REQUEST FOR INFORMATION

RFI No.: 769-21-0308-BS
Title: Printing Service

Information Submittal Deadline: April 8, 2021, 2:00 pm, local time

Prepared by:
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Date Issued: March 12, 2021
1.1 **UNTS System Description**  
The University of North Texas System (UNTS) is a University system that is composed of the University of North Texas in Denton (UNT), the University of North Texas Health Science Center (UNTHSC) in Fort Worth and the University of North Texas at Dallas (UNTD). The UNT System Administration is based in downtown Dallas. The three independent universities of the UNT System have combined enrollment of just over 42,000 students across five major teaching locations, including each main campus as well as Frisco and downtown Dallas. Proposals submitted in response to this RFI shall be for goods and/or services provided to UNTS, UNT, UNTHSC and/or UNTD, as agreed to in writing by the parties.

1.2 **Background**  
UNTS is seeking information about Printing Service Solutions 985-00 and 600-72.

The UNTS has a fleet of multi-function copiers, printers, scanners and large-format devices located in multiple buildings at multiple location in multiple cities in the North Texas areas. The equipment is either owned or leased by one of the UNTS member institutions. Please see information below in regard to UNTS current state of printing service:

1. More than 1,000 printers
2. All major manufactures of devices are currently in operation
3. Full range of models from ultra heavy duty to light usage
4. Single function and multifunction
5. Monochrome and color
6. Millions of pages printed annually
7. Devices are located throughout numerous buildings across campuses and sites
8. Managed via PaperCut MF
9. MFPs operate integrated scanning via PaperCut firmware
10. Most devices are serviced by UNT staff
11. A mix of owned vs lease

2.1 **Submittal Deadline**  
UNTS will accept information submittals in response to this RFI until 2:00 p.m., local time, on April 8, 2021 (the “Submittal Deadline”).

2.2 **UNTS Contact Person**  
Proposers will direct all questions or concerns regarding this RFI to the following UNTS contact (“UNTS Contact”):

   Barry Sullenberger  
   Strategic Sourcing Coordinator

The University specifically instructs all interested parties to restrict all contact and questions regarding this RFI to written communications forwarded to the UNTS Contact via the following email: barry.sullenberger@untsystem.edu

2.3 **Schedule of Key Events**

Issuance of RFI ........................................ 3/12/2021

Submittal Deadline .................................... 4/8/2021, 2:00pm, local time  
(Ref. Section 2.1 of this RFI)
Note: This events schedule is for planning purposes only and may be changed at the sole discretion of UNTS.

3. **Number of Copies**

Proposer must submit one (1) complete copy of its *entire* proposal to

Barry Sullenberger  
Barry.sullenbergeruntsystem.edu

4. **Purpose**

The purpose of the RFI is to solicit information for possible solutions for the replacement of the existing multi-function devices and improvement of the current print environment. The UNTS is requesting information from companies that specialize in the sale, lease, supply, maintenance, and management of print and multi-function devices. The information collected will assist in the preparation of a Request for Proposal that may be issued in 2021 subject to change.

5. **PROCESS**

A committee of end users and department stakeholders will review the RFIs as part of the process for possibly developing a formal Request for Proposal. Respondents may be contacted for additional information or clarification of any aspect of their RFIs prior to issuing the Request for Proposal.

6. **SCOPE of INFORMATION**

Interested companies should prepare a written narrative describing how they would approach this project. The committee is seeking innovative, insightful, relevant, and understandable responses. Vendors are encouraged to utilize their experience and knowledge of industry best practices to prepare a summary of options for consideration including, but not limited to:

- Unique approaches that helped other similar sized customers/university systems
- Optimal device functionality and right-sizing of equipment to meet the UNTS’s needs
- Financing / leasing options based on industry standards for lifecycle replacement
- Equipment reliability and maximizing device uptime
- Security
- Improving efficiency and reducing overall printing costs

7. **THIS IS A REQUEST FOR INFORMATION (RFI) ONLY**

This RFI is issued solely for information and planning purposes. This request for information does not commit UNTS to contract for any supply or service whatsoever. UNTS is not at this time seeking price proposals and will not accept unsolicited proposals. Not responding to this RFI does not preclude participation in any future RFI. If a solicitation is released, it is the responsibility of the potential offerors to monitor the UNTS website for additional information pertaining to this requirement. [https://www.untsystem.edu/bid-opportunities](https://www.untsystem.edu/bid-opportunities)