

**Copy Center/Fleet Evaluation Sheet**

7/29/2011	<b>Xerox Corp.</b>	<b>RICOH</b>	<b>RJ Young</b>	<b>LoceGrp.</b>
<b>Reviewed by:</b>				
<b>Organizational Experience and Capabilities (20 points)</b>	<b>20</b>	<b>20</b>	<b>19</b>	<b>17</b>
<b>1. General background, experience &amp; qualifications</b>				
(1) At least five years experience (1)	1	1	1	1
(2) Type of client and length of contract (2)	2	2	2	2
(3) Any operations terminated since 01/01/09 (2)	2	2	2	2
(4) 5 higher education references (3)	3	3	3	0
				no higher ed references
<b>2. Financial capacity</b>				
(1) working capital (2)	2	2	2	2
(2) other resources (2)	2	2	2	2
<b>3. Short &amp; Long range planning</b>				
(1) assistance in short & long range planning (1)	1	1	1	1
(2) special additional personnel (1)	1	1	1	1
(3) consulting services (1)	1	1	1	1
<b>4. Cost savings programs</b>				
Cost savings programs w/ examples of previous successful programs (3)	3	3	2	3
			no details	
<b>5. Details of additional options and initiatives (2)</b>	2	2	2	2
<b>Compliance and Technical Quality of Proposal (35 points)</b>	<b>34</b>	<b>31</b>	<b>30</b>	<b>33</b>
<b>Section #1</b>				
(1) Specify how management personnel is organized and how job tasks are assigned (3)	3	2	3	3
		not detailed		
(2) Responsibilities of management positions clearly stated (3)	3	3	3	3
(3) Resume of operational director and (3) references (3)	3	2	3	3
		no references		
(4) Organizational chart of company management (3)	3	3	2	3
			no chart	
(5) Organizational chart of campus management structure (3)	3	3	1	3
			no details or chart	
<b>Section #2</b>				
(1) Resumes identifying specific management & other supervisory personnel which contains: Experience, education background, specific professional accomplishments, and special qualifications (3)	3	3	3	3
(2) Procedures for replacing management personnel (3)	3	3	2	2
			not detailed	not detailed
(3) Training programs for campus operations (3)	3	3	3	3
<b>Section #3</b>				
(1) Implementation Plan; plan to assume management control (3)	3	3	2	2
			sample, but no detail	not detailed
(2) Commitment of staff, personnel & resources to develop a responsive management structure (3)	3	3	3	3
(3) Proposal's management philosophy (2)	2	2	2	2
(4) Advanced technological capabilities (3)	3	3	3	3
<b>Pricing Structure and Cost of Services (45 points)</b>	<b>38</b>	<b>40</b>	<b>37</b>	<b>36</b>
(1) Cost of Facilities Mgmt. of the Copy Center and Fleet Copiers (5)	2	5	4	3
	highest		next to the lowest	next to the highest
(2) Cost of a flexible lease program for equipment plus Copy Center Mgmt. (4)	4	4	4	4
(3) Cost of vended services; explain. (4)	4	3	3	3
		no details	no details	no details
(4) Cost of typesetting, graphics design and layout services. (4)	3	4	4	4
	did not fully address			
(5) Cost of print finishing services. (4)	4	3	3	3
		no details	no details	no details
(6) Additional costs. (4)	4	3	3	3
		no details		
(7) Equipment guarantee offered. (4)	4	4	4	4
(8) Cost for scrubbing copier hard drives (4)	2	2	2	2
	did not address	did not address	did not address	did not address
(9) Cost of service/maint. agreement on bindery equipment (2.5) (4)	4	4	4	4
(10) Other options/initiatives as proposed by Supplier (not Schedule A) (4)	4	4	4	4
(11) Sample copy of contract agreement (4)	4	4	4	4
<b>Total Points (100 points)</b>	<b>94</b>	<b>93</b>	<b>88</b>	<b>88</b>
<b>Schedule A - Value-Added Options (25 points)</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>
<b>Grand Total Points (125 points)</b>	<b>119</b>	<b>118</b>	<b>113</b>	<b>113</b>
** The points shown for each bidder represents the total points issued by members of the Evaluation Committee.				
Based on the overall evaluation of this proposal, it is being awarded to Xerox Corporation.				
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