Administrative Efficiency Initiatives

January 2021 Plenary

Why eProcurement

Savings

- Lower pricing

- Data to support future, collaborative strategic sourcing

- Leverage combined spend

- Increase spend on strategic vendor relationships and improve agreements

Transactional Efficiencies

- Automate transaction activities

- Reduce manual communications

- Reduce paper and reliance on mail

- Utilize staff for more strategic activities

Improved Compliance

- Reduce maverick spend

- Track spend to contracts

- Use of approved sourcing and contract language and templates

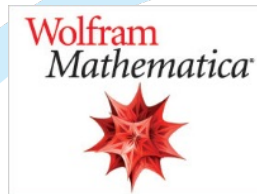- Adherence to Procurement Law and policies

Current state

- 7 Core Schools + Stony Brook University's migration of WolfMart
  - o Alfred State College
  - o State University College at Geneseo
  - o State University College at Fredonia
  - o Buffalo State College
  - o University at Buffalo
  - o College at Brockport
  - o SUNY System Administration
  - o Stony Brook (fully migrated)
- 12 Additional State-operated Campuses on boarding starting in January
- Community College, Banner Schools - finalizing work on the integration

System-wide Contracts

MANAGED PRINT INITIATIVE

—**Inefficient office print operations:**

- **Ineffective sourcing**— Systemwide RFP, Leverage Scale of SUNY

- **Inconsistent deployment**— High costs; Low utilization; need to standardize

- **Inform impact to print & use paper**— Sustainability, More about managing change than print

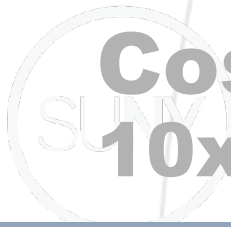## SUNY will save >$12.5M/year - Net

- **SUNY prints a lot**
  - >50M pages a month
  - Relationship with paper is strong

- **SUNY has a lot (of assets)**
  - >40,000 devices
  - ½ of which are personal/desktop printers
  - ½ of networked devices are "misplaced"
  - Most are owned and old(er)

- **SUNY spends a lot**
  - $50M per year
  - Color = 16%; Cost = 54%

Cost of Choosing Print = 10x Price of a Click ...

2M sheets of paper/day
400 cases of paper/day
4,000 reams of paper/day
400,000 sheets per tower

HARD PRINT COSTS (10-15%)

HIDDEN PRINT COSTS (85-90%)

