

## **MANAGED PRINT**

### **1. Proposed Scope – Document Management**

- Campus-wide print, copy, fax, scanning, wireless, electronic documentation and retail vending printing
- Currently consists of approximately 420 devices leased from Xerox on non-coterminous agreements
- Multifunction devices placed in campus offices to provide copy, print, fax and scan to email, file and Hyland OnBase document management system

### **2. Optional Component – Design and Printing**

- Currently consists of 10 employees who produce approximately 7 million digital and offset impressions per year on a next day/same day basis
- This team is also responsible for outsourcing another 2 million impressions through competitive bidding as a low cost option when time is not a principal consideration

### **3. Optional Component – Mail Services**

- Consists of 13 employees working from two locations
- Receive, process and deliver US mail and inter-campus mail to 339 departments on three campuses
- Receive and deliver express packages from services such as Federal Express and UPS

### **4. Advantages**

- Security
  - a. Reduce Institutional Risk – 24/7 Monitoring
  - b. Improve Security Profile – Improved Technology Standards
- Shared Services/Innovation/Convenience
  - a. Value Add Customer Service – Mobile Print, Follow-you Print and Digital Mail
  - b. Central control of the print stream will create the ability to redirect some impressions from office equipment to more efficient production equipment
  - c. Industry expertise which will bring new innovation and technology to all three services
- Sustainability
  - a. Solid Waste and Energy Consumption Reduction
- Cost Reduction
  - a. Elimination of Base Charges and Lease Obligations – “Pay by the Drink” which would generate cost savings
  - b. Efficiencies from having one partner manage all three services
- Partnership Investment would generate additional annual revenues for strategic priorities

### **5. Potential Challenges**

- Loss of individual control. Equipment would be deployed based on utilization history, geography and demand instead of end user decision making. Size, speed, features and locations would be a function of the volume printed.
- Users have become accustomed to a purchasing process where they are in charge of all these decisions and this could generate a perceived loss of control.

### **6. Committee Members:** Bob Knaster, Staff Senate Representative\*, Faculty Senate Representative\*, SGA\* Representative, HSC (ask Dr. Postel), Athletics and Card Office Representative.

\*(Representatives need to be two year appointments due to timeline of process.)

### **7. Advisory members:** Mark Watkins, Curtis Monroe, Sally Molsberger, Brad Andersen, Dave Baugh and Kim Butterweck. These member will be included in all meetings but not scoring.