), copiers (black and white and color), networked and non-networked devices tailored to the individual department needs.

Preferred specifications are to include B&W 35 and 45 PPM & Color 35 and 45 PPM, network/print, scan to email, fax, ability to send high volume print jobs to print house, ability to utilize papercut, stapling/duplex, office finisher. The University is open to feedback on right sizing specifications to usage patterns.

### Copier Service Requirements:

Is your organization willing and able to adhere to all requirements? If not, please explain.

- Considering the current UA equipment and leases, the Contractor shall furnish all necessary labor as required to provide satisfactory, cost-efficient Departmental Copier Services to the UA community (Monday through Friday except on University holidays). UA holiday schedule is published each calendar year at [www.uark.edu](http://www.uark.edu).

Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)

- Considering the current UA equipment and leases, the Contractor shall furnish all necessary goods and/or services, supplies, materials, equipment and any other such items as required to provide satisfactory, cost-efficient Departmental Copier Services to the UA community (Monday through Friday except on University holidays).

Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)

- The Contractor shall pay all costs associated with labor, goods and/or services, supplies, materials, equipment, vehicles and any such other costs necessitated and/or provided for this solicitation.

Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)

- The Contractor shall address all problems, disagreements or other operational issues regarding the overall services provided to the satisfaction of the University's contract administrator.

Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)

- The Contractor will be responsible for maintaining an internal website for Departmental Copier Services, within the guidelines set forth by the University Code of Computing Practices found here. <https://vcfa.uark.edu/fayetteville-policies-procedures/#search/uits>. Provide examples of what you have done with other clients.

Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)

- The Contractor shall comply with university technology policy, procedures, and standards (for example, standards generally referring to software versions and updates found here <https://vcfa.uark.edu/fayetteville-policies-procedures/#search/uits>) as may be applicable to this contract.

Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)

- Provide training, the successful Contractor will be required to work with staff, Information Technology and within various administrative and academic offices to promote and train on the use of proposed system.  
Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)
- Contractor shall provide a method to ensure any equipment that stores digital information be secure. All MFD devices must be defaulted to immediate overwrite image or set to overwrite by midnight every day. When a device is moved an overwrite must be performed before the devices is moved and any codes or addresses stored must be deleted. Before any device is removed from campus there must be an image overwrite performed and the hard drive must be cleared/wiped. Describe how digital information will be protected.  
Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)
- The Contractor must have the ability to track all activities related to the services and the ability to generate reports which will monitor volumes, trends, and users. Sample printouts of the tracking and reporting systems must be provided.  
Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)
- The Contractor will respond to work stoppage situations (e.g., Paper Jam, Software Failure, etc.) within 2 business hours of service call/notification and 4 business hours for all non-work stoppage situations (e.g., Low paper/ink notification, etc.).  
Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)
- Any organizations eligible for consideration of a potential award must rebadge all existing UA employees. Will your organization be willing to rebadge the UA Departmental Copier employees?  
Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)

### **C. Mailing Services**

University of Arkansas Mailing Services currently employs nine full-time employees

- Administrative Support Supervisor (1)
- Mail Services Coordinator (4)
- Administrative Specialist II (2)
- Inventory Control Technician (1)
- Cashier (1)

The Contractor is expected to provide the following services at a minimum:

#### **USPS Contract Station Post Office:**

A full-service USPS contract Post Office for all Faculty, Staff, and Students that sells USPS postage, and USPS shipping.

- Open 8am-4:30pm on all University Business days, Monday Through Friday.
- The location should offer Passports
- This station also offers USPS Box Rentals for Faculty Staff and Students
- UA currently has 125 standard USPS boxes; contractors are allowed to add additional mailboxes within the space provided if Contractor chooses to
- USPS Boxes sizes are: 3" x 4.5" by 14" Deep
- Current rental box charges are \$30.00 per year
- The boxes are owned by the University
- Faxes and scan to email service for Faculty, Staff, and Students

#### **Additional Mail Services for the University include:**

- Sorting mail deliveries per day from the U.S. Postal Office and inter campus mail
- Performing two mail runs per day to over 200 departments, there is a main delivery to 217 Stops daily, some twice a day. However, the mail room personnel currently perform delivery/pick-up to the main departments, sorting different mail deliveries per day for outgoing mail to the U.S. Postal Office and

campus mail. Delivery/pick up are performed in the morning between 9:30 a.m. to 12:00 p.m. and in the afternoon between 1:00 p.m. and 2:30 p.m.

- Maintaining postage records daily to reflect purchase of postage and the use of postage by the University departments
- Providing a monthly billing to all departments for their postage
- Performing bulk package delivery between departments
- Performing miscellaneous runs to pick up items related to University business at contractor locations in Fayetteville
- Manage permits/prepay accounts for Business Rely, Postage Due, and Non-Profit Bulk Mail for the campus
- Current mail volume of incoming/outgoing mail for University is approximately 4,665,000 pieces annually
- USPS mail pickups are conducted Monday thru Friday
- UPS, FedEx, & DHL shipping offered to Students, Faculty, Staff, and departments
- Sale of Mail Shipping Supplies

#### Mail Service Requirements:

Is your organization willing and able to adhere to all requirements? If not, please explain.

