

STATE of ILLINOIS PRINT MANAGEMENT POLICY

On January 1, 2011, the Governor's Office implemented a state-wide print reduction initiative program. Said program promotes cost savings by reducing the number of printing devices through consolidation via deployment of networked multi-function devices. Candidates for consolidation/replacement by networked multi-function devices are as follows:

- Energy and maintenance intensive devices
- Single function devices (copy, fax, print, scan)
- Under-utilized devices
- Personal (non-networked/locally attached) devices

Dept. of Innovation and Technology (DoIT) Print Management has been charged with coordination and oversight of the ongoing print reduction initiative program.

POLICY

1. Participation in the print reduction initiative program is required of all State of Illinois agencies, boards, and commissions under the jurisdiction of the Governor's Office.
2. Procurement (leased or purchased) of all print devices is subject to assessment and approval of DoIT Print Management, regardless of business requirement or funding source.
3. Device manufacturer, type, and model of all new print devices will be subject to products prescribed under the current State of Illinois Master agreement. Subject to DoIT Print Management approval, an alternative manufacturer/supplier and device consolidation schedule may be utilized in consideration of the following criteria:
 - Master agreement prescribed products do not meet functional requirements
 - Master agreement prescribed products do not meet operational requirements
 - Master agreement prescribed products will exceed current fiscal expenditures for maintenance and operation of existing devices (with like function)
4. User training, consumables, and support services for print devices will be provided in accordance with the State of Illinois Master agreement.
5. Devices designated for consolidation/replacement must be surrendered to CMS Bureau of Property Management (State Surplus) within sixty (60) days of de-installation and replacement by a networked multi-function device.
6. Installation of personal/standalone (non-networked) print devices, new or existing, is prohibited. Requests for exception must be submitted to DoIT Print Management (DoIT.PrintMgmt@Illinois.gov). Said requests should speak to and will be assessed on the following criteria:
 - Proximity of networked print devices
 - Unique device capabilities (not available to networked print devices)
 - Output confidentiality requirements (not met by secured print features on networked print devices)
 - Urgency of output turnaround (possible impact to a direct taxpayer service)
7. Repair of currently installed personal/standalone (non-networked) print devices, will be subject to prior assessment and approval by DoIT Print Management (DoIT.PrintMgmt@Illinois.gov). Said requests should speak to and will be assessed on the following criteria:
 - Proximity of networked print devices
 - Unique device capabilities (not available to networked print devices)
 - Output confidentiality requirements (not met by secured print features on networked print devices)
 - Urgency of output turnaround (possible impact to a direct taxpayer service)