



**OHIO UNIVERSITY COLLABORATIVE TEAM  
OIT SERVICES  
PRINTING SERVICES  
PROCUREMENT SERVICES  
SHARED SERVICES**

**RFP 04192010RT**  
**Print Management Solution**

# Objectives for deploying a complete Cost Per Copy (CPC) Print Management Solution



- Standardize equipment for both MFD and desk top printer
- Consolidate the aggregate spend of copy and print of the University
- Reduce document spend per copy/print
- Eliminate leases and ownership by the University

# Current State of copier and printer procurement on Campus



- **Decentralized copier and printer acquisitions**
  - Multiple representation of manufacture
  - Equipment wrong sized, often based on budget rather than need
  - Many copiers and printers are not networked
  - Printers often purchased based on cost of box, not cost per page of print
  - Most copy machines are tied to lease with some ownership purchases

# Current State of copier and printer procurement on Campus



- **Ordering/Payment Process is cumbersome and costly**
  - A Purchase Order is issued annually for each copier on lease
  - Document fees, late fees, end of lease fees, property tax fees, etc.
  - Accounts Payable audits each invoice before payment monthly

# Current State of copier and printer procurement on Campus



- **No consolidated tracking of equipment and cost associated**
  - There is no accurate account of copiers or printers easily accessible
  - There is no accurate count of prints made that is easily accessible

# Focus: Printer Management



## VP For Finance (HDL) Printer Management Summary

- 08/09 MOM provided Printer Management
- 78 Printers with volume of 76,000 prints/month
- 31 printers where not connected to network
- 18 printers where DeskJet
- Annual spend was approximately \$43,000
- B&W prints ranged from .03 to .28 Avg. .0416
- Color prints ranged from .05 to .44 Avg. .225

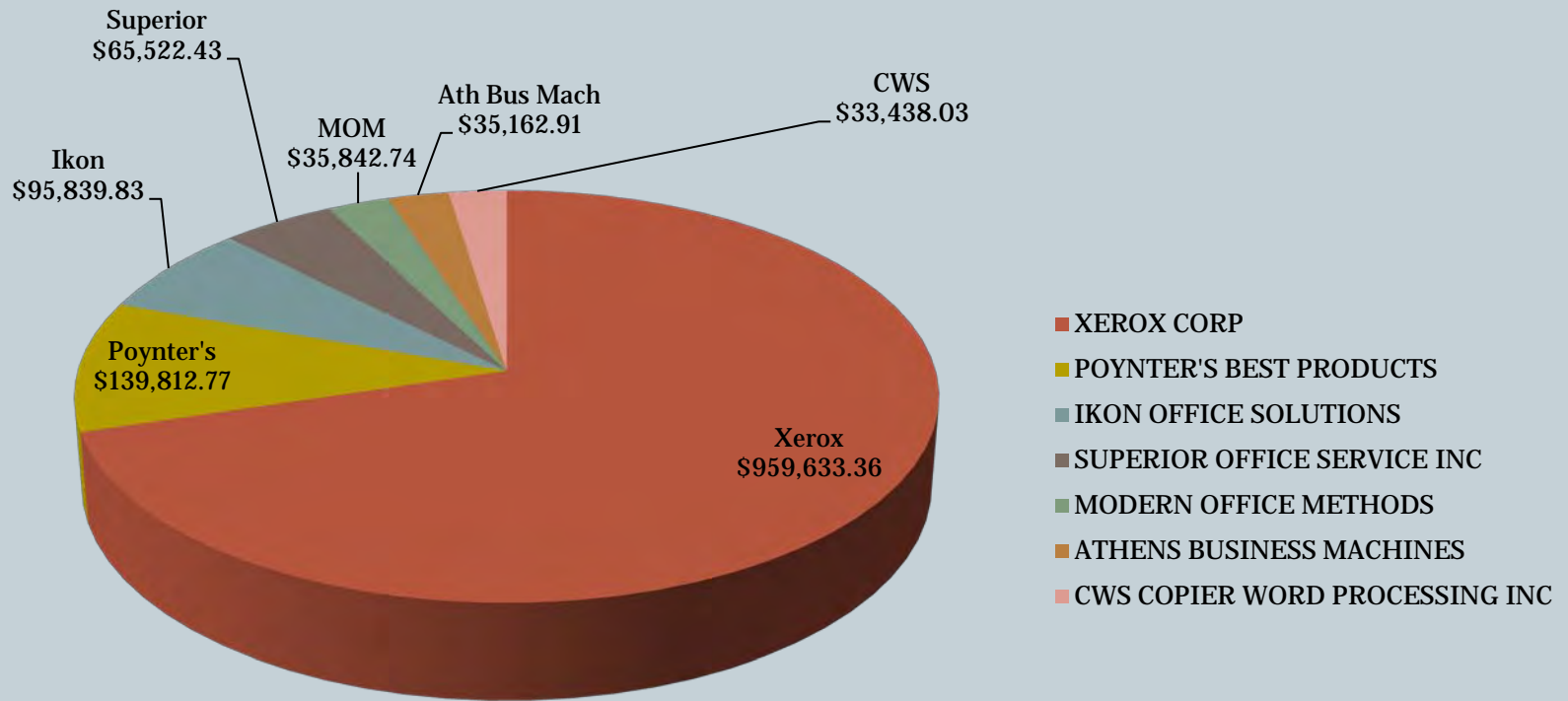
# Focus: Printer Management



## **MOM Managed Print Solution**

- **Eliminate or replace all Ink Jet Printers**
- **Replace all Printers not on Network**
- **Based on 76,000 prints/month for B&W**
- **Proposed cost of .029 per page B&W**
- **Proposed cost of .089 per page Color**
- **Estimated savings realized of \$8,000.00**