- Delivery on the same day of receipt of all first-class letters, business reply, flats, mail, and packages from overnight express / mailbags, etc., boxes, publications, campuses or interagency mail, parcels, bulk, accountable mail (certified, registered and insured), and express mail. Delivery shall be made on the next scheduled mail run after receipt and processing to appropriate locations.
  - “Delivery” is defined as: receipt of mail from all appropriate sources; opening (if requested); sorting; pre-sorting, bar coding; processing queries to identify misdirected or unidentified mail; date stamping and hole punching, as appropriate, all incoming mail and subsequent delivery to the appropriate locations.
  - “Appropriate locations” are defined to be the physical location of the postal box to include placement into the postal box or in the case of an existing delivery (truck) route to the physical location of the recipient(s) (i.e., department, individual, etc.)  
Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)
- The Contractor should provide an automated tracking system to manifest accountable mail for UA.  
Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)
- The Contractor shall ensure that mail deliveries are completed to all locations between 9:30 a.m. and 2:30 pm. The afternoon pickup for identified units shall be made in time to meet the U.S. Post Office's last outbound mail processing. The Contractor should provide, at no additional cost, multiple pick-ups, and deliveries to key administrative and high-volume department. The Contractor shall ensure that resources and routes/schedules are developed and published to meet these requirements.  
Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)
- The Contractor shall provide address research and forwarding function for insufficiently addressed mail. The University maintains a person search on the upper right-hand corner of the main UAF home page (<https://www.uark.edu/>).  
Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)
- The Contractor shall maintain University Post Office Boxes listing and assignments to include box number, assigned to (generally a department name), open date, closed date (if applicable), and University and any other information that may become necessary as an attribute of the box identification, assignment, and delivery schedule.  
Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)
- The Contractor shall maintain daily incoming mail data for all mail classes and types of incoming mail indicating volumes of mail pieces received and other such statistical information as may be requested.  
Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)
- The Contractor shall obtain from all locations to include, but not be limited to, campus collection points such as satellite mail facilities, departments, stand-alone postal boxes on campuses, routes (truck) or any other locations all mail presented with or requiring the application of postage for insertion to the USPS or

other mail delivery system(s).

Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)

- The Contractor shall provide and maintain postage meters. The Contractor shall provide management of postage inventory. The Contractor shall provide advanced (prepaid) postage to all USPS or other accounts necessitated by the Contractor's solution to facilitate the operational needs of the University, to include but not be limited to, prepaid postage, supplies and any other such requirements to facilitate the application of postage to mail pieces for all types of mail.

Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)

- The Contractor shall meter or apply postage by the lowest appropriate rate, to include all levels of presort discount possible, unless otherwise specified by the presenting department at time of collection. The Contractor shall ensure that the best possible class selection is chosen for all out-going mail based upon cost, policy, timeliness, and delivery requirements. The Contractor shall, to the maximum extent possible, barcode outgoing mail to achieve maximum savings to the University.

Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)

- The Contractor shall process and record all outbound accountable mail (certified, registered, insured, etc.) and allocate charges appropriately.

Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)

- The Contractor shall have complete knowledge and procedures in place to receive, prepare and/or verify, Pre-sort, and deliver Bulk Mail to the USPS Business Bulk Mail Unit of the main post office.

Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)

- The Contractor shall recommend and implement a process relative to the handling and processing of International mail. The University reserves the right to unilaterally accept or reject the suggested methodology or require changes to any previously adopted approach to International mail while the contract is in effect.

Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)

- The Contractor shall maintain daily outgoing mail data for all mail classes and types of incoming mail indicating volumes of mail pieces received and other such statistical information as may be requested.

Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)

- Any organizations eligible for consideration of a potential award must rebadge all existing UA employees. Will your organization be willing to rebadge the UA Mailing Services employees?

Yes\_\_\_ No\_\_\_ Other\_\_\_ (please explain)

## **VII. Current Equipment List**

### **A. Printing Services**

UA currently owns the following equipment presently located at Printing Services:

- Fixtures / shelving
- Xante EnPress with enterprise feeder; 110V; 500-100978
- Roland GS-24 - Vinyl cutter
- Powis fastback 20 & Foil fast printer - Hardback binding
- Challenge Paper Drill
- Duplo DF-520 Folder
- GBC Eagle 35 Laminator
- HPN Black Series Heat Press HPN-BLK-MF-81 15"x15"
- 3D Vacuum Heat Press
- Epson SureColor P800 Film Printer
- Lawson Encore Conveyor Dryer
- Duplo DC646 Slitter/Cutter/Creaser
- Sawgrass SG800 Dye Sub Printer
- GTI Color viewing station CVX-1
- Presto Pad-O-Rack
- Point of sale software
- Roland VersaCamm Print & Cut VS-540i
- Challenge Champion Model 305X - Flatbed cutter
- Challenge MS.5 - paper drill
- Deluxe Stitcher Co - M19G20-AST
- Multigraf CF-375 Touchline Folder
- Guardian 65" Heat Assist Laminator
- Knight Maxi-Press 42x32"
- Anatol Volt-L-0806 Screen Press 5/6 Color
- Lawson LED 5000 Screen Exposure Unit
- Compack 5800i Shrink Wrap
- Rhinotuff Onyx HD-7700 punch Coil/Comb Binding



