THE PROSPECT TRUST

THE SIXTH FORM COLLEGE FARNBOROUGH – MANAGED PRINT SOLUTION

MANAGED PRINT SOLUTION – TENDER DOCUMENT
STEPHEN PINK – HEAD OF NETWORK SERVICES

Version	Date	Author	Author Role	Description
1.0	17/12/2025	Stephen Pink	Head of Network Services	Document created
1.1	26/01/2026	Stephen Pink	Head of Network Services	Document reviewed and finalised

Part of, and the founding member of The Prospect Trust, The Sixth Form College Farnborough is one of the top performing sixth form colleges in the country for 16 to 19 year olds. With approximately 4,200 students and 500 staff, it also boasts an impressive site and facilities.

The College is in the midst of a large-scale digital transformation project, driven by the desire to maintain its' status as an Outstanding College. As part of this, print needs to be reviewed.

CONTENTS

1.1. Project Summary

The College currently has a reasonable fleet (17) of Canon MFDs spread across the site, in key locations, in addition to a dedicated Reprographics department (1 print-room level machine, 2 secondary high-speed MFDs, and 1 fast MFD for direct staff use). These are on a contract that was extended, and is now due to end March 2026.

Most, but not all of these MFDs are using PaperCut MF for secure print release.

There are also approximately 50 desktop printers, of various ages, sizes and capabilities that are unmanaged and unsupported.

1.2. Key Requirements

These requirements have been arrived at following numerous departmental discussions, as well as being informed by existing provision.

The key requirements that are set out in this tender document are as follows:

- **Increase secure print release coverage; ensure that there is a PaperCut enabled device available in all key locations to provide consistent experiences across site.**

- **Improve reliability; due to their age, the current MFD's require constant servicing and maintenance, which results in a lot of down time, and so loss of productivity.**

- **Reduce costs; due to the high volumes being processed on the desktop printers, toner costs are high.**

- **Reduce waste; there is a large amount of wasted paper due to print jobs being sent, printed and not collected.**

- **Manage consumables; a more predictable spend on toner and servicing is desired.**

1.3. Sustainability

As part of our commitment to environmental responsibility and sustainable operational practices, this managed print solution has been designed and specified with the following sustainability principles in mind:

- **Energy Efficiency: Preference for devices that meet or exceed recognised energy efficiency standards (e.g., Energy Star or equivalent).**

- **Reduced Packaging: Suppliers should provide products with minimal or plastic-free packaging wherever possible.**

- **Consumable Management: Toner cartridges and other consumables should be recyclable, and suppliers should offer return or take-back schemes for used items.**

- **Carbon Footprint Reduction:** Devices should support features that reduce energy consumption (e.g., sleep mode, automatic power-down), and suppliers should demonstrate efforts to minimise carbon emissions in manufacturing and logistics. Where possible, carbon-neutral delivery options and offset programs should be offered.

- **End-of-Life Responsibility:** We will work with suppliers who provide responsible disposal or refurbishment options for redundant print hardware.

  - **Note: The existing MFDs will be collected by the incumbent; however the desktop printers will need to be disposed of and value assessed.**

  - **Details of hardware for disposal can be found here: Appendix 1 – Existing Hardware (for Valuation and Disposal)**

1.3.1. Recycling & Waste

  - **The Contractor will be responsible for managing all packaging and waste generated during installation, ensuring appropriate recycling in line with environmental best practices.**

  - **The Contractor is not permitted to use the College waste facilities due to limited capacity.**

1.4. Labour Histogram

The tenderer shall provide a labour histogram for the duration of the proposed works. This shall clearly show the onsite staffing days proposed, per week, for the various grades/skills of personnel proposed to be used on the project (designer, project manager, installer etc.)

This histogram shall be based on the programme information provided by the Contractor or as part of the overall tender documentation.

1.5. Working Regulations

As part of the tender response, appropriate RAMS, Public Liability Insurance must be provided.

