



**Multi-Function Devices and Related Software, Services, and Cloud Solutions NASPO ValuePoint  
CT241929**

**Issuance Date: August 21, 2024**

**Revised Date: July 16, 2025**

<b>CONTRACT PERIOD/RENEWAL OPTIONS</b>	
<b>Current Contract Period:</b>	August 1, 2024 through July 31, 2026
<b>Original Contract Period:</b>	August 1, 2024 through July 31, 2026
<b>Available Renewal Period Options:</b>	Three (3)
<b>Potential Final Expiration Date:</b>	July 31, 2029

**ALL PURCHASES MADE UNDER THESE CONTRACTS MUST BE FOR PUBLIC (STATE AGENCY) USE ONLY. PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.**

A state agency shall be defined as a division, section, bureau, office, program, board, regional/district office, etc., that exists within a department of Missouri State Government. For the purposes of this document, this shall also include the Judicial and Legislative branches of the State of Missouri.

<b>BUYER CONTACT INFORMATION</b>	
<b>Name:</b>	Molly Hurt
<b>Email:</b>	<a href="mailto:Molly.Hurt@oa.mo.gov">Molly.Hurt@oa.mo.gov</a>
<b>Phone Number:</b>	(573) 751-8900



## ORGANIZATION

Statewide Contract History  
Contract Information  
Instructions and Information  
Contract Pricing  
Contract Scope of Work  
Appendix A – Satisfactory Survey



## STATEWIDE CONTRACT HISTORY

The following table summarizes actions related to this Notification of Statewide Contract:

ACTION ISSUE DATE	SUMMARY OF CHANGES
7.16.25	<b>Added Office Essentials</b>
4.10.25	Added RTI
2.11.25	Added CPI and ImageNet
2.11.25	Updated table on page 4, added CT241929016
2.5.25	Added Mineral Area (CT241929014) to the statewide notice
1.10.25	Added Xerox (CT241929009)
12.17.2024	Added Canon (CT241929001) and Kyocera (CT241929004) to the statewide notice.
11.06.2024	Added Lakeland to the statewide notice (CT241929052)
10.23.2024	Added SumnerOne to the statewide notice (CT241929020)
10.01.2024	Added GFI Digital Inc to the statewide notice (CT241929059)
9.23.2024	Added Marco Technologies and Gibbs Technology to the statewide notice (CT241929029) & (CT241929067)
8.21.24	Initial issuance of statewide notice



**CONTRACT INFORMATION**

		Parent Contractor	Canon U.S.A. Inc.	HP, Inc.	Konica Minolta Business Solutions USA Inc.	Kyocera Document Solutions America Inc.	Lexmark International Inc.	Ricoh U.S.A., Inc.	Sharp Electronics Corporation	Toshiba America Business Solutions, Inc.	Xerox Corporation	Epson America Inc. *
Contract #	Authorized Reseller	Contract #	CT241929001	CT241929002	CT241929003	CT241929004	CT241929005	CT241929006	CT241929007	CT241929008	CT241929009	CT241929010
CT241929011	ImageNet Consulting LLC		X									
CT241929014	Mineral Area Office Supplies Inc.		X									
CT241929016	Springfield Blue Print & Photo Copy Co. Inc.		X									
CT241929018	Riverside Technologies, Inc. (RTI)			X								
CT241929019	Veyer LLC dba Office Essentials			X								
CT241929020	SumnerOne Inc.		X	X	X	X						
CT241929023	Harris Technologies Inc.			X			X					
CT241929029	Marco Technologies LLC				X		X			X		
CT241929052	Lakeland Office Systems Inc.		X				X		X			
CT241929059	GFI Digital Inc.								X			
CT241929067	Gibbs Technology Leasing							X	X			
CT241929090	Copy Products Inc./CPI Technologies									X		

