**AoG Print Technology and Associated (PTAS) Contract
Requirements and Quote template for schools**

Signing on to a new print contract is a significant commitment as it must meet your needs for the next 4-5 years.

It is important that you think through your school’s needs, not just today, but also over the next few years.

The time that you spend on clearly defining your needs (through consultations with your internal stakeholders) can help you to obtain the best print solution.

You can use the templates in this document to obtain quotes from print services providers under the All-of-Government (AoG) PTAS contract. Use this template to:

* provide information about your school and your needs to providers
* obtain quotes from the providers.

This template is for guidance only and can be adapted/modified to suit your needs. The template is tailored for monthly lease and outright purchase pricing models only and is not designed for cost-per-copy (managed or standard).

The template has four sections:

|  |  |
| --- | --- |
| **Section** | **Coverage** |
| Part A – School Information | Provides information about your school and your current printing environment.  |
| Part B – Our Requirements | Documents your requirements for the future solution.  |
| Draft Email  | A draft email you can send to providers inviting quotations. |
| Part C – Quote Form  | Provides a template to be used by the provider/s to submit their quote/s.  |

If you have any suggestions for the templates, please feel free to contact us at Print.CoE@mbie.govt.nz or School.Buying@education.govt.nz

**How to complete the templates:**

* Complete Parts A and B with information about your school and its needs.
* Update the sections highlighted in yellow with your information. Delete blue highlighted instructions when you have finished.
* Part C will need to be completed by the provider/s. Please make any updates as needed to Part C before issuing.
* Draft an email to the providers as per the format in the “Draft Email” section. Send the email to the provider contacts as provided in the [NZGPP website](https://www.procurement.govt.nz/contracts/print-technology-and-associated-services/print-technology-and-associated-services-providers/), along with completed Parts A-C.

**AoG PTAS Contract Requirements and Quote template**

Part A – School Information

*This section provides the information about the school and its current printing environment.*

B1. School profile

|  |  |
| --- | --- |
| **Item** | **Detail** |
| School name |  |
| School physical address |  |
| School website |  |
| Number of staff |  |
| Number of students |  |
| *Notes: add any special notes*  |  |
| Key contact person |  |
| Role |  |
| Phone/s |  |
| Email address |  |

B2. Current print contract

 **Note to providers [*update as needed*]:**

The current print contract information is only for reference. We are not looking for a ‘like for like’ replacement of our old devices with new devices. We want the providers to propose the best print solution to meet our needs as specified on Part B. This may include optimising the print fleet to better meet our needs, while reducing costs. *Provider details:*

|  |  |
| --- | --- |
| **Item** | **Detail** |
| Current provider name(s) |  |
| Current contract expiry date(s) |  |
| Expected start date for new contract |  |

*Last 12-month print volumes – all devices*

*Instruction:*

* *Your current print supplier may be able to provide the print volumes, or you may be able to obtain the volumes from your printing reports.*
* *It is ideal to show 12 months data at the minimum so that you can show any monthly variations. If multiple years’ data is available, you may provide this additional information as well (by adding extra rows or columns).*
* *Future print volumes may differ significantly from your historic volumes. Add comments about any pending changes that may materially influence future print volumes. This may include changes to roll size, new buildings or transition to digital environments.*

| **Month & Year**  | **Mono (black and white) print volumes** | **Colour print volumes** |
| --- | --- | --- |
| *Month 1 (e.g. Jan 2020)* |  |  |
| *Month 2 – specify period* |  |  |
| *Month 3 – specify period* |  |  |
| *Month 4 – specify period* |  |  |
| *Month 5 – specify period* |  |  |
| *Month 6 – specify period* |  |  |
| *Month 7 – specify period* |  |  |
| *Month 2 – specify period* |  |  |
| *Month 9 – specify period* |  |  |
| *Month 10 – specify period* |  |  |
| *Month 11 – specify period* |  |  |
| *Month 12 – specify period* |  |  |
| **Total (actual print volumes)** |  |  |

