<u>QUESTIONS AND ANSWERS</u>

RFP for Digital Copier Program

Project # 12-39

April 12, 2012

To: All Prospective Respondents

From: Houston Community College, Procurement Operations

Subject: Informational Letter # 2 – This document is to clarify questions that were received in Procurement Operations within the time period specified in the solicitation document Request for Proposals (RFP) for Digital Copier Program (Project # 12-39).

Question # 5:
4.2.3 Will HCC provide detailed current volume and assets by location so that we can accurately calculate costs to manage non-supplied output devices mentioned in this section?

HCC Answer:
The following information was obtained from a project which reflects the number of desktop and laptop computers per location, as well as the number of printers. This information is intended to give you a benchmark from which you may calculate the ratio between computers and printers, provided this information is of benefit. HCC <u>is not requesting</u> that you include the "cost to manage" the computers as part of your proposal.

HCC Computer Inventory DELLs & MACs	
Total count of HCC desktops	11,816
Total count of HCC laptops	1,879
Total number of computer Dell and MACs	13,695
Printers (HP, Dell, IBM)	500-700

Colleges	Work Stations
Coleman College	558
Correctional Ed	132
Central	2,094
Northeast	1,383
Northwest	1,110
Southeast	1,491
Southwest	2,684
System - 3100 Main	1,351
Offsite	35
Subtotal	10,838
MAC Desktops	978
Grand Total	11,816

Question # 15:
Will you provide site headcount?

HCC Answer:
Originally, Information Letter # 1 (sent out on 4/10/12) was the student head count per location. Included below are the Employee head count per location.

	STUDENT COUNT	EMPLOYEE COUNT
Central College	20,057	1222
Coleman College	3,707	284
Northeast College	12,868	74
Northwest College	19,197	936
Southeast College	15,057	617
Southwest College	20,933	999
System Administration		1310

Question # 18:
How do you use PaperCut now?

HCC Answer:
Paper Cut will work with the multi-functional copiers by managing what data is sent to copiers and multifunctional devices. HCC has made a commitment to utilitizing PaperCut MF, we are currently in the implementation stage.

Question # 19:
Is it your desire to use PaperCut to monitor the MFP's?

HCC Answer:
Yes, our vision is to provide a District wide print management solution.