

## District Print Shop Management Requirements Checklist

### Functional Checklist

Section	Functional Area	Type	Yes	No
1.1	Provide chargeback costs by department within 15 days of the end of the month.	Mandatory		
1.2	Web based submission of print jobs for staff	Mandatory		
1.3	Capacity to print 160,000 impressions per 8-hour workday.	Mandatory		
1.4	Manage customer service interface, job output and quality, contract workload, employee oversight <ul style="list-style-type: none"> <li>• WebPortal management &amp; RSA System Administration</li> <li>• Print Shop workload management</li> <li>• Reporting</li> <li>• Attend meetings and facilitate trainings</li> <li>• Develop workflow processes for Print Shop</li> <li>• Provide Marketing and Change Management lead</li> </ul>	Mandatory		
1.5	Provide options for 2 <sup>nd</sup> and 3 <sup>rd</sup> shift operators for the print center top support 5x24 printing.	Preferred		
1.6	Provide options for weekend printing as needed to meet SLA.	Preferred		
1.7	Continue supplying, maintaining and supporting the district's RSA software suite to include WebCRD, QDirect, and other required systems to support the print center portal.	Preferred		
1.8	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		
1.9	Provide reporting on job accounting, supplies, and printing metrics.	Mandatory		
1.10	Provide a 3-day SLA, based on a monthly average, that includes delivery to site. Failure to meet the SLA should include financial penalties.	Preferred		
1.11	Maintain a list of all services provided with pricing that is interfaced with the web portal to provide customers with accurate pricing during online submittal.	Mandatory		
1.12	Offeror will maintain all software and hardware associated with the print center to include the web portal and related systems.	Mandatory		

## 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	System diagram showing how your proposed system will function on our network.	Preferred		
2.5	Each production printer must have the proven ability to deliver over 4-million impressions per month	Preferred		
2.6	Binding: Square edge Booklet Maker with Full-Bleed Creasing that is both in-line & off-line	Preferred		
2.7	Binding: Supports 120-page booklet capacity	Mandatory		
2.8	Binding: Saddle Stitching from 4.7" x 7.1" to 14.5" x 23.5"	Mandatory		
2.9	Binding: Booklet maker meets or exceeds the speed of the printers	Preferred		
2.10	Color Printing: Ultra-HD image quality with 10-bit technology resolution	Preferred		
2.11	Color Printing: Minimum 2400 x 2400 print resolution	Preferred		
2.12	Color Printing: Ability to print up to 750,000 per month	Preferred		
2.13	Color Printing: Creates booklets from standard sizes: 12" x 18" (SRA3), 11" x 17" (A3), 8.5" x 14" and 8.5"x 11" (A4)	Mandatory		
2.14	Color Printing: Custom sizes range from 3.9" x 5.7" up to 13.0 x 26"	Mandatory		
2.15	Color Printing: Ability to print Virtually all stocks: Coated, uncoated, envelopes, tabs, polyester/synthetic, textured, colored, banner, custom media and mixed-stock printing	Mandatory		
2.16	B/W Printing: Supports printing on carbonless 2-, 3-, and 4-part media	Mandatory		
2.17	Devices and software must be kept up to date to reduce the risk of vulnerabilities	Mandatory		
2.18	Annual Preventative Maintenance, such as cleaning, will be done on an annual basis.	Preferred		
2.19	Key performance indicators are available on a live dashboard.	Preferred		