July 22, 2015

To: Howard University Community
Thru: Tony Bansal  
Chief Operating Officer

From: Antwan D. Clinton  
Interim Assistant Vice President  
Rawle M. Howard  
Executive Director, Office of Procurement & Contracting  
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Chief Information Officer

Subject: Howard University Printing Services

In an effort to exercise our fiduciary responsibility to Howard University, the Offices of Auxiliary Enterprises, Procurement and Contracting, and Enterprise Technology Services (ETS) have begun the process to realign the administration of all printing services, including our centralized graphics and printing services (Reprographics) and our fleet of multifunctional devices (Managed Print Services) under the Office of Auxiliary Enterprises.

REPROGRAPHICS:

Howard University’s Graphics and Printing (G&P) operation is managed by Swiss Post Solutions (SPS) a global solutions business division of Swiss Post. As a campus service, G&P has the flexibility to allocate printing costs at below market rates. These costs are periodically evaluated and on average billed at 25% below market. In order to further reduce costs and maximize operations all departments are required to adhere to the following procedures for printing services:

1. G&P will oversee all printing requests to insure compliance with the University's Procurement Policies & Procedures, and Identity Guidelines & Graphics Standards.
2. All departments should submit their job requests through the Digital Store Front (iOffice) at http://auxiliary.howard.edu and no longer submit purchase requests directly through PeopleSoft.
3. G&P will evaluate all job requests and determine whether they should be completed in-house or by other third parties.
4. If necessary, G&P will coordinate with the Office of Procurement & Contracting to facilitate purchase requests through approved third party vendors and approval by the Finance Leads.
5. Before completion, G&P will provide a quote for review and approval before final billing to departments.
MANAGED PRINT SERVICES:

Managed Print Services is the active management and optimization of document output devices and related business processes to lower costs, improve service levels, and reduce the University’s carbon footprint. Howard University currently has more than 2500 printing devices, including approximately 240 Xerox multifunctional devices (MFD), with an annual cost of several million dollars. In order to reduce operating costs it is imperative that we begin the process to significantly reduce the number of devices and optimize our printing resources across campus. In order to accomplish this we will work with each department to ensure the following:

1. A thorough, up-front assessment to analyze your current printing infrastructure.
2. Provide a roadmap to reduce the number and types of printing devices and supplies while meeting the needs of your office.
   - Re-location of devices under a shared strategy to optimize under-utilized capacity.
3. Monitor, manage and optimize your total print output environment, end to end, regardless of printer brand.
   - Reduce costs by printing less color copies (All deployed devices will be configured by ETS to default to black & white with the option to change individual print jobs to color).
   - Proactively identify and solve potential printing problems and replenish supplies.
4. Reduce your environmental footprint through printing less paper, consuming less energy, generating fewer greenhouse gases and keeping waste out of landfills.
   - Turn slow, paper-based processes (like routing and approvals) into automated, digital ones.
5. Provide network management and information technology (IT) integration, from platform support to cloud-based solutions.
   - Give faculty, staff, and students easy and secure print options.

For additional information please visit [http://auxiliary.howard.edu](http://auxiliary.howard.edu) or contact the Office of Auxiliary Enterprises at auxiliary@howard.edu or Procurement and Contracting at procurement@howard.edu. Thank you in advance for your consideration and continued support.