Statewide Print Management Strategies Team

August 27, 2019 – Bi-Annual Meeting
1500 Jefferson Street, Olympia – Presentation Room 1st Floor – Enterprise Services

Print Management Strategies Team Resources:
Damien Bernard, Business Resources Division
Jason Bippert, Business Resources Division
Alexander Kenesson, Contracts & Procurement
Jeff Kesseler, Managed Print & Internal Use
# Today's Agenda

<table>
<thead>
<tr>
<th>Topic</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome – Housekeeping</td>
<td>Information</td>
</tr>
<tr>
<td>Print Management Report Review – FY18</td>
<td>Damien</td>
</tr>
<tr>
<td>Print Management Report Update – FY19</td>
<td>Damien</td>
</tr>
<tr>
<td>Print spend</td>
<td>Jason / Damien</td>
</tr>
<tr>
<td>NASPO contract update</td>
<td>Alexander</td>
</tr>
<tr>
<td>Wrap Up and Next Steps</td>
<td>Team</td>
</tr>
</tbody>
</table>
Welcome

- Please mute cell phones
- For those dialing in, please do not use your “Hold” function
- Emergency exit- Assemble at flag pole in front of building
Staff Changes

• New DES Contract Representative Alex Kenesson

• Special thanks to Josh Klika
# Print Management Requirement

<table>
<thead>
<tr>
<th>RCWs &amp; WAC</th>
<th>State Agencies, Boards, Commissions</th>
<th>Institutions of Higher Education</th>
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</thead>
</table>
| **RCW 43.19.742**  
DES to establish rules and guidelines for managing print operations | DES only | |
| **WAC 200-380**  
Agencies must adopt a print policy, standards and procedures  
Determine baseline costs  
Annual reporting | ✔ | ✔ |
| **RCW 43.19.733**  
Managed print required for agencies with 1,000+ employees | ✔ | ✔ |
| **RCW 43.19.739**  
Agencies must consult with DES for printing and binding | ✔ | ✔ |
| **RCW 43.19.745**  
Agency use of envelopes-Standardization | ✔ | ✔ |
| **RCW 28B.10.029**  
Grants colleges independent authority to purchase materials, supplies and equipment | | ✔ |
# Print Management Report FY18 – Reporting Compliance

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Total FTE</th>
<th>Report Annually to DES</th>
<th>Adopt Policies, Procedures and Standards</th>
<th>Determine Baseline Cost</th>
<th>Utilize Managed Print Services for Agencies over 1,000 FTE’s</th>
</tr>
</thead>
</table>


Print Management Report FY18 - Participants

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Agencies</td>
<td>31</td>
<td>35</td>
<td>32</td>
</tr>
<tr>
<td>Boards and Commissions</td>
<td>15</td>
<td>36</td>
<td>23</td>
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<tr>
<td>Higher Education</td>
<td>30</td>
<td>34</td>
<td>23</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>76</strong></td>
<td><strong>105</strong></td>
<td><strong>78</strong></td>
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</tbody>
</table>

- Sixteen agencies with 1,000 or more FTEs submitted annual reports.
- Twenty-five agencies of varying sizes operate in-plant printing services.
- Forty-eight of the 78 agencies reporting have fewer than 500 FTEs.
• 69 Agencies reported print spend
• Total print cost: $38,066,075
• Total internal use cost $21,120,439
• Total external use cost $16,945,636
Print Management Report FY19 - Review

2019-Print-Management-Survey.pdf
Print Spend - Reported Statewide

- 68 Agencies reported print spend
- Total print report spend was $38,066,075
Print Spend – External Options

• External Print Spend

• DES Print and Mail Services

• Digital Printer Refresh
NASPO Contract Update

• NASPO Copiers and Managed Print Services are being rebid
• Combining two existing contracts
  – NASPO Copiers, Printers & Related Devices (#05214)
  – NASPO Managed Print Services (#00215)
• These were extendable but NASPO is rebidding instead
• Current contracts expire December 31, 2019
• DES Serving as sourcing team member
NASPO – New Contract

- Many details are just being released
  - NASPO is in the awarding phase to Vendors
  - Six (6) Vendors already signed with NASPO
    - Canon, Hewlett Packard, Konica Minolta, Ricoh, Toshiba, Xerox
      - Kyocera, Lexmark, Sharp still pending
- NASPO Contract Website: https://www.naspovaluepoint.org/portfolio/copiers-managed-print-services-8119-123121/
- Recommended Reading
  - Award Summary
  - Executive Summary
  - Decision Memorandum
NASPO – Known Changes

• The evaluation consisted of 2 parts
  – Copiers and Managed Print Services (MPS)
  – Vendor must win Copiers award to be eligible MPS for that segment
• Technical Factors 60%, Cost 40%
• 6 Separately Awarded Categories
  – A3 MFD’s
  – A4 MFD’s
  – Production Equipment
  – Single-function Printers
  – Large/Wide Format Equipment
  – Scanners
• “Standard” MPS purely based off of per-click rates for parts, labor, and OEM/compatible supplies
  – Other services available in varying different implementations
• Copiers include sale or lease
  – With or without maintenance/supplies
  – With or without minimums
NB: We have NOT signed a Participating Agreement yet; this is preliminary and informational only

<table>
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<tr>
<th>Vendor</th>
<th>A3</th>
<th>A4</th>
<th>Production</th>
<th>Single Fct.</th>
<th>Large/WF</th>
<th>Scanners</th>
<th>MPS</th>
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NASPO – Stakeholder Feedback

• Stakeholder outreach to begin early September
  – Waiting for lead state to receive all of the master agreements and finalize bid process
• Stakeholder meetings begin late September/early October
  – Discuss current vs new contract
  – Need feedback on current contract
• We need to decide which Participating Agreements to sign and why
  – Likely (much) more restrictive than the full award
• If interested contact Breann.Aggers@des.wa.gov
Questions?
Next Steps

We agreed to:
Thank you!

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Jason.Bippert@des.wa.gov
Alexander.Kenesson@des.wa.gov
Jeff.Kesseler@des.wa.gov

Print Management resources online:

http://des.wa.gov/services/printing-mail/printing-services/print-management