



**FAUQUIER COUNTY GOVERNMENT**

Contract # 25-083-C-R

Riding VITA (Contract # VA-191121-VBS) Virginia Business Systems

This Agreement is made and entered into this <sup>March</sup> ~~25<sup>th</sup>~~ day of ~~February~~ 2025, by the Fauquier County Government, a political subdivision of the Commonwealth of Virginia, referred to as "Owner" (such reference is for the matter of convenience only) and Virginia Business Systems, having its principal place of business at 9899 Maryland Drive, Richmond, VA 23233, hereinafter referred to as "Contractor".

**WITNESSETH** that the Contractor and the Owner, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF SERVICES:** The Contractor shall provide Printing Devices and Managed Print Services.

**COMPENSATION:** The Owner will pay, and the Contractor will accept in full consideration for performance during the contract term pricing as negotiated and attached.

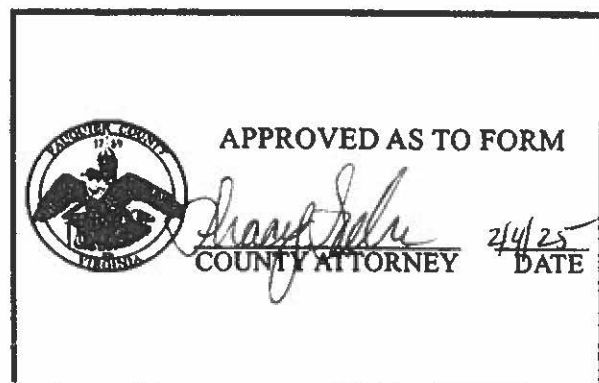
**CONTRACT PERIOD:** Date of execution through Nov 20, 2025.

**The contract documents shall consist of and in the event of conflict or ambiguity, shall be interpreted in the following order of priority:**

- (1) This signed form;
- (2) Fauquier County General Terms & Conditions;
- (3) RFP 2020-12 for Printing Devices and Managed Print Services dated July 1, 2019 including all Appendices; and
- (4) Fully executed VITA Standard Agreement VA-191121-VBS dated November 7, 2019 including Exhibits A-H, Modification 1-2 dated October 19, 2023 and December 21, 2023 respectively, and 2024 Renewal Notice dated October 25, 2024 all of which are incorporated herein.

**IN WITNESS WHEREOF**, the parties have caused this Contract to be duly executed intending to be bound thereby.

	Virginia Business Systems		Fauquier County Government, a political subdivision of the Commonwealth of Virginia
By:	<i>Monica Wilmore</i>	By:	<i>[Signature]</i>
Title:	Regional Vice President	Title:	Procurement Manager
Date:	3/12/2025	Date:	3/25/2025



of Invitation for Bids, if a bid is withdrawn under the authority of this paragraph, the lowest remaining bid shall be deemed to be the low bid. No bidder/Offeror that is permitted to withdraw a bid/proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid/proposal was submitted.

7. **ERRORS IN BIDS/PROPOSALS** – When an error is made in extending total prices, the unit bid price will govern. Erasures in bids/proposals must be initialed by the bidder/Offeror. Carelessness in quoting prices, or in preparation of bid/proposal otherwise, will not relieve the Bidder/Offeror. Bidders/Offeror's are cautioned to recheck their bids/proposals for possible error. Errors discovered after public opening cannot be corrected and the bidder will be required to perform if his or her bid is accepted.
8. **IDENTIFICATION OF BID/PROPOSAL ENVELOPE:** The signed bid/proposal and requested copies should be returned in a separate envelope or package, sealed and identified with the following information:

**ADDRESSED AS INDICATED ON PAGE 1**

**IFB/RFP NUMBER**

**TITLE**

**BID/PROPOSAL DUE DATE AND TIME**

**VENDOR NAME AND COMPLETE MAILING ADDRESS (RETURN ADDRESS)**

If a bid/proposal is not addressed with the information as shown above, the Bidder/Offeror takes the risk that the envelope may be inadvertently opened and the information compromised, which may cause the bid/proposal to be disqualified. Bids/Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

9. **ACCEPTANCE OF BIDS/PROPOSALS:** Unless otherwise specified, all formal bids/proposals submitted shall be valid for a minimum period of one hundred twenty (120) calendar days following the date established for acceptance. At the end of the one hundred twenty (120) calendar days the bid/proposal may be withdrawn at the written request of the Bidder/Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
10. **CONDITIONAL BIDS:** Conditional bids are subject to rejection in whole or in part.
11. **BIDDERS PRESENT:** At the time fixed for the opening of responses to a bid, bid contents will be made public for the information of bidders and other interested parties who may be present either in person or by representative. All bids will be opened at the time and place specified and read publicly. Bid tabulations are posted on the Procurement Division's Bulletin Board for a minimum of 10 days from award date. At the time fixed for the receipt of responses for Request for Proposals, only the names of the Offerors will be read and made available to the public.
12. **RESPONSE TO SOLICITATIONS:** In the event a vendor cannot submit a bid on a solicitation, the vendor is requested to return the solicitation cover sheet with an explanation as to why the vendor is unable to bid on these requirements. Because of the large number of firms listed on the Owner's Bidders List, it may be necessary to delete from this list the names of those persons, firms or corporations who fail to respond after having been invited to bid for three (3) successive solicitations. Such deletion will be made only after formal notification of the intent to remove the firm from the Owner's Bidders List.
13. **BIDDER INTERESTED IN MORE THAN ONE BID:** If more than one bid is offered by any one party, either directly or by or in the name of his or her clerk, partner, or other persons, all such bids may be rejected. A party who has quoted prices on work, materials, or supplies to a bidder is not thereby disqualified from quoting prices to other bidders or firms submitting a bid directly for the work, materials or supplies.
14. **TAX EXEMPTION:** The Owner is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must be net, exclusive of taxes. Tax exemption certificates will be furnished if requested by the Bidder/Offeror.
15. **DEBARMENT STATUS:** By submitting their bids/proposals, Bidders/Offerors certify that they are not currently debarred from submitting bids/proposals on contracts by the Owner, nor are they an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by the Owner or any agency, public entity/locality or authority of the Commonwealth of Virginia.
16. **ETHICS IN PUBLIC CONTRACTING:** The provisions contained in *Code of Virginia* §§ 2.2-4367 through 2.2-4377 (the Virginia Public Procurement Act), as amended from time to time, shall be applicable to all contracts solicited or entered into by the Owner. By submitting their bids/proposals, all Bidders/Offerors certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Bidder, Offeror, supplier, manufacturer or subcontractor in connection with their bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
17. **NO CONTACT POLICY:** No Bidder/Offeror shall initiate or otherwise have contact related to the solicitation with any Owner representative or employee, other than the Procurement Division, after the date and time established for receipt of bids/proposals. Any contact initiated by a Bidder/Offeror with any Owner representative, other than the Procurement Division, concerning this solicitation is prohibited and may cause the disqualification of the Bidder/Offeror from this procurement process.



18. **VIRGINIA FREEDOM OF INFORMATION ACT:** All proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act (*Code of Virginia* § 2.2-3700 *et. seq.*) and § 2.2-4342 of the Virginia Public Procurement Act except as provided below:
- a. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.
  - b. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of bids but prior to award, except in the event that the Owner decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract. Any competitive negotiation Offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award except in the event that the Owner decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to the public inspection only after award of the contract except as provided in paragraph “c” below. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.
  - c. Trade secrets or proprietary information submitted by a bidder, Offeror or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information and Virginia Public Procurement Acts; however, the bidder, Offeror or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
  - d. Nothing contained in this section shall be construed to require the Owner, when procuring by “competitive negotiation” (Request for Proposal), to furnish a statement of reasons why a particular proposal was not deemed to be the most advantageous to the Owner.
19. **CONFLICT OF INTEREST:** Contractor certifies by signing bid to the Owner that no conflict of interest exists between Contractor and Owner that interferes with fair competition and no conflict of interest exists between Contractor and any other person or organization that constitutes a conflict of interest with respect to the contract with the Owner.

### SPECIFICATIONS

20. **BRAND NAME OR EQUAL ITEMS:** Unless otherwise provided in the solicitation, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the Owner in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Owner to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding, only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid non-responsive. Unless the Bidder clearly indicates in its bid/proposal that the product offered is "equal" product, such bid/proposal will be considered to offer the brand name product referenced in the solicitation.
21. **FORMAL SPECIFICATIONS:** When a solicitation contains a specification which states no substitutes, no deviation therefrom will be permitted and the bidder will be required to furnish articles in conformity with that specification.
22. **OMISSIONS & DISCREPANCIES:** Any items or parts of any equipment listed in this solicitation which are not fully described or are omitted from such specification, and which are clearly necessary for the completion of such equipment and its appurtenances, shall be considered a part of such equipment although not directly specified or called for in the specifications.
- The Bidder/Offeror shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever the mention is made of any articles, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.
23. **CONDITION OF ITEMS:** Unless otherwise specified in the solicitation, all items shall be new, in first class condition.

### AWARD

24. **AWARD OR REJECTION OF BIDS:** The Purchasing Agent shall award the contract to the lowest responsive and responsible bidder complying with all provisions of the IFB, provided the bid price is reasonable and it is in the best interest of the Owner to accept it. Awards made in response to a RFP will be made to the highest qualified Offeror whose proposal is determined, in writing, to be the most advantageous to the Owner taking into consideration the evaluation factors set forth in the RFP. The Purchasing Agent reserves the right to award a contract by individual items, in the aggregate, or in combination thereof, or to reject any or all bids/proposals and to waive any informality in bids/proposals received whenever such rejection or waiver is in the best interest of the Owner. Award may be made to as many bidders/Offeror's as deemed necessary to fulfill the anticipated requirements of the Owner. The Purchasing Agent also reserves the right to reject the bid if a bidder is deemed to be a non-responsive bidder.
25. **ANNOUNCEMENT OF AWARD:** Upon the award or announcement of the decision to award a contract as a result of this solicitation, the Procurement Division will publicly post such notice on the Procurement Website at <http://www.fauquiercounty.gov/government/departments-h-z/procurement>
26. **QUALIFICATIONS OF BIDDERS OR OFFERORS:** The Owner may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder/Offeror to perform the work/furnish the item(s) and the Bidder/Offeror shall furnish to the Owner all such

information and data for this purpose as may be requested. The Owner reserves the right to inspect Bidder's/Offeree's physical facilities prior to award to satisfy questions regarding the Bidder's/Offeree's capabilities. The Owner further reserves the right to reject any bid or proposal if the evidence submitted by or investigations of, such Bidder/Offeree fails to satisfy the Owner that such Bidder/Offeree is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

27. **TIE BIDS:** In the case of a tie bid, the Owner may give preference to goods, services and construction produced in Fauquier County or provided by persons, firms or corporations having principal places of business in the County. If such choice is not available, preference shall then be given to goods and services produced in the Commonwealth pursuant to *Code of Virginia* § 2.2-4324. If no County or Commonwealth choice is available, the tie shall be decided by lot.

## **CONTRACT PROVISIONS**

28. **APPLICABLE LAW AND COURTS:** Any contract resulting from this solicitation shall be governed and construed in all respects by the laws of Virginia, and any litigation with respect thereto shall only be brought in the appropriate General District or Circuit Court of Fauquier County, Virginia. The Contractor shall comply with all applicable federal, state and local laws and regulations.
29. **ANTITRUST:** By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Owner all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Owner under said contract. This includes, but is not limited to, overcharges as to goods and/or services provided in connection with this contract resulting from antitrust violations that arise under United States' or the Commonwealth's antitrust laws. Consistent and continued tie bidding could cause rejection of bids by the Purchasing Agent and/or investigation for antitrust violations.
30. **INVOICING AND PAYMENT TERMS:** Unless otherwise provided in the solicitation payment will be made forty-five (45) days after receipt of a proper invoice, or forty-five (45) days after receipt of all goods or acceptance of work, whichever is the latter.
- a. Invoices for items/services ordered, delivered/performed and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the contract number, purchase order number, and any federal employer identification number.
  - b. Any payment terms requiring payment in less than 45 days will be regarded as requiring payment 45 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 45 days, however.
  - c. The date of payment shall be deemed the date of postmark in all cases where payment is made by mail.
  - d. The Owner's fiscal year is July 1 - June 30. Contractors must submit invoices, especially for goods and/or services provided in the month of JUNE, for the entire month i.e. June 1 - June 30, so that expenses are recognized in the appropriate fiscal year.
  - e. Any payment made by the Contractor to the Owner shall only be made in U.S. Dollars. If payment is received in foreign currency the Owner may, in its sole discretion, reject such payment and require immediate compensation in U.S. Dollars.
31. **PAYMENT TO SUBCONTRACTORS:** A contractor awarded a contract under this solicitation is hereby obligated:
- a. To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Owner for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
  - b. To notify the Owner and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month compounded monthly (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Owner, except for amounts withheld as stated in 2 above. The date of mailing of any payment by postage prepaid U.S. Mail is deemed to be payment to the addressee. These provisions apply to each subtier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Owner.
32. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Purchasing Agent.
33. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Owner, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to another remedies which the Owner may have.
34. **ANTI-DISCRIMINATION:** By submitting their bids/proposals, Bidders/Offeree's certify to the Owner that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act, the Virginia Human Rights Act (*Code of Virginia* § 2.2-3900 *et seq.*) and § 2.2-4311 of the Virginia Public Procurement Act. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1(E)).

In every contract over \$10,000 the provisions in A and B below apply:

- a. During the performance of this contract, the Contractor agrees as follows:

- 1) The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - 2) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
  - 3) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
  - b. The Contractor will include the provisions of a. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
35. **CHANGES TO THE CONTRACT:** Changes can only be made to the contract in one of the following ways:
- a. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
  - b. The Owner may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Owner a credit for any savings. Said compensation shall be determined by one of the following methods.
    - 1) By mutual agreement between the parties in writing; or
    - 2) By agreeing in writing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Owner's right to audit the Contractor's records and/or determine the correct number of units independently; or
    - 3) By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the Owner with all vouchers and records of expenses incurred and savings realized. The Owner shall have the right to audit the records of the Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Procurement Division within thirty (30) days from the date of receipt of the written order from the Procurement Division. If the parties fail to agree on an amount of adjustment, the questions of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for relieving disputes provided by the Disputes Clause of this contract. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the Contractor from promptly complying with the changes ordered by the Owner or with the performance of the contract generally.
  - c. No modification for a fixed price contract may be increased by more than 25% or \$50,000, whichever is greater without the advanced written approval of the Board of Supervisors or the School Board, as applicable.
36. **INDEMNIFICATION:** Contractor shall indemnify, keep and save harmless the Owner, its agents, officials, employees and volunteers against claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, cost and expenses which may otherwise accrue against the Owner in consequence of the granting of a contract or which may otherwise result therefrom, if it shall be determined that the act was caused through negligence or error, or omission of the Contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the Owner in any such action, the Contractor shall, at his or her own expenses, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Owner as herein provided.
37. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

38. **TERMINATION:** Subject to the provisions below, the contract may be terminated by the Owner upon thirty (30) days advance written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- a. Termination for Convenience: In the event that the contract is terminated upon request and for the convenience of the Owner, without the required thirty (30) days advance notice, then the Owner shall be responsible for payment of services up to the termination date.
  - b. Termination for Cause: Termination by the Owner for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any shall not apply. However, pursuant to the Default provision of these General Conditions, the

Owner may hold the contractor responsible for any resulting additional purchase and administrative costs. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

- c. **Termination Due to Unavailability of Funds in Succeeding Fiscal Years:** When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be canceled without any liability or penalty to Owner.

39. **USE OF CONTRACT BY OTHER PUBLIC BODIES:** Except as prohibited by the current *Code of Virginia*, all resultant contracts will be extended, with the authorization of the Contractor, to other public bodies of the Commonwealth of Virginia and all currently active members of the Metropolitan-Washington Council of Governments (MWCOG) or, Mid-Atlantic Purchasing Team, to permit their ordering of supplies and/or services at the prices and terms of the resulting contract. If any other public body decides to use the final contract, the Contractor must deal directly with that public body concerning the placement or orders, issuance of the purchase order, contractual disputes, invoicing and payment. Fauquier County acts only as the “Contracting Agent” for these public bodies. Any resulting contract with other public bodies shall be governed by the laws of that specific entity. It is the Contractor’s responsibility to notify the public bodies of the availability of the contract. Fauquier County shall not be held liable for any costs or damage incurred by another public body as a result of any award extended to that public body by the Contractor.
40. **AUDIT:** The Contractor hereby agrees to retain all books, records and other documents relative to this contract for five years after final payment, or until audited by the Owner, whichever is sooner. The agency, its authorized agents, and/or Owner auditors shall have full access to and right to examine any of said materials during said period.
41. **SEX OFFENDER REGISTRY NOTIFICATION:** The Contractor shall not employ on school property any employee who is a registered sex offender and shall enforce the same restriction upon all sub-contractors and agents of Contractor. Prior to starting work and quarterly during performance of the work, the Contractor shall check the Virginia State Police Sex Offender Registry to verify sex offender status of all employees and agents of Contractor and Sub-Contractors who are employed on school property by the Contractor or Sub-Contractor. The Contractor shall furnish the Owner with evidence verifying compliance with the services.

Prior to starting work on-site, the Contractor shall submit a completed Fauquier County Public Schools “CERTIFICATION OF NO CRIMES AGAINST CHILDREN” form, a copy of which is included in this solicitation.

42. **COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS AND FEDERAL IMMIGRATION LAW:** During the term of any contract, the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth of Virginia, knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.
43. **ASBESTOS NOTIFICATION:** As required by the Environmental Protection Agency Asbestos Hazard Emergency Response Act 40 CFR, subpart E, 763.93, information regarding asbestos inspections, response actions, and post response activities is on file in a full asbestos report located in the main office of each school. Contractors bear full responsibility to review this material prior to commencing any activity at a school site.
44. **VIRGINIA STATE CORPORATION COMMISSION:** If required by law, the Contractor shall maintain a valid certificate of authority or registration to transact business in Virginia with the Virginia State Corporation Commission as required by Title 13.1 of the *Code of Virginia*, during the term of the Contract or any Contract renewal. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth to be revoked or cancelled at any time during the terms of the contract. If the Contractor fails to remain in compliance with the provisions of this section, the contract is voidable at the option of Owner.
45. **ADA WEBSITE-RELATED ACCESSIBILITY:** Any Contractor who performs services, designs, develops content, maintains or otherwise bears responsibility for the content and format of Owner’s website(s) or third-party programs accessed through Owner’s website(s), acknowledges receipt of, and responsibility to implement the accessibility standards found in the U.S. Department of Justice publication entitled “Accessibility of State and Local Government Websites to People with Disabilities,” available at [www.ada.gov/websites2.htm](http://www.ada.gov/websites2.htm) or, as attached directly to the solicitation. Contractor services as noted, shall conform to § 508 of Title III of the Americans with Disabilities Act (ADA) and the World Wide Web Consortium’s (W3C) Web Content Accessibility Guidelines (WCAG 2.0 AA), most current versions, in addition to the Owner’s web accessibility policy.

#### DELIVERY PROVISION

46. **SHIPPING INSTRUCTIONS-CONSIGNMENT:** Unless otherwise specified in the solicitation each case, crate, barrel, package, etc., delivered under the contract must be plainly stenciled or securely tagged, stating the Contractor’s name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, name of the Contractor, the name of the item, the item number, and the quantity contained therein. Deliveries must be made within the hours of 8:00 a.m. – 2:30 p.m. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the designated individual at the delivery point. No deliveries will be accepted on Saturdays, Sundays and holidays unless previous arrangements have been made. It shall be the responsibility of the contractor to insure compliance with these instructions for items that are drop-shipped.
47. **RESPONSIBILITY FOR SUPPLIES TENDERED:** The Contractor shall be responsible for the materials or supplies covered by the contract until they are delivered at the designated point, but the Contractor shall bear all risk on rejected materials or supplies after notice of rejection. Rejected materials or supplies must be removed by and at the expense of the contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the Contractor

within ten (10) days after date of notification, the Owner may return the rejected materials or supplies to the Contractor at his or her risk and expense or dispose of them as its own property.

48. **INSPECTIONS:** The Owner reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to the specification. Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. If inspection is made after delivery at destination herein specified, the Owner will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the Owner for such materials or supplies as are not in accordance with the specifications.
49. **COMPLIANCE:** Delivery must be made as ordered and in accordance with the solicitation or as directed by the Procurement Division when not in conflict with the bid/contract. The decision as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by the Procurement Division, such extension applying only to the particular item or shipment affected. Should the Contractor be delayed by the Owner, there shall be added to the time of completion a time equal to the period of such delay caused by the Owner. However, the contractor shall not be entitled to claim damages of extra compensation for such delay or suspension. These conditions may vary for construction contracts.
50. **POINT OF DESTINATION:** All materials shipped to the Owner must be shipped F.O.B. DESTINATION unless otherwise stated in the contract. The materials must be delivered to the "Ship To" address indicated on the purchase order.
51. **REPLACEMENT:** Materials or components that have been rejected by the Procurement Division, in accordance with the terms of the contract, shall be replaced by the Contractor at no cost to the Owner.
52. **PACKING SLIPS OR DELIVERY TICKETS:** All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information for each item delivered:
- Purchase Order Number,
  - Name of Article and Stock Number,
  - Quantity Ordered,
  - Quantity Shipped,
  - Quantity Back Ordered,
  - The Name of the Contractor.

Contractors are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the goods.

#### **BIDDER/CONTRACTOR REMEDIES**

53. **PROTEST OF AWARD OR DECISION TO AWARD:** Any Bidder/Offeree who desires to protest the award or decision to award a contract, by either Fauquier County or the Fauquier County School Board, shall submit such protest in writing to the County Administrator (if the award or decision to award was made by Fauquier County) or the Superintendent of Schools (if the award or decision to award was made by the Fauquier County School Board), no later than ten (10) days after public notice of the award or announcement of the decision to award, whichever comes first. No protest shall lie for a claim that the selected bidder/Offeree is not a responsible bidder/Offeree. The written protest shall include the basis for the protest and the relief sought. The County Administrator or the Superintendent of Schools, as the case may be, shall issue a decision in writing within ten (10) days stating the reasons for the action taken. This decision shall be final unless the bidder/Offeree appeals within ten (10) days of the written decision by instituting legal action as provided in § VIII.H.3 of the County's Procurement Policy. Nothing in this paragraph shall be construed to permit an Offeree to challenge the validity of the terms or conditions of the solicitation.
54. **DISPUTES:** Contractual claims, whether for money or other relief, shall be submitted in writing to the Superintendent of Schools (if the claim is against the Fauquier County School Board) or the County Administrator (if the claim is against Fauquier County) no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amount agreed due in the final payment. A written decision upon any such claims will be made by the School Board (if the claim is against the Fauquier County School Board) or the County Board of Supervisors (if the claim is against Fauquier County) within sixty (60) days after submittal of the claim. The Contractor may not institute legal action prior to receipt of the School Board or Board of Supervisors (whichever is applicable) decision on the claim unless the applicable party fails to render such decision within sixty (60) days. The decision of the School Board or Board of Supervisors (as applicable) shall be final and conclusive unless the Contractor within six (6) months of the date of the final decision on a claim, initiates legal action as provided in *Code of Virginia* § 2.2-4364. Failure of the School Board or Board of Supervisors to render a decision within sixty (60) days shall not result in the Contractor being awarded the relief claimed nor shall it result in any other relief or penalty. Should the School Board or Board of Supervisors (as applicable) fail to render a decision within sixty (60) days after submittal of the claim, the Contractor may institute legal action within six (6) months after such 60-day period shall have expired, or the claim shall be deemed finally resolved. No administrative appeals procedure pursuant to *Code of Virginia* § 2.2-4365 has been established for contractual claims under this contract.



## Supply Chain Management (SCM)

**COMMONWEALTH OF VIRGINIA  
VIRGINIA INFORMATION TECHNOLOGIES AGENCY (VITA)  
SUPPLY CHAIN MANAGEMENT DIVISION  
11751 MEADOWVILLE LANE  
CHESTER, VIRGINIA 23836**

Note: To the extent allowed by law, this public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or status as a service disabled veteran or any other basis prohibited by state law relating to discrimination in employment. VITA is committed to increasing procurement opportunities for small and micro businesses, including small or micro businesses that are owned by minorities, women, or disabled veterans, and strengthening the Commonwealth's overall economic growth through the development of its IT suppliers.

## **REQUEST FOR PROPOSALS (RFP) 2020-12 for**

**Project Name:** Printing Devices and Managed Print Services

Issue Date: 7/1/2019 Due Date/Time: 8/8/2019, 4:00 PM Eastern

Single Point of Contact ("SPOC"): Greg Searce

Ph. No: (804) 416-6166

E-mail Address: [gregory.searce@vita.virginia.gov](mailto:gregory.searce@vita.virginia.gov)

Sourcing scope: Available to all public bodies as defined by § 2.2-4301 and referenced by § 2.2-4304 and § 2.2-2012 of the Code of Virginia and private institutions of higher education that are listed at: <http://www.cicv.org/Our-Colleges/Profiles.aspx>.

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# 1. INTRODUCTION

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## A. RFP Objective and Project Overview

The purpose of this Request for Proposal (“**RFP**”) is to solicit proposals to provide Printing and Scanning Devices (and optional Managed Print Services) to the Commonwealth of Virginia (“**Commonwealth**”) and all public bodies as defined by § 2.2-4301 and referenced by § 2.2-4304 and § 2.2-2012 of the Code of Virginia (“**Code**”), and private institutions of higher education that are listed at: <http://www.cicv.org/Our-Colleges/Profiles.aspx>.

The Virginia Information Technologies Agency (“**VITA**”), on behalf of the Commonwealth, is seeking proposals that can result in the award of contracts which will offer a variety of printing devices for purchase, rental or lease, and related services. For the purposes of this RFP, “**Supplier**” means any entity who submits a proposal in response to this RFP. VITA is pursuing a statewide agreement(s) for this solution that can be utilized by all public bodies in the Commonwealth. It is VITA’s intention to make one or more awards by category and by manufacturer, or to make no awards.

Suppliers that are awarded contracts may also be awarded Managed Print Services (“**MPS**”), if proposed. When working with Authorized Users, Suppliers may not directly sell brand devices for which they did not win a contract to do so. However, under an MPS agreement, Suppliers may offer to provide devices from brands and categories that they did not win as long as title to the product does not pass to the Authorized User at any time during, or immediately after, the MPS agreement. In addition, buy-out options are not allowed for any equipment subsequent to a device rental.

VITA is seeking solutions that will include, but not be limited to, the following types and categories of devices:

- Printers,
- Multi-Function Devices (MFD - printer/copier/scanner),
- Large and Wide format printer devices,
- High-speed, high volume, production print,
- 3D printer devices,
- Garment printers
- Envelope printers
- Related services, including maintenance and support services, for all offered devices.

See the Market Basket spreadsheet file for a complete list of categories,

VITA is seeking devices that are both currently in production and being actively marketed by the original equipment manufacturer (“**OEM**”) and its authorized dealers on the date of order. Devices offered for purchase must be new and untitled.

VITA is seeking the continued availability of the following brands. VITA reserves the right, but not the obligation, to award contracts for these, and additional, brands.

- Canon
- HP
- KIP
- Konica Minolta
- Kyocera

- Lexmark
- Muratec
- Océ
- Ricoh
- Sharp
- Toshiba
- Xerox

Alliances among Suppliers are acceptable to meet the requirements of this procurement. However, VITA is interested in simplifying processes by having a single point of interface (prime contractor) wherever possible.

Section 5 sets forth the service/solution detailed requirements. VITA reserves the right to adjust the requirements or scope of this RFP. In the event that any modifications become necessary, an amendment to this RFP will be posted on the Commonwealth's procurement portal, eVA, at: <http://www.eva.virginia.gov>.

#### **B. Innovation to Government**

The Commonwealth encourages all Suppliers to bring innovative ideas and/or solutions to government—ideas that result in cost and operational efficiencies or improvements while enhancing the services that governments provide its citizens.

#### **C. VITA Overview**

VITA is the Commonwealth's consolidated, centralized information technology organization. Established by the General Assembly, VITA's responsibilities fall into three primary categories:

- i). Operation of the IT infrastructure, including all related personnel, for the executive branch agencies declared by the legislature to be "in-scope" to VITA;
- ii). Governance of IT investments in support of the duties and responsibilities of the Chief Information Officer of the Commonwealth;
- iii). Procurement of information technology for VITA and on behalf of other state agencies and institutions of higher education.

## 2. PROPOSAL ADMINISTRATION AND INSTRUCTIONS

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### A. Overview

This RFP was developed to provide all potential Suppliers with the information required to prepare proposals. This section outlines the administrative procedures and guidelines you must use and comply with when preparing a proposal. Nothing in this RFP constitutes an offer or an invitation to contract.

### B. Virginia Public Procurement Act (VPPA)

This RFP is governed by the Virginia Public Procurement Act ("**VPPA**"), Code § 2.2-4300 *et seq.*, and other applicable laws.

### C. Anti-Discrimination- § 2.2-4343(1)(E), § 2.2-4310 and § 2.2-4311

By submitting its proposal, a Supplier certifies to the Commonwealth that it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended as well as the Virginia Fair Employment Contracting Act of 1975, as amended; and, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the VPPA.

### D. Ethics in Public Contracting - § 2.2-4367 *et seq.*

By submitting its proposal, a Supplier certifies that its proposal is made without collusion or fraud; that the Supplier has not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer, or subcontractor in connection with its proposal; and that the Supplier has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. In addition, a Supplier will disclose any actual or perceived conflicts of interest in its proposal and will notify VITA if it becomes aware of a potential conflict of interest in the future.

### E. Announcement of Award - § 2.2-4300 *et seq.*

If a contract is awarded or announced as a result of this RFP, the purchasing agency will post notice of the award decision on the DGS/DPS eVA web site (<http://www.eva.virginia.gov>) for a minimum of 10 days. No award decision will be provided verbally. Any final contract, including pricing, awarded as a result of this RFP will be made available for public inspection.

### F. Authorized to Transact Business in the Commonwealth - § 2.2-4311.2

All Suppliers organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership, or registered as a registered limited liability partnership must be authorized to transact business as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code, or as otherwise required by law. In its proposal, Supplier must include either (i) Supplier's identification number issued to it by the State Corporation Commission; or (ii) a statement explaining why Supplier is not required to be registered. No award can be made to any Supplier without this information unless this requirement is waived. Appendix D of this solicitation includes a space for Supplier to provide the information required in (i) or (ii) of this subsection. If a Supplier anticipates the use of additional resources through a partnership or subcontracting relationship with other entities, the requirements of this Section 2.F will also apply to any entities that are engaged as partners or subcontractors of Supplier providing services directly to the Commonwealth upon award of a contract.

### G. Prohibited Products and Services - § 2.2-5514

No Supplier may include as part of its proposal, whether directly or indirectly through subcontractors, any hardware, software, or services that have been prohibited for use on federal systems by the U.S. Department of Homeland Security.

**H. Prohibited Contributions and Gifts - § 2.2-4376.1**

No Supplier that submits a proposal in response to this solicitation, and no individual who is an officer or director of the Supplier shall knowingly provide a contribution, gift, or other item with a value greater than \$50 or make an express or implied promise to make such a contribution or gift to the Governor, his political action committee, or the Secretary of Administration during the period between the submission of the proposal and the award of any resulting contract award with an expected value of \$5 million or more dollars.

**I. Liability**

The issuance of this RFP and the receipt of information in response to this RFP will not cause VITA to incur any liability or obligation, financial or otherwise, to any Supplier. VITA assumes no obligation to reimburse or in any way compensate a Supplier for expenses incurred in connection with its proposal.

**J. Nondisclosure**

All proposal information submitted by a Supplier will be treated as confidential prior to contract award and will not be disclosed except as required by law or by court order.

**K. Alternative Dispute Resolution (ADR)**

VITA's Alternative Dispute Resolution ("ADR") process serves as its Administrative Appeals Procedure meeting the requirements of Code § 2.2-4365. More information regarding the ADR process can be found on the VITA website: <https://www.vita.virginia.gov/supply-chain/>. By responding to this RFP, Supplier agrees to submit any appeal of a protest denial to VITA's ADR process.

**L. Proprietary Information**

VITA reserves the right to use information submitted in response to this document in any manner it may deem appropriate in evaluating the fitness of the solution(s) proposed. Ownership of all data, materials, and documentation originated and prepared for VITA pursuant to the RFP shall rest exclusively with VITA and shall be subject to public inspection in accordance with the § 2.2-4342 of the VPPA and the Virginia Freedom of Information Act.

Trade secrets or proprietary information submitted by a Supplier in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 of the Code shall not be subject to the Virginia Freedom of Information Act (Code § 2.2- 3700 *et seq.*) if a Supplier:

- i). invokes the protections of this section in writing prior to or upon submission of the data or other materials,
- ii). identifies specifically the data or other materials to be protected, and
- iii). states the reasons why protection is necessary.

Please note that you may not designate as trade secrets or proprietary information (a) an entire bid, proposal, or prequalification application; (b) any portion of a bid, proposal, or prequalification application that does not contain trade secrets or proprietary information; or (c) line item prices or total bid, proposal, or prequalification application prices.

**FAILURE TO COMPLY WILL RESULT IN THE DATA OR OTHER MATERIALS BEING RELEASED TO SUPPLIERS OR THE PUBLIC AS PROVIDED FOR IN THE VIRGINIA FREEDOM OF INFORMATION ACT.**

You should provide as a separate appendix to your proposal a list of all pages in the proposal that contain proprietary information and the reason you deem the information proprietary. The classification of an entire proposal as proprietary or trade secret is not acceptable and will not be honored by VITA or the Commonwealth.

## **M. Proposal Protocol**

In order to be considered for selection, you must submit a complete response to this RFP no later than 2:00 PM local time on the date specified in the Timetable set forth in this section.

Original hardcopy proposals should be bound with tabs delineating each section. Electronic copies should be submitted on a USB flash drive, with labels. VITA requires that all Suppliers submit their proposals as follows:

1. One (1) complete original hardcopy, bound or contained in a single volume where practical, with permission to make copies;
2. One (1) USB flash drive No. 1
3. One (1) copy of USB flash drive No. 2, as specified in Section 3 of this RFP.
4. One (1) copy of USB flash drive No. 3 with redactions, if necessary, consistent with the requirements of RFP, Section 2, subsection K, Proprietary Information.

Proposals should be submitted to the following location:

To: Virginia Information Technologies Agency (VITA)  
ATTN: Gregory Searce  
Supply Chain Management (SCM)  
11751 Meadowville Lane  
Chester, VA 23836

All proposal materials must be provided in either Microsoft Word or Excel, as specified.

A proposal submitted for consideration should be clearly marked on the outside cover of all envelopes, USB Flash drives, boxes or packages with the following:

Name of Supplier  
Street Address or P.O. Box Number  
City, State, Zip Code  
RFP 2020-12

The proposal must be signed by an authorized representative of the Supplier.

Proposals should be prepared and organized as indicated in Section 3, "Proposal Format", providing a concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

You should be prepared to incorporate all statements made in your proposal in response to Sections 5, 6, 7, 8 and 9 into the final contract in the event that you are awarded the contract.

## **N. Single Point of Contact**

Submit all inquiries concerning this RFP in writing by email, subject: "Questions on RFP # 2020-12 to:

SPOC: Greg Searce  
Email: [gregory.searce@vita.virginia.gov](mailto:gregory.searce@vita.virginia.gov)

VITA cannot guarantee a response to questions received less than five (5) days prior to the proposal due date. No questions will be addressed orally.

To ensure timely and adequate consideration of proposals, **Suppliers are to limit all contact**, whether verbal or written, pertaining to this RFP to the designated SPOC for the duration of this proposal process.

## **O. Pre-Proposal Teleconference**

There will be a pre-proposal teleconference held on the date specified in Table 1 in this Section. The pre-proposal conference is open to all interested Suppliers, and you are encouraged to attend. There will be no opportunity for a private or individual tour or presentation. Suppliers are encouraged to submit pre-proposal questions in writing at least 3

business days prior to the pre-proposal teleconference. These questions will be answered as part of the pre-proposal conference.

To participate in the pre-proposal teleconference, register with Greg Searce at [gregory.searce@vita.virginia.gov](mailto:gregory.searce@vita.virginia.gov) by sending an email stating your firm's name and your participating representative(s). You will receive a teleconference number for the call. It is strongly recommended that you register with Greg Searce not later than 4:00 pm local time on the day prior to the teleconference to ensure that Supplier receives a teleconference number.

## **P. Evaluation Process**

VITA will review each proposal received by the due date and time to determine whether it meets the Must Have factors of this RFP. All Must Have factors are evaluated on a met-or-not-met basis. Any proposal that does not meet all of the Must Have factors will be set aside and receive no further consideration.

The proposals that meet all the Must Have criteria will be distributed to the evaluation team who will assess and score each Supplier's response to Sections 5-7 and 9 of this RFP based on a review of the submitted materials.

VITA may elect to continue the evaluation of the most qualified proposal (s) and may request that Suppliers clarify or explain certain aspects of their proposals.

A numerical scoring system will be used in evaluation of proposals. The point values assigned to each of the evaluation criteria shall be posted in eVA prior to the due date and time for receiving proposals.

At any point in the evaluation process VITA may employ any or all of the following means of evaluation:

- Reviewing industry research
- Supplier presentations
- Site visits
- Supplier's status as a small business or micro business, including small or micro businesses that are owned by minorities, women, or disabled veterans, and certified by the Department of Small Business and Supplier Diversity ("DSBSD")
- Supplier's planned amount of spend with certified SWaM or micro business (as defined in Section 7 below) subcontractors, and Non-SWaM businesses.
- Contacting Supplier's references
- Review of Supplier's ability and willingness to comply with the commonwealth's security and data privacy policies, standards, guidelines and related contract terms as specified in the RFP
- Product demonstrations/pilot tests/detailed demonstrations
- Review of pricing
- Contacting Supplier's customers
- Interviewing key personnel
- Requesting Suppliers elaborate on or clarify specific portions of their proposal, including, as applicable, any responses to the RFP's security requirements

VITA may limit all of the above to the most qualified proposals. No Supplier is guaranteed an opportunity to explain, supplement or amend its initial proposal. Each Supplier is encouraged to ensure that its initial proposal contains and represents its best offering. **You should submit your best proposal and not assume there will be an opportunity to negotiate, amend or clarify any aspect of your initial submitted proposal.**

Each Supplier should be prepared to conduct product demonstrations, pilot tests, presentations or site visits at the time, date and location of VITA's choice, should VITA so request.

VITA will select for negotiation those proposals deemed to be fully qualified and best suited based on the factors as stated in the RFP. Negotiations will be conducted with these Suppliers. After negotiations, VITA may select the proposal(s) that, in its opinion, is the best proposal(s) representing best value and may award a contract to that Supplier(s). For purposes of this RFP, VITA will determine best value based on the value relative to the cost of the Service/Solution, giving consideration to the project's budget objectives. If this is a cloud-based procurement (i.e., off-premise hosting), following VITA's selection of the best proposal(s) representing best value to the commonwealth, Supplier's failure to successfully answer, negotiate, and/or comply with any resulting security exceptions that may arise in order to approve Supplier's cloud application, may result in removal from further consideration. Refer to Appendix F of the RFP.

If any Supplier fails to provide the necessary information for negotiations in a timely manner, or fails to negotiate in good faith, VITA may terminate negotiations with that Supplier at any time.

VITA reserves the right, at its sole discretion, to reject any proposal or cancel and re-issue the RFP. In addition, VITA reserves the right to accept or reject in whole or in part any proposal submitted, and to waive minor technicalities when in the best interest of the Commonwealth.

VITA SHALL NOT BE CONTRACTUALLY BOUND TO ANY SUPPLIER PRIOR TO THE EXECUTION OF A DEFINITIVE WRITTEN CONTRACT.

#### Q. Evaluation Factors

The evaluation factors involved in this RFP are as follows:

- i. Must Have (M) factors identified in the table below:

No.	<b><i>Must Have (M) Factors</i></b>
1.	(M) Proposal must be received by the due date and time. No late proposals will be reviewed.
2.	(M) Suppliers who respond with a proposal that are not OEM manufacturers must include documentation that authorizes supplier to service, sell, rent and lease the OEM manufactures' products.

- ii. Supplier's viability and past performance (see Section 6 Supplier Profile). This will include Supplier's diligence and thoroughness in following and completing the requirements of this solicitation.
- iii. Supplier's status as a DSBSD-certified small business or micro business, including small businesses or micro businesses that are owned by minorities or women, and Supplier's proposed Supplier Procurement and Subcontracting Plan (see Section 7).
- iv. Cost, which may include submitted price, negotiated price, discounted price, total cost of ownership, etc.

#### R. Procurement Website

The Commonwealth's procurement portal, <http://www.eva.virginia.gov>, provides information about Commonwealth solicitations and awards. Suppliers are encouraged to check this site on a regular basis and, in particular, prior to submission of proposals to identify any amendments to the RFP that may have been issued.

#### S. Timetable

**Table 1**

Activity	Target Completion Date
----------	------------------------

RFP posted to eVA	7/1/2019
Register for pre-proposal teleconference due to VITA	7/9/2019 4:00 PM (Eastern)
Supplier pre-proposal teleconference	7/10/2019 10:00 AM (Eastern)
Deadline for all questions	8/2/2019 12:00:00 AM (Eastern)
Proposals due	8/8/2019 4 PM (Eastern)
Presentations and site visits (should VITA elect)	TBD
Contract(s) awarded	TBD

The timetable above is provided for planning purposes only.

**T. eVA Registration Required**

By the date of award, the selected Supplier(s) is required to be registered and able to accept orders through eVA. To register with eVA, select the "Vendor" tab at the eVA website, <http://www.eva.virginia.gov>, for registration instructions and assistance.

**U. Excluded Parties List**

A Supplier will not be awarded a contract if it, or any of its affiliates or subcontractors, is an excluded entity on the federal government's System for Award Management ("**SAM**") at <https://www.vita.virginia.gov/supply-chain/scm-policies-forms/#sam>, or the Commonwealth's Debarment List as provided by Code § 2.2-4321 at the time of award.



### 3. PROPOSAL FORMAT

All Suppliers must adhere to the specific format set forth in Table 2 below in order to aid the evaluation team in its efforts to evaluate all proposals fairly and equitably. Proposals that deviate from the requested format will require additional time for review and evaluation. VITA may reject any proposal that is not in the required format, or does not address all the requirements of this RFP.

Proposals should be written specifically to answer this RFP. General “sales” material should not be used within the body of the proposal and any additional terms or conditions on the “sales” material will be considered invalid. If desired, you may attach its “sales” material in a separate appendix to your response.

It is essential that your proposal be thorough and concise. You should avoid broad, unenforceable, or immeasurable responses and should include all requested information in each section as indicated below.

In order to facilitate VITA’s review of the submitted proposals, you must provide the requested information in the following format: YOU MUST PLACE YOUR NAME, not “VITA”, IN EACH FILE NAME (e.g., ABC Corp No Name Transmittal.doc). Quantities of each USB FLASH DRIVE are specified in Section 2, Proposal Protocol. VITA will not separate a proposal into the requisite RPSDs.

#### A. Supplier’s Proposal Format

**Table 2**

<b>USB FLASH DRIVE No.</b>	<b>Section Title</b>	<b>Contents/Deliverables (Each a separate file)</b>
<b>1.</b>	<b>Transmittal</b>	A signed cover letter, identifying the individuals authorized to negotiate on behalf of the Supplier and their contact information. A copy of a completed eVA registration confirmation.
<b>1.</b>	<b>Executive Summary</b>	Top level summary of the most important aspects of the proposal, containing a concise description of the proposed solution(s). Requested limitation: 2 pages.
<b>1.</b>	<b>Detailed Description of Proposed Solution(s)</b>	Supplier’s response by item <b>in the tables</b> set forth in Section 5, clearly identifying and detailing the proposed solution, and any processes, methodologies, and resources required by the Solution type defined in Section 5. Requested limitation: 40 pages.
<b>1.</b>	<b>Supplier Profile</b>	Pursuant to Section 6.
<b>1.</b>	<b>Supplier Procurement and Subcontracting Plan</b>	Pursuant to Section 7 and Appendix B.
<b>1.</b>	<b>Contract and Appendix A</b>	Any comments or edits regarding VITA’s proposed contractual terms and conditions pursuant to Section 9, provided and submitted in redline format in the contract document along with the completed table from <u>Appendix E</u> setting forth your reasons for the requested changes to each clause individually. Should include <u>Appendix A</u> – Service Level Agreement(s) (“ <b>SLA</b> ”).

<b>USB FLASH DRIVE No.</b>	<b>Section Title</b>	<b>Contents/Deliverables (Each a separate file)</b>
<b>1.</b>	<b>Appendices</b>	Should include any required appendices, including Appendix D the completed State Corporation Commission form. Any Supplier may wish to submit additional, optional information, not including pricing data.
<b>2.</b>	<b>Pricing</b>	Detailed pricing as specified in Section 8 and Exhibit C, Market Basket, submitted in a separate envelope, including both a hard copy file and USB FLASH DRIVE. Do not include any pricing data in any other section of your proposal.
<b>3.</b>	<b>Redaction</b>	Fully redacted proposal.

By submitting a proposal, you certify that all information provided in response to this RFP is true and accurate.

## 4. PRESENT SITUATION

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This section presents background information on the potential users of print devices and managed print services. It is not intended to set forth requirements.

VITA currently has contracts with eight suppliers to provide print devices and managed print services. Sales volume through those contracts was approximately \$114M (inclusive of Executive Branch spend) over 5 years. VITA has recently awarded an infrastructure services contract for managed print services. Executive branch agencies declared by the legislature to be in scope to VITA's operation of the IT infrastructure will be required to use the infrastructure services contract, unless a waiver is granted. Therefore, Authorized Users of this contract will be non-executive branch agencies, local governments, K-12, higher education and state universities and other public bodies as defined in §2.2-4301 of the Code of Virginia, except where a waiver has been granted, as noted above.

## **5. FUNCTIONAL AND TECHNICAL REQUIREMENTS**

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See Appendix F Requirements

## 6. SUPPLIER PROFILE

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### A. Supplier Proposal Compliance

Before submitting your proposal, you should verify that: (i) your proposal is accurate and complete; (ii) your proposal is prepared in accordance with the solicitation requirements, including providing all information, content, responses and appendices requested and, (iii) all required communication, format and submission instructions are followed.

### B. Supplier Corporate Overview

#### 1. Business

State your firm's core business, background, and experience in the relevant market, (not to exceed 3 pages).

#### 2. Corporate Identity

Please provide the identity of any parent entity, including address, phone and fax numbers, FEIN or tax ID No., company web site and contact email. Provide the identity of any of your subsidiaries, as applicable (not to exceed 3 pages).

#### 3. Organization and Structure

Please provide an overview of your firm's organizational operating structure and describe the operational and functional relationships of the business units within your organization, as they relate to your proposal and VITA's stated needs and requirements. Organizational charts are helpful supplements to the descriptions.

Indicate whether your firm expects to provide the solution with existing resources or plans to secure additional resources by partnering or subcontracting. If applicable, identify the additional resources required to provide the solution included in the proposal and the timetable for obtaining such resources. If your firm expects to utilize a partnership or subcontracting relationship, any such partner or subcontractor shall comply with the requirements of Section 2.F above.

#### 4. Locations

Please describe the geographical locations of your firm at the national, regional, and local levels, as applicable. Identify all locations that will be used to support any contract resulting from this RFP and the operations handled from these locations. Clearly identify any overseas locations that may be used to support the resultant contract or any related data transactions.

#### 5. Strategic Relationships

Please identify any and all strategic relationships with other related Suppliers you have or anticipate having. State all subcontractors expected to be employed and outsourced in implementing the proposed solution. VITA reserves the right to request that Supplier provide all the information described in this section for any and all major subcontractors proposed by Supplier.

#### 6. ISO 900X Certification

Please indicate if your firm is ISO certified. Yes or no is sufficient. If "yes", identify the area(s) certified (e.g., services, manufacturing).

**C. Financial Information****7. Total Annual Revenue**

Please state your total annual revenue and indicate the revenues associated with the provision of the solution relevant to your proposal.

**8. Dun and Bradstreet Credit Report**

Include your firm's current full D&B Business Report, if D&B issues reports on Supplier.

**9. Annual Reports**

Please provide certified, audited financial statements (i.e., income statements, balance sheets, cash flow statements) for the most recent three years. (Any Supplier that has been in business for a shorter period of time is requested to submit any available certified, audited annual financial statements.) VITA may request copies of or access to current and historic annual reports. VITA reserves the right to access a Supplier's publicly available financial information and to consider such information in its evaluation of such Supplier's proposal.

**10. Research and Development**

State the percentage of your firm's total revenue invested in Research and Development, as appropriate.

**D. Future, Long Term Vision and Strategic Plans**

Provide information on your firm's future, long-term vision, and strategic plans as they relate to the direction of the proposed solution and describe a clear vision of how your firm plans to support emerging technologies and industry standards.

**E. Supplier Experience Level and Customer References**

You should have a demonstrable, proven record of providing solutions similar to those defined in Section 5 to customers of similar scope and complexity. Please provide three customer references, with contact names, email addresses, phone numbers, solution descriptions, and dates implemented that VITA may use as a reference check in evaluating your proposal. VITA will make such reasonable investigations as deemed proper and necessary to determine the ability of a Supplier to perform a resultant contract. These may include, but may not be limited to, reference checks and interviews. The references should be from organizations where Supplier is providing or has provided solutions that are similar in type and scope to those identified in Section 5.

**1. Supplier Reference #1: Reference's Organization Name \_\_\_\_\_**

Reference's Current Point of Contact Name	Point of Contact E-mail	Point of Contact Phone Number	Reference's Contract No.
Reference's Project Manager Name (if applicable)	Project Manager E-mail	Project Manager Phone Number	Project Description
Reference's Contract Manager Name	Contract Manager E-mail	Contract Manager Phone Number	Date Implemented

**2. Supplier Reference #2: Reference's Organization Name \_\_\_\_\_**

Reference's Current Point of Contact Name	Point of Contact E-mail	Point of Contact Phone Number	Reference's Contract No.
Reference's Project Manager Name (if applicable)	Project Manager E-mail	Project Manager Phone Number	Project Description
Reference's Contract Manager Name	Contract Manager E-mail	Contract Manager Phone Number	Date Implemented

**3. Supplier Reference #3: Reference's Organization Name \_\_\_\_\_**

Reference's Current Point of Contact Name	Point of Contact E-mail	Point of Contact Phone Number	Reference's Contract No.
Reference's Project Manager Name (if applicable)	Project Manager E-mail	Project Manager Phone Number	Project Description
Reference's Contract Manager Name	Contract Manager E-mail	Contract Manager Phone Number	Date Implemented

**F. References for Managed Print Services**

Suppliers responding to the Managed Print Services section should include at least three current references where a Managed Print Service solution is currently implemented.

Organization	Reference's Current Point of Contact Name	Point of Contact E-mail	Point of Contact Phone Number
Organization	Reference's Current Point of Contact Name	Point of Contact E-mail	Point of Contact Phone Number
Organization	Reference's Current Point of Contact Name	Point of Contact E-mail	Point of Contact Phone Number

**G. Performance Standards Methodology**

Please describe the methodology used to develop your firm's internal performance standards, the processes and tools used to monitor and measure performance against those standards, and the management reporting systems that capture these data.

Indicate your firm's present customer satisfaction rating, summarize customer satisfaction criteria, and describe the methodology used to measure customer satisfaction. Please include any relevant publication ratings or articles.

**H. Security Risk Management Overview**

Please provide an overview of your firm's comprehensive security risk management processes including your application, monitoring, and management of the controls used. Provide details as to how you establish the context for security risk-based decisions, how you assess the risk, how you respond to the risk once it's determined, and how you monitor the risk on an ongoing basis using communications and feedback for continuous improvement within your organization.

**I. Disaster Recovery/Security Plan**

Describe in detail your firm's plans to mitigate against any disaster that would affect the ability to provide VITA with the proposed solution. Provide a detailed plan of your firm's security infrastructure including, facility and information technology security.

**J. Service and Support Management**

**11. Post Implementation and Account Management Plan**

1. Provide a detailed description of the approach that your firm would recommend in order to achieve maximum service levels within a minimal amount of time following service implementation.

**12. Account Management Plan**

Provide a detailed description of the approach that your firm would take in order to manage the business and performance aspects of a rewarded contract.

**13. Project Team**

1. Provide the resumes of all key members of the project team, including, if applicable, the Account Manager, Contract Administrator, Project Managers, and Regional Vice President(s) responsible for the accounts of VITA and all other public bodies as defined by Code § 2.2-4301 and referenced by Code §§ 2.2-4304 and 2.2-2012 and for private institutions of higher education that are listed at: <http://www.cicv.org/Our-Colleges/Profiles.aspx>. If an onsite or dedicated presence is part of your proposed solution, please forward the resumes of the top three candidates potentially available to lead your onsite efforts.

2. Describe the level of access the proposed project team members have within your organization and the authority they have to commit resources to meet unexpected surges in activity and/or to respond to service issues.

3. Provide the time frame for the availability of project team members and the percentage of time these individuals are expected to be assigned to the VITA account. VITA may require a Supplier to involve VITA in the selection and rotation of any key account team members assigned to VITA.



## 7. SUPPLIER PROCUREMENT AND SUBCONTRACTING PLAN

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It is the policy of the Commonwealth to contribute to the establishment, preservation, and strengthening of small businesses and micro businesses, including those small or micro businesses owned by women, minorities, or service-disabled veterans; and to encourage their participation in Commonwealth procurement activities. Further, VITA is committed to enable a minimum of three percent (3%) participation by small businesses owned service disabled veteran businesses, as defined in Code §§ 2.2-2001 and 2.2-4310, when contracting for information technology goods and services. The Commonwealth encourages all Suppliers to provide for the participation of these small businesses through partnerships, joint ventures, subcontracts, and other contractual opportunities.

Any business that is a small business, a small woman-owned business, a small minority-owned business, or a small service disabled veteran-owned business, as defined in Code § 2.2-4310 or § 2.2-1604, or a certified micro business as defined in Executive Order Number 20 (2014), is a “SWaM” business. If your firm is a SWaM business, you should include a copy of all Virginia SWaM certifications with its proposal. No Supplier will be considered a SWaM business unless certified by the DSBSD. For information, go to: <http://www.sbsd.virginia.gov/>.

Please provide a Supplier Procurement and Subcontracting Plan as set forth in Appendix B. In the submitted Supplier Procurement and Subcontracting Plan, please state the amount of the overall commitment percentage that will be directly spent with SWaM subcontractors in performing the Requirements of the contract. Please also include in your plan a list of all subcontractors you plan to utilize who are Non-SWaM businesses. If Supplier does not plan to use small business subcontractors in executing a contract resulting from this RFP, so state.

Describe in detail information on all mentor-protégé programs and participation that your firm is involved with.

## 8. PRICING INFORMATION

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VITA requests that each Supplier provide detailed discounts from catalog Index Price for each of the pricing methods set forth. Index Pricing must be comprehensive. URL(s) for the entire catalog offering of products and/or services is needed. Submit all index pricing data in the Excel pricing schedules provided in Appendix C, on a USB flash drive. Formats altered in ways other than pursuant to the instructions or blank data will be considered incomplete and the proposal may be eliminated from further consideration.

Proposal must include all charges of any kind associated with the solution. Pricing must include the Industrial Funding Adjustment ("IFA") (see Section 9 of this RFP) and eVA fees. All Product(s) are to be delivered F.O.B. destination. VITA will not be liable for any fees or charges for the solution that are not set forth in the Excel Pricing Submittal. Any attempt to add these fees to submitted pricing will not be considered.

Supplier must be willing and able to successfully provide the Service/Solution proposed for the prices given.

The pricing information supplied with the proposal must be valid for at least 150 calendar days from the submission date. If you wish to reserve the option to withdraw the pricing during that period, you must state so clearly in your proposal.

All one-time and recurring costs and any underlying assumptions on your proposal must be clearly, conspicuously and fully disclosed. The intent of the pricing matrix provided is to implement an acquisition process that is flexible and that supports VITA's delivery requirements on an individual order basis.

You must disclose pricing assumptions where possible. For example, if unit price is based on a certain volume, that assumption should be indicated. You must clearly identify any discount targets/ranges available. Aggregate discounts for the entire Commonwealth are requested.

In the Excel document (Exhibit C), VITA has proposed multiple tabs representing multiple types of printer categories that suppliers can choose to respond to. Suppliers are not required to propose items in all categories but only the categories for which they wish to be considered for an award in.

Suppliers representing more than one manufacturer will have to fill out a separate Exhibit C for each manufacturer that they wish to be considered for an award.

In each of the categories, suppliers must populate each segment with a device that meets or exceeds the requirements that are listed in the same tab to be considered for an award. If a supplier does not populate all the required items in each segment, that category will be removed from consideration for the supplier. When filling out the segments, suppliers will notice that some of the categories have cells highlighted in yellow and other cells highlighted in blue. The yellow cells must be populated with the required data and suppliers have the option to populate the blue highlighted cells.

When working in categories where leasing is as an option (Large Format, Large Graphics Arts, Large Photo Quality, Large BW Toner Based, Large BW MFP Toner Medium, Large BW MFP Toner High, Wide Color MFP Ink Low, Wide Color MFP Ink Mid, Wide Color MFP Ink High, High End Color Ink, Large Format BW Toner Tech CAD, High Speed), suppliers may propose a fixed spread rate (in decimal format). If no fixed spread rate is proposed, suppliers will not be able to offer leasing if awarded a contract in that category. The supplier will only be able to offer purchasing if awarded the category.

Once awarded a contract for a category where leasing is an option and a fixed spread rate has been provided, suppliers will need to visit <http://www.federalreserve.gov/releases/h15/current/> to obtain the current Interest Rate Swap. The US Treasury Interest Rate Swap rate will be the rate of the last business day for the months of March, June, September and December. Suppliers are to use the published US Treasury Interest Rate Swap from the month (March, June, September, and December) that is nearest to the date when the Authorized User enters into a leasing agreement. Suppliers will need to fill in their Fixed Spread Rate (in decimal format) for each monthly term they wish to offer to all Public Bodies (highlighted in blue). The Fixed Spread Rate amount entered will be added to

current US Treasury Interest Rate Swap rate when leasing arrangements are made. Once leasing agreements are established with Authorized Users, the Interest Rate Swap will remain constant during the term of the lease agreement. The Fixed Spread rate will be fixed during the contract period but the US Treasury Interest Rate Swap can be adjusted quarterly. For Fixed Spread Rate cells that are left blank, VITA will interpret that the Supplier is not offering leasing for that specific term.

In Exhibit C, VITA has added a tab labeled "Optional Items" where suppliers can add services that go along with printing devices such as yearly maintenance services, specific software, document workflow solutions, secure print release, etc. VITA will review those items and during negotiations, VITA reserves the right to reject items that are not in line with the procurement.

## 9. VITA STANDARD AGREEMENT

Any resulting agreement will be defined by a written contract, which shall be binding only when fully executed by both parties. A copy of VITA's standard solution contract is provided as part of this RFP as a separate MS Word document titled, "Information Technology Hardware and Maintenance with Lease-Rental Options Contract".

In the event that Supplier is a software reseller, VITA will consider the software publisher's license agreement language if the software publisher requires an End User License Agreement ("EULA"). In such case, Suppliers are advised that VITA will require Supplier to obtain VITA's License Agreement Addendum to the EULA to address terms and conditions in that EULA that VITA, as a government entity, by law or by policy, cannot agree.

If a Supplier's proposed solution requires VITA to execute an EULA, Supplier shall contact the SPOC, who will provide Supplier with VITA's "License Agreement Addendum" terms.

The final terms and conditions of the contract shall be agreed upon during negotiations; however, VITA's business requirements are embodied in its standard agreements and Supplier is to give them the same careful review and consideration as the other requirements set forth in this RFP.

You must complete and submit a copy of the "VITA Hardware and Maintenance with Lease-Rental Options Contract" with all changes indicated in redline format for VITA's review and evaluation along with your proposal, as well as a completed table in the format provided in Appendix E, "RFP Section 9.0 - Supplier Exceptions to VITA Contract Template" setting forth your rationale and reasons for each of the proposed modifications. Only exceptions or recommended language revisions submitted with your proposal will be considered during negotiations. Please note, exceptions or recommended language revisions to the liability provisions of the contract will not be considered at this time. If your firm is selected to go forward into negotiations, you will be required to state any exceptions to any liability provisions contained in the Request for Proposal and the VITA Contract Template at that time via email to the designated VITA SPOC.

All Suppliers are encouraged to utilize the SPOC to address any questions you may have regarding any part of the VITA Contract.

Include the completed table below in your response to this RFP.

