

Action Item - 11

Title: Amendment of Contract with Ricoh USA, Inc. for Printing Management Services (\$350,000)

Board of Education Meeting Date: 4/24/2025

Action Under Consideration

The Administration recommends that the Board of Education authorize The School District of Philadelphia, through the Superintendent or their designee, to execute and perform an amendment of a contract, subject to funding, as follows:

With:

Ricoh USA, Inc.

Purpose:

To extend the contract term and scope of services provided for the District's copier fleet and document management system.

Originally Authorized Start date: 7/1/2022

Originally Authorized End date: 6/30/2027

Amended Authorized End Date: 6/30/2030

Currently Authorized Compensation: \$20,000,000

Additional Compensation by Contractor:
\$350,000

Total new Compensation: \$20,350,000

Location:

All Administrative Offices, All Schools

Description:

Why is this contract needed?

This amendment is to support the Office of Capital Programs Office in the need for a service provider to support the Design team in providing a functioning scanner to be used for engineering, architecture drawings, making signs, and producing art. The purchase of this scanner is a crucial device to the Capital Design team for both daily and weekly projects. In addition, the Capital Programs Archive Project seeks to partner with an experienced and capable supplier to meticulously scan and digitize an extensive collection of historical and current documents. The digitized archiving

system will form the foundation of a digital library, enabling stakeholders to locate, retrieve, and utilize critical information with ease and efficiency.

How will the success of this contract be measured?

Success will be measured through the functionality of the equipment throughout District locations and the capability to support day-to-day operational needs at both the employee and student levels.

If this is the continuation of a contract, how has success been measured in the past, and what specific information do we have to show that it was successful?

Rioch has provided onsite customer service support to SDP staff, in addition to updating the District's entire copier fleet without disruption to daily operations. Additionally, Ricoh has been a strategic partner to the District's internal Printing & Mailroom Services Department by supporting marketing strategies and increasing the efficiency and capabilities of its operations.

Related resolution(s)/action item(s)

August 18, 2022, No. 22

Funding Source(s)

FY25 - FY30 Various

Office Originating Request:

Procurement