

# Consulting Services, Onsite Scanning, & Print Device Management

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# Background

GPO has been a large scale printing plant serving customer agencies for over 150 years and has been providing print procurement acquisitions and contract administration services to customer agencies for the better part of a century. Needless to say, GPO has extensive expertise and experience in printing, finishing, information technology, acquisitions, and contract administration.

To further meet the needs of our customer agencies, GPO has established an umbrella contract with nationally recognized vendors. Through our On-Site 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 & Assessment (980 M)

- Related to printing, copying, and associated document services (i.e., scanning)

### On-Site 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 On-Site Document Solutions are designed to maximize current facility utilization by improving efficiencies and productivity.

# GPO Consulting

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## 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 into a records management system
- Development of standard operating procedures based on the agency's media (i.e., paper, photos, video, oversized documents)

# GPO Consulting

## What can you expect?

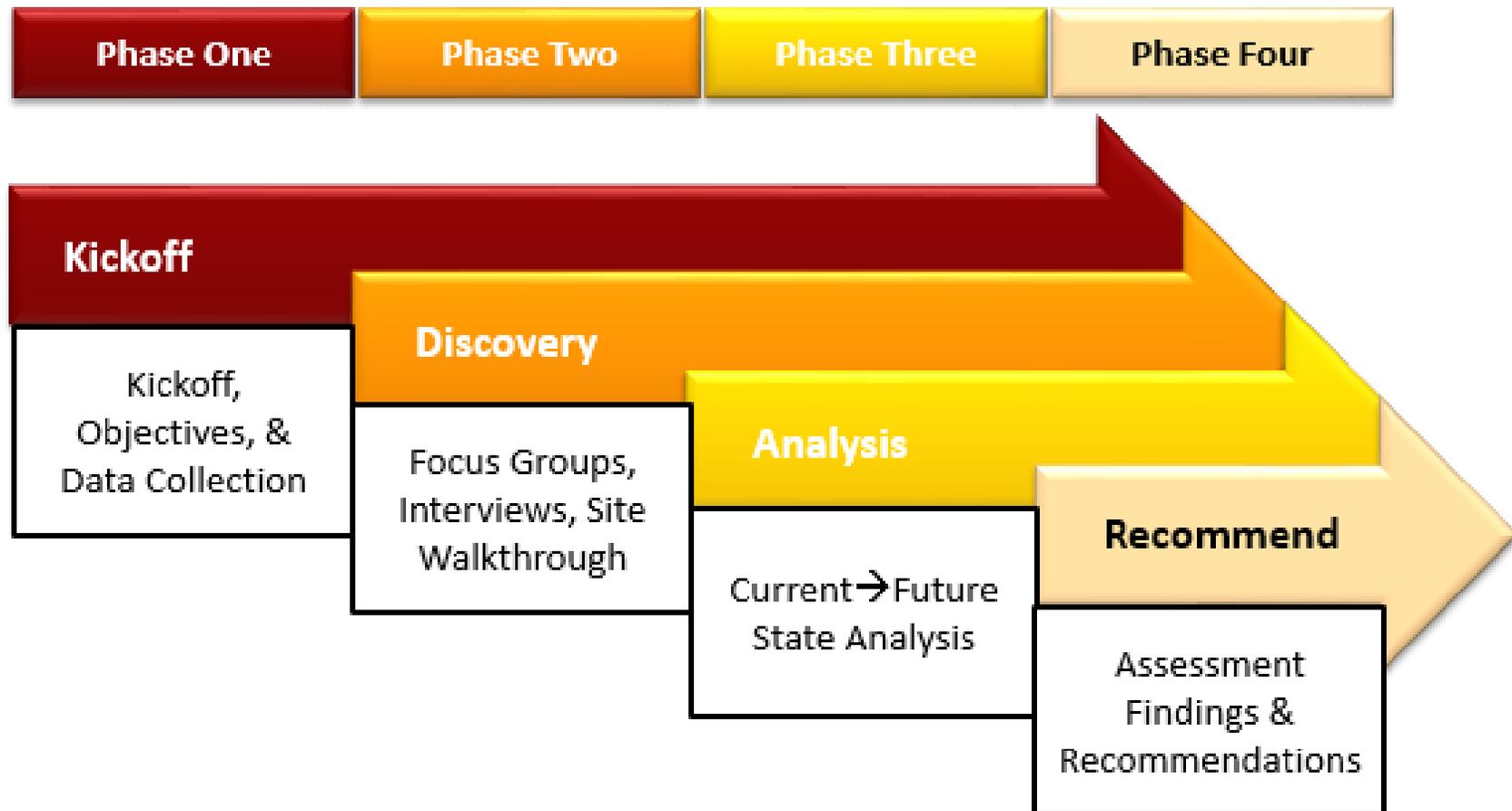
- Detailed written report and Executive Summary
- On-site presentation from the contractor
- Follow-up on questions asked during the presentation

# 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 MFPs and printers required for new contract
4. Define the benefits from implementing the proposed recommendations
5. Recommend optimal placement locations of the MFPs 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



# 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
<b>Total devices</b>	<b>1,650</b>	<b>673</b>	<b>2,027,722</b>		<b>1,461,956</b>	

## 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				
<b>Total direct costs</b>	<b>\$1,566,724</b>	<b>\$1,258,938</b>	<b>\$307,786</b>	<b>20%</b>
IS Support Infrastructure	\$198,720	\$81,360	\$117,360	59%
Administration & Purchasing	\$119,232	\$48,816	\$70,416	59%
Document Production				
Document Management				
<b>Total indirect costs</b>	<b>\$317,952</b>	<b>\$130,176</b>	<b>\$187,776</b>	<b>59%</b>
<b>Total annual cost</b>	<b>\$1,884,676</b>	<b>\$1,389,114</b>	<b>\$495,562</b>	<b>26%</b>

# GPO On-Site Document Solutions (B 951-M)

# GPO On-Site Document Solutions

On-site solutions for printing, copying and document services including but not limited to:

- On-site 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

# GPO On-Site Document Solutions

## 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/on-site 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
- On-site scanning by contractor

# Benefits to agencies using the On-Site Document Solutions contract

## Service/Operational Benefits:

- GPO handles all of the administration of the task orders, with no involvement from agency acquisitions
- Agency's Acquisition 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 on-site, 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

# Benefits to agencies using the On-Site Document Solutions contract

## 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

## Agencies that have taken advantage of GPO's Solutions contracts:

Veterans Affairs	Social Security Administration	NOAA	Department of Labor
Army	National Park Service	Air Force	Mine Safety
Census Bureau	Navy Surface Support	EPA	GSA
DLA	Navy Pentagon	Health & Human Services	Department of Energy
Treasury	National Defense University	Joint Chiefs of Staff	Tri-Care

...and many others!

## 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?

- 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.
  - [bkohler@gpo.gov](mailto:bkohler@gpo.gov)
  - 202-512-1122

# Questions?