

March 15, 2018

18-097

AUTHORIZATION TO INCREASE FUND REQUEST
FOR THE CONTRACT WITH XEROX FOR MANAGED
PRINT SERVICES OF FACULTY AND STAFF
PRINTERS

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FINANCIAL
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APPROVED BY: Mark Mitsui, College President

REPORT: This is an increase of fund request from Board
Resolution 18-018. A revised Board Resolution is
required as an additional 306 printer devices were
discovered after the 18-018 Resolution was approved
on July 27th, 2017.

Portland Community College's Information Technology
Services and Print Center Department requests Board
Approval to authorize the college to contract with Xerox
Corporation, for the Managed Print Services of district
student, staff, and faculty printers. Managed Print
Services places each printing device under a monthly
management contract that includes all the
consumables, replacement parts, and onsite service.
The college spends an estimate of \$864,000 annually
on toner. This does not include the cost of service,
support and administrative costs for district printing.
Xerox's Managed Print Services contract provides
toner, supplies, support and maintenance for all
networked printers at the college at an annual cost of
\$303,178. The total estimated annual savings for the
college would be \$959,182.

Currently non-Xerox printing services, including toner
replacement and repair, are inconsistent, decentralized
and costly. Managed Print Services will provide the
college with single point of contact for printer repair and
automatic toner replacement and recycling via mail.
This reduces the cost-per-page for college printing, and

administrative overhead for managing printers at the department level.

The Managed Print Services project will be implemented in three phases. Phase one will provide supplies and repair service for district network printers. The printer equipment will not change. This phase will be implemented before fall term 2018. The Print Center will charge back printing costs to departments on a quarterly basis. Phase two includes assessing the current printers and replacing end-of-life machines with newer models that meet IT security requirements and student, faculty and staff accessibility needs. Phase two will be implemented after gathering printer data for a full year and will begin in December 2019. Phase three provides analysis of the desktop printing environment. The analysis will help the college replace desktop printers with centralized network printers. Centralized network printers cost less per-page than desktop printers. Phase three will be implemented July 2020.

The new service will cost \$17,333 each month for the duration of the 60-month agreement. Currently the college spends over \$72,000 each month on toner costs alone. Other cost reductions include reduced administrative costs for each department, reduced support requirements from Information Technology and significant power savings. The service provides granular volume print tracking for visibility and accountability. This will provide the college with data driven tools to reduce overall printing costs.

Board Resolution 96-88 established the Print Center as an internal service fund whose function is to provide centralized accounting, budgetary control and reporting mechanisms to manage accountability of printing and copying expenditures for all campuses and divisions within the college. Managed Print Service will support this requirement for both Xerox and non-Xerox devices due to the technological advancements within the printing industry. The Print Center will administer the contract and provide oversight for the program.

MWESB AND PROCUREMENT PROCESS NOTE:

The Xerox Managed Print Services are on a cooperative procurement contract, The Cooperative Purchasing Network contract #R5245 exempts the college from a competitive bid process per PCC-46-0400. However, the Print Center and IT still reviewed and compared reliability, cost, and service levels from three Managed Print Services vendors. The State of Oregon Minority, Women and Emerging Small business vendor database does not include a Managed Print Services provider. After careful review the departments believe that it is in the best interest of the college to contract with Xerox Managed Print Services. Xerox provided the only viable option compatible with the college's technology, accounting, security, and sustainability requirements.

RECOMMENDATION:

That the Portland Community College Board of Directors authorize the revision of The Cooperative Purchasing Network Agreement with Xerox for Managed Print Services. The monthly cost will be \$17,333 for a total of \$1,039,980 over the 5-year contract with a projected savings of \$5,835,890 to the General Fund, and will be funded by the Print Center.