\*Contract not yet awarded



CT241929001	
MissouriBUYS SYSTEM ID:	MB00079179
Contractor Name:	Canon U.S.A., Inc.
Contractor Address:	One Canon Park Melville, NY 11747
Contact Information:	Name: Samantha Owens Phone Number: (631)3302754 Email Address: <a href="mailto:sowens@cusa.canon.com">sowens@cusa.canon.com</a>
Cooperative Procurement:	Yes
<a href="https://www.naspo.valuepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/canon/">https://www.naspo.valuepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/canon/</a>	

CT241929002	
MissouriBUYS SYSTEM ID:	MB00024517
Contractor Name:	HP Inc.
Contractor Address:	PO Box 13207 13027 Collections Drive Chicago, IL, 60693, United States
Contact Information:	Name: Elizabeth Leach Phone Number: (501)8494740 Email Address: <a href="mailto:elizabeth.leach@hp.com">elizabeth.leach@hp.com</a>
Cooperative Procurement:	Yes
<a href="https://www.naspo.valuepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/hp-inc/">https://www.naspo.valuepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/hp-inc/</a>	



CT241929003	
MissouriBUYS SYSTEM ID:	MB00013963
Contractor Name:	Konica Minolta Business Solutions
Contractor Address:	1595 Spring Hill Rd, Suite 410 Vienna, VA, 22182, United States
Contact Information:	Name: Nitzia Payne Phone Number: 7036371540- Fax Number: 7035061257 Email Address: <a href="mailto:npayne@kmb.konicaminolta.us">npayne@kmb.konicaminolta.us</a>
Cooperative Procurement:	Yes
<a href="https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/konica-minolta-business-solutions-usa-inc/">https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/konica-minolta-business-solutions-usa-inc/</a>	

CT241929004	
MissouriBUYS SYSTEM ID:	MB00146458
Contractor Name:	Kyocera Document Solutions America, Inc.
Contractor Address:	P.O. Box 830232 Philadelphia, PA, 19182
Contact Information:	Name: Joe Dolce Phone Number: (973)8826085 Email Address: <a href="mailto:joseph.dolce@da.kyocera.com">joseph.dolce@da.kyocera.com</a>
Cooperative Procurement:	Yes
<a href="https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/kyocera-document-solutions-america-inc/">https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/kyocera-document-solutions-america-inc/</a>	



CT241929005	
<b>MissouriBUYS SYSTEM ID:</b>	MB00080319
<b>Contractor Name:</b>	Lexmark International
<b>Contractor Address:</b>	5818 Central Street Kansas City, MO 64113, United States
<b>Contact Information:</b>	Name: Mary Muldoon- O’Kane Phone Number: 7735878202 Email Address: <a href="mailto:mary.muldoon-okane@lexmark.com">mary.muldoon- okane@lexmark.com</a>
<b>Cooperative Procurement:</b>	Yes
<a href="https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/lexmark-international-inc/">https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/lexmark-international-inc/</a>	



CT241929006	
<b>MissouriBUYS SYSTEM ID:</b>	MB00078010
<b>Contractor Name:</b>	Ricoh USA, Inc.
<b>Contractor Address:</b>	19273 W 110 <sup>th</sup> Terrae Olathe, KS, 66061, United States
<b>Contact Information:</b>	Name: Mike Stowell Phone Number: 9134856852 Email Address: <a href="mailto:mike.stowell@ricoh-usa.com">mike.stowell@ricoh-usa.com</a>
<b>Cooperative Procurement:</b>	Yes
<a href="https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/ricoh-usa-inc/">https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/ricoh-usa-inc/</a>	



CT241929007	
<b>MissouriBUYS SYSTEM ID:</b>	MB00078752
<b>Contractor Name:</b>	Sharp Electronics Corporation
<b>Contractor Address:</b>	100 Paragon Drive Montvale, NJ, 07645, United States
<b>Contact Information:</b>	Names: Joe Gillio and Lucy Jarvis Phone Number: 2015299476 Email Addresses: <a href="mailto:gillioj@sharpusa.com">gillioj@sharpusa.com</a> and <a href="mailto:jarvisL@sharpsec.com">jarvisL@sharpsec.com</a>
<b>Cooperative Procurement:</b>	Yes
<a href="https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/sharp-electronics-corporation/">https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/sharp-electronics-corporation/</a>	