# Focus: Copier Management



# Cost Analysis Justification



**Tabulation for four offices PRINT needs  
(cost per copy)**

**MOM \$5375.10 (.0253 b&w & .0594 color)**

**CWS \$5562.88 (.033 b&w & .05 color)**

**Poynters \$8502.50 (lease + cpc)**

**Xerox \$14883.12 (.06 + equip cost & color .15)**

Ohio University  
Total Spending

Department	Current Spending (monthly)	MOM Cost per Copy Plan (monthly)	Total Savings (monthly)	Percentage of Savings (monthly)
Airport	\$417.32	\$272.48	\$144.84	34.7%
East Green Housing Office	\$354.50	\$228.55	\$125.95	35.5%
Education Abroad	\$577.00	\$189.75	\$387.25	67.1%
African American Studies	\$293.00	\$113.85	\$179.15	61.1%
<b>Summary of Savings (monthly)</b>	<b>\$1,570.36</b>	<b>\$804.63</b>	<b>\$765.73</b>	<b>48.76%</b>
<b>Annual Savings</b>	<b>\$18,844.32</b>	<b>\$9,655.56</b>	<b>\$9,188.76</b>	<b>48.76%</b>
<b>5 Year Savings</b>	<b>\$94,221.60</b>	<b>\$48,277.80</b>	<b>\$45,943.80</b>	<b>48.76%</b>

Ohio University  
Total Spending

Ohio University	Current Spending (monthly)	MOM Cost per Copy Plan (monthly)	Total Savings (monthly)	Percentage of Savings (monthly)
MFD (450 devices)	\$184,704.00 Avg monthly \$410.45 x 450	\$56,925.00 \$0.0253 X 2,250,000	\$127,779.00	69.1%
Printers (2,500)				
MFD Volume	2,250,000( 450 devices,per machine monthly avg = 5,000)			
Printer Volume				
Summary of Savings (monthly)			\$127,779.00	
Annual Savings			\$1,533,348.00	
5 Year Savings			\$7,666,740.00	

# Solutions Desired through this RFP Process



- Create an enterprise of standards for MFD's and printers
- Eliminate lease and ownership cost by going to a true Cost Per Copy Program
- Reduce the cost associated with printing
- Reduce the footprint and redundancy of equipment (copier, printer, fax, scanner) as needed
- Streamline the “back of the house” administrative overhead (order, pay, track)
- Develop dynamic reporting
- Enhance the level of service

# Key Objectives



- Develop a simple CPC program that is calculated from the aggregate volume of all prints
- Successful Vendor must demonstrate responsibility to analyze existing office equipment and recommend appropriate cost savings measures.
- Provide a electronic solution for the ordering, billing, tracking, redirecting print jobs, reporting and energy efficiencies
- 5 year initial contract with 3 two year extensions (11 total years possible)
- Provide superior service to the products placed in contract

# Specific Requirements and Details



- **MFD**
  - Cost per Copy pricing only – no leases or monthly minimums per MFD
  - Price for B&W and Color
  - Specific equipment category bands (copies per month)

# Specific Requirements and Details



- **Printer**

- CPC for all printers on contract
- One price for all B&W printers
- One price for all Color printers
- Provide standard replacement equipment options

# Specific Requirements and Details



- **Both MFD and Printer**
  - Aggregate print totals for both copiers and printers on this contract
  - All contracts will be coterminous at end of contract period
  - Must be networkable
  - Must meet minimum requirements in RFP
  - Reporting documents
  - Print direction software
  - Recycle/Green initiatives/programs

# Schedule of Events



- | <b>Date and time</b> | <b>Event</b>   |
|----------------------|--|
| • April 19, 2010     | RFP Issued   |
| • April 27, 2010     | Pre-Bid Conference @ Baker Ctr                         |
| • April 30, 2010     | Deadline for Receipt of Written Questions              |
| • May 7, 2010        | Answers of Written Questions                           |
| • May 14, 2010       | Deadline for Receipt of Bids                           |
| • May 20, 2010       | Invitation for Vendor Presentations                    |
| • May 25, 2010       | Finalist Walk Through of Copeland                      |
| • June 1-3, 2010     | Vendor Presentations (campus show on 1 <sup>st</sup> ) |
| • June 11, 2010      | Anticipated Completion of Bid Analysis                 |
| • June 15, 2010      | Anticipated Award Notification to Successful Bidder    |
| • July 1, 2010       | Commencement of Contract                               |