MOTION NO. M2018-135
Contract for Enterprise Managed Print Services

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<th>MEETING:</th>
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<td>Operations and</td>
<td>11/01/2018</td>
<td>Recommend to Board</td>
<td>Mike Harbour, Deputy CEO</td>
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<td>Administration Committee</td>
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<td>Final Action</td>
<td>Jason Weiss, Chief Information Officer</td>
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<tr>
<td>Board</td>
<td>11/15/2018</td>
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**PROPOSED ACTION**

Authorizes the chief executive officer to execute a contract amendment with Quality Business Systems, Inc., a Xerox Company, and Xerox Financial Services LLC, to provide Enterprise Managed Print Services in the amount of $1,791,000, for a new total authorized contract amount not to exceed $5,129,503 plus applicable taxes.

**KEY FEATURES SUMMARY**

- The original contract with Quality Business Systems, Inc. (QBSI) executed in March 2015 did not include funding for any needs under ST3, as this was prior to the ST3 vote. This action will fund the contract based on ST3 staffing forecasted growth through the initial term of the contract to March 2020.

- This contract provides for:
  - Lease of the agency’s fleet of multi-function and network printers, and desktop scanners
  - Copy Center services and related printing equipment
  - Hardware maintenance, software licensing for the related fleet management software and implementation of such software
  - Other outsourced printing needs.

- The contract integrates business practices to improve control over printing, copying, scanning, and faxing, thereby reducing costs over prior contracts and minimizing paper waste and strengthening the Agency’s environmental commitment.

- The Enterprise Managed Print Services contract includes all equipment, maintenance, and support, software to manage usage and costs, automated supplies and service, and Web-to-Print digital storefront for Copy Center services. Additional software and services includes PrinterOn Mobile Printing and Scan to PC Desktop software and services to support sustainable business practices.

- Applicable taxes are currently estimated to be $518,079.

**BACKGROUND**

The Enterprise Managed Print Services contract with QBSI and Xerox Financial Services LLC provides capabilities and services to manage and maintain the overall cost of printing. The initial funding authorization under this contract was executed in March 2015 and did not include funding for any needs under ST3. After ST3 was passed and the agency brought on additional staff and consultants and has expanded its office footprint, the additional capacity and deployment of multi-function printers has exhausted the initial funding and it is necessary to fund this contract for the
additional printing capacity required by the agency based on staffing and consultant forecasts through March 2020.

**PROCUREMENT INFORMATION**

On July 8, 2014 the Agency solicited proposals for Enterprise Manages Print Services through a competitive Request of Proposals Process. Ten firms submitted proposals and were evaluated. Quality Business Systems Inc. (QBSI), a Xerox company, was determined to be firm that best meets the evaluation criteria, offered the best value and is in the best interest of Sound Transit.

**FISCAL INFORMATION**

The proposed action will amend the current contract by $1,791,000 plus applicable taxes for a new total authorized contract amount not to exceed $5,129,503 plus applicable taxes and will be funded from the services and leases and rentals categories within the Finance and Information Technology Department’s annual operating budget. The services category budget is $13,821,747 million of which a total $85,827 is estimated to be spent for this contract in 2018 and is within the agency’s budget authority. The leases and rentals category budget is $465,868 of which a total $46,214 is estimated to be spent for this contract in 2018 and is within the agency’s budget authority after approval of this action, the remaining annual budget amounts will be used to fund other department expenditures in 2018.

Funding for the additional years of the contract will be included in future annual budget requests.
SMALL BUSINESS/DBE PARTICIPATION

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Small Business and DBE goals are based upon an examination of subcontracting opportunities contained in the work of this contract and the number of Small Businesses/DBEs available to perform such subcontracting work.

Sound Transit determined that there were few Small Business and DBE subcontracting opportunities based upon the work described in this contract, so Small Business/DBE goals were not established.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A one-month delay would impact support services from the vendor.
PRIOR BOARD/COMMITTEE ACTIONS

Motion No. M2015-09: Authorized the chief executive officer to execute a five year contract with one two-year option to extend with Quality Business Systems, Inc. a Xerox Company, and Xerox Financial Services LLC, to provide Enterprise Managed Print Services for lease of multi-function and network printers, Copy Center services, printing equipment, desktop scanners, maintenance, software licensing and implementation for a total authorized contract amount of $3,350,000, with a 22% contingency of $738,730, for a total not to exceed amount of $4,088,730.

ENVIRONMENTAL REVIEW

KH 10/24/18

LEGAL REVIEW

AJP 10/25/18
MOTION NO. M2018-135

A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract amendment with Quality Business Systems, Inc., a Xerox Company, and Xerox Financial Services LLC, to provide Enterprise Managed Print Services in the amount of $1,791,000, for a new total authorized contract amount not to exceed $5,129,503 plus applicable taxes.

BACKGROUND:

The Enterprise Managed Print Services contract with QBSI and Xerox Financial Services LLC provides capabilities and services to manage and maintain the overall cost of printing. The initial funding authorization under this contract was executed in March 2015 and did not include funding for any needs under ST3. After ST3 was passed and the agency brought on additional staff and consultants and has expanded its office footprint, the additional capacity and deployment of multi-function printers has exhausted the initial funding and it is necessary to fund this contract for the additional printing capacity required by the agency based on staffing and consultant forecasts through March 2020. This contract provides for:

- Lease of the agency’s fleet of multi-function and network printers, and desktop scanners
- Copy Center services and related printing equipment
- Hardware maintenance, software licensing for the related fleet management software and implementation of such software
- Other outsourced printing needs.

The contract integrates business practices to improve control over printing, copying, scanning, and faxing, thereby reducing costs over prior contracts and minimizing paper waste and strengthening the Agency’s environmental commitment.

The Enterprise Managed Print Services contract includes all equipment, maintenance, and support, software to manage usage and costs, automated supplies and service, and Web-to Print digital storefront for Copy Center services. Additional software and services includes PrinterOn Mobile Printing and Scan to PC Desktop software and services to support sustainable business practices.
MOTION:

It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the chief executive officer to execute a contract amendment with Quality Business Systems, Inc., a Xerox Company, and Xerox Financial Services LLC, to provide Enterprise Managed Print Services in the amount of $1,791,000, for a new total authorized contract amount not to exceed $5,129,503 plus applicable taxes.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on November 15, 2018.

Dave Somers
Board Chair

ATTEST:

Kathryn Flores
Board Administrator