CT241929008	
<b>MissouriBUYS SYSTEM ID:</b>	MB00007942
<b>Contractor Name:</b>	Toshiba America Business Solutions
<b>Contractor Address:</b>	25530 Commercentre Dr Lake Forest, CA, 92630, United States
<b>Contact Information:</b>	Name: Jeff Ballard Phone Number: 9494626327 Fax Number: 8009990057 Email Address: <a href="mailto:jeff.ballard@tabs.toshiba.com">jeff.ballard@tabs.toshiba.com</a>
<b>Cooperative Procurement:</b>	Yes
<a href="https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/toshiba-america-business-solutions/">https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/toshiba-america-business-solutions/</a>	

CT241929009	
<b>MissouriBUYS SYSTEM ID:</b>	MB00138336
<b>Contractor Name:</b>	Xerox Corporation
<b>Contractor Address:</b>	201 Merrit 7 Norwalk, CT 06851
<b>Contact Information:</b>	Name: C. Yvonne Hickey Phone Number: 857-241-6317 Fax Number: NA Email Address: <a href="mailto:Yvonne.hickey@xerox.com">Yvonne.hickey@xerox.com</a>
<b>Cooperative Procurement:</b>	Yes
<a href="https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/xerox-corporation/">https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/xerox-corporation/</a>	



### CT241929011 -RESELLER

**MissouriBUYS SYSTEM ID:**

MB00095487

**Contractor Name:**

ImageNet Consulting, LLC

**Contractor Address:**

913 N. Broadway  
Oklahoma City, OK 73102

**Contact Information:**

Name: Hal Swaringim  
Phone Number: (314) 332-2001  
Email Address:  
hswaringim@imagenet.com

**Cooperative Procurement:**

Yes

**RESELLER NASPO LINKS:**

Canon: <https://www.naspo.valuepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/canon/>



### CT241929014 -RESELLER

**MissouriBUYS SYSTEM ID:**

MB00102361

**Contractor Name:**

Mineral Area Office Supply

**Contractor Address:**

331 West Main Street  
Park Hills, MO 63601

**Contact Information:**

Name: John Yow  
Phone Number: (573)431-5703  
Email Address:  
[johnyow@maos.com](mailto:johnyow@maos.com)

**Cooperative Procurement:**

Yes

**RESELLER NASPO LINKS:**

Canon: <https://www.naspo.valuepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/canon/>



### CT241929016 -RESELLER

<b>MissouriBUYS SYSTEM ID:</b>	MB00102964
<b>Contractor Name:</b>	Springfield Blue Print & Photo Copy Co. Inc.
<b>Contractor Address:</b>	PO Box 5037 Springfield, MO 35805
<b>Contact Information:</b>	Name: Charles McCann Phone Number: (417) 869-7316 Email Address: <a href="mailto:cmccann@spfdbblue.com">cmccann@spfdbblue.com</a>
<b>Cooperative Procurement:</b>	Yes
<b>RESELLER NASPO LINKS:</b>	Canon: <a href="https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/canon/">https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/canon/</a>

### CT241929018 -RESELLER

<b>MissouriBUYS SYSTEM ID:</b>	MB00113182
<b>Contractor Name:</b>	Riverside Technologies, Inc. (RTI)
<b>Contractor Address:</b>	748 N 109th Court Omaha, NE 68154
<b>Contact Information:</b>	Name: Erica Kallweit or Bill Adams Phone Number: 785.760.2575 Email Address: <a href="mailto:ekallweit@lrti.com">ekallweit@lrti.com</a> <a href="mailto:badams@lrti.com">badams@lrti.com</a>



<b>Cooperative Procurement:</b>	Yes
<b>RESELLER NASPO LINKS:</b>	
HP: <a href="https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/hp-inc/">https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/hp-inc/</a>	

