

Director of Business and Fiscal Affairs

FINANCE & ADMINISTRATION

**CCNY Procurement Bulletin**

To: All Departmental Procurement Liaisons

From: Brian A. Genzmann

 Director of Business and Fiscal Affairs

Subject: CCNY Print Management Program - Fiscal Year 2021

Date: July 16, 2020

This email is a friendly reminder that the Fiscal Affairs Office requests your department’s projected printing needs for fiscal year 2021, which officially began on July 1, 2020.

The chief contract for print management services is with Xerox Corporation. Since 2018, many College departments have elected to participate in this program and realized the contract’s chief benefit - the price per printed page. Especially during NYS on PAUSE, these departments have not incurred monthly service charges. Departments currently using the print management services contract are asked to continue using this service this fiscal year.

Departments not participating in this program but who elect to join, may reach out to Lucian Pinckney, Finance Manager and this program’s coordinator, at lpinckney@ccny.cuny.edu. Lucian can explain the [benefits of the program​](https://www.ccny.cuny.edu/finance/printsmartccny) in greater detail and assist with ordering the appropriate machines from Xerox based on previous consultations. If your department proceeds with an order from Xerox, we ask that your department’s fiscal affairs liaisons coordinate with the College’s IT department (to set up installation) and the Facilities department (to haul away existing print/copy machines). Departments that wish to join the Xerox program must also notify their current copy machine provider directly, copying the Procurement Office, so that existing machines are removed from maintenance and are not listed under College-wide purchase orders for monthly service charges.

In addition to Xerox Corporation, a select number of College departments requested to continue to use their Konica Minolta machines. As of this email, the current agreement for overall print management services with Konica is slated to expire on August 31, 2020 and the State of New York has not established a new contractual agreement. Nevertheless, the College’s Purchasing Department will be able to issue one last purchase order this fiscal year before this expiration date. If your department has Konica Minolta machines that were previously listed under the fiscal year 2020 umbrella purchase order, and you wish to continue to use Konica Minolta in fiscal year 2021, please be sure to notify your [department’s designated purchasing agent](http://finance.ccnysites.cuny.edu/purchasing_team.htm) and Felicia Cunningham in the Procurement Office at purchasing@ccny.cuny.edu as soon as possible but no later than Thursday, July 23 close of business. We will not add any maintenance plans for existing Konica machines beyond August 31, 2020, unless New York State establishes a new contract.

We thank you for your cooperation and look forward to working with you this fiscal year.

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