Issue:	Supplier's response (Y & N)
Do you agree that the contents of your response to Sections 5, 7 and 8 will become part of any contract that may be entered into as a result of this RFP?	
Will you agree to begin measuring the service level (Appendix A) within 60 days of the start of the implementation of the solution?	
The contract will include performance standards, measurement criteria and significant corresponding financial remedies.  Do you agree to include the Service Levels and remedies for non-compliance as defined in Appendix A in the final contract?	
Do you agree to include mutually agreed upon cost reduction initiatives, which will be periodically updated during the term of the contract?	
Do you agree that all provisions of the VITA Contract NOT addressed by you in the Appendix E table are acceptable?	
Do you acknowledge that you will submit a	

Supplier Procurement and Subcontracting Plan stating whether or not and how you will be utilizing small businesses in your proposal? See Section 7.	
Supplier acknowledges that no federal funds may be used to obtain any Service/Solution under a contract awarded, pursuant to this RFP, to any Supplier who appears on any excluded lists on the federal government's System for Award Management ("SAM") at <a href="https://www.vita.virginia.gov/supply-chain/scm-policies-forms/#sam">https://www.vita.virginia.gov/supply-chain/scm-policies-forms/#sam</a> .	
If Supplier proposes a solution that will require the Commonwealth to execute a EULA, either as a signed agreement or as "clickwrap", with a software manufacturer, Supplier shall, for each such software manufacturer, obtain the written consent of such software manufacturer to the terms and conditions of VITA's "License Agreement Addendum" attached as <u>Exhibit F</u> and provide a copy of each such consent with its proposal.	
Do you affirm that your response meets all of the Mandatory requirements listed in section 2.Q?	
Do you affirm that your organization is properly registered with the Virginia State Corporation Commission to conduct business in the Commonwealth? Supplier is to complete Appendix D and submit with its proposal.	
Do you affirm that any anticipated partner or subcontractor that will provide Services/Solutions directly to the Commonwealth is properly registered with the Virginia State Corporation Commission to conduct business in the Commonwealth? Supplier is to complete and additional Appendix D for all anticipated partners or subcontractors and submit with its proposal.	
Do you affirm that your organization and all affiliates are current with all sales tax obligations to the Commonwealth as of the due date of the proposals in response to this RFP?	
<p>Do you agree to accept the VITA "<b>Mandatory Contract Terms</b>" consisting of the:</p> <ul style="list-style-type: none"> <li>• "Core Contractual Terms";</li> <li>• "Required eVA Terms and Conditions"; and</li> <li>• "Mandatory Internal Revenue Service (IRS) Publication 1075 (required for FTI data only)"?</li> </ul> <p>The provisions of each are set forth at the</p>	

<p>following URL:</p> <p><a href="https://www.vita.virginia.gov/supply-chain/scm-policies-forms/mandatory-contract-terms/">https://www.vita.virginia.gov/supply-chain/scm-policies-forms/mandatory-contract-terms/</a></p>	
<p>Do you agree to comply with the Supplier's Monthly Report of Sales and Industrial Funding Adjustment requirements (see details in standard contract included as an Attachment to the RFP)?</p>	

## Appendix A – Service Level Agreements (SLAs)

**The items included in the table are examples**, which you should consider including in your proposal. Please amend or delete these and replace with your own SLAs; and provide additional SLAs that will ensure a high level of device performance and customer satisfaction. If SLAs are only applicable to a specific device category, provide a note on the table.

(To be effective 60 days following commencement of the Services/Solution.)

Performance Standard	Measurement	Measurement period	% Level	Remedy
Response Time	Percentage of service requests that supplier responds to within 4 hours. Measurement is taken at the Authorized User environment level.	Monthly	95%	\$1000/1%
Resolution Time	Percentage of service requests supplier resolves (or an acceptable workaround is put in place) within 12 business hours of the Authorized User's request for services. Measurement is taken at the Authorized User environment level.	Monthly	95%	\$1000/1%
Device Up Time	Percentage of time all of the Supplier provided devices in the Authorized User's environment are operational. Measurement is taken at the Authorized User environment level.	Quarterly	95%	\$1000/1%
Device Delivery Time	Percentage of devices that are delivered within 30 calendar days of receipt of the order or as agreed to by the Authorized User. Measurement is taken at the Authorized User environment level.	Quarterly	90%	\$100/5%
Supplies Fulfillment	Percentage of requests for supplies that are successfully filled within 5 business days.	Monthly	95%	\$200/1%

	Measurement is taken at the Authorized User environment level.			
Report Deliver Time	Percentage of reports that are submitted to authorized users on time. Measurement is taken at the Authorized User environment level.	Annually	95%	\$500/1%
Device Disposal Time	Percentage of devices that are properly disposed of/removed from the environment within 10 business days. Measurement is taken at the Authorized User environment level.	Quarterly	90%	\$100/5%
Invoice Accuracy	Percentage of invoices that are submitted to authorized users for payment that do not contain errors. Measurement is taken at the Authorized User environment level.	Quarterly	98%	\$500/1%
Customer Satisfaction Rate	Percentage of customer satisfaction surveys where customer indicates an overall rating of "satisfied" or greater. Measurement is taken at the Authorized User environment level.	Annually	90%	\$100/1%



## Appendix B - Supplier Procurement and Subcontracting Plan

All small businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity ("DSBSD") by the contract award date to participate in the SWAM program. Certification applications are available through DSBSD online at <http://www.sbsd.virginia.gov/>.

Supplier Name: \_\_\_\_\_

Preparer Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructions

- A. If you are certified by the DSBSD as a small business or as a micro business, complete only Section A of this form. This shall include DSBSD-certified women, minority, or service-disabled veteran-owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form.

### Section A

If your firm is certified by the DSBSD, are you certified as a (check all that apply):

- \_\_\_\_\_ Small Business
- \_\_\_\_\_ Small and Women-owned Business
- \_\_\_\_\_ Small and Minority-owned Business
- \_\_\_\_\_ Small Service Disabled Veteran-owned Business
- \_\_\_\_\_ Micro Business
- \_\_\_\_\_ Micro Business and Women-owned Business
- \_\_\_\_\_ Micro Business and Minority-owned Business
- \_\_\_\_\_ Micro Service Disabled Veteran-owned Business

Certification Number: \_\_\_\_\_

Certification Approval Date: \_\_\_\_\_

Certification Expiration Date: \_\_\_\_\_

### Section B

Populate the table below to show your firm's plans for utilization of DSBSD-certified SWaM businesses and Non-SWaM businesses directly performing the Requirements of this contract. This shall not exclude DSBSD-certified micro businesses or women, minority, or service disabled veteran-owned businesses when they have received the DSBSD small business certification. Include as well businesses that ARE NOT SWaM businesses that will be utilized in directly performing the Requirements of this contract. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

Small Business Name & Address DSBSD Certificate # (Leave certificate number blank if Non-SWaM)	Status if Small Business is also: Women (W), Minority (M) Service-Disabled Veteran (D), Micro Business (O) Non-SWaM (NS)	Contact Person, Telephone & Email	Type of Goods and/or Services
<b>SWaM Overall Commitment Percentage</b>  <b>Please state here the overall commitment percentage for DSBSD-certified SWaM businesses directly performing the Requirements of this Contract:</b>  <b>Note: The percentage above ONLY APPLIES to DSBSD-certified SWaM businesses who are directly performing the Requirements of this Contract. Do not include in the percentage any businesses performing the Requirements of this Contract that are non-SWaM businesses.</b>			

## **Appendix C – Pricing**

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Exhibit C – Pricing is included as a separate XL file

## **Appendix D – State Corporation Commission Form**

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### **Virginia State Corporation Commission (“SCC”) registration information. The Supplier:**

☐ is a corporation or other business entity with the following SCC identification number:  
\_\_\_\_\_ **-OR-**

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Supplier in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from Supplier’s out-of-state location) **-OR-**

☐ is an out-of-state business entity that is including with this proposal an opinion of legal counsel that accurately and completely discloses the undersigned Supplier’s current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): ☐

## Appendix E – Supplier Exceptions to VITA Contract Template

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*Note to Supplier: You may add rows as needed or change the layout for this page to landscape.*

Page Number	Contract Section/Subsection	Exception Explanation



# **Information Technology Hardware and Maintenance with Lease- Rental Options Contract**

between

The Virginia Information Technologies Agency

on behalf of

The Commonwealth of Virginia

And

**VIRGINIA BUSINESS SYSTEMS**

**INFORMATION TECHNOLOGY HARDWARE AND MAINTENANCE WITH LEASE-RENTAL  
OPTIONSCONTRACT  
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## INFORMATION TECHNOLOGY HARDWARE AND MAINTENANCE WITH LEASE-RENTAL OPTIONS CONTRACT

THIS INFORMATION TECHNOLOGY Hardware and Maintenance with Lease-Rental Options CONTRACT ("**Contract**") is entered into by and between the Virginia Information Technologies Agency ("**VITA**"), pursuant to § 2.2-2012 of the *Code of Virginia* ("**Code**") and on behalf of the Commonwealth of Virginia ("**Commonwealth**"), and Virginia Business Systems ("Supplier"), a corporation headquartered at 9899 Mayland Drive Richmond VA 23233 to be effective as of Contract Award Date November 21, 2019 ("**Effective Date**").

### 1. PURPOSE AND SCOPE

VITA, on behalf of the Commonwealth, is seeking services that will provide purchase/rental/lease of print devices, related Software, accessories and supplies. This contract will also allow for Services and Maintenance for devices and Managed Print Services. This Contract sets forth the terms and conditions under which Supplier shall provide Print Devices and Managed Print Services to the Authorized Users.

### 2. DEFINITIONS

#### A. Acceptance

Successful delivery and performance by the Supplier of its contractual commitments at the location(s) designated in the applicable Statement of Work ("SOW") or order, including completed and successful acceptance testing in conformance with the Requirements as determined by the Authorized User in the applicable SOW or order.

#### B. Agent

Any third party independent agent of any Authorized User.

#### C. Application

The software programs in object code and other related data, including intellectual data, proprietary information and Documentation contained and applicable to Licensed Services hosted and supported by Supplier under the Contract, as described in Exhibit A or as described in any SOW or order issued under the Contract, including any Updates, enhancements, and replacements to the Application.

#### D. Authorized Users

All public bodies, including VITA, as defined by Code § 2.2-4301 and referenced by Code §§ 2.2-4304 and 2.2-2012, authorized to participate in the procurement of information technology under this Contract. Authorized Users include private institutions of higher education that are listed at: <http://www.cicv.org/Our-Colleges/Profiles.aspx>.

#### E. Claim

Any and all losses, damages, claims, demands, proceedings, suits and actions, including any related liabilities, obligations, losses, damages, assessments, fines, penalties (whether criminal or civil), judgments, settlements, expenses (including attorneys' and accountants' fees and disbursements), and costs. Collectively, "Claims".

#### F. Code

The Code of Virginia, as amended, and all laws in the titles, chapters, articles and sections contained therein.

#### G. Commercial Off-The-Shelf ("COTS") Software

Software that is general in nature, not broad enterprise applications, which can be purchased and used immediately "as is," without modification, in the same form in which it was sold in the commercial marketplace. Standard options are not considered modifications.

#### H. Commonwealth

The Commonwealth of Virginia.

**I. Commonwealth Indemnified Parties**

Means, collectively and individually, the Commonwealth, VITA, any Authorized User, their officers, directors, agents, and employees.

**J. Component**

Any part or service of the Solution, Software, or Deliverable delivered by Supplier under this Contract, including under all orders or SOWs.

**K. Computer Virus**

Any malicious code, program, or other internal component (e.g., computer virus, computer worm, computer time bomb, or similar component), which could damage, destroy, alter or disrupt any computer program, firmware, or hardware or which could, in any manner, reveal, damage, destroy, alter or disrupt any data or other information accessed through or processed by such software in any manner.

**L. Confidential Information**

Any confidential or proprietary information of a Party that is disclosed in any manner, including oral or written, graphic, machine readable or other tangible form, to any other Party in connection with or as a result of discussions related to this Contract or any order or SOW issued hereunder, and which at the time of disclosure either:

(i) is marked as being "Confidential" or "Proprietary";

(ii) is otherwise reasonably identifiable as the confidential or proprietary information of the disclosing Party; or

(iii) under the circumstances of disclosure should reasonably be considered as confidential or proprietary information of the disclosing Party; or

(iv) is identifiable or should be reasonably considered as protected health information;

(v) any personally identifiable information, including information about VITA's employees, contractors, and customers, that is protected by statute or other applicable law.

**M. Consumables**

Toner, drums, fuser agent, developer, ink cartridges, maintenance kits, feeder rollers, transfer kits, waste toner boxes and cleaning kits, and other products which may be needed for the operation of the devices provided by the Supplier on behalf of the Authorized User in order to fulfill the services.

**N. Contract**

This agreement, including all exhibits, schedules, and attachments, including any modifications or amendments thereto, entered into by VITA and Supplier.

**O. Contractor**

The use of the term "Contractor" in any of the following terms, conditions, links, or IRS Publication 1075 means the same as the term "Supplier" as defined and used in this Contract.

**P. Deliverable**

The embodiment of the work performed by Supplier or any combination of Services, Maintenance Services, Licensed Services, Application, Solution, Solution Component, Software, System Software, plans, reports, data, Product, Supplier Product, and Updates, including any and all components, provided or delivered by the Supplier in fulfilling its obligations under the Contract or as identified in the applicable SOW or order. "Deliverable" also means the development or creation of Work Product, if Work Product is authorized under the Contract.

**Q. Documentation**

Those materials (including user manuals, training materials, guides, product descriptions, technical manuals, product specifications, supporting materials and Updates) detailing the information and instructions needed in order to allow any Authorized User and its agents to make productive use of the Application, Software, Solution, Product, Service, Licensed Services or Deliverable, including any and all components, and to implement and develop self-sufficiency with

regard to the Application, Software, Solution, Product, Service, Licensed Services or Deliverable, including any and all components, provided by Supplier in fulfilling its obligations under the Contract or as may be specified in any SOW or order issued pursuant to this Contract.

**R. Effective Date**

The date this Contract goes into full force and effect as set forth in the preamble of this Contract above.

**S. Federal Tax Information (“FTI”)**

FTI consists of federal tax returns and return information (and information derived from it) that is in the possession or control of any Authorized User, which is covered by the confidentiality protections of the Internal Revenue Code (“IRC”) and subject to the IRC § 6103(p)(4) safeguarding requirements including IRS oversight. FTI is categorized as “Sensitive” but “Unclassified” information and may contain personally identifiable information.

**T. Industrial Funding Adjustment (“IFA”)**

The fee paid by Supplier to VITA to compensate VITA for the cost of procuring and managing the Contract.

**U. Lease Agreement**

The signed agreement between an Authorized User and the Supplier for the lease of Product(s), pursuant to the terms and conditions of this Contract.

**V. Lease Term**

The fixed, non-cancelable period of time that Supplier leases a Product to an Authorized User., Each Lease Term will include the initial, agreed-to period of time plus all periods (i) covered by bargain renewal options; (ii) for which failure to renew the lease would impose a penalty sufficient to make the renewal reasonably assured; (iii) covered by ordinary renewal options during which the Supplier guarantees the Authorized User’s debt with respect to the leased property; (iv) covered by ordinary renewal portions up to the date a bargain purchase option becomes exercisable; and (v) renewals or extensions of the lease, which are at the Authorized User’s option.

**W. Maintenance Coverage Period (“MCP”)**

The period of time during which Supplier is obligated to provide Maintenance Services for a unit of Software or Product.

**X. Maintenance Level**

The defined parameters of Maintenance Services, including the times during which, and time-frames in which, Supplier shall respond to a request for Maintenance Services. The available Maintenance Levels are defined in Exhibit B to this Contract or as defined in any Statement of Work or order issued pursuant to this Contract. The actual Maintenance Level for a unit of Software or Product will be set forth in the signed order or Statement of Work for Maintenance Services of that Software or Product referencing this Contract.

**Y. Maintenance Services**

Those services, preventive and remedial, provided or performed by Supplier under the Contract or for an Authorized User in order to ensure continued operation of the Product, Hardware, or Software, including Software Updates. Maintenance Services include support services. Maintenance Services for Software may include the development of Work Product, if so authorized in the Contract.

**Z. Multifunction Device (“MFD”)**

[[optional, delete if not applicable]] A device which includes various capabilities, including by not limited to, copying, printing, faxing and scanning as determined by the applicable original equipment manufacturers specifications.

**AA. Operating Condition**

The condition that allows the Software or Product to function in a normal, acceptable working manner, as designed by the Software or Product manufacturer, and, if applicable, in compliance with any service levels established in the Contract or any SOW or order issued under the Contract.

**BB. Party**

Any combination of Supplier, VITA, or the Commonwealth. In an SOW, any Authorized User is also a "Party". Collectively, "Parties".

**CC. Performance Changes**

Any engineering changes that affect the ability of the Product(s) provided by Supplier pursuant to this Contract to meet the published specifications.

**DD. Preventative Maintenance**

Maintenance that can be performed in advance of an actual problem or malfunction through the monitoring of internal diagnostic reports generated automatically by print output devices.

**EE. Product**

Hardware, peripherals, and any other equipment, including the System Software, all upgrades, all applicable user documentation, and related accessories as set forth on Exhibit B or as specified in any Statement of Work or order provided pursuant to the Contract.

**FF. Prompt Payment Act**

The Virginia Prompt Payment Act, Code §§ 2.2-4347 et seq., as amended.

**GG. Realized Sales**

Sales under this Contract for which Supplier has received full and complete payment from an Authorized User.

**HH. Receipt**

An Authorized User has physically received or has unfettered access to any Deliverable at the correct "ship-to" location.

**II. Rental Agreement**

The signed agreement between an Authorized User and the Supplier for the rental of a MFD, Product, or Software, as well as any related accessories, pursuant to the terms and conditions of this Contract.

**JJ. Rental Services**

Those Services, preventive and remedial, including support services, performed by Supplier at an Authorized User's request in order to ensure continued operation of the rented Product. Unless otherwise specified in the Contract, Rental Services include, but are not limited to: telephone support, next business day on-site repair and other maintenance and repair services as required. In the case of printers, Rental Services include the provision of toner.

**KK. Rental Term**

The period of time during which Supplier rents a unit of Product to an Authorized User. The Rental Term will begin at Acceptance and last for the period of months agreed to in the applicable order or SOW, plus and any extension(s) or renewal(s) allowable pursuant to this Contract, unless canceled or terminated in accordance with this Contract.

**LL. Requirements**

The functional, performance, operational, compatibility, Acceptance testing criteria, and other parameters and characteristics of the Product, Software, Solution, Service(s), Application and Licensed Services and Deliverables, including any and all components, as authorized by any combination of the Contract, as set forth in Exhibit A or the applicable SOW or order, and such other parameters, characteristics, or performance standards that may be agreed upon in writing by the Parties.



**MM. Response Time**

The time between Supplier's receipt of Authorized User's request for Maintenance and the time Supplier has notified Authorized User that it has commenced repair and resolution of the reported problem.

**NN. Safety Changes**

Any engineering changes that affect the safety of the Product(s) provided pursuant to this Contract.

**OO. Services**

Any work performed or service provided by Supplier – including the design and development of software and modifications, software updates, solution, products, implementation, installation, maintenance, support, testing, training, or other provision – in fulfilling its obligations under the Contract or, as applicable, any Statement of Work or order authorized by the scope of the Contract. "Services" includes all functions, responsibilities, activities, and tasks of the Supplier that are an inherent, necessary, or customary part of the Services, or are required for the proper performance or provision of the Services. As permitted by the scope of the Contract, "Services" may include the discovery, creation, or development of Work Product. This definition does not include Licensed Services.

**PP. Software**

The programs and code provided by Supplier under the Contract or any order or SOW issued hereunder as a component(s) of any Deliverable or component of any Solution, and any subsequent modification of such programs and code, excluding Work Product. For COTS Software, "Software" means the programs and code, and any subsequent releases, provided by Supplier under this Contract as set forth in Exhibit B or as described on Supplier's US and International price lists in effect at time of Authorized User's placement of order or Statement of Work. If this Contract is for Software Maintenance, "Software" also includes the programs and code provided by Supplier under the Contract or any order or SOW issued pursuant to the Contract in the form of Software Updates.

**QQ. Software Publisher**

The third-party licensor of the Software, other than the Supplier, provided by Supplier under this Contract.

**RR. Solution**

The Supplier's contractually committed technical approach for solving an information technology business objective and associated Requirements as defined and authorized by the scope of the Contract or any order or Statement of Work issued under the Contract. Solution means all Supplier and Supplier's third-party providers' components making up the Solution, including but not limited to Software, Product, configuration design, implementation, Supplier-developed interfaces, Services and Work Product.

**SS. Statement of Work ("SOW")**

Any document in substantially the form of Exhibit C (describing the deliverables, due dates, assignment duration, Acceptance criteria, and payment obligations for a specific project, engagement, or assignment that Supplier commits to provide to an Authorized User), which, upon signing by both Parties, is made a part of the Contract.

**TT. Subcontractor**

Any group or person that furnishes supplies or services to the Commonwealth, VITA, or any Authorized User on behalf of Supplier or another Subcontractor in performance of this Contract.

**UU. Supplier**

The entity set forth in the preamble of this Contract and any entity that controls, is controlled by, or is under common control with Supplier.

**VV. Supplier Personnel**

Any and all of Supplier's employees, agents, contractors, or subcontractors performing under this Contract.

**WW. Supplier Reporting System ("SRS")**

The VITA system used by Supplier to fulfill reporting obligations under this Contract. The SRS can be accessed at the following URL(s): <http://vita2.virginia.gov/procurement/srs/>, or any successor URL(s).

**XX. SWaM**

Any entity certified by the Commonwealth's Department of Small Business and Supplier Diversity as a small, women-owned, minority-owned, or service disabled veteran-owned business, as defined in Code §§ 2.2-2000.1 and 2.2-4310, or a certified micro business as defined in Executive Order Number 20 (2014).

**YY. System Software**

The operating system code, including software, firmware and microcode, (object code version) for each Product, including any subsequent revisions, as well as any applicable documentation.

**ZZ. Term**

The period of time beginning with the Effective Date and lasting for the length of time, including any extension periods, set forth in the "Contract Term" section below during which this Contract will be in full force and effect.

**AAA. Update**

Any update, modification or new release of the Software, System Software, Application, Documentation, or Supplier Product that Supplier makes generally available to its customers at no additional cost. Software Updates include patches, fixes, upgrades, enhancements, improvements, or access mode, including without limitation additional capabilities to or otherwise improve the functionality, increase the speed, efficiency, or base operation of the Software.

**BBB. VITA**

The Virginia Information Technologies Agency, an agency of the Commonwealth of Virginia pursuant to Chapter 20.1 (§§ 2.2-2005 et seq.) of the Code, or any successor agency.

**CCC. Warranty Period**

The period of time during which Supplier is obligated to provide maintenance for a unit of Software or Product.

**DDD. Work Product**

Inventions, combinations, machines, methods, formulae, techniques, processes, improvements, software designs, computer programs, strategies, specific computer-related know-how, data and original works of authorship discovered, created, or developed by Supplier, or jointly by Supplier and an Authorized User(s) in the performance of this Contract. Work Product does not include configuration of software, nor does it include anything developed by Supplier prior to, or outside of, this Contract.

**3. TERM AND TERMINATION**

**A. Contract Term**

This Contract is effective and legally binding as of the Effective Date and, unless terminated as provided for in this section, will be effective and legally binding for a period of three (3) years ("Term"). VITA, in its sole discretion, may extend this Contract for up to three (3) additional one (1) year periods after the expiration of the initial Term. VITA will issue a written notification to the Supplier stating VITA's intention to exercise the extension period no less than 30 calendar days prior to the expiration of any current term. In addition, performance of an order or SOW issued during the Term of this Contract may survive the expiration of the Term of this Contract, in which case all contractual terms and conditions required for the operation of such order or SOW will



remain in full force and effect until all of Supplier's obligations pursuant to such order or SOW have met the final Acceptance criteria of the applicable Authorized User.

**B. Termination for Convenience**

VITA may terminate this Contract, in whole or in part, at any time and for any reason upon not less than 30 calendar days prior written notice to Supplier. An Authorized User may terminate an order or SOW, in whole or in part, at any time and for any reason upon not less than 30 calendar days prior written notice to Supplier. Orders that are placed under the contract cannot be canceled for convenience. The only way the orders can be canceled is for lack of performance on the Supplier or funding being cut. Any termination under this provision will not affect the rights and obligations attending any order or SOW outstanding at the termination date.

**C. Termination for Breach**

In the event of breach by the Supplier, VITA will have the right to terminate this Contract, in whole or in part, and an Authorized User may terminate an order or SOW issued hereunder, in whole or in part. Supplier will be deemed in breach in the event that Supplier fails to meet any material obligation set forth in this Contract or in any order or SOW issued hereunder. Any termination under the provisions of this section will be deemed a "Termination for Breach".

If VITA deems the Supplier to be in breach, VITA shall provide Supplier with notice of breach and allow Supplier 15 business days to cure the breach. If Supplier fails to cure the breach as noted, VITA may immediately terminate this Contract or any order or SOW issued pursuant to this Contract, in whole or in part. If an Authorized User deems the Supplier to be in breach of an order or SOW, that Authorized User shall provide Supplier with notice of breach and allow Supplier 15 business days to cure the breach. If Supplier fails to cure the breach as noted, the Authorized User may immediately terminate its order or SOW, in whole or in part. In addition, if Supplier is found by a court of competent jurisdiction to be in violation of or to have violated 31 U.S.C. § 1352, or if Supplier becomes a party excluded from Federal Procurement and Nonprocurement Programs, VITA may immediately terminate this Contract, in whole or in part, for breach, and VITA shall provide written notice to Supplier of such termination. Supplier shall provide prompt written notice to VITA if Supplier is charged with violation of 31 U.S.C. § 1352, or if federal debarment proceedings are instituted against Supplier.

**D. Termination for Non-Appropriation of Funds**

All payment obligations from public bodies under this Contract are subject to the availability of legislative appropriations at the federal, state, or local level for this purpose. In the event of non-appropriation of funds, irrespective of the source of funds, for the items under this Contract, VITA may terminate this Contract, in whole or in part, or any order or SOW, in whole or in part, or an Authorized User may terminate an order or SOW, in whole or in part, for those goods or services for which funds have not been appropriated. Written notice will be provided to the Supplier as soon as possible after legislative action is completed.

**E. Effect of Termination**

Upon termination, neither the Commonwealth, nor VITA, nor any Authorized User will have any future liability except for Deliverables accepted by an Authorized User or Services (including any applicable Licensed Services and Maintenance Services) rendered by Supplier and accepted by the Authorized User prior to the termination date.

In the event of a Termination for Breach, Supplier shall accept return of any Deliverable that was not accepted by the Authorized User, and Supplier shall refund any monies paid by any Authorized User for the unaccepted Deliverable. [[Following sentence is optional depending on nature of what is being purchased, delete if not applicable]] The Authorized User will also have the right, in its sole discretion, to return any accepted Deliverable and Supplier shall refund any monies paid for the accepted Deliverable, less a reasonable value for the use of those components. [[END optional sentence]] Supplier will bear all costs of de-installation and return of Deliverables.

**F. Termination by Supplier**

In no instance will termination by Supplier be considered. Failure by an Authorized User to make timely payments owed to Supplier for its performance under this Contract will constitute a breach

by that Authorized User. Supplier's remedy for a breach is limited to the remedies set forth in Code § 2.2-4363 and the "Remedies" section of this Contract below.

**G. Transition of Services**

At the request of an Authorized User prior to or upon expiration or termination of this Contract, Supplier shall provide all assistance as the Authorized User may reasonably require to transition the Supplier's contractual obligations, or any portion thereof, to any other supplier with whom the Authorized User contracts for provision of same. This Transition Period obligation may extend beyond expiration or termination of the Contract for a period of twelve (12) months. If this Contract includes Supplier's provision of licensed products, Supplier shall take no action to restrict or terminate the use of such licensed products after the date of expiration or termination of the Contract or during any Transition Period, or both. Authorized Users shall pay for any additional maintenance or licensing fees during any Transition Period at the hourly rate or at a fee agreed upon by Supplier and the applicable Authorized User. Supplier shall provide all reasonable transition assistance requested by the applicable Authorized User to allow for the expired or terminated portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to Authorized User. The transition assistance will be deemed by the parties to be governed by the terms and conditions of this Contract, except for those terms or conditions that do not reasonably apply to transition assistance. Further, any Transition Period will not affect any Authorized User's rights in regards to any purchased Software perpetual licenses which are paid in full.

**H. Contract Kick-Off Meeting**

Within 30 calendar days of the Effective Date, Supplier may be required to attend a contract orientation meeting, along with the VITA contract manager/administrator, Authorized User project manager(s) or authorized representative(s), and any other significant stakeholders who have a part in the successful performance of this Contract. The purpose of this meeting will be to review all contractual obligations for both parties, all administrative and reporting requirements, and to discuss any other relationship, responsibility, communication and performance criteria set forth in the Contract.

**I. Contract Closeout**

Prior to the Contract's expiration date, Supplier may be provided contract closeout documentation by VITA. If contract closeout documentation is provided, then Supplier shall complete, sign, and return to VITA Supply Chain Management any required documentation within 30 calendar days of receipt to ensure completion of closeout administration and to maintain a positive performance reputation with the Commonwealth. Any required closeout documentation not received within 30 calendar days of Supplier's receipt of the Commonwealth's request will be documented in the contract file as Supplier non-compliance. Supplier's non-compliance may affect any pending payments due to the Supplier, including final payment, until the documentation is returned to VITA.

**4. SUPPLIER PERSONNEL**

**A. Selection and Management of Supplier Personnel**

Supplier shall ensure that all Supplier Personnel performing under this Contract are competent and knowledgeable of the contractual arrangements and the applicable order or SOW between Authorized User and Supplier. Supplier acknowledges that Supplier is the employer of all Supplier employees and shall have the sole responsibility to supervise, counsel, discipline, review, evaluate, set the pay rates of, provide (to the extent required by law) health care and other benefits for, and terminate the employment of Supplier employees. Supplier shall be solely responsible for the supervision and conduct of Supplier Personnel, including all acts, omissions, gross negligence, and willful misconduct of Supplier Personnel. Additionally, Supplier shall ensure that Supplier Personnel comply with the appropriate Authorized User's site security, information security and personnel conduct rules, as well as applicable federal, state and local laws, including export regulations. Authorized User reserves the right to require the immediate removal from such Authorized User's premises of any Supplier Personnel whom such Authorized User believes has failed to comply with the above or whose conduct or behavior is unacceptable or unprofessional or results in a security or safety breach.

**B. Key Personnel**

An order or SOW may designate certain of Supplier's personnel as "Key Personnel" or "Project Managers". Supplier's obligations with respect to Key Personnel and Project Managers will be described in the applicable order or SOW. Any changes to Key Personnel must be mutually agreed to in writing by Supplier and Authorized User. Failure of Supplier to perform in accordance with such obligations may be deemed a breach of this Contract or of the applicable order or SOW.

**C. Subcontractors**

Supplier shall not use Subcontractors to perform its contractual obligations or any order or SOW issued pursuant to the Contract unless specifically authorized in writing to do so by the Authorized User. If an order or SOW issued pursuant to this Contract is supported in whole or in part with federal funds, Supplier may not subcontract to any Subcontractor that is a party excluded from Federal Procurement and Nonprocurement Programs. In no event may Supplier subcontract to any Subcontractor that is debarred by the Commonwealth or that owes back taxes to the Commonwealth and has not made arrangements with the Commonwealth for payment of such back taxes.

If Supplier subcontracts the provision of any performance obligation under this Contract to any other party, Supplier shall (i) act as prime contractor and will be the sole point of contact with regard to all obligations under this Contract; and (ii) represent and warrant that any authorized Subcontractors shall perform in accordance with the warranties set forth in this Contract.

**5. NEW TECHNOLOGY**

**A. Access to New Technology**

Supplier will bring to VITA's attention any new products or services within the scope of the Contract that Supplier believes will be of interest to VITA and will work to develop proposals for the provision of any such products or services as VITA requests.

**B. New Service Offerings Not Available from Supplier**

If new or replacement product or service offerings become available and cannot be competitively provided by the Supplier under the scope of this Contract, VITA will have the right to purchase the new or replacement products or services from a third party. If VITA elects to use such new or replacement product or service offerings, Supplier will reasonably assist VITA to migrate to such products or services.

If VITA elects to acquire new products or services as described in the paragraph above and such services replace existing Supplier-provided services, discount tiers and any commitments (as applicable per the Contract) will be reduced to reflect reductions in purchases of the replaced products or services.

**6. GENERAL WARRANTY**

THE OBLIGATIONS OF SUPPLIER UNDER THIS GENERAL WARRANTY SECTION ARE MATERIAL. SUPPLIER MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY CONCERNING MERCHANTABILITY OR FITNESS FOR ANY OTHER PARTICULAR PURPOSE.

Supplier warrants and represents to VITA that Supplier will fulfill its contractual obligations and meet all needed Requirements as described in Exhibit A. Supplier warrants and represents to VITA that:

**A. Ownership**

Supplier has the right to perform and provide all contractual obligations and provide all needed services or products without violating or infringing any law, rule, regulation, copyright, patent, trade secret, or other proprietary right of any third party. Supplier is the owner of the Product or otherwise has, to the best of its knowledge, the right to grant to the Commonwealth or any Authorized User title or the right to use the Product provided pursuant to this Contract. Upon Supplier's receipt of payment, the Commonwealth or ordering Authorized User, as applicable, will obtain good and clear title to the Product, excluding the System Software, free and clear of all liens, claims, security interests, and encumbrances.

**B. Coverage Period**

During the manufacturer's Warranty Period or as specified in the applicable order or SOW, Supplier warrants that any Deliverables provided by Supplier under this Contract will meet or exceed the Requirements. Supplier shall correct, at no additional cost to any Authorized User, all errors identified during the warranty period that result in supplier's failure to meet the Requirement, or its contractual obligations.

**C. Performance Warranty**

With respect to Supplier's performance under this Contract:

i. Supplier shall perform all contractual obligations with the care, skill and diligence, consistent with or above applicable professional standards currently recognized in Supplier's profession, and Supplier shall be responsible for the professional quality, technical accuracy, completeness, and coordination of all plans, information, specifications, Deliverables, and Services furnished under this Contract; and

ii. Supplier shall ensure that any contractually-obligated Services or Deliverables, or both, meet or exceed the Requirements and that any Product will function in conformance with the Requirements.

**D. Documentation and Deliverables**

i. Any required Documentation Supplier is obligated to provide under this Contract will be sufficient in detail and content to allow an appropriately trained user/programmer to understand and fully utilize, as applicable, the Deliverables without reference to any other materials or information.

ii. All Deliverables provided or delivered pursuant to this Contract are at the current release level unless an Authorized User specifies an older version in its order or SOW.

iii. No Update, engineering change, or revision made to any Supplier-provided Deliverables will (a) degrade the performance of any Deliverable or its components to a level below that defined in the Requirements or the Product manufacturer's or Software Publisher's published specifications, as applicable; (b) cause any other warranty to be breached; or (c) require an Authorized User to acquire additional hardware equipment or software.

**E. Malicious Code**

Supplier has used commercially reasonable efforts through quality assurance procedures to verify that there are no Computer Viruses or undocumented features in any of the Deliverables, as obligated and provided by Supplier under the order or SOW, at the time of delivery to the Authorized User. Supplier has used the best available means to scan any media provided to the Authorized User. Supplier warrants that the Deliverables, as obligated and provided by Supplier under the order or SOW, do not contain any embedded device or code (e.g., time bomb) that is intended to obstruct or prevent any Authorized User's use of the Deliverables.

Notwithstanding any rights granted under this Contract or at law, Supplier waives, under any and all circumstances, any right it has or may have in the future to exercise its license termination rights by electronic means. Supplier agrees that an Authorized User may pursue all remedies provided under law in the event of a breach or threatened breach of this section, including injunctive or other equitable relief.

**F. Open Source**

Supplier will notify all Authorized Users if any Deliverables, as obligated and provided by Supplier, contain any Open Source code and identify the specific Open Source License that applies to any embedded code dependent on Open Source code, provided by Supplier under this Contract.

**G. Supplier's Viability**

Supplier has the financial capacity to perform and continue to perform its obligations under this Contract. Supplier has no constructive or actual knowledge of a potential legal proceeding being brought against Supplier that could materially adversely affect performance of this Contract. Further, Supplier is not prohibited by any contract, or order by any court of competent jurisdiction from entering into this Contract.

**H. Supplier's Past Experience**

Supplier has met similar contractual obligations and fulfilled the Requirements as set forth in Exhibit A and in this Contract, in similar or greater complexity, to other customers without significant problems due to Supplier's performance and without causing a contractual breach or default claim by any customer.

**7. SCOPE OF USE**

Any Authorized User may use the Product, and any Software licensed in connection with the Product, on a worldwide basis for the benefit of itself and its agents. Supplier further authorizes use of the Product by third parties who are under contract with an Authorized User to provide outsourcing services. If the Commonwealth or an Authorized User takes title under the terms of this Contract to any Products with System Software that is integral to the Products, there will be no restrictions on subsequent resale or distribution of the Products and System Software by the Commonwealth or the Authorized User.

**8. SYSTEM SOFTWARE LICENSE**

VITA will consider Supplier-provided language ONLY when Supplier is a reseller of the Software and the software publisher requires an End User License Agreement (EULA). In such case, Supplier is advised that VITA will require an addendum to such EULA to address terms and conditions in such EULA with which VITA, as a government entity, by law or by policy, cannot agree.]]Any and all license rights granted pursuant to this Contract will be held pursuant to the terms of the "Licensing within the Commonwealth" section of this Contract below.

**A. License Grant**

Any System Software provided by Supplier as part of its Product that is licensed directly from the Software Publisher through an End User Licensing Agreement ("EULA") is subject to the License Agreement Addendum ("LAA"), as amended, attached to this Contract as Exhibit F. Supplier shall have sole responsibility for ensuring that any such Software Publisher executes the LAA. The Software Publisher's EULA, along with the LAA executed by Software Publisher will be added to Exhibit F for reference, but will not become a part of this Contract.

**B. Limitations on Copying and Disclosure**

**C. Business Continuity and Recovery**

**D. Authorized User Compliance**

Compliance with the terms and conditions of any license granted pursuant to this Contract is solely the responsibility of the Authorized User that purchased the license. VITA will have no responsibility for compliance with the terms and conditions of the purchased license, unless VITA purchased the license on its own behalf.

**E. No Subsequent, Unilateral Modifications of Terms by Supplier ("Shrink-Wrap")**

The terms and conditions set forth in this section supersede and govern the licensing and delivery of all Products and Services in this Contract. The terms and conditions of this Contract supersede any other provision or other unilateral license terms that may be issued by Supplier after the Effective Date, regardless of when those provisions were proposed, or the fact that another agreement may be affixed to, or accompany, System Software upon delivery.

**F. Reservation of Rights**

Nothing contained in this section will be construed to restrict or limit the rights of the Commonwealth or any Authorized User to use any technical data that the Commonwealth or Authorized User may already possess or acquire under proper authorization from other sources.

**9. DELIVERY AND INSTALLATION**

**A. Delivery Procedure**

Supplier shall deliver all Products F.O.B. destination, with the destination being the "ship to" address specified in the applicable order or SOW. If the order or SOW stipulates that the Supplier will provide installation of the Product, Supplier will bear all risk of loss of or damage to



the Product until Receipt/Acceptance by the Authorized User. If the order or SOW stipulates that the Supplier will not provide installation of the Product, Supplier will bear all risk of loss or damage to the Product until Receipt. In all cases, Supplier shall arrange and pay for all transportation and insurance sufficient to fully protect the Product while in transit. Each shipment must include a packing slip indicating this Contract number, the Authorized User's order number, the SOW number, if applicable, the part number, a description of the Product shipped and the quantity shipped. Each package in any shipment must (i) be numbered; (ii) have a description stenciled on the outside indicating the quantity of Product contained by part number and description; and (iii) must conspicuously display the number of the package in that shipment which contains the packing slip. If required by the Authorized User, Supplier shall bar code all packages shipped. If any loss to, or damage of, the Product occurs prior to Acceptance by the Authorized User, Supplier shall immediately provide a replacement item. Title to Product, excluding System Software, will pass upon Acceptance.

Supplier will make available all appropriate and required Documentation at the time of delivery of the first unit of each different Product type. Product delivered without the appropriate and required Documentation will be considered "shipped short" until the applicable documentation has been received.

**B. Late Delivery**

Supplier acknowledges and agrees that failure to deliver the Product ordered in strict accordance with the agreed upon delivery schedule as set forth in this Section will constitute a material breach of this Contract resulting in damages to the ordering Authorized User, the total sum of which would be impracticable or impossible to ascertain as of the Effective Date of this Contract. As an estimate of the minimum amount of damages such Authorized User will suffer, Supplier agrees to credit the Authorized User an amount equal to one-half of one percent (.05%) of the total purchase price for each day that the Product is undelivered or nonoperational for a period of thirty (30) calendar days following the agreed upon delivery date, or if none specified, following the date order or SOW was received by Supplier. If the delay lasts longer than thirty (30) calendar days, the Authorized User may immediately cancel the order or SOW and collect as late delivery damages one-half of one percent (.05%) of the total purchase price. Any credit due the Authorized User will be applied to the next periodic invoice.

In addition, in the event the Supplier fails for any reason to deliver the Product within 30 calendar days of the agreed upon delivery date set forth in the order/schedule, or if no date was specified, following the date the order or SOW was received by Supplier, then the ordering Authorized User, at its own discretion, may give Supplier oral or written notice of breach regarding the subject order or SOW. Once notice by the Authorized User is sent or given, the Authorized User may immediately procure the undelivered items, or substantially similar items, from another source. Once the Authorized User has effected a purchase from an alternate source, the Authorized User may charge-back Supplier. Supplier agrees to reimburse the Authorized User for any difference in cost between the original contract price and the Authorized User's cost to cover from the alternate source. In no event will any Authorized User be held to pay Supplier any costs incurred by Supplier, including but not limited to ordering, marketing, manufacturing, or delivering the item(s), which are subject of such Authorized User's notice of breach. Further, the Authorized User reserves any and all other remedies available at law or in equity.

**C. Product Trade-in and Upgrade**

[[To be determined prior to contract execution. Supplier to provide trade-in/upgrade parameters]]

**D. Product Installation**

Unless otherwise agreed, Supplier shall provide the initial installation of all Product at no additional charge. Installation will include: unpacking, removal of all shipping/packing materials, positioning, connecting to internal utility services, testing, and related necessary services to allow for Acceptance by the Authorized User.

All Product installations shall comply with building and facilities standards established by the ordering Authorized User. If Authorized User installs the Product, Supplier shall provide all reasonably necessary telephone assistance at no charge.

## **10. ACCEPTANCE**

### **A. Product Acceptance**

Product will be deemed accepted when the ordering Authorized User determines that the Product successfully operates in accordance with the Requirements. The Authorized User shall commence Acceptance testing within ten (10) calendar days, or within the period set forth in the applicable order or SOW, after Receipt/installation of the Product. Acceptance testing will be no longer than thirty (30) calendar days, or any longer period as may be agreed in writing between Authorized User and Supplier. Authorized User shall provide to Supplier written notice of Acceptance upon successful Acceptance testing. Should Authorized User fail to provide Supplier written notice of successful or unsuccessful Acceptance testing within five (5) calendar days following the Acceptance testing period, the Product(s) will be deemed Accepted.

Throughout the Acceptance testing period, Supplier shall provide to the Authorized User any assistance and advice as the Authorized User may reasonably require. Supplier shall provide this assistance and advice at no additional cost, other than pre-approved travel expenses incurred which are reimbursable by the Authorized User pursuant to the terms and conditions of the "Reimbursement of Expenses" section of this Contract below.

### **B. Cure Period**

Supplier shall correct any non-conformities identified during Acceptance testing and re-submit the corrected Product for re-testing within seven (7) calendar days of Supplier's receipt of a written notice of non-conformance, or as otherwise agreed between the Authorized User and Supplier in the applicable order or SOW. If Supplier fails to cure the non-conformity or deliver Product that meets the Requirements, the Authorized User may, in its sole discretion: (i) reject the Product in its entirety and recover amounts previously paid to Supplier; (ii) issue a "partial Acceptance" of the Product with an equitable adjustment in the price to account for such deficiency; or (iii) conditionally accept the applicable Product while reserving its right to revoke Acceptance if timely correction is not forthcoming. Failure of a Product to meet, in all material respects, the Requirements after the second set of acceptance tests may constitute a breach by Supplier. In the event of such breach, the Authorized User may, at its sole discretion, terminate its order or SOW, in whole or in part, for the Product and any Services to be provided by Supplier.

## **11. PERFORMANCE LEVELS FOR PURCHASED AND RENTED PRODUCTS**

### **A. Purchased Product**

Any Product(s) purchased by an Authorized User and covered continuously by Maintenance Services or Rental Services, as applicable, are required to operate satisfactorily and produce acceptable printed quality at a 90% effectiveness level during any month of the first five (5) years following Product Acceptance.

The effectiveness level for a unit of Product will be computed by dividing the total productive time by the sum of that time plus any Product failure downtime. Product failure downtime does not include malfunction due to operator error or preventive maintenance calls. In addition, the Product failure rate must not, during any three (3) month period, average more than two (2) malfunctions (breakdowns) per month requiring Supplier correction. No unit of Product may require six (6) or more service calls in any three (3) month period. The average monthly volume must be no greater than the corresponding Monthly Volume Range in Exhibit B for the devices. The Product failure rate calculation does not include service calls for malfunction due to operator error or preventive maintenance.

In the event that the Product does not meet the performance requirements of this section, (i) during the first year of the MCP, Supplier shall replace the non-compliant unit of Product with a new unit of Product matching all Requirements of the original unit of Product, at no additional cost to the Authorized User, or (b) during subsequent years of the MCP, Supplier shall replace the non-compliant unit of Product with a unit of Product having equal or greater features.

### **B. Leased or Rented Product**

Any Product(s) rented by an Authorized User are required to operate satisfactorily and produce acceptable printed quality at a 90% effectiveness level during any month during the Rental Term.

The effectiveness level for a unit of Product will be computed by dividing the total productive time by the sum of that time plus any Product failure downtime. Product failure downtime shall not include malfunction due to operator error or preventive maintenance calls. In addition, the Product failure rate must not, during any three (3) month period, average more than two (2) malfunctions (breakdowns) per month requiring Supplier correction. No unit of Product may require six (6) or more service calls in any three (3) month period. The average monthly volume must be no greater than the corresponding Monthly Volume Range in Exhibit C for the devices. The Product failure rate calculation shall not include service calls for malfunction due to operator error or preventive maintenance.

In the event that the Product does not meet the performance Requirements of this section, the Supplier shall replace the non-complaint unit of Product with a new unit of Product matching all requirements of the original unit of Product. Should Supplier fail to replace the unit of Product in accordance with this section, the Authorized User may immediately terminate the applicable order or SOW without penalty, and Supplier shall, at its own expense, immediately remove the unit of Product from the Authorized User's premises.

**C. Removal of Lease or Rental Hardware**

Supplier shall remove all off-lease Hardware within 30 days of the expiration of the Hardware's Lease. If Supplier fails to remove the Hardware, the Authorized User shall send written notice to the Supplier requesting removal of the equipment within 30 calendar days of its receipt of the notice. If the Hardware is not removed by Supplier following this 30-day period, the Authorized User shall send a second written notice to Supplier requesting removal of the Hardware within 30 calendar days of the second notice. If the Hardware has not been removed after the second notice by Authorized User and subsequent 30 day period, the Authorized User may deem the Hardware to have been abandoned by the Supplier and Authorized User may dispose of the Hardware at its sole discretion without further liability to the Supplier.

**D. Return of Product**

At the expiration or termination of a Lease Agreement or Rental Agreement or for the return or removal of any Product to Supplier, the Authorized User will cooperate with Supplier in arranging pickup of the Product. If the leased or rented Product contains a hard drive, the Authorized User and Supplier will ensure compliance with Commonwealth Data Removal standard before the equipment is removed from the Authorized User's location. The requirements for compliance are located at the following URL:

[http://www.vita.virginia.gov/uploadedFiles/Library/PSGs/Data\\_Removal\\_Standard\\_514\\_03%2010\\_07\\_2008\\_r3.pdf](http://www.vita.virginia.gov/uploadedFiles/Library/PSGs/Data_Removal_Standard_514_03%2010_07_2008_r3.pdf)). If the Supplier performs the cleaning of the hard drive, the Supplier will provide written certification to the Authorized User that the hard drive has been cleaned in full compliance with the Commonwealth Data Removal standard.

**12. SERVICES FOR PURCHASED AND RENTED PRODUCTS**

**A. Service Offerings**

Supplier shall offer for rent and purchase all Product types identified in Exhibit B and shall offer Maintenance Services for all Product(s) purchased pursuant to this Contract. No Authorized User is obligated to continue Maintenance Services on Product that has been removed from service, provided Supplier has been notified in writing of the removal.

During the MCP or Rental Term, Supplier shall provide all Services required to maintain the Product in operating condition and to ensure Authorized User has sufficient supplies available at all times. Services will include, but are not limited to, performing Maintenance Services, providing replacement parts, maintaining sufficient inventory of spare parts to support the Authorized User's installed base, and correcting any malfunctions or defects in any unit of Product.

**B. Performance of Maintenance Services or Rental Services**

Supplier shall perform Preventive Maintenance during regular business hours unless Preventive Maintenance affects the Hardware processing; in these instances, Preventive Maintenance will be performed as mutually agreed and at no additional cost to an Authorized User.

Supplier shall respond to calls for Maintenance Services or Rental Services Monday through Friday, 8 am through 5 pm local time, excluding Commonwealth holidays. Supplier shall respond



to problems with the Product identified by an Authorized User in no more than four (4) hours after notification. Repairs shall be made within twelve (12) working hours of the first notification by the Authorized User.

Calls dispatched outside the times specified in this section may be subject to additional charges. If Maintenance Services or Rental Services are requested for a unit of Product within the 48-hour period immediately following remedial maintenance performed on the same unit of Product for the same problem, Supplier shall provide the Maintenance Services or Rental Services at no charge.

Supplier's response may be on-site or remote, as required to resolve the problem. Supplier shall utilize the most expeditious methods of restoring the Hardware to its original operating condition, which may include part or whole unit replacement. Supplier shall ship replacement Hardware or any components within 24 hours of receipt of failed Hardware or component. Supplier shall provide any labor, parts, firmware upgrades and software upgrades and return shipping required to perform advanced replacement services at any time during the MCP or Rental Term. Any replacement parts Supplier provides in fulfilling its obligations under this section must be new parts.

**C. Defects or Malfunctions**

Supplier shall promptly notify all Authorized Users of any defects or malfunctions in the Product or Documentation that Supplier learns from any source. Supplier shall correct any defects or malfunctions, or provide a workaround until corrected, within five (5) business days of knowledge of any defect or malfunction. Supplier shall also provide all Authorized Users with corrections of the defects or malfunctions at no additional cost. Supplier shall provide all parts, components and services required to correct the design defect and restore the item or replace it, so that it functions as warranted.

For purchased Product, any replacement Hardware will become the sole property of the Authorized User and any defective Hardware will become the sole property of Supplier. In all instances, Supplier shall be solely responsible for all shipping costs.

**13. PRODUCT SUPPORT AND ADDITIONAL SERVICES**

**A. Authorized User or Third Party Support**

**1. Documentation and Support Availability**

In the event that VITA terminates this Contract, Supplier shall provide all the necessary user and installation Documentation and maintenance and repair training reasonably required to enable any Authorized User to maintain and repair the Product itself, or to obtain support and Maintenance Services from a third-party. Supplier shall also provide the Documentation and training necessary to allow any Authorized User to self-maintain to the subcomponent level. In addition, Supplier agrees to provide, for a period of five (5) years from the date of the last purchase, spare parts and components at the cost set forth in Exhibit B, including those solely sourced by Supplier, so as to enable any Authorized User or its designated third-party maintenance provider to provide full maintenance and repair of the Product.

**2. Timeliness and Price**

Supplier agrees to make the above-referenced Documentation, training, and spare parts and components available within 15 business days following receipt of a written request, and at a price set forth in Exhibit B. In addition, Supplier shall sell the Product to any Authorized User's third-party maintenance provider under contract with the Authorized User, at the prices as set forth in Exhibit B, for the sole purpose of supporting the Authorized User's installed inventory. Supplier shall document and provide to all Authorized Users, in a timely manner, any and all revisions to information and parts and components lists as they are developed or supplied by Supplier.

**B. Engineering Changes and Product Modification**

Product processing or operating capability, they will be scheduled at the Authorized User's request as to time and at the Authorized User's option. The Authorized User will have the option to waive or pre-approve all other engineering changes planned by Supplier on the Product delivered or planned for delivery to the Authorized User.

**C. Parts and Maintenance Support**

Supplier shall provide new or certifiable as new spare parts and the Maintenance Services identified in the "Maintenance Services" section of this Contract and Exhibit B attached to this Contract for each Product type ordered by an Authorized User. Supplier's obligation under this section will last for five (5) years from the expiration of the initial Warranty Period of the last unit of any given Product type provided by Supplier to the Authorized User. After this 5-year period, Supplier shall advise the Authorized User of its intent to discontinue either certain parts or Maintenance Services for any Product type ordered by the Authorized User.

Supplier shall notify the Authorized User one (1) year prior to the effective date of any such discontinuance, and shall provide to the Authorized User the opportunity to purchase spare parts in a quantity adequate to support its installed base. Should Supplier advise the Authorized User of its intent to discontinue certain parts for any Product type ordered by the Authorized User, the Authorized User has the option to request and Supplier has the obligation to provide, all documentation, including source code, required to ensure ongoing support, including full maintenance and repair by the Authorized User or its designated third-party maintenance provider within 30 calendar days prior to the discontinuance date, or to replace the unsupported Product with a supported Product at a cost to the Authorized User of no more than the cost delta between the supported Product and the unsupported Product.

**D. Inventory Record**

Supplier shall maintain the Inventory Record at no additional cost or reduction in the Warranty Period. Product quantities and types may vary as Product is added or deleted from coverage. Authorized User shall notify Supplier in writing of any Product relocated, added, or removed from service. Upon receipt of this notification, Supplier will amend the Inventory Record to reflect the relocation, addition, or deletion of the Product. Supplier shall provide, at no additional cost, a copy of the most current Inventory Record to any Authorized User upon request.

**E. Product Service Record**

Supplier shall maintain, at no additional cost, a Product Service Record for each unit of Product covered under warranty or maintenance. The Product Service Record must include the following records for each unit of Product: (i) installation/ relocation/ removal/ modifications; (ii) remedial actions; (iii) preventive actions; and (iv) any additional services not covered by warranty or maintenance. Upon request by the Authorized User, Supplier shall provide, at no additional cost, a copy of the Product Service Record.

**F. Product Discontinuation**

During the Term of this Contract, if any Product listed on Exhibit B is discontinued and Supplier does not offer a substitute acceptable to VITA, then Supplier shall continue to meet such Authorized User's needs for the discontinued Product for not less than twelve (12) months, for each Authorized User who purchased the discontinued Product. Additionally, Supplier shall make maintenance parts for the discontinued Product available to the Authorized User for a period of five (5) years from the date of discontinuation. In every event, Supplier will provide any Authorized User with 120 days advance written notice of its intent to discontinue any Product type previously ordered by such Authorized User.

**G. Additional Services**

Upon request of an Authorized User by means of an order or SOW issued in accordance with the ordering provisions of this Contract, Supplier will provide additional on-site services which may include: (i) relocation of previously installed hardware; (ii) assistance to Authorized User's communications department in mutually acceptable duties related to the warranty or Maintenance Services provided under this Contract; and (iii) cabling, if applicable. The Authorized User shall compensate Supplier for such additional on-site services in accordance with the prices identified in Exhibit B. These additional on-site services will be in addition to any existing on-site Warranty Services or Maintenance Services obligations of Supplier

Upon request of an Authorized User by means of an order or SOW issued in accordance with the ordering provisions of this Contract, Supplier will also provide the following services beyond those identified as Warranty Services or Maintenance Services offerings: (i) service on equipment not covered by this Contract; (ii) repair of damage or replacement of parts of Hardware resulting from

changes in the hardware environment, extraordinary use of the hardware, or interconnected devices; or (iii) service outside the applicable hours of service specified in an executed order or SOW referencing this Contract. The charge for such services will be at the hourly rate specified in Exhibit B and will be inclusive of all expenses. Warranty Services or Maintenance Services requested for a unit of hardware within the 48-hour period immediately following Remedial Maintenance (as set forth below) performed on the same unit of hardware for the same problem, will not be considered an additional service and will be provided at no charge. Requests for additional services will only be approved for payment by the Authorized User when a Product's service record is included with the applicable invoice.

#### **14. WARRANTY AND REMEDY OF PRODUCT**

##### **A. Compatibility**

Supplier warrants that each Product provided pursuant to this Contract is, and will continue to be, data, program, and upward compatible with any other Product available or to be made available from Supplier within the same family of Products. Supplier warrants that, as a result of this compatibility, each Product can be utilized without adaptation of the other Products, and so that programs written for the Product shall operate on the next generation of Products, and not result in the need for alteration, emulation, or other loss of efficiency for a period of not less than five (5) years.

##### **B. Product**

Supplier warrants the following with respect to the Product:

- i. The Product will be free of defects in material, design, and workmanship;
- ii. Upon delivery, the Product will be new and in Operating Condition and will have all engineering changes released to date already installed;
- iii. Supplier shall not disable any Authorized User's use of System Software through remote access or otherwise. If the System Software contains authorization codes allowing access to a data base or other software, Supplier warrants that such codes will be perpetual and non-expiring.

##### **C. Warranty Services**

During the manufacturer's warranty period or as specified in the applicable order or SOW, Supplier warrants that the Product will meet or exceed the Requirements. Supplier shall provide Warranty Services (including unlimited telephonic support and all necessary travel and labor) during the warranty period at the prices set forth in Exhibit B of this Contract. Supplier shall correct, at no additional cost to any Authorized User, all errors identified during the Warranty Period that result in a failure of the Product to meet the Requirements.

Exhibit B provides detailed descriptions of the Supplier's warranty and maintenance offerings and responsibilities as well as remedies available to the Authorized User in the event Supplier fails to perform its warranty and maintenance obligations. Any remedies will be paid to the Authorized User on a quarterly basis. Exhibit B defines coverage periods, response times, and restore times.

If multiple warranty levels are available, an Authorized User may elect, at any time, an alternative warranty level offered by Supplier. Any amendment to the warranty level will take effect within thirty (30) calendar days following Supplier's receipt of Authorized User's written notice, in the form of a modification to an order or SOW.

Authorized User's designated control organization will have the exclusive authority to request Warranty Services. Supplier shall not respond to calls for service from any other source without prior written approval of Authorized User's agreement administrator designated on the relevant order.

##### **1. Product Covered**

Exhibit B lists all Product types covered under warranty.

##### **2. Preventive Maintenance**

Supplier's Preventive Maintenance offerings and responsibilities, and the Authorized User's associated remedies, are described in Exhibit B.

### 3. Remedial Maintenance

Supplier's Remedial Maintenance offerings and responsibilities, and the Authorized User's associated remedies, are described in Exhibit B.

### 4. Replacement Parts

Supplier's offerings and responsibilities related to Replacement Parts, and the Authorized User's associated remedies, are described in Exhibit B.

### 5. Spares

Supplier's offerings and responsibilities related to Spares, and the Authorized User's associated remedies, are described in Exhibit B.

### 6. Notification and Correction of Defects

Supplier's offerings and responsibilities related to notification and correction of defects, and the Authorized User's associated remedies, are described in Exhibit B.

### 7. One-year Depot Warranty

Supplier's depot warranty offerings and responsibilities are described in Exhibit B.

### 8. On-site Warranty

Supplier's on-site warranty offerings and responsibilities are described in Exhibit B.

### 9. System Software Warranty

As part of the standard warranty offering, for a period of not less than twelve (12) months beginning on the date of Acceptance, Supplier shall provide the following warranty services (including unlimited telephonic support and all necessary travel and labor) without additional charge to any Authorized User to maintain the System Software in accordance with the Requirements:

#### a) New Releases

Supplier's responsibilities related to new releases of System Software and Documentation are described in Exhibit B.

#### b) Coverage

Supplier's offerings and responsibilities related to coverage for telephonic and written consultation in connection with use, problems, and operation of the System Software are described in Exhibit B.

#### c) Response and Restore Times

Supplier's response and restore times related to use, problems, and operation of the System Software, and Authorized User's associated remedies, are described in Exhibit B.

#### d) Software Evolution

Should Supplier or Software Publisher merge or splinter the System Software previously provided to any Authorized User, such action on the part of Supplier or Software Publisher shall not in any way result in any Authorized User being charged additional license or support fees in order to receive enhancements, releases, upgrades or support for the System Software.

If Supplier or Software Publisher reduces or replaces functionality contained in a licensed System Software product and provides the same or substantially similar functionality as or within a separate or renamed System Software product, then the Commonwealth or the Authorized User will be entitled to license such System Software product at no additional license or maintenance fee, and subject to the terms and conditions herein.

If Supplier or Software Publisher releases an option, future System Software product or other release that has substantially the same functionality as the Software products provided under this Contract, and Software Publisher and/or Supplier ceases to provide maintenance for the older

System Software product, then Supplier shall offer the Commonwealth or the Authorized User the option to exchange licenses for such replacement System Software product or function at no additional charge.

#### 10. Escalation Procedures

[[TBD based on Supplier proposal.]]