- **All contractor personnel will report to the Estates Office each morning to sign in to the College.**

- **All contractor personnel will sign out at the end of each day, again in the Estates Office.**

- **All contractors will use the back carpark (student Car Park) entrance off Sand Hill.**

- **All contractors must complete an online induction, prior to attending site.**

1.6. Costs

As part of the tender response, costs should be clearly outlined, and broken down into at least the following areas:

- **Hardware costs**

- **Installation costs**

- **"Click Charge" costs (per print/copy/scan)**

- **Software/Licensing costs**

- **Support/Maintenance costs**

Pricing for any of the on-going costs should be provided for both 1, 3 and 5 year options.

2. HARDWARE REQUIREMENTS

2.1. Overview

The hardware requirements have been split into two parts, due to the significant differences – General, and Reprographics.

2.1.1. General

Based on departmental needs, there are two specifications required for general College usage. Both specifications should be colour capable.

- o **Large: Floor Standing A3 MFD - minimum 35ppm, dual paper trays, double sided scanner with document feeder, stapler**

- o **Large (High Speed): Floor Standing A3 MFD - minimum 55ppm, dual paper trays, double sided scanner with document feeder, stapler**

- o **Small: Desktop A4 MFD - minimum 35ppm, single paper tray, double sided scanner with document feeder**

2.1.2. Reprographics

- o **Primary (B&W): Main Print Room Device – minimum 110ppm, booklet maker, hole punch, stapler**

- o **Secondary (B&W): Additional Print Room Device - minimum 75ppm, booklet maker, hole punch, stapler**

- o **Secondary (Colour): Additional Print Room Device - minimum 75ppm, booklet maker, hole punch, stapler**

- o **Tertiary (Colour): Staff Usage Device - minimum 55ppm, booklet maker, hole punch, stapler**

o **Wide Format: Wide Format Poster/Banner Printer – currently a Canon imagePROGRAF PRO-4100S, so at least matching this specification or better**

2.2. Connectivity Requirements

- **All devices must fully support PaperCut.**

- **All General devices must support NFC Card authentication.**

2.3. Quantities and Locations

Quantities of each hardware specification and their respective locations can be found in Appendix 2 – MFD Quantities and Locations

3. SOFTWARE REQUIREMENTS

3.1. Overview

Currently, there is a licensed instance of PaperCut MF, installed on an on-premise virtual server. However, this does not need to be migrated – instead, options should be provided to cover the following requirements;

- **5,000 users (staff and students)**

- **All MFDs**

- **NFC access and release, with PIN code as fallback**

- **iPad and Chromebook print release (including BYOD)**

- **Support and maintenance included for full length of term**

PaperCut Hive is preferred due to the cloud-first strategy, however PaperCut MF should be provided as a cost-comparison option. A clear feature comparison should also be provided between the two options, to inform decisions and ensure the chosen option is fit for purpose.

3.2. Configuration

The configuration shall be confirmed by the College and Trust IT Team before being signed off. This should meet the requirements above, as well as;

- **SSO via Microsoft 365 for all users**

- **Automated reporting**

- **Scan to OneDrive/Google Drive/Email**

Other configuration to be discussed and agreed.

3.3. Pre-Installation Requirements

The Contractor shall attend all meetings as required with the College, and Trust IT Team when required. The Contractor will finalise the final detailed design, report on progress and agree the final installation requirements.

This will include but not be limited to finalising requirements for software configuration, hardware installation locations, documentation, and all other items necessary to ensure that the system installed is fully coordinated and designed.

Detailed product datasheet stating where applicable dimensions, performance, standards compliance, installation method and statement of compliance to specification for all products to be used will be submitted for approval.

The Contractor shall ensure that no equipment or components are installed without the prior approval of the Trust IT Team. Equipment installed that has not been formally approved and signed off is done so at the risk of the Contractor and may be instructed to be replaced by the Contractor at no additional cost to the College.

3.4. Post-Installation Requirements

The contractor shall be responsible for coordinating with the College, and Trust IT Team in respect of any other works from other contractors on site that may affect the installation works.

