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KISD DOCUMENT MANAGEMENT RFQ ADDENDUM #1

This addendum documents the questions, answers and statements since the **KISD DOCUMENT MANAGEMENT RFQ** release.

- 1) Is there a Data Center?
 - a. Yes, it is located Education Support Complex First Floor at the administration office location at 6301 South Stadium Lane Katy, TX 77492

- 2) There are approximately 68 Xerox units installed throughout Katy ISD whose contracts expire at various times in the future apart from those that expire in August 2004. What is Katy ISD's intention with these units? Does Katy ISD intend to replace these units at this time?
 - a. Katy ISD intended to allow these units expire as contracted. As these units are replaced, the copies per year per machine will be pro-rated for that year and added to the annual base figure. Overages will be calculated at the same rate or less as the original contract. Katy ISD will consider an option to cost effectively replace these units in a shorter timeframe.

- 3) On page 3 paragraph 3 and on 15 paragraph 3 you state that vendor will propose as an add alternate the copying services provided by the printing and publications department. Please Clarify?
 - a. The Print Shop services are being evaluated as a separate line item within this RFQ. The awarded contract may or may not include the services currently being provided by the district Print Shop. The responding vendor will submit a proposal line item outlining the proposed solution to provide the current Print Shop services.

- 4) Cost Summary Page 21 and page 30. You state that complete detail including bill of material is required. What exactly are you requesting or do you have a format for the required Bill of Material?
 - a. Yes. As a minimum, the bill of materials being provided as a solution set by the vendor must include items outlined in Section 5.2.

- 5) Are there any color requirements for Katy ISD?
 - a. There are no additional color requirements other than the color requirements as provided by the existing inventory listed in the RFQ.

- 6) Is there a possibility of an extension on your RFP response deadline?
 - a. Vendors should send a formal request stating the length of the extension requested and why. These requests will be evaluated by the selection committee and decisions communicated to the active proposing vendors.

- 7) Is it possible for Katy ISD to provide simple floor plans for all the High School Locations and the new Administration building complexes, 1 new elementary and 1 new junior high campus? Fire Escape plans would be acceptable?
 - a. Best effort attempts are being made. I will forward what is gathered as it is gathered.

- 8) The currently owned Xerox and Canon units - Is it Katy ISD's requirement to have these units removed at this time or leave in place?
 - a. Katy ISD is interested in what is in the best interest of Katy ISD. Proposals will be evaluated and it will be determined if these units should be replaced or left in there current capacity based upon proposal options submitted.

- 9) Is it possible to get the RFP in word format so we can imbed our exceptions?
 - a. No, the RFQ will not be provided in word format. Document exceptions as outlined below (sample) so the evaluation committee can reference all exceptions very easily. Otherwise the committee needs to go thru a many 100 page documents to hunt and compile these exceptions.

Sample Reply Format (line item samples only here):

1.0 GENERAL

- 1.1 Introduction - Understand
- 1.2 Background - Understand
- 1.3 Project Description - Understand
- 1.4 Scope of Work Overview - We will be only responding to the Xerox Replacement Section
- 1.5 Schedule of Events - Understand
- 1.6 Questions - Understand

2.0 TERMS AND CONDITIONS OF REQUEST FOR QUOTATION ("RFQ")

- 2.1 Response Submission - Understand and will comply
- 2.2 Costs Associated with Preparation of The Vendor's Response- Understand and will comply
- 2.3 Mandatory Proposers Conference- Understand and will comply
- 2.4 Interpretation and Additional Information- Understand and will comply
- 2.5 RFQ Point of Contact- Understand and will comply
- 2.6 Proposal Binding Period- Understand and will comply
- 2.7 Omissions- Understand and will comply
- 2.8 Rejection of RFQ- Understand and will comply
- 2.9 Vendor Qualifications and References- Understand and will comply; our CISV number is
XXXXXXXXXX
- 2.10 Project Team- Understand and will comply - Resumes of our team and team organization are
in Section 10 of this proposal
- 2.11 Certifications- Understand and will comply
- 2.12 Project Manager- Understand and will comply; Project Manager is Will B. Managed; See
Section 10 for resumes