



March 6, 2008

**MEMORANDUM**

**TO:** District Board of Trustees  
**FROM:** William D. Law, Jr., President  
**RE:** Copy/Print Services Contract

At the November 2007 Board meeting, a three month extension was approved for the College's copy and print services contract with Xerox Corporation. The College is seeking to implement a digital environment for electronic submissions of copy and print service requests, along with other more efficient production and cost-saving processes. A Request for Proposals (RFP) was published in November 2007. However, the request was withdrawn in order to more thoroughly evaluate the needs of the College. Due to the high demand and continuous use of these services, there are limited opportunities to effect a changeover of equipment. The winter break is most opportune time to make such a transition with either the current provider or a new one.

In order to fully explore the needs of the campus and to assess potential solutions, incorporating guidance from the new Vice President for Administrative Services, new proposals will be solicited early this summer. Any transition of equipment will be accomplished during the upcoming winter break.

Staff Resource: Jerry Schilling.

**RECOMMENDED ACTION:** *The Board authorize the College to extend the current contract with Xerox Corporation for nine months, revising the contract end date to December 31, 2008.*