

RFP Template for Managed Print Services

Please note, the below template is a simplified model and may require customization based on the specific needs and requirements of your organization. It's also advisable to consult with a legal or procurement professional to ensure that your RFP is comprehensive and legally sound.

1. Executive Summary

[Company Name] is issuing this Request for Proposal (RFP) to select a qualified vendor to provide managed print services for our facility. We invite you to submit your proposal by [Date Here].

2. Company Overview

[Company Name] is a community-based [type of business] located in [location]. We've been serving the community for over [time] years and have a staff of over [number of employees] dedicated professionals. Our business provides a full range of services, from [insert types of services].

3. Scope of Work

We are seeking a Managed Print Services provider to handle all aspects of our printing needs, including but not limited to, the procurement of hardware, software, maintenance, and support services. The scope of work also includes implementing a print management solution that can help us track and manage our printing resources efficiently. Some general needs are:

[Daily printing volume]

[Number of printing devices needed]

[Locations that need printing services]

[Current devices being used]

4. Proposal Submission Process

Please submit your proposal in a PDF format via email to our procurement department at [Company email contact] by [due date]. The proposal should include a detailed explanation of your approach to the project, a proposed timeline, and a complete breakdown of costs.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Cost-effectiveness

- Technical capability
- Experience in the [Company] industry
- Quality of customer service
- References from similar-sized companies

6. Terms and Conditions

The contract will be for a period of [length of time], with the option to extend for additional one-year terms. Payment will be made on a monthly basis. Termination of the contract requires a 90-day written notice.

7. Additional Information

If you have any questions regarding this RFP, please contact our procurement department at [company email]. We look forward to receiving your proposal and learning more about how your services can benefit [company name].