Berlin-Boylston Regional School District
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Date: June 10, 2025
From: Aaron Osborne, Director of Finance & Operations
To: The Berlin-Boylston Regional School Committee
Re: Printing & Copying Services

At present, the district utilizes a number of efficient workgroup level printer/scanner/copier/fax units (referred to as "multifunction devices") throughout the district for staff use. Additionally, the district supports a fairly large number of small printers at much higher unit costs to operate than these multifunction devices on a per page basis. Additionally, there is little in the way of control at the user or administrative level to reduce waste and manage cost of these units.

After reviewing the current fleet of multifunction devices and individual printers, working collaboratively with building and department staff, we are planning to implement a software solution called PaperCut to improve overall management of devices while maintaining a strong degree of control and convenience for end users. Through this solution, card readers will be installed on all copiers and printers throughout the district to mimic the current setup for color copiers at the Elementary Schools. The readers and the copiers will be programmed to sync to the faculty and staff GMail accounts. Upon installation, users will be required to log into the printer with credentials and a database will be created. Users will also be able to sync their door fob to their account, once this has been completed, the process of printing will be expedited. Users will then be able to use "follow me printing" to send their print jobs to a print queue where they will be held electronically and then accessed from any device using their credentials for fob.

These changes will reduce the number of desktop printers districtwide from 63 to 17 and add a single additional multifunction device at Tahanto based on use and needs. Xerox is offering the district pricing based on a five-year fixed rate contract that includes a large pool of included prints, consistent with our current usage. The contractual rate for overage is less than we currently pay per page, meaning that overages will cost less than in our current configuration. At the end of this five-year contract, the district's fleet of multifunction devices will be 8 years old which represents the anticipated device lifecycle and needs can be reassessed at that point.

From a financial perspective, total average costs for our current fleet of printers and multifunction devices is approximately $2,650 per month which mirrors the monthly cost of the five-year contract. Further, annual costs are anticipated to rise and signing a fixed contract will ensure that for the next five years the district's printing and copying costs will remain stable. As this proposal is cost-neutral, the intent of coming before the school committee is to allow the district to enter into a five-year contract; we are limited to three years without a vote of School Committee to approve. It should be noted that the pricing and contract documents are based on MA state contract ITS69 for Managed Print Services.

Recommendation: That the School Committee vote to authorize the Director of Finance & Operations to enter into the referenced five-year lease contract with Xerox resulting in monthly cost of $2,650.00.