HARD / DIRECT
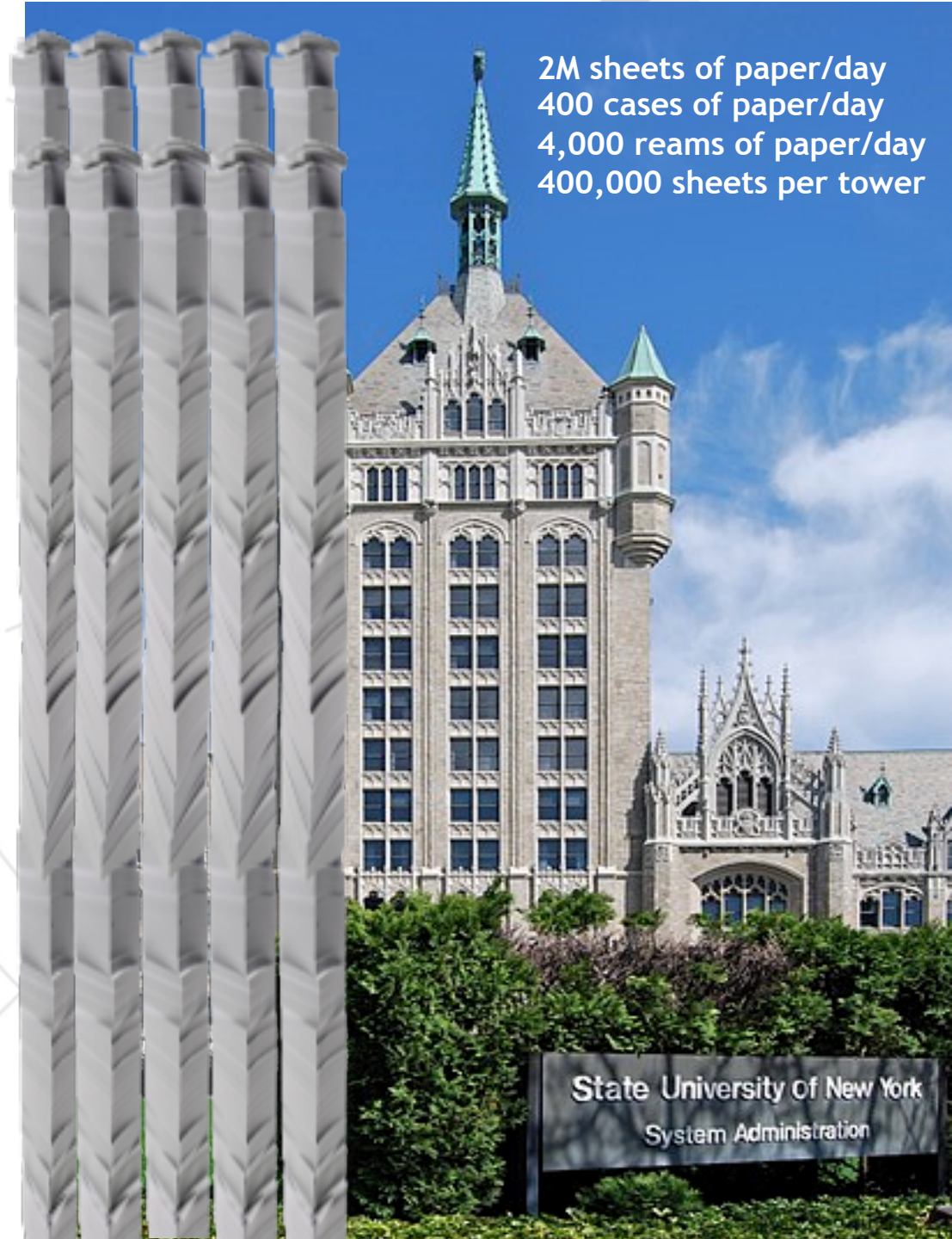- OUTPUT HARDWARE (DEVICES)
- MAINTENANCE/SERVICE
- SUPPLIES (TONER, INK, PAPER)

HIDDEN / INVISIBLE
- STORAGE — OF DOCUMENTS, PAPER, SUPPLIES
- BURDEN ON IT SUPPORT
- PROCUREMENT/PURCHASING
- OBSOLESCENCE AND SHREDDING
- OFFSITE STORAGE AND RETRIEVAL
- ENVIRONMENTAL SUSTAINABILITY — POWER CONSUMPTION AND WASTE

