



**Board Proposal Tabulation
RFP #19-03 Multi-functional Digital Copier Equipment and Services**

Authorized: May 31, 2019

Advertised: April 18, 2019 & April 25, 2019

Proposals Received: May 22, 2019

Scoring Criteria: Pricing (40%), Ability to Meet Specifications (30%), Service, Experience, and References (20%), and Training (10%)

Evaluation Team: Carlos Williams, Director of Technology
Jason Laborde, Print Shop Manager
Desiree Kennedy, Server Specialist
Cory Reed, LAN Manager
Misty Thomas, LAN Manager
Keith Houpy, LAN Manager
Denee Aydell, Accountant

Submissions – Score (Total Possible of 500):

Canon Solutions-	500
Konica Minolta-	420
Uni-Copy-	384

Recommendation

Based upon the evaluation criteria set forth in RFP #19-03 Multi-functional Digital Copier Equipment and Services, staff recommends contract award to Canon Solutions as the offerer whose proposal is the most advantageous to Livingston Parish Public Schools. We are seeking a contract with a five year price guarantee and the option to cancel upon 30 days written notice.

Maria Bernard
Purchasing Agent