

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES**

Agenda Item Summary Sheet

Name: Finance and Facilities Committee

Date: November 19, 2013

Title: Campus Service Cooperative Contract Exceeding \$3M for Managed Print Services

Purpose (check one):

- | | | |
|---|--|---|
| <input type="checkbox"/> Proposed
New Policy or
Amendment to
Existing Policy | <input checked="" type="checkbox"/> Approvals
Required by
Policy | <input type="checkbox"/> Other
Approvals |
| <input type="checkbox"/> Monitoring /
Compliance | <input type="checkbox"/> Information | |

Brief Description:

In August, a team including campus CIOs, the system office, finance leadership, and the MN Department of Administration, facilitated and coached by the Campus Service Cooperative (CSC), released a Request for Proposal for Managed Print Services. Based on the evaluation of proposals, the CSC is recommending the award of a contract for all of our colleges, all of our universities, and the system office.

This contract category represents approximately \$7 million in annual spend across the system and includes such items printers, copiers, scanners, fax machines and all associated consumables, maintenance and service. The CSC recommends approval of a contract for all of our colleges, all of our universities, and the system office that is expected to yield savings greater than \$3.15 million compared to the current three-year forecast of \$21 million over the term of the contract.

Scheduled Presenter(s):

Todd Jagerson, Chief Information Officer, Dakota County Technical College
Jason Cavallo, Strategy Director and Lead Project Manager, Campus Service Cooperative
Colin Dougherty, Managing Director, Campus Service Cooperative

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

BOARD ACTION

Campus Service Cooperative Contract Exceeding \$3M for Managed Print Services
--

BACKGROUND

The CSC's Strategic Sourcing team is analyzing the system's \$550 million in annual procurement of goods, services, and construction. Collectively, the CSC will achieve savings by adopting modern supplier management disciplines, best practices, and collaboration with the State of Minnesota, the University of Minnesota, and other partners.

In August, a team including campus CIOs, the system office, finance leadership, and the MN Department of Administration, facilitated and coached by the CSC, released a Request for Proposal for Managed Print Services. Based on the evaluation of these proposals, the CSC is recommending the award of a contract for all of our colleges, all of our universities, and the system office.

Managed Print Services: This contract category represents approximately \$7 million in annual spend across the system and includes such items as printers, copiers, scanners, fax machines and all associated consumables, maintenance and service. The CSC recommends approval of a contract for all of our colleges, all of our universities, and the system office that is expected to yield savings greater than 15% compared to the current three-year forecast of \$21 million over the term of the contract.

RECOMMENDED COMMITTEE ACTION:

The Finance and Facilities Committee recommends the Board of Trustees adopt the following motion:

The Board of Trustees approves execution of a contract to Managed Print Supplier/s, not to exceed \$21 million for a term not to exceed three years, with two additional one-year options. The Board directs the Chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD ACTION:

The Board of Trustees approves execution of a contract to Managed Print Supplier/s, not to exceed \$21 million for a term not to exceed three years, with two additional one-year options. The Board directs the Chancellor or his designee to execute all necessary documents.

Date Presented to the Board of Trustees: November 19, 2013