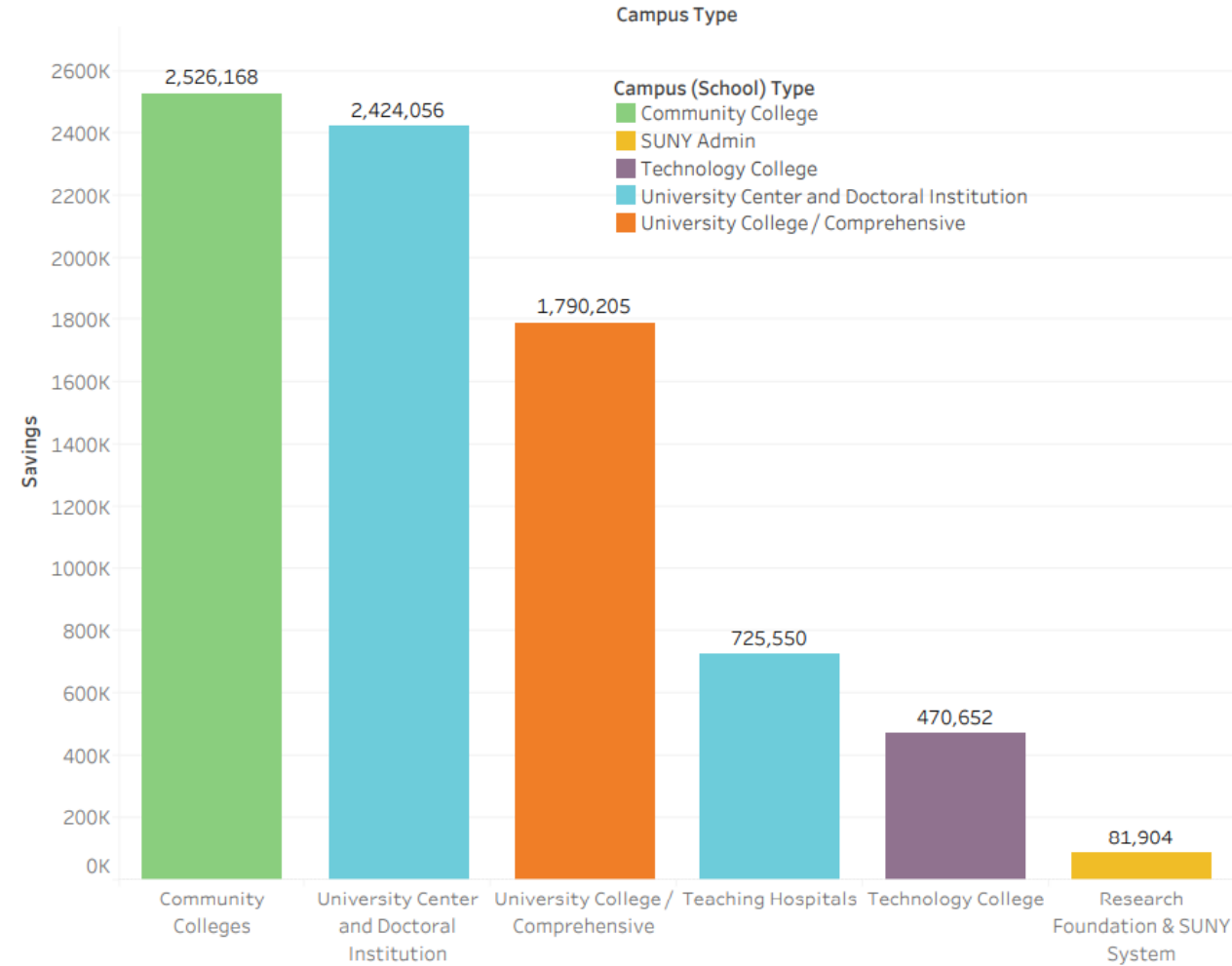|		
i.	Create/submit	= $.152
ii.	IT infr/support	= $.052
iii.	Hard/direct cost	= $.045
iv.	Procure/admin	= $.026
v.	Doc mgmt./control	= $.295
vi.	Total cost	= $.566

