

BROCKTON PUBLIC SCHOOLS
CITY OF BROCKTON, MASSACHUSETTS

ADDENDUM NO. 2

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

ADDENDUM INFORMATION

Addendum Number:	Addendum No. 2
Project Name:	Districtwide Managed Print Services
Procurement Number:	BPS-2026-025
Issuing Entity:	Brockton Public Schools / City of Brockton
Issue Date:	June 17, 2026
Proposal Due Date:	Friday, July 10, 2026 at 12:00 PM (per Addendum #1)
Procurement Contact:	John Foley, Procurement Manager
Submit Proposals To:	43 Crescent Street, Brockton, MA 02301

NOTICE TO PROPOSERS

This Addendum No. 2 is issued to respond to additional proposer questions and to clarify certain requirements of the Districtwide Managed Print Services RFP. Except as expressly modified or clarified by this Addendum No. 2, all terms, conditions, specifications, requirements, and prior addenda remain unchanged.

This Addendum No. 2 expressly supersedes any prior inconsistent language in the RFP or prior addenda regarding the pricing period, Total Cost of Ownership period, color device eligibility, submission method, submission address, and service level response times.

PROPOSER QUESTIONS AND DISTRICT RESPONSES

Question 1: Does the RFP require a three-year or five-year Total Cost of Ownership?

Response: The RFP requires a three-year Total Cost of Ownership (TCO). Any prior reference to a five-year TCO, 5-year pricing, or 5-year total is hereby corrected and superseded. Proposers must submit pricing based on the District's required three-year contract term. Appendix A should be completed using a three-year total cost model. If a proposer provides supplemental pricing schedules, those schedules must reconcile to the required three-year Total Cost of Ownership.

Question 2: Should bidders assume only black-and-white devices are required, or will color devices also be considered?

Response:

The District's standard/common-area instructional print fleet shall consist of black-and-white MFDs.

Color devices may be proposed for main offices, designated administrative areas, production/graphics areas, and other District-approved specialty use cases.

Color-capable devices shall not be proposed as standard replacement devices for general/common-area instructional printing.

Proposers must clearly separate the proposed black-and-white common-area fleet from any proposed color devices. Any color devices must be specifically identified by location, use case, device tier/model, and associated cost.

Proposals will not be penalized for including color devices where clearly identified for main office, administrative, production/graphics, or other District-approved specialty use cases.

Question 3: Can the District provide the specific device models it is looking for?

Response: No. The District is not prescribing specific manufacturer models. Proposers are expected to recommend a future-state fleet based on the District-provided utilization data, building needs, staff counts, anticipated volume, and the requirements stated in the RFP. Proposed equipment must be net-new, standardized, and aligned with the District's goal of transitioning to a consolidated managed print environment. Proposers should identify their recommended device tiers, device specifications, placement methodology, and complete pricing in their technical and price proposals.

Question 4: Where can proposers obtain the utilization data set referenced in the RFP?

Response: The utilization data package was issued with Addendum #1 and is available through the District's official procurement posting location. Proposers are responsible for reviewing Addendum #1 and all supplemental attachments. The supplemental utilization workbook includes current printer/device inventory, desktop printing usage for the period of May 2, 2026 through June 1, 2026, building staff counts, and additional production/high-volume print devices.

Question 5: Does the District expect bidders to submit final pricing with the proposal, or will the awarded vendor perform a full assessment after award and then provide final pricing?

Response: 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 device placement, but it may not be used to defer required pricing or core proposal commitments.

Question 6: Can the District provide the Non-Collusion Form and Tax Compliance Certification?

Response: All required vendor forms, including the Non-Collusion Form and Tax Compliance Certification, must be completed, signed, and returned with the proposal. Proposers are responsible for submitting all required forms as part of their proposal package.

Question 7: Is Exhibit B / the standard municipal terms and conditions available?

