



working in partnership



Crown
Commercial
Service

YPO®

ESPO

Print, copy, scan, store

- an all in one solution to meet your printer/copier, managed print and records information management needs

move to
digital
solutions

reduce
costs

minimise
waste

improve
document
security

increase
energy
efficiency





Why work with us

With the adoption of new technologies, many of our customers are seeing a reduction in print volumes and an increased demand to move to digital solutions. Designed with this in mind, the agreement provides an all in one solution to support you with every element of your print and records information management needs.

Developed in collaboration with YPO and ESPO to create the biggest agreement of its type, it covers a wide range of services from buying multifunctional devices to managing your print strategy, storage and scanning services to support digitisation. There are also services to help you appraise, select and sensitivity review records in line with the Public Records Act, and audit and consultancy to help you optimise your print and records management.

Benefit from:



help with digitisation: with access to the latest technology, software developments and guidance, digitisation can help you become more efficient and reduce the volume of paper you use, as well as reduce physical storage and retrieval costs, saving you time and valuable space



reduced costs and wastage: by consolidating your devices and storage, for example:

- move inactive records from being physically stored internally to a cheaper external option
- proactive consumables management for less waste of toner and paper
- a flexible model for managed print and content management services which you can scale up and down so you only pay for what you need at the time



security and compliance: increased security of devices and data. Digital storage on secure hosting services protects you from loss of critical documents, and our records information management services ensure you are always compliant with government security standards, removing the need to check yourself



convenient options: for some services you have the option of purchasing via a direct award for speed and convenience or choosing a further competition for tailored services and prices



expert advice and support: achieve your business objectives for print and records information management and save time by putting it in the hands of experts to optimise your processes and make better strategic decisions



Our agreements

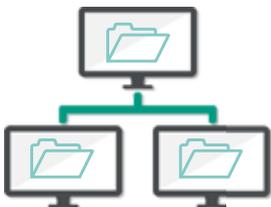
1. Print equipment and entry level print management software: this option is ideal for small organisations with limited resources, as you can choose from a range of printer/copiers and order through an online catalogue.

Access it through the Purchasing Platform – sign-up at purchasingplatform.crowncommercial.gov.uk

2. Multifunctional devices and print management services: ideal for medium to large organisations who want to manage their network printers in house. This option features a more extensive range of multifunctional devices, including fully networked print room equipment and print management software.

The online Purchasing Platform helps you find the best multifunctional device and managed print solution. There's also a guided match tool to help you through the process of sourcing your requirements.

3. Managed print and content management services: best for large organisations looking to outsource network printing to a supplier who can manage the whole solution for enhanced efficiency and security.



4. Records information management service: designed to reduce the cost of physical storage and help you consolidate existing storage requirements. This includes off-site and/or on-site storage of records, secure shredding, destruction, disposal and scanning services, and new specialist records management services (cataloguing, listing, appraisal and selection, triage sensitivity review, and record preparation services). You can use this option as a full end to end solution or select the specific services you need.

5. Scanning services: this option is ideal for both one-off scanning projects and longer term bulk scanning requirements. Digitise your records into secure, easy to access, high quality resolution digital files.

6. On and/or off-site sensitivity review services: this option will help you identify potential sensitive content within your records, in line with legislation, and determine whether any content should be edited prior to release into the public domain or retained within your organisation.

7. Audit and consultancy: covering both print and records management, suppliers will review your managed print and content management requirements and advise on the optimisation of physical storage needs, helping you identify cost savings and efficiencies.



Specialist records management services within lots 4 and 6 are supported by our key partner, The National Archives. They are fully compliant with its guidance, governance and all current legislation. They are designed to help public bodies that are required by the Public Records Act to review and transfer records of historical value after 20 years.

Want to find out more?

For more information on how you can optimise your print and records information management please get in touch:

 <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm3781>

CCS  complete this contact form - 0345 410 2222

YPO  mfd@ypo.co.uk - 01924 834895

ESPO  resources@espo.org - 0116 294 4072

We also share regular news, updates and advice on Twitter and LinkedIn, why not follow us?

 @gov_procurement #CCSHeretoHelp

 Crown Commercial Service

