

# UTSA Purchasing and Distribution Services

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## Multi-Functional Device (Copier/Printer/Fax/Scan) Total Flexibility Program

### Objective: UTSA Consolidation of Multi-Functional Device (MFD) equipment through Use of Preferred Vendors

Consolidating MFD vendors on campus was identified as a cost-saving venture for the university. With consolidation, UTSA has an opportunity to collaborate with preferred vendors to enhance price, quality, and service.

#### Phase I – Vendor Reduction (January 2017)

Reduced the number of MFD vendors on campus from nine to two. **DOCUmation** and **Ricoh** scored the highest and became preferred vendors.

#### Phase II – Data Security (September 2017)

OIT announced that **DOCUmation** and **Ricoh** are the only two MFD vendors certified to destroy data on returned machines complying with policies and standards.

#### Phase III – Total Flexibility Program (December 2017)

In separate discussions with our two preferred MFD suppliers, **DOCUmation** and **Ricoh**, we are pleased to announce a new MFD program available only to their current customers titled the **Total Flexibility Program**. There are six categories of options:

1. **Machine**
  - a. **Currently - Only new can be obtained.**
  - b. **Total Flexibility Program - You have the option of obtaining new, refurbished, or used machine that addresses your needs and budget.**
  
2. **Ownership**
  - a. **Currently - Purchase, lease or loaner.**
  - b. **Total Flexibility Program - No change.**
  
3. **Release of Contract Obligations**
  - a. **Currently – Buy-out of lease only.**
  - b. **Total Flexibility Program - Buy-out of lease, exchange with another department, or trade-in option at fair market value.**

#### 4. Maintenance

- a. **Currently – Leased machines include maintenance.**
- b. **Total Flexibility Program - Leased machines include maintenance. Refurbished or used can purchase a maintenance contract from same vendor, possibly save money with a third-party provider, or time and material.**

#### 5. Accessories

- a. **Currently – Pick and choose individually.**
- b. **Total Flexibility Program - Pick and choose individually, or obtain accessory packages at a reduced rate when combined.**

#### 6. Copies

- a. **Currently – Copies per month based on monthly agreement.**
- b. **Total Flexibility Program – Per copy, Copies per month, Department print band, Rollover unused only, or Activity of the previous month is carried over to the next month, being more or less.**

#### Benefits to UTSA

- No longer locked into a 3 or 5 year lease before you can make changes.
  - Contact your preferred vendor to see what machine types are available.
- Adaptable to your needs and budget as departmental requirements change.
- Maintenance program options.
- Cost per page options.
  - Band with other machines within your department.
  - Color impressions billed quarterly based upon usage only.
- Departments that do not need Brand New, State-of-the-Art equipment now have the ability to reduce expenses by selecting used, refurbished devices.
- Purchasing has pre-selected standard, common configurations of the machines and accessories that will most efficiently and economically meet most department's needs.

#### Benefits to Vendor

- More business on campus will drive down “cost of doing business” with UTSA making UTSA a preferred customer.
- Customized Rowdy Exchange PO form streamlines ordering communication between the end-user department and the vendor.

- With advanced knowledge of end-user demands, possible machine options and opportunities will be known and allow departments time to plan.
  - A MFD under or over utilized becomes an opportunity for a downgrade or upgrade. Vendor can contact both parties and mediate the equipment change.
  - Vendor can maintain a list of machines available and machine types in need.
  - With detailed statistics on each unit at UTSA, the vendor will be able to proactively address any future potential issues with equipment service due to over or under use of equipment and make recommendations prior to departments experiencing any issues.
- By standardizing the fleet of printers and multifunctional devices on campus, vendor will be able to minimize the total service time required of technicians, ensure they have proper inventory of required parts and supplies, and reduce vendor's costs for overall service.

For additional information, we encourage you to contact your **DOCUmation** or **Ricoh** representative, or your Procurement Specialist at 458-4060. Your vendor may have additional services to offer their UTSA customers.