- Hyster electric lift truck Model N30XMR2
- Lasso Products Model 50 Corner Rounder

UA leases the following equipment presently located at Printing Services:

- Canon imagePress C10000VP - with in-line booklet trimmer SDD BLT 7202 & SM7704 square fold module
- Canon imagePress C850 - w long sheet feeder pod
- Canon varioPRINT 140 - w standard finisher
- Canon varioPRINT 140 - with in-line booklet trimmer SDD BLT 7202 & SM7704 square fold module
- Canon imageRUNNER Advance C5560I - with inner finisher & fax board

### **B. Departmental Copier Services**

UA currently leases 213 MFDs from both Xerox and Canon; these units are located across campus. A detailed list of the equipment leased can be found in **Appendix 1** of this RFI.

### **C. Mailing Services**

- UA currently owns the following items presently located at Mailing Services:
  - Fixtures / display shelving
- UA currently leases the following equipment presently located at Mailing Services:
  - Two Neopost IS-6000 postage meter machines
- UA currently uses the following equipment presently located at Mailing Services:
  - Two USPS owned NCR meter machines

## **VIII. RFI Questionnaire**

Responses are encouraged from all knowledgeable parties. It is recommended to format responses to coincide with the structure of this section.

### **A. Organization and Ownership**

1. State your organization's legal name, address, and state of incorporation. If your organization is a subsidiary of a parent firm provide the same information for the parent company.
2. Please state the name, title, phone number, and email address of your organization's primary contact for this RFI.
3. Please state the name, title, phone number, and email address of your organization's secondary contact for this RFI.
4. Provide a description of your organization's core activities.
5. Provide a brief statement of qualifications that includes your organization's size and footprint in AR.
6. How long has your organization been operational?
7. What are the key differentiators that provide your company with a strategic advantage in the marketplace relative to your competitors?
8. Please include any special accreditations including minority- and women-owned business enterprises (MWBES) or other.

### **B. Financial Capability**

1. Has your organization filed for bankruptcy within the previous seven (7) years?
2. What is your organization's annual revenue?

### **C. Experience and Qualifications**

1. Provide a list of three references for whom similar services were provided, preferably of public institutions of higher education or a similar sized organization, including amount of annual sales.
2. Provide a list of institutions of higher education with which the firm has a signed term contract.
3. Provide your historical relationship with UA (if any) and list up to 3 examples of projects that you have provided to UA or its associated departments.
4. Describe your organization's partner network and how you would leverage it to complete the scope of work described herein?
5. List any services that would need to be outsourced to a 3<sup>rd</sup> party to fulfill the scope of work.
6. Specify and detail the MSP Model – provide any diagrams or flow charts to aid in the explanation of how this model would interact and support the UA.

### **D. Technology**

1. Does your solution integrate with Workday? Please explain.
2. How much experience does your organization have working with Workday? Please quantify.
3. How much experience does your organization have working with Avanti print management software? Please quantify.
  - a. Does your organization have experience utilizing additional print management software?
4. Please describe any technology your organization utilizes to support Printing Services operations.
5. Please describe any technology your organization utilizes to support Departmental Copier Services operations.
6. Please describe any technology your organization utilizes to support Mailing Services operations.

### **E. Scope of Services**

If your organization is unable to provide all three services, please respond with “N/A” to the questions regarding the services your organization would not provide.

#### **I. Printing Services**

1. Please provide a description of how your organization rebadges existing labor resources and the costs associated with the rebadging (e.g., mark-up by role).
2. Describe your organization's proposed strategies for cost savings and process efficiencies. What levers could be used to achieve this? What type of savings could be expected?
3. Explain your organization's ability to offer a dedicated, secure web to print portal with the ability to authenticate authority of person ordering.
  - a. Please describe the cost structure of the secure web to print portal
4. Please describe how your organization will work with rebadged university staff, Information Technology, and various administrative and academic offices to help the university's printing services overall.
5. Describe how print jobs will be tracked. How will you track both internal and outsourced print jobs?
6. Contractor shall provide a method to ensure any equipment that stores digital information be secure. Before any device is removed from campus there must be an image overwrite performed and the hard drive must be cleared/wiped. Describe how digital information will be protected.
7. Please describe your approach to tracking all activities related to the services and to generating reports which will monitor volumes, trends, and users. Sample printouts of the tracking and reporting systems must be provided.
8. Please detail a coordination plan to work with Mail Services for job fulfillment/delivery, service, and tracking.
9. The Contractor will be responsible for maintaining an internal website for Printing Services, within the guidelines set forth by the University Code of Computing Practices found here: <https://vcfa.uark.edu/fayetteville-policies-procedures/uits/9000.php>. Please describe your approach.

10. Describe the training that is provided for new and existing employees.
11. Give an overview of your continuous improvement strategies.
12. Describe the service level agreements/key performance indicators that you typically work to achieve?
13. Describe an overview of the value-added services that you can offer to UA.
14. Please provide the measures you will take to ensure both high quality and a low error rate on print jobs.

