



# COLLIN COUNTY

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**To:** Commissioner's Court

**CC:** Judge Chris Hill  
Commissioner Duncan Webb  
Commissioner Darrell Hale  
Commissioner Cheryl Williams  
Commissioner Susan Fletcher  
Purchasing Michelle Charnoski

**From:** Caren Skipworth

**Date:** November 15<sup>th</sup>, 2023

**Re:** Lexmark Printer/Scanner/Copier Assessment – No Cost Associated

The Information Technology Department would like to request approval for the acceptance of "Printer/Scanner/Copier Assessment" offered by Lexmark with no cost associated to the County. This assessment will cover all brands/models of printers/scanners/copiers to provide to the County a better understanding of their document output environment. Final outcome should allow the County to identify and prioritize the most significant opportunities for cost savings, productivity improvements and effective use of technology.

The below list identifies the services provided for "Lexmark Printer/Scanner/Copier Assessment" for calendar year 2023. These services will extend over 3 day period. Lexmark personnel will work directly with County personnel to achieve the below service assessment reports. Value of this free service to the County includes vendor labor & support, configuration, testing and report analysis.

- County Inventory – Printers/Copiers/Scanners
- Baseline Output Volumes
- Baseline Operating Output Costs
- Identify Areas of Improvement
- Propose a Future State Design
- Recommend Solutions that consider Collin County's Technology Requirements