CT241929019 -RESELLER	
<b>MissouriBUYS SYSTEM ID:</b>	MB00105915
<b>Contractor Name:</b>	Office Essentials Inc.
<b>Contractor Address:</b>	1834 Walton Rd St. Louis, MO 63114
<b>Contact Information:</b>	Name: Trish White or Shawn Menke Phone Number: (314) 227-4326 or 314-373-5823 Email Address: <a href="mailto:twhite@offess.com">twhite@offess.com</a> or <a href="mailto:smenke@offess.com">smenke@offess.com</a>
<b>Cooperative Procurement:</b>	Yes
<b>RESELLER NASPO LINKS:</b>	
HP: <a href="https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/hp-inc/">https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/hp-inc/</a>	



### CT241929020 -RESELLER

<b>MissouriBUYS SYSTEM ID:</b>	MB00094450
<b>Contractor Name:</b>	SumnerOne, Inc.
<b>Contractor Address:</b>	6717 Waldemar St. Louis, MO 63139
<b>Contact Information:</b>	Name: Natalie Merenda Phone Number: (314)633-1466 Email Address: <a href="mailto:nmerenda@sumnerone.com">nmerenda@sumnerone.com</a>
<b>Cooperative Procurement:</b>	Yes
<b>RESELLER NASPO LINKS:</b>	Canon: <a href="https://www.naspo.valuepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/canon/">https://www.naspo.valuepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/canon/</a>  HP: <a href="https://www.naspo.valuepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/hp-inc/">https://www.naspo.valuepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/hp-inc/</a>  Kyocera: <a href="https://www.naspo.valuepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/kyocera-document-solutions-america-inc/">https://www.naspo.valuepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/kyocera-document-solutions-america-inc/</a>



### CT241929023 -RESELLER

<b>MissouriBUYS SYSTEM ID:</b>	MB0116710
<b>Contractor Name:</b>	Harris Technologies, Inc.
<b>Contractor Address:</b>	1099 Milwaukee St. Suite 200 St. Louis, MO, 63122
<b>Contact Information:</b>	Name: Dillon Heeb Phone Number: (314) 384-1222 Email Address: <a href="mailto:Dillon.heeb@harristechnologies.com">Dillon.heeb@harristechnologies.com</a>
<b>Cooperative Procurement:</b>	Yes
<b>RESELLER NASPO LINKS:</b>	HP: <a href="https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/hp-inc/">https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/hp-inc/</a>  Lexmark: <a href="https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/lexmark-international-inc/">https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/lexmark-international-inc/</a>



### CT241929029 -RESELLER

<b>MissouriBUYS SYSTEM ID:</b>	MB00097629
<b>Contractor Name:</b>	Marco Technologies, Inc.
<b>Contractor Address:</b>	4510 Heatherwood Road St. Cloud, MN, 56301
<b>Contact Information:</b>	Name: Jamie Stegura Phone Number: (800)847-3014 Email Address: <a href="mailto:AR@marconet.com">AR@marconet.com</a>
<b>Cooperative Procurement:</b>	Yes
<b>RESELLER NASPO LINKS:</b>	Sharp: <a href="https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/sharp-electronics-corporation/">https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/sharp-electronics-corporation/</a>  Toshiba: <a href="https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/toshiba-america-business-solutions/">https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/toshiba-america-business-solutions/</a>  Konica: <a href="https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/konica-minolta-business-solutions-usa-inc/">https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/konica-minolta-business-solutions-usa-inc/</a>



### CT241929052 -RESELLER

**MissouriBUYS SYSTEM ID:**

MB00091829

**Contractor Name:**

Lakeland Office Systems

**Contractor Address:**

2932 E Pythian St  
Springfield, MO 65802

**Contact Information:**

Name: John Tyson  
Phone Number: (800)798-8606  
Email Address:  
[jtyson@lakelandoffice.com](mailto:jtyson@lakelandoffice.com)

**Cooperative Procurement:**

Yes

**RESELLER NASPO LINKS:**

Sharp: <https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/sharp-electronics-corporation/>

Lexmark: <https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/lexmark-international-inc/>

