

COST EFFICIENCY STANDARDS

WAYS TO SAVE TAXPAYER DOLLARS

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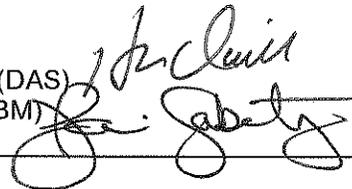
Local Print Consolidation Program

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To: State Agency Housing Coordinators, Chief Financial Officers (CFOs),
Chief Information Officers (CIOs), and Agency Procurement Officers (APOs)

Date: June 8, 2010

From: Hugh Quill, Director, Department of Administrative Services (DAS)
Pari Sabety, Director, Office of Budget and Management (OBM)



The DAS Office of Procurement Services has recently designed a program to save money by simply assessing and consolidating local printers, copiers, scanners and fax machines. This program involves a three-step process, provided by Procurement Services, which includes:

- An on-site assessment – to map existing equipment and determine patterns of use
- Data and cost analysis – to estimate the cost of the existing operation and to develop options that will save money
- Printing recommendation – to recommend a best solution including an equipment map with “before” and “after” locations of the print devices.

As agencies have grown over the years, so have the number of printers, copiers, fax machines, and scanners. Several agencies use inefficient equipment purchased before the year 2005 and are paying high supply, maintenance, and energy consumption costs. As with most technology driven industries, the print industry has rapidly developed over the last several years, transforming from a predominately single function device world (i.e. stand-alone printers, copiers, etc.) to a multifunction device (MFD) world where one device can perform as a networked printer, copier, fax machine, and scanner. Based on this industry transformation, operations with fewer MFD machines have become the new efficiency standard.

Through the collaboration of five departmental agencies (including DAS and OBM) and one political subdivision, the Office of Procurement Services has already assessed 477,918 square feet of office space, identified \$463,288 in annual print spend, and recommended \$181,960 or 39% in annual cost savings. This means the program delivered \$0.38 annual cost savings per square foot of administrative office space.

Savings include:

- Equipment purchase or lease cost
- Toner
- Paper
- Maintenance
- Local area network charges
- Electricity
- Less printing overall

DAS and OBM alone will eliminate 55 print devices and save about \$39,324 annually. Implementing a similar program statewide could save agencies an estimated \$5 million annually.

Based on the results, DAS and OBM are strongly encouraging all state agencies to participate and help return much needed dollars to the state of Ohio. To participate in the program, simply complete the “Local Print Consolidation” form at www.procure.ohio.gov in the “Forms” section. Upon submission, a representative from the Office of Procurement Services will contact your agency within five business days to coordinate next steps. Should your agency have any questions about the process, please contact Thomas Linley at 614-644-6365 or tommy.linley@das.state.oh.us.