#### 11. Remedies

In addition to any remedies described in Exhibit B, if Supplier is unable to make the Product, including System Software, conform, in all material respects to the Requirements, within thirty (30) calendar days following notification by an Authorized User, Supplier shall, at such Authorized User's request, either (i) replace the non-conforming Product or (ii) accept return of the non-conforming Product and return all monies paid by such Authorized User for the returned Product.

Notwithstanding anything to the contrary in this Contract or in any exhibit hereto, VITA and any Authorized User retain all rights and remedies available at law or in equity.

#### 12. Product Maintenance Services and Renewal Options

At least sixty (60) calendar days prior to the expiration of the warranty period, Supplier shall notify the Authorized User, and the Authorized User, at its sole discretion, may order from Supplier Maintenance Services, including System Software Maintenance Services for a period of one (1) year and for the annual fee identified in Exhibit B. Supplier warrants that it shall make Maintenance Services available for all the Products, including System Software, listed in Exhibit B, or which are components of Products listed in Exhibit B, for a period of at least five (5) years from the expiration of the initial warranty period of any Product provided to an Authorized User pursuant to this Contract. Termination of this Contract or cancellation of Maintenance Services, including System Software Maintenance Services if provided as a separate offering from Supplier, by an Authorized User shall not affect this Contract or the grant of any license pursuant thereto.

THE OBLIGATIONS OF SUPPLIER UNDER THIS WARRANTY AND REMEDY SECTION ARE MATERIAL. SUPPLIER MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY CONCERNING MERCHANTABILITY OR FITNESS FOR ANY OTHER PARTICULAR PURPOSE.

### 15. MAINTENANCE SERVICES

Supplier shall provide Maintenance Services (including unlimited telephonic support and all necessary travel and labor) during the MCP at the prices identified in Exhibit B without additional charge to maintain the Product in accordance with the Requirements.

Exhibit B attached to this Contract provides detailed descriptions of the Supplier's warranty and maintenance offerings and responsibilities, as well as remedies available to the Authorized User in the event Supplier fails to perform its warranty and maintenance obligations. Any remedies will be paid to the Authorized User on a quarterly basis. Exhibit B also defines coverage periods, response times, and restore times.

Authorized User's designated control organization will have the exclusive authority to request maintenance services. Supplier shall not respond to calls for service from any other source without prior written approval of Authorized User's agreement administrator designated on the relevant order or SOW.

#### A. Ordering

See the "Fees, Ordering, and Payment Procedure" section of this Contract below.

#### B. Renewal

At least 60 calendar days prior to the expiration of the MCP for each unit of Product, Supplier shall notify the Authorized User in writing of such expiration. Authorized User may, at its sole discretion, issue an order or SOW to Supplier to renew the Maintenance Services, including System Software Maintenance Services, for an additional one (1) year period. Any increase in the annual fee for Maintenance Services may not exceed the lesser of (i) three percent (3%), or (ii) the annual change in CPI, as defined in the "Fees, Ordering and Payment Procedures" section of

this Contract below, in effect at the time of renewal. Termination of this Contract or cancellation of Maintenance Services, including System Software Maintenance Services if provided as a separate offering from Supplier, by an Authorized User will not affect this Contract or the grant of any license pursuant to the Contract.

**C. Offered Services**

Maintenance Services will include:

1. Product Covered

Exhibit B lists all Product types for which Supplier offers Maintenance Services. No Authorized User is obligated to continue Maintenance Services on Product(s) that has been removed from service, provided Supplier has been notified in writing of such removal.

2. Preventive Maintenance

Supplier's Preventive Maintenance offerings and responsibilities, and the Authorized User's associated remedies, are described in Exhibit B.

3. Remedial Maintenance

Supplier's Remedial Maintenance offerings and responsibilities, and the Authorized User's associated remedies, are described in Exhibit B.

4. Replacement Parts

Supplier's offerings and responsibilities related to Replacement Parts, and the Authorized User's associated remedies, are described in Exhibit B.

5. Spares

Supplier's offerings and responsibilities related to Spares, and the Authorized User's associated remedies, are described in Exhibit B.

6. Notification and Correction of Defects

Supplier's offerings and responsibilities related to notification and correction of defects, and the Authorized User's associated remedies, are described in Exhibit B.

7. Advanced Replacement Services

Supplier's advanced replacement service offerings and responsibilities are described in Exhibit B.

8. On-site Maintenance Services

Supplier's on-site Maintenance Services offerings and responsibilities are described in Exhibit B.

9. System Software Maintenance

During the MCP and as part of the standard Maintenance Services offering, Supplier shall provide the following Maintenance Services (including unlimited telephonic support and all necessary travel and labor) without additional charge to any Authorized User to maintain the System Software in accordance with the Requirements:

a) New Releases

Supplier's responsibilities related to new releases of System Software and Documentation are described in Exhibit B.

b) Coverage

Supplier's offerings and responsibilities related to coverage for telephonic and written consultation in connection with use, problems, and operation of the System Software are described in Exhibit B.

c) Response and Restore Times

Supplier's response and restore times related to use, problems, and operation of the System Software, and any associated remedies, are described in Exhibit B.

d) Software Evolution



If Supplier merges or splinters the System Software previously provided to any Authorized User, in no event will the merger or splinter on the part of Supplier result in any Authorized User being charged additional license or Maintenance fees in order to receive enhancements, releases, upgrades, or support for the System Software.

If Supplier or Software Publisher reduces or replaces functionality contained in a licensed System Software product and provides the same or substantially similar functionality as or within a separate or renamed System Software product, then the Commonwealth or the Authorized User will be entitled to license such System Software product at no additional license or maintenance fee, and subject to the terms and conditions herein.

If Supplier or Software Publisher releases an option, future System Software product or other release that has substantially the same functionality as the Software products provided under this Contract, and the Software Publisher, the Supplier, or both, ceases to provide maintenance for the older System Software product, then Supplier shall offer the Commonwealth or the Authorized User the option to exchange licenses for such replacement System Software product or function at no additional charge.

#### 10. Escalation Procedures

[[TBD based on Supplier proposal.]]

#### 11. Remedies

In addition to any remedies described in Exhibit B, if the Product, including the System Software, fails to conform, in all material respects, to the Requirements, Authorized User shall provide written notice to the Supplier of the failure. If within 30 calendar days of its receipt of Authorized User's notice the Supplier is unable to make the Product, including the System Software, conform, in all material respects, to the Requirements, Supplier shall, at Authorized User's request, either (i) provide a replacement Product at no additional cost to the Authorized User, or (ii) accept return of the Product and return all monies paid by such Authorized User (a) for Maintenance Services for the returned Product, including System Software, pro-rated on a monthly basis as of the date the Authorized User reported the non-conformity, and (b) for the Product, including System Software, pro-rated on a monthly basis as of the date the Authorized User reported the non-conformity and based on the average life of the Product.

In addition to the remedies set forth in this Contract and any exhibits, VITA and any Authorized User retain all rights and remedies available at law or in equity.

#### **D. Services for MCP, Lease Term, or Rental Term**

During any MCP, Lease Term, or Rental Term, Supplier shall provide all Services required to maintain the Product in operating condition and to ensure Authorized User has sufficient supplies available at all times. Such Services include, but are not limited to, performing Preventive Maintenance and remedial maintenance, providing replacement parts, maintaining sufficient inventory of spare parts to support the Authorized User's installed base, and correcting any malfunctions or defects in any unit of Product.

#### **16. RENEWAL OF LEASE OR RENTAL PRODUCT**

At least 60 calendar days prior to the expiration of the Lease Term or Rental Term for each unit of Product, Supplier shall notify the Authorized User of the expiration. Authorized User, at its sole discretion, may issue an order to Supplier to extend the Lease Term or Rental Term in accordance with the provisions of this section.

An Authorized User may elect to renew a 12-month, 36-month, 48-month, or 60-month Lease Agreement or Rental Agreement for one (1) year beyond the initial Lease Term or Rental Term. In order to enter into a one-year renewal agreement for the existing unit of Product, the Supplier shall reduce the rental rate charged to the Authorized User not less than five percent (5%). Only one (1) renewal term is allowable pursuant to this Contract for a 12/36/48/60-month initial Lease Term Rental Term. Following the one renewal term, an Authorized User must enter into a new Lease Agreement or Rental Agreement using a current contract.

## **17. HARDWARE-SPECIFIC PROVISIONS**

Supplier shall offer all Product types identified in Exhibit B and shall offer Maintenance Services for all Product purchased hereunder. No Authorized User is obligated to continue Maintenance Services on Product that has been removed from service, provided Supplier has been notified in writing of such removal.

During any MCP, Lease Term or Rental Term, Supplier shall provide all Services required to maintain the Product in Operating Condition and to ensure Authorized User has sufficient supplies available at all times. Such Services include, but are not limited to, performing preventive and remedial maintenance, providing replacement parts, maintaining sufficient inventory of spare parts to support the Authorized User's installed base, and correcting any malfunctions or defects in any unit of Product.

### **A. Trial Period for MFD's**

At an Authorized User's request, Supplier shall provide Authorized User a unit of Product for a thirty (30) day trial period. If a unit of Product is offered for a trial period the Authorized User shall issue an order for the monthly rental rate of that unit of Product and state that such order is for a thirty (30) day trial. The trial period shall start when the Supplier has completed installation and has made the unit of Product ready for normal use. If during such trial period the unit is deemed to be unacceptable by the Authorized User, the Authorized User may cancel the order and Supplier shall remove such unit at no cost to such Authorized User.

Following the trial period, Authorized User may, at its option, continue or discontinue use of Supplier's Product. Should Authorized User elect to purchase or rent Supplier's Product, Authorized User shall issue an order for purchase or rental of the Product, and Supplier shall credit the trial period price charged to the Authorized User toward the purchase or rental of the unit. If the trial unit provided to such Authorized User was a new unit, the Authorized User shall retain such unit at its location; however, if the trial unit provided to such Authorized User was a demonstration unit (i.e., one which had made any number of copies prior to installation), Supplier shall remove the demonstration unit and deliver a new unit upon receipt of Authorized User's order for purchase or rental of Supplier's Product. Should Authorized User elect to discontinue use of Supplier's Product, Authorized User shall so notify Supplier and Supplier shall de-install and remove the trial unit from the Authorized User's premises at no additional cost to the Authorized User.

## **18. FEES, ORDERING, AND PAYMENT PROCEDURE**

### **A. Fees and Charges**

In consideration for the Supplier's performance obligations under this Contract, an Authorized User shall pay Supplier the fee(s) owed pursuant to the schedule of fees and charges as set forth on Exhibit B attached to this Contract. Supplier will only be entitled to those fees owed for Supplier's performance obligations and any additional Products and Services provided to an Authorized User in accordance with the scope of this Contract and the Requirements, as authorized by Exhibit A, and per the Authorized User's order or SOW. The fees, and any associated discounts, will be applicable throughout the Term of this Contract unless modified pursuant to the terms and conditions below. In the event the fees or discounts apply for any period less than the entire Term, Supplier agrees that it will not increase the fees during the first twelve (12) month period following the Effective Date, and will not increase the fees more than once in any subsequent twelve (12) month period thereafter. No increase in fee amounts will exceed the lesser of three percent (3%) or the annual increase in the Consumer Price Index for All Urban Consumers (CPI-U), U.S. City Average, All Items, Not Seasonally Adjusted, as published by the Bureau of Labor Statistics of the Department of Labor (<http://www.bls.gov/cpi/home.htm>) for the period ending 60 to 90 days prior to the effective date of the increase compared with the same index one (1) year prior. Supplier must submit any change in price in writing to VITA and to the Authorized User if the change impacts any SOW or order and in accordance with the above and will not become effective for 60 calendar days thereafter. Supplier agrees to offer price reductions to ensure compliance with the "Competitive Pricing" section of this Contract below.



**B. Reproduction Rights for Supplier-Provided Software**

At an Authorized User's request, Supplier shall provide the Authorized User with a reproducible, portable data storage device (e.g. CD-ROM or USB flash drive) of Software and Updates. The Authorized User will be responsible for making copies and distributing the Software and Updates as required. Within 30 calendar days of the end of each calendar quarter, the Authorized User shall provide to Supplier a report of the net number of additional copies of the Software or Updates or both deployed during the quarter. Supplier will invoice such Authorized User for the net number of new licenses reported as deployed.

**C. Demonstration and/or Evaluation**

If the Supplier's contractual obligations include the provision of a Solution, an Application and Licensed Services, or Software-as-a-Service, at the request of any Authorized User, then Supplier shall perform any reasonable demonstration of its Solution, Application and Licensed Services, or Software-as-a Service at the Authorized User's location and at no charge.

If the Supplier's contractual obligations include the provision of Software, then the Supplier shall provide the Software to any Authorized User for evaluation purposes at no charge. The evaluation period will be determined by the complexity of testing but will be a period not less than 30 calendar days. Each new project is entitled to an evaluation copy regardless of whether an Authorized User has previously purchased the Software.

**D. Supplier Quote and Request for Quote**

An Authorized User, may at its sole discretion, issue a Request for Quote ("RFQ") for any combination of the Solution, Product, or Services provided under this Contract. Supplier shall respond to the RFQ by providing a written quote. Supplier's quote must include (a) a detailed description of each product or service proposed, including any applicable components, at the Exhibit B line item fee level; (b) the quantity of each line item; (c) the total contract price; (d) any additional percentage discount offered; (e) an extended price; (f) any optional or alternate pricing; and (g) any pricing assumptions. If requested by the Authorized User, Supplier's quote must also include a detailed description of the approach Supplier plans to take in developing, implementing, and maintaining its offering pursuant to the RFQ for the Authorized User. If Supplier is unable to meet the requirements of the RFQ, Supplier shall notify the Authorized User in writing of its inability to perform the work requested by the Authorized User, and provide the reasons for its inability to perform, prior to the due date for the submission of quotes in response to the RFQ. Supplier's failure to respond to an RFQ may be deemed a breach of this Contract.

**E. Competitive Request for Quotes**

If an Authorized User determines that a competitive process is required to ensure it receives the best value for any combination of its needed Solution, Product, or Services under this Contract, then the Authorized User may, at its sole discretion, use a Competitive Request for Quote ("CRFQ") process to obtain identical or similar Solutions, Products, or Services to those provided by Supplier pursuant to this Contract. The CRFQ will clearly outline the project timing and requirements. If the Authorized User is not able to identify the exact specifications required, then the CRFQ respondents will be given the opportunity to identify and propose their recommended specifications.

**F. Ordering**

All Authorized Users have the right to license or purchase Supplier's Products or Services under this Contract, but Authorized Users have no obligation to purchase or license from Supplier any of Supplier's Products or Services. [[Modify the following sentence only if this Contract is mandatory use for any Authorized User]] This Contract is optional use and non-exclusive, and all Authorized Users may, at their sole discretion, purchase, license or otherwise receive benefits from third party suppliers of products and services similar to, or in competition with, the Products and Services provided by Supplier. Supplier shall accept any order or placed by an Authorized User through the Commonwealth's electronic procurement website portal, eVA (<http://www.eva.virginia.gov/>). Agencies, as defined by Code § 2.2-2006, and legislative, judicial, and independent agencies of the Commonwealth, must order through eVA. All other Authorized Users are encouraged to order through eVA, but may order through the following means:

- i. Purchase Order ("PO"): An official PO form issued by an Authorized User.

ii. Any other order/payment charge or credit card process, such as AMEX, MASTERCARD, or VISA under contract for use by an Authorized User. This ordering authority is limited to issuing orders or SOWs for the contractual offerings and Requirements available under the scope of this Contract. No Authorized User have the authority to modify this Contract under any circumstances. An order or SOW from an Authorized User may contain additional terms and conditions. In the event that the terms and conditions of the Authorized User's order or SOW are inconsistent with the terms and conditions of this Contract, the terms of this Contract will supersede.

If the Contract allows for the provision of hardware Product, an Authorized User may order Maintenance Services for any Product at any time during the Term of the Contract, irrespective of whether such Product is covered under warranty or maintenance at the time the order is issued to Supplier. Each order will identify:

iii. Product and, if applicable, serial number, for which Maintenance Services will be provided,

iv. Maintenance Level to be provided, and

v. MCP for the Product Maintenance. Authorized User may elect, at any time, another Maintenance Level offered by Supplier. Such amendment will take effect within 30 calendar days following Supplier's receipt of Authorized User's written notice, in the form of a modification to an order or SOW. Unless otherwise agreed to by the Authorized User and Supplier, the MCP for a unit of Product will be one (1) year from the effective date of any signed order or SOW for Maintenance on such Product.

Supplier shall not accept any order or SOW from an Authorized User if the order or SOW is to be funded, in whole or in part, by federal funds and if, at the time the order or SOW is placed, Supplier is not eligible to be the recipient of federal funds as may be noted on any of the Lists of Parties Excluded from Federal Procurement and Nonprocurement Programs.

ALL CONTRACTUAL OBLIGATIONS UNDER THIS CONTRACT IN CONNECTION WITH AN ORDER OR SOW PLACED BY ANY AUTHORIZED USER ARE THE SOLE OBLIGATION OF SUCH AUTHORIZED USER AND NOT THE RESPONSIBILITY OF VITA UNLESS THE AUTHORIZED USER IS VITA.

#### **G. Orders for Lease-Rental Products or MPS**

If an Authorized User places an order or SOW to lease or rent Product(s) provided by the Supplier, the Authorized User must comply with the Virginia Department of Accounts ("DOA") CAPP Manual and the Treasury Board's Master Equipment Leasing Program ("MELP"), as applicable. This requirement does not apply to Authorized Users who are private institutions of higher education. The Supplier shall provide relevant information and completion of related Documentation in a timely manner as required by the Authorized User to satisfy compliance. Title to any lease or rental Products will remain with Supplier during the Lease Term or Rental Term, including any renewals.

Commonwealth localities and private institutions of higher education are exempt from the DOA CAPP Manual and the Treasury Board's MELP requirements referenced in this section. Commonwealth localities and private institutions of higher education may have specific requirements that must be included in their order or SOW to ensure Supplier compliance.

Supplier may not assign such purchase order(s) and Lease(s) to a third party.

Authorized Users may not sign any leasing or rental documents supplied by Supplier or any third party representing Supplier. For MPS agreements, the terms of this contract take precedence over any such MPS agreement.

#### **H. Orders for Lease-Purchase Products**

If an Authorized User places an order or SOW to Lease-Purchase Product(s) provided by the Supplier, the Authorized User must comply with the DOACAPP Manual and the Treasury Board's MELP, as applicable. This requirement does not apply to Authorized Users who are private institutions of higher education. The Supplier shall provide relevant information and completion of related documentation in a timely manner as required by the Authorized User to satisfy compliance.



Suppliers will be required to fill in their Fixed Spread Rate (in decimal format) in each category that they wish to offer leasing. The Fixed Spread Rate amount entered will be added to current US Treasury Interest Rate Swap rate when leasing arrangements are made.

Lease pricing will be based on the Supplier's Fixed Spread Rate as specified in the appropriate category in Exhibit B, "Pricing" attached to this Contract, and added to the appropriate last business day of the most recent quarter current Interest Rate Swap rate located at:

<http://www.interestrateswapstoday.com/swap-rates.html>

In a Lease-Purchase transaction, the purchase price offered to the Authorized User shall be based on a fair market value for buyout as defined in and in accordance with the rules and regulations found at:

[http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Topics/31205.pdf](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/31205.pdf) at the end of the Lease Term. Private institutions of higher education are not subject to these rules and regulations.

Further, if a financing arrangement is involved, the financing term for the Product(s) shall be determined by the Product(s)' useful life, as defined in the CAPP link in the paragraph above.

Commonwealth localities and private institutions of higher education are exempt from DOA CAPP Manual and the Treasury Board's MELP requirements referenced in this section; however, may have specific requirements that must be included in their order or SOW to ensure Supplier compliance.

**I. Orders that Include Trade-in Products**

If an Authorized User is agency, as defined by Code § 2.2-2006 and legislative, judicial and independent agencies of the Commonwealth, and places an order or SOW for Products, where a trade-in of old products is included, the Authorized User must comply with the DOA CAPP Manual and must adhere to the rules and regulations in the Agency Procurement and Surplus Property Manual, published by the Division of Purchases and Supply ("DPS"), Department of General Services ("DGS"). The Supplier agrees to provide relevant information and completion of related documentation in a timely manner as required by the Authorized User to satisfy compliance. Commonwealth localities are exempt from the requirements of this provision but may have specific requirements that must be included in their order or SOW to ensure Supplier compliance.

**J. Statement of Work**

A SOW, in the format provided for in Exhibit C attached to this Contract, is required for any orders placed by an Authorized User pursuant to this Contract. Supplier shall perform any and all contractual obligations at the times and locations set forth in the applicable SOW and at the rates set forth in Exhibit B to this Contract. All SOWs will be of a fixed price type unless VITA issues a written authorization for a time and materials type SOW. The fixed price SOWs may, with the written approval of VITA, contain a cost-reimbursable line item(s) for pre-approved travel expenses pursuant to the provisions of the "Reimbursement of Expenses" subsection below. If a time and materials type SOW is authorized, Supplier Personnel shall maintain daily time records of hours and tasks performed that must be submitted or made available for inspection by the Authorized User upon 48 hours advance written notice.

Any change to an SOW must be described in a written change request, in the format provided in Exhibit D. Either Party to an SOW may issue a change request that will be subject to written approval of the other Party before it becomes part of this Contract. In no event will any SOW or any modification require the Supplier to provide any Products or Services that are beyond the scope of this Contract as such scope is defined in Exhibit A, which is attached to this Contract and incorporated by reference.

**K. Invoice Procedures**

Supplier shall remit each invoice to the "bill-to" address provided with the order promptly after all Supplier's performance obligations have been accepted and in accordance with the milestone payment schedule, if any, in the applicable order or SOW. Payment for any support services, as authorized in the Contract and the Authorized User's applicable order or SOW, will be annually in arrears unless otherwise stated in this Contract, or in any order or SOW referencing this Contract.

No invoice may include any costs other than those identified in the signed order or SOW, and those costs must be in accordance with the schedule of fees listed on Exhibit B. Without limiting the foregoing, all shipping costs are the Supplier's responsibility except to the extent shipping charges are identified in Exhibit B and noted in any signed order or SOW referencing this Contract. Supplier shall issue invoices that identify, at a minimum:

- i. Dates/periods that invoice covers, including any service or subscription periods, as applicable.
- ii. Line item description of the Deliverable(s) applicable to this Contract, including any components or service type, and, if applicable, the project milestone.
- iii. Quantity, charge and extended pricing for each line item
- iv. Applicable date of the order or SOW or both
- v. This Contract number and the applicable order number or SOW number or both
- vi. Supplier's Federal Employer Identification Number ("FEIN")

Any terms included on Supplier's invoice will have no force or effect and will in no way bind the Authorized User.

**L. Purchase Payment Terms**

Supplier is responsible for the accuracy of its billing information. Supplier may not issue invoices pursuant to this Contract until all of Supplier's performance obligations have been accepted and are in accordance with the milestone payment schedule in the applicable order or SOW, or until after services have been rendered. Charges for Deliverables, Components or Services accepted more than 90 calendar days prior to receipt of a valid invoice may not be paid. In the event Supplier repeatedly over-bills an Authorized User, the Authorized User may assess a one percent (1%) charge for the amount over-billed for each month that such over-billing continues.

**M. Payment for Lease or Rental Products or MPS**

The ordering Authorized User shall pay the applicable monthly or annual payment for the Product(s) as specified in the executed Lease Agreement, Rental Agreement or MPS agreement. Payment shall be made by the ordering Authorized User unless the purchase order is terminated by the Authorized User pursuant to the Term and Termination provisions in Section 3 of this Contract.

**N. Additional Leasing Terms for Wide Format, High Speed Printers**

**1. General**

Pursuant to these Leasing Terms and Conditions ("Terms and Conditions") the Supplier shall lease Product(s) covered by the Contract in Exhibit B. Authorized Users shall, in addition to the outright purchase of Product, have the option to lease and/or finance Product from the Supplier. The ordering Authorized User shall indicate its election to lease Product (each such lease transaction hereinafter called a "Lease") on the applicable purchase order issued to the Supplier. Such Lease may also include financed Product that is financed (in either case "Financed Items").

The Supplier may not assign such purchase order and Lease to a third party.

Authorized Users are not allowed to sign any leasing documents supplied by Supplier or any third party representing Supplier.

**2. Lease Pricing Plans**

Supplier agrees to provide the Product and Financed Items covered in Exhibit B of the Contract, as specified in Authorized User's purchase order, through at least one of the pricing plans below. The leasing plan selected by the Authorized User is identified on the purchase order.

- i. Thirty-six (36) month Lease with Fair Market Value Option
- ii. Forty-eight (48) month Lease with Fair Market Value Option
- iii. Sixty (60) month Lease with Fair Market Value Option
- iv. Seventy-two (72) month Lease with Fair Market Value Option
- v. Eighty-Four (84) month Lease with Fair Market Value Option



### 3. Commencement of Lease Term

The term of each lease shall commence on the date the Product and/or Financed Items are accepted under the section "Acceptance and Cure Period."

### 4. Title

Title in or to the Product shall not pass to the Authorized User but shall remain with the Supplier. The Product shall remain personal property and shall not become a fixture or affixed to real property. The Authorized User is not responsible for personal property tax on devices that are rented or leased. The Authorized User will keep the Product free and clear of all encumbrances except the Supplier's security interest.

### 5. Risk of Loss

Supplier shall assume and bear the risk of loss, damage, or theft to the Product and all component parts thereof while same is in the Authorized User's possession, unless it could have been prevented by the Authorized User's exercise of reasonable care or diligence in the use, protection, or care of the Product. No loss or damage to the Product shall impair any obligation of the Supplier or of the Authorized User, except as hereinafter expressly provided. Unless the damage could have been prevented by the Authorized User's exercise of reasonable care or diligence in the use, protection, or care of the equipment, the Supplier shall repair or cause to be repaired all damages to the Product, if the Supplier determines the equipment can be economically repaired. In the event that the Product is stolen, destroyed or rendered irreparable, unusable, or damaged as determined by Supplier, the Lease shall terminate and the Authorized User's obligation to pay for the Product shall be deemed to have ceased as of the date of the loss. Supplier shall assume and bear the risk of loss, damage, or theft to the Product and all component parts thereof while same is in the Authorized User's possession, unless it could have been prevented by the Authorized User's exercise of reasonable care or diligence in the use, protection, or care of the Product. No loss or damage to the Product shall impair any obligation of the Supplier or of the Authorized User, except as hereinafter expressly provided. Unless the damage could have been prevented by the Authorized User's exercise of reasonable care or diligence in the use, protection, or care of the equipment, the Supplier shall repair or cause to be repaired all damages to the Product, if the Supplier determines the equipment can be economically repaired. In the event that the Product is stolen, destroyed or rendered irreparable, unusable, or damaged as determined by Supplier, the Lease shall terminate and the Authorized User's obligation to pay for the Product shall be deemed to have ceased as of the date of the loss.

### 6. Purchase Option

If the Authorized User is not in default, it shall have the right to buy the equipment "as is with no additional warranty" at the expiration of the Lease term by tendering the purchase option amount. For Lease with Fair Market Value option, the Fair Market Value of the equipment shall be as established by the Supplier which shall not exceed the then purchase price of the equipment as established. Upon the Authorized User's exercise of this purchase option, all right, title and interest in the equipment shall pass to the Authorized User upon payment.

### 7. Extension

If the Authorized User has not elected to purchase the equipment at the expiration of a lease term, and as long as the Authorized User is not in default under the Lease, the Lease (other than Leases that expire five years or greater from date of installation) may be extended for one additional year upon written notice from the Authorized User. The extension will be under the same terms and conditions then in effect.

## **O. Reimbursement of Expenses**

Authorized User shall pay, or reimburse Supplier, for all reasonable and actual travel-related expenses for greater than 30 miles from portal to portal incurred by Supplier during the relevant period. An Authorized User will only be liable to pay for Supplier's travel-related expenses, including transportation, meals, lodging and incidental expenses, that have been authorized by the Authorized User in advance in the order or SOW. The travel-related expenses will be reimbursable at the then-current per diem amounts as published by the Virginia Department of Accounts (<http://www.doa.virginia.gov/>). Authorized Users who are not public bodies may have their own per diem amounts applicable to Supplier's pre-approved travel expenses.

All reimbursed expenses will be billed to the Authorized User on a pass-through basis without any markup by Supplier. At Authorized User's request, Supplier shall provide copies of receipts for all travel expenses over US\$30.00.

**P. Disputed Charges**

If, before payment of an invoice, an Authorized User notifies the Supplier in writing of a disputed charge, Authorized User will have the right to withhold payment of the disputed amount until the dispute is settled or finally resolved. Supplier shall respond in writing to Authorized User's notification of a disputed charge acknowledging Supplier's receipt of the dispute within five (5) business days. Any charges disputed by Authorized User will be resolved (whether by credit or explanation of the charge to the Authorized User's satisfaction) in the Authorized User's required format within two (2) billing cycles (60 calendar days) following Authorized User's written notification. In the absence of the Supplier's written evidence identifying the merit of the disputed amounts, Authorized User will not be obligated to pay the disputed amounts and may consider the matter concerning the specific identified amounts closed. Authorized User will not pay any disputed amounts that remain unresolved after 120 calendar days. If a disputed charge is reversed, Supplier shall reverse all associated surcharges, regulatory charges and taxes.

**19. SUPPLIER SPONSORED PROMOTIONS**

The Supplier, at its discretion, may sponsor Product and Service promotions during the Term or any extensions. In the event that Supplier chooses to sponsor such a promotion, Supplier shall provide in writing to VITA, at least five (5) days prior to the promotion, the following information: (i) the dates of the promotion or the duration of the promotion to include the commencement date and the ending date; (ii) the exact Products or Services covered in the promotion; and (iii) the pricing or percentage discount offered during the promotion. VITA will communicate to Supplier in writing its agreement to the promotion.

Supplier shall make all sponsored Product or Service promotions available to all Authorized Users. Should the Supplier request a promotion that would be limiting, either through product configuration or quantities of Products and Services, VITA, at its sole discretion, may not provide a written agreement. VITA and Supplier agree that promotions will not target any one Authorized User, or a few Authorized Users.

VITA and Authorized Users may, at their discretion, assist in advertising the promotion. This assistance may consist of advertising space on Authorized User web sites, or other assistance at an Authorized User's discretion.

If Supplier fails to obtain the prior written agreement of VITA for the promotion, proposes prices different from those in the Contract without VITA's consent, or otherwise does not adhere to the provisions of this section, Supplier will be deemed to be in breach of this Contract. VITA will have all remedies for this breach available under the Contract as well as in law and in equity.

**20. REPORTING**

Supplier shall submit to VITA a monthly report containing data on:

- i. Amount of Realized Sales; and
- ii. Small Business Procurement and Subcontracting Spend

This report must be submitted in accordance with the instructions and further detailed requirements, and on the templates set forth on the "Supplier Reporting" webpage located at the following URL: <https://www.vita.virginia.gov/supply-chain/supplier-reporting/>, or any successor URL(s). Supplier is encouraged to review the site periodically for updates on Supplier reporting requirements and methods. Supplier's failure to comply with all reporting, payment, and other requirements in this section may be deemed by VITA, in its sole discretion, to be a breach of the Contract.

**A. Amount of Realized Sales**

Supplier shall submit to VITA a monthly report of all Realized Sales under this Contract.

In connection to the monthly report of Realized Sales, Supplier shall pay to VITA the following monthly fees in accordance with instructions described on the "Supplier Reporting" webpage



located at: <https://www.vita.virginia.gov/supply-chain/supplier-reporting/>. The monthly report of Realized Sales must include these fees and percentages:

- IFA: 2% of monthly sales
- Administrative: 0% of monthly sales
- Rebate: 0% of monthly sales
- Other (Name): 0% of monthly sales

**B. Small Business Procurement and Subcontracting Spend**

Supplier shall provide to VITA a report of monthly subcontracting spend data. This data must include the spend with all Subcontractors who provide direct performance for obligations under this Contract. Supplier's monthly subcontracting spend data must be submitted via the SRS webpage located at: <http://vita2.virginia.gov/procurement/srs/>.

In addition, every six (6) months following the Effective Date, Supplier shall submit to VITA a "SWaM Subcontracting Certification of Compliance" ("SSCC") certifying that Supplier has fully complied with the Contract's Supplier Procurement and Subcontracting Plan ("Plan"). A copy of Supplier's Plan is attached to this Contract as Exhibit H, and is incorporated by reference. The SSCC must include a written explanation of any variances of greater than 20% between the Plan and the actual subcontractor spend by Supplier. Supplier's SSCC will be maintained by VITA in the Supplier's procurement file. Supplier must submit the SSCC to the following address: SCMLInfo@vita.virginia.gov. In the event that Supplier fails to comply with its contractually obligated Plan spend or fails to report its contractually obligated Plan spend, VITA may, at its sole discretion, prohibit or delay any renewals or extensions of the Contract, withhold any final payments due, or both. Supplier's failure to comply will be considered in the prospective award of any future contracts with Supplier.

**21. POLICIES AND PROCEDURES GUIDE**

Within 30 calendar days of the Effective Date of the Contract, Supplier will provide VITA with a policy and procedures guide that describes how the Supplier and VITA will work together and how performance, including Deliverables and Services, is to be measured. The guide will provide process diagram details, working activities, and interface points with VITA and Supplier deliverables. Updated versions of the guide will be provided by Supplier to VITA and all Authorized Users every six (6) months during the Term, including any extensions, of the Contract.

**22. TRAINING AND DOCUMENTATION**

**A. Training**

In addition to any online tutorial training Supplier may make available, Supplier's fee, unless expressly excluded, includes all costs for any and all training as agreed upon for the training of one (1) Authorized User trainer per order or SOW. In order to allow Authorized User the full benefit of the applicable Deliverable, the training will cover the use and operation of the Deliverable provided to Authorized User including instruction in any necessary conversion, manipulation, or movement of such Authorized User's data. Supplier shall provide personnel sufficiently experienced and qualified to conduct such training at a time and location mutually agreeable to Supplier and Authorized User. Available additional and optional training, and applicable pricing and discounts, are described in Exhibit B.

**B. Documentation**

Supplier shall deliver to Authorized User complete copies of any Documentation applicable to the Deliverable(s) provided to Authorized User, in a quantity and media format as agreed upon by the Parties under an order or SOW. Should Supplier revise or replace the Documentation, or should Documentation be modified to reflect Updates, Supplier shall deliver to the Authorized User copies of the updated or replacement Documentation, in the same quantity and media format as originally requested by the Authorized User, or as agreed upon between the Parties. Any Authorized User will have the right, as part of any license grant, to make as many additional copies of the Documentation, in whole or in part, for its own use as required. This Documentation

must include, but is not limited to, overview descriptions of all major functions, detailed step-by-step installation and operating procedures for each screen and activity, and technical reference manuals. Such Documentation must be revised to reflect any modifications, fixes or updates made by Supplier. Any Authorized User, at its own discretion, will have the right, as part of the license granted by Supplier, to modify or completely customize all or part of the Documentation in support of the authorized use of the licensed Application or Software. The Authorized User may also duplicate such Documentation and include it in such Authorized User's document or platform. All Authorized Users shall continue to include Supplier's copyright notice.

**C. Training for Non-MFDs**

Only if Authorized User's order or SOW includes Supplier's training services, Supplier is not responsible for initial training. Pursuant to a mutually agreed upon schedule, Supplier shall provide sufficient personnel experienced and qualified to conduct such training. Available optional training, and applicable pricing and discounts, are described in Exhibit B of this Contract.

**23. AUTHORIZED USER SELF-SUFFICIENCY**

At Authorized User's request, and pursuant to an order or SOW for Supplier's Services issued under this Contract, Supplier shall provide all assistance reasonably required by Authorized User to develop Authorized User's self-sufficiency in operating and managing any combination of the Solution, Software, Products, or Services that Supplier provided to Authorized User under the applicable order or SOW. During or after the Transition Period, Authorized User may, at its sole discretion, elect to order or continue Maintenance Services from Supplier, if authorized under the scope of the Contract, for any of the Software or hardware Product, Components, or Solution Components delivered to Authorized User by Supplier.

**24. COMPETITIVE PRICING**

Supplier warrants that each of the prices, charges, economic or product terms, or warranties granted under this Contract are fair, reasonable, and commensurate with the price, charge, economic or product term or warranty being offered by Supplier to other government customers that purchase substantially similar services or products, at similar volumes, and under substantially similar terms and conditions. Supplier shall notify VITA of any new services or products that become generally available to all government customers during the Term of this Contract. New products and services are subject to the commercial terms associated with those products and services and must be formally added to this Contract before they can be purchased. Supplier shall also offer VITA commercially available national government products and services promotions and rates available at the time of purchase under the terms of those promotions.

**25. CONFIDENTIALITY**

**A. Treatment and Protection**

Each Party shall:

- i. hold in strict confidence all Confidential Information of any other Party;
- ii. use the Confidential Information solely to perform or to exercise its rights under this Contract; and
- iii. not transfer, display, convey or otherwise disclose or make available all or any part of the other Party's Confidential Information to any third-party.

An Authorized User may, however, disclose the Confidential Information as delivered by Supplier to subcontractors, contractors, or agents of the Authorized User that are bound by non-disclosure agreements with the Authorized User. Each Party shall take the same measures to protect against the disclosure or misuse of the Confidential Information as it takes to protect its own proprietary or confidential information, but in no event will such measures be less than reasonable care.

**B. Exclusions**

The term "Confidential Information" does not include information that is:



- i. in the public domain through no fault of the receiving Party or of any other person or entity that is similarly contractually or otherwise obligated;
- ii. obtained independently from a third-party without an obligation of confidentiality to the disclosing Party and without breach of this Contract;
- iii. developed independently by the receiving Party without reference to the Confidential Information of the other Party; or
- iv. required to be disclosed under The Virginia Freedom of Information Act (Code §§ 2.2-3700 et seq.) or similar laws or pursuant to a court order.

**C. Return or Destruction**

Upon the termination or expiration of this Contract, or upon the earlier request of the disclosing Authorized User, Supplier shall, at its own expense,

- i. promptly return all tangible Confidential Information (and all copies thereof except the record required by law) to the disclosing Authorized User; or
- ii. upon written request from the disclosing Authorized User, destroy any Confidential Information in Supplier's possession or control, and provide the disclosing Authorized User with written certification of the destruction.

Additionally, Supplier shall cease all further use of the Authorized User's Confidential Information, whether in tangible or intangible form.

The Authorized User shall retain and dispose of Supplier's Confidential Information in accordance with the Commonwealth's records retention policies or, if Authorized User is not subject to the Commonwealth's policies, in accordance with the Authorized User's own records retention policies.

**D. Confidentiality Statement**

All Supplier Personnel performing Services pursuant to this Contract are required to sign a confidentiality statement or non-disclosure agreement. Any violation of the statement or agreement will be deemed a breach of this Contract and may result in termination of the Contract or any order or SOW issued hereunder.

**E. Freedom of Information Act Acknowledgement**

All Supplier documents now or later comprising the Contract may be released in their entirety under the Virginia Freedom of Information Act, and Supplier agrees that any confidentiality or similar stamps or legends that are attached to any future documents or information may be ignored to the extent they claim confidentiality beyond that permitted by the Virginia Freedom of Information Act.

**26. INDEMNIFICATION AND LIABILITY**

**A. Indemnification Generally**

Supplier shall defend, indemnify, and hold harmless all Commonwealth Indemnified Parties from and against any third-party Claims to the extent the Claims in any way relate to, arise out of, or result from:

- i. any negligent act, negligent omission, or intentional or willful conduct of Supplier or any Supplier Personnel;
- ii. a breach of any representation, warranty, covenant, or obligation of Supplier contained in this Contract;
- iii. any defect in the Supplier-provided products or services; or
- iv. any actual or alleged infringement or misappropriation of any third party's intellectual property rights by any of the Supplier-provided products or services.

**B. Defense of Claims**

Supplier will be solely responsible for all costs and expenses associated with the defense of all third-party Claims against Commonwealth Indemnified Parties. Selection and approval of

counsel, and approval of any settlement, shall be accomplished in accordance with all applicable laws, rules, and regulations. For state agencies, the applicable laws include §§ 2.2-510 and 2.2-514 of the Code.

**C. Duty to Replace or Reimburse**

In the event of a Claim pursuant to any actual or alleged infringement or misappropriation of any third party's intellectual property rights by any of the Supplier-provided products or services, or Supplier's performance, Supplier shall, at its expense and option, either (a) procure the right to continue use of such infringing products or services, or any components thereof; or (b) replace or modify the infringing products or services, or any components thereof, with non-infringing products or services satisfactory to VITA.

In the event that an Authorized User cannot use the affected Deliverable, Product, Licensed Services, or Services, including any Components, then Supplier shall reimburse such Authorized User for the reasonable costs incurred by such Authorized User in obtaining an alternative product or service.

**D. Supplier Dispute of Obligation to Indemnify**

If a Claim is commenced against any Commonwealth Indemnified Parties by a third party alleging an infringement of the third party's intellectual property rights and Supplier is of the opinion that the allegations in the third-party Claim, in whole or in part, are not covered by the indemnification provision in this Contract, then In the event that Supplier disputes any of its obligations to defend or indemnify any Commonwealth Indemnified Party, then Supplier shall immediately notify VITA and the affected Authorized User(s) in writing and shall, nonetheless, take all reasonable steps to protect the rights, remedies, and interests of the Commonwealth Indemnified Parties in the defense of the Claim, including to secure a continuance to permit VITA and the affected Authorized User(s) to appear and defend their interests in cooperation with Supplier as is appropriate, including any jurisdictional defenses VITA or the affected Authorized User(s) may have.

**27. LIABILITY**

**A. Supplier Liability**

Except for liability arising from any combination of:

- i. any intentional or willful misconduct, fraud, or recklessness of Supplier or any Supplier Personnel;
- ii. any act or omission of Supplier or any Supplier Personnel that results in Claims for bodily injury, including death, and damage to real property or tangible property resulting from the negligence of a Supplier or any Supplier Personnel; or
- iii. Supplier's indemnification, confidentiality, security compliance, or data privacy and security obligations as specified in this Contract,

Supplier's indemnification obligations and liability shall not exceed, in aggregate, twice the value of the Contract. This limitation will apply on a per-incident basis; it being understood that multiple losses stemming from the same root cause constitute a single incident.

**B. Limitation of Liability**

Supplier will be liable for damages caused by its employees, agents, or subcontractors. Except for liability arising out of a Party's negligence or willful misconduct, neither Party will be liable to the other Party for any indirect, incidental, consequential, or punitive damages, including (without limitation) loss of profit, income, or savings, even if advised of the possibility of these damages.

**28. INSURANCE**

In addition to the insurance coverage required by law as referenced in the "Incorporated Contractual Provisions" section of this Contract below, Supplier shall carry:

Errors and omissions insurance coverage in the amount of \$2,000,000 per occurrence.

## **29. SECURITY COMPLIANCE**

Supplier shall comply with all provisions of the then-current Commonwealth security procedures, published by VITA and which may be found at: <https://www.vita.virginia.gov/it-governance/itrm-policies-standards/>, or any successor URL(s), as are pertinent to Supplier's operation. Further, Supplier shall comply with all applicable provisions of the relevant Authorized User's then-current security procedures as are pertinent to Supplier's operation and that have been provided to Supplier by the Authorized User. Supplier shall also comply with all applicable federal, state, and local laws and regulations.

Any unauthorized release of any Confidential Information, or Commonwealth proprietary or personal information, by the Supplier or Supplier Personnel constitutes a breach of Supplier's obligations under the Contract. Supplier shall notify VITA and any affected Authorized User within 24 hours of discovery of, or when Supplier should have discovered, any breach of "unencrypted" and "unredacted" personal information, as those terms are defined in Code § 18.2-186.6, and other confidential or personal identifying information provided to the Supplier by VITA or an Authorized User. To the extent permitted by law, Supplier shall provide VITA and any affected Authorized User the opportunity to participate in the investigation of the breach and to exercise control over reporting the unauthorized disclosure.

Supplier shall ensure performance of an audit of Supplier's environment at least annually to provide assurance of "Controls Relevant to Security, Availability, Processing Integrity, Confidentiality or Privacy" in accordance with the then-current standards set forth by the American Institute of CPAs.

## **30. IMPORT/EXPORT**

Supplier shall comply with all data export laws and regulations. In addition, VITA policy requires that any data deemed "restricted" or "sensitive" by either federal or state authorities, may only be collected, developed, analyzed, or otherwise used or obtained by persons or entities working within the boundaries of the United States.

## **31. BANKRUPTCY**

If Supplier becomes insolvent, takes any step leading to its cessation as a going concern, fails to pay its debts as they become due, or ceases business operations continuously for longer than 15 business days, then VITA may immediately terminate this Contract, and an Authorized User may terminate an order or SOW, on notice to Supplier unless Supplier immediately gives VITA or such Authorized User adequate assurance of the future performance of this Contract or the applicable order or SOW. If this Contract has not been otherwise terminated and bankruptcy proceedings are commenced with respect to Supplier, then VITA may suspend all further performance of this Contract until Supplier assumes this Contract and provides adequate assurance of its performance of Supplier's contractual obligations or rejects this Contract pursuant to Section 365 of the Bankruptcy Code or any similar or successor provision, it being agreed by VITA and Supplier that this is an executory contract. Any suspension of further performance by VITA or Authorized User pending Supplier's assumption or rejection will not be a breach of this Contract, and will not affect the rights of VITA or any Authorized User to pursue or enforce any of its rights under this Contract or otherwise.

## **32. GENERAL PROVISIONS**

### **A. Relationship Between VITA and Authorized User and Supplier**

Supplier has no authority to contract for, bind or commit to any agreement of any kind, or to assume any liabilities of any nature in the name of or on behalf of VITA or any Authorized User. Under no circumstances will Supplier, or any Supplier Personnel, hold itself out as or be considered an agent or an employee of VITA or any Authorized User, and neither VITA nor any Authorized User will have any duty to provide or maintain any insurance or other employee benefits on behalf of Supplier or any Supplier Personnel. Supplier represents and warrants that it is an independent contractor for purposes of federal, state, and local employment taxes, and agrees that neither VITA nor any Authorized User is responsible to collect or withhold for Supplier any federal, state, or local employment taxes, including, but not limited to, income tax withholding and social security contributions. Supplier shall pay or withhold any and all taxes, interest or penalties (including, but not limited to, any federal, state, or local withholding or employment taxes, and any penalties related to health care or employee benefits laws) that are imposed,



assessed, or levied as a result of this Contract or Services performed pursuant to this Contract. Supplier shall reimburse VITA or any Authorized User in the event that any taxes, interest or penalties are assessed against and paid by VITA or any Authorized User as a result of this Contract.

**B. Licensing Within the Commonwealth**

Any and all licenses granted or provided pursuant to this Contract, whether to Work Product, System Software, COTS Software, or any other Software will be held by:

- i. the Commonwealth, if the Authorized User is an agency as defined by Code § 2.2-2006 or a legislative, judicial and independent agency of the Commonwealth, board, commission, or other quasi-political entity of the Commonwealth of Virginia or other body referenced in Title 2.2 of the Code;
- ii. the applicable public body, if the Authorized User is a locality, municipality, school, school system, college, university, local board, local commission, or local quasi-political entity; or
- iii. the applicable private institution of higher education, if the Authorized User is a private institution of higher education listed at: <http://www.cicv.org/Our-Colleges/Profiles.aspx>

**C. Incorporated Contractual Provisions**

In addition to the terms, conditions, and obligations of this Contract, Supplier agrees to the VITA "Mandatory Contract Terms" which consist of the VITA:

- "Core Contractual Terms";
- "Required eVA Terms and Conditions"; and
- "Mandatory Internal Revenue Service (IRS) Publication 1075 (required for FTI data only)"

Each of these Mandatory Contract Terms are set forth at the following URL and incorporated into this Contract by reference: <https://www.vita.virginia.gov/supply-chain/scm-policies-forms/mandatory-contract-terms/>.

Supplier agrees that non-compliance with the above-referenced Mandatory Contract Terms and IRS Publication 1075 may be deemed, solely by VITA, as a material breach of the applicable order or SOW or of the Contract. Supplier is responsible for verifying the correct and current version of this IRS publication and related safeguarding terms language and acknowledges that any Authorized User issuing the order or SOW will be held harmless.

The terms and conditions set forth in documents posted at the URL above, and any successor URL(s), are subject to change pursuant to action by the legislature of the Commonwealth, change in VITA policy, adoption of revised eVA business requirements, or change to IRS Publication 1075. If a change is made to any of the Mandatory Contract Terms documents, a new effective date will be noted in the applicable document title. Supplier is advised to check the URLs, or their successors, periodically.

**D. Compliance with the Federal Lobbying Act**

Supplier's signed certification of compliance with 31 U.S.C. § 1352 (entitled "Limitation on use of appropriated funds to influence certain Federal Contracting and financial transactions") or by the regulations issued from time to time thereunder is incorporated as Exhibit G to this Contract.

**E. Ethics in Public Contracting**

By signing this Contract, Supplier warrants that its assent to this Contract is made without collusion or fraud, and that Supplier has not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their proposal or the terms of this Contract. Further, Supplier warrants that it has not conferred any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, on any public employee having official responsibility for this procurement transaction, unless consideration of substantially equal or greater value was exchanged. In addition, Supplier warrants that it will notify VITA if it becomes aware of a potential conflict of interest in the future.

**F. Governing Law**

This Contract is governed by and will be construed in accordance with the laws of the Commonwealth of Virginia without regard to that body of law controlling choice of law. Any and all litigation relating to this Contract must be brought in the circuit courts of the Commonwealth of Virginia. The English language version of this Contract prevails when interpreting this Contract. The United Nations Convention on Contracts for the International Sale of Goods and all other laws and international treaties or conventions relating to the sale of goods are expressly disclaimed. The Uniform Computer Information Transactions Act applies to this Contract only to the extent required by Code § 59.1-501.15.

**G. Dispute Resolution**

In accordance with Code § 2.2-4363, contractual claims, whether for money or other relief, must be submitted in writing to the public body from whom the relief is sought no later than 60 calendar days after final payment; however, written notice of the Supplier's intention to file such claim must be given to such public body at the time of the occurrence or beginning of the work upon which the claim is based. Pendency of claims will not delay payment of amounts agreed due in the final payment. The relevant public body shall render a final decision in writing within 30 calendar days after its receipt of the Supplier's written claim.

The Supplier may not invoke any available administrative procedure under the Code nor institute legal action prior to receipt of the decision of the relevant public body on the claim, unless that public body fails to render its decision within 30 calendar days. The decision of the relevant public body will be final and conclusive unless the Supplier, within six (6) months of the date of the final decision on the claim, invokes appropriate action under Code § 2.2-4364 or the administrative procedure authorized by Code § 2.2-4365.

Upon request from the public body from whom the relief is sought, Supplier shall submit any and all contractual disputes arising from this Contract to the public body's alternative dispute resolution ("ADR") procedures, if any. Supplier may invoke such public body's ADR procedures, if any, at any time and concurrently with any other statutory remedies prescribed by the Code.

In the event of any breach by a Commonwealth agency, Supplier's remedies will be limited to claims for damages and interest allowable under the Prompt Payment Act and, if available and warranted, equitable relief. All such claims to be processed pursuant to this Section. In no event will Supplier's remedies include the right to terminate any license or support services hereunder.

**H. Assignment**

This Contract is binding upon and will inure to the benefit of the permitted successors and assigns of VITA and Supplier. Supplier may not assign, subcontract, delegate or otherwise convey this Contract or any of its rights and obligations under this Contract, to any entity without the prior written consent of VITA, and any attempted assignment or subcontracting without consent will be void. VITA may assign this Contract to any entity, so long as the assignee agrees in writing to be bound by the all the terms and conditions of this Contract.

If any law limits the right of VITA or Supplier to prohibit assignment or nonconsensual assignments, the effective date of the assignment will be 30 calendar days after the Supplier gives VITA prompt written notice of the assignment, signed by authorized representatives of both the Supplier and the assignee. Any payments made prior to receipt of such notification will not be covered by this assignment.

**I. Severability**

Invalidity of any term of this Contract, in whole or in part, will not affect the validity of any other term. VITA and Supplier further agree that in the event such provision is an essential part of this Contract, they shall immediately begin negotiations for a suitable replacement provision.

**J. Survival**

Any provisions of this Contract regarding Software License, Rights To Work Product, Warranty, Escrow, Confidentiality, Content Privacy and Security, Liability, Indemnification, Transition of Services, the right to purchase Maintenance Services, and the General Provisions will survive the expiration or termination of this Contract.

**K. Force Majeure**

No Party will be responsible for the delay or failure to meet its obligations under this Contract if the delay or failure arises from causes beyond the reasonable control and without the fault or negligence of the obligated Party. If any performance date under this Contract is postponed or extended pursuant to this Section for longer than 30 calendar days, VITA, by written notice given during the postponement or extension, may terminate Supplier's right to render further performance after the effective date of termination without liability for that termination, and in addition an Authorized User may terminate any order or SOW affected by such postponement or delay.

**L. No Waiver**

Any failure to enforce any terms of this Contract will not constitute a waiver.

**M. Remedies**

The remedies set forth in this Contract are intended to be cumulative. In addition to any specific remedy, VITA and all Authorized Users reserve any and all other remedies that may be available at law or in equity.

**N. Right to Audit**

VITA reserves the right to audit those Supplier records that relate to the Contract or any SOWs or orders issued there under. VITA's right to audit is limited as follows:

- i. three (3) years from end date of the Contract;
- ii. at VITA's expense;
- iii. no more than once per every twelve (12) months;
- iv. performed at Supplier's premises, during normal business hours at mutually agreed upon times; and
- v. access to Supplier cost information is excluded.

In no event will Supplier have the right to audit, or require to have audited, VITA or any Authorized User.

**O. Taxes**

The Commonwealth is exempt from Federal excise and all State and Local taxes and any such taxes may not be included in Contract prices. Tax certificates of exemption, Form ST-12 can be obtained from Authorized Users upon request. Deliveries against this Contract shall be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

**P. Currency**

All prices, costs, or fees in this Contract and all exhibits, schedules, orders, or SOWs will be in United States dollars.

**Q. Advertising and Use of Proprietary Marks**

No Party may use the name of the other Party or refer to the other Party, directly or indirectly, in any press release or formal advertisement without receiving prior written consent of the other Party. In no event may any Party use a proprietary mark of the other Party without receiving the prior written consent of the other Party.

**R. Notices**

Any notice required or permitted to be given under this Contract must be in writing and will be deemed to have been sufficiently given if delivered in person, or if deposited in the U.S. mails, postage prepaid, for mailing by registered, certified mail, or overnight courier service addressed:

- i. To VITA and to Supplier, if Supplier is incorporated or formed pursuant to the laws of the Commonwealth, to the addresses shown on the signature page.

ii. To Supplier, if Supplier is incorporated or formed outside the Commonwealth, to the address shown on the signature page and to the Registered Agent registered with the Virginia State Corporation Commission.

Pursuant to Title 13.1 of the Code, VITA or Supplier may change its address for notice purposes by giving the other Party notice of such change in accordance with this Section.

Administrative contract renewals, modifications or non-claim related notices are excluded from the above requirement. Such written, or signed, or both, contract administration actions may be processed by the assigned VITA and Supplier points of contact for this Contract and may be given in person, via U.S. mail, courier service or electronically.

**S. Offers of Employment**

During the first twelve (12) months of the Contract, should Supplier hire an employee of any Authorized User who has substantially worked on any project covered by this Contract without prior written consent, the Supplier will be billed for 50% of the employee's annual salary in effect at the time of termination.

**T. Contract Administration**

Supplier agrees that at all times during the term of this Contract an account executive, at Supplier's senior management level, will be assigned and available to VITA. Supplier reserves the right to change such account executive upon reasonable advance written notice to VITA.

**U. Captions**

The captions of sections and subsections of this Contract are for convenience and in no way define, limit, or enlarge the scope of this Contract or any of its sections.

**V. Entire Contract**

The following exhibits, including all subparts thereof, are attached to this Contract and are made a part of this Contract for all purposes:

Exhibit A – Requirements & SLAs

Exhibit B – Pricing

Exhibit C – Statement of Work (SOW) Template

Exhibit D – Change Order Template

Exhibit E – Awarded Categories

Exhibit F – End User Licensing Agreement

Exhibit G – Certification Regarding Lobbying

Exhibit H – Supplier Procurement and Subcontracting Plan

This Contract, its exhibits, and any prior non-disclosure agreement constitute the entire agreement between VITA and Supplier and supersede any and all previous representations, understandings, discussions or agreements between VITA and Supplier as to the subject matter of this Contract. Any and all terms and conditions contained in, incorporated into or referenced by the Supplier's proposal are deemed invalid. The provisions of the Virginia Department of General Services, Division of Purchases and Supply Vendor's Manual will not apply to this Contract or any order issued pursuant to the Contract. This Contract may only be amended by an instrument in writing signed by VITA and Supplier.

An Authorized User and Supplier may enter into an ordering agreement pursuant to this Contract. To the extent that an ordering agreement, or any order or SOW issued pursuant to this Contract, includes any terms and conditions inconsistent with the terms and conditions of this Contract, the terms and conditions of the order or SOW will be of no force and effect.

**W. Order of Precedence**

In the event of a conflict, the following order of precedence shall apply: this Contract document, Exhibit A, any individual SOW, Exhibit B, Exhibit F, Exhibit G, Exhibit H and then any project specific order. In the event of a conflict or inconsistency between the negotiated terms of this Contract and any provision incorporated by reference into the Contract (e.g., a section of a License Agreement), the negotiated terms of this Contract will take precedence. For purposes of this section, a "conflict" exists with respect to a subject that has been comprehensively addressed

in the Contract when supplementary terms contained in a provision incorporated by reference would alter the rights and obligations of the Parties set forth in the Contract.

**X. Counterparts and Electronic Signatures**

This Contract may be executed in multiple counterparts, each of which, when assembled to include an original signature for each of Supplier and VITA, will constitute a complete and fully executed original. All fully executed original counterparts will collectively constitute a single agreement. Signatures transmitted by fax or electronic mail (in portable data format ("PDF")) are also permitted as binding signatures to this Contract.

**Y. Opportunity to Review**

VITA and Supplier each acknowledge that it has had the opportunity to review this Contract and to obtain appropriate legal review if it so chose.

[SIGNATURE PAGE(S) TO FOLLOW]



Signed by the undersigned authorized representatives of VITA and Supplier and effective as of the Effective Date set forth in the preamble of this Contract above.

VITA, on behalf of the

By: [Signature]  
(Signature)

Name: Jonas F. Deller  
(Print)

Title: President

Date: 11/7/19

Address for Notice:  
9899 Mayland Drive  
Richmond VA 23233

Attention: Supplier Contact

COMMONWEALTH OF VIRGINIA

By: [Signature]  
(Signature)

Name: NELSON P. MOE  
(Print)

~~DATE~~  
Title: 11/21/19

~~TITLE~~  
Date: CID

Address for Notice:  
11751 MEADOWVILLE LN  
CHARTER VA 23836

Attention: Contract Administrator

## Exhibit A

Suppliers are to indicate their capability of fulfilling each specific requirement below. Each Supplier's responses will be reviewed and compared across Suppliers within each service type in order to determine the best solution for the Commonwealth. Detailed requirements are presented in questionnaire format to facilitate direct responses and establish accountability regarding delivery of Solution by the Supplier. To respond to each requirement, Supplier is asked to enter, in the space provided in Column A, a code that best corresponds to its intended response for the requirement listed. The acceptable codes for Column A are as follows:

Y - "Yes" - Supplier can fully meet the requirement as documented with its current application or proposed solution. If applicable, Supplier should provide in Column B an explanation of how it will fulfill the requirement. This may include use of alliances with other suppliers. Supplier may also use Column B to cross-reference a detailed explanation included in an attachment of its proposal.

F - "Yes, Future" - Supplier will be able to fully meet this requirement in the near future (not longer than six months). Supplier should provide a proposed start date and cross-reference any attached documentation in Column B.

N - "No" - Supplier cannot meet the requirement and has no firm plans to be in the position to meet this need within six months.

