

# Texas Higher Education Coordinating Board

## Managed Print Services

### Questions and Answers #1

April 20, 2021

1. In light of the upcoming move to a new building and majority of staff telecommuting has THECB considered extending the current managed print services contract and returning devices not being used?

Our current contract expires on 8/31/2021. It cannot be renewed.

2. Is the Statement of Work based on the current physical location or the anticipated needs of the new location?

The Statement of Work is based on the current physical location.

3. What are current make/models of the print devices deployed throughout THECB?

We are using HP CLJ E876z SERIES and HP CLR LJ MANAGED FLOW MFP E67560Z.

4. How much did THECB spend on managed print services last fiscal year?

The agency spent \$72,877 on managed print services during fiscal year 2020.

5. Does the existing managed print services contract include copy/print allowances?

There are no minimum monthly copies/prints included in the current contract.

6. Please provide average monthly usage by device for last fiscal year.

The agency shifted to a mandatory tele-work policy in March 2020. The average monthly usage data is based on the time period between May 2019 – April 2020 to reflect volume consumption under normal circumstances.

HP CLJ E876z SERIES: 20,946/month

HP CLR LJ MANAGED FLOW MFP E67560Z: 56,646/month

7. Will THECB consider proposals to “right size” devices based on predicted monthly usage? It is unlikely that most respondents would recommend a 55 PPM or 75 PPM device based on the projected monthly page volume.

The agency is looking for a vendor who will review our existing solution and provide recommendations on cost savings and improve efficiency. The vendor should offer flexibility and business continuity options in this new multi-year contract to ensure a smooth transition for the agency's workforce from the current physical location to the new office building.