## **II. Departmental Copier Services**

1. Please explain your organization's approach to the operation and service of Multifunctional devices, copiers, and networked and non-networked devices tailored to individual department needs.
2. Please provide a description of how your organization rebadges existing labor resources and the costs associated with the rebadging (e.g., mark-up).
3. Describe your organization's proposed strategies for cost savings and process efficiencies. What levers could be used to achieve this? What type of savings could be expected?
4. Contractor shall provide a method to ensure any equipment that stores digital information be secure. Before any device is removed from campus there must be an image overwrite performed and the hard drive must be cleared/wiped. Describe how digital information will be protected.
5. What value-added services does your organization offer?
6. What is your approach to device / specification optimization (aligning spec to usage)?
7. What is your proposed plan for equipment standardization for UA? Which discounts are achievable as equipment is standardized to a particular manufacturer?
8. Describe the fleet refresh strategy and methods by which your company will strive to lower the costs incurred by UA over the length of the contract.
9. Please describe the relationships and/or exclusive partnerships your organization has with copier manufacturers/service providers.
10. Please describe your standard leasing agreement structure once new leases are started under your organization's managed program (e.g., inclusion of consumables, maintenance, services, etc.).
11. Can users send print jobs to the device over the internet, with access to features like stapling and duplexing?
12. Is there a "delayed print" feature, enabling users to schedule jobs for off-peak usage periods?
13. Is there a "Job Interrupt" feature, with access to all features, and "Automatic Resume" after timeout?
14. Can the MFD hold a job for missing resources, while printing other jobs in the queue? Example: if a job is set to print and the selected paper size is not available, will the device hold the job without deleting it and advance other jobs in the queue?
15. Can the MFD print files in native format, e.g., TIFF, PDF, ASCII, TEXT, VISIO? Can it print one or multiple PDF or TIFF files without opening them in an application?
16. Does the MFD allow encryption to control document permissions?
17. Please list and briefly describe the security features of your proposed devices.
18. Describe your preventive maintenance program to improve the life and uptime of devices.
19. Provide the following information about the service technician staff employed by your company:
  - a. Number of service technicians employed in our regional area
  - b. Average years of experience of current staff of service technicians
  - c. Minimum training, educational requirements, required certifications, background checks, bonding etc. for all service technicians
  - d. Ratio of service technicians to number of devices deployed/supported. Ratio in our regional area. Company goal for ratio of technicians to devices supported
  - e. Describe incentives technicians/employees receive to provide superior customer service

### **III. Mailing Services**

1. Please describe any partnerships your organization has with USPS. Are there any advantages your organization can offer with your scale? Any proposed improvements to UA's current structure?
2. Please describe any partnerships your organization has with small parcel carriers (e.g., FedEx, UPS). Are there any advantages your organization can offer with your scale? Any proposed improvements to UA's current structure.
3. Please describe your organization's approach to managing consumables (e.g., stamps, envelopes, etc.)
4. Please provide a description of how your organization rebadges existing labor resources and the costs associated with the rebadging (e.g., mark-up by role).
5. Describe your organization's proposed strategies for cost savings and process efficiencies. What levers could be used to achieve this? What type of savings could be expected?
6. Please describe a successful international mail strategy and operation that complies with all international, USPS, federal, state and university rules and regulations and provides for the prompt delivery of mail.
7. Describe an overview of the value-added services that you can offer to UA.
8. Describe the service level agreements/key performance indicators that you typically work to achieve, if applicable.
9. Describe your approach and best practices to sorting and delivering inbound mail.
10. Describe your approach and best practices to sorting and delivering outbound mail and strategies for optimal postal discounts.
11. Describe your maintenance program to improve the life of UA Mailroom Services equipment.
12. Describe and explain how UA would be notified of newly introduced products / services.
13. Describe and explain how your organization deals with first class vs. non-profit mail.

### **F. Implementation**

1. Describe your distinct implementation and transition plans for UA, including program/project structure, timeline, and plan to minimize disruption of services for each of the following areas:
  - i. Proposed Printing Services project plan
  - ii. Proposed Copier Services project plan
  - iii. Proposed Mailing Services project plan
  - iv. Proposed process for rebadging existing UA employees

### **G. Pricing and Billing**

1. Please describe your organization's fee structure associated with rebadging existing UA employees. Do the fees change across print, copy, and mail services?
  - i. What additional information is needed in order to cost labor requirements (e.g., benefits package, current base salaries, etc.)?
2. Please describe the fee structure for each of the three areas of scope (e.g., for MFD scope - cost per click).
  - i. Fee Structure for Print Services
  - ii. Fee Structure for Copy Services
  - iii. Fee structure for Mailroom Services
  - iv. Please describe any additional costs or fees.
3. Does your organization offer any early payment discount (e.g., 2% 10 Net 30)?
4. Describe the billing process to UA for services rendered.

