

BUSINESS CASE

Name of the Project

Printer Rationalisation INF – 4
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Reasons for undertaking the Project
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Currently Ryedale District Council (RDC) has a lease agreement which provides corporate photocopying functionality through the print room and 2 other locations through Ryedale House. This contract also provides a networked print facility, however this is not currently widely used due to a lack of end user knowledge and difficulties accounting to departments.

Currently the bulk of RDCs printing need is met through a fleet of 63 desktop printers of varying specifications and sourced from various manufacturers. Some of these devices are almost 10 years old and very few devices use the same consumables. This has lead to very expensive desktop printing which currently costs RDC £45,728 a year (2.3p per b/w sheet, 11.87p per colour sheet)

Currently ink/toner and paper for printers are all ordered within departments from various suppliers resulting in various prices and an expensive process using large amounts of staff time.

The support of printers is currently down to RDC's IT department which is already at capacity.

Due to such a large feet of aging printers RDCs stock is quite energy inefficient, some older machines do not even utilise a low power mode. The current printer fleet is costing approximately £1,800 a year in electricity used, which also has a knock-on effect on RDC's cO2 emissions.

Options which have been considered

Option 1 - Preferred Option – Implement Papercut Print Management Software along with Alto Digital Printer Managed Service over 5 Years.

This would mean replacing all of RDCs current network printer fleet (with the exception of some legacy devices supporting systems in the process of being removed) of 63 printers with 21 modern devices strategically placed throughout Ryedale House, with the option to add the depot and area offices. These devices would sit along-side the existing Ricoh devices, which would still provide copy functionality.

The 21 new devices would all be leased and RDC would pay per print. All support and maintenance of the device would be included.

By implementing a Papercut , which is a device independent Print job management and accounting solution, RDC will be able to get the best of both worlds, printing seamlessly between the corporate Ricoh copiers and the 21 new devices. The software can be set up to automatically route jobs for cost effectiveness. i.e all jobs over 50 sheets get routed automatically to the print room. By using papercut to track usage each department can be accountable for their costs making recharging simpler.

Option 2 - Implement Papercut Print Management Software along with Alto Digital Printer Managed Service over 3 Years.

Implementing a managed service over 3 years would not generate the same level of saving, however it would give us a lease that along with our existing copier lease expired around the time Scarborough's agreement with Danwood expired, allowing for a joint procurement.

Option 3 – It would be possible to use Danwood, another print supplier, to provide all print and copy functionality, though this would not generate the same level of savings.

Option 4 – It would also be possible to purely use Papercut to redirect print to the Print Room, replacing the most expensive network devices internally. This would not generate significant savings and would be a burden on IT support.

Expected Benefits

- Implementing the Papercut Print Management Software along with and Alto Digital Printer Managed Service over 5 Years will save £22,467 per year, £112,332 over 5 years.
- Moving to a managed service will remove the current printer support drain on internal IT resources at a time of much ICT change.
- The reduced power consumption, as well as saving £620 per year in energy, will also reduce cO2 emissions.

Summary of key risks

There is a risk that service are disrupted through a lack of print through transition, however this is mitigated against by having the back up of the Ricoh copiers.

There is a risk that through proving new printers RDC is seen to endorse a 'print what you like' culture. However this will be challenged through the change of printer locations, the removal of personal devices and the use of system policies to make most effective use of hardware. The introduction of a Document Management system will also support the change in culture.

Estimated Costs

There is a one-off Capital Cost in procuring Papercut of £600, this is well within Officer delegation limits.

The revenue cost of moving to a 5 year managed service with Alto Digital will be £23,263 a year. Total contract value of £116,316.

Estimated timescales

As the supplier and prices are part of an OGC framework contract. They can be procured without committee approval, if approved by the Authorities Section 151 Officer and Solicitor. This enables a July implementation to maximise savings.

Author/Date

J. McGill Jun 2010