State University of New York
System Administration
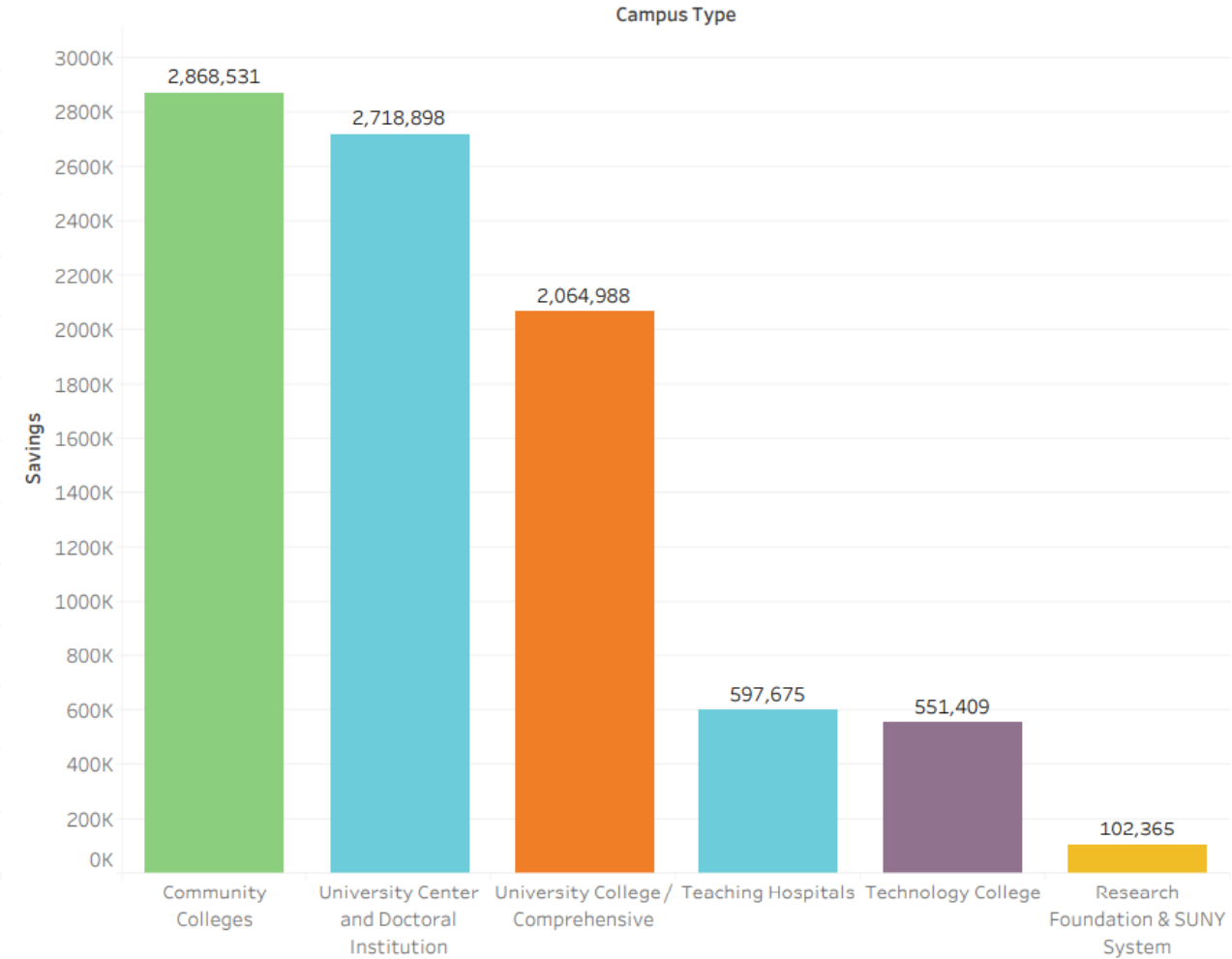
2020-21 Estimated Savings

Savings by Campus Type in 2020

Savings by Campus Type in 2021

Did You Know?

Office paper costs companies up to 13 to 31 times the original amount after factoring in the cost of handling, labor and filing.

It takes 13 ounces of water to make one sheet of office paper.

The energy required to produce one sheet of paper could power your home for 15 minutes.

Americans throw away enough office paper each year to build a 12-foot-high wall stretching from New York to San Francisco. That's about 10,000 sheets per person.

The U.S. Environmental Protection Agency estimates that one ton of paper source reduction results in 8 tons of greenhouse gas reductions.

Each ton of paper saves up to 185 gallons of gasoline.

Paper publications can have a very short shelf life and require valuable physical space to store them.

40.4% of waste in the United States is paper.