### **H. Additional Information (Optional)**

1. Identify any additional pertinent information that was not considered in the RFI.

## Appendix #1 – List of Leased Copy Equipment

UA currently leases copy equipment from both Xerox and Canon; these units are located across campus. Below is a detailed list of all leased equipment:

MO #	Model	Serial #	Department	Lease End Date
002-002	XEROX XC60	E2B650196	INTAKE WINDOW	6/17/2020
002-006	CANON IR-ADV C5550	2JH05961	MAILING SERVICES	3/10/2025
003-002	XEROX B8155	HQH263910	BEV LEWIS CENTER	11/12/2025
003-003	XEROX W7845PT	MX4354176	WOMENS BASKETBALL	8/5/2019
004-001	XEROX 7845	MX4744378	FINE ARTS	10/27/2020
005-001	XEROX 5955APT	A2M641515	CHEMISTRY	10/27/2020
008-001	XEROX C8045	8TB650759	ARTS & SCIENCE	2/12/2025
009-001	XEROX C8145H	EHQ350362	UNIVERSITY RELATIONS	5/19/2027
009-002	XEROX 5945APT	A2M738944	UNIVERSITY RELATIONS	8/1/2021
012-001	XEROX C8045	8TB653908	AGRI ECON	8/1/2025
012-002	XEROX C8145	EHQ350419	AGRI PRICE RISK MANAGEMENT	5/19/2027
013-001	XEROX C8145	EHQ341905	AGRI ENGINEERING	2/17/2027
013-003	XEROX W7830PT	MX1195823	BIO MEDICAL	3/5/2019
014-001	XEROX C8035H	3TX396578	COLLEGE OF EDUCATION AND HEALTH	3/13/2023
015-001	XEROX C8045H	8TB649465	GRAD ED	7/1/2025
016-001	XEROX 5955APT	A2M642163	SOCIOLOGY	9/9/2020
017-002	XEROX B8055H	Y4X827309	RSSP	10/3/2022
018-001	XEROX C8070	6TB456392	MECH ENG	7/1/2025
019-001	XEROX C8055H	8TB586727	WCOB GRAD	7/3/2023
019-003	XEROX 5865APT	EX9661135	BA ACCOUNTING	5/1/2021
019-004	XEROX B8065	3AG878923	BA MANAGEMENT	4/11/2023
019-005	XEROX C8155H	EHQ348218	BA CISQA	6/27/2027
019-006	XEROX W7970P	B0W867035	BA CRE	7/18/2021
019-007	CANON IR C5550	XUG09320	WCOB SUPPLY CHAIN	1/17/2025
019-008	XEROX C8055	8TB649430	BA DEVELOPMENT	8/30/2025
019-009	XEROX C405DN	4HX969848	WCOB FINANCE #2	11/12/2025
019-010	XEROX B8145H	HQH263653	WCOB STUDENT AREA	11/12/2025
019-011	XEROX C405	4HX971322	WCOB STUDENT SUCCESS	3/11/2026
021-001	XEROX 5845APT	EX7395523	FOREIGN LANGUAGE	8/30/2018
024-001	XEROX W7835PT	MX1055373	STUDENT SERVICES	9/6/2021
025-001	XEROX W7835PT	MX1196894	SCHOOL OF SOCIAL WORK	3/11/2019
025-002	XEROX 5945APT	A2M734604	SCHOOL OF SOCIAL WORK - STUDENT	6/16/2021
025-003	XEROX W7830P	MX0133830	SCHOOL OF SOCIAL WORK	6/18/2018
028-001	XEROX C8145	EHQ228188	PURCHASING	1/20/2026
029-001	XEROX W7835PT	MX1194771	ADMN COPY CENTER	1/21/2019
029-002	XEROX W7835PT	MX1194930	GENERAL COUNSEL	1/21/2019

