



# U.S. Department of the Interior Copier-Based Multifunctional Devices (MFD) Blanket Purchase Agreement

## Steps & Tips for Acquiring an MFD

This BPA aims to satisfy Interior offices' needs for copying, printing, scanning, and faxing in an integrated unit, while complying with IT networking and security requirements and reducing our carbon footprint.

The following steps and tips are provided to assist you in developing your requirement and guiding you through the processes that ultimately results in the submission of your purchase request to your procurement office.

# 1

### Step 1: Select your MFD Features and Bundle

Review the Mandatory and Optional features at the Interior Publishing Council BPA Web site at <https://portal.doi.net/programs/BPA/default.aspx>. Select the MFD bundle of your choice and optional features desired.

- Copy-Print
- Copy-Print-Scan
- Copy-Print-Scan-Fax

# 2

### Step 2: Select the Volume Band (VB) and Print Output

Are you looking to procure a black and white or color MFD or both?

The VB is associated with the copy per minute (CPM) output of the machine desired. The MFDs are divided into five (5) black and white VBs and three (3) color VBs as follows.

BAND	CPM	B&W	COLOR
1	20-29	x	x
2	30-39	x	x
3	40-49	x	x
4	50-59	x	
5	60-69	x	

# 3

### Step 3: Determine Your Acquisition Choice

- SIN 51-100 Purchase
- SIN 51-55 Rental Plan
- SIN 51-58A Operating Lease Plan
- SIN 51-100C Cost per Copy (CPC) Plan

*Special Item Number (SIN) is an identifier used in categorizing products under GSA Federal Supply Schedules.*

**Note:** If you are planning to buy an MFD, remember that you will need to purchase the maintenance plan separately.

See *Should I Buy a Maintenance Agreement for My New MFD?* below.

### *Information on Rental, Lease, and Cost per Copy Plans*

**Rental Plan** - Pay one price for the use of the copier, accessories, and copy control devices up to the maximum number of copies stated in your monthly agreement, which includes normal service maintenance.

**Operating Lease Plan** - Lease a copier for a predetermined monthly rate and a specified period of time without intent to own. The contractor retains title to the leased equipment at the end of the lease.

**Cost per Copy Plan** - Pay a fixed monthly fee based on either a guaranteed minimum number of copies per month or without a specified number of copies. Copies exceeding the minimum are charged at a pre-negotiated cost-per-copy rate, while when no minimum is specified, all copies are chargeable. A minimum of one yearly service call is required with each cost per copy lease plan.

BPA rates include maintenance and consumable supplies in the plan agreement except paper, staples, and other as required items, which are purchased at a discounted price.

## Should I Buy a Maintenance Agreement for My New MFD?

Maintenance Service Agreement for Copiers (SIN 51-57) is available for customers purchasing an MFD. Services include cleaning, lubricating, adjusting, and replacing parts when needed. Cost of labor, transportation, and spare parts are included in one lump sum for your convenience. Pre-negotiated maintenance service agreements for a specified time frame allow your repair needs to be met immediately.

You may choose to operate your MFD without an annual maintenance agreement, but you will likely be charged for each individual service call at a higher rate than service calls covered under the BPA maintenance agreement. Also, the service vendors typically respond to service calls placed by maintenance agreement customers first before responding to calls placed from customers without a maintenance agreement.

### Step 4: Configure Your MFD and Determine Your Cost

Go to the Interior Publishing Council BPA Web site

at <https://portal.doi.net/programs/BPA/default.aspx> to access the contractors' Web sites to configure your device and calculate your cost using the cost calculator.

# 4

#### **NOTE:**

Process your MFD requirements through **all three** contractors' cost calculators to ensure that a price evaluation is done as part of the best value determination. FAR 8.405-2(d)

### Step 5: Review DOI Geographical Coverage

# 5

Review DOI Geographical Coverage via the BPA contractors' Web sites to ascertain that service coverage is available for your location or a location within your vicinity and note their service response times for your locale. This factor can be used in determining "best value."

### Step 6: Determine Best Value

# 6

"Best value" means the expected outcome of an acquisition that, in the Government's estimation, provides the greatest overall benefit in response to the requirement (FAR 2.101). In arriving at best value, consideration is given to attributes such as price, special features, administrative costs, geographical coverage, and other aspects as indicated on Form 1866, Request for Reprographic Equipment.

