

BROCKTON PUBLIC SCHOOLS
CITY OF BROCKTON, MASSACHUSETTS

ADDENDUM NO. 1

DISTRICTWIDE MANAGED PRINT SERVICES
Brockton Public Schools | City of Brockton, Massachusetts

ADDENDUM INFORMATION

Addendum Number:	Addendum No. 1
Project Name:	Districtwide Managed Print Services
Procurement Number:	BPS-2026-025
Issuing Entity:	Brockton Public Schools / City of Brockton
Issue Date:	June 17, 2026
Original Due Date:	To Be Confirmed Per RFP
Revised Due Date:	Friday, July 10, 2026 at 12:00 PM
Procurement Contact:	John Foley, Procurement Manager
Submit Questions To:	43 Crescent Street, Brockton, MA 02301

NOTICE TO PROPOSERS

This Addendum is issued to provide responses to proposer questions and to clarify certain requirements of the Districtwide Managed Print Services RFP. Except as modified by this addendum, all terms, conditions, specifications, and requirements of the RFP remain unchanged.

PROPOSER QUESTIONS AND DISTRICT RESPONSES

Question 1: Will the District hold an onsite or Teams meeting with vendors to go over the scope of this project?

Response: The District will not hold individual meetings with vendors. To maintain a fair and consistent procurement process, all questions must be submitted in writing, and all responses will be issued through the official addendum process.

Question 2: When will the detailed data of current fleet, locations, volumes, floor plans, etc. be available and how will it be transmitted?

Response: The District will provide all prospective proposers with a utilization data set covering current device models, monthly volume by device, and location-by-location deployment information. The data set will be

posted through the District's designated procurement posting location as a supplemental file associated with this addendum. The data will be provided in Excel or CSV format.

Question 3: Will the utilization data include monthly mono/color volume, current device placement, and user counts by location?

Response: The utilization data set will include current device model, location/building, available placement information, and available monthly volume by device. Where mono/color volume is available, it will be included. User counts by location will be provided where available or may be substituted with staffing counts by location if more accurate for planning purposes.

Question 4: Are floorplans or network diagrams available for larger school locations to support proposed device placement?

Response: Floorplans and network diagrams will not be provided at this time. Proposers should base their recommendations on the District-provided utilization data, current deployment information, building-level volume, and their own fleet-design methodology. The District may make final placement adjustments during implementation in coordination with the awarded vendor.

Question 5: Do you own or lease the hardware that is in place now? If leased, are there obligations that should be accounted for?

Response: The District's current environment includes a decentralized fleet with varying ownership and support arrangements. Proposers should not assume that existing devices will remain in service. The proposed solution must be based on net-new hardware as required by the RFP. Any known lease or transition obligations that are material to proposal preparation will be identified by the District if applicable.

Question 6: When the RFP refers to MFDs, is the District referring to A3 and A4 output devices, or only A4?

Response: For purposes of this RFP, MFD refers to multifunction devices capable of print, copy, and scan functions. Proposers may recommend A3 or A4 devices where appropriate based on building need, volume, and use case. The District expects the proposed fleet to be standardized, consolidated, and limited to no more than the device tiers identified in the RFP.

Question 7: Are all output devices, including A3 and A4 devices, in scope?

Response: Yes. The intent of the RFP is to address the District's managed print environment comprehensively, including applicable networked printers, copiers, and multifunction devices. Low-volume personal desktop printers should not be proposed as standard replacement devices for classroom or general-use areas.

Question 8: Does the District currently have a managed print program in place for laser printers/MFDs providing service and support?

Response: The District currently operates a decentralized print environment and is seeking to transition to a centrally managed print services model. Proposers should base their responses on the future-state requirements stated in the RFP.

Question 9: Does the District currently have output management software? If so, what is it, and can license information be provided?

Response: The District is seeking a centrally administered print management platform that meets the functional, security, reporting, policy enforcement, AD/Entra ID integration, and secure pull-printing requirements stated in the RFP. The District is open to on-premise, cloud-based, or hybrid solutions, provided the proposed solution meets all RFP requirements and applicable data privacy/security requirements. The District does not currently have a districtwide output management platform deployed.

Question 10: Is the District's intent to award a vendor and then allow the awarded vendor to perform the full assessment and provide a final pricing proposal?

Response: No. Proposers must submit a complete technical proposal and price proposal by the proposal submission deadline. The District is providing utilization data to support proposal development. Proposers must use the District-provided data to develop their recommended future-state fleet plan, pricing model, and three-year total cost of ownership. Post-award assessment may be used to validate implementation details and final placement, but it may not be used to defer required pricing or core proposal commitments.

Question 11: Will "critical devices" for the 4-hour SLA requirement be defined by the vendor or designated by the District during implementation?

Response: Critical devices will be designated by the District, in consultation with the awarded vendor, during implementation. Critical devices are expected to include high-volume or operationally essential devices where downtime would materially disrupt school or administrative operations. Proposers should describe their recommended critical-device methodology in their proposal.

Question 12: Should staples be included within the "Supplies" category pricing requirements?

Response: Yes. If the proposed devices include finishing/stapling functionality, staples and related consumables must be included in the Supplies category or otherwise clearly identified in the proposer's pricing submission. No required supply item may be omitted from pricing.

Question 13: What is driving the current response timeline? Is there a current lease date the District is working with?

Response: The procurement schedule was established by the District to support evaluation, award, and implementation planning. Proposers should rely on the dates published in the RFP and any subsequent addenda.

Question 14: Has the District been working with a vendor or partner to provide the current fleet data?

Response: The District may rely on internal records, current operational data, incumbent service records, meter data, and other available sources to prepare factual fleet and utilization information. Any information material to proposal preparation will be made available to all prospective proposers through the official RFP process.

Question 15: Please confirm the proposal due date.

REVISED PROPOSAL DUE DATE

Response: The official proposal submission deadline is hereby extended to **Friday, July 10, 2026 at 12:00 PM**. Any prior posting, draft, or communication containing a different proposal due date is superseded by this addendum.

END OF ADDENDUM NO. 1

Proposers must acknowledge receipt of this Addendum in their proposal response.

Issued By:

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Brockton Public Schools
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