030-001	XEROX C8035H	3TX388120	CAMPUS ACTIVITIES (GREEK LIFE)	7/25/2022
030-003	XEROX C60	E2B107927/M0B024061	CAMPUS ACTIVITES	8/9/2023
030-004	XEROX 5335P	AE7112586	NSFP	9/30/2017
032-001	XEROX 5865	EX9282445	HPER	
032-003	CANON IR-ADV C5540	2JV03339	CO-EHP	3/3/2025
033-001	XEROX 5865APT	EX9310103	HPER/IMRS	3/15/2021
035-001	XEROX W7225PT	LX5605212	UNVERSIY PRESS	5/9/2022
036-001	Canon C5540	XUP10880	UITS	1/1/2025
037-001	XEROX C8045H	8TB647180	PHYSICAL PLANT	3/5/2025
040-002	XEROX C8145	EHQ213126	CONT ED	9/29/2025
040-003	XEROX C8155H	EHQ212661	GLOBAL CAMPUS	10/29/2025
040-004	XEROX C405DN	4HX968727	GLOBAL CAMPUS	10/29/2025
040-005	XEROX C405DN	4HX969121	GLOBAL CAMPUS	10/29/2025
040-006	XEROX C405DN	4HX969117	GLOBAL CAMPUS	10/29/2025
041-001	XEROX WC5325PT	AE9564189	PHILOSOPHY	9/22/2020
042-001	XEROX C8045	8TB653646	PAT WALKER	8/30/2025
042-002	XEROX C8045H	8TB647963	PAT WALKER	3/5/2025
043-001	XEROX C8145	EHQ336779	MULLINS DIRECTOR	2/10/2027
043-002	XEROX C8145	EHQ341238	MULLINS	2/10/2027
043-003	CANON IR-ADV C5540	2JU05045	MULLINS	3/12/2025
043-004	XEROX C8145	EHQ341274	MULLINS	2/10/2027
044-002	CANON IR-ADV 8505	XQU01185	MULLINS STUDENT	1/15/2025
044-003	CANON IR-ADV 8505	XQU01180	MULLINS STUDENT	1/15/2025
044-004	CANON IR-ADV 8505	XQU01164	MULLINS STUDENT	1/15/2025
044-005	CANON IR-ADV 8505	XQU01168	MULLINS STUDENT	1/15/2025
046-001	XEROX C8145	EHQ351298	*CAMPUS ACCESS	6/2/2027
046-002	CANON IR 2535	FUM81581	*CAMPUS ACCESS	7/17/2019
049-001	XEROX WC5845	EX7420009	HOME EC	6/1/2019
050-001	XEROX WC5325P	AE7153570	BIO SCIENCE	12/5/2017
050-002	CANON IR-ADV 4545 III	2QD04803	MATH SCIENCE	1/17/2025
050-004	CANON IR C5540	2JV04131	USGS	2/27/2025
051-001	XEROX C405DN	4HX959066	CAREER PLACEMENT	3/5/2025
052-001	XEROX W7845PT	MX4473946	BA DEAN	6/28/2021
053-001	XEROX 5945	A2M649702	SPRING INTERNATIONAL	11/24/2020
054-001	CANON C5550	2JH04926	ANIMAL SCIENCE	3/10/2025
054-002	XEROX WC3615DN	A2T027054	ANIMAL SCIENCE #2	3/7/2022
055-001	XEROX C405	4HX967367	UAPD	5/13/2026
055-003	XEROX W7845PT	MX4316700	ARE-ON	5/1/2018
057-001	XEROX 5945APT	A2M633426	ALZHEIMER LAB	5/12/2020
059-005	XEROX W7970P	B0W587410	LAW	11/18/2019
059-006	XEROX W7835PT	MX1214202	LAW	8/4/2020
060-002	XEROX W7970P	B0W868355	ENGLISH	10/1/2021
062-001	XEROX 7855PT	MX4481173	ENGINEERING DEAN	9/6/2021
062-002	XEROX C8070	6TB456394	INDUSTRIAL/CIVIL ENGINEERING	8/30/2025

062-005	XEROX C8070	6TB456312	CIVIL ENGINEERING	8/30/2025
062-006	XEROX W7855PT	MX4481106	STUDENT RECORD ENGINEERING	9/20/2021
062-008	XEROX C8145	EHQ350660	ELECTRICAL ENGINEERING	6/2/2027
063-001	XEROX 5845APT	EX7418496	HUMAN RESOURCES	6/17/2019
063-002	XEROX B8045H	Y4X933017	HUMAN RESOURCES	2/12/2025
064-001	XEROX B8045H	Y4X828472	PHYSICS	12/14/2022
065-001	XEROX W7845PT	MX4322886	ADMISSIONS	7/1/2018
065-002	XEROX V180	1AB189063/3PA 606317	ADMISSIONS PRODUCTION	11/1/2022
066-001	XEROX W7835PT	MX1191673	RESIDENCE LIFE	12/4/2018
067-001	XEROX W7845PT	MX4738281	PSYCHOLOGY	1/13/2020
068-002	XEROX W7830PT	MX1185855	SPEECH CLINIC	7/1/2018
069-001	XEROX 5945APT	A2M741415	TREASURER	10/11/2021
069-002	CANON C5550	2JH05970	CASHIER	4/1/2025
069-003	CANON IR-ADV C5550	2JH05952	CASH MANAGEMENT	4/1/2025
070-001	XEROX 5945 APT	A2M630766	FOOD SCIENCE	3/17/2020
070-002	XEROX 5945 APT	A2M630236	FOOD SCIENCE	3/17/2020
071-001	XEROX WC5335PT	AE9874660	ENTOMOLOGY	9/30/2017
072-001	XEROX C8145	EHQ352612	AGRI BUS DIRECTOR	4/14/2027
072-002	XEROX C8135	ELQ516739	WALDRIP STUDENT CENTER	5/11/2026
073-001	XEROX C8155H	EHQ353651	COMPUTER SYSTEMS	6/27/2027
074-001	XEROX C8045H	8TB649441	GRAD ED	7/1/2025
075-001	CANON C5535	WXF06125 (A#3272)	ORMS	2/20/2022
078-001	XEROX C405	4HX978249	WCOB OUTREACH	6/30/2026
084-001	XEROX W7845PT	MX4487492	STUDENT LOANS	11/1/2021
086-001	CANON IR C5550	2JH05964	JOURNALISM	3/4/2025
087-001	XEROX C8045	8TB649425	TRANSIT AND PARKING	7/1/2025
088-001	XEROX B405	9HB970957	TRAVELER	8/30/2025
091-001	XEROX C8145	EHQ350633	MUSIC	4/14/2022
093-001	XEROX W7530P	XKK406082	PLANT PATH	4/1/2017
096-001	XEROX C8155H	EHQ348575	BA MARKETING	6/30/2026
096-002	XEROX C8155	EHQ337126	BA FINANCE	2/17/2027
097-001	XEROX B8045H	Y4X932955	ANTHROPOLOGY	2/7/2025
099-001	XEROX WC3615	A2T372225	MAPLE HILLS	4/25/2022
100-001	XEROX C8145	EHQ338650	DRAMA	2/17/2027
104-001	XEROX C8145H	EHQ349319	BAND	6/27/2027
105-001	XEROX 5945APT	A2M633932	HORTICULTURE	5/12/2020
106-001	XEROX 5335	AE9554083	BIO MASS	1/13/2020
113-001	XEROX C8035H	3TX387621	ARKANSAS UNION DIRECTOR	7/11/2022
113-002	CANON IR-ADV 8505	XQU01285	STUDENT LAB - ARKU	8/14/2024
113-003	CANON IR-ADV 8505	XQU01289	ARKU STUDENT LAB	8/14/2024
118-001	XEROX W7835PT	MX1184545	LEGAL CLINIC	6/25/2018
124-001	XEROX C8145	EHQ341916	PHYSICAL PLANT	2/10/2027
127-001	XEROX C8145	EHQ341287	ARCH SURVEY	2/17/2027

