

Copier and Printer RFP - Questions and Answers

Question:

What are the expectations for Google Docs?

Response:

We are currently using SharePoint and would like to utilize that for creating a digital document archive.

Question:

eDocument Scanning requirements and what is in place today?

Response:

Currently we are not utilizing any document scanning solutions today. We would be looking for a solution that provides two features. First feature should have the ability to connect to SharePoint Online. Second feature, software must have OCR capabilities making scanned text searchable or editable.

Question:

Which line of business applications and operating system will you be printing from?

Response:

Mainly Microsoft O/S's and Microsoft Applications.

Question:

Do you have a faxing strategy? If so, what is it?

Response:

Currently, we have a separate fax machine. We would like the Administration Building copier to have faxing capabilities.

Question:

The RFP mentioned PIN code usage. Would you also like to use PROX card and/or FOB for authentication?

Response:

We would be looking for a secure printing feature that the user can assign a PIN number under the advanced printer property from their computer and then retrieve their print job at the printer with that same PIN.