Canon: <https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/canon/>



### CT241929059 -RESELLER

<b>MissouriBUYS SYSTEM ID:</b>	MB00112649
<b>Contractor Name:</b>	GFI Digital Inc
<b>Contractor Address:</b>	3236 West Edgewood Rd. Ste. A Jefferson City, MO 65109
<b>Contact Information:</b>	Name: Carrie Tsalamandris Phone Number: (314)997-6064 Email Address: <a href="mailto:ctsalamandris@gfidigital.com">ctsalamandris@gfidigital.com</a>
<b>Cooperative Procurement:</b>	Yes
<b>RESELLER NASPO LINKS:</b>	Sharp: <a href="https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/sharp-electronics-corporation/">https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/sharp-electronics-corporation/</a>



**CT241929067 -RESELLER**

<b>MissouriBUYS SYSTEM ID:</b>	MB00119323
<b>Contractor Name:</b>	Gibbs Technology Leasing, LLC
<b>Contractor Address:</b>	3236 West Edgewood Rd. Ste. A Jefferson City, MO 65109
<b>Contact Information:</b>	Name: Kasie Luebbering Phone Number: (573)659-9377 Email Address: <a href="mailto:kluebbering@gfidigital.com">kluebbering@gfidigital.com</a>
<b>Cooperative Procurement:</b>	Yes
<b>RESELLER NASPO LINKS:</b>	Sharp: <a href="https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/sharp-electronics-corporation/">https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/sharp-electronics-corporation/</a>  Ricoh: <a href="https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/ricoh-usa-inc/">https://www.naspovaluepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/ricoh-usa-inc/</a>



**CT241929090 -RESELLER**

<b>MissouriBUYS SYSTEM ID:</b>	MB00102284
<b>Contractor Name:</b>	Copy Products Inc./CPI Technologies
<b>Contractor Address:</b>	2103 West Vista Springfield, MO 65807
<b>Contact Information:</b>	Name: Kendalyn Watson Phone Number: (417) 616-0853 Email Address: <a href="mailto:kwatson@cpitec.com">kwatson@cpitec.com</a>
<b>Cooperative Procurement:</b>	Yes
<b>RESELLER NASPO LINK:</b>	Toshiba: <a href="https://www.naspo.valuepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/toshiba-america-business-solutions/">https://www.naspo.valuepoint.org/portfolio/multi-function-devices-and-related-software-services-and-cloud-solutions/toshiba-america-business-solutions/</a>



## INSTRUCTIONS AND INFORMATION



1. **MANDATORY USE:** All purchases made under this contract must be for public use only. Purchases for personal use by public employees or officials are prohibited.

The use of this contract is mandatory for the purchase and lease of copier-based multifunction equipment for all state agencies.

Local purchase authority shall not be used to purchase supplies/services included in this contract unless specifically allowed by the contract terms.

Printers, printer supplies, and printer maintenance kit purchases shall be **non-mandatory** for all state agencies, but must be purchased through either the NASPO ValuePoint copiers and managed print services contracts or the pc prime vendor services contract.

## 2. **GENERAL INFORMATION AND REQUIREMENTS**

### 2.1 BACKGROUND:

- a. These cooperative contracts provide Multi-function Devices (MFD's), Single-function Printers, Production and Industrial Print Equipment and Services, Large/Wide Format Equipment, Scanners, and Specialty Printers. Managed Print Services (MPS) and software bundles that enable efficient workflows which enhance the productivity and capability of the Devices are also included, along with digital document solutions that involve imaging, retrieval, archival, scanning services, and back file conversion. In addition, IT solutions such as Software as a Service (SAAS), cloud-based offerings, and web-based fleet management tools are also offered.

The cooperative contracts provide for the outright purchase and lease and maintenance of copier-based multifunctional equipment and accessories. Copier-based multifunctional equipment acquired via lease will be renewed based upon the applicable term selected by the ordering agency pursuant to the NASPO ValuePoint contract and Participating Addendum with each manufacturer.



