

UBC

Document Management Strategy

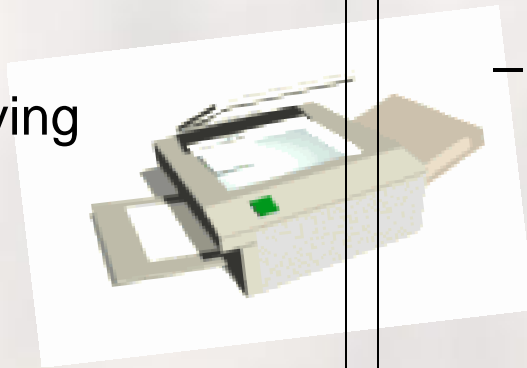
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What is a Document Management Strategy?

- Transformation from paper to digital documents
 - Printers
 - Scanners
 - Photocopiers
 - Print services
 - Electronic records/archiving



- Work flow productivity
- Graphic design
- Integration of technologies
- Research opportunities
- Sustainability leadership
- Communications
- Fund raising

Current status of document management at UBC

- Annual spend ~\$40M
- 6000+ devices in use
- Consumes ~150M sheets of paper
- Multiple suppliers
- Each Faculty/department responsible for their equipment
- Inability to leverage volumes



Document management project

RFP process led to Xerox as a potential single-service provider

Manage *all* copier and print devices

Reduce operating costs and capital investment

Transition to digital environment

Savings projected ~\$2-3M per year



Why Xerox?

- Proven end-to-end solution (U of Calgary)
- Market leadership
- Ability to integrate technical requirements
- Disruptive technology (colour cube)
- **Non-mandated agreement** – business case
- Shared corporate values
 - Research
 - Sustainability
 - Interested in corporate strategic partnership



Document management project status

- Assessed (11) faculty/departments June – Sept
- SSoB and Library sub agreements in place
- Presented to UBC Sept 4
- Negotiations of final contract and implementation



Next steps



- Establish governance structure with Finance, IT, Faculty, Operating depts
- Hire project manager
- Draft service level agreements
- Draft implementation plan
- Distributed savings model
- Monitor results with critical milestones over 2-years