VITA has posed some open-ended questions. In those instances, Supplier should provide adequate information to allow VITA to properly evaluate its proposal

Appendix F Products Spec & Standards		
Requirement	Y/N/F	Description
<p>Does your solution comply with all current COV ITRM Policies and Standards, as applicable, found at: <a href="https://www.vita.virginia.gov/it-governance/itrm-policies-standards/">https://www.vita.virginia.gov/it-governance/itrm-policies-standards/</a>. If proposed solution does not, please provide details that specify the Standard/Policy and how Supplier's solution does not comply.</p>	Y	<p><b>Reference Appendix F Supporting Documentation; Bizhub Security</b>  Konica Minolta has reviewed all current and applicable COV ITRM Policies and Standards relating to our offering, and exceeds the pertinent requirements. All Konica Minolta MFDs are tested as a complete system (all options installed as a total system certification) and are Common Criteria certified at EAL (evaluation Assurance Level) 2+ or higher. All MFDs we offer will be configured to NIST 800-53 STIG (Security Technical Implementation Guide) settings reference by the COV ITRM Policies and Standards, as per award specifications.</p> <p>All software offered also complies with all applicable COV ITRM Policies and Standards for system security.</p>
<p>Does your solution provide effective, interactive control and use with non-visual means and provide 508 Compliance in accordance with the following standard regarding IT Accessibility and 508 Compliance:  <a href="https://www.vita.virginia.gov/supply-chain/scm-policies-forms/it-procurement-manual/chapter-10---general-it-procurement-policies/1031-overview.html">https://www.vita.virginia.gov/supply-chain/scm-policies-forms/it-procurement-manual/chapter-10---general-it-procurement-policies/1031-overview.html</a> (refer to <a href="http://www.section508.gov">www.section508.gov</a> and <a href="http://www.access-board.gov">www.access-board.gov</a> for further information)  If yes, please describe how this functionality is achieved and include a completed Voluntary Product Accessibility Template (VPAT) with your proposal: (The VPAT template is located in Appendix C of the</p>	Y	<p><b>Reference Appendix F Supporting Documentation;508 Compliance</b>  All Konica Multifunctional devices are 508 compliant, please reference the following link to access specific 508 compliancy per model:  <a href="https://kmbs.konicaminolta.us/kmbs/support-downloads/section-508-compliance">https://kmbs.konicaminolta.us/kmbs/support-downloads/section-508-compliance</a></p>

Will your solution maintain any Commonwealth data off-premise? If yes, please describe. If so, the solution may be subject to VITA Security Assessment and Governance Map for Non-Premise Based Services.	Y	<a href="#">Reference Appendix F Supporting Documentation; IDM Security</a> VBS utilizes a meter collection tool, Infinite Device Manager developed by Print Audit which is a Canadian based company. The data is housed in Calgary, Canada at their headquarters.
Do the devices in your proposed solution work with multiple operating systems? Please describe.	Y	Proposed equipment will work with all current Microsoft & Apple supported operating systems, as well as any other IPDS-supported operating systems
Does your solution provide access control capability to devices? If so, please describe.	Y	Our solution provides multiple access control options ranging from integration with Active Directory, utilization of pin codes or cards to access devices. Additionally we can leverage these tools to control utilization of device functions such as limiting access to color output.
Does your solution/application/product or any of your subcontractors' components include any Kaspersky-branded products? See definition below. If yes, please describe. <ul style="list-style-type: none"> <li>• “Kaspersky-branded products” means information security products, solutions, and services supplied, directly or indirectly, by AO Kaspersky Lab or any of its predecessors, successors, parents, subsidiaries, or affiliates, including Kaspersky Lab North America, Kaspersky Lab, Inc., and Kaspersky Government Security Solutions, Inc. (collectively, “Kaspersky”), including those identified below:</li> <li>• Kaspersky-branded products currently known to DHS are: Kaspersky Anti- Virus; Kaspersky Internet Security; Kaspersky Total Security; Kaspersky Small Office Security; Kaspersky Anti Targeted Attack; Kaspersky Endpoint Security; Kaspersky Cloud Security (Enterprise); Kaspersky Cybersecurity Services; Kaspersky Private Security Network; and Kaspersky Embedded Systems Security.</li> </ul>	N	<p>Konica Minolta MFPs run an embedded, hardened Linux OS. It is NOT PC based.</p> <p>We don't allow any executable software to run on the device, that is why we don't support anti-virus software. That is why a trojan cannot run inside the device. The system is impervious to virus and worms. We have never had a single instance of malware ever infecting a KM MFP or printer.</p> <p>We have over 25,000 machines on the US Federal government network, including the DoD, NASA and the Social Security Administration. Never have one device reported malware based problem in our entire history of federal government installations.</p> <p>Our devices are certified by the Defense Logistics Agency, The US Navy, The US Air Force, NASA, the Social Security Administration, among others.</p>



Does your proposed equipment meet the current U.S. Environmental Protection Agency's and Department of Energy's Energy Star guidelines? If no, please explain. If not applicable to this procurement, mark "N/A"	Y	Environmental Sustainability Protecting our planet is a top priority. We pursue a broad array of environmental initiatives – eliminating pollutants, reducing energy consumption and creating products and solutions that help our clients realize their own sustainability goals and strive to assist our clients to resolve their environmental issues. A) Eco Vision 2050 - our long term environmental vision B) Solar Energy Initiative - installation of a solar panels to harness the power of the sun for pollution-free energy C) Earth Friendly Products - environmentally friendly innovations that consistently improve efficiencies in our print technologies D) EPEAT - proud to have the highest total of EPEAT points of any registered imaging equipment company in the world E) Clean Planet - program for cost-free recycling of our consumables F) Simitri® HDE Toner - consumes less energy during production and CO2, NOx and Sox emissions are reduced by more than 1/3 during use G) Green Products Certification System H) Green Factory Certification System I) Green Marketing
Are the devices compatible with using recycled paper, up to and including, 100% post-consumer waste paper? If not, please explain.	Y	All devices are compatible using recycled paper. Konica Minolta delivers the "Green" stamp of approval to use 100% recycled paper in its full line of MFP and printer products.
Does your proposed solution include any additional power protection with each unit? If so, please explain.	Y	All segments from 7 to 17 will be configured, shipped and installed with a power protection.
Do all of the devices in your proposed solution operate on a standard 120-volt outlet? If not, please explain.	Y	All of our multi-functional devices operate on a standard 120/15/60hz or 120/20/60hz volt outlet, production print models require alternate voltage dependent on model.
For units that have a hard drive, do you agree to follow the standards at the following link regarding erasing data from hard drives: <a href="https://www.vita.virginia.gov/media/vitavirginiagov/it-governance/psgs/pdf/RemovalCOVDataElectMediaStandardSEC51404.pdf">https://www.vita.virginia.gov/media/vitavirginiagov/it-governance/psgs/pdf/RemovalCOVDataElectMediaStandardSEC51404.pdf</a>	Y	<b>Reference Appendix F Supporting Documentation; MFP HDD Secure Disposal KM, MFP HDD Secure Disposal VBS, HDD Disposal Options</b> Virginia Business Systems agrees to follow the standards. Please see above.

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Appendix F Service		
Requirement	Y/N/F	Description
Will the device be delivered within thirty (30) calendar days after receipt of order, unless otherwise agreed to in writing by the Authorized User? Describe the delivery times for the devices.	Y	Upon receipt of purchase order, VBS will begin to process the order to meet or exceed having the order delivered and installed within the 30-day time period. We currently do this now with the existing VITA contract, and are currently averaging 24-days for delivery time. This benchmark is measured weekly in our Logistics and Leadership scorecards.
Will in stock device be shipped to users the same day the order is received? If so, please describe.	Y	Printers that are in stock will be shipped the same day the order is received if placed by 12 PM EST. For devices requiring our delivery team, we schedule a delivery time in line with the 30 day requirement, approximately a week in advance. VBS delivers as quickly as possible and within the guidelines of the SLA's. On the day of delivery, emails will be sent to the end user, Account Manager and technical team for set up regarding status updates.
Does your solution provide for the installation of devices at no additional cost? If not, please describe.	Y	There is no additional charge for standard deliveries.
Does your solution include advising the user of any special requirements for the installation and/or operation of the device prior to the performing the installation?	Y	The VBS Logistics Team working with the Account manager will discuss special requirements with the end user prior to delivery. If a special equipment is required due to accessibility, a charge will be incurred dependent on the circumstance (i.e stairclimber or rigging).
Does your solution include any testing of the device once the installation is complete?	Y	Testing includes proper functionality of the device, including, printing, scanning, copying, faxing and finishing if applicable. For color enabled devices, calibration is completed if deemed necessary.
Does your solution include user training on installed devices? If so, please explain.	Y	All non printer installations of hardware devices and software include user training. This is a critical part of the implementation process; we feel very strongly about training at initial deployment and as needed due to new personnel and changes in responsibilities at the end user site.
Does your solution include a warranty for all devices? Please provide details that describe the goods and services included in the warranty and duration of the warranty as well as your firm's capability to provide the warranty goods and services.	Y	Transactional printers from HP and Lexmark carry an 90 day manufacturer warranty which covers parts and labor and replacement if necessary. All warranty claims need to run through VBS for processing and service. There is no warranty period on multifunction and/or production print equipment as our maintenance cost reflect any warranty received by VBS.



<p>Does your solution provide regular preventive maintenance in accordance with the OEM recommendations? Please provide details.</p>	<p>Y</p>	<p>VBS uses the OEM recommendations for regular preventative maintenance. We use our Total Call Process that goes beyond the manufacturers recommendations to ensure the equipment is running efficiently and maintaining optimal uptime.</p> <p>Technicians and Advanced Communications- To facilitate the flow of information between Field Service Technicians and Product Engineering Experts, Konica Minolta has made a large investment in technology solutions for these key representatives. Service Technicians utilize wireless connected laptops and direct-connect cellular phones to instantly access information required to maintain our product. This investment ensures that our field technicians have instant connection capabilities to the full array of Konica Minolta resources, promptly resolving service issues.</p> <p>Upon arrival, the authorized technician will utilize their own car stock of inventory, which consists of most common replacement parts, to ensure first call repair. Our factory trained and certified technicians are fully supported through our Systems Solutions and Development (SSD), a dedicated team of technical engineers. SSD provides technicians with a toll-free hotline and interactive website, to support any escalated technical issues. If the issue cannot be resolved by the technician or remote SSD Technical Support an on-site visit by a technical engineer is initiated. This process ensures that no technician, and no Konica Minolta product, will be left unsupported in the field, further increasing the reliability of a Konica Minolta fleet.</p>
<p>Does your solution provide helpdesk services for hardware and software support from 7:00 am - 6:00 pm Eastern Time, Monday through Friday, excluding Commonwealth holidays? If so, please describe the helpdesk solution, including the qualifications of the helpdesk staff and location. If not, please describe how this will be addressed if awarded a contract.</p>	<p>F</p>	<p>VBS provides help desk support utilizing our First Pass Help Desk. Our help desk is operated between the hours of 8am to 5pm. Our help desk scans open client service requests for call types that are prime candidates for call closure with the assistance of our First Pass Technician via a phone call and/or Webex session. Our First Pass Help Desk is staffed by our certified technicians. Each technician that works our help desk is in the field weekly to ensure that they are up to date with the issues of today. Of the calls we have initiated to end users, we successfully cleared 41% of all identified calls. This feature cuts response times from hours to minutes and gets our clients up and running with minimal downtime. The First Pass team also updated the service ticket with troubleshooting items attempted and adds details assisting the field technician to perform a more timely repair with the correct components and parts.</p>
<p>Does your solution provide users self-help options such as FAQs, wikis and other self-help documentation? If so, please explain.</p>	<p>Y</p>	<p>There are various ways to obtain self-help via the internet. KM has videos online for their control panels. The machines themselves have animation to assist in resolving issues from the control panel. KM also maintains a YouTube channel for help videos and machine information.</p>



Does your solution provide onsite warranty and maintenance repair service to Authorized Users within 12 business hours of the first notification of the Authorized User? Please provide details.	Y	The VBS Help Desk is currently staffed from 8:00 am - 5:00 Eastern Time. A review of our call log reflects that active calls with our SLED accounts typically to not go later than 4:15 PM EST.
Does your solution include maintaining spare devices and repair parts to minimize downtime of the devices? Please provide details.	Y	Virginia Business Systems technicians carry between ten and twenty thousand dollars (\$10,000- \$20,000) in parts and supply inventory in their company owned vehicles. They also have the ability to look for parts or supplies via our remote technician mobile application that they can access via their cell phones in the event that they do not have the part required. For larger installations, we work with the customer and provide on site loaners/spare devices and high mortality parts and supplies. The VBS Service Guaranty provides for spare devices/loaners for all of our clients, including VITA. Our goal is so that when we respond to a call, we can complete it during that session.
Does your solution provide qualified technicians (e.g. certified by the original equipment manufacturer) to perform service such as installation, configurations, warranty and maintenance services, data migrations, etc., as applicable? Please provide details.	Y	All Virginia Business Systems technicians are factory trained and certified on the products in which they service. Our technicians average nineteen years industry experience. Virginia Business Systems has attained the Konica Minolta ProTech Award for the past seventeen years. Konica Minolta ProTech is the highest standard and attainment is a process in which they evaluate our service technicians and processes. In addition we utilize our Total Call Process in which our technicians follow on a call to call basis.
Does your solution include service levels and remedies designed to ensure a high level of device performance and customer satisfaction? If so, please provide those in Appendix A.	Y	Please see attached SLA's.
Will you provide for the automatic delivery and/or installation of hardware drivers, security patches and firmware updates for the devices? Please provide details.	Y	Virginia Business Systems works with our hardware manufactures to ensure that all firmware, drivers and security patches are fully vetted before implementation. We have various software programs that can upload these to remote devices provided the devices can access the internet.
For units that have a hard drive, do you agree to wipe data from or destroy hard drives in accordance with the standards at the following link: <a href="https://www.vita.virginia.gov/media/vitavirginiagov/it-governance/psgs/pdf/RemovalCOVDDataElectMediaStandardSEC51404.pdf">https://www.vita.virginia.gov/media/vitavirginiagov/it-governance/psgs/pdf/RemovalCOVDDataElectMediaStandardSEC51404.pdf</a> Describe your process for tracking that the removal of Commonwealth data has been performed in accordance with the standard and how this information is shared with users.	Y	<b>Reference Appendix F Supporting Documentation; MFP HDD Secure Disposal VBS</b> Virginia Business Systems agrees to follow the standards.

Does your solution allow the customer to keep the hard drive when a unit is returned? If so, please provide rates in Exhibit C, Optional Services tab.	Y	Please reference pricing in Exhibit C Market Basket- Multifunction.
Does your solution provide for other services such as print consulting, staffing of user print shops? Please describe the additional services you provide.	Y	VBS provides Facility Management (FM) services to include but not limited to print and mail room staffing, finishing capabilities, on site technical support, help desk support and remote support. For consulting, provide print assessments, multiple software options for web submission for print jobs and monitoring of print jobs to recommend the most cost effective print device. Our production print analysts assess processes and make recommendations on workflow to streamline and simplify end user experiences while increasing capabilities.

Appendix F Software		
Requirement	Y/N/F	Description
Does your solution/apps allow for printing from mobile devices? If yes, please describe.	Y	VBS has included some devices that have the ability to print from mobile devices as a standard device feature. Additionally, we have include software options to provision mobile and cloud based printing to enable print from and scan to functionality to mobile devices.
Does your solution provide for wireless printing capabilities form laptops, smartphones or other work stations? If yes, please describe.	Y	Wireless capabilities can be added to many of the single and multifunction devices as an optional component.
Does your solution include software that will allow users to manage document content? If yes, please describe.	Y	VBS has included multiple options to allow users to manage document content, OCR technology will allow users to create text searchable documents, or create editable files from images. Bates Stamping will allow users to annotate documents with reference data. Electronic Content Management options will allow users to tag metadata on documents and route them appropriately into a document management system for approval or storage. VBS has also provided solutions allowing for users to both print from and scan to cloud based document repositories. The VBS team will work with client's to configure document workflows that drive efficiency.
Does your solution include any other software that enhances the capabilities of the devices? If yes, please describe.	Y	VBS has included multiple options to extend functionality of the devices. Security, access and customization can be enhanced through integration with AD, management of card/fab authentication, Find Me and Secure Print, customized user interface (variable by individual need) and the provision of mobility printing options. Workflow software options have been included allowing direct capture and automation of documents into Electronic Content Management Systems. VBS is providing an option for Electronic Content Management that integrates directly with the MFP console, simplifying the scanning and routing of documents. Cloud direct access options have also been included, as have options for redaction, OCR and Bates Stamping.
Does your solution provide administration and management of all device related software?	Y	VBS team will work collaboratively to design, implement and manage all software applications.



Appendix F Reports		
Requirement	Y/N/F	Description
Does your solution provide for quarterly reports to Authorized Users detailing products that have been placed in any of their locations? If so, please provide details and examples.	Y	<p><b>Reference Appendix F Supporting Documentation; Sample VITA Reports</b> VBS can pull reports on demand by accessing our E-automate system.</p>
Does your solution maintain an electronic service log that is available to Authorized Users? If so, please provide details and examples.	Y	<p><b>Reference Appendix F Supporting Documentation; Service Call Reporting</b> VBS maintains electronic service records in E-automate that can be easily accessed by customers via e-info or by request.</p>
Does your solution provide reports that track items such as number of open help desk tickets, time it took to close ticket, calls per month/day to helpdesk, etc? If so, please describe and provide examples.	Y	<p><b>Reference Appendix F Supporting Documentation; Contract History Report</b> The device management system provides data that is easily accessible through the Client Portal and includes a help-desk supported dashboard for easy visibility to end-user activity, sites and printer details. The Client Portal can provide customizable dashboard views, exports and reports made available through secure access by client administrators and the Program Manager.</p> <p>Our device management system can provide a complete range of reporting capabilities and analytics supported by the following data:</p> <ul style="list-style-type: none"> <li>– Meter and counter reporting</li> <li>– Device properties</li> <li>– Supplies and service status</li> <li>– Actual TCO cost calculations</li> <li>– Service and maintenance history tracking</li> <li>– Full visibility into user volumes and workflow information for all printing and printers</li> <li>– Smart Alerts (networked devices)</li> </ul>
Does your solution include any additional reports that would be a benefit to Authorized Users? If so, please provide details and examples.	Y	<p>VBS provides a myriad of tools for your use. At VBS we provide a tool (Eviews) that allows for a designated user or group of users to be able to log onto our website and be able to view your account. By request we can provide a username and password for that person and they can view the following on the next page.  <a href="http://service.edwardsbusiness.com/e-info/login.asp">http://service.edwardsbusiness.com/e-info/login.asp</a>.</p> <p>Here you will find the following:  Meters Due that will show all equipment and current readings.  Service Summary such as pending/dispatched called  Order Summary such as shipped items and orders in the last 30 days.</p> <p>VBS also provide a Welcome Pack for all new clients and accounts that provides an overview of services provided and points of contact for VBS. Welcome Packs will be reviewed with the client with the Sales Representative or the Client Support Specialist (CSS). VBS also conducts 90-day account reviews with our CSS. The CSS will provide reports out of CEO Juice that show historical reporting of service calls, supply orders and usage trends.</p>
Does your solution include regular reporting on your adherence to the SLAs? If yes, please describe and include the length of time after the measurement window closes that the reports will be delivered to users.	Y	<p>Yes, this would be reported on a quarterly basis or in a time period pre-determined by the end user, and presented quarterly during the account reviews by the Client Support Specialist and Account Manager.</p>

Appendix F Acct Mgt		
Requirement	Y/N/F	Description
Does your solution provide personnel to manage the resulting contract, including activities such as reporting, invoicing, security and software/device currency, throughout its entirety? If yes, please provide details.	Y	VBS provides dedicated personnel to manage the contract and does not outsource any of processes or responsibilities. This VITA contract is supported by all VBS departments, including, IT, logistics, sales, billing, and service. VBS is proud of it's long history with VITA and has historically provided great personnel and services through this contract.
Does your solution include personnel and a marketing plan to promote the resulting contract to schools, universities, local and non-Executive Branch state agencies? If yes, please provide details.	Y	<b>Reference Appendix F Supporting Documentation; JMU VITA Catalog</b> VBS has done a better job than anyone holding a VITA document technology contract when marketing to these organizations. With our dedicated team of government sales reps, we actively market these institutions and non executive agencies with the VITA contract. As example, see attached partial catalog that we marketed to JMU for past contract. Konica Minolta's Government Sales and Marketing Team are committed to making an awarded contract a successful, rewarding tool for Virginia agencies. Our first step in this process is ensuring that VBS and our Direct Branches are fully prepared to effectively market and utilize the contract. Upon award, our team will assist VBS in creating materials that aid in the marketing, sales and order processes. These materials may include files such as launch presentations, price catalogs, marketing materials, FAQ's, and more. To further market the contract to eligible agencies, our sales channel participates in government and education procurement conferences and trade shows throughout the State of Virginia. Our company has been a silver sponsor of the National Institute of Government Purchasing and we are also a regular participant in the National Association of State Purchasing Official's annual conference. We plan to continue to utilize our public sector databases to generate email campaigns that actively showcase Konica Minolta's products and services available on the VITA contract to potential customers. Externally our marketing group capitalizes on social media platforms such as Facebook, Twitter, LinkedIn, YouTube, Pinterest, and Instagram. VBS is also proud to be a major sponsor for the annual SWAMfest shows for the past 10 years.

Does your solution include personnel and a plan to evolve your technology and service offerings? If so, please describe your firm's ability to keep users informed of new products, changes in technology, advanced specification documentation and other market information.	y	Yes, through our quarterly account reviews, clients will be kept up to date by the Account Manager and CSS's about evolving technology, updated pricing via the catalog, fleet analysis, trends in the industry and service offerings.
Do your firms' sales and service personnel undergo training on a semi-annual or annual basis? Please provide details	Y	All personnel have on-going certifications based upon their job description and responsibilities. The entire Account Management (sales) team has been trained and has annual recerts on MPS and consultative sales and solution selling with our manufacturing partners and nationally acclaimed Learning Outsource Group Cooperative Selling program. Certain sales individuals have fiery and Creo certifications for front end solutions for Production Print and Wide Format equipment. Our Managed IT Services specialists have numerous accreditations for solutions architecture, software, workflow and process improvement. Technical personnel undergo comprehensive training programs for all products they are assigned. Training is manufacturer certified, taking place at their training centers or in -house with our train-the-trainer certified staff. Pro-tech Certificates of Achievement, CompTIA, Fiery and Manufacturer Recognition Certificates/Awards are in Appendix V. Konica Minolta's training teams develop expertise through our continual learning program to keep apprised of product offering that include stand-alone digital devices as well as our advanced connected products and third party solutions. This approach allows KMBS customer support teams to become invaluable partners in the success of customer workflow solutions while providing the highest level of client satisfaction. Training is held regularly, with different intervals spanning between Quarterly and Annually depending on the specific product or solution in question.



<b>Appendix F Rental Lease</b>		
<b>Requirement</b>	<b>Y/N/F</b>	<b>Description</b>
Does your solution provide for automated meter reads? If not, describe the process for obtaining manual meter reads.	Y	Virginia Business Systems utilizes Print Audit Infinite Device Manager for automated data collection. IDM is designed to remotely collect meter reads, automate supply fulfillment and report service information for managing fleets of printers and multi-function devices.
Does your solution provide all consumables (excluding paper) including toners, fusers, rollers, staples, etc.?	Y	Our solution provides all consumables (excluding paper) including toners, fusers, rollers, staples, etc.
Does your solution include maintaining spare consumables (e.g. toners, fusers, etc.) to minimize downtime of the devices? Please provide details	Y	VBS Maintains spare consumables in regional warehouses, centralized warehouses and in technician vehicles. We have access to 8 regional warehouses across the Commonwealth, and every technician has \$10,000-\$20,000 of parts and supplies in their vehicle stock. VBS will also maintain spare consumables at end user facilities if appropriate.

<p>Does your solution provide for the disposal of all consumables (excluding paper)? Please describe.</p>	<p>Y</p>	<p>We offer a recycling program regardless of manufacturer through our Clean Planet Program. Here's what you can expect in our latest Clean Planet initiatives:</p> <p>Streamlined order processing: Log in with your customer ID and zip code to order boxes -- no need to re-enter all your information.</p> <p>One stop recycling: All of your consumables, including toner cartridges, imaging units, waste toner bottles, developer units, drums, etc., can be placed into a mid-range collection box or large gaylord. Note: All brands of consumables can be included with your material in mid-range collection boxes or gaylords. ("Create Your Own Clean Planet Box" labels are still for use only with branded material.)</p> <p>Pre-labeled UPS boxes: If you choose our "Box Program" your boxes comes pre-labeled with UPS return information. When a box is full, simply schedule a pick-up.</p> <p>Online ordering and tracking: You can see the tracking number for all requested collection box kits and track the package via UPS so you know when your materials will arrive.</p> <p>Online reporting: Monthly environmental reporting will show weight and units returned from your location.</p> <p>Online label printing: Create Your Own Clean Planet Box Program returns will allow for online printing of UPS labels.</p> <p>Online ordering: Requests for high-volume "Gaylord Program" pick-up requests.</p>
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<p>Does your solution provide an inventory management system that tracks items such as beginning/end rental or lease date, dates payments received, location of device, serial number, and other data? Describe your process for tracking rental or lease agreements and how notifications for items such as end of lease rental term and equipment pick up are handled.</p>	<p>Y</p>	<p>Virginia Business Systems utilizes the leading industry software, E-Automate, which addresses lease tracking, payment receipt, location and device details. Our process for tracking entails creating a contract in the software solutions. A billing administrator notifies the Account Manager as the lease end date approaches which prompts the Account Manager to contact the end user. In the case where device pickup is determined, the Account Manager will submit a request for pickup to the logistics department. The logistics department then notifies the end user to organize/schedule a pickup date. Once the unit has been picked up, the billing administrator terminates the contract for the returned device.</p>
<p>Will you notify the Authorized User, in writing, of their end of term options at least sixty (60) to ninety (90) days prior to the end of any initial lease or rental term? If so, describe the information that will be included in the notification.</p>	<p>Y</p>	<p>A notification will be generated on the AU invoice 60 days prior to contract end.</p>
<p>Does your solution provide for all moves and removal of devices at no additional cost? If not, please describe?</p>	<p>Y</p>	<p>The solution includes all standard removals. Moves, if in the same building and do not include stairs requiring stairclimber or other additional apparatus, will be at no charge. VBS will charge for moves to other buildings within a marketplace (defined within 50 miles of a branch) for \$195 and removals that require additional riggers or apparatus which will be priced based on specific requirements. Moves outside of a marketplace are \$395.</p>


<p>Does your solution provide for the move or removal of devices within 10 business days of either the user's request or the end of the lease/rental term? Please describe.</p>	<p>Y</p>	<p>VBS manages our entire delivery and pick up process without subcontracting to a third party. By our employees overseeing the process and owning our own fleet of delivery vehicles, we are not dependent on other organizations. The process begins with the request by the end user to the account representative who submits the movement form to our order processing team. Once address and PO (if applicable) are verified, the order is submitted to our logistics team within two days and they schedule the move or removal with the end user to minimize interruptions or surprises. It is our experience with doing business with the Commonwealth for two decades that we are more responsive on moves and removals than new vendors coming in or end users managing move schedules. We do not charge for late cancellations or change orders.</p>
<p>Does your solution provide for buy-out options for leases? Please provide details.</p>	<p>Y</p>	<p>VBS was the first dealer or manufacturer to come to market publishing our <b>Leasing Code of Ethics (see in Appendix V)</b>. One of the key elements of this is guaranteeing a cap on the maximum residual value of our buyouts. We provide a buyout option for all leases with a residual that does not exceed 15% of the published purchase price on the VITA contract pricing schedule. Our sliding scale for residuals is: 36 month - 15%, 48 month - 12.5% and 60 month - 10%.</p>

## Appendix F Managed Print Services

Requirement	Y/N/F	Description
Does your solution include conducting an assessment of the Authorized Users current printing environment at no cost? If so, please describe.	Y	Virginia Business Systems offers a no cost assessment of Authorized Users printing environment. The information collected is Printer name, location, Serial #, IP address and page counts. This assessment is done with the use of Discovery software as well as a physical walkthrough and interviews with key stakeholders to learn about applications, workflow and media requirements. See Appendix V for Assessment Tool Reports.
Does your assessment include all devices (connected/non-connected) regardless of manufacturer? Please describe.	Y	Our proposed solution is device agnostic and built upon the principle of standardization. Devices that are not ideal for VBS to support due to age/TCO,etc. will be replaced at our own expense to maintain consistent part and supply inventory and provide effective service and support.
Does your solution include providing a project plan and project manager for the implementation of managed print services? If so, please describe	Y	VBS provides a project plan within our SOW with assigned responsibilities. All MPS engagements have a project manager who works with our technical team, Account Manager and CSS to ensure a consistent onboarding, reporting and overall end user experience
Does your solution provide for all the service and parts needed to operate the devices in the managed print services environment? Please provide details	Y	Virginia Business Systems will supply all service and parts needed to operate devices in the MPS environment. Our technicians carry high-mortality parts in their car stocks, which allow for an efficient service response time. All Virginia Business Systems technicians are factory trained and certified on the products in which they service. Our technicians average nineteen years industry experience. Virginia Business Systems has attained the Konica Minolta ProTech Award for the past seventeen years. Konica Minolta ProTech is the highest standard and attainment is a process in which they evaluate our service technicians and processes. In addition we utilize our Total Call Process in which our technicians follow on a call to call basis.
Does your solution provide all consumables (excluding paper) including ink, fusers, rollers, staples, etc. for all manufacturers? Please provide details.	Y	Yes, our solution includes all manufacturers, however, we do not support ink-jet devices from any manufacturer. Through our assessment and discovery of associated costs, we can typically justify the replacement of inkjets with low cost, low volume laser printers. This will provide a lower operating cost and higher consumable yields for less user intervention.


Does your solution provide of the disposal of all consumables (excluding paper)? Please describe.	Y	<p>We offer a recycling program regardless of manufacturer through our Clean Planet Program. Here's what you can expect in our latest Clean Planet initiatives:</p> <p>Streamlined order processing: Log in with your customer ID and zip code to order boxes -- no need to re-enter all your information.</p> <p>One stop recycling: All of your consumables, including toner cartridges, imaging units, waste toner bottles, developer units, drums, etc., can be placed into a mid-range collection box or large gaylord. Note: All brands of consumables can be included with your material in mid-range collection boxes or gaylords. ("Create Your Own Clean Planet Box" labels are still for use only with branded material.)</p> <p>Pre-labeled UPS boxes: If you choose our "Box Program" your boxes comes pre-labeled with UPS return information. When a box is full, simply schedule a pick-up.</p> <p>Online ordering and tracking: You can see the tracking number for all requested collection box kits and track the package via UPS so you know when your materials will arrive.</p> <p>Online reporting: Monthly environmental reporting will show weight and units returned from your location.</p> <p>Online label printing: Create Your Own Clean Planet Box Program returns will allow for online printing of UPS labels.</p> <p>Online ordering: Requests for high-volume "Gaylord Program" pick-up requests.</p>
Does your solution provide for configuration of the security and network features for each device? If so, please describe.	Y	<p>VBS will collaborate with each client prior to deployment so that security can be configured based on each client's s needs, these customization may include customized access configuration, encryption, data overwrite, IP filtering, SNMP configuration, etc.</p>
Does your solution include the ability to perform remote diagnostics on the devices? If so, please describe.	Y	<p>Virginia Business Systems can provide remote diagnostics on the devices utilizing the device URL. All manufacturers have a tool set of specific diagnostic tools to diagnose any potentially harmful symptoms. In conjunction with our FIRST PASS help desk, we are able to complete numerous service calls without having a technician dispatched to the machine location.</p>



<p>Does your solution provide for proactive monitoring and remediation activities for events such as device outages, fault detection, security threats, supplies replenishment, etc.? Please provide details.</p>	<p>Y</p>	<p><b>Reference Appendix F Supporting Documentation; Bizhub vCare</b> <span style="float: right;">Virginia Business</span></p> <p>Systems utilizes Infinite Device Manager for automated data collection. Print Audit FM is designed to remotely collect meter reads, automate supply fulfillment and report service information for managing fleets of printers and multi-function devices. Our optional bizhub vCare is a no charge software system developed by Konica Minolta Business Technologies designed to enhance customer care through efficient management of Konica Minolta MFD's. Consisting of a bizhub vCare Server and bizhub vCare-enabled MFDs, the system allows for the quick and efficient interchange of data between the bizhub vCare enabled MFD's and the bizhub vCare Server via the Internet.</p> <p>Konica Minolta's bizhub vCare program will increase the State's productivity by maximizing uptime and providing preventative maintenance. With automated meter reads and monitoring of toner levels, scheduled service calls, proactive routine maintenance and fast emergency response, bizhub vCare is a comprehensive preventative maintenance program that will ensure optimal performance of the State's fleet.</p> <p>VBS &amp; Konica Minolta Field Technicians are equipped with vCare Integrated Mobile Devices that enable field service technicians to:</p> <ul style="list-style-type: none"> <li>• Check PM parts counters and know what to bring to the customer</li> <li>• Check MFD &amp; accessor standards</li> <li>• Check supply levels on any connected MFD</li> <li>• Review MFD service history with specific code information</li> <li>• Generate and email MFD-specific vCare reports to anyone</li> </ul> <p>In addition, vCare will automatically read meters each month, dispatch a technician when malfunctions are detected, track service calls on MyKMBS.com and monitor consumable parts such as fusers, developers and drum units so that any necessary replacement is a proactive service.</p> <div data-bbox="1551 646 1705 748">  <p>bizhubvCareSellSheet</p> </div>
<p>Does your solution provide for print queue management? If yes, please describe.</p>	<p>Y</p>	<p>VBS has provided several options to assist with print queue management. PaperCut's print management software application provides centralized granular control over print queues to allow for control of color vs b/w access, secure print, Find Me, centralized distribution, mobility, etc. Additionally, we have provided enhanced queue management through enhanced print controller's like Fiery for improvement image quality, bulk submission and oversight and finishing options.</p>

<p>Does your solution include any specific data collection tools to manage the devices fleet? If so, please describe.</p>	<p>Y</p>	<p>Virginia Business Systems utilizes Print Audit's Infinite Device Manager for automated data collection. Print Audit IDM is designed to remotely collect meter reads, automate supply fulfillment and report service information for managing fleets of printers and multi-function devices.</p>
<p>Does your solution actively collect, store and provide reporting on the following items:</p> <ul style="list-style-type: none"> <li>- Consumable Status</li> <li>- Number of pages printed</li> <li>- Number of pages scanned</li> <li>- Average coverage per page</li> <li>- Usage by group or user</li> </ul> <p>Please provide details</p>	<p>Y</p>	<p>Virginia Business Systems utilizes Print Audit's Infinite Device Manager for automated data collection. Print Audit IDM is designed to remotely collect meter reads, automate supply fulfillment and report service information for managing fleets of printers and multi-function devices.</p>



		 <p>Virginia Business Systems Managed Print services program can, when fully implemented, provide the State of Virginia’s public entities upwards of a 30% savings based on historical spend. We have a three-stage approach to reducing costs while also improving workflows throughout your organization.</p> <p><b>Assess and optimize</b> We provide best-in-class tools and processes to evaluate your organization-wide print environment, document infrastructure and workflow. We use this evaluation to create a baseline of your current spend, and design a customized solution that reduces your costs and supports sustainability goals.</p> <p><b>Secure and integrate</b> After optimizing your print environment, we help you transition from your current state to the ideal future state for your print infrastructure. We ensure that solutions are connected to your IT environment in a secure and compliant way, using authentication and encryption and providing secure solutions for mobile devices where ever your drivers are operating.</p> <p><b>Automate and simplify</b> Once your solution is in place, we help you improve productivity with automated processes, content management solutions and reduced printing. We can also help you simplify your workflows and personalize the usability of each device.</p>
<p>Does your solution provide for optimizing the document output environment? If so, please describe.</p> <p>Does your solution provide trend analysis and reporting, including:</p> <ul style="list-style-type: none"> <li>- Allow Users to generate custom reports on individual and groups of devices</li> <li>- Manage at least thirty-six (36) months of history</li> <li>- Provide an annual forecast based on history and forward-looking expectations</li> </ul>	Y	<p>Virginia Business Systems will collect data through automated meter collection agent ( Infinite Device Manager) loaded during installation, this application will collect data including devices, utilization and trends over time. A range of reports are available to administrative users through web portal allowing them to see data, device status, set up and configuration of notifications and automated reporting. VBS has also provided an option utilizing PaperCut which will collect additional analytical data on user, application, department and group levels. PaperCut will also provide automated reported, device status and environmental impact reports.</p>

Does your solution provide for all moves and removal of devices at no additional cost? If not, please describe.	Y	Any device that is moved, added or deleted will be detected by our device management system. This system will be visible to the client administration and the Program Manager through automated alerts, batched reporting or on-demand through the Client Portal. In the event a device movement is required, it will be administered by the Program Manager. Physical asset inventories may be required on a periodic basis to ensure program continuity. The solution includes all standard removals. Moves, if in the same building and do not include stairs requiring stair climber or other additional apparatus, will be at no charge. VBS will charge for moves to other buildings within a marketplace (defined as within 50 miles of a branch office) for \$195 and removals that require additional riggers or apparatus will be priced based on specific requirements. Moves outside of a marketplace (greater than 50 miles) is \$395.
Does your solution provide for the move or removal of devices within 10 business days of either the user's request or the end of the lease or rental term? Please describe.	Y	VBS manages the entire delivery and pick up process without subcontracting to a third party. By our employees overseeing the process and owning our own fleet of delivery vehicles, we are not dependent on other organizations. The process begins with the request by the end user to the account representative who submits the movement form to our order processing team. Once address and PO (if applicable) are verified, the order is submitted to our logistics team within two days and they schedule the move or removal with the end user to minimize interruptions or surprises. It is our experience with doing business with the Commonwealth for two decades that we are more responsive on moves and removals than new vendors coming in or end users managing move schedules. We do not charge for late cancellations or change orders.
Does your solution include the option to provide on-site personnel across the Commonwealth? If so, please describe how this will be accomplished.	Y	VBS offers onsite personnel for additional fees in various locations throughout the state. If during a MPS engagement, on-site personnel are required, VBS will develop an SOW to address these needs.
Does your solution provide for the transition of services to another Supplier at the end of the managed print services engagement? Please provide details	Y	VBS will coordinate pickups at the end of the contract period with the end user should devices need to remain beyond the contract period we will bill on a month to month basis as long as the equipment is on site. VBS can pickup devices within 10 business days.
Does your solution include a general catalog of optional services that are offered for MPS? If so, please provide those in Exhibit C.	Y	Yes, all options will be included under "Optional Services" tab.
Does your solution include service levels and remedies that apply specifically to MPS engagements and that are designed to ensure a high level of device performance and customer satisfaction? If so, please provide those in Appendix A.	Y	Yes, see attached in Appendix A.

## SLA's – Service Level Agreements for MFD/High Speed Devices/Service (SLAs)

(To be effective 60 days following commencement of the Services/Solution.)

Performance Standard	Measurement	Measurement period	% Level	Remedy
Report Delivery Time	Percentage of reports that are submitted to authorized users on time. Measurement is taken at the Authorized User environmental level.	Annually	95%	\$200/1%
Response Time within 50 miles	In an average of 4 hours from receipt of call, the technician will arrive onsite to perform the maintenance for all customer locations serviced by VBS Branch or affiliate within 50 miles	Quarterly	Average of four hours for fleet	Konica Minolta Customer One Guarantee
Response Time outside 50 miles	Remote Locations outside the 50 mile radius will be responded to onsite within an average of six hours from call placement	Quarterly	Average of six hours for fleet	Konica Minolta Customer One Guarantee
Response Time for 3 <sup>rd</sup> party Finishing options	For all third-party finishing options not manufactured by Konica Minolta, service will be next business day	Quarterly	Next business day for fleet	\$250 per hour over increments
Machine Up Time Percentage	90% Average Fleet Uptime	Quarterly	90%	Konica Minolta Customer One Guarantee
Supplies Fulfillment	Percentage of requests for supplies that are successfully filled within 5 business days. Measurement is taken at the Authorized User environmental level.	Quarterly	90%	200/1%
Device Delivery Time	Percentage of devices that are delivered within 30 calendar days of receipt of the order or as agreed to by Authorized User. Measurement is taken at the Authorized User environmental level.	Quarterly	95%	Reference Contract 9-B Late Delivery remedy
New Installation Key Operator Training	4 Business Days of Delivery	Quarterly	90%	\$200/1%



## Appendix A – Service Level Agreements for Wide-Format/Lasers/Inkjets/Managed Print Service (SLAs)

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(To be effective 60 days following commencement of the Services/Solution.)

Performance Standard	Measurement	Measurement period	% Level	Remedy
Report Delivery Time	Percentage of reports that are submitted to authorized users on time. Measurement is taken at the Authorized User environmental level.	Annually	95%	\$200/1%
Response Time within 50 miles	In an average of 4 hours from receipt of call, the technician will arrive onsite to perform the maintenance for all customer locations serviced by VBS Branch or affiliate within 50 miles	Quarterly	Average of four hours for fleet	\$250 per hour over increments
Response Time outside 50 miles	Remote Locations outside the 50 mile radius will be responded to onsite within an average of six hours from call placement	Quarterly	Average of six hours for fleet	\$250 per hour over increments
Response Time for 3 <sup>rd</sup> party Finishing options	For all third-party finishing options not manufactured by Konica Minolta, service will be next business day	Quarterly	Next business day for fleet	\$250 per hour over increments
Machine Up Time Percentage	90% Average Fleet Uptime	Quarterly	90%	\$200/1%
Supplies Fulfillment	Percentage of requests for supplies that are successfully filled within 5 business days. Measurement is taken at the Authorized User environmental level.	Quarterly	90%	200/1%
Device Delivery Time	Percentage of devices that are delivered within 30 calendar days of receipt of the order or as agreed to by Authorized User. Measurement is taken at the Authorized User environmental level.	Quarterly	95%	Reference Contract 9-B Late Delivery remedy
New Installation Key Operator Training	4 Business Days of Delivery	Quarterly	90%	\$200/1%



**RFP 2019-07 - Print Devices and Managed Print Services**

**General Information and RFP Submission Guidelines**

*This complete spreadsheet, populated with Suppliers offer data, be returned on USB flash drive along with the signed paper RFP response forms, from the RFP files, as posted in eVA.*

<i>Tab Name</i>	<i>Comments</i>
General Info and Guidelines	For all tabs, Please fill in shaded areas ONLY.
Scope	This tab contains a scope description and definitions.
MARKET BASKET (MB) (several device tabs)	These tabs provide a list of sample Items, and are used for evaluation purposes. Follow instruction on each MB tab.
MARKET BASKET-MPS	This tab contains a sample SOW for Managed Print Services. Provide a quote if your company wishes to be considered for award. The pricing will be used in the evaluation process



**RFP 2020-12 SCOPE:**

**Print Devices Managed Print Services**

VITA desires to establish statewide contract(s) for Print Devices, Network Scanners and related, optional Managed Print Services, for use by Authorized Users. For each OEM brand awarded, VITA desires access to the entire catalog of products and related services of that brand name OEM manufacturer in order to insure a complete solution. Offerors may quote one or more of the requested Market Basket category tabs and sample items that your firm desires to offer. All pricing should be offered as a discount from Index Price\* found at a URL (see Definitions below).

On the following tabs please enter the requested data (import, type or cut/paste from a price list) for your firm's catalog offerings in the category sample segment rows. Expand cell or column width or add rows as needed.

The MARKET BASKET tabs are for use by VITA/SCM for evaluation of sample category item prices. Suppliers are to populate the samples in the various Market Basket tabs, by copying prices from the appropriate cells in the Exhibit C - PRICING spreadsheet. Please format all Market Basket sample model numbers as hyperlinks to that same item in the Exhibit C - Pricing spreadsheet file. VITA/SCM may verify the sample item's contract price (from the catalog URL and discount offered.) that most closely represents the sample item model number or description.

**Definitions:**

**\* Index Price List:**

An "Index Price List" is defined as a list of prices found on a website URL, accessible by Authorized Users. The URL may link to a manufacturer's price list, such as List Price or Suggested Retail Price. The URL may also be a contract price list, such as a GSA Schedule contract or another government contract. The Offeror will offer a Contract Discount<sup>1</sup>, which will be calculated against the prices in the Index Price List at the URL provided. The Contract Discount may be a negative or positive value, which, when calculating from the Index Price<sup>2</sup> for a product or service, results in the Contract Price<sup>3</sup> for that specific product or service.

**<sup>1</sup> Contract Discount/Percentage Off List Price:**

The "Contract Discount" is defined as the percentage value that is used along with the Index Price in calculating the Contract Price.

**<sup>2</sup> Index Price/List Price:**

The "Index Price" is defined as the individual price for a solicitation item, product or service, as shown at the URL for the Index Price List.

**<sup>3</sup> Contract Price/Purchase Price:**

"Contract Price" is defined as the result of multiplying the Index Price by the Contract Discount.

Exhibit B- MARKET BASKET - Multi Function

SUPPLIER:	Virginia Business Systems									
MANUFACTURER	KONICA MINOLTA									
Index Price URL >	<a href="https://kmbs.konicaminolta.us/kmbs/microsites/sourcewell">https://kmbs.konicaminolta.us/kmbs/microsites/sourcewell</a>									

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit - C Pricing spreadsheet.

Segment	Evaluation Brand and Model Number	List Price	Percentage Off List Price	Purchase Price	Yearly Maintenance	Purchase Price for 3 Years	Factor for 12 Month Rental	Cost Per Month for 12 Month Rental	Factor for 36 Month Rental (see note #1 below)	Cost Per Month for 36 Month Rental	Factor for 48 Month Rental (see note #1 below)	Cost Per Month for 48 Month Rental	Factor for 60 Month Rental (see note #1 below)	Cost Per Month for 60 Month Rental	Overage Cost Per Click if Monthly Volume Exceeded	Cost Per Click on Color Copies	Cost for User to Retain Hard Drive
7	bizhub 3622	\$824.00	20.00%	\$659.20	\$0.00	\$659.20	0.083	\$54.71	0.033	\$21.75	0.027	\$17.80	0.023	\$15.16	0.017	N/A	\$350.00
7a	bizhub 3622	\$824.00	20.00%	\$659.20	\$120.00	\$1,019.20	0.083	\$64.71	0.033	\$31.75	0.027	\$27.80	0.023	\$25.16	0.016	N/A	\$350.00
8	bizhub 28e	\$1,575.00	10.00%	\$1,417.50	\$0.00	\$1,417.50	0.083	\$117.65	0.033	\$46.78	0.027	\$38.27	0.023	\$32.60	0.017	N/A	\$350.00
8a	bizhub 28e	\$1,575.00	10.00%	\$1,417.50	\$168.00	\$1,921.50	0.083	\$131.65	0.033	\$60.78	0.027	\$52.27	0.023	\$46.60	0.016	N/A	\$350.00
9	bizhub 4052	\$4,163.00	45.00%	\$2,289.65	\$0.00	\$2,289.65	0.083	\$190.04	0.033	\$75.56	0.027	\$61.82	0.023	\$52.66	0.014	N/A	\$350.00
9a	bizhub 4052	\$4,163.00	45.00%	\$2,289.65	\$520.00	\$3,849.65	0.083	\$233.37	0.033	\$118.89	0.027	\$105.15	0.023	\$96.00	0.011	N/A	\$350.00
10	bizhub 227	\$7,324.00	58.00%	\$3,076.08	\$0.00	\$3,076.08	0.083	\$255.31	0.033	\$101.51	0.027	\$83.05	0.023	\$70.75	0.01	N/A	\$350.00
10a	bizhub 227	\$7,324.00	58.00%	\$3,076.08	\$428.00	\$4,360.08	0.083	\$290.98	0.033	\$137.18	0.027	\$118.72	0.023	\$106.42	0.008	N/A	\$350.00
10b	bizhub 227	\$7,324.00	58.00%	\$3,076.08	\$642.00	\$5,002.08	0.083	\$308.81	0.033	\$155.01	0.027	\$136.55	0.023	\$124.25	0.007	N/A	\$350.00
11	bizhub C250i	\$12,930.95	70.00%	\$3,879.29	\$0.00	\$3,879.29	0.083	\$321.98	0.033	\$128.02	0.027	\$104.74	0.023	\$89.22	0.009	0.05	\$350.00
11a	bizhub C250i	\$12,930.95	70.00%	\$3,879.29	\$450.00	\$5,229.29	0.083	\$359.48	0.033	\$165.52	0.027	\$142.24	0.023	\$126.72	0.0085	0.049	\$350.00
11b	bizhub C250i	\$12,930.95	70.00%	\$3,879.29	\$675.00	\$5,904.29	0.083	\$378.23	0.033	\$184.27	0.027	\$160.99	0.023	\$145.47	0.008	0.049	\$350.00
12	bizhub 368e	\$11,987.00	67.00%	\$3,955.71	\$0.00	\$3,955.71	0.083	\$328.32	0.033	\$130.54	0.027	\$106.80	0.023	\$90.98	0.0085	N/A	\$350.00
12a	bizhub 368e	\$11,987.00	67.00%	\$3,955.71	\$655.00	\$5,920.71	0.083	\$382.91	0.033	\$185.12	0.027	\$161.39	0.023	\$145.56	0.008	N/A	\$350.00
12b	bizhub 368e	\$11,987.00	67.00%	\$3,955.71	\$786.00	\$6,313.71	0.083	\$393.82	0.033	\$196.04	0.027	\$172.30	0.023	\$156.48	0.0075	N/A	\$350.00
13	bizhub C360i	\$17,835.50	72.00%	\$4,993.94	\$0.00	\$4,993.94	0.083	\$414.50	0.033	\$164.80	0.027	\$134.84	0.023	\$114.86	0.0085	0.05	\$350.00
13a	bizhub C360i	\$17,835.50	72.00%	\$4,993.94	\$600.00	\$6,793.94	0.083	\$464.50	0.033	\$214.80	0.027	\$184.84	0.023	\$164.86	0.008	0.047	\$350.00
13b	bizhub C360i	\$17,835.50	72.00%	\$4,993.94	\$900.00	\$7,693.94	0.083	\$489.50	0.033	\$239.80	0.027	\$209.84	0.023	\$189.86	0.0075	0.047	\$350.00
14	bizhub 558e	\$23,511.00	74.00%	\$6,112.86	\$0.00	\$6,112.86	0.083	\$507.37	0.033	\$201.72	0.027	\$165.05	0.023	\$140.60	0.0065	N/A	\$350.00
14a	bizhub 558e	\$23,511.00	74.00%	\$6,112.86	\$900.00	\$8,812.86	0.083	\$582.37	0.033	\$276.72	0.027	\$240.05	0.023	\$215.60	0.006	N/A	\$350.00
14b	bizhub 558e	\$23,511.00	74.00%	\$6,112.86	\$1,350.00	\$10,162.86	0.083	\$619.87	0.033	\$314.22	0.027	\$277.55	0.023	\$253.10	0.0055	N/A	\$350.00
15	bizhub C458	\$26,583.00	77.00%	\$6,114.09	\$0.00	\$6,114.09	0.083	\$507.47	0.033	\$201.76	0.027	\$165.08	0.023	\$140.62	0.008	0.048	\$350.00
15a	bizhub C458	\$26,583.00	77.00%	\$6,114.09	\$856.00	\$8,682.09	0.083	\$578.80	0.033	\$273.10	0.027	\$236.41	0.023	\$211.96	0.0075	0.047	\$350.00
15b	bizhub C458	\$26,583.00	77.00%	\$6,114.09	\$1,127.00	\$9,495.09	0.083	\$601.39	0.033	\$295.68	0.027	\$259.00	0.023	\$234.54	0.007	0.047	\$350.00
16	bizhub 658e	\$30,431.00	78.00%	\$6,694.82	\$0.00	\$6,694.82	0.083	\$555.67	0.033	\$220.93	0.027	\$180.76	0.023	\$153.98	0.005	N/A	\$350.00
16a	bizhub 658e	\$30,431.00	78.00%	\$6,694.82	\$792.00	\$9,070.82	0.083	\$621.67	0.033	\$286.93	0.027	\$246.76	0.023	\$219.98	0.0045	N/A	\$350.00
16b	bizhub 658e	\$30,431.00	78.00%	\$6,694.82	\$1,305.00	\$10,609.82	0.083	\$664.42	0.033	\$329.68	0.027	\$289.51	0.023	\$262.73	0.0045	N/A	\$350.00
17	bizhub 808	\$35,539.00	75.00%	\$8,884.75	\$0.00	\$8,884.75	0.083	\$737.43	0.033	\$293.20	0.027	\$239.89	0.023	\$204.35	0.0048	N/A	\$350.00
17a	bizhub 808	\$35,539.00	75.00%	\$8,884.75	\$12,844.75	\$12,844.75	0.083	\$847.43	0.033	\$403.20	0.027	\$349.89	0.023	\$314.35	0.0046	N/A	\$350.00
17b	bizhub 808	\$35,539.00	75.00%	\$8,884.75	\$1,920.00	\$14,644.75	0.083	\$897.43	0.033	\$453.20	0.027	\$399.89	0.023	\$364.35	0.0044	N/A	\$350.00

Note #1: Suppliers must provide a factor for 36 month rental for each segment that they are proposing. Factors must include maintenance cost.

Example: Contract Price X 36 month Factor = Cost per Month for 36 Month Rental.

Factors for 12, 48 and 60 month are optional.

Minimum Specs per Segment

Segment	Copies Per Minute	Monthly Volume Range	Monthly Copies Included (Rented and Purchased Units with Maint.)	Document Feeder	Automatic Features	Fax/Scan to Email Capable	Energy Star Compliant	Duplex	Hard Drive Required
7	10 - 20	1,000 - 6,000	0	N/A	AES	No	Yes	N/A	N
7a	10 - 20	1,000 - 6,000	600	N/A	AES	No	Yes	N/A	N
8	21 - 30	1,000 - 6,000	0	ADF	AES	Yes	Yes	N/A	N
8a	21 - 30	1,000 - 6,000	1,000	ADF	AES	Yes	Yes	N/A	N
9	31 - 40	10,000 - 30,000	0	ADF	AES	Yes	Yes	N/A	N
9a	31 -40	10,000 - 30,000	4,000	ADF	AES	Yes	Yes	N/A	N
10	20 - 30	5,000 - 20,000	0	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	N
10a	20 - 30	5,000 - 20,000	6,000	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	N
10b	20 - 30	5,000 - 20,000	13,000	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	N
11	20 - 30 b/w, 20 ppm color	5,000 - 20,000	0	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	Y
11a	20 - 30 b/w, 20 ppm color	5,000 - 20,000	6,000	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	Y



	20 - 30 b/w, 20 ppm								
11b	color	5,000 - 20,000	13,000	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	Y
12	31 - 45	20,000 - 50,000	0	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	N
12a	31 - 45	20,000 - 50,000	10,000	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	N
		50,000							
12b	31 - 45	20,000 - 50,000	22,000	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	N
		50,000							
13	30 - 45 b/w, 30 ppm	20,000 - 50,000	0	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	Y
		50,000							
13a	30 - 45 b/w, 30 ppm	20,000 - 50,000	10,000	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	Y
		50,000							
13b	color	20,000 - 50,000	22,000	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	Y
		50,000							
14	46 - 55	30,000 - 60,000	0	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	N
14a	46 - 55	30,000 - 60,000	15,000	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	N
14b	46 - 55	30,000 - 60,000	30,000	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	N
15	40 - 55 b/w, 40 ppm	30,000 - 60,000	0	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	Y
		60,000							
15a	40 - 55 b/w, 40 ppm	30,000 - 60,000	15,000	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	Y
		60,000							
15b	color	30,000 - 60,000	30,000	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	Y
16	56 - 65	40,000 - 70,000	0	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	N
16a	56 - 65	40,000 - 70,000	15,000	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	N
16b	56 - 65	40,000 - 70,000	45,000	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	N
17	66 - 85	0,000 - 130,000	0	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	N
17a	66 - 85	0,000 - 130,000	25,000	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	N
17b	66 - 85	0,000 - 130,000	55,000	RADF	AES, APS	Yes	Yes	1:2, 2:2, 2:1	N

note:  shading denotes must fill cells  
 shading denotes optional fill cells

Accessories for Segment 7  
Supplier is to provide percentage off list (list should be publicly available)  
Suppliers proposed price must be 20% or more  

20

 % off List

Accessories for Segment 9  
Supplier is to provide percentage off list (list should be publicly available)  
Suppliers proposed price must be 20% or more  

20

 % off List

Accessories for Segment 11  
Supplier is to provide percentage off list (list should be publicly available)  
Suppliers proposed price must be 20% or more  

40

 % off List

Accessories for Segment 13  
Supplier is to provide percentage off list (list should be publicly available)  
Suppliers proposed price must be 20% or more  

40

 % off List

Accessories for Segment 15  
Supplier is to provide percentage off list (list should be publicly available)  
Suppliers proposed price must be 20% or more  

40

 % off List

Accessories for Segment 17  
Supplier is to provide percentage off list (list should be publicly available)  
Suppliers proposed price must be 20% or more  

40

 % off List

Accessories for Segment 8  
Supplier is to provide percentage off list (list should be publicly available)  
Suppliers proposed price must be 20% or more  

20

 % off List

Accessories for Segment 10  
Supplier is to provide percentage off list (list should be publicly available)  
Suppliers proposed price must be 20% or more  

40

 % off List

Accessories for Segment 12  
Supplier is to provide percentage off list (list should be publicly available)  
Suppliers proposed price must be 20% or more  

40

 % off List

Accessories for Segment 14  
Supplier is to provide percentage off list (list should be publicly available)  
Suppliers proposed price must be 20% or more  

40

 % off List

Accessories for Segment 16  
Supplier is to provide percentage off list (list should be publicly available)  
Suppliers proposed price must be 20% or more  

40

 % off List

Exhibit B- MARKET BASKET - BW Laser

SUPPLIER:	Virginia Business Systems	
MANUFACTURER	KONICA MINOLTA	
Index Price URL >	<a href="https://kmbs.konicaminolta.us/kmbs/microsites/sourcewell">https://kmbs.konicaminolta.us/kmbs/microsites/sourcewell</a>	

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit C - Pricing spreadsheet.

Segment	Evaluation Brand and Model Number	List Price	Percentage Off List Price	Purchase Price				
24	Bizhub 3602P	\$399.00	0.00%	\$399.00				
25	Bizhub 4402P	\$970.00	0.00%	\$970.00				
26	Bizhub 4702P	\$1,450.00	0.00%	\$1,450.00				

Minimum Specs per Segment							
Segment	Minimum Copies Per Minute	Minimum Paper sources (excluding bypass)	Minimum Paper capacity (excluding bypass)	Minimum Memory	Energy Star Compliant	Minimum Warranty (Next business day exchange)	Connectivity Type
24	0 - 15	1	100	128 MB	Yes	One Year	USB
25	16 - 25	1	150	256 MB	Yes	One Year	USB
26	26 - 40	1	200	256 MB	Yes	One Year	USB

\*\*\*\*\*Ink/Toner cannot be included as a standard accessory. DGS has established contracts for ink and toner.  
\*\*\*\*VITA will allow ink/toner to be purchased only at the time of the sale of the device.

note: shading denotes must fill cells

Accessories for Segment 24  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 10% or more  
10% off List

Accessories for Segment 26  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 10% or more  
10% off List

Accessories for Segment 25  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 10% or more  
10% off List

Exhibit B- MARKET BASKET - BW Laser

SUPPLIER:	Virginia Business Systems
MANUFACTURER	LEXMARK
Index Price URL >	<a href="http://shop.lexmark.com/msrp/catalogPage/msrp_price_list?locale=en_US">http://shop.lexmark.com/msrp/catalogPage/msrp_price_list?locale=en_US</a>

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit C - Pricing spreadsheet.

Segment	Evaluation Brand and Model Number	List Price	Percentage Off List Price	Purchase Price				
24	Lexmark m1246	\$955.71	40.00%	\$573.43				
25	Lexmark m3250	\$1,510.47	50.00%	\$755.24				
26	Lexmark m5255	\$2,176.92	50.00%	\$1,088.46				

Minimum Specs per Segment							
Segment	Minimum Copies Per Minute	Minimum Paper sources (excluding bypass)	Minimum Paper capacity (excluding bypass)	Minimum Memory	Energy Star Compliant	Minimum Warranty (Next business day exchange)	Connectivity Type
24	0 - 15	1	100	128 MB	Yes	One Year	USB
25	16 - 25	1	150	256 MB	Yes	One Year	USB
26	26 - 40	1	200	256 MB	Yes	One Year	USB

\*\*\*\*\*Ink/Toner cannot be included as a standard accessory. DGS has established contracts for ink and toner.  
\*\*\*\*VITA will allow ink/toner to be purchased only at the time of the sale of the device.

note: shading denotes must fill cells

Accessories for Segment 24  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 10% or more  
10% off List

Accessories for Segment 26  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 10% or more  
10% off List

Accessories for Segment 25  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 10% or more  
10% off List

Exhibit B- MARKET BASKET - BW Laser

SUPPLIER:

Virginia Business Systems

MANUFACTURER

HP

Index Price URL >

hp.com

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit C - Pricing spreadsheet.

Segment	Evaluation Brand and Model Number	List Price	Percentage Off List Price	Purchase Price
24	M102w	\$152.06	10.00%	\$136.85
25	M203dw	\$215.94	20.00%	\$172.75
26	M404n	\$343.72	30.00%	\$240.60

Minimum Specs per Segment

Segment	Minimum Copies Per Minute	Minimum Paper sources (excluding bypass)	Minimum Paper capacity (excluding bypass)	Minimum Memory	Energy Star Compliant	Minimum Warranty (Next business day exchange)	Connectivity Type
24	0 - 15	1	100	128 MB	Yes		USB
25	16 - 25	1	150	256 MB	Yes		USB
26	26 - 40	1	200	256 MB	Yes		USB

\*\*\*\*\*Ink/Toner cannot be included as a standard accessory. DGS has established contracts for ink and toner.  
\*\*\*\*\*VITA will allow ink/toner to be purchased only at the time of the sale of the device.

note: shading denotes must fill cells

Accessories for Segment 24  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 10% or more  
10 % off List

Accessories for Segment 26  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 10% or more  
10 % off List

Accessories for Segment 25  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 10% or more  
10 % off List



Exhibit B- MARKET BASKET - Color Laser

SUPPLIER:	Virginia Business Systems
MANUFACTURER	KONICA MINOLTA
Index Price URL >	<a href="https://kmbs.konicaminolta.us/kmbs/microsites/sourcewell">https://kmbs.konicaminolta.us/kmbs/microsites/sourcewell</a>

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit C - Pricing spreadsheet.

