

*Internal Memorandum*

**Date:** June 29, 2018

**To:** Lonnie Robbins  
Chief Administrative Officer

**From:** Wynne Hayes  
Chief Information Officer and Director

**Subject:** Multi-Year Contract for Leased Hewlett Packard Multi-Function Printers and Managed Print Services

The County’s existing contract for leased multifunction devices (printer, copier, scanner) expires on October 13, 2018. The County has negotiated an agreement with Hewlett Packard (HP) and CDW-G to provide HP multifunction devices to the County. The agreement will be for a term of five years and will cover the devices, the toners, and maintenance of the devices.

We are requesting approval to be able execute the new contracts in early August, allowing for the lead time required for the multifunction devices as well as a smooth transition.

The new contract with HP and CDW-G provides a better user experience and reduces the County’s annual cost by greater than 25% starting FY2020. FY2019 savings will be lower due to transition cost. Here is a summary of some of the benefits:

	Current Contract	HP / CDW-G
Better User Experience	N/A	<ul style="list-style-type: none"> <li>All printers have the same simple, modern, and ‘tablet-like’ interface</li> <li>Enables the County to set up mobile printing (shortly after initial rollout)</li> </ul>
Simplified Management	Requires downloading printer specific print drivers for different models	Universal print driver simplifies the process for adding or attaching new printers
Optical Character Recognition (OCR) in support of CB32-2014 and CB43-2018	On selected devices across the County	On all devices as a standard so County employees do not need to search for an OCR capable printer
<b>Financial Comparison</b>		
Monthly / Annual Lease*	\$28,594 / \$343,131	\$18,110 / \$217,320
Managed Print Services* (usage based)	\$19,201 / \$230,406	\$16.779 / \$201,345
Estimated Annual Total	\$573,537	\$418,665

\*Comparison based on FY2018 actual invoices and usage

We are using the Cooperative Purchasing Network (TCPN) Contract R171402 awarded to HP, Inc. and Fairfax County, VA Contract No. 4400006325 awarded to CDW Government LLC as the vehicle for these agreements.