The contractor shall be responsible for coordinating with the College and Trust IT Team in respect of overall attendance on the works. This shall relate to ensuring that the installed works are not left exposed to environmental effects or are damaged by other on-site trades.

4.3. Installation Documents

The Contractor shall submit the following detailed documentation to the Trust IT Team representative for comment at least two weeks prior to completion of the works or the date required by the College:

- **Management Platform access and configuration**

- **Drawings showing installation location for each MFD**

- **Naming scheme**

- **Full written description of the works and manufacturer datasheets**

- **System Warranty**

- **Test results**

The list above is a set of minimum requirements; the Contractor shall include any additional items required by the College. The quantities and format for the as installed documentation shall be in accordance with the requirements of the College.

4.4. Testing and Commissioning

Tests of the installed and configured MFDs shall be carried out to ensure that they have been installed and configured correctly and to verify performance and quality in line with the requirements laid out earlier in the document. This will include testing various scenarios, to ensure all configured features are performing as expected.

This will need to be signed off by the College, and Trust IT Team, prior to the project being marked as completed.

4. SUPPORT, MAINTENANCE AND SLA REQUIREMENTS

4.1. Pre-Installation Requirements

Due to the nature of being a College, and the number of staff and students we have, access to reliable copying, scanning and printing is crucial. Therefore, the support, maintenance and SLA requirements are suitably robust.

4.2. Support, Maintenance and SLA Requirements

- **Toner – All toner usage must be included for the duration of the agreement.**

- **Parts and Consumables – All parts and other consumables (such as, but not limited to drums, fusers, rollers) must be included for the duration of the agreement.**

- **Monitoring – Toner volumes and meter readings should be monitored pro-actively and securely. Automatic alerts for low toners, and automatic ordering of replacements. The meter readings should also be automated to ensure accuracy and consistency.**

- **Remote Support – Immediate remote support should be available as the primary service response.**

- **On-Site Support – There should be a 4-hour maximum response time for any issues requiring on-site support.**

- **Account Management – The school should have access to a dedicated account manager, to ensure smooth operating and ability to adjust to any changes to MFD requirements.**

5.1. Central Trust Staff Solution

As an addition to the main tender, a separate costing for a Managed Print Solution to suit Central Trust Staff should also be provided. This the can then either be included in the contract, run as a separate contract, or not taken.

5.1.1. Overview

The Trust does not have its' own offices; therefore Central Trust Staff such as HR, Finance and IT operate out of and roam between the respective Academy Sites within the Trust. There are approximately 30 members of staff across the Trust, that would need to be considered in this solution.

There is currently a single Canon MFD, located at Tomlinscote, that has been configured with Uniflow Online for Trust staff. This is part of the College contract, that is ending March 2026 and so will be returned with the others – which dictates the need for it to be replaced.

5.1.2. Requirements

- o **Trust Staff must be able to print/copy/scan when on-site at either Tomlinscote School or The Sixth Form College Farnborough, where they are predominantly based**

5.1.3. Technical Constraints

- o **All sites are separate, standalone networks, and separate Microsoft tenancies**

- o **Central Trust devices are Intune managed, and the Windows devices are Azure-only joined to the Trust Microsoft tenant**

- o **The configuration required for printing must be deployable by Intune**

If possible, ideally the Trust staff would be able to seamlessly use the Managed Print Solution and devices on site already;

- **Able to access and use the new Managed Print Solution at the College, proposed in this tender response**

- **Tomlinscote currently uses PaperCut MF, on Konica Minolta devices. Whilst changing the devices is not an option, a migration to PaperCut Hive would be considered depending on any limitations and considerations there.**

If this isn't possible, then the alternative option is to have a dedicated device at each site for Trust staff;

- **The devices should be the same model/spec as the "General – Large" specification for the College devices (Large: Floor Standing A3 MFD - minimum 35ppm, dual paper trays, double sided scanner with document feeder, stapler)**

- **2 in total, 1 based at Tomlinscote and 1 based at College**

5.2. Graphic Design and Photography Solution

As an addition to the main tender, a separate costing for a Managed Print Solution to suit Graphic Design and Photography should also be provided. This the can then either be included in the contract, run as a separate contract, or not taken.