*Print device details*

*Instructions:*

* *For each print device you have, capture information on whether they are a single function device (SFD) or a Multi-Function Device (MFD). SFDs only do printing. MFDs also allow you to photocopy, scan and fax.*
* *Write the device model number.*
* *Write the room/location for each the device.*
* *If possible, write the mono (black and white) and colour print volumes for each device. This information will allow providers to give you the best solution.*
* *You may want to include a site map showing the location of each room. This will help providers suggest optimal solutions, e.g. reducing the number of devices.*

| **#** | **SFD/MFD** | **Device model #** | **Room/location** | **Mono print volume each year** | **Colour print volume each year**  |
| --- | --- | --- | --- | --- | --- |
|  | *Specify whether an SFD or MFD* | *model number of the device.* | *Room in which the device is located (eg. admin building, art room etc.)* |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | *Add rows as needed – one row per device* |  |  |  |

*Other related information*

|  |  |
| --- | --- |
| **Item** | **Detail** |
| Print software | *Specify if you use any print management software, e.g. Papercut* |
| How access to print devices are controlled | *Specify here how student and staff access to devices are controlled. e.g. through logins/ access cards, and/or if staff use ID codes to log in to devices and students can use ‘pre-paid cards’ with the devices.* |
| Number of PCs / Laptops | *Specify here the number of PCs or laptops used in the school, what type they are (Windows, Chromebooks etc.), and whether the school uses predominantly school owned devices or BYOD – provide a split if possible. Indicate whether BYOD devices are allowed print access.* |
| IT environment (Operating System, device type etc.) | *Specify the break-down of IT devices by Operating System (Windows, Chrome, Apple OS etc.)**If you have an IT services provider, they may be able to provide a paragraph to explain the IT environment.*  |

Part B – Our Requirements

*This section sets out what you need in your print contract. This is where you can set out what you want from the future solution.*

 *Being clear about what you want can help the providers to propose the optimal solution.*

*Delete any information that does not apply.*

| **Item** | **Detail** |
| --- | --- |
| Objectives and goals  | *Provide a brief statement of what is important to you in the future print contract. Some typical goals for schools are:** *Optimise our printers (specifications and quantity) to best reflect our ongoing print needs.*
* *Track, manage and reduce print volumes and reduce costs*
* *Influence printing behaviour to reduce waste and promote sustainability (e.g. default to mono).*
 |
| Specific needs | *Provide your specific needs. We have suggested headings and sample requirements for you to tailor.**Be conscious of over-specifying your requirements, which can negatively affect pricing.**Device technical capabilities:** *A3 capability*
* *Colour capability*
* *Has scan to email capabilities*
* *Improved output per minute (for larger print jobs)*
* *Supports a range of paper /media types – e.g. paper, labels, envelopes [plus any specific requirements e.g. art paper]*
* *Can staple booklets*
* *Defaults to two-side printing and mono*
* *Reporting of print volumes by device is available*
* *Wide format printing for art rooms.*

*User Access:** *Can accept jobs from school owned devices*
* *Can accept jobs from school owned devices and BYOD*
* *Can accept jobs from multiple device types e.g. [edit as needed - Laptops, Chromebooks, PCs, iPads]*

*Security:** *Access to devices is restricted by [login/access cards]*
* *Swipe cards for personnel to collect print jobs from nearest printer.*
* *Software: Tracking of print costs by user for cost allocation*
 |
| New or new and refurbished devices | *Select one*The school will accept only new devices.*OR*The school will accept a mixture of refurbished and new devices. *Note: This is not recommended because often precludes a level playing field by allowing your existing vendor to retain machines which are already installed.* |
| Pricing model | *Select one from the following. It is preferable that you include a preferred pricing model, so that comparison is simpler.* *Outright purchase** *Outright purchase for equipment/service +*
* *Service and maintenance charged for actual print volume only, on a cost per copy basis (mono + colour)*

*OR**Monthly Lease* * *Fixed monthly cost to pay for equipment/service leased +*
* *Service and maintenance charged for actual print volume only, on a cost per copy basis (mono + colour)*

We are prepared to consider any cost model available under the AoG PTAS agreement. We expect you to propose the pricing model or models that you believe best meet our business needs. Please provide the rationale behind the recommended model/s. You may propose multiple models. |
| Statement of Work (SoW) term | We anticipate that the SoW will commence on (add date). The term will be (add number of months). *Note: The AoG Print Team recommends a 60-month term.*  |
| Existing print contract | *Select one***Contract ending soon**We are seeking a new contract to replace our existing contract. Our existing print contract ends on (add date). We intend for the new contract to start on (add date).*OR***Contract already expired**We are seeking a new contract to replace our existing contract. Our existing print contract has already expired. We intend for the new contract to start on (add date)/ASAP.*OR***Early Termination cost to be included**We have an existing print contract in place with (add supplier) expiring on (add date) that we want to break early. (Add supplier) have quoted $(add price) for the early termination cost which is to be covered by a new supplier. *OR***Early Termination costs not included**We have an existing print contract in place with (add supplier) expiring on (add date) that we want to break early. We will pay the Early Termination Cost ourselves, so it will not affect this request for quote.   |

**Attachments:**

* Optional - Site map including locations of the printers and any print rooms in the school.