127-002	XEROX C8145	EHQ341910	ARCH SURVEY #2	2/17/2027
131-001	XEROX W7220PT	LX5604717	LAW DIRECTOR	1/17/2022
134-001	XEROX 5855APT	EX7399779	MATH RESEARCH	11/20/2018
134-002	XEROX C60	E2B107768	MATH SCIENCE	7/25/2023
135-001	CANON IR C5540	XUP09561	HIDEC	1/17/2025
137-001	XEROX 5855APT	EX7005670	POSC	3/25/2019
137-002	XEROX 5845APT	EX7413726	POSC	3/26/2019
137-004	XEROX 5845APT	EX7005709	POSC	3/25/2019
138-001	XEROX B8045	Y4X934464	COMMUNICATIONS	3/12/2025
144-001	XEROX C8055H	8TB649440	GRAD ED	6/18/2025
145-001	XEROX C8045H	8TB649330	PEABODY	7/1/2025
147-001	XEROX W7835PT	MX1221261	TESTING SERVICES	3/22/2021
149-001	XEROX WC5325PT	AE9564654	FOOD SERVICE WAREHOUSE	8/18/2020
152-001	XEROX W7830PT	MX1055538	GRADUATE SCHOOL	9/14/2021
158-001	XEROX W7830PT	MX1055462	STUDY ABROAD	9/14/2021
160-001	XEROX C8045	8TB648803	UA THEATRE	8/1/2025
162-001	Xerox WC5335PT	AE9550243	HUMAN PERF LAB	9/15/2019
163-001	XEROX B8045H	Y4X839411	AGRI COMMUNICATIONS	7/11/2022
164-001	CANON IR-ADV C5540	2JU05050	RESEARCH ACCOUNTING	3/10/2025
168-001	XEROX 5945APT	A2M633351	AGRONOMY	5/12/2020
169-001	XEROX B8055H	Y4X820910	GEOLOGY	6/27/2022
179-001	CANON MF7460	2QL13128	PAULINE WHITAKER	3/6/2025
180-001	XEROX W7835PT	MX1189765	GENESIS	10/1/2018
181-001	XEROX W7835PT	MX1214918	COMMUNITY DESIGN CENTER	7/22/2020
182-001	XEROX W7835PT	MX1212631	LAW SCHOOL DEAN	7/21/2020
183-001	XEROX C8145H	EHQ351616	WALTON COLLEGE CAREER CENTER	6/27/2027
184-001	XEROX W7835PT	MX1058382	CMASE	12/20/2021
185-002	XEROX 7220	LX5820526	CHARTERS	8/12/2020
186-001	XEROX WC3615	A2T372227	GROUNDS DEPT	4/25/2022
187-001	XEROX W7830PT	MX1212611	LAW CAREER RESOURCES	7/21/2020
188-001	XEROX 5945APT	A2M630249	AGRI EXT	3/17/2020
191-001	XEROX W7845PT	MX4335262	MEN'S BASKETBALL	1/14/2019
191-003	XEROX C8045	8TB649416	SOCCER	8/1/2025
191-004	XEROX C8045	8TB649420	GOLF	8/1/2025
192-001	XEROX C8145H	EHQ349303	BA ACCOUNTING DS	6/30/2026
193-001	XEROX C8145	EHQ241083	WCOB COLLABORATIVE	6/30/2026
194-001	CANON IMAGERUNNER ADVANCE C5550I II	XUG09126	ATHLETICS - FBAC	12/1/2023
194-002	XEROX W7835PT	MX1200776	ATHLETIC DIRECTORS OFFICE	6/17/2019
194-003	CANON IMAGERUNNER C5540I II	XUP08932	FBAC - COMPLIANCE	12/1/2023
198-001	XEROX W7835PT	MX1200696	BROUGH BRIO	6/11/2019
199-001	XEROX W5335AP	AE9584379	MCSS	7/25/2022



