GPO

# Consulting Services, Onsite Scanning,and Print Device Management

An umbrella contract with nationally recognized vendors

Through our Onsite Document Solutions contract, **we can alleviate the burden of the time and effort** that agencies are spending on small purchase and contract administration responsibilities for printers and copying equipment.

# GPO Offers Two Contracts

**Consultation and Assessment (980 M)**

- Related to printing, copying, and associated document services (i.e., scanning) Onsite Document Solutions (B 951-M)
- Tailored contracts to your specific needs for printing, copying, scanning and document conversion, or managed print services

Both Consultation and Onsite Document Solutions are designed to maximize current facility utilization by improving efficiencies and productivity.

# GPO Consulting

**Equipment**

- Request an assessment to be performed in preparation for an upcoming copier and production printer contract expiration
- Right sizing and optimize your multifunction devices (MFD)
- Placing the right equipment in the correct location based on the number of users and printing habits
- Best practices for existing production centers or in-house print shops, streamline internal operations
- Justification for changing copier/print equipment

**Document Conversion**

- Establishing a comprehensive standardization of procedures for scanning of documents to be in compliance with agency and NARA requirements
- Agency-wide best scanning practices in to a records management system
- Development of standard operating procedures based on the agency's media (i.e., paper, photos, video, oversized documents)
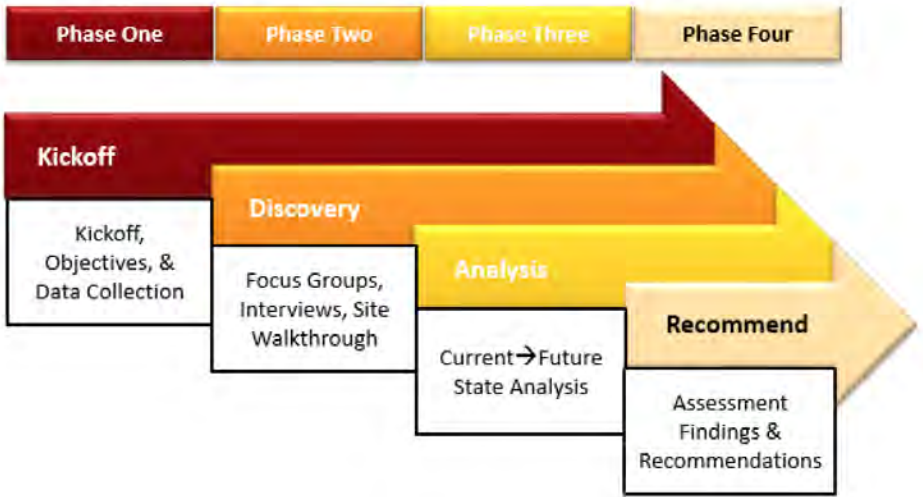
**What can you expect?**

- Detailed written report and Executive Summary
- Onsite presentation from the contractor
- Follow-up on questions asked during the presentation

## Overview of a Recent Consulting Contract

**Objectives**

1. Perform needs assessment for current and future document hardware and software
2. Provide current costs and estimates of cost savings associated with the proposed recommendations
3. **Recommend total number of types of MFDs and printers required for new contract**
4. Define the benefits from implementing the proposed recommendations
5. **Recommend optimal placement locations of the MFDs and printers**
6. Provide other recommendations for document technology which can help agency reduce costs, improve efficiency, and fulfill their core mission

## A Phased Project Approach



**Phase One** | **Phase Two** | **Phase Three** | **Phase Four**

**Kickoff**
Kickoff, Objectives, & Data Collection

**Discovery**
Focus Groups, Interviews, Site Walkthrough

**Analysis**
Current → Future State Analysis

**Recommend**
Assessment Findings & Recommendations

## Methodology Summary

- Complete walkthrough assessment of agency's buildings as described

- 12 focus groups with various departments and levels of users

- 4 in-person or phone formal interviews with key stakeholders

- Automated print volume analysis via FM Audit software

- Calculations and findings are based off of data provided by agency and collected by contractor

