

Minutes
Department of the Interior Publishing Council
June 28, 2006
10:00 a.m. – Noon EST

Membership

Bert Simon, Chair	USGS
Mark Newcastle, Vice-Chair	FWS (via telephone)
Gina Bowman-Johnson	MMS
Lee Campbell	BLM
Jim Chase	NBC
Pat Corrigan	OS/PAM-absent
Curtis Foust	BIA-absent
Jerry Buckbinder	NPS-absent
Debra Melton	NPS
Margaret Quick	OSM
Barry Waryanka	BOR
Vicki Romero, Recorder	BOR

Guests

Pia Scott	OS/PAM
Lella Smith	USGS
Ric Heilemann	USGS
Ashley Thompson	OS/PAM

The focus of this meeting was the Copier Initiative whereas the Council was joined by Raffaella (Lella) Smith – our initiative contracting officer (USGS) and Pia Scott, the procurement advocate and lead of the initiative. Also in attendance were Ric Heilemann, the USGS Business Development Specialist, and Ashley Thompson attending with Pia.

Pia expressed her excitement for this initiative and being undertaken by this group of professionals. In particular, she is gratified for having Lella serve as the Contracting Officer for this effort. Pia provided appropriate guidance and facilitated throughout these discussions.

Lella put forth components of the initiative as follows:

- Request for comments from industry
- Data call from bureaus
- Development of specifications
- Preparation of request for best pricing (RFBP) – release to GSA schedule vendors
- Receipt of vendor model proposals and best pricing
- Technical review

- Selection of vendors and award

The timeline for the above objectives will be developed in an ensuing meeting, with a goal of award to be in the spring of 2007.

Discussions:

- *Volume bands* continued to be an issue for discussion as we have identified 5 general use bands and 2 special equipment bands (see attached). Lella suggested that we strive to reduce the number of bands to four that would result in selecting equipment that would serve most offices and meeting most offices' needs. This issue will be finalized in a subsequent meeting.
- *Procurement Options*. Lella indicated that we could pursue the procurement via two options. We could get the maximum discount offers by awarding a contract to one vendor; or we could look at reduced discount offerings through BPAs as vendors would know that they would not be the only vendor vying for our business.

If BPA, we could have a vendor for each band or permit all vendors to participate in all bands. Lee said it is impractical to have one vendor. Geographically it would be a problem. We need multiple awards to ensure global coverage.

The Council opted for the BPA option and to permit each vendor to offer best pricing for all bands because it would provide choices for the field offices and managers would be able to choose the vendor that could best support them with service at their location.

- *Leasing*. Lella expressed that in USGS, there is an interpretation that the total amount of the lease term must be obligated in advanced in the first year of the lease. This matter must be further clarified.

Lella says that she would stipulate in the proposal that the vendors would provide leases without early termination penalties.

- *Objective 1: Request for comments from industry*

Lella asked whether the request for industry input is a desired action. The Council agreed that we would benefit from getting this feedback from industry. The RFI would go to vendors (manufacturers) on GSA schedule.

We agreed to oral presentations by the vendors limited to 30 minutes for approximately 10 vendors.

- *Objective 2: Data call from bureaus and Objective 3: Development of specifications*

Lella is asking for quantity and basic specifications for the copiers to provide in the RFI. This will mean that the Council will need to put forth the data call to provide the information. As well, Lee and Barry volunteered to summarize the basic specifications from the proposed statement of work.

There was a discussion on the methodology to use in executing the data call. Bert suggested that since this is a Department effort, something should come out from the Department indicating that this initiative had begun and that bureaus would be gathering information to be used in the procurement proposal.

Bert will initiate a draft memorandum for consideration by PAM. This notice would be addressed to the bureaus' head of administration, with copy to the appropriate executives and secretarial levels.

Lella reiterated that she is merely interested in number of copiers and basic characteristics using the chosen bands to define where our inventory of copiers fit.

- *Maintenance.* Barry said service should be providing both part maintenance and equipment. Lella and Ric expressed that we would strive to set aside maintenance for certified small business vendors or distributors of vendor brands. The manufacturers would have to certify these vendors. The intent would be to provide a list of authorized service dealers and vendors that could service the brands on BPA. Ric particularly expressed that if the small business concerns are used as subcontractors by the major vendors, then the Department would not get credit for the setaside.

Mark said when purchasing outright, we can offer maintenance to small businesses. When leasing however, maintenance is usually incorporated into the package and not usually separable.

Lella further indicated that the purchase card can be used in purchasing maintenance.

Lee added that service is most important and remote field offices will need local support.

- *IT Involvement.* Several members expressed the need to have IT participation in the process. Jim remarked that the industry has rapid technological changes in features, document management, and other aspects. Barry expounded that IT needs to understand how these systems are designed and whether they can meet with the system connectivity requirements of this equipment.

Pia put forth the question of how would we want representation? Would this representation be from the bureaus or from the Department?

- *Vendor List.* There was an expressed desire to review the list of vendors that Lella would submit the RFI to.

Next meeting: July 27th.

Remaining 2006 Schedule:

August 24

September 28

October 26

November (no meeting scheduled)

December 21 (the 2nd Thursday of the month)

Volume Band Requirements

The MFDs included in this contract are divided into seven (7) volume band (VB) classes. Provided below is a historical representation of volume bands for placement based on utilization.

BAND	MINIMUM COPIES PER MINUTE (CPM)	AVERAGE VOLUME RANGE (COPIES PER MONTH)
1	>20	> 2,750
2	20-29	2,751 - 7,500
3	30-39	7,501 - 14,500
4	40-49	14,501 - 25,000
5	50-59	25,001 - 50,000
BAND 6 and 7, Require CPPMO Approval		
6	60-99	50,001 - 100,000
7	100 ⁺	100,001 ⁺