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