5.2.1. Overview

Graphic Design and Photography have unique printing needs. They currently have 7x HP Color LaserJet Enterprise M750 devices in their respective classrooms, that whilst all functional are not covered under any support or maintenance agreement.

5.2.2. Requirements

- **Print quality should be at least on par with the current HP Color LaserJet – quality matters in these subjects**

- **Replacement devices must be billed separately, as these will be departmental costs**

- **Replacement devices should still be part of the PaperCut secure print release, however students should NOT incur charges using these devices**

- **Replacement devices should be in-line with the "Large" specification elsewhere, however do NOT require scanning or stapling; they are primarily print-only. They also do not need to be floor-standing**

- **Support and maintenance should be in-line with the main Managed Print Solution to ensure consistent service**

5.3. Other Additional Requirements

There may be additional requirements in certain locations, due to the nature of the installation. Pricing should include a breakdown of any additional costs for the following:

- **Days – The installation will require several days on-site; if this is an additional cost, please list separately.**

- **Training – Staff training should be included; if this is an additional cost, please list separately.**

6. TENDER RESPONSES

6.1. Timeline

Please ensure all responses are received by 17:00 on Tuesday 10th February, 2026.

Installation must be completed during the Easter Break – Monday 30th March until Friday 10th April 2026.

6.2. Addressees

Please address responses to the following;

Stephen Pink
Head of Network Services
stephen.pink@theprospecttrust.org.uk
07548 777016

APPENDICES

Appendix 1 – Existing Hardware (for Valuation and Disposal)

Printer/Photocopier Name	Building	Location	Model
1525_Library	Bagnall	Library	HP LaserJet CP1525N
125_BioOff	Science	Biology Office	HP LaserJet Pro MFP M125nw
1515_PEOff	Sports Complex	PE Office	HP Color LaserJet Enterprise M552
200_BioPrep	Science	Biology Prep	HP LaserJet Pro 200 color MFP m276n
251_Comp7	John Guy	Computing 7	HP LaserJet 200 color M251n
2055_BioOff2	Science	Biology Office 2 By Bio 3 (Biology 8)	HP LaserJet P2055dn

2055_Comp5	John Guy	Computing 5	HP LaserJet P2055dn
2055_LangOff	Bagnall	Languages Office	HP LaserJet P2055dn
2055_PhilOff	Bagnall	Philosophy Office	HP LaserJet P2055
3005_StdySupp5	Bagnall	Study Support 4 (was 5)	HP LaserJet P3005
3015_Comp3	John Guy	Computing 3	HP LaserJet P3015
3015_Comp6	John Guy	Computing 6	HP LaserJet P3015
3015_Reception	Bagnall	Main Reception	HP LaserJet P3015
377_HROff	Bagnall	HR Office	HP Color LaserJet Pro MFP M476dn
377_StudentServices	Bagnall	Student Services Office	HP Color LaserJet Pro MFP M377dw
400_ChemOff2	Science	Chemistry office 2	HP LaserJet Pro 400 color M451dn
400_Comp4	John Guy	Computing 4	HP LaserJet Pro 400 color M451dn
400_EcoOff	Bagnall	Economics Office	HP LaserJet Pro 400 M401dne
402_MusOff	Music	Music Office	HP LaserJet Pro M402dne
402_BusOff	Bagnall	Business Office	HP LaserJet Pro M402dn
402_ChemOff	Science	Chemistry office	HP LaserJet Pro M402dne
402_GeoOff	Bagnall	Geography Office	HP LaserJet Pro M402dn
402_Maths_Office	Ranson	Maths Office	HP LaserJet Pro M402dn
426_EngOff	Beacon	English Office	HP LaserJet Pro MFP M426dn
454_StdySuppOff	Bagnall	Study Support Office	HP Color LaserJet Pro M454dn
552_PhysOff	John Guy	Physics Office	HP Color LaserJet M552

