

Purchase Request #2
Regular Board Meeting March 28, 2017
Consideration of Approval to Contract for Managed Print Services

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve the purchase of managed print services from NovaCopy for the District.

BACKGROUND

This contract will provide managed print services for District faculty and staff offices. The District awarded a contract through the RFP process to NovaCopy in May of 2015 to provide copiers/multi-function devices (MFD) for the District. As part of the MFD contract, NovaCopy provides PaperCut Software to track the number of copies made by each individual so that the cost can be expensed to the appropriate Department. Contracting with NovaCopy for managed print services will allow the District to use the PaperCut Software to also track usage of networked printers by individual and expense those costs to the Departments, as well as provide for auto fulfillment of toner, preventative maintenance, parts and repairs of the covered equipment. This contract will also maximize the use of the MFDs and assist in understanding the usage of a given machine in order to provide the best print solution for departments as equipment covered under the contract fails.

Reference Number (REF) 4069 was issued to track the volume of spend for managed print services. Tracking of spend volume is accomplished through the Purchasing Department's eProcurement system. The system is set to automatically notify the contract owner when 85% of the approved expenditure is reached, which triggers the contract owner to analyze current and future spend.

NovaCopy has a contract through the Department of Information Resources cooperative purchasing program to provide business solutions for copiers, printers, scanners, and document management products and services including lease agreements, Contract Number DIR-TSO-3082, and is in compliance with the competitive procurement requirements set forth in Section 44.031 of the Texas Education Code, as permitted through Section 791.011 of the Texas Government Code.

IMPACT OF THIS ACTION

This contract will provide for toner replacement, preventative maintenance, all repairs and parts on District-owned networked printers covered under the contract. This contract will result in an estimated hard cost savings of \$82,000.00 over the life of the contract. This contract will also allow technicians from Academic Technology and Network Services to focus on assisting faculty and staff with computer related issues. Academic Technology and Network Services will continue to maintain computer lab printers as the volume of print warrants frequent toner cartridge replacement.

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BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization for \$700,000.00 which is budgeted in the various department's 2016-2017 operating budgets and subsequent year's budgets subject to Board approval for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section 44.031.

MONITORING AND REPORTING TIMELINE

The term of contract will begin April 1, 2017 through August 31, 2020.

RESOURCE PERSONNEL

Kim Davison	SVP Organizational Effectiveness	972-985-3781
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