Response: Exhibit B / standard municipal terms and conditions are part of the RFP package and/or official procurement posting. Proposers are responsible for reviewing all RFP documents, addenda, forms, and attachments prior to submitting a proposal. Any proposed redlines, exceptions, or requested changes to Exhibit B or standard terms and conditions must be submitted with the proposal response. If a proposer is selected, any submitted exceptions or redlines may be reviewed and discussed during contract finalization. Submission of exceptions or redlines does not bind the District to accept them.

Question 8: Should proposals be submitted by email, mail, courier, or hand delivery?

Response:

No electronic submissions will be accepted.

Proposals must be submitted by USPS, courier, or otherwise delivered to:

City of Brockton / Brockton Public Schools

43 Crescent Street, Brockton, MA 02301

Technical and price proposals must be submitted separately in sealed envelopes or sealed folders labeled accordingly, as required by the RFP.

This response supersedes any prior inconsistent submission-method or submission-address language.

Question 9: Where can vendors obtain the complete bid specifications, scope of work, submission requirements, deadlines, addenda, and related documents?

Response: All RFP documents, addenda, supplemental attachments, forms, submission requirements, and deadlines are available through the District's official procurement posting location. Proposers are responsible for reviewing all posted documents and addenda prior to submitting a proposal.

Question 10: Is the current fleet owned or leased? If leased, please provide the leasing company, expiration date, and any applicable buyout amounts.

Response: Proposers should base their proposals on the RFP requirement for net-new equipment and a future-state managed print solution. The District's current environment is decentralized and includes devices with varying ownership, support, and operational arrangements. Proposers should not assume retention of existing devices unless specifically proposed and clearly documented as an exception or alternate approach. Any current lease, buyout, or transition obligation that is material to proposal preparation will be identified by the District if applicable.

Question 11: Would the District consider purchase, lease, or both?

Response: The District will consider purchase, lease, or other all-inclusive managed print pricing structures, provided the proposal includes a complete three-year Total Cost of Ownership model and clearly identifies all hardware, software, services, supplies, maintenance, support, shipping, disposal, and incidental costs required to deliver the full scope of services. All pricing assumptions must be clearly documented.

Question 12: May offerors include leasing and maintenance agreements as part of the proposal response?

Response: Yes. Proposers may include proposed leasing, maintenance, or service agreement documents as supplemental materials. However, inclusion of such documents does not modify the RFP requirements or bind the District to any vendor-proposed terms unless expressly accepted by the District in the final contract. Any proposed agreement terms, exceptions, or redlines must be submitted with the proposal response.

Question 13: The RFP mentions mid-volume and high-volume devices. Can the District clarify expected pages-per-minute ranges or performance criteria?

Response: The District is not prescribing specific pages-per-minute thresholds. Proposers should recommend device tiers based on the District-provided utilization data, building needs, anticipated volume, duty cycle, reliability, serviceability, and the proposer's fleet consolidation methodology. Proposers must clearly identify the proposed device tiers, rated speed, recommended monthly volume, duty cycle, intended use case, and placement methodology for each tier.

Question 14: Are A3 and A4 devices both in scope?

Response: Yes. Proposers may recommend A3 or A4 devices where appropriate based on building need, volume, function, and use case. All proposed devices must align with the RFP's fleet consolidation requirements and must be included within the proposer's recommended standardized device catalog and pricing model.

Question 15: Is any managed print program, secure pull-printing platform, or output-management software currently deployed?

Response: The District is seeking a centrally administered print management and secure pull-printing solution that meets the requirements stated in the RFP, including Active Directory / Entra ID compatibility, policy enforcement, reporting, and secure print release. Proposers should not assume that any existing print-management, secure pull-printing, or output-management platform will be retained unless specifically identified by the District. Proposers should describe their proposed print management and secure pull-printing solution, including licensing, deployment model, authentication options, reporting capabilities, and any required District infrastructure or integration assumptions.

Question 16: Will there be scheduled walkthroughs, vendor meetings, or a Teams meeting to review the project scope?

