

APPENDIX K - DESIGN PRINCIPLES AND ASSUMPTIONS

DESIGN PRINCIPLES AND ASSUMPTIONS

The following design principles and assumptions are to be considered and/or applied by the Contractor during the assessment phase as well as during the ongoing delivery of services as outlined within the statement of work. These design principles and assumptions are being shared for illustration and consideration purposes only as they are subject to change. The most recent version of these design principles and assumptions will be provided to the Contractor after contract award.

Existing Print Devices:

K.1	Any legacy print devices under contract will be considered out-of-scope until the end of the contract term, at which time they will be returned to the existing manufacturer.
K.2	Ricoh, Xerox and HP print devices account for close to 80% of the overall print devices.
K.3	There will be a requirement to replace approximately 30% of the print devices during the first two years of the contract. These will require site assessments.
K.4	Notwithstanding bullet K.3, flexibility will be provided to the Contractor to recommend the earlier replacement of departmental print devices if the Contractor can demonstrate that the CPC for a new device is less than the operating cost for the existing device and it is approved by IT Shared Services.
K.5	Notwithstanding bullet K.3, the Contractor may propose to retain certain models of the Province's owned print devices in order to meet specialized needs.

Assessment Phase:

K.6	Sites are defined as a single floor facility or a floor in a multi-floor facility.
K.7	Proponent will conduct an assessment activity to prepare a future-state recommendation per site.
K.8	Self-Assessments by the Users completing a Proponent-supplied questionnaire will be permissible for sites of 30 Users or less, however in a multi-site office complex where the total numbers of Users exceed 30 or in an individual site where there are more than 30 Users, the assessment must be carried out in person by the Proponent.
K.9	The future-state proposal must contain the information outlined in the Statement of Work.

Proponent supplied print devices:

K.10	Individual print devices installed by the Proponent during contract term must be new and may remain in service until the end of the Contract or 5 years, whichever occurs first, provided they continually meet the business line printing requirements and Service Levels.
K.11	Proponent will determine if Proponent supplied units require refreshment during contract's term in order to achieve Service Levels, but as a maximum, must be replaced within 5 years of being in-service.
K.12	The Department(s) may return Proponent supplied print devices deployed under this contract without penalty which are a result of Site closures, up to a maximum of 5% per year, of the total print devices deployed under the Contract.
K.13	All print devices are to be network enabled.
K.14	All print devices will be capable of automatic duplex printing.
K.15	As a minimum, all MFD's will be enabled for printing, copying, and scanning, including scanning to email and folder.
K.16	A minimum of 1 MFD at an individual Site must to be fax enabled, provided Faxing is a requirement. (determined at assessment phase)
K.17	All MFD's capable of 11"x17" output are to have a minimum of 3 paper input trays, in addition to any by-pass tray, if applicable.
K.18	All MFD's not capable of 11"x17" output are to have a minimum of 2 paper trays, in addition to any by-pass tray, if applicable.
K.19	Where 11"x17" output has been identified as a requirement at an individual Site, it must be provided. (estimated at ~25% of total MFD's)

Future-state design requirements/principles:

K.20	A general guideline will provide Users with access to monochrome printing within 100 feet walking distance from their workstation.
K.21	All sites will have at least 2 print devices capable of mono printing to provide redundancy. Where colour printing or faxing is a requirement, at least 1 device must have this capability.

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K.22	All sites will have the capacity to scan on at least one device.
K.23	Colour printing is to be provided if it is deemed a business need. (15% of printing volume is colour printing)
K.24	Where cost effective and feasible, a minimum of 50% of the print devices at a site must be an MFD.
K.25	Number and types of print devices to be deployed within a Senior Manager's Office must conform to departmentally established standards and guidelines (to be provided at contract award).
K.26	Notwithstanding the above design principles and assumptions, where site layout, print requirements and volumes support it, the maximum Employee per Device Ratio per Site for the following functionality will be decided during contract negotiation.