Segment	Evaluation Brand and Model Number	List Price	Percentage Off List Price	Purchase Price
27	Bizhub C3300i A4 Color Printer	\$1,048.95	25.00%	\$786.71
28	Bizhub C3300i A4 Color Printer	\$1,048.95	25.00%	\$786.71
29	Bizhub C4000i A4 Color Printer	\$1,258.95	25.00%	\$944.21

Minimum Specs per Segment

Segment	Minimum Copies Per Minute	Minimum Paper sources (excluding bypass)	Minimum Paper capacity (excluding bypass)	Minimum Memory	Energy Star Compliant	Minimum Warranty (Next business day exchange)	Connectivity Type
27	0 - 20	1	100	256 MB	Yes	One Year	USB
28	20 - 26	1	150	256 MB	Yes	One Year	USB
29	26 - 50	1	200	256 MB	Yes	One Year	USB

\*\*\*\*\*Ink/Toner cannot be included as a standard accessory. DGS has established contracts for ink and toner.  
\*\*\*\*VITA will allow ink/toner to be purchased only at the time of the sale of the device.

note: shading denotes must fill cells

Accessories for Segment 27  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 10% or more  
10 % off List

Accessories for Segment 29  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 10% or more  
10 % off List

Accessories for Segment 28  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 10% or more  
10 % off List

Exhibit B- MARKET BASKET - Color Laser

SUPPLIER:	Virginia Business Systems
MANUFACTURER	LEXMARK
Index Price URL >	<a href="http://shop.lexmark.com/msrp/catalogPage/msrp_price_list?locale=en_US">http://shop.lexmark.com/msrp/catalogPage/msrp_price_list?locale=en_US</a>

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit C - Pricing spreadsheet.

Segment	Evaluation Brand and Model Number	List Price	Percentage Off List Price	Purchase Price	Minimum Paper sources (excluding bypass)	Minimum Paper capacity (excluding bypass)	Minimum Memory	Energy Star Compliant	Minimum Warranty (Next business day exchange)	Connectivity Type
27	Lexmark xc2235	\$3,996.67	50.00%	\$1,998.34	0 - 20	1	256 MB	Yes	One Year	USB
28	Lexmark c4150	\$2,996.67	50.00%	\$1,498.34	20 - 26	1	256 MB	Yes	One Year	USB
29	Lexmark c6160	\$4,313.33	60.00%	\$1,725.33	26 - 50	1	256 MB	Yes	One Year	USB

Minimum Specs per Segment

\*\*\*\*\*Ink/Toner cannot be included as a standard accessory. DGS has established contracts for ink and toner.  
\*\*\*\*VITA will allow ink/toner to be purchased only at the time of the sale of the device.

note: shading denotes must fill cells

Accessories for Segment 27  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 10% or more  
10 % off List

Accessories for Segment 29  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 10% or more  
10 % off List

Accessories for Segment 28  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 10% or more  
10 % off List

Exhibit B- MARKET BASKET - Color Laser

SUPPLIER:	Virginia Business Systems
MANUFACTURER	HP
Index Price URL >	hp.com

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit C - Pricing spreadsheet.

Segment	Evaluation Brand and Model Number	List Price	Percentage Off List Price	Purchase Price
27	M254dw	\$382.06	15.00%	\$324.75
28	M454dn	\$548.17	30.00%	\$383.72
29	M553n	\$757.90	30.00%	\$530.53

Minimum Specs per Segment

Segment	Minimum Copies Per Minute	Minimum Paper sources (excluding bypass)	Minimum Paper capacity (excluding bypass)	Minimum Memory	Energy Star Compliant	Minimum Warranty (Next business day exchange)	Connectivity Type
27	0 - 20	1	100	256 MB	Yes		USB
28	20 - 26	1	150	256 MB	Yes		USB
29	26 - 50	1	200	256 MB	Yes		USB

\*\*\*\*\*Ink/Toner cannot be included as a standard accessory. DGS has established contracts for ink and toner.  
\*\*\*\*VITA will allow ink/toner to be purchased only at the time of the sale of the device.

note: shading denotes must fill cells

Accessories for Segment 27  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 10% or more  
15 % off List

Accessories for Segment 28  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 10% or more  
15 % off List

Accessories for Segment 29  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 10% or more  
15 % off List

Exhibit B - Market Basket - Desktop Wide Format

SUPPLIER:	Virginia Business Systems
MANUFACTURER	KIP
Index Price URL >	<a href="https://www.vabusinesssystems.com/wp-content/uploads/2019/08/KIP-Pricing-Programs_MSRP-KAP_SmallPDF_v090119.pdf">https://www.vabusinesssystems.com/wp-content/uploads/2019/08/KIP-Pricing-Programs_MSRP-KAP_SmallPDF_v090119.pdf</a>

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit C - Pricing spreadsheet.

Segment	Evaluation Model	List Price	Percentage Off List Price	Purchase Price	Yearly Maintenance (Does not include ink)	True Purchase Price for 3 Years
30	KIP 660	\$24,995.00	22.00%	\$19,496.10	\$2,100.00	\$25,796.10
31	KIP 860	\$31,000.00	22.00%	\$24,180.00	\$1,740.00	\$29,400.00

Minimum Requirements for Desktop Wide Format Devices

Segment	Minimum Ink Colors	Minimum Output Width	Minimum Memory	Minimum Warranty	Connectivity Type	Paper Handling	Hard Drive Minimum Size
30	4	24" Width	64 MB	One Year On Site Next Bus. Day	Ethernet 10/100, USB	Roll and Cut Sheet	20GB
31	4	36" Width	256 MB	One Year On Site Next Bus. Day	Ethernet 10/100, USB	Roll and Cut Sheet	20GB

\*\*\*\*\*Ink/Toner cannot be included as a standard accessory. DGS has established contracts for ink and toner.  
\*\*\*\*VITA will allow ink/toner to be purchased only at the time of the sale of the device.

note: shading denotes must fill cells

Accessories for Segment 30  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 10% or more  
10% off List

Accessories for Segment 31  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 10% or more  
10% off List



Exhibit B- MARKET BASKET - Large Format B/W (Toner-ink Based) Devices

SUPPLIER:	Virginia Business Systems
MANUFACTURER	KIP
Index Price URL >	<a href="https://www.vabusinesssystems.com/wp-content/uploads/2019/08/KIP-Pricing-Programs_MSRP-KAP_SmallPDF_v090119.pdf">https://www.vabusinesssystems.com/wp-content/uploads/2019/08/KIP-Pricing-Programs_MSRP-KAP_SmallPDF_v090119.pdf</a>

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit C - Pricing spreadsheet.

Segment	Evaluation Model	List Price	Percentage Off List Price	Purchase Price	Yearly Maintenance (Does not include toner)	True Purchase Price for 3 Years
40	KIP 7171K6	\$16,800.00	22.00%	\$13,104.00	\$1,500.00	\$17,604.00
41	KIP 7582	\$23,000.00	22.00%	\$17,940.00	\$2,700.00	\$26,040.00

Fixed Spread Rate (in decimal format)	Term
11.00	36 Months
10.50	48 Months
10.00	60 Months
10.00	72 Months
10.00	84 Months

Minimum Requirements for Desktop Large Format B/W (Toner-ink Based) Devices

Segment	Scanning Width	Printing Width	Minimum Print Speed Per Minute	Optical Resolution	Scan Formats	Minimum Warranty	Connectivity Type	Integrated Touch Screen	Energy Star Compliant	Minimum Hard Drive	Minimum Memory	Toner Based	Color Scan
40	36"	36"	5 "D" size	600 x 600 DPI	TIFF, PDF, JPG	One Year On Site Next Bus. Day	Ethernet 10/100	Y	Y	40 GB	160 MB	Y	Y
41	36"	36"	8 "D" size	600 x 600 DPI	TIFF, PDF, JPG	One Year On Site Next Bus. Day	Ethernet 10/100	Y	Y	40 GB	160 MB	Y	Y

\*\*\*\*\*Ink/Toner cannot be included as a standard accessory. DGS has established contracts for ink and toner.  
\*\*\*\*VITA will allow ink/toner to be purchased only at the time of the sale of the device.

"D" D-sized drawings (24" x 36")

Accessories for Segment 40

Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 20% or more  
20 % off List

Accessories for Segment 41

Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 20% or more  
20 % off List

note: shading denotes must fill cells  
shading denotes optional fill cells



Exhibit B- MARKET BASKET - Large Format B/W (Toner-ink Based) Devices

SUPPLIER:	Virginia Business Systems					
MANUFACTURER	HP					
Index Price URL >	<a href="https://www8.hp.com/us/en/large-format-printers/designjet-printers/z6810.html">https://www8.hp.com/us/en/large-format-printers/designjet-printers/z6810.html</a>					

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit C - Pricing spreadsheet.

Segment	Evaluation Model	List Price	Percentage Off List Price	Purchase Price	Yearly Maintenance (Does not include toner)	True Purchase Price for 3 Years
40	PWXL 3900	\$26,299.00	20.00%	\$21,039.20	\$2,348.00	\$28,083.20
41	PWXL 4100	\$39,482.00	20.00%	\$31,585.60	\$2,348.00	\$38,629.60

Fixed Spread Rate (in decimal format)	Term
11.00	36 Months
10.50	48 Months
10.00	60 Months
10.00	72 Months
10.00	84 Months

Minimum Requirements for Desktop Large Format B/W (Toner-ink Based) Devices

Segment	Scanning Width	Printing Width	Minimum Print Speed Per Minute	Optical Resolution	Scan Formats	Minimum Warranty	Connectivity Type	Integrated Touch Screen	Energy Star Compliant	Minimum Hard Drive	Minimum Memory	Toner Based	Color Scan
40	36"	36"	5 "D" size	600 x 600 DPI	TIFF, PDF, JPG		Ethernet 10/100	Y	Y	40 GB	160 MB	Y	Y
41	36"	36"	8 "D" size	600 x 600 DPI	TIFF, PDF, JPG		Ethernet 10/100	Y	Y	40 GB	160 MB	Y	Y

\*\*\*\*\*Ink/Toner cannot be included as a standard accessory. DGS has established contracts for ink and toner.  
\*\*\*\*VITA will allow ink/toner to be purchased only at the time of the sale of the device.

"D" D-sized drawings (24" x 36")

Accessories for Segment 40

Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 20% or more  
20 % off List

Accessories for Segment 41

Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 20% or more  
20 % off List

note: shading denotes must fill cells  
shading denotes optional fill cells

Exhibit B - Market Basket - B&W Large Format MFP (Medium End) Toner-ink Based

SUPPLIER:	Virginia Business Systems	
MANUFACTURER	KIP	
Index Price URL >	<a href="https://www.vabusinesssystems.com/wp-content/uploads/2019/08/KIP-Pricing-Programs_MSRP-KAP_SmallPDF_v090119.pdf">https://www.vabusinesssystems.com/wp-content/uploads/2019/08/KIP-Pricing-Programs_MSRP-KAP_SmallPDF_v090119.pdf</a>	

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit C - Pricing spreadsheet.

Segment	Evaluation Model	List Price	Percentage Off List Price	Purchase Price	Yearly Maintenance (Does not include toner)	True Purchase Price for 3 Years
42	KIP 7984	\$33,000.00	22.00%	\$25,740.00	\$2,940.00	\$34,560.00

Fixed Spread Rate (in decimal format)	Term
11.00	36 Months
10.50	48 Months
10.00	60 Months
10.00	72 Months
10.00	84 Months

Minimum Requirements for B&W Large Format MFP (Medium End) Toner-ink Based Devices

Segment	Scanning Width	Printing Width	Minimum Print Speed Per Minute	Optical Resolution	Scan Formats	Minimum Warranty	Connectivity Type	Integrated Touch Screen	Energy Star Compliant	Minimum Hard Drive	Minimum Memory	Toner Based	Color Scan
42	36"	36"	13 "D size"	600 x 600 DPI	TIFF, PDF, JPG	One Year On Site Next Bus. Day	Ethernet 10/100	Y	Y	60 GB	384 MB	Y	Y

\*\*\*\*\*Ink/Toner cannot be included as a standard accessory. DGS has established contracts for ink and toner.  
\*\*\*\*VITA will allow ink/toner to be purchased only at the time of the sale of the device.

"D" D-sized drawings (24" x 36")

Accessories for Segment 42  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 20% or more  
20% off List

note: shading denotes must fill cells  
shading denotes optional fill cells

Exhibit B - Market Basket - B&W Large Format MFP (Medium End) Toner-ink Based

SUPPLIER:	Virginia Business Systems
MANUFACTURER	HP
Index Price URL >	<a href="https://www8.hp.com/us/en/large-format-printers/designjet-printers/z6810.html">https://www8.hp.com/us/en/large-format-printers/designjet-printers/z6810.html</a>

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit C - Pricing spreadsheet.

Segment	Evaluation Model	List Price	Percentage Off List Price	Purchase Price	Yearly Maintenance (Does not include toner)	True Purchase Price for 3 Years
42	PWXL 4600	\$34,894.00	20.00%	\$27,915.20	\$2,348.00	\$34,959.20

Fixed Spread Rate (in decimal format)	Term
11.00	36 Months
10.50	48 Months
10.00	60 Months
10.00	72 Months
10.00	84 Months

Minimum Requirements for B&W Large Format MFP (Medium End) Toner-ink Based Devices

Segment	Scanning Width	Printing Width	Minimum Print Speed Per Minute	Optical Resolution	Scan Formats	Minimum Warranty	Connectivity Type	Integrated Touch Screen	Energy Star Compliant	Minimum Hard Drive	Minimum Memory	Toner Based	Color Scan
42	36"	36"	13 "D size"	600 x 600 DPI	TIFF, PDF, JPG		Ethernet 10/100	Y	Y	60 GB	384 MB	Y	Y

\*\*\*\*\*Ink/Toner cannot be included as a standard accessory. DGS has established contracts for ink and toner.  
\*\*\*\*VITA will allow ink/toner to be purchased only at the time of the sale of the device.

"D" D-sized drawings (24" x 36")

Accessories for Segment 42  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 20% or more  
20% off List

note: shading denotes must fill cells  
shading denotes optional fill cells

Exhibit B - Market Basket - B&W Large Format MFP (High End) Toner-ink Based

SUPPLIER:	Virginia Business Systems				
MANUFACTURER	HP				
Index Price URL >	<a href="https://www8.hp.com/us/en/large-format-printers/designjet-printers/z6810.html">https://www8.hp.com/us/en/large-format-printers/designjet-printers/z6810.html</a>				

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit C - Pricing spreadsheet.

Segment	Evaluation Model	List Price	Percentage Off List Price	Purchase Price	Yearly Maintenance (Does not include toner)	True Purchase Price for 3 Years
43	PWXL 5100 mfp	\$37,591.00	20.00%	\$30,072.80	\$5,498.00	\$46,566.80

Fixed Spread Rate (in decimal format)	Term
11.00	36 Months
10.50	48 Months
10.00	60 Months
10.00	72 Months
10.00	84 Months

Minimum Requirements for B&W Large Format MFP (High End) Toner-ink Based Devices

Segment	Scanning Width	Printing Width	Minimum Print Speed Per Minute	Optical Resolution	Scan Formats	Minimum Warranty	Connectivity Type	Integrated Touch Screen	Energy Star Compliant	Minimum Hard Drive	Minimum Memory	Toner Based	Color Scan	Ability to Handle Two Media Rolls
43	36"	36"	20 "D"	600 x 600 DPI	TIFF, PDF, JPG		Ethernet 10/100	Y	Y	60 GB	384 MB	Y	Y	Y

\*\*\*\*\*Ink/Toner cannot be included as a standard accessory. DGS has established contracts for ink and toner.  
\*\*\*\*VITA will allow ink/toner to be purchased only at the time of the sale of the device.

"D" D-sized drawings (24" x 36")

Accessories for Segment 43  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 20% or more  
20% off List

note: shading denotes must fill cells  
shading denotes optional fill cells



Exhibit B - Market Basket - Color Wide Format MFP Ink Mid

SUPPLIER:	Virginia Business Systems				
MANUFACTURER	HP				
Index Price URL >	<a href="https://www8.hp.com/us/en/large-format-printers/designjet-printers/z6810.html">https://www8.hp.com/us/en/large-format-printers/designjet-printers/z6810.html</a>				

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit C - Pricing spreadsheet.

Segment	Evaluation Model	List Price	Percentage Off List Price	Purchase Price	Yearly Maintenance (Does not include ink)	True Purchase Price for 3 Years
45	SD PRO (T1700)	\$20,754.00	20.00%	\$16,603.20	\$589.00	\$18,370.20

Fixed Spread Rate (in decimal format)	Term
11.00	36 Months
10.50	48 Months
10.00	60 Months
10.00	72 Months
10.00	84 Months

Minimum Requirements for Color Wide Format MFP Ink Mid Devices

Segment	Minimum Scanning Width	Minimum Printing Width	Minimum Print Speed "D" Size	Optical Resolution	Scan Formats	Minimum Warranty	Connectivity Type	Integrated Touch Screen	Minimum Hard Drive	Minimum Memory	Charge Coupled Device Scanner Technology
45	42"	42"	Under 40 seconds	600 x 600 DPI	TIFF, PDF, JPG		Ethernet 10/100	Y	80 GB	320 MB	Y

\*\*\*\*\*Ink/Toner cannot be included as a standard accessory. DGS has established contracts for ink and toner.  
\*\*\*\*VITA will allow ink/toner to be purchased only at the time of the sale of the device.

"D" D-sized drawings (24" x 36")

note:  shading denotes must fill cells  
 shading denotes optional fill cells

Accessories for Segment 45  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 20% or more  

20

 % off List



\_\_\_\_\_

Exhibit B - Market Basket - Color Wide Format MFP Ink High

SUPPLIER:	Virginia Business Systems	
MANUFACTURER	HP	
Index Price URL >	<a href="https://www8.hp.com/us/en/large-format-printers/designjet-printers/z6810.html">https://www8.hp.com/us/en/large-format-printers/designjet-printers/z6810.html</a>	

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit C - Pricing spreadsheet.

Segment	Evaluation Model	List Price	Percentage Off List Price	Purchase Price	Yearly Maintenance (Does not include ink)	True Purchase Price for 3 Years
46	T2600DR	\$12,254.00	20.00%	\$9,803.20	\$583.00	\$11,552.20

Fixed Spread Rate (in decimal format)	Term
11.00	36 Months
10.50	48 Months
10.00	60 Months
10.00	72 Months
10.00	84 Months

Minimum Requirements for Color Wide Format MFP Ink High Devices

Segment	Minimum Scanning Width	Minimum Printing Width	Print Speed 2 D size prints per minute	Optical Resolution DPI	Scan Formats	Minimum Warranty	Connectivity Type	Integrated Touch Screen	Minimum Hard Drive	Minimum Memory	Charge Coupled Device Scanner Technology	Ability to Handle Two Media Rolls
46	36"	36"		600 x 600	TIFF, PDF, JPG		Ethernet 10/100	Y	80 GB	320 MB	Y	Y
*****Ink/Toner cannot be included as a standard accessory. DGS has established contracts for ink and toner.												
****VITA will allow ink/toner to be purchased only at the time of the sale of the device.												
	"D"	D-sized drawings (24" x 36")										
Accessories for Segment 46												
Vendor is provide a percentage off list (list must be publicly available)												
Vendors proposed price must be 20% or more												
20 % off List												

note: shading denotes must fill cells  
shading denotes optional fill cells

Exhibit B - Market Basket - Color Wide Format MFP Ink High

SUPPLIER:	Virginia Business Systems		
MANUFACTURER	HP		
Index Price URL >	<a href="https://www8.hp.com/us/en/large-format-printers/designjet-printers/z6810.html">https://www8.hp.com/us/en/large-format-printers/designjet-printers/z6810.html</a>		

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit C - Pricing spreadsheet.

Segment	Evaluation Model	List Price	Percentage Off List Price	Purchase Price	Yearly Maintenance (Does not include ink)	True Purchase Price for 3 Years
47	PWXL 4100 MFP	\$39,482.00	40.00%	\$23,689.20	\$2,348.00	\$30,733.20
Fixed Spread Rate (in decimal format)						
	Term					
	11.00	36 Months				
	10.50	48 Months				
	10.00	60 Months				
	10.00	72 Months				
	10.00	84 Months				

Minimum Requirements for Color Wide Format MFP Ink High Devices

Segment	Minimum Media Rolls	Print Speed 10 D size prints per minute	Minimum Printing Width	Minimum Print Resolution	Minimum Warranty	Connectivity Type	Energy Star Compliant	Minimum Hard Drive	Minimum Memory
47	2		36"	1200 x 1200 DPI		Ethernet 10/100	Y	60 GB	1 GB

\*\*\*\*\*Ink/Toner cannot be included as a standard accessory. DGS has established contracts for ink and toner.  
\*\*\*\*VITA will allow ink/toner to be purchased only at the time of the sale of the device.

Accessories for Segment 47  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 20% or more  
20 % off List

note: shading denotes must fill cells  
shading denotes optional fill cells

Exhibit B - Market Basket - Large Format BW Toner Based Technical & Cad Drawing Device

SUPPLIER:	Virginia Business Systems
MANUFACTURER	KIP
Index Price URL >	<a href="https://www.vabusinesssystems.com/wp-content/uploads/2019/08/KIP-Pricing-Programs_MSRP-KAP_SmallPDF_v090119.pdf">https://www.vabusinesssystems.com/wp-content/uploads/2019/08/KIP-Pricing-Programs_MSRP-KAP_SmallPDF_v090119.pdf</a>

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit C - Pricing spreadsheet.

Segment	Evaluation Model	List Price	Percentage Off List Price	Purchase Price	Yearly Maintenance (Does not include Toner)	True Purchase Price for 3 Years
48	KIP 7171K4	\$16,800.00	22.00%	\$13,104.00	\$600.00	\$14,904.00

Fixed Spread Rate (in decimal format)	Term
11.00	36 Months
10.50	48 Months
10.00	60 Months
10.00	72 Months
10.00	84 Months

Minimum Requirements for Large Format BW Toner Based Tech Cad Drawing Devices

Segment	Minimum Output Width	Minimum Hard Drive Size	Minimum Memory	Minimum Warranty	Connectivity Type	Maximum Print Resolution	Roll Feed
48	36"	60 GB	320 MB	One Year On Site Next Bus. Day	Ethernet 10/100, USB	2400 x 1200	Y
*****Ink/Toner cannot be included as a standard accessory. DGS has established contracts for ink and toner. ****VITA will allow ink/toner to be purchased only at the time of the sale of the device.							

Accessories for Segment 48  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 20% or more

note: shading denotes must fill cells  
shading denotes optional fill cells

Exhibit B - Mobile

SUPPLIER:	Virginia Business Systems
MANUFACTURER	HP
Index Price URL >	hp.com

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit C - Pricing spreadsheet.

Segment	Evaluation Model	List Price	Percentage Off List Price	Yearly Maintenance (Does not include Toner)	Purchase Price
49	HP OfficeJet 200	\$367.00	20.00%	\$58.00	\$351.60

Segment	Minimum Copies Per Minute	Minimum Paper source	Minimum Paper capacity (excluding bypass)	Minimum Warranty (Next business day exchange)	Connectivity Type
49	0 - 20	1	50		USB/Wireless

Accessories for Segment 49  
Vendor is provide a percentage off list (list must be publicly available)  
Vendors proposed price must be 20% or more  
20% off List

note: shading denotes must fill cells



Exhibit B- MARKET BASKET - B/W and Color High Speed Devices

SUPPLIER	Virginia Business Systems		
MANUFACTURER	KM		
Index Price URL >	<a href="https://kmbs.konicaminolta.us/kmbs/microsites/sourcewell">https://kmbs.konicaminolta.us/kmbs/microsites/sourcewell</a>		

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit C - Pricing spreadsheet.

Segment	Evaluation Brand and Model Number	List Price	Percentage Off List Price	Purchase Price
50 (B/W) 51 (COLOR)	bizhub PRO 1100	\$44,359.00	65.00%	\$15,525.65
	AccurioPress C3070	\$70,985.00	61.00%	\$27,684.15

Minimum Requirements for B/W and Color High Speed Devices

For B/W Devices, suppliers can only submit devices that are 95 pages per minute and higher and have a monthly duty cycle of 700,000 pages or more

For Color Devices, suppliers can only submit devices that are 50 pages per minute in speed or higher, 600 x 600 DPI and that have a monthly duty cycle of 200,000 pages or more.

Authorized User will negotiate with Supplier to determine items such as: monthly copies included, cost per page, annual maintenance, etc. Once those decisions has been made and agreed to by both parties, Supplier will provide the necessary toner, parts and labor to meet the requirements.

FIXED SPREAD RATE (In decimal form)

11.00	36 Month Rate
10.50	48 Month Rate
10.00	60 Month Rate
10.00	72 Month Rate
10.00	84 Month Rate

note:  shading denotes must fill cells  
 shading denotes optional fill cells

Accessories for Segment 50  
Supplier is to provide percentage off list (list should be publicly available)  
Suppliers proposed price must be 20% or more  

45

 % off List

Accessories for Segment 51  
Supplier is to provide percentage off list (list should be publicly available)  
Suppliers proposed price must be 20% or more  

45

 % off List

SUPPLIER ITEM NUMBER	PRODUCT DESCRIPTION	LIST PRICE	CURRENT GSA DISCOUNT (Percentage Amount)	VITA DISCOUNT (Percentage Amount, should be equal to or greater than GSA Discount)
7640020586	WEBJET 100D CONTINUOUS FEED DIGITAL INKJET PRESS	\$799,000.00	7.305%	7.305%
OPTIONS				
7640020587	WEBJET 100D PROGRAMMABLE HORIZONTAL PERFORATOR	\$50,000.00	7.305%	7.305%
7640020588	WEBJET 100D CAMERA INSPECTION SYSTEM	\$90,000.00	7.305%	7.305%
7640020589	WEBJET 100D 3 OR 5 HOLE PUNCH UNIT	\$70,000.00	7.305%	7.305%
CONSUMABLES/INKS				
ML274277	PRINT HEAD (x1)	\$385.00	7.304%	7.304%
10003199R	CYAN INK DRUM 55L	\$8,800.00	7.305%	7.305%
10003200R	MAGENTA INK DRUM 55L	\$8,800.00	7.305%	7.305%
10003201R	YELLOW INK DRUM 55L	\$8,800.00	7.305%	7.305%
10003202R	BLACK INK DRUM 55L	\$8,800.00	7.305%	7.305%
10003356	WEBJET WIPER ROLLER GEN2	\$128.75	7.301%	7.301%
10003357	WEBJET ASM MODULE WIPER ASSEMBLY GEN2	\$599.27	7.306%	7.306%
726439	WEBJET 100D SHEETER KNIFE SET	\$749.09	7.305%	7.305%
SW019100D	WEBJET 100D CROSS PERF 12 TEETH/INCH	\$51.50	7.301%	7.301%
SW055100D	WEBJET 100D CROSS PERF 50 TEETH/INCH	\$51.50	7.301%	7.301%
OPERATOR REPLACEABLE UNITS				
099329	WEBJET IDS BLADE ASSEMBLY (COMPLETE)	\$9,363.64	7.305%	7.305%
10001830	WEBJET MAINTENCE CHASSIS	\$9,363.64	7.305%	7.305%
PROFESSIONAL SERVICES OPERATOR TRAINING				
7640015255	Professional Services Project Fee	\$1.00	0.000%	0.000%
7640020712	WEBJET PROFESSIONAL SERVICES - OPERATOR TRAINING 5 I	\$7,500.00	0.000%	0.000%
7640020713	WEBJET PROFESSIONAL SERVICES - ADVANCED OPERATOR T	\$7,500.00	0.000%	0.000%
9967005050	PROKOM MEMBERSHIP	\$0.00		
FREIGHT AND INSTALLATION				
7640020714	WEBJET ENGINE FREIGHT (REQUEST QUOTE)	\$1.00	0.000%	0.000%
7640020737	WEBJET INK FREIGHT (REQUEST QUOTE)	\$1.00	0.000%	0.000%
7640020717	WEBJET 100D INSTALLATION - KM	\$12,000.00	0.000%	0.000%
WEBJET CONTINUOUS FEED DIGITAL INKJET PRESS				
7640020591	WEBJET 200D CONTINUOUS FEED DIGITAL INKJET PRESS	\$1,100,000.00	7.305%	7.305%
OPTIONS				
7640020592	WEBJET 200D PROGRAMMABLEHORIZONTAL PERFORATOR	\$70,000.00	7.305%	7.305%
7640020593	WEBJET 200D CAMERA INSPECTION SYSTEM	\$110,000.00	7.305%	7.305%
7640020594	WEBJET 200D 3 OR 5 HOLE PUNCH UNIT	\$70,000.00	7.305%	7.305%
7640020595	WEBJET 200D SLIT AND MERGE UNIT	\$45,000.00	7.305%	7.305%
7640020596	WEBJET VERSASTACK PLUS FOR WEBJET 200D ONLY	\$250,000.00	7.305%	7.305%
7640020597	WEBJET 200D INLINE LETTER FOLDER	\$130,000.00	7.305%	7.305%
7640020598	WEBJET 200D OUTFEED AND REWIND UNIT	\$70,000.00	7.305%	7.305%
CONSUMABLES/INKS				
ML274277	PRINT HEAD (x1)	\$385.00	7.304%	7.304%
10003199R	CYAN INK DRUM 55L	\$8,800.00	7.305%	7.305%
10003200R	MAGENTA INK DRUM 55L	\$8,800.00	7.305%	7.305%

10003201R	YELLOW INK DRUM 55L	\$8,800.00	7.305%	7.305%
10003202R	BLACK INK DRUM 55L	\$8,800.00	7.305%	7.305%
10003356	WEBJET WIPER ROLLER GEN2	\$128.75	7.301%	7.301%
10003357	WEBJET ASM MODULE WIPER ASSEMBLY GEN2	\$599.27	7.306%	7.306%
249224	WEBJET 200D SHEETER KNIFE SET	\$936.36	7.305%	7.305%
SW019	WEBJET 200D CROSS PERF 12 TEETH/INCH	\$64.38	7.300%	7.300%
SW055	WEBJET 200D CROSS PERF 50 TEETH/INCH	\$64.38	7.300%	7.300%
SW131937	WEBJET 200D SLITTER KNIFE (SLIT/MERGE)	\$128.75	7.301%	7.301%

OPERATOR REPLACEABLE UNITS

099329	WEBJET IDS BLADE ASSEMBLY (COMPLETE)	\$9,363.64	7.305%	7.305%
10001830	WEBJET MAINTENCE CHASSIS	\$9,363.64	7.305%	7.305%

PROFESSIONAL SERVICES OPERATOR TRAINING

7640015255	Professional Services Project Fee	\$1.00	0.000%	0.000%
7640020712	WEBJET PROFESSIONAL SERVICES - OPERATOR TRAINING 5 I	\$7,500.00	0.000%	0.000%
7640020713	WEBJET PROFESSIONAL SERVICES - ADVANCED OPERATOR T	\$7,500.00	0.000%	0.000%
9967005050	PROKOM MEMBERSHIP	\$0.00		

FREIGHT AND INSTALLATION

7640020714	WEBJET ENGINE FREIGHT (REQUEST QUOTE)	\$1.00	0.000%	0.000%
7640020737	WEBJET INK FREIGHT (REQUEST QUOTE)	\$1.00	0.000%	0.000%
7640020711	WEBJET 200D INSTALLATION - KM	\$15,000.00	0.000%	0.000%

Exhibit C- MARKET BASKET - 3D Print Devices

SUPPLIER:

MANUFACTURER

Index Price URL >

Virginia Business Systems

KONICA MINOLTA

<https://kmbs.konicaminolta.us/kmbs/microsites/sourcewell>

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit C - Pricing spreadsheet.

Segment	Evaluation Brand and Model Number	List Price	Percentage Off List Price	Purchase Price	Yearly Maintenance	Purchase Price for 3 Years	Factor for 12 Month Rental	Cost Per Month for 12 Month Rental	Factor for 36 Month Rental (see note #1 below)	Cost Per Month for 36 Month Rental	Factor for 48 Month Rental (see note #1 below)	Cost Per Month for 48 Month Rental	Factor for 60 Month Rental (see note #1 below)	Cost Per Month for 60 Month Rental	Cost for User to Retain Hard Drive
52 (Plastics)	3D40-EDU 120V Dremel 3D Printer	\$1,599.00	2.00%	\$1,567.02	0.00	\$1,567.02	0.08	\$130.06	0.03	\$51.71	0.03	\$42.31	0.02	\$36.04	\$0.00

Note #1: Factors must include maintenance cost.  
Example: Contract Price X 36 month Factor = Cost per Month for 36 Month Rental.  
Factors for 12, 36, 48 and 60 month are optional.

note:

shading denotes must fill cells  
shading denotes optional fill cells

Accessories for Segment 52  
Supplier is to provide percentage off list (list should be publicly available)  
Suppliers proposed price must be 20% or more

20

% off List

Please note that VITA has not specified any minimums for this category. Suppliers will still be held to the minimum discount from list, annual maintenance and factors for all devices if awarded a contract in this category.

Exhibit C- MARKET BASKET - High End Ink Jet

SUPPLIER:Virginia Business Systems

MANUFACTURER:HP

Index Price URL >hp.com

Instructions: Select a base model device of your choice from your offered brand catalog URL for each sample evaluation model on the table. The percentage discount from Index price must match the category discount offered, as provided in the Exhibit C - Pricing spreadsheet.

Segment	Evaluation Brand and Model Number	List Price	Percentage Off List Price	Purchase Price	Yearly Maintenance	Factor for 12 Month Rental	Cost Per Month for 12 Month Rental	Factor for 36 Month Rental (see note #1 below)	Cost Per Month for 36 Month Rental	Factor for 48 Month Rental (see note #1 below)	Cost Per Month for 48 Month Rental	Factor for 60 Month Rental (see note #1 below)	Cost Per Month for 60 Month Rental	Overage Cost Per Click if Monthly Volume Exceeded	Cost for User to Retain Hard Drive
54	P57750dw	\$1,275.00	60.00%	\$510.00	\$0.00	0.083	\$42.33	0.033	\$16.83	0.027	\$13.77	0.023	\$11.73	0.009	\$350.00
54a	P57750dw	\$1,276.00	60.00%	\$510.40	\$65.00	0.083	\$47.78	0.033	\$22.26	0.027	\$19.20	0.023	\$17.16	0.008	\$350.00
55	P57750dw	\$1,277.00	60.00%	\$510.80	\$0.00	0.083	\$42.40	0.033	\$16.86	0.027	\$13.79	0.023	\$11.75	0.009	\$350.00
55a	E58650z	\$5,540.81	60.00%	\$2,216.32	\$0.00	0.083	\$183.95	0.033	\$73.14	0.027	\$59.84	0.023	\$50.98	0.008	\$350.00
55b	E58650z	\$5,540.81	60.00%	\$2,216.32	\$384.00	0.083	\$215.95	0.033	\$105.14	0.027	\$91.84	0.023	\$82.98	0.007	\$350.00
56	E58650z	\$5,540.81	60.00%	\$2,216.32	\$0.00	0.083	\$183.95	0.033	\$73.14	0.027	\$59.84	0.023	\$50.98	0.009	\$350.00
56a	E58650z	\$5,540.81	60.00%	\$2,216.32	\$576.00	0.083	\$231.95	0.033	\$121.14	0.027	\$107.84	0.023	\$98.98	0.008	\$350.00
56b	E58650z	\$5,540.81	60.00%	\$2,216.32	\$960.00	0.083	\$263.95	0.033	\$153.14	0.027	\$139.84	0.023	\$130.98	0.007	\$350.00
57	E77650z	\$18,568.37	70.00%	\$5,570.51	\$0.00	0.083	\$462.35	0.033	\$183.83	0.027	\$150.40	0.023	\$128.12	0.008	\$350.00
57a	E77650z	\$18,568.37	70.00%	\$5,570.51	\$1,152.00	0.083	\$558.35	0.033	\$279.83	0.027	\$246.40	0.023	\$224.12	0.007	\$350.00
57b	E77650z	\$18,568.37	70.00%	\$5,570.51	\$2,304.00	0.083	\$654.35	0.033	\$375.83	0.027	\$342.40	0.023	\$320.12	0.006	\$350.00

Note #1: Suppliers must provide a factor for 36 month rental for each segment that they are proposing. Factors must include maintenance cost.  
Example: Contract Price X 36 month Factor = Cost per Month for 36 Month Rental.  
Factors for 12, 48 and 60 month are optional.



Segment	Copies Per Minute	Monthly Volume Range	Monthly Copies Included (Rented and Purchased Units with Maint.)	Document Feeder	Automatic Features	Fax/Scan to Email Capable	Energy Star Compliant	Duplex	Hard Drive Required	Fax Ready	Network Ready	Wireless 802.11b/g
54	10 - 20	1,000 - 6,000	0	N/A	AES	No	Yes	N/A	No	No	No	Yes
54a	10 - 20	1,000 - 6,000	600	N/A	AES	No	Yes	N/A	No	No	No	Yes
55	21 - 30	1,000 - 6,000	0	N/A	AES	Yes	Yes	N/A	No	Yes	No	Yes
55a	31 - 40	10,000 - 30,000	0	N/A	AES	Yes	Yes	N/A	No	Yes	No	Yes
55b	31 - 40	10,000 - 30,000	4,000	N/A	AES	Yes	Yes	N/A	No	Yes	No	Yes
56	20 - 30 bw, 20 color	5,000 - 20,000	0	RADF	AES, APS	Yes	Yes	1:2, 2:2. 2:1	Yes	Yes	Yes	Yes
56a	20 - 30 bw, 20 color	5,000 - 20,000	6,000	RADF	AES, APS	Yes	Yes	1:2, 2:2. 2:1	Yes	Yes	Yes	Yes
56b	20 - 30 bw, 20 color	5,000 - 20,000	13,000	RADF	AES, APS	Yes	Yes	1:2, 2:2. 2:1	Yes	Yes	Yes	Yes
57	30 - 45 bw, 30 color	20,000 - 50,000	0	RADF	AES, APS	Yes	Yes	1:2, 2:2. 2:1	Yes	Yes	Yes	Yes



57a	30 - 45 bw, 30 color	20,000 - 50,000	15,000	RADF	AES, APS	Yes	Yes	1:2, 2:2. 2:1	Yes	Yes	Yes	Yes
57b	30 - 45 bw, 30 color	20,000 - 50,000	30,000	RADF	AES, APS	Yes	Yes	1:2, 2:2. 2:1	Yes	Yes	Yes	Yes

Accessories for Segment 54  
Supplier is to provide percentage off list (list should be publicly available)  
Suppliers proposed price must be 20% or more  
40 % off List

Accessories for Segment 56  
Supplier is to provide percentage off list (list should be publicly available)  
Suppliers proposed price must be 20% or more  
40 % off List

Accessories for Segment 55  
Supplier is to provide percentage off list (list should be publicly available)  
Suppliers proposed price must be 20% or more  
40 % off List

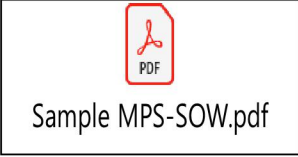
Accessories for Segment 57  
Supplier is to provide percentage off list (list should be publicly available)  
Suppliers proposed price must be 20% or more  
40 % off List

note: shading denotes must fill cells  
shading denotes optional fill cells

**Instructions:** Below is a Sample Managed Print Services-Statement of Work.pdf file. Open the file (double-click on icon to open) and prepare a sample contract Statement of Work quote for the services as described.

Embed the SOW/quote document into your response on this tab (Insert/object/create from file/file name). Enter the Total MPS price in cell 4B, below.

(used for evaluation purposes)



<b>Supplier Name:</b>	Virginia Business Systems		
<b>Submitted By:</b>	Rick Lingon		<b>phone:</b> 804-270-7003
<b>Offered MPS-SOW total price &gt;</b>	\$2,495.23 per month x 60 months= \$149,713.80		<b>email:</b> <a href="mailto:rlingon@vabs.net">rlingon@vabs.net</a>

**Embed MPS Quote offer here**  
*(Insert ribbon tab-Object-Create from file)*  
*(Enter the Total MPS-SOW price in cell 4B)*

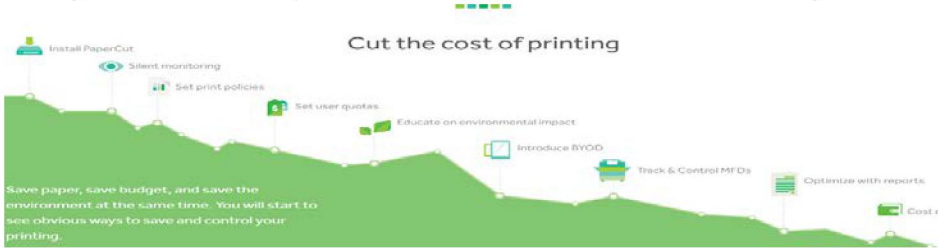
*Hard copy included in pricing envelope per Greg Searce*

please populate all yellow shaded cells

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## PaperCut

PaperCut is a server based print management applications, providing Find Me and Secure Print functionality with authentication utilizing AD credentials, cards or pin numbers. PaperCut provides the ability to scan to cloud based repositories, facilitate mobility printing, and robust analytics on user, device, environmental and group data.



<https://www.papercut.com/>

Base Stand, Coin-Ops	Base Stand, Coin-Ops	7000EFS	\$170.00
Paper Drawer Lock	Paper Drawer Lock	ACDL114	\$70.00
PRINT SERVER APPLIANCE	PRINT SERVER APPLIANCE	ACDPRINTHUB	\$1,300.00
PROX CARD II CLAMSHEL -25 PACK	PROX CARD II CLAMSHEL -25 PACK	BDG1326PROXII25	\$155.00
Bracket mount for cPad-Controller	Bracket mount for cPad-Controller	CPADBRAINLET	\$80.00
Controller, Touch screen with Power Supply and Network Cable	Controller, Touch screen with Power Supply and Network Cable	CPADCONTROLLER	\$1,600.00
Magnetic Debit Card	Magnetic Debit Card	CR80COPY CARD	\$0.70
Coin-op w/keypad for user accounts and multiple price lines (opt) Multiple copies with coins, \$1 coins	Coin-op w/keypad for user accounts and multiple price lines (opt) Multiple copies with coins, \$1 coins	EX2000	\$1,650.00
Multiple price lines and multiple copies. Coins, \$1 coins, \$1-\$20 bills.	Multiple price lines and multiple copies. Coins, \$1 coins, \$1-\$20 bills.	EX2000B	\$2,400.00
Multiple price lines and multiple copies. Coins, \$1 coins, \$1-\$20 bills and credit cards	Multiple price lines and multiple copies. Coins, \$1 coins, \$1-\$20 bills and credit cards	EX2000CCB	\$3,300.00
Fast Release Keypad w/ Built-in Network Switch	Fast Release Keypad w/ Built-in Network Switch	FASTRELEASEKP	\$330.00
Fast Release Magnetic Card Reader w/ Built-In Network Switch	Fast Release Magnetic Card Reader w/ Built-In Network Switch	FASTRELEASEMNET	\$460.00
INTERFACE HARNESS SINGLE PRICE LINE	INTERFACE HARNESS SINGLE PRICE LINE	H10COPIER OEM	\$75.00
Interface Harness, Multiple Price Lines	Interface Harness, Multiple Price Lines	H20COPIER OEM	\$100.00
PRINTERON PRINT CONNECT HARDWARE	PRINTERON PRINT CONNECT HARDWARE	POPRINTCONNECT	\$590.00
PRINTERON PRINT VALET KEYPAD	PRINTERON PRINT VALET KEYPAD	POPRINTVALET	\$325.00
PRINTERON PRINT VALET NETWORK	PRINTERON PRINT VALET NETWORK	POPRINTVALETNET	\$475.00
Mounting Bracket for Proximity Readers	Mounting Bracket for Proximity Readers	PROXBRACKETKIT	\$30.00
TCPCONV KIT W/ POWER SUPPLY	TCPCONV KIT W/ POWER SUPPLY	PRX15341	\$285.00
Revalue Station, Coins, \$1 Coins and \$1-\$20 bills	Revalue Station, Coins, \$1 Coins and \$1-\$20 bills	RSX1000	\$4,900.00
Revalue Station, Coins, \$1 Coins, \$1-\$20 bills, Credit Card	Revalue Station, Coins, \$1 Coins, \$1-\$20 bills, Credit Card	RSX1000CCB	\$6,200.00
Podium Stands for Revalue Stations	Podium Stands for Revalue Stations	RSXSTAND	\$520.00
Touch screen, Pre-loaded All-In-One PC	Touch screen, Pre-loaded All-In-One PC	TSPCDELL23	\$2,100.00
PC MFD EMB KM COMM 1-9 PER DEV	PC MFD EMB KM COMM 1-9 PER DEV	PCMFCCKM	\$625.00
PC MFD EMB KM COMM 10-24 PER DEV	PC MFD EMB KM COMM 10-24 PER DEV	PCMFCCKM10	\$413.00
PC MFD EMB KM COMM 100-199 PER DEV	PC MFD EMB KM COMM 100-199 PER DEV	PCMFCCKM100	\$255.00
PC MFD EMB KM COMM 200-499 PER DEV	PC MFD EMB KM COMM 200-499 PER DEV	PCMFCCKM200	\$250.00
PC MFD EMB KM COMM 25-49 PER DEV	PC MFD EMB KM COMM 25-49 PER DEV	PCMFCCKM25	\$357.00
PC MFD EMB KM COMM 50-99 PER DEV	PC MFD EMB KM COMM 50-99 PER DEV	PCMFCCKM50	\$304.00
PC MFD EMB KM COMM 500 PER DEV	PC MFD EMB KM COMM 500 PER DEV	PCMFCCKM500	\$245.00
USERS NO EMB COMM UP TO 100 USERS	USERS NO EMB COMM UP TO 100 USERS	PCMFCUSERS100	\$750.00
USERS NO EMB COMM UP TO 1000 USERS	USERS NO EMB COMM UP TO 1000 USERS	PCMFCUSERS1000	\$2,100.00
USERS NO EMB COMM UP TO 400 USERS	USERS NO EMB COMM UP TO 400 USERS	PCMFCUSERS400	\$1,300.00
USERS NO EMB COMM UNLIMITED USERS	USERS NO EMB COMM UNLIMITED USERS	PCMFCUSERSQTY	\$1.00
PC MFD EMB KM EDUGOV 1-9 PER DEV	PC MFD EMB KM EDUGOV 1-9 PER DEV	PCMFEKM	\$551.00
PC MFD EMB KM EDUGOV 10-24 PER DEV	PC MFD EMB KM EDUGOV 10-24 PER DEV	PCMFEKM10	\$380.00
PC MFD EMB KM EDUGOV 100-199 PER DEV	PC MFD EMB KM EDUGOV 100-199 PER DEV	PCMFEKM100	\$238.00
PC MFD EMB KM EDUGOV 200-499 PER DEV	PC MFD EMB KM EDUGOV 200-499 PER DEV	PCMFEKM200	\$233.00
PC MFD EMB KM EDUGOV 25-49 PER DEV	PC MFD EMB KM EDUGOV 25-49 PER DEV	PCMFEKM25	\$328.00
PC MFD EMB KM EDUGOV 50-99 PER DEV	PC MFD EMB KM EDUGOV 50-99 PER DEV	PCMFEKM50	\$286.00
PC MFD EMB KM EDUGOV 500 PER DEV	PC MFD EMB KM EDUGOV 500 PER DEV	PCMFEKM500	\$228.00
USERS NO EMB EDUGOV UP TO 100 USERS	USERS NO EMB EDUGOV UP TO 100 USERS	PCMFEUSERS100	\$600.00
USERS NO EMB EDUGOV UP TO 1000 USERS	USERS NO EMB EDUGOV UP TO 1000 USERS	PCMFEUSERS1000	\$1,800.00



USERS NO EMB EDUGOV UP TO 400 USERS	USERS NO EMB EDUGOV UP TO 400 USERS	PCMFEBUSERS400	\$1,000.00
USERS NO EMB EDUGOV UNLIMITED USERS	USERS NO EMB EDUGOV UNLIMITED USERS	PCMFEBUSERSQTY	\$1.00
PC MFD EMB KM LICENSE MIGRATION	PC MFD EMB KM LICENSE MIGRATION	PCMFMIGRATEKM	\$130.00
ACDI M&S YEAR 1	ACDI M&S YEAR 1	AMS1	\$0.20
ACDI M&S YEARS 1 & 2	ACDI M&S YEARS 1 & 2	AMS2	\$0.40
ACDI M&S YEARS 12 & 3	ACDI M&S YEARS 12 & 3	AMS3	\$0.45
ACDI M&S YEARS 123 & 4	ACDI M&S YEARS 123 & 4	AMS4	\$0.60
ACDI M&S YEARS 1234 & 5	ACDI M&S YEARS 1234 & 5	AMS5	\$0.75
ACDI M&S MINIMUM PER YEAR	ACDI M&S MINIMUM PER YEAR	AMSMIN	\$250.00
ACDI ADVANCED M&S YEAR 1	ACDI ADVANCED M&S YEAR 1	AMSPLUS1	\$0.30
ACDI ADVANCED M&S YEARS 1 & 2	ACDI ADVANCED M&S YEARS 1 & 2	AMSPLUS2	\$0.60
ACDI ADVANCED M&S YEARS 12 & 3	ACDI ADVANCED M&S YEARS 12 & 3	AMSPLUS3	\$0.75
ACDI ADVANCED M&S YEARS 123 & 4	ACDI ADVANCED M&S YEARS 123 & 4	AMSPLUS4	\$1.00
ACDI ADVANCED M&S YEARS 1234 & 5	ACDI ADVANCED M&S YEARS 1234 & 5	AMSPLUS5	\$1.25
ACDI ADV M&S FOR INT YEAR 1	ACDI ADV M&S FOR INT YEAR 1	AMSPLUSINT1	\$0.20
ACDI ADV M&S FOR INT YEARS 1 & 2	ACDI ADV M&S FOR INT YEARS 1 & 2	AMSPLUSINT2	\$0.40
ACDI ADV M&S FOR INT YEARS 12 & 3	ACDI ADV M&S FOR INT YEARS 12 & 3	AMSPLUSINT3	\$0.60
ACDI ADV M&S FOR INT YEARS 123 & 4	ACDI ADV M&S FOR INT YEARS 123 & 4	AMSPLUSINT4	\$0.80
ACDI ADV M&S FOR INT YEARS 1234 & 5	ACDI ADV M&S FOR INT YEARS 1234 & 5	AMSPLUSINT5	\$1.00
ACDI ADVANCED M&S MINIMUM PER YEAR	ACDI ADVANCED M&S MINIMUM PER YEAR	AMSPLUSMIN	\$375.00
REMOTE INSTAL FEE PER GETSCAN SERVER APP	REMOTE INSTAL FEE PER GETSCAN SERVER APP	GSREMOTESERVER	\$300.00
ACDI M&S 1 MONTH	ACDI M&S 1 MONTH	MMS1	\$0.02
ACDI M&S 10 MONTHS	ACDI M&S 10 MONTHS	MMS10	\$0.18
ACDI M&S 11 MONTHS	ACDI M&S 11 MONTHS	MMS11	\$0.19
ACDI M&S 2 MONTHS	ACDI M&S 2 MONTHS	MMS2	\$0.04
ACDI M&S 3 MONTHS	ACDI M&S 3 MONTHS	MMS3	\$0.06
ACDI M&S 4 MONTHS	ACDI M&S 4 MONTHS	MMS4	\$0.08
ACDI M&S 5 MONTHS	ACDI M&S 5 MONTHS	MMS5	\$0.10
ACDI M&S 6 MONTHS	ACDI M&S 6 MONTHS	MMS6	\$0.12
ACDI M&S 7 MONTHS	ACDI M&S 7 MONTHS	MMS7	\$0.14
ACDI M&S 8 MONTHS	ACDI M&S 8 MONTHS	MMS8	\$0.16
ACDI M&S 9 MONTHS	ACDI M&S 9 MONTHS	MMS9	\$0.17
ACDI ADVANCED M&S 1 MONTH	ACDI ADVANCED M&S 1 MONTH	MMSPLUS1	\$0.03
ACDI ADVANCED M&S 10 MONTHS	ACDI ADVANCED M&S 10 MONTHS	MMSPLUS10	\$0.25
ACDI ADVANCED M&S 11 MONTHS	ACDI ADVANCED M&S 11 MONTHS	MMSPLUS11	\$0.28
ACDI ADVANCED M&S 2 MONTHS	ACDI ADVANCED M&S 2 MONTHS	MMSPLUS2	\$0.05
ACDI ADVANCED M&S 3 MONTHS	ACDI ADVANCED M&S 3 MONTHS	MMSPLUS3	\$0.08
ACDI ADVANCED M&S 4 MONTHS	ACDI ADVANCED M&S 4 MONTHS	MMSPLUS4	\$0.10
ACDI ADVANCED M&S 5 MONTHS	ACDI ADVANCED M&S 5 MONTHS	MMSPLUS5	\$0.13
ACDI ADVANCED M&S 6 MONTHS	ACDI ADVANCED M&S 6 MONTHS	MMSPLUS6	\$0.15
ACDI ADVANCED M&S 7 MONTHS	ACDI ADVANCED M&S 7 MONTHS	MMSPLUS7	\$0.18
ACDI ADVANCED M&S 8 MONTHS	ACDI ADVANCED M&S 8 MONTHS	MMSPLUS8	\$0.20
ACDI ADVANCED M&S 9 MONTHS	ACDI ADVANCED M&S 9 MONTHS	MMSPLUS9	\$0.23
ADV MS FOR INTEGRATION 1 MONTH	ADV MS FOR INTEGRATION 1 MONTH	MMSPLUSINT1	\$0.02
ADV MS FOR INTEGRATION 10 MONTH	ADV MS FOR INTEGRATION 10 MONTH	MMSPLUSINT10	\$0.17
ADV MS FOR INTEGRATION 11 MONTH	ADV MS FOR INTEGRATION 11 MONTH	MMSPLUSINT11	\$0.18
ADV MS FOR INTEGRATION 2 MONTH	ADV MS FOR INTEGRATION 2 MONTH	MMSPLUSINT2	\$0.03
ADV MS FOR INTEGRATION 3 MONTH	ADV MS FOR INTEGRATION 3 MONTH	MMSPLUSINT3	\$0.05
ADV MS FOR INTEGRATION 4 MONTH	ADV MS FOR INTEGRATION 4 MONTH	MMSPLUSINT4	\$0.07
ADV MS FOR INTEGRATION 5 MONTH	ADV MS FOR INTEGRATION 5 MONTH	MMSPLUSINT5	\$0.08
ADV MS FOR INTEGRATION 6 MONTH	ADV MS FOR INTEGRATION 6 MONTH	MMSPLUSINT6	\$0.10
ADV MS FOR INTEGRATION 7 MONTH	ADV MS FOR INTEGRATION 7 MONTH	MMSPLUSINT7	\$0.12
ADV MS FOR INTEGRATION 8 MONTH	ADV MS FOR INTEGRATION 8 MONTH	MMSPLUSINT8	\$0.13
ADV MS FOR INTEGRATION 9 MONTH	ADV MS FOR INTEGRATION 9 MONTH	MMSPLUSINT9	\$0.15
HOSTED EDITION - ONE YEAR TERM ACDI M&S included	HOSTED EDITION - ONE YEAR TERM ACDI M&S included	POHE1	\$660.00
HOSTED EDITION - TWO YEAR TERM ACDI M&S included	HOSTED EDITION - TWO YEAR TERM ACDI M&S included	POHE2	\$1,325.00
HOSTED EDITION - THREE YEAR TERM ACDI M&S included	HOSTED EDITION - THREE YEAR TERM ACDI M&S included	POHE3	\$1,915.00
HOSTED EDITION - FOUR YEAR TERM ACDI M&S included	HOSTED EDITION - FOUR YEAR TERM ACDI M&S included	POHE4	\$3,654.00
HOSTED EDITION - FIVE YEAR TERM ACDI M&S included	HOSTED EDITION - FIVE YEAR TERM ACDI M&S included	POHE5	\$3,473.00
ADDITIONAL CONNECTION - ONE YEAR TERM ACDI M&S included	ADDITIONAL CONNECTION - ONE YEAR TERM ACDI M&S included	POHEADD1	\$328.00

ADDITIONAL PRINTER CONNECTION 5 YR TERM ACDI M&S included	ADDITIONAL PRINTER CONNECTION 5 YR TERM ACDI M&S included	POHEADD2	\$665.00
ADDITIONAL PRINTER CONNECTION 4 YR TERM ACDI M&S included	ADDITIONAL PRINTER CONNECTION 4 YR TERM ACDI M&S included	POHEADD3	\$930.00
ADDITIONAL PRINTER CONNECTION 3 YR TERM ACDI M&S included	ADDITIONAL PRINTER CONNECTION 3 YR TERM ACDI M&S included	POHEADD4	\$1,257.00
AU-204H	Mag Stripe Card Reader	7640013468	\$129.99
AU-205H	IC Card Reader	R5427000136466	\$399.00
ACDI Developer Consulting (per hour)	ACDI Developer Consulting (per hour)	11PCDEV	\$180.00
KMBS Professional Project Services	KMBS Professional Project Services	7640019485	\$1.00
ACDI On-Site Installation & Training, Daily Fee	ACDI On-Site Installation & Training, Daily Fee	ACDINSTALL	\$4,000.00
DAILY REMOTE INSTAL RATE 8 HOURS	DAILY REMOTE INSTAL RATE 8 HOURS	MYPCDAILY	\$1,600.00
REMOTE INSTALL PER HALF DAY 4 HOURS	REMOTE INSTALL PER HALF DAY 4 HOURS	MYPCHALF	\$960.00
DAILY ON-SITE INSTAL RATE 2 DAY MIN.	DAILY ON-SITE INSTAL RATE 2 DAY MIN.	MYPCONSITE	\$3,760.00
ADERANT INTEGRATION WITH PAPER CUT	ADERANT INTEGRATION WITH PAPER CUT	PCADERANTINT	\$1,680.00
ADVANTAGELAW INTEGRATION WITH PAPER CUT	ADVANTAGELAW INTEGRATION WITH PAPER CUT	PCADLAWINT	\$1,680.00
Advantage Law integration with PaperCut	Advantage Law integration with PaperCut	PCADVANTAGELAWINT	\$1,680.00
Advantage Project Management integration with PaperCut	Advantage Project Management integration with PaperCut	PCADVANTAGEPMINT	\$1,680.00
Ajera integration with PaperCut	Ajera integration with PaperCut	PCAJERAINT	\$2,800.00
Banner Acctng integration with PaperCut	Banner Acctng integration with PaperCut	PCBANNINT	\$2,800.00
Brief Legal software integration with PaperCut	Brief Legal software integration with PaperCut	PCBRIEFLEGALINT	\$1,680.00
CaseLode integration with PaperCut	CaseLode integration with PaperCut	PCCASEINT	\$1,680.00
Client Profiles integration w/ PaperCut	Client Profiles integration w/ PaperCut	PCCLIENTPRFINT	\$1,680.00
Clio integration w/ PaperCut	Clio integration w/ PaperCut	PCCLIOINT	\$1,200.00
DelteK integration with PaperCut	DelteK integration with PaperCut	PCDELTEKINT	\$2,800.00
Elite 3E integration with PaperCut	Elite 3E integration with PaperCut	PCELITE3EINT	\$1,680.00
PC Elite integration with PaperCut	PC Elite integration with PaperCut	PCELITEINT	\$2,100.00
ESI LAW INTEGRATION WITH PAPER CUT	ESI LAW INTEGRATION WITH PAPER CUT	PCESILAWINT	\$1,200.00
Juris integration with PaperCut	Juris integration with PaperCut	PCJURISINT	\$1,200.00
PC Law integration with PaperCut	PC Law integration with PaperCut	PCLAWINT	\$1,200.00
LAW/Pro integration with PaperCut	LAW/Pro integration with PaperCut	PCLAWSPROINT	\$1,680.00
LEGAL MASTER INTEGRATION WITH PAPER CUT	LEGAL MASTER INTEGRATION WITH PAPER CUT	PCLEGALINT	\$1,680.00
LSS Software integration with PaperCut	LSS Software integration with PaperCut	PCLSSSOFTWAREINT	\$1,680.00
NetSuite integration with PaperCut	NetSuite integration with PaperCut	PCNETSUITEINT	\$2,800.00
Omega integration with PaperCut	Omega integration with PaperCut	PCOMEGAINT	\$1,680.00
Orion Billing System integratio PaperCut	Orion Billing System integratio PaperCut	PCORIONINT	\$1,680.00
Perfect Practice integration with PaperCut	Perfect Practice integration with PaperCut	PCPERFECTINT	\$1,680.00
Perfect Law integration with PaperCut	Perfect Law integration with PaperCut	PCPERLAWINT	\$1,680.00
Practice Mgmt integration with PaperCut	Practice Mgmt integration with PaperCut	PCPRMGINT	\$1,680.00
ProLaw integration with PaperCut	ProLaw integration with PaperCut	PCPROLAWINT	\$1,200.00
Quickbooks integration with PaperCut	Quickbooks integration with PaperCut	PCQUICKBKSINT	\$2,800.00
Remote Installation fee per embedded license or device	Remote Installation fee per embedded license or device	PCREMOTEEEMB	\$140.00
REMOTE INSTAL FEE PER PAYMENT GATEWAY	REMOTE INSTAL FEE PER PAYMENT GATEWAY	PCREMOTEGW	\$396.00
Remote Installation, Configuration, and Implementation (minimum)	Remote Installation, Configuration, and Implementation (minimum)	PCREMOTEMIN	\$528.00
REMOTE INSTALLATION PER TICKETING ROOM	REMOTE INSTALLATION PER TICKETING ROOM	PCREMOTEROOM	\$880.00
Remote Installation fee per server with PaperCut software	Remote Installation fee per server with PaperCut software	PCREMOTESERVER	\$300.00
Rippe Kingston integration w/ PaperCut	Rippe Kingston integration w/ PaperCut	PCRIPPEINT	\$1,200.00
Mobile Print Installation/Configuration	Mobile Print Installation/Configuration	PCRMPIC	\$600.00
1 Basic Server install Mobile Print Installation/Configuration	1 Basic Server install Mobile Print Installation/Configuration	PCRMPSERVERSTE	\$730.00
Sage accounting integration w/ PaperCut	Sage accounting integration w/ PaperCut	PCSAGEINT	\$2,800.00
TABS3 Integration with PaperCut	TABS3 Integration with PaperCut	PCTABS3INT	\$1,200.00
Tier 1 system integration with PaperCut	Tier 1 system integration with PaperCut	PCTIER1INT	\$1,200.00
Tier 2 system integration with PaperCut	Tier 2 system integration with PaperCut	PCTIER2INT	\$1,680.00
Tier 3 system integration with PaperCut	Tier 3 system integration with PaperCut	PCTIER3INT	\$2,800.00
Time Matters integration with PaperCut	Time Matters integration with PaperCut	PCTIMEMINT	\$1,680.00
Trial Works integration with PaperCut	Trial Works integration with PaperCut	PCTRIALINT	\$1,200.00
TimeSlips integration with PaperCut	TimeSlips integration with PaperCut	PCTSLIPSINT	\$1,200.00
Tussman billing integration with PaperCut	Tussman billing integration with PaperCut	PCTUSSINT	\$1,680.00
PrinterOn Hosted Edition per device installation fee	PrinterOn Hosted Edition per device installation fee	POHOSTEDINSTALL	\$140.00
PRINTERON SECONDARY SERVER INSTAL CONFIG	PRINTERON SECONDARY SERVER INSTAL CONFIG	POREMOTEADDSERVER	\$300.00
PrinterOn Device Installation	PrinterOn Device Installation	POREMOTEINSTALL	\$40.00
PRINTERON REMOTE INSTALL MINIMUM	PRINTERON REMOTE INSTALL MINIMUM	POREMOTEMIN	\$528.00