- Floor plan recommendations based on device volume and space configuration

## Example Floor 1 (Partial) – Current State
### 72 Printers, 6 MFDs

**Example Floor 1 (Partial)** – Future State
26 Printers, 12 MFDs



## Recommended Device Quantities

| | Current state | Proposed state | Current Volume | Current AMPV | Proposed Volume | Proposed AMPV |
|---|---|---|---|---|---|---|
| Desktop / personal printer B&W | 559 | 20 | 273,815 | 490 | 9,797 | 490 |
| Desktop / personal printer color | 80 | 10 | 47,170 | 590 | 5,896 | 590 |
| Workgroup printer B&W - Networked | 657 | 413 | 806,816 | 1,228 | 507,176 | 1,228 |
| Workgroup printer color - Networked | 79 | 29 | 64,776 | 820 | 23,779 | 820 |
| Digital Copier B&W - Stand Alone | 96 | | 457,382 | 4,764 | | |
| Digital Copier color - Stand Alone | 15 | | 94,896 | 6,326 | | |
| Personal All in 1 MFD color | 16 | 8 | 8,100 | 506 | 4,050 | 506 |
| Workgroup MFD B&W | 22 | 100 | 101,495 | 4,613 | 461,341 | 4,613 |
| Workgroup MFD color | 12 | 70 | 71,454 | 5,955 | 416,815 | 5,955 |
| Departmental MFD B&W | 3 | 3 | 18,000 | 6,000 | 18,000 | 6,000 |
| Fax | 111 | 20 | 83,818 | 755 | 15,102 | 755 |
| **Total devices** | **1,650** | **673** | **2,027,722** | | **1,461,956** | |

## Annual Costs – Current, Proposed, Savings

| | Current state | Proposed state | Savings | % Savings |
|---|---|---|---|---|
| Visible Hard Costs | $1,566,724 | $1,258,938 | $307,786 | 20% |
| Other direct costs | | | | |
| **Total direct costs** | **$1,566,724** | **$1,258,938** | **$307,786** | **20%** |
| IS Support Infrastructure | $198,720 | $81,360 | $117,360 | 59% |
| Administration & Purchasing | $119,232 | $48,816 | $70,416 | 59% |
| Document Production | | | | |
| Document Management | | | | |
| **Total indirect costs** | **$317,952** | **$130,176** | **$187,776** | **59%** |
| **Total annual cost** | **$1,884,676** | **$1,389,114** | **$495,562** | **26%** |

# GPO Onsite Document Solutions (B 951-M)

## Services Include

- Onsite staffing: copy centers, document management support, scanning, bindery, and more
- Equipment, maintenance, consumables, paper
- Document management software or systems
- Document archiving, scanning, or conversion
- Litigation copying or scanning

## Equipment

- Leasing of multifunction devices (MFD) and printers
- "Follow Me Print" solutions
- Secure print/PIV authentication/PINs
- Fax solutions
- Enterprise print solutions – fleet management
- Service level agreements
- Personnel/onsite staffing
- Managed print services – government owned equipment

## Document Conversion

- Scanning of paper documents, CDs, videos, oversized items, bound books
- Converting and importing to existing records management system
- Record management system
- Onsite scanning by contractor

## Agency Benefits

### Service/Operational

- GPO handles all of the administration of the task orders, with no involvement from agency acquisitions
- Agency's Acquisition Services Team can focus on mission critical contracts
- Each task order is written specifically to fit agency needs allowing for the opportunity to accommodate unusual and custom requests
- Agencies are able to participate and be a part of the selection team in reviewing proposals and determining award
- GPO handles the billing
- Document scanning is performed onsite, increasing the security of agency documents
- GPO has a dedicated team that works only on these contracts
- Agencies benefit from GPO's experience in handling over 200 contracts

### Financial Benefits

- We obtain current best value pricing on each contract
- Allows for economy of scale
- There are no surcharges on any of the task orders
- Agencies have been saving an average of 30% on equipment costs compared to their previous contracts

## Success Story: VA

- The VA in Southern Florida approached GPO for assistance in the leasing of multi-functional devices for their VISN on a shortened timeline

- GPO worked with them to define their actual needs and issued a task order

- GPO met their timeline and saved the agency approximately 32% over their previous leased equipment pricing

- GPO was able to provide unlimited prints on all devices so they are now able to budget for their fleet for the year

- Since that award, GPO has provided VA VISNs across the US with copy equipment and continues to be the preferred source for any equipment installed in a VA hospital

- We have awarded **66 task orders** so far for the VA with more arriving

- Feedback has been overwhelming on how easy it is to use GPO for equipment needs as well as the significant cost savings the VA has realized

### Overall Program Success

- Over 200 Task Orders (and counting) have been issued through this program for a range of services that include equipment, scanning, personnel, mailing services, maintenance services, and application purchases and implementation

## What's Needed to Get Started?

- Signed SF-1 from agency
- Statement of Work
- Define what services are required
- Overview of objective
- Scope of the work desired
- Support requirements
- SOW template can be provided upon request

Contact **Ben Kohler** to discuss how GPO can help your agency with utilizing these contracts.

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