### Step 7: Complete and Process Request for Reprographic Equipment (Form 1866)

# 7

Complete your bureau's Request for Reprographic Equipment (Form 1866). A sample is contained as Appendix A with a primer on completing the form. Send your form 1866 to your Bureau Reprographic Program Manager (RPM) for approval. Your RPM will return the approved form 1866 to you for processing with your requisition to your procurement office.

Find your RPM on the Interior Publishing Council BPA Web site at

<https://portal.doi.net/programs/BPA/default.aspx>

# 8

### Step 8: Process your purchase request and approved Form 1866 to your procurement office!

#### NOTE:

A procurement office may not execute an acquisition for reprographic equipment without a properly executed and approved form 1866.

The BPA is administered by the U.S. Geological Survey (USGS) on behalf of Interior. The Contracting Officer may be contacted at (703) 648-7388. The BPA is established for five (5) year period (base year and four option years).

#### BPA Contractors:

Sharp BPA # G10PA00018  
 Canon BPA # G10PA00019  
 Xerox BPA # G10PA00020

## Form 1866 Instructions

The sample Form 1866 provided in these instructions is organized in an easy-to-follow sequential pattern separated in seven (7) sections. Bureaus may adopt their own version of the 1866 as determined by their internal preferences.

Form 1866

<b>U.S. Department of the Interior</b> <b>REQUEST FOR REPROGRAPHIC EQUIPMENT</b> <i>(314 DM 9)</i>		1. Date	2. Reprographic Program Manager Control No.	
<b>3. Requestor Information</b>				
3a. Bureau/Office	3b. Organization	3c. Address (City, State, ZIP)		3d. Delivery Address (City, State, ZIP)
3e. Contact Name		3f. Email	3g. Phone	3h. Fax
3i. Authorizing Official (Name & Title)			3j. Signature	

### Acquisition Information (Block 4):

- Type of Request: Select whether the procurement is *New Installation* or *Replacement*. If *Replacement*, complete Block 6 for the asset being replaced.
- Type of Acquisition: Select your type of acquisition (*purchase, cost per copy, operating lease, or rental*).
- Bundle Plan: Select your bundle. The minimum capability is that the device must copy and print.
- Contractor and Equipment Selection: Make your choice of contractor, model, volume band and print output.

<b>4. Acquisition Information</b>			
4a. Type of Request: <input type="checkbox"/> New Installation  <input type="checkbox"/> Replacement <i>(Complete Block 6)</i>	4b. Type of Acquisition <input type="checkbox"/> Purchase <input type="checkbox"/> Cost Per Copy <input type="checkbox"/> Operating Lease <input type="checkbox"/> Rental	4c. MFD Bundle Plan <input type="checkbox"/> A: Copy/Print <input type="checkbox"/> B: Copy/Print/Scan <input type="checkbox"/> C: Copy/Print/Scan/Fax	4d. Contractor and Equipment Selection Contractor _____ Model _____ Volume Band (VB) _____ Print Output: <input type="checkbox"/> Black & White <input type="checkbox"/> Color

Volume Bands (VB)				
BAND	MINIMUM COPIES PER MINUTE (CPM)	B&W	COLOR	
1	20-29	x	x	
2	30-39	x	x	
3	40-49	x	x	
4	50-59	x		
5	60-69	x		

- e. **Basis for Selection:** If your selection is based on lowest price among the three BPA contractors or the contractor selected is the only contractor offering the plan you are procuring under, then block 5 (*Justification*) is not required to be completed and you can go on to block 6, if applicable. Otherwise, if not, then select any of the categories upon which you have based your selection and then complete block 5 (*Justification*).

<b>4e. Basis for Selection.</b> If Price or Plan Sole Source is checked, skip Block 5		<input type="checkbox"/> Price	<input type="checkbox"/> Plan Sole Source	
If selection is based on criteria other than Price/Plan Sole Source, then select all items below that apply and complete Block 5 Justification				
<input type="checkbox"/> Special Features	<input type="checkbox"/> Trade-in	<input type="checkbox"/> Service Response	<input type="checkbox"/> Maintenance Availability	<input type="checkbox"/> Past Performance
<input type="checkbox"/> Plan Continuity or Modification	<input type="checkbox"/> Other Considerations			

