

## Copier Fleet Management Requirements Checklist

### Functional Checklist

Section	Functional Area	Type	Yes	No
1.1	Except for network connectivity, ensure the printer fleet has no impact on existing district staff.	Mandatory		
1.2	Support for follow me printing allowing users to print their documents on any fleet device.	Mandatory		
1.3	Provide an adequate number of dedicated on-site fleet support to allow for a minimum of monthly site visits.	Mandatory		
1.4	Maintain service tickets and communication of resolution with district staff	Mandatory		
1.5	Dedicated Onsite Fleet Service Technician to support the printing environment to include needed applications and print servers.	Mandatory		
1.6	Monthly report submitted to each department admin, or designee, detailing the printing volume and cost for each department employee. Department is defined as the "department" field in Active Directory.	Mandatory		
1.7	Provides reporting on job accounting, supplies, and printing metrics.	Mandatory		
1.8	Each site office copier supports RightFax licensing	Mandatory		
1.9	Teacher devices are based on the enrollment bands below: <ul style="list-style-type: none"> <li>• 300-750: 1 large teacher device, 1 small teacher device</li> <li>• 751-900: 1 large teacher device, 1 medium teacher device</li> <li>• 901-1100: 2 large teacher devices</li> <li>• Over 1100: 2 large teacher devices, 1 small teacher device</li> </ul>	Mandatory		
1.10	Offeror will email the district a weekly summary of calls to the Offeror for device support.	Mandatory		
1.11	Offeror will monitor all printing devices daily to identify devices that are offline or that have paper jams or other error status messages.	Preferred		
1.12	Offeror will not require district staff to perform extensive on-site troubleshooting.	Preferred		
1.13	Provide a process for handling devices that have excessive service issues.	Preferred		
1.14	Offeror will provide an SLA of 5 days on all fleet service requests. Failure to meet the SLA should include financial penalties.	Preferred		

## Technical Checklist

Section	Technical Area	Type	Yes	No
2.1	SSO integration with Azure AD SAML.	Preferred		
2.2	Cloud-based solution.	Optional		
2.3	SSO integration with Active Directory.	Mandatory		
2.4	Only IP protocols are enabled on the devices.	Mandatory		
2.5	System diagram showing how your proposed system will function on our network.	Preferred		
2.6	Devices provide accounting and access based on HID Prox.	Mandatory		
2.7	Devices support scan to email.	Mandatory		
2.8	Devices support scan to SharePoint online.	Preferred		
2.9	Devices support scan to USB.	Preferred		
2.10	Each school office is provided with a device that operates at 50 PPM or faster and provides b/w printing, collating, and stapling.	Mandatory		
2.11	Each school will get a minimum of 2 devices for teachers in addition to the office device. All devices will operate at 50 PPM or faster.	Mandatory		
2.12	Devices and software must be kept up to date to reduce the risk of vulnerabilities.	Mandatory		
2.13	Annual Preventative Maintenance, such as cleaning, will be done on an annual basis.	Preferred		
2.14	Key performance indicators are available on a live dashboard.	Preferred		