

Nov 5 MPS Rulemaking Work Session Summary

SCOPE

Identify what goes where: Rule or Guidelines?

AT A GLANCE

- Confirmed stakeholder preference is for strategies to live in the guidelines;
- Stakeholders expanded on and helped tune strategies from last work session;
- Concern that DES contracts do not provide sufficient options/flexibility and limit agency choice;
- Re: law requiring agencies to consult w/DES Print. Agencies would like DES to set threshold for DES consult and create a tool similar to DES Travel Tool;
- Vendors and agencies alike prefer rules to remain as minimal as possible;
- Remove references to 43.19.733 from rules
- Proposed rule topics
- Parking lot additions
- Discussed deal breakers – is there any rule content that stakeholders would be opposed to? Response: Hold discussion for after initial drafts are released.

STRATEGIES FROM OCT 5 WORK SESSION REVISITED

- Implement and aggressively use software
 - Reinforced the need for a system wide database and using the software to maximize the usage, location, and physical characteristics of the printed product
 - Need to clarify “reporting capability” strategy. Is this a separate strategy from software strategy or should this be a software functionality?
 - Data will be fairly complex – need to understand IT costs
- Include use of quick copy service providers
- Controlled assimilation:
 - Clarified redeployment of existing equipment is ongoing through end of equipment life or end of equipment lease
- Recognized of importance of “continuous” processes:
 - Redeployment
 - Review of usage and needs
 - Quarterly assessment reviews
 - The mix of available strategies
- Track and reduce print is the goal of MPS. In order to succeed - need to understand total cost of ownership of a given print job
 - traditional print services
 - quick print services
 - agency based equipment

RULES or GUIDELINES?

Rule	Guideline
Anything that is mandatory	Strategies unless the strategy is mandatory
Definitions	Anything that is discretionary (“may”)
Agencies shall put in place agency wide policies and processes.	Examples of determining total cost of a given print job
Agencies must determine baseline print costs using total cost of ownership (TCO)	Identify power users
Agencies must define how print costs are	Education component

determined	
Reporting requirements	Internal print team
	DES to create a tool –to help decide if a job should be sent to the print shop, or outsource – have a consult) a tool similar to the “travel calculator”

PARKING LOT

- Legislative changes – turned over to DES Government Relations Manager
- Fast track/Streamline acquisition processes
- WSCA contracts
- Print management vs managed print services – What did the legislation mean?

DELIVERABLE COMMITMENTS

- Provide Meeting Summary to stakeholders
 - [Oct 29 Work Session Summary](#)
- Provide rules and guidelines using information learned from our work sessions
- Provide an [online comment tool](#) on the rules website (follow link)
- Post the [Sample State Agency Print Management Strategy Report](#) to the website (follow link)

CHALLENGES

Short time frame between work sessions needed to get to finished product by Dec 2:

- Max time between work sessions limited to 1 week (see timeline below)
- Prior commitments by DES Team and Stakeholders alike presents challenges for all to actively participate in work sessions
- Resource limitations creates a barrier to timely deliverable commitments to stakeholders

Discovering and addressing rule topics that would create a potential deal breaker (opposition during formal comment period).