Response: The District is not scheduling individual vendor walkthroughs or individual vendor meetings. If the District determines that a proposer conference, site visit, walkthrough, or virtual meeting is necessary, it will be announced by addendum and made available to all prospective proposers on equal terms.

Question 17: How many central print points exist at each site? Will layouts, floorplans, network diagrams, or building information be provided?

Response: The District has provided available location and utilization data through the supplemental utilization workbook issued with Addendum #1. Floorplans, network diagrams, and formal central print point layouts will not be provided at this time. Proposers should use the District-provided data and their own fleet-design methodology to recommend device placement. Final device placement may be validated with the awarded vendor during implementation.

Question 18: Is the intent to replace the entire fleet at project launch, or will devices be refreshed in phases?

Response: Proposers should provide an implementation plan that delivers a complete managed print solution within the implementation timeline stated in the RFP unless an alternate schedule is proposed and accepted by the District. The District expects implementation to occur on a coordinated building-by-building or phased schedule to minimize operational disruption.

Question 19: Please confirm whether the full existing print fleet is expected to remain under maintenance and support throughout the transition period.

Response: The District expects the awarded vendor to provide maintenance and support for the proposed managed print solution once implemented. Existing fleet maintenance and support during the transition period will be coordinated by the District until devices are removed, replaced, or otherwise transitioned. Proposers should describe any transition support assumptions, including whether they propose to support existing devices during implementation, and should clearly identify any associated costs.

Question 20: Appendix A does not include a separate column for Cost-Per-Page. Where should cost-per-page pricing be reflected? May bidders modify the pricing format?

Response: Proposers must complete Appendix A as required. Proposers may include a supplemental cost-per-page schedule or pricing narrative, provided the required Appendix A pricing and three-year Total Cost of Ownership are complete and reconcile to the proposer's full pricing model. No required cost may be omitted from Appendix A.

Question 21: Can the District clarify the "universal toner" requirement?

Response: The intent of the universal toner/supply requirement is to reduce device-specific ordering complexity and eliminate routine manual supply ordering by District staff. Proposers should describe their proposed supply model, including standardization approach, proactive replenishment, on-site backup inventory, supply compatibility, and whether supplies are OEM, manufacturer-approved, or otherwise compatible with the proposed devices. The proposed supply model must not void manufacturer warranty, reduce serviceability, or create unsupported equipment conditions.

Question 22: Should staples be included within the Supplies category?

Response: Yes. If the proposed devices include finishing or 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 23: Can the District clarify the SLA requirements for critical and standard devices?

Response: For purposes of proposal submission, evaluation, and contract performance, the applicable service level requirements are as follows. Any inconsistent prior reference to 4-hour critical / 8-hour standard response time is hereby superseded.

Device Type	Service Level Requirement
Critical Devices	On-site repair services within 8 business hours of a service request
Standard Devices	On-site repair services within 24 business hours of a service request
Loaner Devices	Available within 24 hours when a device requires off-site repair exceeding one business day
Fleet Uptime	98% uptime across the fleet on a rolling 30-day basis

Question 24: Will "critical devices" be defined by the vendor or designated by the District?

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 25: What is the anticipated go-live date?

Response: The final go-live schedule will be established with the awarded vendor after contract execution. The RFP requires full implementation within the stated implementation period unless an alternate schedule is approved in writing by the District. Proposers should provide a realistic implementation schedule that minimizes classroom and administrative disruption.

Question 26: Does Addendum #1 change or supersede any prior RFP terms?

Response: Addendum #1 and all supplemental attachments should be reviewed together with the original RFP. Where an addendum expressly modifies, clarifies, or supersedes a prior RFP provision, the addendum controls. Except as modified by addendum, all other RFP requirements remain unchanged.

Question 27: Must proposers acknowledge receipt of addenda?

Response: Yes. Proposers must acknowledge receipt of all addenda, including Addendum #1 and Addendum #2, in their proposal response. Failure to acknowledge receipt of addenda may be considered by the District during review of proposal responsiveness.

END OF ADDENDUM NO. 2

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

Issued By:

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