- b. Pricing for this NASPO ValuePoint contract is expressed as a discount from Manufacturer’s Suggested Retail Price (MSRP). At no time during the contract period may the discount be reduced. MSRP/List Price discount percentages are guaranteed throughout the term of the Master Agreement, including any renewal terms, however; Contractor may increase its discount percentage at any time.
- c. This NASPO ValuePoint contract includes the following groupings of devices as well as software bundles that enable and enhance the multifunction capabilities of the devices. The groupings are:

**Primary Products and Services:**

Group	Products and Services
A	A3 MFD – <i>OEM only</i>
B	A4 MFD – <i>OEM and Non-OEM</i>
C	Production Equipment – <i>OEM and Non-OEM</i>
D	Single-function Printers – <i>OEM and Non-OEM</i>
E	Large/Wide Format Equipment – <i>OEM and Non-OEM</i>
F	Scanners – <i>OEM and Non-OEM</i>
G	Software – <i>OEM and Non-OEM</i>
H	Consumable Supplies – <i>OEM and Non-OEM</i>
I	Managed Print Services

**Ancillary Products and Services:**

Sub-Group	Products and Services
G1	Software Related Services
C1	Standalone Production Devices (cutters, sorters, binders) – <i>OEM and Non-OEM</i>
C2	Industrial Print Equipment – <i>OEM and Non-OEM</i>
D1	Specialty Printers (3D, receipt, barcode label, card, cable) – <i>OEM and Non-OEM</i>

- d. **Copiers and MPS Award Summary**



GROUP A	GROUP B	GROUP C	GROUP D	GROUP E	GROUP F
CANON	CANON	CANON	CANON	CANON	CANON
HP	EPSON	KONICA	EPSON	EPSON	EPSON
KONICA	HP	RICOH	HP	HP	HP
KYOCERA	KONICA	XEROX	KONICA	KONICA	KONICA
RICOH	KYOCERA		KYOCERA	KYOCERA	RICOH
SHARP	LEXMARK		LEXMARK	RICOH	SHARP
TOSHIBA	RICOH		RICOH	TOSHIBA	XEROX
XEROX	SHARP		SHARP	XEROX	
	TOSHIBA		TOSHIBA		

- e. Copiers acquired under previous state of Missouri contracts should be maintained under one of these NASPO ValuePoint contracts.

**3. STATE AGENCY USAGE REQUIREMENTS:**

State agencies governed by Chapter 34 RSMo must utilize the contract in the following manner:

- 3.1 **Quotations:** State agencies should obtain price quotations from all vendors in a Group before purchasing products through the contract (CT241929001 through CT241929010) or a manufacturer’s reseller, listing the product and service specifications needed before purchasing products through the contract. Agencies shall place orders with the vendor proposing the lowest cost and whose products meets all mandatory requirements identified in the quote request.
  - a. State agencies may request quotes to be valid for up to 30 days but the requirement must be documented on the quote.
  - b. Specifications should include the actual quantity needed. State agencies should not request a quote for a quantity of one (1) and then try to use that specific winning quote to try to place multiple orders.



## CONTRACT PRICING

- c. Please note that contract pricing is based on a discount off of MSRP/List Price, but contractor may further reduce prices if the contractor chooses to do so.
- 3.2 Color and High Speed Units: Before purchasing a color multifunction device of any speed or a black and white multifunction device with a speed equal to or greater than 60 pages per minute (PPM), a state agency must obtain written approval to purchase the device from [OA Document Solutions \(mo.gov\)](http://OA.Document.Solutions.mo.gov) TELEPHONE: 573.751.3307 or [Erin.Coles@oa.mo.gov](mailto:Erin.Coles@oa.mo.gov) of OA General Services State Printing. State agencies must submit State Printing's written approval with the purchase order.
- 3.3 Trade-Ins: State agencies must obtain OA Surplus Property's approval before trading in a copier. [Surplus Property | Office of Administration \(mo.gov\)](http://Surplus_Property_|_Office_of_Administration_(mo.gov)) or [surplusmail@oa.mo.gov](mailto:surplusmail@oa.mo.gov)
- 3.4 Hard Drive Erase: State agencies must purchase hard drive erase software for all devices containing a hard drive.
- 3.5 Orders and Invoicing: When the manufacturer utilizes dealers to accept orders and payments, then the order must be placed to the same contractor as the payment will be made. (i.e. If orders are submitted to the manufacturer, then payment must be submitted to the manufacturer. If orders are submitted to a dealer then payment must be submitted to the same dealer.)
- 3.6 Financing Options: State agencies may ONLY enter into fair market value (FMV) leases. State agencies must NOT enter into capital leases.
4. **ORDERING:**
- 4.1 Contractors must quote leasing for Fair Market Value Leases. State agencies must NOT enter into capital leases.
5. **PAYMENT:**
- 5.1 The contractors will invoice the state agency directly with that state agency paying the contractor or authorized dealers directly.