**Draft Email**

*[Use this email template to send the Request for Quote to the providers. You can email this to the provider contacts on the* [*NZGPP website*](https://www.procurement.govt.nz/contracts/print-technology-and-associated-services/print-technology-and-associated-services-providers/) *– you can see the contacts when you login with a registered RealMe login]*

Hello,

I am contacting you regarding an opportunity to provide print technology and associated services to (add school name) under the All of Government (AoG) Print Technology and Associated Services (PTAS) contract.

I have attached a brief profile of our school in Part A and our requirements in Part B.

Please submit your proposal using the Quote Form in Part C of the attached document by (add date). *Note: We recommend a date that is minimum of 2 weeks in the future.*

If you have any questions in relation to this opportunity, please contact:

(Add name)

(Add email address)

(Add phone number)

*[Optional, to include if you are allowing a site visit; It is advisable to provide an opportunity for site visit if you are able to accommodate this, so providers can better understand your print environment.]*

We have arranged for a site visit for interested providers on (add date)

We look forward to receiving your quote.

**Part C – Quote Form**

|  |  |
| --- | --- |
| School name: |  |
| Street address: |  |
| Representative: | (name and position) |
| Email: |  |
| Telephone (DDI)/mobile: |  |
| Term of Statement of Work (contract):  | 60 months  |

|  |  |
| --- | --- |
| Provider: |  |
| Relationship/account manager: |  |
| Email: |  |
| Telephone (DDI)/mobile |  |

**Devices and Peripherals** – (*add more rows if needed)*

| **No.** | **Device****Model** | **Specific Location** | **Estimated monthly print volume\*** | **Peripherals**  | **Outright purchase** **(total)** | **Monthly Lease****(per month, 60-month term)** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  | M:C: |  |  |  |
| 2 |  |  | M:C: |  |  |  |
| 3 |  |  | M:C: |  |  |  |
| 4 |  |  | M:C: |  |  |  |
| 5 |  |  | M:C: |  |  |  |
| **TOTAL** | $ | $ per month |

**\*M = monochrome, C = colour**

**Service and Maintenance rate – including consumables**

|  |  |
| --- | --- |
| **Impression type / paper size** | **Service and Maintenance CPC Rate** |
| A4 and A3 – Mono |  |
| A4 and A3 - Colour |  |

**Software Products** – (*add more rows if needed)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Software name** | **Function of Software** | **Unit Price** | **Unit****Qty** | **Part Number** | **Outright purchase** **(total)** | **Monthly Lease****(per month, 60-month term)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL** | $ | $ per month |

**Professional Services** (*add more rows if needed)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service Description** | **Outcomes delivered** | **Unit Price** | **Unit****Qty** | **Outright purchase** **(total)** | **Monthly Lease****(per month, 60 month term)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **TOTAL** | $ | $ per month |

**Other** (*add more rows if needed)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service Description** | **Outcomes delivered** | **Unit Price** | **Unit****Qty** | **Outright purchase** **(total)** | **Monthly Lease****(per month, 60-month term)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **TOTAL** | $ | $ per month |

**Summary of all charges**

Outright purchase:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hardware**  | **Software**  | **Professional Services**  | **Additional/special requirements eg. Early termination charge** | **Total purchase price** |
|  |  |  |  |  |

Monthly Lease:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hardware Monthly Lease payment** | **Software Monthly Lease payment** | **Professional Services Monthly Lease payment** | **Additional/special requirements e.g. Early termination charge** | **Total Monthly Lease payment** |
|  |  |  |  |  |

**Service and Maintenance rate – including consumables**

|  |  |
| --- | --- |
| **Impression type / paper size** | **Service and Maintenance CPC Rate** |
| A4 and A3 – Mono |  |
| A4 and A3 - Colour |  |

**Pricing excludes 1.5% AoG administration fee & GST**