PrinterOn Server Installation	PrinterOn Server Installation	POREMOTESERVER	\$660.00
REMOTE INSTALL ASSISTANCE HOURLY	REMOTE INSTALL ASSISTANCE HOURLY	REMOTEINSTLLASST	\$180.00
REMOTE SERVER MIGRATION	REMOTE SERVER MIGRATION	RMTSERVERMIGRATN	\$700.00
GS - OCR MFP LICENSE UP TO 10 PRICED PER	GS - OCR MFP LICENSE UP TO 10 PRICED PER	GSOCR10	\$150.00
GS - OCR MFP LICENSE 51 - 100 PRICED PER	GS - OCR MFP LICENSE 51 - 100 PRICED PER	GSOCR100	\$110.00
GS - OCR MFP LICENSE 11 TO 25 PRICED PER	GS - OCR MFP LICENSE 11 TO 25 PRICED PER	GSOCR25	\$140.00
GS - OCR MFP LICENSE 26 - 50 PRICED PER	GS - OCR MFP LICENSE 26 - 50 PRICED PER	GSOCR50	\$120.00
GS OCR HOTFOLDER ONE LICENSE PER SERVER	GS OCR HOTFOLDER ONE LICENSE PER SERVER	GSOCRHF	\$300.00
GS - OCR MFP LICENSE 101 PRICED PER	GS - OCR MFP LICENSE 101 PRICED PER	GSOCRQTY	\$95.00
Authorize.Net	Authorize.Net	GWAUTH.NET	\$495.00
Blackboard	Blackboard	GWBLACKBOARD	\$3,000.00
CardSmith	CardSmith	GWCARDSMITH	\$3,000.00
CASHNet	CASHNet	GWCASHNET	\$750.00
CBORD CS Gold	CBORD CS Gold	GWCBORDCSGOLD	\$3,000.00
CBORD Odyssey (pre-5.2)	CBORD Odyssey (pre-5.2)	GWCBORDODYSSEY	\$3,000.00
CyberSource	CyberSource	GWCYBERSOURCE	\$750.00
Heartland Payment Gateway	Heartland Payment Gateway	GWHEARTLAND	\$3,000.00
Moneris	Moneris	GWMONERIS	\$750.00
My Student Account	My Student Account	GWMYSACCT	\$495.00
Nelnet	Nelnet	GWNELNET	\$750.00
Official Payments	Official Payments	GWOPC	\$750.00
PaperCut External Account API Gateway	PaperCut External Account API Gateway	GWPCAAPI	\$495.00
PayPal PayFlow Link	PayPal PayFlow Link	GWPPPFL	\$495.00
PayPal Website Payments Standard	PayPal Website Payments Standard	GWPPWSPS	\$495.00
TouchNet	TouchNet	GWTOUCHNET	\$750.00
MYPC ADDITIONAL 10 PC LICENSES	MYPC ADDITIONAL 10 PC LICENSES	MYPCADD10	\$825.00
MYPC ADDITIONAL 100 PC LICENSES	MYPC ADDITIONAL 100 PC LICENSES	MYPCADD100	\$3,000.00
MYPC ADDITIONAL 1000 PC LICENSES	MYPC ADDITIONAL 1000 PC LICENSES	MYPCADD1000	\$17,325.00
MYPC ADDITIONAL 25 PC LICENSES	MYPC ADDITIONAL 25 PC LICENSES	MYPCADD25	\$1,403.00
MYPC ADDITIONAL 5 PC LICENSES	MYPC ADDITIONAL 5 PC LICENSES	MYPCADD5	\$495.00
MYPC ADDITIONAL 50 PC LICENSES	MYPC ADDITIONAL 50 PC LICENSES	MYPCADD50	\$2,063.00
MYPC ADDITIONAL 500 PC LICENSES	MYPC ADDITIONAL 500 PC LICENSES	MYPCADD500	\$10,000.00
MYPC BASE LICENSE	MYPC BASE LICENSE	MYPCBASE	\$1,995.00
CHARGING MODULE	CHARGING MODULE	MYPCCHARGE	\$1,750.00
MAPS APPLICATION	MAPS APPLICATION	MYPCMAPS	\$820.00
ODBC AUTHENTICATION PROVIDER	ODBC AUTHENTICATION PROVIDER	MYPCODBC	\$1,750.00
TALIS KEY STONE FOR MYPC AUTH PROVIDER	TALIS KEY STONE FOR MYPC AUTH PROVIDER	MYPCTALIS	\$1,750.00
PC ADDITIONAL PRINT RELEASE STATION	PC ADDITIONAL PRINT RELEASE STATION	PCMFARS	\$130.00
ACDI HARDWARE CONN LIC PER UNIT	ACDI HARDWARE CONN LIC PER UNIT	PCMFCONNECT	\$280.00
CARTARDIS COPICODE-IP CONN LIC PER UNIT	CARTARDIS COPICODE-IP CONN LIC PER UNIT	PCMFCOPIC	\$75.00
CARTARDIS CPAD CONN LIC PER UNIT	CARTARDIS CPAD CONN LIC PER UNIT	PCMFCPAD	\$75.00
FR NETWORK CARD READER CONN LIC PER UNIT	FR NETWORK CARD READER CONN LIC PER UNIT	PCMFFR	\$37.00
IDPOINT RELEASE CONN LIC PER UNIT	IDPOINT RELEASE CONN LIC PER UNIT	PCMFIDPOINT	\$37.00
ITS/GTS PAY STATION CONN LIC PER UNIT	ITS/GTS PAY STATION CONN LIC PER UNIT	PCMFITS/GTS	\$280.00
PC JOB TICKETING - FABLAB	PC JOB TICKETING - FABLAB	PCMFJT FAB	\$4,500.00
PC JOB TICKETING - MINI PRINT ROOM	PC JOB TICKETING - MINI PRINT ROOM	PCMFJTMINI	\$2,250.00
PC JOB TICKETING - PRINT ROOM	PC JOB TICKETING - PRINT ROOM	PCMFJTROOM	\$4,500.00
PC LIBRARY BRANCH	PC LIBRARY BRANCH	PCMF LIBRARY	\$500.00
M3I MAESTRO CONN LIC PER UNIT	M3I MAESTRO CONN LIC PER UNIT	PCMF M3I	\$75.00
MONWA PAY STATION CONN LIC PER UNIT	MONWA PAY STATION CONN LIC PER UNIT	PCMF MONWA	\$280.00
ITC SYSTEMS NETZTOUCH CONN LIC PER UNIT	ITC SYSTEMS NETZTOUCH CONN LIC PER UNIT	PCMF NETZ	\$75.00
PC UNLIMITED USER LICENSE CONVERSION	PC UNLIMITED USER LICENSE CONVERSION	PCMFUSERSCONV	\$200.00
VIRTUAL CASH ACCEPTOR CONN LIC PER UNIT	VIRTUAL CASH ACCEPTOR CONN LIC PER UNIT	PCMFVCA	\$280.00
PrinterOn COHO For Enterprise Add On - 100 Printer Pack	PrinterOn COHO For Enterprise Add On - 100 Printer Pack	POCOHOENTADD100	\$5,000.00
PrinterOn COHO For Enterprise Add On - 250 Printer Pack	PrinterOn COHO For Enterprise Add On - 250 Printer Pack	POCOHOENTADD250	\$10,940.00
PrinterOn Enterprise Edition - 10 Printer Pack	PrinterOn Enterprise Edition - 10 Printer Pack	POENT10	\$4,000.00
PrinterOn Enterprise Edition - 100 Printer Pack	PrinterOn Enterprise Edition - 100 Printer Pack	POENT100	\$20,000.00
PrinterOn Enterprise Edition - 25 Printer Pack	PrinterOn Enterprise Edition - 25 Printer Pack	POENT25	\$7,500.00
PrinterOn Enterprise Edition - 250 Printer Pack	PrinterOn Enterprise Edition - 250 Printer Pack	POENT250	\$43,750.00
PrinterOn Enterprise Edition - 5 Printer Pack	PrinterOn Enterprise Edition - 5 Printer Pack	POENT5	\$2,500.00

PrinterOn Enterprise Edition - 50 Printer Pack	PrinterOn Enterprise Edition - 50 Printer Pack	POENT50	\$12,750.00
PrinterOn Enterprise Edition - 500 Printer Pack	PrinterOn Enterprise Edition - 500 Printer Pack	POENT500	\$75,000.00
PrinterOn Enterprise Edition - 75 Printer Pack	PrinterOn Enterprise Edition - 75 Printer Pack	POENT75	\$17,500.00
HARDWARE EXTENDED WARRANTY	HARDWARE EXTENDED WARRANTY	ACDIEXTWARRANTY	\$0.12

## Prism ScanPath Prism ScanPath

ScanPath is a server based application providing advanced scanning capabilities including OCR to create searchable PDFs; convert documents to editable formats such as Word and Excel.

### Advanced Scanning Capabilities

✔ User panel integrated with leading MFPs

✔ Convert to PDF & PDF/A with full-text searchable OCR

✔ Convert Documents to Word, Excel & PowerPoint

✔ Scan-to-Folders

✔ Integrates with Microsoft Exchange

✔ Scan-to-SharePoint

✔ Image clean up

✔ Individual MFP profiles

✔ Easy installation and setup

✔ Integrated with Prism WorkPath

✔ OCR for over 25 languages

✔ Localized interface in multiple languages

✔ Scan to web repositories



<http://www.prismsoftware.com/products/scanpath/>

SCANPATH CONNECTION TO 1ST MFP	ScanPath, connection to first MFP	SP40000	\$832.00
SCANPATH EACH ADDITIONAL MFP	ScanPath; Each Additional MFP(s), priced each	SP40001	\$382.00
ScanPath; Value Pack 1, Buy-2-Get-1-Free, with 1 Year Maintenance Included	ScanPath; Value Pack 1, Buy-2-Get-1-Free, with 1 Year Maintenance Included	SPVP001	\$1,456.00
ScanPath; Value Pack 2, Buy-2-Get-1-Free, with Extended Year Maintenance included	ScanPath; Value Pack 2, Buy-2-Get-1-Free, with Extended Year Maintenance included	SPVP002	\$2,063.00
1 Year Maintenance, ScanPath, connection to first MFP	1 Year Maintenance, ScanPath, connection to first MFP	SP40000M1 <sup>2</sup>	\$166.00
EXT YR MAINT CONNECTION 1ST MFP	Extended Maintenance, ScanPath, connection to first MFP	SP40000ME <sup>3</sup>	\$582.00
1 YR MAINT CONNECTION ADDL MFP	1 Year Maintenance, ScanPath; Each Additional MFP(s), priced each MFP	SP40001M1	\$76.00
EXT YR MAINT CONNECTION ADDL MFP	Extended Maintenance, ScanPath; Each Additional MFP(s), priced each MFP	SP40001ME	\$267.00
1 YR MAINT MODULE SCAN-TO-HIS	1 Year Maintenance, Module, Scan-to-HIS	SP41006M1	\$145.00
EXT YR MAINT MODULE SCAN-TO-HIS	Extended Maintenance, Module, Scan-to-HIS	SP41006ME	\$509.00
1 YR MAINT MODULE SCAN-TO-LAB	1 Year Maintenance, Module, Scan-to-Lab	SP41008M1	\$145.00
EXT YR MAINT MODULE SCAN-TO-LAB	Extended Maintenance, Module, Scan-to-Lab	SP41008ME	\$509.00
1 YR MAINT MODULE SCAN-TO-PHARMACY	1 Year Maintenance, Module, Scan-to-Pharmacy	SP41010M1	\$145.00
EXT YR MAINT MODULE SCAN-TO-PHARMACY	Extended Maintenance, Module, Scan-to-Pharmacy	SP41010ME	\$509.00
1 YR MAINT MODULE HL7 CONNECTOR	1 Year Maintenance, Module, Secure Healthcare Records (HL7) Connector	SP41013M1	\$229.00
Module, Automation	Module, Automation	AM20001	\$330.00
MODULE FOLLOWPRINT	Module, Follow Printing	SP41002	\$727.00
MODULE BARCODE COVER SHEET	Module, Barcode Cover Sheet	SP41003	\$832.00
MODULE BATES STAMPING	Module, Bates Stamping (Legal)	SP41004	\$727.00
MODULE SCAN-TO-HEALTHFLOW	Module, Scan-to-HealthFlow (Healthcare)	SP41005	\$727.00
MODULE SCAN-TO-HIS	Module, Scan-to-HIS (Healthcare)	SP41006	\$727.00
MODULE SCAN-TO-LAB	Module, Scan-to-Lab (Healthcare)	SP41008	\$727.00
MODULE SCAN-TO-PHARMACY	Module, Scan-to-Pharmacy (Healthcare)	SP41010	\$727.00
MODULE HL7 CONNECTOR	Module, Secure Healthcare Records Connector (HL7)	SP41013	\$1,146.00
Prism Capture	Prism Software Integration and/or End-User Training - One Hour - Performed by KMBS	7640014968	\$200.00
Installation, by KMBS, ScanPath MFP Connector	Installation, by KMBS, ScanPath MFP Connector	7640019949	\$165.00
Prism Project Services (Per Hour) and/or Hourly Charge For RemoteÉ Training	Prism Project Services (Per Hour) and/or Hourly Charge For RemoteÉ Training	PS20070	\$225.00
Installation, Each ScanPath MFP Connector	Installation, Each ScanPath MFP Connector	PS22201	\$165.00
Prism Training, On-site 1 day (NO T&E)	Prism Training, On-site (client), Up to 6 concurrent students, 1 day (NO T&E)	TR20090	\$2,750.00
Prism Training, 1 Day at Prism	Prism Training, 1 Day at Prism HQ, 1 Student Seat (NO T&E)	TR20093	\$995.00



<sup>1</sup>Prism ScanPath Maintenance is now ordered as a separate line item and is no longer provided as a "Bundle" Please ensure when ordering ScanPath you include "1 Year" or "Extended" maintenace with each order.

<sup>2</sup>ScanPath part nos. with "1 year maintenance include all updates, upgrades, patches, and over-the-phone technical support for the first year only. If maintenance is required after first-year maintenance expires it is purchasable on a year-to-year basis or a five-year basis. If

<sup>3</sup>ScanPath part nos. with "extended maintenance includes all updates, upgrades, patches, and over-the-phone technical support for the length of the lease of the hardware with which it was sold (up to maximum 5 years) or, 5 years, whichever is less. When the hardware lease

# Dispatcher Pheonix

Dispatcher is a server based application that embeds in the MFP interface and provide a wide range of feature enhancements including, OCR, redaction tools and workflow.

## Dispatcher Phoenix Government

To help state and federal agencies and other public offices automate and streamline document processing of government records, policies, applications, and other documents, Konica Minolta has created Dispatcher Phoenix Government. This advanced document workflow solution helps government agencies securely process, route, and manage documents for improved operational efficiency.

<https://tinyurl.com/yxr8aruj>

10 Active Inputs (for Dispatcher Phoenix)	10 Active Inputs (for Dispatcher Phoenix)	7640018969	\$5,395.00
25 Active Inputs (for Dispatcher Phoenix)	25 Active Inputs (for Dispatcher Phoenix)	7640018970	\$12,795.00
50 Active Inputs (for Dispatcher Phoenix)	50 Active Inputs (for Dispatcher Phoenix)	7640018971	\$23,995.00
100 Active Inputs (for Dispatcher Phoenix)	100 Active Inputs (for Dispatcher Phoenix)	7640018972	\$44,995.00
Dispatcher Phoenix Government	Dispatcher Phoenix Government	7640019155	\$3,300.00
500 Active Inputs (for Dispatcher Phoenix)	500 Active Inputs (for Dispatcher Phoenix)	7640020031	\$210,000.00
10 Active Inputs (for DP) Software Maintenance (1 yr.)	10 Active Inputs (for DP) Software Maintenance (1 yr.)	7640018984	\$1,079.00
25 Active Inputs (for DP) Software Maintenance (1 yr.)	25 Active Inputs (for DP) Software Maintenance (1 yr.)	7640018985	\$2,559.00
50 Active Inputs (for DP) Software Maintenance (1 yr.)	50 Active Inputs (for DP) Software Maintenance (1 yr.)	7640018986	\$4,799.00
100 Active Inputs (for DP) Software Maintenance (1 yr.)	100 Active Inputs (for DP) Software Maintenance (1 yr.)	7640018987	\$8,999.00
10 Active Inputs (for DP) Software Maintenance (3 yrs.)	10 Active Inputs (for DP) Software Maintenance (3 yrs.)	7640018988	\$3,075.00
25 Active Inputs (for DP) Software Maintenance (3 yrs.)	25 Active Inputs (for DP) Software Maintenance (3 yrs.)	7640018989	\$7,293.00
50 Active Inputs (for DP) Software Maintenance (3 yrs.)	50 Active Inputs (for DP) Software Maintenance (3 yrs.)	7640018990	\$13,677.00
100 Active Inputs (for DP) Software Maintenance (3 yrs.)	100 Active Inputs (for DP) Software Maintenance (3 yrs.)	7640018991	\$25,647.00
10 Active Inputs (for DP) Software Maintenance (5 yrs.)	10 Active Inputs (for DP) Software Maintenance (5 yrs.)	7640018992	\$4,856.00
25 Active Inputs (for DP) Software Maintenance (5 yrs.)	25 Active Inputs (for DP) Software Maintenance (5 yrs.)	7640018993	\$11,516.00
50 Active Inputs (for DP) Software Maintenance (5 yrs.)	50 Active Inputs (for DP) Software Maintenance (5 yrs.)	7640018994	\$21,596.00
100 Active Inputs (for DP) Software Maintenance (5 yrs.)	100 Active Inputs (for DP) Software Maintenance (5 yrs.)	7640018995	\$40,496.00
DP Government Software Maintenance 1 yr	DP Government Software Maintenance (1 yr.)	7640019156	\$660.00
DP Government Software Maintenance 3 yrs	DP Government Software Maintenance (3 yr.)	7640019157	\$1,881.00
DP Government Software Maintenance 5 yrs	DP Government Software Maintenance (5 yr.)	7640019158	\$2,970.00
Maintenance Reactivation for DP Government	Dispatcher Phoenix: Maintenance Reactivation Key - Government	7640019159	\$1,100.00
500 Active Inputs (for Dispatcher Phoenix) Software Maintenance (1 yr)	500 Active Inputs (for Dispatcher Phoenix) Software Maintenance (1 yr)	7640020032	\$42,000.00
500 Active Inputs (for Dispatcher Phoenix) Software Maintenance (3 yr)	500 Active Inputs (for Dispatcher Phoenix) Software Maintenance (3 yr)	7640020033	\$119,700.00
500 Active Inputs (for Dispatcher Phoenix) Software Maintenance (5 yr)	500 Active Inputs (for Dispatcher Phoenix) Software Maintenance (5 yr)	7640020034	\$189,000.00
DP 1 Additional Active Input	DP 1 Additional Active Input	7640014447 <sup>2</sup>	\$600.00
DP Advanced Bates Stamp	DP Advanced Bates Stamp	7640015729	\$500.00
DP Email Bundle		7640015731 <sup>3</sup>	\$800.00
DP LPR Input	DP LPR Input	7640015732	\$200.00
DP 2D Barcode Processing	DP 2D Barcode Processing	7640015736	\$300.00
DP Page Count & Color Route Bundle	DP Page Count & Color Route Bundle (for advanced job routing)	7640016309	\$100.00
DP File Parsing Bundle	DP File Parsing Bundle (for print file manipulation)	7640016311	\$400.00
DP KDK Generator & KDK-PDL Converter Bundle	DP KDK Generator & KDK-PDL Converter Bundle	7640016313	\$500.00
DP OnBase Connector (requires additional Hyland OnBase license)	DP OnBase Connector (requires additional Hyland OnBase license)	7640018452	\$2,244.00
DP Worldox Connector	DP Worldox Connector	7640018613	\$1,000.00

DP Forms Processing (for image data extraction)	DP Forms Processing (for image data extraction)	7640018967	\$3,395.00
DP Distribution Connector Bundle	DP Distribution Connector Bundle	7640018968 <sup>4</sup>	\$400.00
DP Rx Shield	DP Rx Shield	7640019115	\$400.00
DP Workshare Connector	DP Workshare Connector	7640019202	\$1,000.00
DP Release2Me	DP Release2Me 3 Device License	7640019218 <sup>5</sup>	\$960.00
DP Bubble Grader	DP Bubble Grader	7640019236	\$1,795.00
DP Mobile 10 User Licenses	DP Mobile 10 User Licenses	7640019538	\$250.00
DP Mobile 25 User Licenses	DP Mobile 25 User Licenses	7640019539	\$625.00
DP Mobile 50 User Licenses	DP Mobile 50 User Licenses	7640019540	\$1,195.00
DP Mobile 100 User Licenses	DP Mobile 100 User Licenses	7640019541	\$2,195.00
DP Mobile 250 User Licenses	DP Mobile 250 User Licenses	7640019542	\$4,495.00
DP Mobile 500 User Licenses	DP Mobile 500 User Licenses	7640019543	\$7,495.00
DP Mobile 1000 User Licenses	DP Mobile 1000 User Licenses	7640019544	\$7,995.00
Dispatcher Phoenix OCR Asian Font Pack	Dispatcher Phoenix OCR Asian Font Pack	7640019634	\$100.00
Dispatcher Phoenix Workstation (with 1 User License)	Dispatcher Phoenix Workstation (with 1 User License)	7640020015	\$600.00
DP Batch Indexing Package (with 1 User License)	DP Batch Indexing Package (with 1 User License)	7640020016	\$600.00
DP Workstation 10 User Licenses Add-On	DP Workstation 10 User Licenses Add-On	7640020023	\$5,400.00
DP Batch Indexing 10 User Licenses Add-On	DP Batch Indexing 10 User Licenses Add-On	7640020027	\$5,400.00
Dispatcher Phoenix Workstation 1 User License Add-On	Dispatcher Phoenix Workstation 1 User License Add-On	7640020078	\$600.00
Dispatcher Phoenix Batch Indexing 1 User License Add-On	Dispatcher Phoenix Batch Indexing 1 User License Add-On	7640020082	\$600.00
Dispatcher Phoenix HL7 Connector	DP HL7 Connector	7640020615 <sup>6</sup>	\$500.00
Dispatcher Phoenix PDF Processing Bundle	DP PDF Processing Bundle	7640020739	\$400.00
Dispatcher Phoenix Laserfiche Connector	Dispatcher Phoenix Laserfiche Connector	7640020844	\$1,000.00
Dispatcher Phoenix Windows Fax Connector	DP Windows Fax Connector	7640020848	\$800.00
Dispatcher Phoenix Release2Me 5 Device License	DP Release2Me 5 Device License	7640020905	\$1,285.00
Dispatcher Phoenix Release2Me 10 Device License	DP Release2Me 10 Device License	7640020906	\$1,680.00
Dispatcher Phoenix Release2Me 25 Device License	DP Release2Me 25 Device License	7640020907	\$4,182.00
Dispatcher Phoenix Release2Me 50 Device License	DP Release2Me 50 Device License	7640020908	\$7,958.00
Dispatcher Phoenix Release2Me 100 Device License	DP Release2Me 100 Device License	7640020909	\$14,968.00
Dispatcher Phoenix Release2Me 500 Device License	DP Release2Me 500 Device License	7640020910	\$70,040.00
Dispatcher Phoenix Release2Me 1 Device License	DP Release2Me 1 Device License	7640020911	\$335.00
Dispatcher Phoenix Dropbox In	Dispatcher Phoenix Dropbox In	7640020955	\$200.00
DP 1 Additional Active Input Software Maintenance (1 yr.)	DP 1 Additional Active Input Software Maintenance (1 yr.)	7640014449	\$120.00
DP Advanced Bates Stamp Software Maintenance (1 yr.)	DP Advanced Bates Stamp Software Maintenance (1 yr.)	7640015766	\$100.00
DP SMTP In & Email Parser Bundle Software Maintenance (1 yr.)	DP SMTP In & Email Parser Bundle Software Maintenance (1 yr.)	7640015768	\$160.00
DP LPR Input Software Maintenance (1 yr.)	DP LPR Input Software Maintenance (1 yr.)	7640015769	\$40.00
DP 2D Barcode Processing Software Maintenance (1 yr.)	DP 2D Barcode Processing Software Maintenance (1 yr.)	7640015773	\$60.00
DP 1 Additional Active Input Software Maintenance (3 yrs.)	DP 1 Additional Active Input Software Maintenance (3 yrs.)	7640015774	\$342.00
DP Advanced Bates Stamp Software Maintenance (3 yrs.)	DP Advanced Bates Stamp Software Maintenance (3 yrs.)	7640015775	\$285.00
DP SMTP In & Email Parser Bundle Software Maintenance (3 yrs.)	DP SMTP In & Email Parser Bundle Software Maintenance (3 yrs.)	7640015777	\$456.00
DP LPR Input Software Maintenance (3 yrs.)	DP LPR Input Software Maintenance (3 yrs.)	7640015778	\$114.00
DP 2D Barcode Processing Software Maintenance (3 yrs.)	DP 2D Barcode Processing Software Maintenance (3 yrs.)	7640015782	\$171.00
DP 1 Additional Active Input Software Maintenance (5 yrs.)	DP 1 Additional Active Input Software Maintenance (5 yrs.)	7640015783	\$540.00
DP Advanced Bates Stamp Software Maintenance (5 yrs.)	DP Advanced Bates Stamp Software Maintenance (5 yrs.)	7640015784	\$450.00
DP SMTP In & Email Parser Bundle Software Maintenance (5 yrs.)	DP SMTP In & Email Parser Bundle Software Maintenance (5 yrs.)	7640015786	\$720.00
DP LPR Input Software Maintenance (5 yrs.)	DP LPR Input Software Maintenance (5 yrs.)	7640015787	\$180.00
DP 2D Barcode Processing Software Maintenance (5 yrs.)	DP 2D Barcode Processing Software Maintenance (5 yrs.)	7640015791	\$270.00
DP Page Count & Color Route Bundle Software Maintenance (1 yr.)	DP Page Count & Color Route Bundle Software Maintenance (1 yr.)	7640016316	\$20.00
DP File Parsing Bundle Software Maintenance (1 yr.)	DP File Parsing Bundle Software Maintenance (1 yr.)	7640016318	\$80.00
DP KDK Generator & KDK-PDL Bundle Software Maintenance (1 yr.)	DP KDK Generator & KDK-PDL Bundle Software Maintenance (1 yr.)	7640016320	\$100.00
DP Page Count & Color Route Bundle Software Maintenance (3 yrs.)	DP Page Count & Color Route Bundle Software Maintenance (3 yrs.)	7640016323	\$57.00
DP File Parsing Bundle Software Maintenance (3 yrs.)	DP File Parsing Bundle Software Maintenance (3 yrs.)	7640016325	\$228.00
DP KDK Generator & KDK-PDL Bundle Software Maintenance (3 yrs.)	DP KDK Generator & KDK-PDL Bundle Software Maintenance (3 yrs.)	7640016327	\$285.00
DP Page Count & Color Route Bundle Software Maintenance (5 yrs.)	DP Page Count & Color Route Bundle Software Maintenance (5 yrs.)	7640016330	\$90.00
DP File Parsing Bundle Software Maintenance (5 yrs.)	DP File Parsing Bundle Software Maintenance (5 yrs.)	7640016332	\$360.00
DP KDK Generator & KDK-PDL Bundle Software Maintenance (5 yrs.)	DP KDK Generator & KDK-PDL Bundle Software Maintenance (5 yrs.)	7640016334	\$450.00
DP OnBase Connector Software Maintenance (1 yr.)	DP OnBase Connector Software Maintenance (1 yr.)	7640018453	\$450.00
DP OnBase Connector Software Maintenance (3 yrs.)	DP OnBase Connector Software Maintenance (3 yrs.)	7640018454	\$1,278.00
DP OnBase Connector Software Maintenance (5 yrs.)	DP OnBase Connector Software Maintenance (5 yrs.)	7640018455	\$2,030.00
DP Worldox Connector Software Maintenance (1 yr.)	DP Worldox Connector Software Maintenance (1 yr.)	7640018614	\$200.00



DP Worldox Connector Software Maintenance (3 yrs.)	DP Worldox Connector Software Maintenance (3 yrs.)	7640018615	\$570.00
DP Worldox Connector Software Maintenance (5 yrs.)	DP Worldox Connector Software Maintenance (5 yrs.)	7640018616	\$900.00
DP Forms Processing Software Maintenance (1 yr.)	DP Forms Processing Software Maintenance (1 yr.)	7640018996	\$679.00
DP Forms Processing Software Maintenance (3 yr.)	DP Forms Processing Software Maintenance (3 yr.)	7640018997	\$1,935.00
DP Forms Processing Software Maintenance (5 yr.)	DP Forms Processing Software Maintenance (5 yr.)	7640018998	\$3,056.00
DP Distribution Connector Bundle Software Maintenance (1 yr.)	DP Distribution Connector Bundle Software Maintenance (1 yr.)	7640018999	\$80.00
DP Distribution Connector Bundle Software Maintenance (3 yr.)	DP Distribution Connector Bundle Software Maintenance (3 yr.)	7640019000	\$228.00
DP Distribution Connector Bundle Software Maintenance (5 yr.)	DP Distribution Connector Bundle Software Maintenance (5 yr.)	7640019001	\$360.00
DP Rx Shield Software Maintenance (1 yr.)	DP Rx Shield Software Maintenance (1 yr.)	7640019116	\$80.00
DP Rx Shield Software Maintenance (3 yr.)	DP Rx Shield Software Maintenance (3 yr.)	7640019117	\$228.00
DP Rx Shield Software Maintenance (5 yr.)	DP Rx Shield Software Maintenance (5 yr.)	7640019118	\$360.00
DP Workshare Connector Software Maintenance (1 yr.)	DP Workshare Connector Software Maintenance (1 yr.)	7640019203	\$200.00
DP Workshare Connector Software Maintenance (3 yrs.)	DP Workshare Connector Software Maintenance (3 yrs.)	7640019204	\$570.00
DP Workshare Connector Software Maintenance (5 yrs.)	DP Workshare Connector Software Maintenance (5 yrs.)	7640019205	\$900.00
DP Release2Me 3 Device (1 yr.) SW Maint	DP Release2Me 3 Device (1 yr.) SW Maint	7640019219	\$195.00
DP Release2Me 3 Device (3 yr.) SW Maint	DP Release2Me 3 Device (3 yr.) SW Maint	7640019220	\$550.00
DP Release2Me 3 Device (5 yr.) SW Maint	DP Release2Me 3 Device (5 yr.) SW Maint	7640019221	\$865.00
DP Bubble Grader Software Maintenance (1 yr.)	DP Bubble Grader Software Maintenance (1 yr.)	7640019237	\$359.00
DP Bubble Grader Software Maintenance (3 yrs.)	DP Bubble Grader Software Maintenance (3 yrs.)	7640019238	\$1,023.00
DP Bubble Grader Software Maintenance (5 yrs.)	DP Bubble Grader Software Maintenance (5 yrs.)	7640019239	\$1,615.00
DP Mobile 10 User Lic. SW Maint (1 yr)	DP Mobile 10 User Lic. SW Maint (1 yr)	7640019545	\$50.00
DP Mobile 10 User Lic. SW Maint (3 yr)	DP Mobile 10 User Lic. SW Maint (3 yr)	7640019546	\$142.50
DP Mobile 10 User Lic. SW Maint (5 yr)	DP Mobile 10 User Lic. SW Maint (5 yr)	7640019547	\$225.00
DP Mobile 25 User Licenses Software Maintenance (1 yr)	DP Mobile 25 User Licenses Software Maintenance (1 yr)	7640019548	\$119.00
DP Mobile 25 User Licenses Software Maintenance (3 yr)	DP Mobile 25 User Licenses Software Maintenance (3 yr)	7640019549	\$356.25
DP Mobile 25 User Licenses Software Maintenance (5 yr)	DP Mobile 25 User Licenses Software Maintenance (5 yr)	7640019550	\$562.50
DP Mobile 50 User Lic. SW Maint (1 yr)	DP Mobile 50 User Lic. SW Maint (1 yr)	7640019551	\$239.00
DP Mobile 50 User Lic. SW Maint (3 yr)	DP Mobile 50 User Lic. SW Maint (3 yr)	7640019552	\$681.00
DP Mobile 50 User Lic. SW Maint (5 yr)	DP Mobile 50 User Lic. SW Maint (5 yr)	7640019553	\$1,075.50
DP Mobile 100 User Lic. SW Maint (1 yr)	DP Mobile 100 User Lic. SW Maint (1 yr)	7640019554	\$439.00
DP Mobile 100 User Lic. SW Maint (3 yr)	DP Mobile 100 User Lic. SW Maint (3 yr)	7640019555	\$1,251.00
DP Mobile 100 User Lic. SW Maint (5 yr)	DP Mobile 100 User Lic. SW Maint (5 yr)	7640019556	\$1,975.50
DP Mobile 250 User Lic. SW Maint (1 yr)	DP Mobile 250 User Lic. SW Maint (1 yr)	7640019557	\$899.00
DP Mobile 250 User Lic. SW Maint (3 yr)	DP Mobile 250 User Lic. SW Maint (3 yr)	7640019558	\$2,562.00
DP Mobile 250 User Lic. SW Maint (5 yr)	DP Mobile 250 User Lic. SW Maint (5 yr)	7640019559	\$4,045.50
DP Mobile 500 User Lic. SW Maint (1 yr)	DP Mobile 500 User Lic. SW Maint (1 yr)	7640019560	\$1,499.00
DP Mobile 500 User Lic. SW Maint (3 yr)	DP Mobile 500 User Lic. SW Maint (3 yr)	7640019561	\$4,272.00
DP Mobile 500 User Lic. SW Maint (5 yr)	DP Mobile 500 User Lic. SW Maint (5 yr)	7640019562	\$6,745.00
DP Mobile 1000 User Lic. SW Maint (1 yr)	DP Mobile 1000 User Lic. SW Maint (1 yr)	7640019563	\$1,599.00
DP Mobile 1000 User Lic. SW Maint (3 yr)	DP Mobile 1000 User Lic. SW Maint (3 yr)	7640019564	\$4,557.00
DP Mobile 1000 User Lic. SW Maint (5 yr)	DP Mobile 1000 User Lic. SW Maint (5 yr)	7640019565	\$7,195.00
DP OCR Asian Font Pack SW Maintenance (1 yr.)	DP OCR Asian Font Pack SW Maintenance (1 yr.)	7640019635	\$20.00
DP OCR Asian Font Pack Software Maintenance (3 yr.)	DP OCR Asian Font Pack Software Maintenance (3 yr.)	7640019636	\$57.00
DP OCR Asian Font Pack Software Maintenance (5 yr.)	DP OCR Asian Font Pack Software Maintenance (5 yr.)	7640019637	\$90.00
Dispatcher Phoenix Workstation (with 1 User License) Software Maintenance (1 yr.)	Dispatcher Phoenix Workstation (with 1 User License) Software Maintenance (1 yr.)	7640020017	\$120.00
Dispatcher Phoenix Workstation (with 1 User License) Software Maintenance (3 yr.)	Dispatcher Phoenix Workstation (with 1 User License) Software Maintenance (3 yr.)	7640020018	\$342.00
Dispatcher Phoenix Workstation (with 1 User License) Software Maintenance (5 yr.)	Dispatcher Phoenix Workstation (with 1 User License) Software Maintenance (5 yr.)	7640020019	\$570.00
DP Batch Indexing Package (with 1 User License) Software Maintenance (1 yr)	DP Batch Indexing Package (with 1 User License) Software Maintenance (1 yr)	7640020020	\$120.00
DP Batch Indexing Package (with 1 User License) Software Maintenance (3 yr)	DP Batch Indexing Package (with 1 User License) Software Maintenance (3 yr)	7640020021	\$342.00
DP Batch Indexing Package (with 1 User License) Software Maintenance (5 yr)	DP Batch Indexing Package (with 1 User License) Software Maintenance (5 yr)	7640020022	\$570.00
Dispatcher Phoenix Workstation 10 User Licenses Add-On Software Maintenance (1 yr.)	Dispatcher Phoenix Workstation 10 User Licenses Add-On Software Maintenance (1 yr.)	7640020024	\$1,080.00
Dispatcher Phoenix Workstation 10 User Licenses Add-On Software Maintenance (3 yr.)	Dispatcher Phoenix Workstation 10 User Licenses Add-On Software Maintenance (3 yr.)	7640020025	\$3,078.00
Dispatcher Phoenix Workstation 10 User Licenses Add-On Software Maintenance (5 yr.)	Dispatcher Phoenix Workstation 10 User Licenses Add-On Software Maintenance (5 yr.)	7640020026	\$5,130.00
Dispatcher Phoenix Batch Indexing 10 User Licenses Add-On Software Maintenance (1 yr.)	Dispatcher Phoenix Batch Indexing 10 User Licenses Add-On Software Maintenance (1 yr.)	7640020028	\$1,080.00
Dispatcher Phoenix Batch Indexing 10 User Licenses Add-On Software Maintenance (3 yr.)	Dispatcher Phoenix Batch Indexing 10 User Licenses Add-On Software Maintenance (3 yr.)	7640020029	\$3,078.00
Dispatcher Phoenix Batch Indexing 10 User Licenses Add-On Software Maintenance (5 yr.)	Dispatcher Phoenix Batch Indexing 10 User Licenses Add-On Software Maintenance (5 yr.)	7640020030	\$5,130.00
Dispatcher Phoenix Workstation 1 User License Add-On Software Maintenance (1 yr.)	Dispatcher Phoenix Workstation 1 User License Add-On Software Maintenance (1 yr.)	7640020079	\$120.00
Dispatcher Phoenix Workstation 1 User License Add-On Software Maintenance (3 yr.)	Dispatcher Phoenix Workstation 1 User License Add-On Software Maintenance (3 yr.)	7640020080	\$342.00
Dispatcher Phoenix Workstation 1 User License Add-On Software Maintenance (5 yr.)	Dispatcher Phoenix Workstation 1 User License Add-On Software Maintenance (5 yr.)	7640020081	\$540.00
Dispatcher Phoenix Batch Indexing 1 User License Add-On Software Maintenance (1 yr.)	Dispatcher Phoenix Batch Indexing 1 User License Add-On Software Maintenance (1 yr.)	7640020083	\$120.00
Dispatcher Phoenix Batch Indexing 1 User License Add-On Software Maintenance (3 yr.)	Dispatcher Phoenix Batch Indexing 1 User License Add-On Software Maintenance (3 yr.)	7640020084	\$342.00



Dispatcher Phoenix Batch Indexing 1 User License Add-On Software Maintenance (5 yr.)	Dispatcher Phoenix Batch Indexing 1 User License Add-On Software Maintenance (5 yr.)	7640020085	\$540.00
DP HL7 Bundle Software Maintenance (1 Year)	DP HL7 Bundle Software Maintenance (1 Year)	7640020616	\$100.00
DP HL7 Bundle Software Maintenance (3 Years)	DP HL7 Bundle Software Maintenance (3 Years)	7640020617	\$285.00
DP HL7 Bundle Software Maintenance (5 Years)	DP HL7 Bundle Software Maintenance (5 Years)	7640020618	\$450.00
Dispatcher Phoenix PDF Processing Bundle Software Maintenance (1 Year)	DP PDF Processing Bundle SW Maintenance (1 Year)	7640020740	\$80.00
Dispatcher Phoenix PDF Processing Bundle Software Maintenance (3 Years)	DP PDF Processing Bundle SW Maintenance (3 Year)	7640020741	\$228.00
Dispatcher Phoenix PDF Processing Bundle Software Maintenance (5 Years)	DP PDF Processing Bundle SW Maintenance (5 Year)	7640020742	\$360.00
Dispatcher Phoenix Laserfiche Connector Software Maintenance (1 Year)	DP Laserfiche Connector SW Maint.(1 Yr)	7640020845	\$200.00
Dispatcher Phoenix Laserfiche Connector Software Maintenance (3 Years)	DP Laserfiche Connector SW Maint. (3 Yr)	7640020846	\$570.00
Dispatcher Phoenix Laserfiche Connector Software Maintenance (5 Years)	DP Laserfiche Connector SW Maint. (5 Yr)	7640020847	\$900.00
Dispatcher Phoenix Windows Fax Connector Software Maintenance (1 Year)	DP Windows Fax Connector SW Maint.(1 Yr)	7640020849	\$160.00
Dispatcher Phoenix Windows Fax Connector Software Maintenance (3 Years)	DP Windows Fax Connector SW Maint.(3 Yr)	7640020850	\$456.00
Dispatcher Phoenix Windows Fax Connector Software Maintenance (5 Years)	DP Windows Fax Connector SW Maint.(5 Yr)	7640020851	\$720.00
Dispatcher Phoenix Release2Me 5 Device License 1 Year Software Maintenance	DP Release2Me 5 Device (1 Yr) SW Maint	7640020912	\$193.00
Dispatcher Phoenix Release2Me 5 Device License 3 Year Software Maintenance	DP Release2Me 5 Device (3 Yr) SW Maint	7640020913	\$550.05
Dispatcher Phoenix Release2Me 5 Device License 5 Year Software Maintenance	DP Release2Me 5 Device (5 Yr) SW Maint	7640020914	\$868.50
Dispatcher Phoenix Release2Me 10 Device License 1 Year Software Maintenance	DP Release2Me 10 Device (1 Yr) SW Maint	7640020915	\$336.00
Dispatcher Phoenix Release2Me 10 Device License 3 Year Software Maintenance	DP Release2Me 10 Device (3 Yr) SW Maint	7640020916	\$957.60
Dispatcher Phoenix Release2Me 10 Device License 5 Year Software Maintenance	DP Release2Me 10 Device (5 Yr) SW Maint	7640020917	\$1,512.00
Dispatcher Phoenix Release2Me 25 Device License 1 Year Software Maintenance	DP Release2Me 25 Device (1 Yr) SW Maint	7640020918	\$836.40
Dispatcher Phoenix Release2Me 25 Device License 3 Year Software Maintenance	DP Release2Me 25 Device (3 Yr) SW Maint	7640020919	\$2,383.74
Dispatcher Phoenix Release2Me 25 Device License 5 Year Software Maintenance	DP Release2Me 25 Device (5 Yr) SW Maint	7640020920	\$3,763.80
Dispatcher Phoenix Release2Me 50 Device License 1 Year Software Maintenance	DP Release2Me 50 Device (1 Yr) SW Maint	7640020921	\$1,591.60
Dispatcher Phoenix Release2Me 50 Device License 3 Year Software Maintenance	DP Release2Me 50 Device (3 Yr) SW Maint	7640020922	\$4,536.06
Dispatcher Phoenix Release2Me 50 Device License 5 Year Software Maintenance	DP Release2Me 50 Device (5 Yr) SW Maint	7640020923	\$7,162.20
Dispatcher Phoenix Release2Me 100 Device License 1 Year Software Maintenance	DP Release2Me 100 Device (1 Yr) SW Maint	7640020924	\$2,993.60
Dispatcher Phoenix Release2Me 100 Device License 3 Year Software Maintenance	DP Release2Me 100 Device (3 Yr) SW Maint	7640020925	\$8,531.76
Dispatcher Phoenix Release2Me 100 Device License 5 Year Software Maintenance	DP Release2Me 100 Device (5 Yr) SW Maint	7640020926	\$13,471.20
Dispatcher Phoenix Release2Me 500 Device License 1 Year Software Maintenance	DP Release2Me 500 Device (1 Yr) SW Maint	7640020927	\$14,008.00
Dispatcher Phoenix Release2Me 500 Device License 3 Year Software Maintenance	DP Release2Me 500 Device (3 Yr) SW Maint	7640020928	\$39,922.80
Dispatcher Phoenix Release2Me 500 Device License 5 Year Software Maintenance	DP Release2Me 500 Device (5 Yr) SW Maint	7640020929	\$63,036.00
Dispatcher Phoenix Release2Me 1 Device License 1 Year Software Maintenance	DP Release2Me 1 Device (1 Yr) SW Maint	7640020938	\$0.00
Dispatcher Phoenix Release2Me 1 Device License 3 Year Software Maintenance	DP Release2Me 1 Device (3 Yr) SW Maint	7640020939	\$0.00
Dispatcher Phoenix Release2Me 1 Device License 5 Year Software Maintenance	DP Release2Me 1 Device (5 Yr) SW Maint	7640020940	\$0.00
Dispatcher Phoenix Dropbox In Software Maintenance (1 Year)	Dispatcher Phoenix Dropbox In Software Maintenance (1 Year)	7640020956	\$40.00
Dispatcher Phoenix Dropbox In Software Maintenance (3 Year)	Dispatcher Phoenix Dropbox In Software Maintenance (3 Year)	7640020957	\$114.00
Dispatcher Phoenix Dropbox In Software Maintenance (5 Year)	Dispatcher Phoenix Dropbox In Software Maintenance (5 Year)	7640020958	\$180.00
Konica Minolta SEC Development Services for Dispatcher Phoenix (Per Hour)	Konica Minolta SEC Development Services for Dispatcher Phoenix (Per Hour)	7640005346	\$350.00
Remote Installation Services performed by SEC (up to 4 hours)	Remote Installation Services performed by SEC (up to 4 hours)	7640015792	\$800.00

<sup>1</sup>Dispatcher Phoenix Government includes 2 Active Inputs, Google Cloud Input, Advanced OCR, Barcode Processing, Barcode Writer, Convert to Microsoft Office, Convert to PDF, Highlight/Strikeout, Redaction, SharePoint Connector, SharePoint Online Connector, CAC/PIV authentication, Copy Defender, Metadata Bundle (Metadata Route, Metadata to File, Metadata Scripting, PJL Print Preferences, and PDF File Extraction), ODBC Processing. Your Konica Minolta BIS Regional Solutions Consultant must be engaged prior to ordering Dispatcher Phoenix software with any customization. A Business Needs Analysis (BNA) must be completed and approved for remote installation services and professional services performed by Konica Minolta's Solutions Engineering Center.

<sup>2</sup>All Dispatcher Phoenix software options must include the corresponding annual maintenance for each option.Active Input: An Active Input is any entry point in a workflow that is running or scheduled to run. Inputs in Dispatcher Phoenix are bEST, Input Folder, MFP, LPR In, SMTP In, Google Cloud Printer, Workstation, and DP Mobile. Active inputs are counted across multiple workflows by IP address/Host name, Input folder path, or LPR queue name. This means that one device used in multiple workflows is only counted as ONE active input. Multiple input nodes, such as bEST, SMTP In, and MFP, that use the same device will only be counted as ONE active input. Similarly, if multiple Input Folders in multiple workflows are collecting from the same folder path, they are only counted as ONE active input.

<sup>3</sup>05/2/2019 Modified Model Description...MRz The Email Bundle includes Email In, SMTP In, and Email Parser.

<sup>4</sup>The Distribution Connector Bundle includes connectors to Box, Dropbox, WebDAV, Microsoft OneDrive, Microsoft OneDrive for Business, FilesAnywhere, Konica Minolta's FileAssist, and Google Drive.□

<sup>5</sup>Release2Me: The Release2Me package includes: the Release2Me node, the PjL Print Preferences node, the LPR In node, a system-defined workflow, and the Dispatcher Phoenix Release2Me Print Driver. Note that the PjL Print Preferences node is also included with the Metadata Bundle item.

<sup>6</sup>The HL7 Bundle includes HL7 Connector and the CDA Generator Tool.

# Bizhub Marketplace

Bizhub Marketplace allows users to download applications directly on the MFP console from the web based marketplace.



<https://us.konicaminoltamarketplace.com/>

Konica Minolta SEC Consultation Services for Dispatcher Phoenix (Per Hour)	Konica Minolta SEC Consultation Services for Dispatcher Phoenix (Per Hour)	7640005345	\$200.00
Connect to OnBase App	bizhub Connector to OnBase App	A006R59	\$718.00
bizhub Connector for OneDrive	bizhub Connector for OneDrive	A006R60	\$135.00
bizhub Connector for Box	bizhub Connector for Box	A006R61	\$135.00
bizhub Connector for Gmail	bizhub Connector for Gmail	A006R62	\$99.00
bizhub Connector for Google Drive	Connector for Google Drive	A006R63	\$99.00
Connect to Microsoft SharePoint	Connect to Microsoft SharePoint	A006R64	\$135.00
bizhub MFP UI Device License	bizhub MFP UI Device License	A006R65	\$170.00
bizhub Connector for FileAssist	bizhub Connector for FileAssist -Connector for FileAssist	A006R72	\$99.00
Share PHI (also known as Kno2fax App)	Share PHI (also known as Kno2fax App)	A006R73	\$150.00
bizhub Connector for FamilySearch	Connector for FamilySearch	A006R74	\$300.00
bizhub Connector for FilesAnywhere	Connector for FilesAnywhere	A006R75	\$99.00
Connector for SMB	bizhub Connector for SMB	A006R76	\$99.00
bizhub Connector for FTP	bizhub Connector for FTP	A006R77	\$99.00
bizhub Connector for WebDAV	bizhub Connector for WebDAV	A006R78	\$99.00
Paper Templates	Paper Templates	A006R79	\$10.00
bizhub Secure Notifier	bizhub SECURE Notifier	A006R80	\$79.00
bizhub Connector for SharePoint Online	Connector for SharePoint Online	A006T07	\$135.00
Connector for OneDrive for Business	Connector for OneDrive for Business	A006T08	\$135.00
bizhub Connector for Dropbox	bizhub Connector for Dropbox	A006T09	\$135.00



<sup>1</sup>ORDERING INSTRUCTIONS

Please Note: There are two purchasing methods available for MarketPlace apps.

Option 1: Sales personnel can use the item numbers provided on the MarketPlace price sheet to order any MarketPlace App available. The Marketplace Apps' item numbers can be listed on sales orders in the same way that other solutions and hardware are listed.

Option 2: Customers can purchase the App directly from the Konica Minolta MarketPlace website by themselves. This option is recommended when the customer would like to purchase a few (one two) apps. Customers be charged sales tax on any credit card transactions.

Sales Rep: In order to install MarketPlace apps, the customer must have a Konica Minolta MarketPlace account. If the customer does not have an account already set up, work with them to create an account on the konicaminoltamarketplace.com website.

DELIVERY AND INSTALLATION

There are NO delivery fees required for MarketPlace apps.

If apps are ordered/purchased via SAP, a MarketPlace certificate with a purchase code will be emailed to the email address listed on the order. Users can then paste that purchase code on the Konica Minolta MarketPlace website to credit the licenses they purchased to their account. Please note that ONE purchase code will be credited to ONE MarketPlace user, unless special instructions are provided.

Accessing the Marketplace from the MFP control panel:

TO BEGIN - Tap on the MarketPlace button on the bizhub MFP screen. The apps that are currently installed will be displayed.

INSTALL - Tap on the Install button next to the app you want to install. You'll be able to watch the installation process taking place.

Please note that the Connect to OnBase app requires the appropriate license from Konica Minolta, as well as an OnBase integration license for the appropriate KM product (MarketPlace) from Hyland Software.

SUPPORTED DEVICES AND REQUIRED OPTIONS

MarketPlace apps require that each MFP have both the Web Browser i-Option and Extended Memory Kit. Please check [www.konicaminoltamarketplace.com](http://www.konicaminoltamarketplace.com) for a list of compatible devices.

TECHNICAL SUPPORT

For MarketPlace assistance, local technical personnel can call our Support line at 1-800-456-5664 (Prompt 1 for Service, then prompt 3 for Help Desk) Monday through Fridav between the hours of 8:00 am and 8:00 pm (EST).

Square 9

Square 9 provides a range of document management solutions including cloud and premise based solutions that integrate directly with the MFPs to facilitate document routing storage and retrieval.



