



Parents as Teachers National Center, Inc.

Request for Proposal for Copy/Print/Scan Device Selection January, 2026

Prepared by:
Richard D. Wollenberger, CITBM, CHP, CSCS, CCSA
*Director, Information Technology and
HIPAA Compliance and Security Officer*

CRM System Selection RFP

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PARENTS AS TEACHERS NATIONAL CENTER BACKGROUND

Parents as Teachers National Center, Inc. (PATNC) is a nonprofit organization supporting parent education services to families prenatally through kindergarten. Parents as Teachers programs are in all 50 states and 6 countries, within a variety of agencies such as health departments, school districts, and community agencies. The Parents as Teachers National Center (PATNC) (www.parentsteachers.org) serves as the model and curriculum developer, and provides training, resources, and implementation support to professionals from the fields of social work, early education, and health.

The work is carried out by a network of affiliates (conceptually similar to franchises). The staff who work directly with families and children are called Parent Educators and the home visits include health, hearing, developmental, and vision screenings. There are also group connections (meetings) and referrals to local resources where appropriate. The PAT network of affiliates is about 860 organizations with over 8,300 parent educators serving over 172,000 families.

The Parent Educators are trained using the online Curriculum, which is PATNC's Intellectual Property. The PAT Engage mobile app (currently in limited release) will eventually be made available to the entire PAT network of affiliates. PATNC has approximately 110 employees on staff across the USA.

PROJECT SUMMARY

The Parents as Teachers National Center intends to replace its two current KonicaMinolta Bizhub c300i copy/print/scan devices with two new models.

EQUIPMENT SPECIFICATIONS

Each device should be configured as follows:

- Black and white and color copying and printing
- 3 trays (minimum), one of which should hold 2,000 or more sheets of 8.5" x11" paper
- Stapling
- 3 hole punch
- Duplex copy and print
- Scan to a network shared folder on a Windows server
- Ethernet connection (wireless optional, but wired is required)
- Secure print/release with user authentication
- Usage reporting/analytics

Current usage:

- Printer 8 averages about 5,100 pages/month (1,100 copy and 4,000 prints).
- Printer 9 averages about 2,500 pages/month (525 copy and 2,000 prints).

DELIVERABLES

PATNC expects to receive a written proposal which includes the following:

- All copies and prints for all-in-one monthly cost
- Lease term: Specify cost for 36-, 48-, and 60-month leases, and your recommendation for which option
 - o Note that the current leases expire 4/30/2026, so if there is a proposal to buy out the remaining months please note that with cost breakdowns.
- Service & Maintenance: Full coverage including parts, labor, toner, and preventive maintenance
 - o Specify any response time guarantee
 - o Preventative maintenance schedule
 - o Process for replenishing toner and other supplies
- Implementation Plan
 - o Installation timeline
 - o Training for staff (plan and cost)
 - o Transition support from current equipment
- Company and product references
 - o Please provide references for both your organization and customers who have the product you are recommending

Delivery will be to 6 Cityplace Suite 100, St. Louis, MO 63141. There is a full loading dock available (first come, first serve on day of delivery).

PROPOSAL REQUIREMENTS

COMPANY BACKGROUND

Please share details/information about your company background and how your organization can deliver value and contribute to a successful, mutually beneficial partnership for Parents as Teachers in this project.

COMPANY INCLUSION

Please share details/information about your company's commitment to Inclusion including some examples.

COST ESTIMATES AND ESTIMATED TIMELINE

Provide a cost range to complete this project and an estimated schedule with key milestones.

Please list additional considerations not included above which should be discussed, highlighted and/or refined as part of the system selection process.

SUBMISSION REQUIREMENTS

Submissions should include references and be in Microsoft Word or Adobe PDF format and sent to rfpsubmissions@parentsasteachers.org

As noted below, PATNC is providing time for questions to be submitted via email about anything provided here. All questions received will be de-identified, and the questions and answers provided to all potential partners.

SUBMISSION TIMELINE

Dates are subject to change and will be communicated to all should a change occur.

ACTION	DATE
RFP Issued	<i>November 17, 2025</i>
Deadline for Questions submitted via email to rfpsubmissions@parentsasteachers.org	<i>December 5, 2025</i>
Responses to questions shared with all applicants	<i>December 12, 2025</i>
RFP submissions due. Email to rfpsubmissions@parentsasteachers.org	<i>January 5, 2026</i>
Internal review and evaluation	<i>January 6-12, 2026</i>
Vendor selection checks	<i>January 12-16, 2026</i>
Contract start date	<i>Pending decision on buyout of current equipment</i>