

To: Board of Directors
From: Jorgannie Carter
Date: February 25, 2025
Subject: Recommendation of Contract Award

Region 4 ESC held an RFP opening on December 12, 2024, for RFP # 24-12 Digital Workspace Solutions. There were five (5) proposals submitted:

- DEX Imaging, LLC
- Konica Minolta Business Solutions U.S.A., Inc.
- Kyocera Document Solutions America Inc.
- Toshiba America Business Solutions, Inc.
- Xerox Corporation

After careful review of all proposals, the Evaluation Team has determined that all five (5) companies demonstrated the ability to provide the products and services outlined in the solicitation while offering competitive pricing to the members.

CONSIDERATION

Award of annual contract in compliance with the bid laws of the State of Texas is recommended.

RECOMMENDATION

The Evaluation Team recommends the following companies for award based on their response:

Contract	Vendor	Term of Contract
Digital Workspace Solutions	DEX Imaging, LLC Konica Minolta Business Solutions U.S.A., Inc. Kyocera Document Solutions America Inc. Toshiba America Business Solutions, Inc. Xerox Corporation	Three (3) years with the option of two (2) one-year renewals

Support documentation has been attached for your reference.
Enclosure: Bid Tab Summary

24-12 - Digital Workspace Solutions

Supplier	Rank		EVALUATION CRITERIA AND WEIGHTS							
	Score	100	Purchase Price	Reputation of Vendor and Goods/Services	Quality	Meet Region 4 needs	Long-term Cost			
Toshiba America Business Solutions, Inc.	1	92.00	32.00	4.50	19.00	28.00	8.50			
Konica Minolta Business Solutions U.S.A., Inc.	2	90.00	32.00	4.50	19.00	26.00	8.50			
Xerox Corporation	3	89.50	31.00	5.00	18.00	27.00	8.50			
Kyocera Document Solutions America Inc.	4	86.50	30.00	4.50	16.00	28.00	8.00			
DEX Imaging, LLC	5	80.00	28.00	3.00	17.00	24.00	8.00			