[www.square-9.com](http://www.square-9.com)

Square 9 Business Essentials	Square 9 Business Essentials	SQUARE9 BUSINESS ESSEN	\$0.00
Per Diem Remote Capture Services	Per Diem Remote Capture Services	GBLCAPPROSRV002	\$1,600.00
Per Diem On Site Services	Per Diem On Site Services	S9SPROSRV001	\$1,750.00
Per Diem Remote Access Services	Per Diem Remote Access Services	S9SPROSRV002	\$1,600.00
Four Hour Remote Access Service Block	Four Hour Remote Access Service Block	S9SPROSRV003	\$800.00
Per Diem Custom Development Services	Per Diem Custom Development Services	S9SPROSRV004	\$1,850.00
Per Diem Custom Development M&S	Per Diem Custom Development Services Maintenance & Support	S9SPROSRV004MS	\$370.00
Custom SQL Scripting (4 hour Increments)	Custom SQL Scripting (4 hour Increments)	S9SPROSRV006	\$900.00
Per Diem 3rd Party Professional Services	Per Diem Third Party Professional Services	S9SPROSRV007	\$1,850.00

Per Diem GlobalForms Services	Per Diem GlobalForms Development Services	S9SPROSRV008	\$1,850.00
Per Diem Data Conversion Services	Per Diem Data Conversion Services	S9SPROSRV009	\$1,850.00
Project Based Data Conversion Services	Project Based Data Conversion Services	S9SPROSRV010	\$1.00
SMARTSEARCH SOFTWARE ASSURANCE	SMARTSEARCH SOFTWARE ASSURANCE	S9SSA001	\$1.33
Maintenance and Support Renewal	Maintenance and Support Renewal	S9SSA002	\$1.33

COMPETITIVE SOFTWARE REPLACEMENT	COMPETITIVE SOFTWARE REPLACEMENT	S9SDISC003	\$10.00
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GlobalSearch C2 Cloud Storage - Up to 25GB	GlobalSearch C2 Cloud Storage - Up to 25GB	GBLC2STOR001	\$10.00
GlobalSearch C2 Cloud Storage - Up to 100GB	GlobalSearch C2 Cloud Storage - Up to 100GB	GBLC2STOR002	\$40.00
GlobalSearch C2 Cloud Storage - Up to 250GB	GlobalSearch C2 Cloud Storage - Up to 250GB	GBLC2STOR003	\$90.00
GlobalSearch C2 Cloud Storage - Up to 500GB	GlobalSearch C2 Cloud Storage - Up to 500GB	GBLC2STOR004	\$175.00
GlobalSearch C2 Cloud Storage - Up to 1TB	GlobalSearch C2 Cloud Storage - Up to 1TB	GBLC2STOR005	\$325.00
GlobalForms 10 for C2 with Unlimited Forms and Capture BPM (Per Month, One Year Increments Required)	GlobalForms 10 for C2 with Unlimited Forms and Capture BPM (Per Month, One Year Increments Required)	GFC2SASRV001	\$550.00
GlobalSearch C2 Cloud Enterprise Edition - per month concurrent user cost for 11-25 concurrent users	GlobalSearch C2 Cloud Enterprise Edition - per month concurrent user cost for 11-25 concurrent users	GSC2ENTRP000	\$98.00
GlobalSearch C2 Cloud Enterprise Edition - per month concurrent user cost for 26-50 concurrent users	GlobalSearch C2 Cloud Enterprise Edition - per month concurrent user cost for 26-50 concurrent users	GSC2ENTRP001	\$92.00
GlobalSearch C2 Cloud Enterprise Edition - per month concurrent user cost for 51-100 concurrent users	GlobalSearch C2 Cloud Enterprise Edition - per month concurrent user cost for 51-100 concurrent users	GSC2ENTRP002	\$88.00
GlobalSearch C2 Cloud Enterprise Edition - per month concurrent user cost for 101-250 concurrent users	GlobalSearch C2 Cloud Enterprise Edition - per month concurrent user cost for 101-250 concurrent users	GSC2ENTRP003	\$82.00
GlobalSearch C2 Cloud Enterprise Edition - per month concurrent user cost for 5-10 concurrent users	GlobalSearch C2 Cloud Enterprise Edition - per month concurrent user cost for 5-10 concurrent users	GSC2ENTRP010	\$108.00
Assembly Bound Lists Pack (Per Month, One Year Increments Required)	Assembly Bound Lists Pack (Per Month, One Year Increments Required)	GSC2GBLCAPABL001	\$32.00
GlobalCapture User License - Single License (Per Month, One Year Increments Required)	GlobalCapture User License - Single License (Per Month, One Year Increments Required)	GSC2GBLCAPAIO001	\$20.00
Imaging Processing Engine with positional OCR/BCR Core Upgrade (Per Month, One Year Increments Required)	Imaging Processing Engine with positional OCR/BCR Core Upgrade (Per Month, One Year Increments Required)	GSC2GBLCAPBDL001	\$28.00
GlobalCapture BPM (Per Month, One Year Increments Required)	GlobalCapture BPM (Per Month, One Year Increments Required)	GSC2GBLCAPBPM001	\$225.00
Document Classification Engine w/ Rapid Adapt Form Learning (Per Month, One Year Increments Required)	Document Classification Engine w/ Rapid Adapt Form Learning (Per Month, One Year Increments Required)	GSC2GBLCAPCLAS001	\$20.00
C2 GlobalCapture Toshiba Connector	C2 GlobalCapture Toshiba eBridge Connector (Per Month, One Year Increments Required)	GSC2GBLCAPEBRDG001	\$16.00
Full Page OCR Engine Core Upgrade (Per Month, One Year Increments Required)	Full Page OCR Engine Core Upgrade (Per Month, One Year Increments Required)	GSC2GBLCAPFPO001	\$15.00
GlobalCapture MFP Pack (Per Month, One Year Increments Required)	GlobalCapture MFP Pack (Per Month, One Year Increments Required)	GSC2GBLCAPMFP001	\$16.00
GlobalCapture Server (Per Month, One Year Increments Required)	GlobalCapture Server (Per Month, One Year Increments Required)	GSC2GBLCAPPRO001	\$105.00
Unstructured Data Extraction - Core Upgrade (Per Month, One Year Increments Required)	Unstructured Data Extraction - Core Upgrade (Per Month, One Year Increments Required)	GSC2GBLCAPREGEX001	\$42.00
C2 GlobalCapture OKI sXP Connector	C2 GlobalCapture OKI sXP Connector (Per Month, One Year Increments Required)	GSC2GBLCAPSXP001	\$16.00
Line Item Data Extraction - Core Engine (Per Month, One Year Increments Required)	Line Item Data Extraction - Core Engine (Per Month, One Year Increments Required)	GSC2GBLCAPTBLEX001	\$105.00
Image Xchange - per month per concurrent user	Image Xchange - per month per concurrent user	GSC2IX001	\$10.00
Image Xchange Enterprise - per month	Image Xchange Enterprise - per month	GSC2IX002	\$100.00
GlobalSearch C2 Office Essentials Edition	GlobalSearch C2 Office Essentials Edition - per month per concurrent user cost for 3-25 users.	GSC2OFFICE001	\$42.00
GlobalSearch C2 Workgroup Edition	GlobalSearch C2 Workgroup Edition - per month concurrent user cost for 5-25 concurrent users	GSC2WRKGRP001	\$72.00
GlobalSearch C2 Workgroup Edition	GlobalSearch C2 Workgroup Edition - per month concurrent user cost for 26-50 concurrent users	GSC2WRKGRP002	\$68.00

GLOBALSEARCHC2 ANNUALSUBSCRIPTIONRENEWAL	GLOBALSEARCHC2 ANNUALSUBSCRIPTIONRENEWAL	GSC2REN001	\$10.00
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GlobalSearch C2 Implementation Fee - Includes standard 2 hour configuration	GlobalSearch C2 Implementation Fee - Includes standard 2 hour configuration	GSC2IMPFEE001	\$250.00
GlobalSearch C2 Professional Services - 4 hour service block - User Experience Design	GlobalSearch C2 Professional Services - 4 hour service block - User Experience Design	GSC2PROSRV001	\$625.00
GlobalSearch C2 Workflow Services - 4 hour service block - Workflow Process Design	GlobalSearch C2 Workflow Services - 4 hour service block - Workflow Process Design	GSC2WRKFLO001	\$750.00
Custom SQL Scripting (4 hour Increments) Maintenance & Support	Custom SQL Scripting (4 hour Increments) Maintenance & Support	S9SPROSRV006MS	\$180.00

Square9 Global Search Premise

Purchase to Pay Solution Bundle	Purchase to Pay Solution Bundle	S9SP2P001	\$31,975.00
Purchase to Pay Solution Bundle M&S	Purchase to Pay Solution Bundle M&S	S9SP2P001MS	\$6,395.00

Hire to Retire Solution Bundle	Hire to Retire Solution Bundle	S9SH2R001	\$31,975.00
Hire to Retire Solution Bundle M&S	Hire to Retire Solution Bundle Maintenance & Support	S9SH2R001MS	\$6,395.00

GlobalSearch Professional Edition License	GlobalSearch Professional Edition License (Minimum of 3 for new configurations)	GSPRO001	\$850.00
GlobalSearch Professional Edition License	GlobalSearch Professional Edition License (Minimum of 3 for new configurations) Maintenance & Support	GSPRO001MS	\$170.00

Single Core Full Page OCR Engine	Single Core Full Page OCR Engine	GBLCAPFPO001	\$725.00
Single Core Full Page OCR Engine M&S	Single Core Full Page OCR Engine Maintenance & Support	GBLCAPFPO001MS	\$145.00

SmartSearch Corporate Edition Server	SmartSearch Corporate Edition Server License	SSCORP001	\$17,745.00
SmartSearch Corporate Edition Server M&S	SmartSearch Corporate Edition Server License Maintenance & Support	SSCORP001MS	\$3,549.00

Additional SmartSearch App Server (1)	Additional SmartSearch Application Server - Single Instance	APPSRV001	\$1,415.00
Additional SmartSearch App Server (1)M&S	Additional SmartSearch Application Server - Single Instance Maintenance & Support	APPSRV001MS	\$283.00
Capture Workflow Load Balance Utility	Capture Workflow Load Balance Utility	CAPBAL001	\$785.00
Capture Workflow Load Balance M&S	Capture Workflow Load Balance Utility Maintenance & Support	CAPBAL001MS	\$157.00
GlobalCapture MFP Connector Pack	GlobalCapture MFP Connector Pack	GBLCAPMFP001	\$750.00
GlobalCapture MFP Connector Pack Maintenance & Support	GlobalCapture MFP Connector Pack Maintenance & Support	GBLCAPMFP001MS	\$150.00
Image XChange - Enterprise License	Image XChange - Enterprise License	SSIMGXCHENT	\$2,625.00
Image XChange - Enterprise License M&S	Image XChange - Enterprise License Maintenance & Support	SSIMGXCHENTMS	\$525.00

GlobalSearch Web Edit Per Seat (1-50)	GlobalSearch Web Edit License (1-50)	GLOBALED001	\$630.00
GlobalSearch Web Edit (1-50) M&S	GlobalSearch Web Edit License (1-50) Maintenance & Support	GLOBALED001MS	\$130.00
GlobalSearch Read Only Per Seat (1-50)	GlobalSearch Read Only License (1-50)	GLOBALRO001	\$285.00
GlobalSearch Read Only (1-50) M&S	GlobalSearch Read Only License (1-50) Maintenance & Support	GLOBALRO001MS	\$55.00

GlobalSearch Premise	QuickLinks Maintenance & Support	S9QBC003MS	\$199.00
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Per Diem Remote Capture Services	Per Diem Remote Capture Services	GBLCAPPROSRV002	\$1,600.00
Per Diem On Site Services	Per Diem On Site Services	S9SPROSRV001	\$1,750.00
Per Diem Remote Access Services	Per Diem Remote Access Services	S9SPROSRV002	\$1,600.00
Four Hour Remote Access Service Block	Four Hour Remote Access Service Block	S9SPROSRV003	\$800.00
Per Diem Custom Development Services	Per Diem Custom Development Services	S9SPROSRV004	\$1,850.00
Per Diem Custom Development M&S	Per Diem Custom Development Services Maintenance & Support	S9SPROSRV004MS	\$370.00
Custom SQL Scripting (4 hour Increments)	Custom SQL Scripting (4 hour Increments)	S9SPROSRV006	\$900.00
Per Diem GlobalForms Services	Per Diem GlobalForms Development Services	S9SPROSRV008	\$1,850.00
Per Diem Data Conversion Services	Per Diem Data Conversion Services	S9SPROSRV009	\$1,850.00
Project Based Data Conversion Services	Project Based Data Conversion Services	S9SPROSRV010	\$1.00

Custom SQL Scripting (4 hour Increments) Maintenance & Support	Custom SQL Scripting (4 hour Increments) Maintenance & Support	S9SPROSRV006MS	\$180.00
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<sup>1</sup>\*NEW\* Square9 Global Search Premise Price page...MRz

Square9 Global Capture Convey

Per Diem Remote Capture Services	Per Diem Remote Capture Services	GBLCAPPROSRV002	\$1,600.00
Per Diem On Site Services	Per Diem On Site Services	S9SPROSRV001	\$1,750.00
Per Diem Remote Access Services	Per Diem Remote Access Services	S9SPROSRV002	\$1,600.00
Four Hour Remote Access Service Block	Four Hour Remote Access Service Block	S9SPROSRV003	\$800.00
Per Diem Custom Development Services	Per Diem Custom Development Services	S9SPROSRV004	\$1,850.00
Per Diem Custom Development M&S	Per Diem Custom Development Services Maintenance & Support	S9SPROSRV004MS	\$370.00
Custom SQL Scripting (4 hour Increments)	Custom SQL Scripting (4 hour Increments)	S9SPROSRV006	\$900.00
Per Diem GlobalForms Services	Per Diem GlobalForms Development Services	S9SPROSRV008	\$1,850.00
Per Diem Data Conversion Services	Per Diem Data Conversion Services	S9SPROSRV009	\$1,850.00
Project Based Data Conversion Services	Project Based Data Conversion Services	S9SPROSRV010	\$1.00

Convey All in One License - Single License Maintenance & Support	Convey All in One License - Single License Maintenance & Support	GBLCONVAIO001MS	\$119.00
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Custom SQL Scripting (4 hour Increments) Maintenance & Support	Custom SQL Scripting (4 hour Increments) Maintenance & Support	S9SPROSRV006MS	\$180.00
Convey All in One License - Single License	Convey All in One License - Single License	GBLCONVAIO001	\$595.00
RSA WebCRD			
PREMIUM PRODUCTION TOWER SRVR	Premium Production Rack Server	7640004740 <sup>2</sup>	\$4,995.00
PREMIUM PROD RACK SRVR: 1YR 1X5 MNT	Premium Production Rack Server - 1x5 Premium Support	7640004741	\$999.00
PREMIUM PROD RACK SRVR: 1YR 3X7 MNT	Premium Production Rack Server - 3x7 Platinum Support	7640004742	\$1,499.00
ENTERPRISE RACK SRVR	Enterprise Rack Server	7640004743 <sup>3</sup>	\$8,795.00
ENTERPRISE RACK SRVR: 1YR 1X5 MNT	Enterprise Rack Server - 1x5 Premium Support	7640004744	\$1,759.00
ENTERPRISE RACK SRVR: 1YR 3X7 MNT	Enterprise Rack Server - 3x7 Platinum Support	7640004745	\$2,639.00
PREMIUM PRODUCTION Tower SRVR	Premium Production Tower Server	7640005045 <sup>4</sup>	\$4,995.00
PREMIUM PROD TOWER SRVR: 1YR 1X5 MNT	Premium Production Tower Server - 1x5 Premium Support	7640005046	\$999.00
PREMIUM PROD TOWER SRVR: 1YR 3X7 MNT	Premium Production Tower Server - 3x7 Platinum Support	7640005047	\$1,748.00
FREIGHT & HANDLING - US: (PER SRVR)	Freight & Handling - U.S. (Per Server)	7640004718	\$300.00
WEBCRD ENTERPRISE SYSTEM LIC	WebCRD Enterprise System License (WebCRD Pro, LDAP, QDirect)	7640004890 <sup>5</sup>	\$35,000.00
WEBCRD ENTERPRISE SYS LIC: 1YR 1X5 MNT	WebCRD Enterprise System License - 1x5 Premium Support	7640004891	\$7,000.00
WEBCRD ENTERPRISE SYS LIC: 1YR 3X7 MNT	WebCRD Enterprise System License - 3x7 Platinum Support	7640004892	\$10,500.00
WEBCRD BASE LIC	WebCRD Base License	7640004893 <sup>6</sup>	\$15,000.00
WEBCRD BASE LIC: 1YR 1X5 MNT	WebCRD Base License - 1x5 Premium Support	7640004894	\$3,000.00
WEBCRD BASE LIC: 1YR 3X7 MNT	WebCRD Base License - 3x7 Platinum Support	7640004895	\$4,500.00
WEBCRD PRO (INCLUDES 2 PDEFS)	WebCRD Pro (Includes 2 PDEFs)	7640004896 <sup>7</sup>	\$25,000.00
WEBCRD PRO: 1YR 1X5 MNT	WebCRD Pro - 1x5 Premium Support	7640004897	\$5,000.00
WEBCRD PRO: 1YR 3X7 MNT	WebCRD Pro - 3x7 Platinum Support	7640004898	\$7,500.00
UPGD WEBCRD BASE LIC 2 PRO LIC	Upgrade from WebCRD Base License to WebCRD Pro License	7640007625	\$12,500.00
UPGD WEBCRD BASE LIC 2 PRO: 1YR 1X5 MNT	Upgrade WebCRD Base License to WebCRD Pro - Annual 1x5 Maintenance	7640007626	\$2,500.00
UPGD WEBCRD BASE LIC 2 PRO: 1YR 3X7 MNT	Upgrade WebCRD Base License to WebCRD Pro - Annual 3x7 Maintenance	7640007627	\$3,750.00
WEBCRD ADDITIONAL PDEF (PER PRT DEF)	WebCRD Additional PDEF (Per Printer Definition)	7640004899	\$3,000.00
WEBCRD ADDITIONAL PDEF: 1YR 1X5 MNT	WebCRD Additional PDEF - 1x5 Premium Support	7640004900	\$600.00
WEBCRD ADDITIONAL PDEF: 1YR 3X7 MNT	WebCRD Additional PDEF - 3x7 Platinum Support	7640004901	\$900.00
WEBCRD CENTRALPDF LIC: 1YR 1X5 MNT	WebCRD CentralPDF License - 1x5 Premium Support	7640004903	\$1,900.00
WEBCRD CENTRALPDF LIC: 1YR 3X7 MNT	WebCRD CentralPDF License - 3x7 Platinum Support	7640004904	\$2,850.00
WEBCRD SUREPDF LIC (UP TO 5 PRT CENTERS)	WebCRD SurePDF License (Up to 5 Print Centers)	7640004905	\$10,000.00
WEBCRD SUREPDF LIC: 1YR 1X5 MNT	WebCRD SurePDF License - 1x5 Premium Support	7640004906	\$2,000.00
WEBCRD SUREPDF LIC: 1YR 3X7 MNT	WebCRD SurePDF License - 3x7 Platinum Support	7640004907	\$3,500.00
WEBCRD BASIC AUTH MODULE (LDAP)	WebCRD Basic Authentication Module (LDAP)	7640004914	\$5,000.00
WEBCRD BASIC AUTH MODULE ANNUAL 1X5 MNT	WebCRD Basic Authentication Module - Annual 1x5 Premium Support	7640004915	\$1,000.00
WEBCRD BASIC AUTH MODULE ANNUAL 3x7 MNT	WebCRD Basic Authentication Module - Annual 3x7 Platinum Support	7640004916	\$1,500.00
WEBCRD CREDIT CARD MODULE	WebCRD Credit Card Module	7640004917	\$5,000.00
WEBCRD CREDIT CARD MODULE: 1YR 1X5 MNT	WebCRD Credit Card Module - 1x5 Premium Support	7640004918	\$1,000.00
WEBCRD CREDIT CARD MODULE: 1YR 3X7 MNT	WebCRD Credit Card Module - 3x7 Platinum Support	7640004919	\$1,500.00
WEBCRD ADDL SITE LIC (PER ADDL SITE)	WebCRD Additional Site License (Per Additional Site)	7640004923	\$7,500.00
WEBCRD ADDL SITE LIC: 1YR 1X5 MNT	WebCRD Additional Site License - 1x5 Premium Support	7640004924	\$1,500.00
WEBCRD ADDL SITE LIC: 1YR 3X7 MNT	WebCRD Additional Site License - 3x7 Platinum Support	7640004925	\$2,250.00
WEBCRD AJCE (ADV JOB COST EST) MODULE	WebCRD AJCE (Advanced Job Cost Estimating) Module	7640004927	\$5,000.00
WEBCRD AJCE MODULE: 1YR 1X5 MNT	WebCRD AJCE Module - 1x5 Premium Support	7640004928	\$1,000.00
WEBCRD AJCE MODULE: 1YR 3X7 MNT	WebCRD AJCE Module - 3x7 Platinum Support	7640004929	\$1,500.00
WEBCRD AUTOSTOCK MODULE	WebCRD AutoStock Module (Requires AutoStock Implementation Fee)	7640004930	\$5,000.00
WEBCRD AUTOSTOCK MODULE: 1YR 1X5 MNT	WebCRD AutoStock Module - 1x5 Premium Support	7640004931	\$1,000.00
WEBCRD AUTOSTOCK MODULE: 1YR 3X7 MNT	WebCRD AutoStock Module - 3x7 Platinum Support	7640004932	\$1,500.00

WEBCRD ANALYTICS MODULE: 1YR 1X5 MNT	WebCRD Analytics Module - 1x5 Premium Support	7640004938	\$1,000.00
WEBCRD ANALYTICS MODULE: 1YR 3X7 MNT	WebCRD Analytics Module - 3x7 Platinum Support	7640004939	\$1,750.00
WEBCRD MULTILINGUAL MODULE	WebCRD Multilingual Module	7640004941	\$10,000.00
WEBCRD MULTILING MODULE: 1YR 1X5 MNT	WebCRD Multilingual Module - Annual 1x5 Maintenance	7640004942	\$2,000.00
WEBCRD MULTILING MODULE: 1YR 3X7 MNT	WebCRD Multilingual Module - Annual 3x7 Maintenance	7640004943	\$3,000.00
WEBCRD BACKUP/DR/UAT LIC	WebCRD Backup, DR or UAT License (select one)	7640004944	\$7,500.00
WEBCRD BACKUP/DR/UAT LIC ANNUAL 1X5 MNT	WebCRD Backup, DR or UAT License - Annual 1x5 Premium Support	7640004945	\$1,500.00
WEBCRD BACKUP/DR/UAT LIC ANNUAL 3X7 MNT	WebCRD Backup, DR or UAT License - Annual 3x7 Platinum Support	7640004946	\$2,250.00
WEBCRD DYNAMICS MODULE	WebCRD Dynamics Module (Requires Dynamics Implementation Fee)	7640005204 <sup>8</sup>	\$15,000.00
WEBCRD DYNAMICS MODULE: 1YR 1X5 MNT	WebCRD Dynamics Module - 1x5 Premium Support	7640005205	\$3,000.00
WEBCRD DYNAMICS MODULE: 1YR 3X7 MNT	WebCRD Dynamics Module - 3x7 Platinum Support	7640005206	\$4,500.00
WEBCRD SUREPDF CLIENT LICENSE ANNUAL FEE	WebCRD SurePDF Client License Annual Fee	7640007628	\$500.00
FUSION PRO DESIGNER LICENSES (5-PACK)	Fusion Pro Designer Licenses (5-pack)	7640008192	\$500.00
FUSION PRO DESIGNER LIC: 1YR 1X5 MNT	Fusion Pro Designer Licenses - Annual 1x5 Maintenance	7640008193	\$100.00
FUSION PRO DESIGNER LIC: 1YR 3X7 MNT	Fusion Pro Designer Licenses - Annual 3x7 Maintenance	7640008194	\$150.00
WEBCRD OD PROD MODULE: ANNUAL FEE	WebCRD OnDemand Production Module - Annual Fee	7640017629	\$3,500.00
WEBCRD OD DYN DT MODULE: ANNUAL FEE	WebCRD OnDemand Dynamics Desktop Module - Annual Fee	7640017630	\$5,000.00
WEBCRD OD PRINT MIS PKG: ANNUAL FEE	WebCRD OnDemand Print MIS Package - Annual Fee	7640017631	\$4,500.00
WEBCRD OD BOOK ASSY MODULE: ANNUAL FEE	WebCRD OnDemand Book Assembly Module - Annual Fee	7640017632	\$3,000.00
WEBCRD OD ADD 100 GB STORAGE: ANNUAL FEE	WebCRD OnDemand Additional 100 GB Storage (Each 100 GB) - Annual Fee	7640017633	\$3,000.00
WEBCRD OD ADD 1 CPU: ANNUAL FEE	WebCRD OnDemand Additional 1 CPU (Each 1 CPU) - Annual Fee	7640017634	\$1,200.00
WEBCRD OD ADD 1 GB RAM: ANNUAL FEE	WebCRD OnDemand Additional 1 GB RAM (Each 1 GB RAM) - Annual Fee	7640017635	\$1,200.00
VIRTUAL SERVER IMAGE	Virtual Server Image	7640017640 <sup>9</sup>	\$2,000.00
VIRTUAL SERVER IMAGE: 1YR 1X5 MNT	Virtual Server Image - Annual 1x5 Premium Support	7640017641	\$400.00
VIRTUAL SERVER IMAGE : 1YR 3X7 MNT	Virtual Server Image - Annual 3x7 Platinum Support	7640017642	\$600.00
WEBCRD CTRLPDF OFFICE LIC (REQUIRES PC)	WebCRD CentralPDF Office License (Requires PC for Conversion)	7640017646	\$2,500.00
WEBCRD CTRLPDF OFFICE LIC: 1YR 1X5 MNT	WebCRD CentralPDF Office License - Annual 1x5 Premium Support	7640017647	\$500.00
WEBCRD CTRLPDF OFFICE LIC: 1YR 3X7 MNT	WebCRD CentralPDF Office License - Annual 3x7 Platinum Support	7640017648	\$875.00
WEBCRD DYN DT: REQ PC & FUSIONPRO DESKTP	WebCRD Dynamics Desktop (Requires PC & FusionPro Desktop)	7640017650	\$7,500.00
WEBCRD DYN DT MOD: 1YR 1X5 MNT	WebCRD Dynamics Desktop Module - Annual 1x5 Premium Support	7640017651	\$1,500.00
WEBCRD DYN DT MOD: 1YR 3X7 MNT	WebCRD Dynamics Desktop Module - Annual 3x7 Platinum Support	7640017652	\$2,250.00
FUSION PRO VDP CREATOR: 1 LIC	FusionPro VDP Creator (Per License)	7640017654	\$995.00
FUSIONPRO VDP CREATOR: 1YR 1X5 MNT	FusionPro VDP Creator - Annual 1x5 Premium Support	7640017655	\$200.00
FUSIONPRO VDP CREATOR: 1YR 3X7 MNT	FusionPro VDP Creator - Annual 3x7 Platinum Support	7640017656	\$300.00
WEBCRD BOOK ASSEMBLY MODULE	WebCRD Book Assembly Module	7640017657	\$5,000.00
WEBCRD BOOK ASSEMBLY MODULE: 1YR 1X5 MNT	WebCRD Book Assembly Module - Annual 1x5 Premium Support	7640017658	\$1,000.00
WEBCRD BOOK ASSEMBLY MODULE: 1YR 3X7 MNT	WebCRD Book Assembly Module - Annual 3x7 Platinum Support	7640017659	\$1,500.00
WEBCRD PRINT MIS PACKAGE	WebCRD Print MIS Package	7640017661	\$7,500.00
WEBCRD PRINT MIS PACKAGE: 1YR 1X5 MNT	WebCRD Print MIS Package - Annual 1x5 Premium Support	7640017662	\$1,500.00
WEBCRD PRINT MIS PACKAGE: 1YR 1X5 MNT	WebCRD Print MIS Package - Annual 3x7 Platinum Support	7640017663	\$2,250.00
WEBCRD ADVANCED AUTHENTICATION MODULE	WebCRD Advanced Authentication Module (requires SOW)	KMWCRD295	\$10,000.00
WEBCRD ADV AUTH MOD ANNUAL 1X5 MNT	WebCRD Advanced Authentication Module - Annual 1x5 Premium Support	KMWCRD2951	\$2,000.00
WEBCRD ADV AUTH MOD ANNUAL 3X7 MNT	WebCRD Advanced Authentication Module - Annual 3x7 Platinum Support	KMWCRD2954	\$3,000.00
WEBCRD CXML INTERFACE	WebCRD CXML Interface	KMWCRD340	\$5,000.00
WEBCRD CXML INTERFACE ANNUAL 1X5 MNT	WebCRD CXML Interface - Annual 1x5 Premium Support	KMWCRD3401	\$1,000.00
WEBCRD CXML INTERFACE ANNUAL 3X7 MNT	WebCRD CXML Interface - Annual 3x7 Platinum Support	KMWCRD3404	\$1,500.00

PROFESSIONAL SERVICES (VARIABLE)	Professional Services (Variable)	7640004794	\$500.00
PROF SVCS: ONSITE 1 DAY INC TVL TM & EXP	Professional Services - On-Site (1 Day including travel time & expense)	7640004795	\$4,500.00
PROF SVCS ADDL DAY: ALREADY ON-SITE	Professional Services - Additional Day, Already On-Site	7640004796	\$1,800.00
PROF SVCS DAILY RATE (OFF-SITE)	Professional Services - Daily Rate (Off-Site)	7640004797	\$1,800.00
REMOTE CONFIGURATION - INSTALLATION FEESTAL & TRAINING	Remote Configuration and Installation Fee	7640004798	\$7,000.00
WEBCRD ADD SITE LIC-REMOTE INSTALL	WebCRD Additional Site License - Remote Installation	7640004926	\$3,000.00
WEBCRD AUTOSTOCK IMPLEMENTATION FEE	WebCRD AutoStock Implementation Fee	7640004933	\$1,500.00
WEBCRD BASE LICENSE: REMOTE INST & TRNG	WebCRD Base License - Remote Installation & Training	7640005048	\$3,500.00
WEBCRD DYNAMICS DT MOD-REMOTE INSTALL	WebCRD Dynamics Desktop Module - Remote Installation	7640005207	\$3,000.00
WEBCRD BASE - REMOTE INSTALLATION	WebCRD Base - Remote Installation	7640007621	\$3,500.00
WEBCRD PRO - REMOTE INSTALLATION	WebCRD Pro - Remote Installation	7640007622	\$7,000.00
UPGD WEBCRD BASE 2 PRO RMT INST&TRNG FEE	Upgrade from WebCRD Base to Pro - Remote Installation & Training Fee	7640007623	\$3,500.00
WEBCRD: REINTEGRATION FEE	WebCRD - Reintegration Fee	7640007624	\$3,500.00

WEBCRD SUREPDF CLIENT LIC IMPL FEE	WebCRD SurePDF Client License - Implementation Fee	7640007631	\$1,500.00
WEBCRD BASIC AUTH MODULE IMPLEMENT FEE	WebCRD Basic Authentication Module - Implementation Fee	7640007632	\$1,500.00
WEBCRD CREDIT CARD MOD: IMPL FEE	WebCRD Credit Card Module - Implementation Fee	7640007633	\$1,500.00
WEBCRD AJCE MOD: IMPL FEE	WebCRD AJCE Module - Implementation Fee	7640007634	\$1,500.00
REMOTE IMPLEMENTATION FEE	Remote Implementation Fee	7640017643	\$1,500.00
CUST-SPLD SVR SETUP W/1-WAY STD SHIPPING	Customer-Supplied Server Setup (Includes one-way standard shipping)	7640017644	\$1,500.00
REMOTE ACCESS SURCHARGE (VARIABLE)	Remote Access Surcharge (Variable)	7640017645	\$500.00
WEBCRD CTRLPDF OFFICE LIC: IMPLEMENT FEE	WebCRD CentralPDF Office License - Implementation Fee	7640017649	\$1,500.00
WEBCRD DYN DT MOD: REM INST & TRN FEE	WebCRD Book Assembly Module - Implementation Fee	7640017653	\$3,500.00
WEBCRD BOOK ASSEMBLY MODULE: IMPLMNT FEE	WebCRD Book Assembly Module - Implementation Fee	7640017660	\$1,500.00
WEBCRD PRINT MIS PACKAGE: IMPLMNT FEE	WebCRD Print MIS Package - Implementation Fee	7640017664	\$1,500.00
WEBCRD PRO ENTERPRISE- REMOTE INSTALL	WebCRD Pro Enterprise - Remote Installation	WCRD1109	\$7,000.00

<sup>1</sup>All RSA sales orders will require a Statement of Work, signed by RSA, the Dealer, Konica Minolta Representative, and the Customer. The signed SOW must be submitted with the sales order to Konica Minolta Wholesale Dealer Support.<br />All WebCRD Hardware, Hardware Options, Main Software, or Software Options require the purchase of the corresponding 1x5 OR 3x7 annual maintenance.

<sup>2</sup>Each server requires the purchase of Freight & Handling, Item 7640004718.

<sup>3</sup>Each server requires the purchase of Freight & Handling, Item 7640004718.

<sup>4</sup>Each server requires the purchase of Freight & Handling, Item 7640004718.

<sup>5</sup>The WebCRD Pro License, Item 7640004893 and WebCRD Enterprise System License, Item 7640004890, require the purchase of Standard Implementation - Remote Installation & Training, Item 7640004798.

<sup>6</sup>The WebCRD Base License, Item 7640004893 requires the purchase of WebCRD Base License - Remote Installation & Training, Item 7640005048.

<sup>7</sup>The WebCRD Pro License, Item 7640004893 and WebCRD Enterprise System License, Item 7640004890, require the purchase of Standard Implementation - Remote Installation & Training, Item 7640004798.

<sup>8</sup>The WebCRD Dynamics requires the WebCRD Dynamics Implementation Fee, item 7640005207.

<sup>9</sup>Please contact your RSA Business Development Manager for details on the Virtual Server Image.

AccurioPro Cloud Eye

AccurioPro Cloud Eye		ACCURIOPRO_CLOUD_EYE	\$0.00
ACCURIOPRO CLOUD EYE STANDARD LIC-1Y(5T)	AccurioPro Cloud Eye standard license 1 year (includes 5 tracking)	AACH0Y3	\$2,040.00
ACCURIOPRO CLOUD EYE ADD TRACKING LIC-1Y	AccurioPro Cloud Eye 1 additional tracking license 1 year	AACH0Y4	\$204.00

AccurioPro Conductor

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AccurioPro Conductor	AccurioPro Conductor	AA2N0Y1 <sup>1</sup>	\$2,500.00
ACCURIOPRO CONDUCTOR ANNUAL SUPPORT	AccurioPro Conductor Annual Support	7640020160	\$450.00
ACCURIOPRO CONDUCTOR UPGRADE	AccurioPro Conductor upgrade from PrintGroove POD Queue	AA2N0Y3	\$100.00

<sup>1</sup><p><font color="red">DELIVERY:</font><br />A valid customer email address is mandatory for license - electronic delivery. </p><p><font color="red">NOTES:</font><br /><b>A signed SOW is recommended.</b><br />Recommend 2 - 3 days onsite site to install, configure

AccurioPro Connect 1 Year Maint Bundle	AccurioPro Connect 1 Year Maint Bundle	7640020710 <sup>1</sup>	\$4,500.00
10 Active Inputs (for Dispatcher Phoenix)	10 Active Inputs (for Dispatcher Phoenix)	7640018969	\$5,395.00
25 Active Inputs (for Dispatcher Phoenix)	25 Active Inputs (for Dispatcher Phoenix)	7640018970	\$12,795.00
50 Active Inputs (for Dispatcher Phoenix)	50 Active Inputs (for Dispatcher Phoenix)	7640018971	\$23,995.00
100 Active Inputs (for Dispatcher Phoenix)	100 Active Inputs (for Dispatcher Phoenix)	7640018972	\$44,995.00
500 Active Inputs (for Dispatcher Phoenix)	500 Active Inputs (for Dispatcher Phoenix)	7640020031	\$210,000.00

10 Active Inputs (for DP) Software Maintenance (1 yr.)	10 Active Inputs (for DP) Software Maintenance (1 yr.)	7640018984	\$1,079.00
25 Active Inputs (for DP) Software Maintenance (1 yr.)	25 Active Inputs (for DP) Software Maintenance (1 yr.)	7640018985	\$2,559.00
50 Active Inputs (for DP) Software Maintenance (1 yr.)	50 Active Inputs (for DP) Software Maintenance (1 yr.)	7640018986	\$4,799.00
100 Active Inputs (for DP) Software Maintenance (1 yr.)	100 Active Inputs (for DP) Software Maintenance (1 yr.)	7640018987	\$8,999.00
10 Active Inputs (for DP) Software Maintenance (3 yrs.)	10 Active Inputs (for DP) Software Maintenance (3 yrs.)	7640018988	\$3,075.00
25 Active Inputs (for DP) Software Maintenance (3 yrs.)	25 Active Inputs (for DP) Software Maintenance (3 yrs.)	7640018989	\$7,293.00
50 Active Inputs (for DP) Software Maintenance (3 yrs.)	50 Active Inputs (for DP) Software Maintenance (3 yrs.)	7640018990	\$13,677.00
100 Active Inputs (for DP) Software Maintenance (3 yrs.)	100 Active Inputs (for DP) Software Maintenance (3 yrs.)	7640018991	\$25,647.00
10 Active Inputs (for DP) Software Maintenance (5 yrs.)	10 Active Inputs (for DP) Software Maintenance (5 yrs.)	7640018992	\$4,856.00
25 Active Inputs (for DP) Software Maintenance (5 yrs.)	25 Active Inputs (for DP) Software Maintenance (5 yrs.)	7640018993	\$11,516.00
50 Active Inputs (for DP) Software Maintenance (5 yrs.)	50 Active Inputs (for DP) Software Maintenance (5 yrs.)	7640018994	\$21,596.00
100 Active Inputs (for DP) Software Maintenance (5 yrs.)	100 Active Inputs (for DP) Software Maintenance (5 yrs.)	7640018995	\$40,496.00
500 Active Inputs (for Dispatcher Phoenix) Software Maintenance (1 yr)	500 Active Inputs (for Dispatcher Phoenix) Software Maintenance (1 yr)	7640020032	\$42,000.00
500 Active Inputs (for Dispatcher Phoenix) Software Maintenance (3 yr)	500 Active Inputs (for Dispatcher Phoenix) Software Maintenance (3 yr)	7640020033	\$119,700.00
500 Active Inputs (for Dispatcher Phoenix) Software Maintenance (5 yr)	500 Active Inputs (for Dispatcher Phoenix) Software Maintenance (5 yr)	7640020034	\$189,000.00
AccurioPro Connect: Maintenance Reactivation Key	AccurioPro Connect: Maintenance Reactivation Key	7640020227	\$1,980.00
AccurioPro Connect Software Maintenance (1 yr.)	AccurioPro Connect Software Maintenance (1 yr.)	7640020228	\$1,200.00
AccurioPro Connect Software Maintenance (3 yr.)	AccurioPro Connect Software Maintenance (3 yr.)	7640020229	\$3,420.00
AccurioPro Connect Software Maintenance (5 yr.)	AccurioPro Connect Software Maintenance (5 yr.)	7640020230	\$5,400.00

AccurioPro Connect Book Builder	AccurioPro Connect Book Builder	7640020231	\$1,500.00
AccurioPro Connect Connectivity	AccurioPro Connect Connectivity	7640020232	\$4,000.00
AccurioPro Connect Power Tools	AccurioPro Connect Power Tools	7640020233	\$4,000.00
AccurioPro Connect Flux Connector	AccurioPro Connect Flux Connector	7640020234	\$800.00
AccurioPro Connect Upgrade	AccurioPro Connect Upgrade	7640020235	\$5,200.00

AccurioPro Connect BookBuild Main. 1 yr.	AccurioPro Connect BookBuild Main. 1 yr.	7640020236	\$300.00
AccurioPro Connect BookBuild Main. 3 yr.	AccurioPro Connect BookBuild Main. 3 yr.	7640020237	\$855.00
AccurioPro Connect BookBuild Main. 5 yr.	AccurioPro Connect BookBuild Main. 5 yr.	7640020238	\$1,350.00
AccurioPro Connect Connectivity Main.1yr	AccurioPro Connect Connectivity Main.1yr	7640020239	\$800.00
AccurioPro Connect Connectivity Main.3yr	AccurioPro Connect Connectivity Main.3yr	7640020240	\$2,280.00
AccurioPro Connect Connectivity Main.5yr	AccurioPro Connect Connectivity Main.5yr	7640020241	\$3,600.00
AccurioPro Connect Power Tools Main.1 yr	AccurioPro Connect Power Tools Main.1 yr	7640020242	\$800.00
AccurioPro Connect Power Tools Main.3 yr	AccurioPro Connect Power Tools Main.3 yr	7640020243	\$2,280.00
AccurioPro Connect Power Tools Main.5 yr	AccurioPro Connect Power Tools Main.5 yr	7640020244	\$3,600.00
AccurioPro Connect Flux Main.1 yr	AccurioPro Connect Flux Main.1 yr	7640020245	\$160.00
AccurioPro Connect Flux Main.3 yr	AccurioPro Connect Flux Main.3 yr	7640020246	\$456.00



AccurioPro Connect Flux Main.5 yr	AccurioPro Connect Flux Main.5 yr	7640020247	\$720.00
AccurioPro Connect Upgrade SW Maint.1 yr	AccurioPro Connect Upgrade SW Maint.1 yr	7640020248	\$1,040.00
AccurioPro Connect Upgrade SW Maint.3 yr	AccurioPro Connect Upgrade SW Maint.3 yr	7640020249	\$2,964.00
AccurioPro Connect Upgrade SW Maint.5 yr	AccurioPro Connect Upgrade SW Maint.5 yr	7640020250	\$4,680.00
Dispatcher Phoenix PDF Processing Bundle Software Maintenance (1 Year)	DP PDF Processing Bundle SW Maintenance (1 Year)	7640020740	\$80.00
Dispatcher Phoenix PDF Processing Bundle Software Maintenance (3 Years)	DP PDF Processing Bundle SW Maintenance (3 Year)	7640020741	\$228.00
Dispatcher Phoenix PDF Processing Bundle Software Maintenance (5 Years)	DP PDF Processing Bundle SW Maintenance (5 Year)	7640020742	\$360.00
Konica Minolta SEC Development Services for Dispatcher Phoenix (Per Hour)	Konica Minolta SEC Development Services for Dispatcher Phoenix (Per Hour)	7640005346	\$350.00
Remote Installation Services performed by SEC (up to 4 hours)	Remote Installation Services performed by SEC (up to 4 hours)	7640015792	\$800.00
KMBS Basic Install and Training for APC	KMBS Basic Install and Training for APC	7640020300	\$650.00
KMBS Advanced Training for APC	KMBS Advanced Training for APC	7640020301	\$1,300.00

<sup>1</sup>01/25/2019 Per Catherine Brill, Item #7640020710 replaced Item #7640020226.

ENGAGEIT VARIABLE DATA EngageIT Variable Data

Upgrade from EngageIT VDP Desk top to EngageIT VDP PRO (per quote)	UPG ENGAGEIT VDP DESKTOP TO PRO(QUOTE)	KM210VDPTOPROUPG <sup>2</sup>	\$1.00
Re-Entry Annual Support and Upgrades for EngageIT VDP Pro	REENTRY ANN MAINT ENGAGEIT VDP PRO	KM525DMPROBBI	\$1,795.00
Re-Entry Annual Support and Upgrades for EngageIT VDP Desk Top	REENTRY ANN MAINT ENGAGEIT VDP DESKTOP	KM525DMVDPBBI	\$995.00
PROFESSIONAL SERVICES	Professional Service UnitsOne unit of professional services for project or development work	KM600SVPRJ <sup>3</sup>	\$200.00
JOB SETUP WITH TRAINING ON JOB	First VDP Job Setup Training PackagePrepare a single VDP job for user plus webinar training on that job only*	KM700DMJSU	\$1,295.00
VIDEO TRAINING	Video Training, Self-train with Video Access	KM700DMVID	\$295.00
WEBINAR TRAINING	Webinar Training PackageThis package includes hands-on, basic training. The training is Instructor-guided and	KM700DMWEB	\$1,295.00

<sup>1</sup>IMPORTANT NOTES ABOUT ENGAGEIT VARIABLE DATA All EngageIT Variable Data software components work directly with the Adobe AE InDesign AE application provide powerful Variable Data Printing features. EngageIT VDP Desktop is the special, low-cost solution for Variable Data Printing developed exclusively for Konica Minolta. The software is fully functional and is limited to PDF and PDF/VT output. EngageIT VDP PRO is the professional version of the software, which includes faster performance, a few extra "power user" features, and access to more print output formats, including PDF, PDF/VT, PostScript, and PPML. For a full comparison of the Desktop and PRO version features, please visit [www.EngageITVDP.com/compare](http://www.EngageITVDP.com/compare). SYSTEM REQUIREMENTS EngageIT VDP Desktop and PRO work with

PlanetPress V7

PLANETPRESS 7 WATCH 1 LIC	PlanetPress 7 Watch - 1 License	7640007953	\$4,200.00
PLANETPRESS 7 WATCH 2 LIC	PlanetPress 7 Watch - 2 Licenses (per license)	7640007954	\$3,200.00
PLANETPRESS OFFICE 1 LIC	PlanetPress Office - 1 License	7640007955	\$9,100.00
PLANETPRESS OFFICE 2 LIC	PlanetPress Office - 2 Licenses (per license)	7640007956	\$6,800.00
PLANETPRESS PRODUCTION 1 LIC	PlanetPress Production - 1 License	7640007957	\$15,100.00
PLANETPRESS PRODUCTION 2 LIC	PlanetPress Production - 2 Licenses (per license)	7640007958	\$11,300.00
PLANETPRESS 7 IMAGING 1 LIC	PlanetPress 7 Imaging - 1 License	7640007959	\$4,800.00
PLANETPRESS 7 IMAGING 2 LIC	PlanetPress 7 Imaging - 2 Licenses (per license)	7640007960	\$3,600.00
PP WATCH DISASTER RECOVERY/DEV LICENSE	PlanetPress Watch Disaster Recovery/Development License	7640016079 <sup>2</sup>	\$1,750.00
PP OFFICE DISASTER RECOVERY/DEV LICENSE	PlanetPress Office Disaster Recovery/Development License	7640016080 <sup>3</sup>	\$3,750.00
PP PROD DISASTER RECOVERY/DEV LICENSE	PlanetPress Production Disaster Recovery/Development License	7640016081 <sup>4</sup>	\$6,250.00
PP IMAGING DISASTER RECOVERY/DEV LICENSE	PlanetPress Imaging Disaster Recovery/Development License	7640016082 <sup>5</sup>	\$2,000.00
PP WATCH 1 LIC MAINT	PlanetPress Watch - 1 License: Maintenance	7640007967	\$770.00
PP WATCH UPTO 2 LIC MAINT	PlanetPress Watch - 2 Licenses: Maintenance (per license)	7640007968	\$578.00
PP OFFICE 1 LIC MAINT	PlanetPress Office - 1 License: Maintenance	7640007969	\$1,820.00



PP OFFICE 2 LIC MAINT	PlanetPress Office - 2 Licenses: Maintenance (per license)	7640007970	\$1,360.00
PP PRODUCTION 1 LIC MAINT	PlanetPress Production - 1 License: Maintenance	7640007971	\$3,020.00
PP PRODUCTION 2 LIC MAINT	PlanetPress Production - 2 Licenses: Maintenance (per license)	7640007972	\$2,260.00
PP IMAGING 1 LIC: MAINT	PlanetPress Imaging - 1 License: Maintenance	7640007973	\$960.00
PP IMAGING 2 LIC: MAINT	PlanetPress Imaging - 2 Licenses (per license): Maintenance	7640007974	\$720.00

PP WATCH 1 LIC MNT RENEW	PlanetPress Watch - 1 License: Maintenance Renewal	7640007981	\$770.00
PP WATCH UPTO 2 LIC MNT RENEW	PlanetPress Watch - 2 Licenses: Maintenance Renewal (per license)	7640007982	\$578.00
PP OFFC 1 LIC: MNT RENEW	PlanetPress Office - 1 License: Maintenance Renewal	7640007983	\$1,820.00
PP OFFC 2 LIC: MNT RENEW	PlanetPress Office - 2 Licenses: Maintenance Renewal (per license)	7640007984	\$1,360.00
PP PROD 1 LIC: MNT RENEW	PlanetPress Production - 1 License: Maintenance Renewal	7640007985	\$3,020.00
PP PROD 2 LIC: MNT RENEW	PlanetPress Production - 2 Licenses: Maintenance Renewal (per license)	7640007986	\$2,260.00
PP IMAGING 1 LIC: MNT RENEW	PlanetPress Imaging - 1 License: Maintenance Renewal	7640007987	\$960.00
PP IMAGING 2 LIC: MNT RENEW	PlanetPress Imaging - 2 Licenses (per license): Maintenance Renewal	7640007988	\$720.00

PP WATCH 1 LIC MNT RE-ENT	PlanetPress Watch 1 License: Maintenance Re-entry	7640007995	\$1,540.00
PP WATCH UPTO 2 LIC MNT RE-ENT	PlanetPress Watch 2 Licenses: Maintenance Re-entry (per license)	7640007996	\$1,156.00
PP OFFICE 1 LIC MNT RE-ENT	PlanetPress Office 1 License: Maintenance Re-entry	7640007997	\$3,640.00
PP OFFICE 2 LIC MNT RE-ENT	PlanetPress Office 2 Licenses: Maintenance Re-entry (per license)	7640007998	\$2,720.00
PP PROD 1 LIC MNT RE-ENT	PlanetPress Production 1 License: Maintenance Re-entry	7640007999	\$6,040.00
PP PROD 2 LIC MNT RE-ENT	PlanetPress Production 2 Licenses: Maintenance Re-entry (per license)	7640008000	\$4,520.00
PP IMAGING 1 LIC: MNT RE-ENT	PlanetPress Imaging - 1 License: Maintenance Re-entry	7640008001	\$1,920.00
PP IMAGING 2 LIC: MNT RE-ENT	PlanetPress Imaging - 2 Licenses (per license): Maintenance Re-entry	7640008002	\$1,440.00

PP PR LIC UPGD: 1-50 TO 51-69 QTY 1	PlanetPress Printer Speed-Up License Upgrade: 1-50ppm to 51-69ppm (Cat 1 to Cat 2) Qty 1	7640003039	\$1,925.00
PP PRINTER 1-50 PPM 1 LIC	PlanetPress printer license (1-50 ppm); 1 license	7640004227	\$1,900.00
PP PRINTER 1-50 PPM UPTO 5 LIC	PlanetPress printer license (1-50 ppm); up to 5 licenses	7640004228	\$1,100.00
PP PRINTER 1-50 PPM UPTO 10 LIC	PlanetPress printer license (1-50 ppm); up to 10 licenses	7640004229	\$800.00
PP PRINTER 1-50 PPM UPTO 11 LIC	PlanetPress printer license (1-50 ppm); 11 or more licenses	7640004230	\$600.00
PP PRINTER 51-69 PPM 1 LIC	PlanetPress printer license (51-69 ppm); 1 license	7640004231	\$4,200.00
PP PRINTER 51-69 PPM UPTO 5 LIC	PlanetPress printer license (51-69 ppm); up to 5 licenses	7640004232	\$2,900.00
PP PRINTER 51-69 PPM UPTO 10 LIC	PlanetPress printer license (51-69 ppm); up to 10 licenses	7640004233	\$2,300.00
PP PRINTER 51-69 PPM UPTO 11 LIC	PlanetPress printer license (51-69 ppm); 11 or more licenses	7640004234	\$1,900.00
PP PRINTER 70-105 PPM 1 LIC	PlanetPress printer license (70-105 ppm); 1 license	7640004235	\$5,700.00
PP PRINTER 70-105 PPM UPTO 5 LIC	PlanetPress printer license (70-105 ppm); up to 5 licenses	7640004236	\$4,500.00
PP PRINTER 70-105 PPM UPTO 6 LIC	PlanetPress printer license (70-105 ppm); 6 or more licenses	7640004237	\$3,600.00
PP PRINTER 106-179 PPM 1 LIC	PlanetPress printer license (106-179 ppm); 1 license	7640004238	\$9,000.00
PP PRINTER 106-179 PPM UPTO 2 LIC	PlanetPress printer license (106-179 ppm); up to 5 licenses	7640004239	\$7,200.00
PP PRINTER 180 PPM 1 LIC	PlanetPress printer license (180 ppm); 1 license	7640004240	\$18,200.00
PP PRINTER 180 PPM UPTO 2 LIC	PlanetPress printer license (180 ppm); 2 or more licenses	7640004241	\$14,500.00
PP PR LIC UPGD: 1-50 TO 70-105 QTY 1	PlanetPress Printer Speed-Up License Upgrade: 1-50ppm to 70-105ppm (Cat 1 to Cat 3) Qty 1	7640004583	\$3,135.00
PP PR LIC UPGD: 70-105 TO 179 QTY 1	PlanetPress Printer Speed-Up License Upgrade: 70-105ppm to 179 ppm (Cat 3 to Cat 5) Qty 1	7640005050	\$10,325.00
PP PR LIC UPGD: 106-179 TO 179 QTY 1	PlanetPress Printer Speed-Up License Upgrade: 106-179ppm to 179 ppm (Cat 4 to Cat 5) Qty 1	7640006866	\$7,575.00
PP PR LIC UPGD: 106-179 TO 179 QTY 2	PlanetPress Printer Speed-Up License Upgrade: 106-179ppm to 179 ppm (Cat 4 to Cat 5) Qty 2 per license	7640006867	\$6,050.00
PP PR LIC UPGD: 51-69 TO 106-179 QTY 1	PlanetPress Printer Speed-Up License Upgrade: 51-69ppm to 106-179ppm (Cat 2 to Cat 4) Qty 1	7640009369	\$3,960.00
PP PR LIC UPGD: 70-105 TO 106-179 QTY 1	PlanetPress Printer Speed-Up License Upgrade: 70-105ppm to 106-179ppm (Cat 3 to Cat 4) Qty 1	7640013080	\$2,750.00
PP PR LIC UPGD: 70-105 TO 106-179 QTY 2	PlanetPress Printer Speed-Up License Upgrade: 70-105ppm to 106-179ppm (Cat 3 to Cat 4) Qty 2 per license	7640013081	\$2,200.00
PP PR LIC UPGD: 51-69 TO 70-105 QTY 1	PlanetPress Printer Speed-Up License Upgrade: 51-69ppm to 70-105ppm (Cat 2 to Cat 3) Qty 1	7640013588	\$1,210.00
PP PR LIC UPGD: 1-50 TO 51-69 QTY 2	PlanetPress Printer Speed-Up License Upgrade: 1-50ppm to 51-69ppm (Cat 1 to Cat 2) Qty 2 per license	7640015840	\$1,495.00
PP PR LIC UPGD: 1-50 TO 70-105 QTY 2	PlanetPress Printer Speed-Up License Upgrade: 1-50ppm to 70-105ppm (Cat 1 to Cat 3) Qty 2 per license	7640015841	\$2,825.00
PP PR LIC UPGD: 1-50 TO 106-179 QTY 1	PlanetPress Printer Speed-Up License Upgrade: 1-50ppm to 106-179ppm (Cat 1 to Cat 4) Qty 1	7640015842	\$5,885.00
PP PR LIC UPGD: 1-50 TO 106-179 QTY 2	PlanetPress Printer Speed-Up License Upgrade: 1-50ppm to 106-179ppm (Cat 1 to Cat 4) Qty 2 per license	7640015843	\$5,025.00
PP PR LIC UPGD: 51-69 TO 70-105 QTY 2	PlanetPress Printer Speed-Up License Upgrade: 51-69ppm to 70-105ppm (Cat 2 to Cat 3) Qty 2 per license	7640015844	\$1,330.00
PP PR LIC UPGD: 51-69 TO 106-179 QTY 2	PlanetPress Printer Speed-Up License Upgrade: 51-69ppm to 106-179ppm (Cat 2 to Cat 4) Qty 2 per license	7640015845	\$3,530.00

PP PRT 1-50 PPM 1 LIC MAINT	PlanetPress printer license (1-50 ppm); 1 license, maintenance	7640004315	\$339.00
PP PRT 1-50 PPM UPTO 5 LIC MAINT	PlanetPress printer license (1-50 ppm); up to 5 licenses, maintenance per license	7640004316	\$203.60

PP PRT 1-50 PPM UPTO 10 LIC MAINT	PlanetPress printer license (1-50 ppm); up to 10 licenses, maintenance per license	7640004317	\$143.00
PP PRT 1-50 PPM UP TO 11 LIC MAINT	PlanetPress printer license (1-50 ppm); 11 or more licenses, maintenance per license	7640004318	\$110.00
PP PRT 51-69 PPM 1 LIC MAINT	PlanetPress printer license (51-69 ppm); 1 license, maintenance per license	7640004319	\$762.00
PP PRT 51-69 PPM 2-5 LIC MAINT	PlanetPress printer license (51-69 ppm); up to 5 licenses, maintenance per license	7640004320	\$532.00
PP PRT 51-69 PPM UPTO 10 LIC MAINT	PlanetPress printer license (51-69 ppm); up to 10 licenses, maintenance per license	7640004321	\$424.00
PP PRT 51-69 PPM UPTO 11 LIC MAINT	PlanetPress printer license (51-69 ppm); 11 or more licenses, maintenance per license	7640004322	\$338.00
PP PRT 70-105 PPM 1 LIC MAINT	PlanetPress printer license (70-105 ppm); 1 license, maintenance per license	7640004323	\$1,028.00
PP PRT 70-105 PPM UPTO 5 LIC MAINT	PlanetPress printer license (70-105 ppm); up to 5 licenses, maintenance per license	7640004324	\$825.00
PP PRT 70-105 PPM UPTO 6 LIC MAINT	PlanetPress printer license (70-105 ppm); 6 or more licenses, maintenance per license	7640004325	\$660.00
PP PRT 106-179 PPM 1 LIC MAINT	PlanetPress printer license (106-179 ppm); 1 license, maintenance per license	7640004326	\$1,634.00
PP PRT 106-179 PPM UPTO 2 LIC MAINT REN	PlanetPress printer license (106-179 ppm); up to 5 licenses, maintenance per license	7640004327	\$1,309.00
PP PRT 180 PPM 1 LIC MAINT	PlanetPress printer license (180 ppm); 1 license, maintenance per license	7640004328	\$3,300.00
PP PRT 180 PPM UPTO 2 LIC MAINT	PlanetPress printer license (180 ppm); 2 or more licenses, maintenance per license	7640004329	\$2,640.00

PP PRT 1-50 PPM 1 LIC MNT RENEW	PlanetPress printer license (1-50 ppm); 1 license, maintenance renewal	7640004260	\$380.00
PP PRT 1-50 PPM UPTO 5 LIC MNT RENEW	PlanetPress printer license (1-50 ppm); up to 5 licenses, maintenance renewal per license	7640004261	\$220.00
PP PRT 1-50 PPM UPTO 10 LIC MNT RENEW	PlanetPress printer license (1-50 ppm); up to 10 licenses, maintenance renewal per license	7640004262	\$160.00
PP PRT 1-50 PPM UP TO 11 LIC MNT RENEW	PlanetPress printer license (1-50 ppm); 11 or more licenses, maintenance renewal per license	7640004263	\$120.00
PP PRT 51-69 PPM 1 LIC MNT RENEW	PlanetPress printer license (51-69 ppm); 1 license, maintenance renewal per license	7640004268	\$840.00
PP PRT 51-69 PPM 2-5 LIC MNT RENEW	PlanetPress printer license (51-69 ppm); up to 5 licenses, maintenance renewal per license	7640004269	\$580.00
PP PRT 51-69 PPM UPTO 10 LIC MNT RENEW	PlanetPress printer license (51-69 ppm); up to 10 licenses, maintenance renewal per license	7640004270	\$460.00
PP PRT 70-105 PPM 1 LIC MNT RENEW	PlanetPress printer license (70-105 ppm); up to 5 licenses, maintenance renewal per license	7640004271	\$380.00
PP PRT 70-105 PPM 1 LIC MNT RENEW	PlanetPress printer license (70-105 ppm); 1 license, maintenance renewal per license	7640004276	\$1,140.00
PP PRT 70-105 PPM UPTO 5 LIC MNT RENEW	PlanetPress printer license (70-105 ppm); up to 5 licenses, maintenance renewal per license	7640004277	\$900.00
PP PRT 70-105 PPM UPTO 6 LIC MNT RENEW	PlanetPress printer license (70-105 ppm); 6 or more licenses, maintenance renewal per license	7640004278	\$720.00
PP PRT 106-179 PPM 1 LIC MNT RENEW	PlanetPress printer license (106-179 ppm); 1 license, maintenance renewal per license	7640004282	\$1,800.00
PP PRT 106-179 PPM UPTO 2 LIC MNT REN	PlanetPress printer license (106-179 ppm); up to 5 licenses, maintenance renewal per license	7640004283	\$1,440.00
PP PRT 180 PPM 1 LIC MNT RENEW	PlanetPress printer license (180 ppm); 1 license, maintenance renewal per license	7640004286	\$3,640.00
PP PRT 180 PPM UPTO 2 LIC MNT RENEW	PlanetPress printer license (180 ppm); 2 or more licenses, maintenance renewal per license	7640004287	\$2,900.00

PP PRT 1-50 PPM 1 LIC MNT RE-ENT	PlanetPress printer license (1-50 ppm); 1 license, maintenance renewal	7640004264	\$760.00
PP PRT 1-50 PPM UPTO 5 LIC MNT RE-ENT	PlanetPress printer license (1-50 ppm); up to 5 licenses, maintenance re-entry per license	7640004265	\$440.00
PP PRT 1-50 PPM UPTO 10 LIC MNT RE-ENT	PlanetPress printer license (1-50 ppm); up to 10 licenses, maintenance re-entry per license	7640004266	\$320.00
PP PRT 1-50 PPM UPTO 11 LIC MNT RE-ENT	PlanetPress printer license (1-50 ppm); 11 or more licenses, maintenance re-entry per license	7640004267	\$240.00
PP PRT 51-69 PPM 1 LIC MNT RE-ENT	PlanetPress printer license (51-69 ppm); 1 license, maintenance re-entry per license	7640004272	\$1,680.00
PP PRT 51-69 PPM UPTO 5 LIC MNT RE-ENT	PlanetPress printer license (51-69 ppm); up to 5 licenses, maintenance re-entry per license	7640004273	\$1,160.00
PP PRT 51-69 PPM UPTO 10 LIC MNT RE-ENT	PlanetPress printer license (51-69 ppm); up to 10 licenses, maintenance re-entry per license	7640004274	\$920.00
PP PRT 51-69 PPM UPTO 11 LIC MNT RE-ENT	PlanetPress printer license (51-69 ppm); 11 or more licenses, maintenance re-entry per license	7640004275	\$760.00
PP PRT 70-105 PPM 1 LIC MNT RE-ENT	PlanetPress printer license (70-105 ppm); 1 license, maintenance re-entry per license	7640004279	\$2,280.00
PP PRT 70-105 PPM UPTO 5 LIC MNT RE-ENT	PlanetPress printer license (70-105 ppm); up to 5 licenses, maintenance re-entry per license	7640004280	\$1,800.00
PP PRT 70-105 PPM UPTO 6 LIC MNT RE-ENT	PlanetPress printer license (70-105 ppm); 6 or more licenses, maintenance re-entry per license	7640004281	\$1,440.00
PP PRT 106-179 PPM 1 LIC MNT RE-ENT	PlanetPress printer license (106-179 ppm); 1 license, maintenance re-entry per license	7640004284	\$3,600.00
PP PRT 106-179 PPM UPTO 2 LIC MNT RE-EN	PlanetPress printer license (106-179 ppm); up to 5 licenses, maintenance re-entry per license	7640004285	\$2,880.00
PP PRT 180 PPM 1 LIC MNT RE-ENT	PlanetPress printer license (180 ppm); 1 license, maintenance re-entry per license	7640004288	\$7,280.00
PP PRT 180 PPM UPTO 2 LIC MNT RE-ENT	PlanetPress printer license (180 ppm); 2 or more licenses, maintenance re-entry per license	7640004289	\$5,800.00

PP WATCH TO OFFICE UPGD 1 LIC	Upgrade from PlanetPress Watch to PlanetPress Office - 1 License	7640007961	\$6,300.00
PP WATCH TO OFFICE UPGD 2 LIC	Upgrade from PlanetPress Watch to PlanetPress Office - 2 Licenses (per license)	7640007962	\$4,700.00
PP WATCH TO PROD UPGD 1 LIC	Upgrade from PlanetPress Watch to PlanetPress Production - 1 License	7640007963	\$14,200.00
PP WATCH TO PROD UPGD 2 LIC	Upgrade from PlanetPress Watch to PlanetPress Production - 2 Licenses (per license)	7640007964	\$10,600.00
PP OFFICE TO PROD UPGD 1 LIC	Upgrade from PlanetPress Office to PlanetPress Production - 1 License	7640007965	\$7,900.00
PP OFFICE TO PROD UPGD 2 LIC	Upgrade from PlanetPress Office to PlanetPress Production - 2 Licenses (per license)	7640007966	\$5,900.00

PP WATCH TO OFFICE UPGD 1 LIC: MAINT	Upgrade from PlanetPress Watch to PlanetPress Office - 1 License: Maintenance	7640007975	\$1,260.00
PP WATCH TO OFFICE UPGD 2 LIC: MAINT	Upgrade from PlanetPress Watch to PlanetPress Office - 2 Licenses (per license): Maintenance	7640007976	\$940.00
PP WATCH TO PROD UPGD 1 LIC: MAINT	Upgrade from PlanetPress Watch to PlanetPress Production - 1 License: Maintenance	7640007977	\$2,840.00
PP WATCH TO PROD UPGD 2 LIC: MAINT	Upgrade from PlanetPress Watch to PlanetPress Production - 2 Licenses (per license): Maintenance	7640007978	\$2,120.00

PP OFFICE TO PROD UPGD 1 LIC: MAINT	Upgrade from PlanetPress Office to PlanetPress Production - 1 License: Maintenance	7640007979	\$1,580.00
PP OFFICE TO PROD UPGD 2 LIC: MAINT	Upgrade from PlanetPress Office to PlanetPress Production - 2 Licenses (per license): Maintenance	7640007980	\$1,180.00
PP WATCH TO OFFC UPGD 1 LIC: MNT RENEW	Upgrade from PlanetPress Watch to PlanetPress Office - 1 License: Maintenance Renewal	7640007989	\$884.00
PP WATCH TO OFFC UPGD 2 LIC: MNT RENEW	Upgrade from PlanetPress Watch to PlanetPress Office - 2 Licenses (per license): Maintenance Renewal	7640007990	\$663.00
PP WATCH TO PROD UPGD 1 LIC: MNT RENEW	Upgrade from PlanetPress Watch to PlanetPress Production - 1 License: Maintenance Renewal	7640007991	\$1,989.00
PP OFFC TO PROD UPGD 1 LIC: MNT RENEW	Upgrade from PlanetPress Office to PlanetPress Production - 1 License: Maintenance Renewal	7640007993	\$1,105.00
PP OFFC TO PROD UPGD 2 LIC: MNT RENEW	Upgrade from PlanetPress Office to PlanetPress Production - 2 Licenses (per license): Maintenance Renewal	7640007994	\$828.75
PP WATCH TO OFFC UPGD 1 LIC: MNT RE-ENT	Upgrade from PlanetPress Watch to PlanetPress Office - 1 License: Maintenance Re-entry	7640008003	\$1,300.00
PP WATCH TO OFFC UPGD 2 LIC: MNT RE-ENT	Upgrade from PlanetPress Watch to PlanetPress Office - 2 Licenses (per license): Maintenance Re-entry	7640008004	\$975.00
PP WATCH TO PROD UPGD 1 LIC: MNT RE-ENT	Upgrade from PlanetPress Watch to PlanetPress Production - 1 License: Maintenance Re-entry	7640008005	\$2,925.00
PP WATCH TO PROD UPGD 2 LIC: MNT RE-ENT	Upgrade from PlanetPress Watch to PlanetPress Production - 2 Licenses (per license): Maintenance Re-entry	7640008006	\$2,193.75
PP OFFC TO PROD UPGD 1 LIC: MNT RE-ENT	Upgrade from PlanetPress Office to PlanetPress Production - 1 License: Maintenance Re-entry	7640008007	\$1,625.00
PP OFFC TO PROD UPGD 2 LIC: MNT RE-ENT	Upgrade from PlanetPress Office to PlanetPress Production - 2 Licenses (per license): Maintenance Re-entry	7640008008	\$1,218.75
PLANETPRESS SOFTWARE MEDIA	PlanetPress Suite 7 Software Media	7640008009 <sup>6</sup>	\$50.00
PPS WEB-BASED END-USER TRAINING	PlanetPress Suite Web-Based End-User Training	7640005082 <sup>7</sup>	\$995.00
PP DOCUMENT DESIGN AT OL (2 DAYS)	PlanetPress Document Design at Objectif Lune: Per Student (2 days) - English	7640008010	\$1,750.00
PP DOCUMENT FLOW: AT OL (2 DAYS)	PlanetPress Document Flow at Objectif Lune: Per Student(2 days) - English	7640008011	\$1,750.00
PP SOLUTION DEV AT OL (4 DAYS)	PlanetPress Solution Development at Objectif Lune: Per Student (4 days) - English	7640008012	\$2,750.00
PP CUSTOM TRAINING AT OL (PER DAY)	PlanetPress Custom Training at Objectif Lune: Per Student (per day) - English	7640008013	\$1,450.00
PLANETPRESS TALK AT OL (PER DAY)	PlanetPress Talk at Objectif Lune: Per Student (per day) - English	7640008014	\$1,250.00
PP DOCUMENT DESIGN ON-SITE (2 DAYS)	PlanetPress Document Design On-Site (2 days with a maximum of 5 students) - English	7640008015 <sup>8</sup>	\$4,000.00
PP DOCUMENT FLOW ON-SITE (2 DAYS)	PlanetPress Document Flow On-Site (2 days with a maximum of 5 students) - English	7640008016 <sup>9</sup>	\$4,000.00
PP SOLUTION DEV ON-SITE (4 DAYS)	PlanetPress Solution Development On-Site (4 days with a maximum of 5 students) - English	7640008017 <sup>10</sup>	\$8,000.00
PP CUSTOM TRAINING ON-SITE (PER DAY)	PlanetPress Custom Training On-Site (per day) - English	7640008018 <sup>11</sup>	\$2,200.00
PLANETPRESS TALK ON-SITE (PER DAY)	PlanetPress Talk On-Site (per day with a maximum of 5 students) - English	7640008019 <sup>12</sup>	\$2,000.00
OBJECTIF LUNE - AIR FARE	Objectif Lune - Air fare	7640004310	\$1.00
OBJECTIF LUNE ON-SITE SRVCS(ONE 8-HRDAY)	Professional Services - on-site per day	7640001275 <sup>13</sup>	\$2,000.00
OBJECTIF LUNE CUSTM APPLICATN DEVELOPMNT	Professional Services - at OL (Hourly)	7640001519	\$250.00
OL PRO SERVICES -PER DIEM	Objectif Lune Professional Services - Per Diem	7640004304	\$400.00
OL PROF SERVICES - HOURLY (MIN 4 HOURS)	Professional Services - remote (Hourly, min 4hrs)	7640008020	\$250.00

<sup>1</sup>To place an order for any item on this price sheet, please contact your Document Solutions Consultant or fax an order directly to Konica Minolta's ordering department based on your region. PlanetPress Office and Production include Watch. All PlanetPress orders must include the first year of mandatory maintenance for all software and printer licenses. Maintenance Renewal is for the subsequent year's maintenance. Maintenance Re-Entry is to resume maintenance when there is a lapse in coverage. Training in the form of web-based modules, classes in Montreal, or on-site is strongly recommended. As of January 4, 2010, software maintenance now includes unlimited end-customer access to Objectif Lune's OL Learn eLearning portal AND access to all software updates and upgrades for customers with a current maintenance agreement in effect.

