

Frontier Schools

Request for Proposal (RFP)

Digital Copier and Printer Services

Frontier Schools is accepting proposals for district-wide Digital Copier and Printer Services. Frontier Schools is seeking qualified vendors to provide digital copier and printer equipment and related software that support the organization's current and long-term copying, scanning, and printing needs.

Guidelines:

1. Each requirement, request, and guideline included in this RFP must be reviewed and properly addressed in the proposal.
2. All equipment included in the proposal must conform to the specifications provided in this RFP.
3. The Vendor must provide warranty terms for all products and equipment proposed.
4. The Vendor shall provide a clear and detailed breakdown of equipment costs.
5. The Vendor must provide an estimated timeline for product delivery. The equipment will be delivered to four different locations in Kansas City.
6. Proposals must remain valid for at least 120 days from the proposal submission deadline.
7. Prices quoted shall not include federal or state taxes from which the District is exempt. The necessary tax exemption certificate will be provided to the vendor upon request.
8. A purchase order will be issued to the selected vendor. Payment will be made upon receipt and acceptance of the equipment.
9. All technology-related questions regarding this RFP should be submitted in writing to Mr. Yunus Ozdemir, Director of Instructional Technology and Data Services, at yozeimir@frontierschools.org. All other questions should be submitted to Dr. Ibrahim Keles at finance@frontierschools.org.

The District reserves the right to accept or reject any or all proposals, in whole or in part, at its discretion. While price is an important consideration, it will not be the sole determining factor in the selection of a vendor.

No payments will be made, and no orders will be submitted until the Frontier Schools Board of Directors has accepted a proposal and formally awarded the contract to the selected vendor. A contractual relationship between the District and the vendor will be established upon execution of a contract or other agreement by the authorized representatives of both parties.

The District reserves the right to modify or issue amendments to this RFP at any time. The District also reserves the right to cancel or reissue the RFP. Any amendments, modifications, or other notices related to the RFP will be posted by the District.

Proposals must be submitted no later than **November 1, 2026**. Proposals shall be submitted to:

Frontier Schools

Dr. Elyar Isgandarli, COO

Email Address: ielyar@frontierschools.org

Bid Evaluation

The Frontier Schools Evaluation Committee will evaluate all proposals. After the proposals have been opened, Frontier Schools reserves the right to waive minor irregularities in any proposal and/or request clarifying information from one or more respondents, as deemed appropriate.

Proposals will be evaluated based on the following criteria:

- **Cost/Pricing:** Cost of the proposed products and services.
- **Qualifications and Experience:** A brief description of the vendor, including its history, number of years in business, types of services provided, and legal status of the vendor's organization.
- **Responsiveness:** Clarity, completeness, and relevance of the vendor's response to the RFP requirements.
- **Delivery Timeline:** The proposed timeframe for delivery of the equipment.

Selected vendors will be invited to participate in an interview and presentation process, during which they will have an opportunity to present their proposed solutions and respond to questions regarding their proposals.

Equipment Condition:

The copier must be brand new. Used, refurbished, remanufactured, leased, or demo equipment will not be accepted.

Vendor Payment:

Frontier Schools will issue payment to the vendor upon completion of the project. The project must be completed to the satisfaction of Frontier Schools before payment is released.

Lease Start Date:

- August 1st, 2027

Printer Quantity and Requirements

School Information	Quantity
Frontier School of Excellence (6 - 12) 5605 Troost Ave., Kansas City, MO 64110 Email: fse@frontierschools.org Phone : (816) 822 1331	2
Frontier STEM High School (9 - 12) 6455 East Commerce Ave., Kansas City, MO 64120 Email: infostem@frontierschools.org Phone : (816) 541 8200	2
Frontier School of Innovation (Pre-K - 3) 6700 Corporate Dr., Kansas City, MO 64120 Email: fsi@frontierschools.org Phone : (816) 363 1907	2
Frontier School of Innovation (4 - 8) 1575 Universal Ave., Kansas City, MO 64120 Email: fsi@frontierschools.org Phone : (816) 241 6202	2
TOTAL Copier/Printer	8

Frontier Schools plans to open a new elementary school, Frontier STEM Academy–Columbia, in Columbia, Missouri, for the 2027–2028 school year. If the school opens as planned, two additional printers will be required, increasing the total number of printers under this RFP to ten (10).

Device Requirements
Multi-function Copier Black & White Minimum Output: 95 PPM
Standard Paper Capacity: 3,600 Sheets Minimum
Networked Copy, print, scan, email, scan-to-USB: Required
Finishing: Offset Sort, Multi-Position Staple-Finisher (up to 50 sheets minimum)
At least 100,000 pages per month

- The Vendor must provide a sample agreement with the proposal.
- The Vendor should provide software that allows for centralized print and copy management at no additional cost. The management system must include a virtual queuing option that allows users to print from any copier within their building or across the District while requiring only one copier installation on the user's device.
- The software must automatically capture monthly meter readings for each multifunction device without requiring end-user intervention. In addition, the software must be capable of generating reports showing usage volume by machine and distinguishing between printing and copying on a daily, monthly, and annual basis (fleet management reports).
- Machines must include a high level of data security and a method for notifying administrators of potential intrusions. Devices should also be capable of monitoring outbound network communications originating from the device to detect potential cybersecurity threats.
- The Vendor shall be responsible for completing all software and firmware upgrades on applicable leased machines within a reasonable period following the release of such updates.
- Within one hour of a remedial service call being placed, the Vendor's service technician must contact the designated representative at the device location to confirm receipt of the request and provide an estimated response time. The Vendor shall provide on-site service within four (4) business hours after a service call is placed during normal business hours. For example, a service call placed at 3:00 p.m. would require an on-site technician visit no later than 10:00 a.m. on the next business day.
- The Vendor shall maintain an inventory and delivery system for parts and consumable supplies in quantities sufficient to meet the requirements of this contract.
- Each individual unit installed at any Frontier Schools location under this contract shall maintain a minimum average uptime of 95% during each calendar quarter. A unit shall be considered "down" whenever the Vendor is notified by an authorized representative of Frontier Schools that: (a) image quality has become unreadable or otherwise unacceptable to a Frontier Schools user; and/or (b) one or more of the equipment capabilities specified in this contract are not functioning to the satisfaction of Frontier Schools.
- Any individual unit that fails to meet the required 95% uptime standard for two consecutive calendar quarters may, at the discretion of Frontier Schools, be required to be replaced. Upon receipt of a written replacement request from Frontier Schools, the Vendor shall replace the unit within ten (10) business days with equipment that meets or exceeds the specifications of the original unit at no additional cost to Frontier Schools. If a replacement unit subsequently fails to meet the 95% uptime requirement for two consecutive calendar quarters, Frontier Schools may cancel the contract with respect to that unit without penalty.

Cost of Copies and Prints

The following cost per page price is requested for each type of equipment listed below.

- Cost per page Black & White (Copier)
- Cost per page Black & White (Printer)
- If any additional cost is required

Please provide pricing for both 60-month and 48-month options.

Model	60-Month Base Monthly Lease Per Unit	48-Month Base Monthly Lease Per Unit

Delivery Duration of Equipment after the Order: _____

Vendor Information:

Name of Bidder _____

Address _____

Phone _____

Fax _____

Email _____

Contact person _____