202-001	CANON IR C5550	2JH04726	OEOC	3/3/2025
205-001	XEROX C8145	EHQ229774	PRE COLLEGE PROGRAMS	6/10/2026
205-002	XEROX 5330	AE9209613	PRE COLLEGE PROGRAMS	7/25/2017
207-001	XEROX W7835PT	MX1212372	ATHLETIC TICKET OFFICE	4/21/2020
208-001	XEROX WC5330	AE7174721	PSYCHOLOGICAL CLINIC	1/12/2021
210-001	XEROX 5845APT	EX7400334	HISTORY	11/20/2018
211-002	XEROX WC6655X	E1B973028	GRAD SCHOOL	9/20/2021
211-003	XEROX C605X	5RB758261	GRAD ADMISSIONS	6/27/2022
211-004	XEROX WC6655X	E1B982928	GRAD ADMISSIONS	6/27/2022
212-001	XEROX C8145	EHQ350870	AGRI BUS DIRECTOR	4/14/2027
212-002	XEROX C8045H	8TB550746	AGRI STATION	9/8/2022
212-003	XEROX C8045H	8TB567612	AGRI SCIENCES	1/9/2023
213-001	XEROX C9065	DQP136618/GZF 689853	FOOTBALL	10/23/2025
213-002	XEROX C9065	DQP136806/GZF 690069	FOOTBALL	10/23/2025
213-003	XEROX C9065	DQP137190/GZF689854	FOOTBALL	10/23/2025
214-001	XEROX 5845APT	EX7415896	FULBRIGHT HONORS	4/1/2019
215-001	XEROX W7835PT	MX1216825	STUDENT ATHLETE SUCCESS	8/14/2020
215-002	XEROX W7845PT	MX4760545	STUDENT ATHLETE SUCCESS	8/11/2020
215-003	XEROX W7835PT	MX1216816	STUDENT ATHLETE SUCCESS	8/11/2020
215-004	XEROX W7835PT	MX1216762	STUDENT ATHLETE SUCCESS	8/11/2020
215-005	XEROX W7835PT	MX1216530	STUDENT ATHLETE SUCCESS	8/11/2020
217-001	XEROX C7025	3UA286708	INOV - ENGINEERING SOUTH	4/25/2023
218-001	XEROX C8055H	8TB647345	HONORS COLLEGE	3/5/2025
220-001	XEROX C405	4HX960520	NURSING	8/13/2025
220-002	XEROX C8145	EHQ207857	NURSING	9/10/2025
222-001	XEROX 5955APT	A2M741140	FOREIGN LANGUAGE	1/25/2022
223-001	XEROX C8145H	EHQ348577	BAND LIBRARY	6/27/2027
224-001	CANON IMAGERUNNER ADVANCE 8505 I II	XQU00996	ATHLETICS - COMMUNICATIONS	12/1/2023
225-001	CANON IMAGERUNNER ADVANCE 8505 I II	XQU01170	ATHLETICS - COMMUNICATIONS	12/1/2023
226-001	XEROX W7835PT	MX1197786	AWTC	4/22/2019
227-001	XEROX C8035H	3TX397295	BASEBALL	3/27/2023
228-001	XEROX 5845APT	EX7390617	FRESHMAN ENGINEERING	8/30/2018
229-001	XEROX W7830PT	MX1215122	LAW SCHOOL	7/21/2020
230-001	XEROX W7855PT	MX4503169	Indigenous Food & Agriculture Initiative	3/28/2022
233-001	XEROX W7225PT	LX5692104	STUDENT STANDARDS	6/27/2019
234-001	XEROX B7035H	5DA081768	Research and Compliance	7/25/2022
235-001	XEROX 5945	A2M636862	MEN'S ATHLETICS	6/18/2020
236-001	XEROX C8145	EHQ350496	NANO SCIENCE	5/11/2027
236-002	XEROX 5955	AM2658158	NANO - STUDENT	3/23/2021
237-001	XEROX 5955APT	A2M737258	POLITICAL SCIENCE	8/16/2021
239-001	XEROX C405DN	4HX959675	OCCUPATIONAL THERAPY	8/30/2025

241-001	XEROX C8045H	8TB647883	IDEALS INSTITUTE	1/21/2025
242-001	XEROX C8045H	8TB647875	STUDENT SUCCESS	1/21/2025
243-001	CANON IR 4545	2QD08894	QUAD - STUDENT	2/27/2025
244-001	XEROX C8145H	EHQ216287	VET DIG LAB	10/13/2025
245-001	XEROX C405DN	4HX578013	DCOP	11/10/2022
246-001	XEROX C8145H	EHQ347262	INTEGRATIVE AND INNOVATIVE RESEARCH	7/21/2027
SEC 001-001	XEROX 5955	A2M605860		3/15/2021
SEC 001-012	XEROX 5955	A2M605937		3/15/2021