<sup>2</sup>PlanetPress Disaster Recovery (DR) Licenses are available for Customers needing to provide a Disaster Recovery Copy of an existing Product or for a new Product being purchased. For a Customer with an existing Product, that Product must be covered by a current Annual Maintenance (PlanetPress Care) Contract. All DR Licenses must include the corresponding standard Annual Maintenance. Please contact Objectif Lune Pre-Sales for more information.

<sup>3</sup>PlanetPress Disaster Recovery (DR) Licenses are available for Customers needing to provide a Disaster Recovery Copy of an existing Product or for a new Product being purchased. For a Customer with an existing Product, that Product must be covered by a current Annual Maintenance (PlanetPress Care) Contract. All DR Licenses must include the corresponding standard Annual Maintenance. Please contact Objectif Lune Pre-Sales for more information.

<sup>4</sup>PlanetPress Disaster Recovery (DR) Licenses are available for Customers needing to provide a Disaster Recovery Copy of an existing Product or for a new Product being purchased. For a Customer with an existing Product, that Product must be covered by a current Annual Maintenance (PlanetPress Care) Contract. All DR Licenses must include the corresponding standard Annual Maintenance. Please contact Objectif Lune Pre-Sales for more information.

<sup>5</sup>PlanetPress Disaster Recovery (DR) Licenses are available for Customers needing to provide a Disaster Recovery Copy of an existing Product or for a new Product being purchased. For a Customer with an existing Product, that Product must be covered by a current Annual Maintenance (PlanetPress Care) Contract. All DR Licenses must include the corresponding standard Annual Maintenance. Please contact Objectif Lune Pre-Sales for more information.

<sup>6</sup>All PlanetPress software and licenses are e-mailed to the end-customer. PlanetPress Software Media (Item 7640008009) is available for customers who require a physical CD.

<sup>7</sup>PlanetPress Suite Web-Based Training (Item 7640005082) provides 1 student with access to Objectif Lune's learning site for 1 year for the version selected. This is only required for customers WITHOUT a current maintenance agreement in effect. As of January 4, 2010, software maintenance now includes unlimited end-customer access to Objectif Lune's OL Learn eLearning portal for customers with a current maintenance agreement in effect.

<sup>8</sup>2-Day On-Site Document Design Training (Item 7640008015) requires the purchase of Per Diem (item# 7640004304, \$335 x 2 = \$670), and airfare at cost.

<sup>9</sup>2-Day On-Site Document Flow Training (Item 7640008016) requires the purchase of Per Diem (item# 7640004304, \$335 x 2 = \$670), and airfare at cost.

<sup>10</sup>4-Day On-Site Solution Development Training (Item 7640008017) requires the purchase of Per Diem (item# 7640004304, \$335 x 4 = \$1,340), and airfare at cost.

<sup>11</sup>PlanetPress Custom On-Site Training (Item 7640008018) requires the purchase of Per Diem (7640004304, \$335 x number of days), with a 2-day minumum and airfare at cost. On-site services can be combined to reach the 2-day minimum.

<sup>12</sup>PlanetPress Talk On-Site Training (Item 7640008019) requires the purchase of Per Diem (7640004304, \$335 x number of days), with a 2-day minumum and airfare at cost. On-site services can be combined to reach the 2-day minimum.

<sup>13</sup>Objectif Lune One Site Services (Item 7640001275) requires the purchase of Per Diem (7640004304, \$335 x number of days), with a 2-day minumum and airfare at cost. On-site services can be combined to reach the 2-day minimum.

PrintShop Mail 7 Version 7			
PRINTSHOP MAIL 7 STARTER	PrintShop Mail 7 Starter (100,000 records)	7640009493	\$1,100.00
PRINTSHOP MAIL 7 PRODUCTION	PrintShop Mail 7 Production (unlimited records)	7640009497	\$6,000.00
PSM 7 STARTER: 1YR MAINT	PrintShop Mail 7 Starter: Annual Maintenance	7640009494	\$220.00
PSM 7 PRODUCTION: 1YR MAINT	PrintShop Mail 7 Production: Annual Maintenance	7640009498	\$1,200.00
PSM 7 STARTER: 1YR MAINT RENEWAL	PrintShop Mail 7 Starter: Annual Maintenance Renewal	7640009495	\$220.00
PSM 7 PRODUCTION: 1YR MAINT RENEWAL	PrintShop Mail 7 Production: Annual Maintenance Renewal	7640009499	\$1,200.00
PSM 7 STARTER: 1YR MAINT RE-ENTRY	PrintShop Mail 7 Starter: Annual Maintenance Re-Entry	7640009496	\$440.00
PSM 7 PRODUCTION: 1 YR MAINT RE-ENTRY	PrintShop Mail 7 Production: Annual Maintenance Re-Entry	7640009500	\$2,400.00
PRINTSHOP MAIL 7 STARTER TO PROD UPGRADE	PrintShop Mail 7 Starter to PrintShop Mail 7 Production Upgrade	7640009509	\$5,400.00
PSM 7 STARTER TO PROD UPGD: 1YR MAINT	PrintShop Mail 7 Starter to PrintShop Mail 7 Production Upgrade: Annual Maintenance	7640009510	\$1,080.00
PSM 7 ADDITIONAL 350K RECORDS	PrintShop Mail 7 Additional 350,000 Records (PrintShop Mail 7 Starter only)	7640009516	\$3,000.00



<sup>1</sup>Pricing and Specifications subject to change without notice. All PrintShop Mail products, including DirectSmile, must include the first year of mandatory maintenance. Maintenance Re-Entry is to resume annual maintenance when there was a lapse in coverage. Unlimited access to Print Shop Mail End-User Web Training via Objectif Lune's web-based training site is provided at no charge to end-customers with a current annual maintenance agreement in effect.

HP Mobile/ Security Solutions			
HP ROAM FOR BUSINESS, 1 Yr	LICENSE FEE PER DEVICE	4HH57AAE	\$79.00
HP ROAM FOR BUSINESS, 3 Yr	LICENSE FEE PER DEVICE	4HH58AAE	\$207.00
HP ROAM FOR BUSINESS, 4 Yr	LICENSE FEE PER DEVICE	4HH59AAE	\$256.00
HP ROAM FOR BUSINESS, 5 Yr	LICENSE FEE PER DEVICE	4HH60AAE	\$295.00
Optional VBS Offerings			
PROFESSIONAL SERVICES	Cost per hour less than 5 hours	PSRV1-5	\$132.00
PROFESSIONAL SERVICES	Cost per hour 6-14 hours	PSRV6-14	\$120.00
PROFESSIONAL SERVICES	Cost per hour 15+	PSRV15	\$100.00
EQUIPMENT MOVE	Per Device	EQUIPMV	\$150.00
EQUIPMENT MOVE/INSTALL with STAIRCLIMBER	Per Device	EQUIPMVSTCL	\$245.00



**EXHIBIT X STATEMENT OF WORK (SOW) TEMPLATE  
BETWEEN (NAME OF AUTHORIZED USER) AND (SUPPLIER NAME)**

**ISSUED UNDER**

**CONTRACT NUMBER VA-XXXXXX-XXX  
BETWEEN  
VIRGINIA INFORMATION TECHNOLOGIES AGENCY  
AND  
[SUPPLIER NAME]**

Exhibit C, between (Name of Agency/Institution) and (Supplier Name) ("Supplier") is hereby incorporated into and made an integral part of Contract Number VA-XXXXXX-XXX ("Contract") between the Virginia Information Technologies Agency ("VITA") on behalf of the Commonwealth of Virginia (and [Supplier.

In the event of any discrepancy between this Exhibit C and the Contract, the provisions of the Contract shall control.

*(Note to Template Users: Any Service, Licensed Services, Solution or Software provided under this SOW must comply with all COVA Security and Enterprise Architecture ITRM policies, standards and guidelines located at: <http://www.vita.virginia.gov/library/default.aspx?id=537> and all COVA Enterprise Architecture Data Standards and requirements located at: <http://www.vita.virginia.gov/oversight/default.aspx?id=10344>.*

*If Authorized User is a State Agency and determines any area of non-compliance with the ITRM PSGs at the above links in the Service, Licensed Services, Solution or Software to be provided by Supplier under this SOW, such Authorized User's Project Manager must obtain written waiver from VITA in accordance with the waiver process prior to placing any related order or authorizing Supplier to commence any work. Agency should collaborate with their designated Customer Account Manager to obtain such waiver.)*

*[Note to Template Users: Instructions for using this template to draft a Statement of Work are in gray highlight and **italics**. These instructions should be deleted after the appropriate text has been added to the Statement of Work. Contractual language is **not italicized** and should remain in the document. Text that is highlighted in blue is variable based on the nature of the project.]*

**STATEMENT OF WORK**

This Statement of Work (SOW) is issued by the (Name of Agency/Institution), hereinafter referred to as "Authorized User" under the provisions of the Contract,. The objective of the project described in this SOW is for the Supplier to provide the Authorized User with a Solution ("Solution") or Services ("Services") or Software ("Software") or Hardware and Maintenance or Licensed Application Services" for Authorized User Project Name. *(Customize the last sentence to state what you are getting from the Supplier, based on the VITA Contract language, and with your project name.)*

**1. PERIOD OF PERFORMANCE**

The work authorized in this SOW will occur within XX (XX) months of execution of this Statement of Work. This includes delivery, installation, implementation, integration, testing and acceptance all of products and services necessary to implement the Authorized User's Solution, training, and any support, other than on-going maintenance services. The period of performance for maintenance services shall be one (1) year after implementation or end of Warranty Period and may be extended for additional one (1) year periods, pursuant to and unless otherwise specified in the Contract. *(Customize this section to match what you are getting from the Supplier, based on the allowable scope of the VITA Contract and your project's specific needs within that allowable scope.)*

**2. PLACE OF PERFORMANCE**

*(Assign performance locations to major milestones or any other project granularity, depending on your transparency and governance needs, if needed.)*

Tasks associated with this project will be performed at the Authorized User's location(s) in City/State, at Supplier's location(s) in City/State, or other locations as required by the effort.

**3. PROJECT DEFINITIONS**

*(Provide project unique definitions so that all stakeholders have the same understanding. Ensure these do not conflict with the Contract definition.)*

All definitions of the Contract shall apply to and take precedence over this SOW. Authorized User's specific project definitions are listed below:

**4. PROJECT SCOPE**

*(Provide a description of the scope of your project and carve out what is NOT in the scope of your project. Remember that it must fit within the VITA Contract scope.)*

**A. General Description of the Project Scope**

**B. Project Boundaries**

**5. AUTHORIZED USER'S SPECIFIC REQUIREMENTS**

*(Provide information about your project's and your agency's specific requirements for this particular project including, but not limited to the following subsections):*

**A. Authorized User-Specific Requirements**

**B. Special Considerations for Implementing Technology at Authorized User's Location(s)**

**C. Other Project Characteristics to Insure Success**

**6. CURRENT SITUATION**

*(Provide enough background information to clearly state the current situation to Supplier so that Supplier cannot come back during performance claiming any unknowns or surprises. Some example subsections are provided below. You may collapse/expand as you feel is necessary to provide adequate information and detail.)*

**A. Background of Authorized User's Business Situation**

**B. Current Architecture and Operating System**

**C. Current Work Flow/Business Flow and Processes**

**D. Current Legacy Systems**

**E. Current System Dependencies**

**F. Current Infrastructure (Limitations, Restrictions)**

**G. Usage/Audience Information**

**7. PRODUCTS AND SERVICES TO SUPPORT THE PROJECT REQUIREMENTS (AND/OR SOLUTION)**

**A. Required Products (or Solution Components)**

*(List the products, or if your project is for a Solution, the Solution components, (hardware, software, etc.) provided by Supplier that will be used to support your project requirements. Identify any special configuration requirements, and describe the system infrastructure to be provided by the Authorized User. Provide an overview that reflects how the system will be deployed within the Authorized User's environment. You are urged to refer to the VITA Contract for allowable scope and other guidance in drafting language for this section.)*



**B. Required Services**

*(List the services (e.g., requirements development, Solution design, configuration, interface design, data conversion, installation, implementation, testing, training, risk assessment, performance assessment, support and maintenance) that will be provided by Supplier in the performance of your project. You are urged to refer to the VITA Contract for the definition of Services and for the allowable scope in drafting language for this section. You will notice subsections "C" and "D" below offer areas for expanded detail on training, support and maintenance services. You may add other subsections in which you wish to expand the information/details/requirements for other service areas as well. It is likely some of this detail will be a combination of your known needs and the Supplier's proposal. In all cases the provisions should include all negotiated commitments by both parties, even if you reference by incorporation the Supplier's proposal in any subsection.)*

**C. Training Requirements and/or Authorized User Self-Sufficiency/Knowledge Transfer**

*(Provide an overview and details of training services to be provided for your project and any special requirements for specific knowledge transfer to support successful implementation of the Solution. If the intent is for the Authorized User to become self-sufficient in operating or maintaining the Solution, determine the type of training necessary, and develop a training plan, for such user self-sufficiency. Describe how the Supplier will complete knowledge transfer in the event this Statement of Work is not completed due to actions of Supplier or the non-appropriation of funds for completion affecting the Authorized User. You may refer to the VITA Contract for guidance on the allowable scope for this.*

**D. Support and Maintenance Requirements**

*(Document the level of support, as available under the Contract, required by your project to operate and maintain the Solution. This may include conversion support, legacy system integration, transition assistance, Solution maintenance (including maintenance level), or other specialized consulting to facilitate delivery or use of the Solution.*

**E. Personnel Requirements**

*(Provide any supplier personnel qualifications, requirements, licenses, certifications or restrictions including project manager, key personnel, subcontractors, etc., but ensure they do not conflict with the VITA Contract terms.)*

**F. Transition Phase-In/Phase-Out Requirements**

*(Describe any specific requirements for orientation or phasing in and/or phasing out of the project with the Supplier. Be specific on what the project needs and expected results are, the duration and other pertinent detail, but ensure they do not conflict with the VITA Contract provision(s) regarding Transition of Services or with any other training requirements in the SOW.)*

**8. TOTAL PROJECT PRICE**

The total Fixed Price for this Project shall not exceed \$US XXX.

Supplier's invoices shall show retainage of ten percent (10%). Following completion of Solution implementation, Supplier shall submit a final invoice to the Authorized User, for the final milestone payment amount shown in the table in section 9 below, plus the total amount retained by the Authorized User. If travel expenses are not included in the fixed price of the Solution, such expenses shall be reimbursed in accordance with Commonwealth of Virginia travel policies as published by the Virginia Department of Accounts (<http://www.doa.virginia.gov>). In order to be reimbursed for travel expenses, Supplier must submit an estimate of such expenses to Authorized User for approval prior to incurring such expenses.

*(Sections 9 through 11 should be used or deleted depending on the project's complexity, risk and need for governance. For a simple project you may only need the section 10 table, but for a more complex project, or a major IT project, you may need a combination of or all of the tables for check and balance and redundancy.)*

**9. PROJECT DELIVERABLES**

(Provide a list of Supplier's deliverable expectations. The table is to be customized for the Authorized User's project. You may want to categorize deliverables for each phase or major milestone of the project and then categorize other interim deliverables and/or performance and status reports under one of them or under an Administrative or Project Management section.)

The following deliverables are to be provided by Supplier under this SOW. Subsequent sections may include further detail on the content requirements for some deliverables.

No.	Title	Due Date	Format Required (i.e., electronic/hard copy/CD/DVD)	Distribution Recipients	Review Complete Due Date	Final Due Date
	Project Plan					
	Design Plan					
	Implementation Plan					
	Data Conversion Plan					
	Risk Assessment Plan					
	Test Plan					
	Training Plan					
	Performance Plan					
	Contingency Plan					
	Disaster Recovery Plan					
	Cutover Plan					
	Change Management Plan					
	Transition Plan					
	Monthly Status Reports					
	Quarterly Performance /SLA Reports					
	Training Manual					
	Final Solution Submission Letter					
	Final Acceptance Letter					

**10. MILESTONES, DELIVERABLES, PAYMENT SCHEDULE, AND HOLDBACKS**

(This table should include the project's milestone events, associated deliverables, when due, milestone payments, any retainage amount to be held until final acceptance and the net payment you promise to pay for each completed and accepted milestone event. This table includes sample data only and must be customized for your project needs.)

The following table identifies milestone events and deliverables, the associated schedule, any associated payments, any retainage amounts, and net payments.

Milestone Event	Associated Milestone	Schedule	Payment	Retainage	Net Payment
-----------------	----------------------	----------	---------	-----------	-------------

	Deliverable(s)				
Project kick-off meeting	---	Execution + 5 days	---	---	---
Site survey	Site survey report	Execution + 10 days	---	---	---
Requirements Analysis & Development	Design Plan	Execution+45 days	\$30,000	\$15,000	\$15,000
	Project Plan	Execution+45 days			
	Implementation Plan	Execution + 45 days			
Begin Implementation		Execution + 60 days			
Data Conversion & Mapping		Execution + 90 days	\$10,000	\$3,000	\$7,000
Installation of software	---	Execution + 90 days	\$10,000	\$1,000	\$9,000
Installation of hardware	---	Execution + 90 days	\$10,000	\$1,000	\$9,000
Configuration and testing	---	Execution + 120 days	---	---	---
Training	Training manual	Execution + 130 days	\$10,000	\$1,000	\$9,000
30-Day User Acceptance Testing	---	Execution + 160 days	\$20,000	\$2,000	\$18,000
Implementation complete	Solution	Execution + 160 days	\$10,000	--	\$10,000
Final Acceptance		Execution + 210 days	--	--	\$23,000

## 11. EVENTS AND TASKS FOR EACH MILESTONE

(If needed, provide a table of detailed project events and tasks to be accomplished to deliver the required milestones and deliverables for the complete Solution. Reference each with the relevant milestone. A Work Breakdown Structure can be used as shown in the table below or at the very least a Project Plan should have this granularity. The Supplier's proposal should be tailored to the level of detail desired by the Authorized User's business owner/project manager for project governance.)

The following table identifies project milestone events and deliverables in a Work Breakdown Structure format.

WBS No.	Milestone	Milestone Event	Milestone Task	Interim Task Deliverables	Duration
1.0	Site survey				
1.1		Conduct interviews			
1.1.1			Schedule interviews	None	20 days after contract start
1.1.2			Complete interviews	Interview Results Report	25 days after contract start
1.2		Receive AU information			



**12. ACCEPTANCE CRITERIA**

(This section should reflect the mutually agreed upon UAT and Acceptance Criteria specific to this engagement. Please read the VITA contract definitions for the definitions or Requirements and Acceptance. Ensure the language in this section does not conflict with the VITA Contract language.)

Acceptance Criteria for this Solution will be based on a User Acceptance Test (UAT) designed by Supplier and accepted by the Authorized User. The UAT will ensure that all of the requirements and functionality required for the Solution have been successfully delivered. Supplier will provide the Authorized User with a detailed test plan and acceptance check list based on the mutually agreed upon UAT Plan. This UAT Plan check-list is incorporated into this SOW in Exhibit B-X.

Each deliverable created under this Statement of Work will be delivered to the Authorized User with a Deliverable Acceptance Receipt. This receipt will describe the deliverable and provide the Authorized User's Project Manager with space to indicate if the deliverable is accepted, rejected, or conditionally accepted. Conditionally Accepted deliverables will contain a list of deficiencies that need to be corrected in order for the deliverable to be accepted by the Project Manager. The Project Manager will have ten (10) days from receipt of the deliverable to provide Supplier with the signed Acceptance Receipt unless an alternative schedule is mutually agreed to between Supplier and the Authorized User in advance.

**13. PROJECT ASSUMPTIONS AND PROJECT ROLES AND RESPONSIBILITIES**

(This section contains areas to address project assumptions by both the Supplier and the Authorized User and to assign project-specific roles and responsibilities between the parties. Make sure that all assumptions are included to alleviate surprises during the project. Ensure that all primary and secondary (as needed) roles and responsibilities are included. You will tailor the Responsibility Matrix table below to fit your project's needs.)

**A. Project Assumptions**

The following assumptions are specific to this project:

**B. Project Roles and Responsibilities**

The following roles and responsibilities have been defined for this project:

**(Sample Responsibility Matrix)**

<b>Responsibility Matrix</b>	<b>Supplier</b>	<b>Authorized User</b>
Infrastructure – Preparing the system infrastructure that meets the recommended configuration defined in <b>Section 2B herein</b>		√
Server Hardware		√
Server Operating		√
Server Network Connectivity		√
Relational Database Management Software (Installation and Implementation)		√
Server Modules – Installation and Implementation	√	
PC Workstations – Hardware, Operating System, Network Connectivity		√
PC Workstations – Client Software		√
Application Installation on PC Workstations	√	
Wireless Network Access Points	√	
Cabling, Electric and User Network Connectivity from Access Points		√
Wireless Mobile Computing Products – Scanners, printers	√	
Project Planning and Management	√	√

Requirements Analysis	√	√
Application Design and Implementation	√	
Product Installation, Implementation and Testing	√	
Conversion Support	√	
Conversion Support -- Subject Matter Expertise		√
Documentation	√	
Training	√	
Product Maintenance and Support	√	
Problem Tracking	√	√
Troubleshooting – IT Infrastructure		√
Troubleshooting – Solution	√	

#### 14. COMMONWEALTH AND SUPPLIER-FURNISHED MATERIALS, EQUIPMENT, FACILITIES AND PROPERTY

(In this section, provide details of any materials, equipment, facilities and property to be provided by your Agency or the Supplier in performance of this project. If none, so state so that the requirements are clear. If delivery of any of these is critical to the schedule, you may want to identify such delivery with hard due dates tied to "business days after project start" or "days after event/milestone." Be sure to specify the delivery and point of contact information.)

##### A. PROVIDED BY THE COMMONWEALTH

##### B. PROVIDED BY THE SUPPLIER

#### 15. SECURITY REQUIREMENTS

(Provide (or reference as an Attachment) Authorized User's security requirements.)

For any individual Authorized User location, security procedures may include but not be limited to: background checks, records verification, photographing, and fingerprinting of Supplier's employees or agents. Supplier may, at any time, be required to execute and complete, for each individual Supplier employee or agent, additional forms which may include non-disclosure agreements to be signed by Supplier's employees or agents acknowledging that all Authorized User information with which such employees and agents come into contact while at the Authorized User site is confidential and proprietary. Any unauthorized release of proprietary information by the Supplier or an employee or agent of Supplier shall constitute a breach of the Contract.

Supplier shall comply with all requirements in the Security Compliance section of the Contract

#### 16. REQUIRED STANDARDS, CERTIFICATIONS AND SPECIFICATIONS

In addition to any standards and specifications included in the Contract, Supplier shall follow the standards and specifications listed below during performance of this effort.

(List any specific Commonwealth, VITA, Federal, engineering, trade/industry or professional standards, certifications and specifications that Supplier is required to follow or possess in performing this work. The first bullet includes a link to COVA-required standards for all Commonwealth technology projects. The rest are examples only and highlighted to reflect this. If you need a waiver of any COVA-required standard, please follow the process located at this link:

<http://www.vita.virginia.gov/oversight/default.aspx?id=10344> and select the Data Standards Guidance bulleted link. Your Customer Account Manager can assist you.

- COV ITRM Policies and Standards: <http://www.vita.virginia.gov/library/default.aspx?id=537>
- IEEE 802®

- HIPAA
- SAS 70 Type II

## 17. U.S. ENVIRONMENTAL PROTECTION AGENCY'S AND DEPARTMENT OF ENERGY'S ENERGY STAR GUIDELINES RISK MANAGEMENT

(Risk is a function of the probability of an event occurring and the impact of the negative effects if it does occur. Negative effects include schedule delay, increased costs, failure of dependent legacy system interoperability, other project dependencies that don't align with this project's schedule, and poor quality of deliverables. Depending on the level of risk of this project, as assessed by your Project Manager and/or Steering Committee, this section may contain any or all of the following components, at a level of detail commensurate with the level of risk. Remember to add them to the Deliverables table.)

### C. Initial Risk Assessment

Authorized User and Supplier shall each provide an initial assessment from their point of view.

### D. Risk Management Strategy

(The list below is taken from VITA PMD template discussing what should go into a Risk Management Strategy. Don't forget to consider and plan for any budget contingencies to accommodate potential risks that are identified.)

1. **Risk Identification Process:** The processes for risk identification.
2. **Risk Evaluation and Prioritization:** How risks are evaluated and prioritized.
3. **Risk Mitigation Options:** Describe the risk mitigation options. They must be realistic and available to the project team.
4. **Risk Plan Maintenance:** Describe how the risk plan is maintained during the project lifecycle.
5. **Risk Management Responsibilities:** Identify all project team members with specific risk management responsibilities. (e.g., an individual responsible for updating the plan or an individual assigned as a manager).

### E. Risk Management Plan

(Include a description of frequency and form of reviews, project team responsibilities, steering and oversight committee responsibilities and documentation. Be sure to add all deliverables associated with risk strategizing and planning to the list of Deliverables.)

## 18. DISASTER RECOVERY

Planning for disaster recovery for your project is paramount to ensure continuity of service. The criticalness and complexity of your project, including its workflow into other dependent systems of the Commonwealth or federal systems, will help you determine if you require a simple contingency plan or a full-blow contingency plan that follows the Commonwealth's ITRM Guideline SEC508-00 found at this link:

[http://www.vita.virginia.gov/uploadedFiles/Library/ContingencyPlanningGuideline04\\_18\\_2007.pdf](http://www.vita.virginia.gov/uploadedFiles/Library/ContingencyPlanningGuideline04_18_2007.pdf)

It is advisable that you visit the link before making your decision on how you need to address contingency planning and related deliverables in this SOW; as well as, how this will impact your planned budget. A likely deliverable for this section would be a Continuity of Operations Plan. You may choose to include the above link in your final SOW to describe what the Plan will entail. The same link includes the following processes, which you may choose to list in your final requirements for this section, to be performed by your team, the Supplier or both and/or a steering committee if your project warrants such oversight and approval:

- *Development of the IT components of the Continuity of Operations Plan (COOP)*
- *Development and exercise of the IT Disaster Recovery Plan (IT DRP) within the COOP*



- *Development and exercise of the IT System Backup and Restoration Plan*

## **19. PERFORMANCE BOND**

(If your project is sizeable, complex and/or critical, and the VITA Contract does not already provide for a performance bond, you may want the Supplier to provide one. The VITA Contract may include an Errors and Omissions insurance requirement, which would cover the Supplier's liability for any breach of the Contract or this SOW. Be sure to read the Contract for this information. However, if you feel that this project warrants further performance incentive due to the project or the Supplier's viability, you may include the following language in this section.)

The Supplier shall post performance bond in an amount equal to one hundred percent (100%) of the total contract value and provide a copy of the bond to Authorized user within (10) days of execution of this SOW Agreement. In the event that the Supplier or any subcontractor or any officer, director, employee or agent of the Supplier or any subcontractor or any parent or subsidiary corporation of the Supplier or any subcontractor fails to fully and faithfully perform each material requirement of this SOW Agreement, including without limitation the Supplier's obligation to indemnify the Authorized User, the performance bond shall be forfeited to Authorized User. The bond shall be in a form customarily used in the technology industry and shall be written by a surety authorized to do business in Virginia and that is acceptable to Authorized User.

## **20. OTHER TECHNICAL/FUNCTIONAL REQUIREMENTS**

(Provide any other unique project technical and functional requirements and expectations in sufficient detail in this section. Ensure they do not conflict with existing requirements in the VITA Contract. Several examples are listed.)

- A. Service Level Requirements**
- B. Mean-Time-Between-Failure Requirements**
- C. Data Access/Retrieval Requirements**
- D. Additional Warranties**

## **21. REPORTING**

(The following are examples of reporting requirements which may be included in your SOW depending on the project's need for governance. In an effort to help VITA monitor Supplier performance, it is strongly recommended that the SOW include "Supplier Performance Assessments". These assessments may be performed at the Project Manager's discretion and are not mandated by VITA.)

### **A. Weekly/Bi-weekly Status Update.**

The weekly/bi-weekly status report, to be submitted by Supplier to the Authorized User, should include: accomplishments to date as compared to the project plan; any changes in tasks, resources or schedule with new target dates, if necessary; all open issues or questions regarding the project; action plan for addressing open issues or questions and potential impacts on the project; risk management reporting.

### **B. Supplier Performance Self-Assessment.**

Within thirty (30) days of execution of the project start, the Supplier and the Authorized User will agree on Supplier performance self-assessment criteria. Supplier shall prepare a monthly self-assessment to report on such criteria. Supplier shall submit its self-assessment to the Authorized User who will have five (5) days to respond to Supplier with any comments. If the Authorized User agrees with Supplier's self-assessment, such Authorized User will sign the self-assessment and submit a copy to the VITA Supplier Relationship Manager.

### **C. Performance Auditing**

(If you have included service level requirements in the above section entitled, Other Technical/Functional Requirements, you will want to include a requirement here for your ability to audit the results of the Supplier's fulfillment of all requirements, Likewise, you may want to include

your validation audit of the Supplier's performance reporting under this Reporting section. It is important, however, that you read the VITA contract prior to developing this section's content so that conflicts are avoided. Suggested language is provided below, but must be customized for your project.)

Authorized User (or name of IV&V contractor, if there is one), will audit the results of Supplier's service level obligations and performance requirements on a monthly/quarterly basis, within ten (10) days of receipt of Supplier's self-assessments and service report(s). Any discrepancies will be discussed between the Authorized User and Supplier and any necessary invoice/payment adjustments will be made. If agreement cannot be reached, the Authorized User and Supplier will escalate the matter in accordance with the Escalation provision of the Contract. *(If none, you may add your escalation procedure in this section.)*

#### **D. Supplier Performance Assessments**

(You may want to develop assessments of the Supplier's performance and disseminate such assessments to other Authorized Users of the VITA Contract. Prior to dissemination of such assessments, Supplier will have an opportunity to respond to the assessments, and independent verification of the assessment may be utilized in the case of disagreement.)

## **22. CHANGE MANAGEMENT**

(Changes to the baseline SOW must be documented for proper project oversight. Depending on your project, you may need to manage and capture changes to configuration, incidents, deliverables, schedule, price or other factors your team designates as critical. Any price changes must be done in compliance with the Code of Virginia, § 2.2-4309. Modification of the contract, found at this link: <http://leg1.state.va.us/cgi-bin/legp504.exe?000+coh+2.2-4309+500825>. Changes to the scope of this SOW must stay within the boundaries of the scope of the VITA Contract.

For complex and/or major projects, it is recommended that you use the VITA PMD processes and templates located at: <http://www.vita.virginia.gov/oversight/projects/default.aspx?id=567>. Administrative or non-technical/functional changes (deliverables, schedule, point of contact, reporting, etc.) should extrapolate the affected sections of this SOW in a "from/to" format and be placed in a numbered modification letter referencing this SOW and date, with a new effective date. The VITA Contract may include a template for your use or you may obtain one from the VITA Contract's Point of Contact. It is very important that changes do not conflict with, but do comply with, the VITA Contract, which takes precedence. The following language may be included in this section, but additional language is needed to list any technical/functional change management areas specific to this SOW; i.e., configuration, incident, work flow, or any others of a technical/functional nature.)

All changes to this SOW must comply with the Contract. Price changes must comply with the Code of Virginia, § 2.2-4309. Modification of the contract, found at this link: <http://leg1.state.va.us/cgi-bin/legp504.exe?000+coh+2.2-4309+500825>

All changes to this SOW shall be in written form and fully executed between the Authorized User's and the Supplier's authorized representatives. For administrative changes, the parties agree to use the change template, attached to this SOW. For technical/functional change management requirements, listed below, the parties agree to follow the processes and use the templates provided at this link: <http://www.vita.virginia.gov/oversight/projects/default.aspx?id=567>

## **23. POINT OF CONTACT**

For the duration of this project, the following project managers shall serve as the points of contact for day-to-day communication:

Authorized User: \_\_\_\_\_

Supplier: \_\_\_\_\_



By signing below, both parties agree to the terms of this Exhibit.

**Supplier:**

\_\_\_\_\_  
(Name of Supplier)

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Print)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Authorized User:**

\_\_\_\_\_  
(Name of Agency/Institution)

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Print)

Title: \_\_\_\_\_

Agency Head or Designee

Date: \_\_\_\_\_

**Template**

**EXHIBIT D to Contract VA-XXXX-XXXX**

**Change Order No. XXX for Statement of Work D-X  
Between (NAME OF AGENCY/INSTITUTION) and (SUPPLIER NAME)**

**Issued Under  
CONTRACT NUMBER VA- XXXX-XXXX  
BETWEEN  
VIRGINIA INFORMATION TECHNOLOGIES AGENCY  
AND  
(SUPPLIER NAME)**

This Change Order No. XXX hereby modifies and is made an integral part of Statement of Work D-X ("SOW"), between NAME OF AGENCY/INSTITUTION ("Authorized User") and NAME OF SUPPLIER, ("Supplier"), which was issued under Contract Number VA-XXXX-XXXX ("Contract") between the Virginia Information Technologies Agency ("VITA") and Supplier, on behalf of the Commonwealth of Virginia and its Authorized Users.

*[Note: Instructions for using this template to draft a Change Order are in gray. These instructions should be deleted after the appropriate text has been added to the Change Order. Contractual language is not in gray and should remain in the document. Text that is highlighted in blue is contractual language that is variable based on the nature of the project and in final form should not be highlighted. Agency/Institution should remove the first two lines of the heading, which pertain to this template as an Exhibit to the VITA Contract and remove the Exhibit reference from the header.]*

**CHANGE ORDER**

This is Change Order No. XXX to a SOW issued by Authorized User to Supplier under which Supplier is to provide the Authorized User with a Authorized User Project Name Solution ("Solution").

The following item(s) is/are hereby modified as follows: *[Note: Include only the sections of the SOW that are being changed. Do not include sections not being modified. Changes should be clearly identified as "From" (copy/paste from current SOW section) and "To" (fully describe the change(s) to the referenced section). Here is an example, using SOW section 1.]*

**1. PERIOD OF PERFORMANCE**

The following change is made to the Period of Performance:

[The duration of the Period of Performance is increased by four (4) months.]

The following is changed with respect to the Period of Performance:

From: twelve (12) months of execution of this Statement of Work

To: sixteen (16) months of execution of this Statement of Work

This Change Order No. XXX is issued pursuant to and, upon execution, shall become incorporated in the SOW, which is incorporated in the Contract. In the event of conflict, the following order of precedence shall apply:

- i). The Contract, including Exhibit C

- ii). Statement of Work D-X, as amended by this and previous Change Orders, with the more current Change Orders superseding older Change Orders.

The foregoing is the complete and final expression of the agreement between the parties to modify the SOW and cannot be modified, except by a writing signed by duly authorized representatives of both parties hereto.

ALL OTHER TERMS AND CONDITIONS OF THE REFERENCED SOW REMAIN UNCHANGED.

By signing below, the authorized parties agree to the terms of this Change Order No.XXX, effective (INSERT EFFECTIVE DATE).

Supplier

By: \_\_\_\_\_

(Signature)

Name: \_\_\_\_\_

(Print)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized User

By: \_\_\_\_\_

(Signature)

Name: \_\_\_\_\_

(Print)

Title: \_\_\_\_\_

Agency Head or Designee

Date: \_\_\_\_\_

## EXHIBIT E

### AWARDED CATEGORIES

- Konica Minolta
  - Multi-Function
  - BW Laser
  - Color Laser
  - High Speed
  - 3D
- Lexmark
  - BW Laser
  - Color Laser
- HP
  - BW Laser
  - Color Laser
  - Large BW Toner Ink Based
  - Large BW MFP Toner Medium
  - Large BW MFP Toner Ink High
  - Wide Color MFP Ink Mid
  - Wide Color MFP Ink High
  - High End Color Ink
  - Mobile
  - High End Ink Jet
- KIP
  - Desktop Wide Format

VBS

- Large BW Toner Ink Based
- Large BW MFP Toner Medium
- Large Format BW Toner Tech-CAD
- Managed Print Services



## EXHIBIT F: CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- i). No Federal appropriated funds have been paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.
- ii). If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- iii). The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and Contracts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature:



Printed Name:

James F. Dotter

Organization:

VBS

Date:

8/8/19

## EXHIBIT G

### LICENSE AGREEMENT ADDENDUM

The Virginia Information Technologies Agency (hereinafter referred to as "VITA"), pursuant to §2.2-2012 of the Code of Virginia and on behalf of the Commonwealth of Virginia, and \_\_\_\_\_ ("Supplier"), a business incorporated in \_\_\_\_\_, F.E.I.N. \_\_\_\_\_, having its principal place of business at \_\_\_\_\_, are this day entering into a contract and, for their mutual convenience, the parties are using the standard form contract ("\_\_\_\_\_") provided by Supplier. This addendum, duly executed by the parties, is attached to and hereby made a part of Supplier's standard form contract and together shall govern the use of any and all \_\_\_\_\_ (name of) \_\_\_\_\_ Software licensed by the Commonwealth under this agreement whether or not specifically referenced in the order document.

Supplier represents and warrants that it is a corporation authorized to do in Virginia the business provided for in this contract. If Supplier is not a U.S.-based entity, Supplier maintains a registered agent and a certification of authority to do business in Virginia.

This contract is executed by VITA on behalf of all public bodies, including VITA, as defined by §2.2-4301 and referenced by §2.2-4304 of the Code of Virginia, and hereinafter referred to as "Authorized Users."

If Authorized User is a state agency, board, commission, or other quasi-political entity of the Commonwealth of Virginia or other body referenced in Title 2.2 of the Code of Virginia, any license granted by Supplier shall be held by the Commonwealth. If Authorized User is a locality, municipality, school, school system, college, university, local board, local commission, or local quasi-political entity, such license shall be held by that public body.

As used herein, the term "contract" shall mean the Supplier's standard form contract and any and all exhibits and attachments thereto. The term(s) "Customer," "You," and/or "you," as used in the contract, shall mean, as applicable, VITA, the Commonwealth, any Authorized User, or any of their officers, directors, agents or employees.

Supplier's standard form contract is, with the exceptions noted herein, acceptable to VITA. Nonetheless, because certain standard clauses that may appear in, or be incorporated by reference into, Supplier's standard form contract cannot be accepted by VITA, and in consideration of the convenience of using that form, and this form, without the necessity of specifically negotiating a separate contract document, the parties hereto specifically agree that, notwithstanding any provisions appearing in the attached Supplier's standard form contract, none of the following shall have any effect or be enforceable against VITA, the Commonwealth, any Authorized User, or any of their officers, directors, employees or agents:

1. Requiring the application of the law of any state other than the Commonwealth of Virginia in interpreting or enforcing the contract or requiring or permitting that any dispute under the contract be resolved in any court other than a circuit court of the Commonwealth of Virginia;
2. Requiring any total or partial compensation or payment for lost profit or liquidated damages by VITA, the Commonwealth, any Authorized User, or their officers, directors, employees or agents if the contract is terminated before its ordinary period;
3. Imposing any interest charge(s) contrary to that specified by §2.2-4347 et seq. of the Code of Virginia;
4. Requiring the Commonwealth, VITA, or any Authorized User to maintain any type of insurance either for the benefit of the Commonwealth, VITA, or such Authorized User or for Supplier's benefit;
5. Granting Supplier a security interest in property of the Commonwealth, any Authorized User, or any of their officers, directors, employees or agents;
6. Requiring the Commonwealth, VITA, any Authorized User, or any of their officers, directors, employees or agents to indemnify or to hold harmless Supplier for any act or omission;

7. Limiting or adding to the time period within which claims can be made or actions can be brought (Reference *Code of Virginia* §8.01 et seq.);
8. Limiting selection and approval of counsel and approval of any settlement in any claim arising under the contract and in which the Commonwealth, VITA, any Authorized User, or any of their officers, directors, employees or agents is a named party;
9. Binding the Commonwealth, VITA, any Authorized User, or any of their officers, directors, employees or agents to any arbitration or to the decision of any arbitration board, commission, panel or other entity;
10. Obligating the Commonwealth, VITA, any Authorized User, or any of their officers, directors, employees or agents to pay costs of collection or attorney's fees;
11. Requiring any dispute resolution procedure(s) other than those in accordance with §2.2-4363 et seq. of the Code of Virginia;
12. Permitting Supplier to access any Commonwealth or Authorized User records or data, except pursuant to court order;
13. Permitting Supplier to use any information provided by the Commonwealth or any Authorized User except for Supplier's own internal administrative purposes;
14. Requiring the Commonwealth, VITA, or any Authorized User to limit its rights or waive its remedies at law or in equity, including the right to a trial by jury; and
15. Bestowing any right or incurring any obligation that is beyond the duly granted authority of the undersigned representative of VITA to bestow or incur on behalf of the Commonwealth of Virginia..
16. Establishing a presumption of severe or irreparable harm to Supplier by the actions or inactions of VITA or any Authorized User;
17. Limiting the liability of Supplier for property damage or personal injury;
18. Permitting Supplier to assign, subcontract, delegate or otherwise convey the contract, or any of its rights and obligations thereunder, to any entity without the prior written consent of VITA except as follows: Supplier may assign all or any of its rights and obligations to a third party as a result of a merger or acquisition or sale of all or substantially all of its assets to such third party provided assignee agrees in writing to be bound by the terms and conditions set forth in the contract and provided such third party is a U.S.-based entity or maintains a registered agent and a certification of authority to do business in Virginia, or to an affiliate of Supplier, provided Supplier remains liable for affiliate's compliance with the terms and conditions set forth in this Contract;
19. Not complying with the contractual provisions at the following URL, which are mandatory provisions, required by law or by VITA, that are hereby incorporated by reference:  
<http://www.vita.virginia.gov/uploadedFiles/SCM/StatutorilyMandatedTsandCs.pdf>  
The terms and conditions in documents posted to the aforementioned URL are subject to change pursuant to action by the legislature of the Commonwealth of Virginia or a change in VITA policy. If a change is made to the terms and conditions, a new effective date will be noted in the document title. Supplier is advised to check the URL periodically;
20. Not complying with the contractual claims provision §2.2-4363 of the Code of Virginia which is also incorporated by reference;
21. Enforcing the United Nations Convention on Contracts for the International Sale of Goods and all other laws and international treaties or conventions relating to the sale of goods. They are expressly disclaimed. UCITA shall apply to this contract only to the extent required by §59.1-501.15 of the Code of Virginia;
22. Not complying with all applicable federal, state, and local laws, regulations, and ordinances;
23. Requiring that the Commonwealth waive its sovereign immunity or its immunity under the Eleventh Amendment;

24. Requiring that the Commonwealth, which is tax exempt, be responsible for payment of any taxes, duties, or penalties;
25. Requiring or construing that any provision in this contract conveys any rights or interest in Commonwealth or Authorized User data to Supplier;
26. Requiring the use of foreign currency. The currency which shall be used for this contract is United States Dollars. Any claim which may arise hereunder shall be settled in United States Dollars;
27. Obligating the Commonwealth beyond approved and appropriated funding. All payment obligations under this contract are subject to the availability of federal, state, and/or local appropriations for this purpose. In the event of non-appropriation of funds for the items under this contract, VITA may terminate, in whole or in part, this contract or any order, for those goods or services for which funds have not been appropriated. This may extend to the renewal of maintenance services for only some of the licenses granted by Supplier. Written notice will be provided to the Supplier as soon as possible after legislative action is completed. There shall be no time limit for termination due to termination for lack of appropriations;
28. Permitting unilateral modification of the contract by Supplier;
29. Permitting termination by Supplier of the contract or the licenses granted thereunder, or permitting suspension of services by Supplier, except pursuant to an order from a court of competent jurisdiction;
30. Requiring or stating that the terms of the Supplier's standard form contract shall prevail over the terms of this addendum in the event of conflict;
31. Renewing or extending the contract beyond the initial term or automatically continuing the contract period from term to term;
32. Requiring that the contract be "accepted" or endorsed by the home office or by any other officer subsequent to execution by an official of VITA before the contract is considered in effect;
33. Delaying the acceptance of the contract or its effective date beyond the date of execution;
34. Defining "perpetual" license rights to have any meaning other than license rights that exist in perpetuity unless otherwise terminated in accordance with the applicable provisions of the contract;
35. Permitting modification or replacement of the contract pursuant to any new release, update or upgrade of Software or subsequent renewal of maintenance. If Supplier provides to any Authorized User an update or upgrade subject to additional payment, such Authorized User shall have the right to reject such update or upgrade;
36. Requiring purchase of a new release, update, or upgrade of Software or subsequent renewal of maintenance in order for the Commonwealth, VITA, or any Authorized User to receive or maintain the benefits of Supplier's indemnification of the Commonwealth, VITA, or such Authorized User against any claims of infringement on any third-party intellectual property rights;
37. Prohibiting the Commonwealth, VITA, or any Authorized User from transferring or assigning to any entity the contract or any license to Software pursuant to the contract;
38. Granting Supplier or an agent of Supplier the right to audit or examine the books, records, or accounts of VITA or any Authorized User;

The parties further agree as follows:

39. Supplier warrants that it is the owner of the Software or otherwise has the right to grant to all Authorized Users the license to use the Software granted hereunder without violating or infringing any law, rule, regulation, copyright, patent, trade secret or other proprietary right of any third party.
40. Supplier agrees to indemnify, defend and hold harmless the Commonwealth, VITA, any Authorized User, their officers, directors, agents and employees ("Commonwealth's Indemnified Parties") from and against any and all third party claims, demands, proceedings, suits and actions, including any related liabilities, obligations, losses, damages, fines, judgments, settlements, expenses (including

attorneys' and accountants' fees and disbursements) and costs (each, a "Claim" and collectively, "Claims"), incurred by, borne by or asserted against any of Commonwealth's Indemnified Parties to the extent such Claims in any way relate to, arise out of or result from: (i) any intentional or willful conduct or negligence of any employee or subcontractor of Supplier, (ii) any act or omission of any employee or subcontractor of Supplier, (iii) breach of any representation, warranty or covenant of Supplier contained herein, (iv) any defect in the Software, or (v) any actual or alleged infringement or misappropriation of any third party's intellectual property rights by any of the Software. Selection and approval of counsel and approval of any settlement shall be accomplished in accordance with all applicable laws, rules and regulations. For state agencies the applicable laws include §§ 2.2-510 and 2.2-514 of the Code of Virginia. In all cases the selection and approval of counsel and approval of any settlement shall be satisfactory to VITA or the Authorized User against whom the claim has been asserted.

41. Any Authorized User may rely on independent contractors, acting on behalf of such Authorized User, to perform functions requiring the use of and access to the Supplier's Software. Nothing in the Supplier's standard form contract shall limit such third parties' from using or accessing the Software in order to perform such functions. If any invention, work of authorship, or confidential information is developed exclusively by an employee, consultant, contractor, or subcontractor of an Authorized User during the performance of Services by Supplier, Supplier shall have no ownership claim to such invention, work of authorship, or confidential information.
42. Any travel expenses incurred by Supplier in the course of performing the services must be pre-approved by the appropriate Authorized User and shall be reimbursed at the then-current per diem rates published by the Virginia Department of Accounts.
43. An Authorized User may require that Supplier personnel submit to a criminal background check prior to performance of any services under this contract.

This contract, consisting of this VITA addendum and the Supplier's standard form contract, constitute the entire agreement between the parties and may not be waived or modified except by written agreement between the parties.

This contract has been reviewed by staff of VITA. Its substantive terms are appropriate to the needs of VITA.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed as of the last date set forth below by the undersigned authorized representatives of the parties, intending thereby to be legally bound.

**Supplier Name**

**VITA**

By:   
(Signature)

By: \_\_\_\_\_  
(Signature)

Name: James F. Deller  
(Print)

Name: \_\_\_\_\_  
(Print)

Title: President Title: \_\_\_\_\_

Date: 8/8/19 Date: \_\_\_\_\_



## Exhibit H - Supplier Procurement and Subcontracting Plan

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All small businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity ("DSBSD") by the contract award date to participate in the SWAM program. Certification applications are available through DSBSD online at <http://www.sbsd.virginia.gov/>.

Supplier Name: [Virginia Business Systems](#)

Preparer Name: [Deborah Gregg](#)

Date: [08/12/2019](#)

### Instructions

- A. If you are certified by the DSBSD as a small business or as a micro business, complete only Section A of this form. This shall include DSBSD-certified women, minority, or service-disabled veteran-owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form.

### Section A

If your firm is certified by the DSBSD, are you certified as a (**check all that apply**):

- ☒ Small Business
- ☐ Small and Women-owned Business
- ☐ Small and Minority-owned Business
- ☐ Small Service Disabled Veteran-owned Business
- ☐ Micro Business
- ☐ Micro Business and Women-owned Business
- ☐ Micro Business and Minority-owned Business
- ☐ Micro Service Disabled Veteran-owned Business

Certification Number: 664632

Certification Approval Date: 1/26/2017

Certification Expiration Date: 1/26/2020

### Section B

Populate the table below to show your firm's plans for utilization of DSBSD-certified SWaM businesses and Non-SWaM businesses directly performing the Requirements of this contract. This shall not exclude DSBSD-certified micro businesses or women, minority, or service disabled veteran-owned businesses when they have received the DSBSD small business certification. Include as well businesses that ARE NOT SWaM businesses that will be utilized in directly performing the Requirements of this contract. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

Small Business Name & Address DSBSD Certificate # (Leave certificate number blank if Non-SWaM)	Status if Small Business is also: Women (W), Minority (M) Service-Disabled Veteran (D), Micro Business (O) Non-SWaM (NS)	Contact Person, Telephone & Email	Type of Goods and/or Services
<b>SWaM Overall Commitment Percentage</b>  Please state here the overall commitment percentage for DSBSD-certified SWaM businesses directly performing the Requirements of this Contract:  <b>Note: The percentage above ONLY APPLIES to DSBSD-certified SWaM businesses who are directly performing the Requirements of this Contract. Do not include in the percentage any businesses performing the Requirements of this Contract that are non-SWaM businesses.</b>			

**MODIFICATION NO. 01**  
**TO**  
**CONTRACT NUMBER VA-191121-VBS**  
**BETWEEN THE**  
**COMMONWEALTH OF VIRGINIA**  
**AND**  
**VIRGINIA BUSINESS SYSTEMS**

This Modification No. 01 ("**Modification**") is an agreement between the Virginia Information Technologies Agency ("**VITA**"), pursuant to § 2.2-2012 of the *Code of Virginia* and on behalf of the Commonwealth of Virginia ("**Commonwealth**"), and **Virginia Business Systems**. ("**Supplier**"), to modify and amend Contract No. **VA-191121-VBC** ("**Contract**") in accordance with the terms and conditions of this Modification. This Modification and any attachments thereto is, upon execution by VITA and Supplier (each a "**Party**" and, collectively, the "**Parties**"), incorporated into and made an integral part of the Contract.

Capitalized terms used in this Modification have the meaning ascribed to them in the Contract unless otherwise defined in this Modification.

In consideration of the recitals set forth above, which are hereby restated and agreed to by the Parties, and for valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties, Supplier and VITA agree to amend the Contract as follows:

The contract is currently set to expire on November 20, 2023 and is now extended until January 20, 2024.

The changes set forth in this Modification are effective immediately.

The foregoing is the complete and final expression of the agreement between Supplier and VITA to modify the Contract and cannot be modified, except by writing signed by duly authorized representatives of both parties.

**ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED.**

PERSONS SIGNING THIS MODIFICATION ARE AUTHORIZED REPRESENTATIVES OF EACH PARTY TO THE CONTRACT AND ACKNOWLEDGE THAT EACH OF THE SUPPLIER AND THE COMMONWEALTH AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THE CONTRACT.

VIRGINIA BUSINESS SYSTEMS

VITA, on behalf of the  
COMMONWEALTH OF VIRGINIA

BY: Monica Wilmore

BY: 

NAME: Monica Wilmore

NAME: James MacKenzie

TITLE: Vice President of Sales and Marketing

TITLE: Strategic Sourcing Specialist

DATE: 10/19/2023

DATE: 10/19/2023

**MODIFICATION NO. 02**  
**TO**  
**CONTRACT NUMBER VA-191121-VBS**  
**BETWEEN THE**  
**COMMONWEALTH OF VIRGINIA**  
**AND**  
**VIRGINIA BUSINESS SYSTEMS**

This Modification No. 02 ("**Modification**") is an agreement between the Virginia Information Technologies Agency ("**VITA**"), pursuant to § 2.2-2012 of the *Code of Virginia* and on behalf of the Commonwealth of Virginia ("**Commonwealth**"), and **Virginia Business Systems**. ("**Supplier**"), to modify and amend Contract No. **VA-191121-VBC** ("**Contract**") in accordance with the terms and conditions of this Modification. This Modification and any attachments thereto is, upon execution by VITA and Supplier (each a "**Party**" and, collectively, the "**Parties**"), incorporated into and made an integral part of the Contract.

Capitalized terms used in this Modification have the meaning ascribed to them in the Contract unless otherwise defined in this Modification.

In consideration of the recitals set forth above, which are hereby restated and agreed to by the Parties, and for valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties, Supplier and VITA agree to amend the Contract as follows:

1. **Extension of Contract Term:** The Contract is hereby extended for an additional ten (10) months beyond its current expiration date, with the new expiration date being November 20, 2024.
2. **Incorporation of New Discounts:** The Contract is amended to incorporate the new discounts provided by the Supplier in the Vendor Template received on or before December 13th of the current year. These new discounts will be reflected in the pricing of the products and services provided under the Contract.
3. **Option for Further Renewal:** Following this extension, the Contract will be eligible for a one-year renewal based on the terms and conditions of the Contract.
4. **Effective Date:** The modifications set forth in this document shall be effective immediately upon execution by both parties.
5. **Continuation of Terms:** Except as modified by this document, all terms and conditions of the Contract remain unchanged and in full force and effect.

The changes set forth in this Modification are effective immediately.

The foregoing is the complete and final expression of the agreement between Supplier and VITA to modify the Contract and cannot be modified, except by writing signed by duly authorized representatives of both parties.

**ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED.**



PERSONS SIGNING THIS MODIFICATION ARE AUTHORIZED REPRESENTATIVES OF EACH PARTY TO THE CONTRACT AND ACKNOWLEDGE THAT EACH OF THE SUPPLIER AND THE COMMONWEALTH AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THE CONTRACT.

VIRGINIA BUSINESS SYSTEMS

VITA, on behalf of the  
COMMONWEALTH OF VIRGINIA

BY: Monica Wilmore

BY: Gregory Searce

NAME: Monica Wilmore

NAME: Gregory Searce

TITLE: Monica Wilmore, VP of Sales and IT

TITLE: Strategic Sourcing Specialist

DATE: 12/20/2023

DATE: 12.21.2023

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**VA-191121 Renew | Notice 2024**

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**From** Jones, Mary (VITA) <m.jones@ita.virginia.gov>  
on behalf of  
SCMInfo (VITA) <SCMinfo@ita.virginia.gov>

**Date** Fri 10/25/2024 9:41 AM

**To** Matthew Cooke (m.cooke@cust.com <m.cooke@cust.com ; lori.toth@icoh-usa.com (lori.toth@icoh-usa.com  
<lori.toth@icoh-usa.com ; Tom Cavanaugh (tcavanaugh@obbtechnologies.com  
<tcavanaugh@obbtechnologies.com ; KIM HALL (kim.ttronica.com <kim.ttronica.com ;  
x donna.davis@erox.com <donna.davis@erox.com ; M EY, BRIAN C <BRIAN.M EY@erox.com ;  
gerald.britt@erox.com (gerald.britt@erox.com <gerald.britt@erox.com  
**Cc** Wite, Larry (VITA) <Larry.Wite@ita.virginia.gov>; Searce, Gregory (VITA)  
<Gregory.Searce@ita.virginia.gov>

Dear Supplier,

Per Section 3.A. ("Term and Termination") of the above referenced contract, The Virginia Information Technologies Agency has elected to exercise its option to renew the contract for the next available annual renewal period as stated in your contract. Should you have any questions, please feel free to contact SCM.

The contract expiration date is now 11/20/2025.

Contracts under this renewal notice:

VA-191121-ATRO
VA-191121-COBB
VA-191121-ELSY
VA-191121-NCS
VA-191121-RICO
VA-191121-VBS
VA-191121-XERX

This email serves as your renewal.

**Please reply confirming receipt of this notice.**

--

**Supply Chain Management**  
Virginia IT Agency (VITA)  
*Connecting - Protecting - Innovating*  
[SCMinfo@vita.virginia.gov](mailto:SCMinfo@vita.virginia.gov)