### Selection Criteria Definitions

Price	You have selected the lowest priced MFD meeting your needs.
Plan Sole Source	The non-purchase plan (Cost per Copy, Rental, or Operating Lease) you selected has only one contractor participating in that plan.
Special Features	Special Features means that you require certain special attributes that only the chosen contractor can provide, or that you have selected the lesser priced contractor offering the special features you desire.
Trade-in	You are receiving a further and better discount from the selected contractor resulting from a credit for the device you are replacing.
Service Response	Service response time (SRT) is critical to your need because of your location, or the contractor's SRT is better than its competition in your area.
Maintenance Availability	The better positioned service dealer who can readily support you within your area services only the selected contractor.
Past Performance	An analysis of past performance of all contractors has resulted in the selected contractor being the better choice. Explain how you arrived at that conclusion.
Plan Continuity or Modification	This acquisition involves Cost per Copy, Rental, or Operating Lease plans and the acquisition is to replace or install a unit within an existing plan agreement.
Other Considerations	Other factors that would justify the selection.

**Justification (Block 5):** Use continuation sheet in plain text if necessary.

**Asset Being Replaced (Block 6):** Complete only if there is an asset being replaced.

6. Asset Being Replaced		
6a. Category:	6b. Owned Asset Identification:	6c. Method of Disposal:
<input type="checkbox"/> Owned (Complete 6b and 6c)	DOI Property No.: _____	<input type="checkbox"/> Trade-In
<input type="checkbox"/> Cost Per Copy	Serial No.: _____	<input type="checkbox"/> Transfer
<input type="checkbox"/> Operating Lease	Make: _____	<input type="checkbox"/> Excess
<input type="checkbox"/> Rental	Model: _____	<input type="checkbox"/> Recycle
	Age (Year): _____	
	Monthly Volume or Capacity: _____	

**Reprographic Management Evaluation (Block 7):** Reserved for the Bureau RPM.

Form 1866

U.S. Department of the Interior REQUEST FOR REPROGRAPHIC EQUIPMENT (314 DM 9)		1. Date	2. Reprographic Program Manager Control No.
<b>3. Requestor Information</b>			
3a. Bureau/Office	3b. Organization	3c. Address (City, State, ZIP)	3d. Delivery Address (City, State, ZIP)
3e. Contact Name	3f. Email	3g. Phone	3h. Fax
3i. Authorizing Official (Name & Title)		3j. Signature	
<b>4. Acquisition Information</b>			
4a. Type of Request <input type="checkbox"/> New Installation  <input type="checkbox"/> Replacement (Complete Block 6)	4b. Type of Acquisition <input type="checkbox"/> Purchase  <input type="checkbox"/> Cost Per Copy  <input type="checkbox"/> Operating Lease  <input type="checkbox"/> Rental	4c. MFD Bundle Plan <input type="checkbox"/> A: Copy/Print  <input type="checkbox"/> B: Copy/Print/Scan  <input type="checkbox"/> C: Copy/Print/Scan/Fax	4d. Vendor and Equipment Selection Vendor _____ Model _____ Volume Band (VB) _____ Print Output: <input type="checkbox"/> Black & White <input type="checkbox"/> Color
<b>4e. Basis for Selection.</b> If Price or Plan Sole Source is checked, skip Block 5 <input type="checkbox"/> Price <input type="checkbox"/> Plan Sole Source If selection is based on criteria other than Price/Plan Sole Source, then select all items below that apply and complete Block 5 Justification:			
<input type="checkbox"/> Special Features <input type="checkbox"/> Trade-in <input type="checkbox"/> Service Response <input type="checkbox"/> Maintenance Availability <input type="checkbox"/> Past Performance <input type="checkbox"/> Plan Continuity or Modification <input type="checkbox"/> Other Considerations			
<b>5. Justification</b>			
<b>6. Asset Being Replaced</b>			
6a. Category <input type="checkbox"/> Owned (Complete 6b and 6c)  <input type="checkbox"/> Cost Per Copy  <input type="checkbox"/> Operating Lease  <input type="checkbox"/> Rental	6b. Owned Asset Identification DOI Property No. _____ Serial No. _____ Make _____ Model _____ Age (Year) _____ Monthly Volume or Capacity _____		6c. Method of Disposal <input type="checkbox"/> Trade-In <input type="checkbox"/> Transfer <input type="checkbox"/> Excess <input type="checkbox"/> Recycle
<b>7. Reprographic Management Evaluation</b>			
7a. Reprographic Program Manager Action <input type="checkbox"/> Approved  <input type="checkbox"/> Approved for a VB _____ Print Output _____  <input type="checkbox"/> Return to Customer for further action  <input type="checkbox"/> Disapproved		7b. Reprographic Program Manager Name and Title	
		7c. Reprographic Manager Signature	7d. Date