6. **RELEVANT NASPO VALUEPOINT SCOPE OF WORK REQUIREMENTS (Attachment 1 Scope of Work OF NASPO VALUEPOINT RFP):**
  - 6.1 **SCOPE OF WORK:** Due to the large amount of information included in the contract's Scope of Work, the information is not included in the Statewide Contract Notification. The information is available through the Awarded Bid & Contract Document Search at <https://oa.mo.gov/purchasing/bidding-contracts/awarded-bid-contract-document-search> or through MissouriBUYS at <https://missouribuys.mo.gov/> or through NASPO ValuePoint here [Portfolio Details - NASPO ValuePoint](#)
7. **CONTRACT MANAGEMENT:**
  - a. The state agency should monitor, measure, and manage the contractor's performance of services and delivery of products according to the contractual requirements. Please refer to the Contract Management Guide: <https://oapurch.state.mo.us/procurementsources.shtm>
  - b. In the event your state agency encounters any issues or has any concerns or questions regarding the contract, please contact the Division of Purchasing in writing to the attention of the buyer shown on the front page of this document.
  - c. To assist the Division of Purchasing in monitoring the performance of the contractors and ensuring quality services are provided to state agencies, state agencies are strongly encouraged to submit documentation regarding the contract and contractor performance to the Division of Purchasing to the attention of the buyer listed on the front page of this document.
8. **SATISFACTION SURVEY:** Customer service is a top priority. The Division of Purchasing desires to work with state agencies to identify solutions if there are any contract concerns. State agencies are encouraged to complete the Satisfaction Survey, Appendix A, regarding their experience with the contract. Please submit your completed survey to the Division of Purchasing to the attention of the buyer shown on the front page of this document.



## Appendix A Satisfaction Survey



This satisfaction survey is provided for users to report good and/or poor contractor performance. Any contract user may complete the survey and return it to the buyer identified on page one of this notice.

Users are advised that serious contractor performance issues should be immediately reported to the buyer identified on page one of this notice.

GENERAL CONTRACT INFORMATION	
Contract Number and Contractor Name	Contract Number: Contractor Name:
Does the contract meet the needs of your state agency?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If no, please explain:
How could the contract be improved?	

Please complete the following form to document your agency's experience with the contractor.

CONTRACTOR PERFORMANCE	
Do the services provided by the contractor meet the requirements of the contract and as required by your	Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If no, please explain:



## Appendix A

# Satisfaction Survey

agency?	
Has your agency encountered any problems with the contractor? If so, how would you rate their ability to resolve the problem?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> Please explain:
Describe the responsiveness of the contractor to inquiries.	Please explain:
Describe your overall experience with the contractor.	Please explain:

PRODUCT RATING	EXPLANATION
Does/Do the product/products meets the needs of your agency:	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, please explain:
Does/Do the product/products the meet the contract specifications?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, please explain:



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Appendix A  
**Satisfaction Survey**

SURVEY COMPLETED BY:	
<b>Name:</b>	
<b>State Agency:</b>	
<b>Email:</b>	
<b>Date:</b>	

Please submit your completed survey to the Division of Purchasing to the attention of the buyer shown on the front page of this document.