REQUEST FOR PROPOSAL (RFP)  
BLUE VALLEY UNIFIED SCHOOL DISTRICT NO. 229

RFP # 20014
For: COPIER AND SMART LASER PRINTER SERVICES PROJECT
Date Released: December 4th, 2019

EXHIBIT - E1

IMPLEMENTATION PLAN OVERVIEW

The purpose of the information within Exhibit E1 & E2 is to provide some structure and high level guidance in the overall implementation planning. The dates listed below may be slightly altered if the District makes the final determination based on a business decision. Any questions answered in the RFP about implementation must take these dates into consideration and illustrate how and where improvements can be made. Any concerns related to this schedule need be identified and further explained in the RFP response.

Exhibit E2 is also attached to illustrate many of the detailed steps necessary in planning this implementation.

The successful vendor is responsible for layering the training plan over the implementation dates noted within this document.

In no way is the District stating that this document is final or all inclusive.

IMPLEMENTATION PLAN MAJOR DATES

1. The goal of the RFP is to award on March 10th, 2020. Contract negotiations will begin prior.

2. Initial meeting to discuss transfer of information and coordinate implementation plan details will begin immediately upon award.

3. “Accounting Software” setup shall begin on or just before the initial Walk-up Copier test installation and continue throughout the fleet deployment. The successful vendor will work with the District to fine tune reporting prior to July 1st, 2020.

4. Walk-up Copier test installation of at least 3-5 devices representative of each device family to take place as soon as possible after award and no later than May 8th, 2020. Location will be at the District Office and exact models will be identified at the time of award. These devices will cascade and be sent out as part of the final deployment.

5. Print Shop Installation of Computer Hardware, Software and Copiers to begin on June 16th, 2020 and complete by June 22, 2014. This installation should include
some initial operator training. It is possible that some computer hardware and software installation can begin prior to June 16th, 2020.

6. The District Campus* Group A Copier and Smart Laser Printer Installations are to happen June 15th – June 18th, 2020.

7. Middle and High School* Group A Copier Installations are to happen June 22nd – June 26th, 2020.


* Some locations will be under various stages of construction. Delivery and final installation will not be possible until late July or Early August. These locations will be made known during final planning. It is possible that some locations may require the copier(s) to be setup in a temporary location within the building and later relocated to permanent location.

Additional Notes:

1. All Blue Valley School District Buildings are staffed year round to varying degrees. Most teachers and some support staff (mainly at the Elementary level) are off during the month of July.

2. The District is closed on Friday’s beginning June 5th and continuing through July 24th, 2020. However arrangements will be made to gain the successful vendor access to any facility scheduled to install on a Friday. Note that any building installed on a Friday, will require training to be scheduled for the following Monday. The District will be closed in honor of the July 4th holiday on July 2nd and 3rd.

3. New Teacher Orientation is August 3rd to 6th, 2020. The availability of teachers during this time is very limited, but this is also a high time of copier use in preparation for the upcoming school year.

4. All teachers official start back date is August 7th, 2020.