750_Graphics2	John Guy	Graphics 2	HP Color LaserJet Enterprise M750
750_Graphics1	John Guy	Graphics 1	HP Color LaserJet Enterprise M750
750_Graphics3	John Guy	Graphics 3	HP Color LaserJet Enterprise M750
750_Graphics4	John Guy	Graphics 4	HP Color LaserJet Enterprise M750
750_Photo1	John Guy	Photography 1	HP Color LaserJet Enterprise M750
750_Photo2	John Guy	Photography 2	HP Color LaserJet Enterprise M750
750_Photo3	John Guy	Photography 3	HP Color LaserJet Enterprise M750
252_SocialScienceOff	Whitehouse	Social Science Office	HP Color LaserJet Pro M252n

Appendix 2 – MFD Quantities and Locations

GENERAL

Building	Location	Quantity	Specification
Bagnall	Ground Floor - Reception	1	Small
Bagnall	Ground Floor - Executive Office	1	Large
Bagnall	Ground Floor - Registry	1	Large (High Speed)
Bagnall	Ground Floor - LRC Lower Bagnall	2	Large
Bagnall	Ground Floor - Study Support	1	Small
Bagnall	Ground Floor - Economics Office	1	Small
Bagnall	Ground Floor - College Shop	1	Large
Bagnall	First Floor - Business Office	1	Large
Bagnall	First Floor - Student Services	1	Large
Bagnall	First Floor - Student Services Office	1	Small
Bagnall	First Floor - LRC Upper Bagnall	1	Large
Beacon	Ground Floor - English Corridor	1	Large

Beacon	First Floor - Media Corridor	1	Large
John Guy	Ground Floor - Corridor	1	Large
John Guy	First Floor - Corridor	1	Large
John Guy	Second Floor - Corridor	1	Large
Music	First Floor - Music Office	1	Small
Prospect Theatre	Ground Floor - Performing Arts Office Corridor	1	Large
Ranson	First Floor - Maths Office Corridor	1	Large
Ranson	First Floor - Maths Office	1	Small
Science	Ground Floor - Biology Prep Room	1	Large
Sports	Ground Floor - Sports Office	1	Small
Sports	Ground Floor - Careers Office*	1	Large
Whitehouse	First Floor - LRC Whitehouse	1	Large
Whitehouse	First Floor - Social Science Corridor	1	Large (High Speed)
Whitehouse	Ground Floor - Social Science Office	1	Small

*Careers *technically* are part of the Central Trust team, however currently still utilise College IT infrastructure completely. Ideally with the proposed solution, it will be possible to "move" this MFD to the Trust when required

REPROGRAPHICS

Building	Location	Quantity	Specification
Bagnall	Ground Floor – Reception - Reprographics	1	Primary (B&W)
Bagnall	Ground Floor – Reception - Reprographics	1	Secondary (B&W)
Bagnall	Ground Floor – Reception - Reprographics	1	Secondary (Colour)
Bagnall	Ground Floor – Reception - Reprographics	1	Tertiary (Colour)
Bagnall	Ground Floor – Reception - Reprographics	1	Wide Format

CENTRAL TRUST

Site and Building	Location	Quantity	Specification
The Sixth Form College Farnborough - Bagnall	Ground Floor - HR Office	1	Large
Tomlinscote School - Reception Block	First Floor - Trust Office	1	Large

GRAPHIC DESIGN AND PHOTOGRAPHY

Site and Building	Location	Quantity	Specification
The Sixth Form College Farnborough – John Guy	Ground Floor - Photography Classrooms	3	Large (Print Only)
The Sixth Form College Farnborough – John Guy	Ground Floor - Graphic Design Classroom	1	Large (Print Only)
The Sixth Form College Farnborough – John Guy	Second Floor - Graphic Design Classrooms	3	Large (Print Only)