

## Office Products, Paper, & Outsourced Printing

### SOUND FAMILIAR

**Buying office products, copy paper, and outsourced printing can be frustrating** for many organizations. Throughout the NEO|SO public sourcing process, Members described difficulties stemming from:

- Trying to manage multiple vendors and multiple invoices for office products, paper, and off-site printing.
- Knowing it is impossible to identify the true office products spend of the organization when so many departments are purchasing office products (and related products) from different vendors.
- Trying to capture the large volume of spend occurring off the “core” office product list.
- Spending too little to qualify for volume rebates.

### NEO|SO'S Office Product, Paper & Outsourced Printing Program is Designed for Your Organization

NEO|SO's Program provides:

- **Significant discounts** for core and non-core items.
- **A full line of offerings**, including;
  - Office products
  - Off-site printing at CopyMax locations
  - Furniture
  - Paper
  - Technology products and services
- **Powerful Management reporting tools** and regular reviews to identify ongoing cost-saving opportunities.
- **Annual rebates** based on the total spend of all participants through the contract.
- **Employee pricing** program extended to the employees of all participating organizations (which comes in handy at back-to-school time).

### EXCLUSIVE BENEFITS FOR NEO|SO MEMBERS

The “buying power” of NEO|SO's Members enabled us to build an Office Product, Paper & Outsourced Printing Program with benefits and value that cannot be achieved when buying alone. Through this program, you as a Member will enjoy:

- **Discounted pricing.** Up front, you'll save an average of 5%-30% on your office products, paper, and outsourced printing services.
- **Member rebates.** Individual NEO|SO Members qualify for additional rebates based on the buying power of the group.
- **Buying Power.** Six NEO|SO entities allocated their combined \$2.1MM in spending to this program during the sourcing process and over 15 additional entities, representing \$3-4MM in annual office product spend, have indicated their interest in reviewing the program.

**To Learn More** about NEO|SO's unique Office Products Program, Please contact 216.581.6200 x121 (Jani Memorich) or [OP@NEOSO.org](mailto:OP@NEOSO.org).

NEOSO's job is to create leverage – it brings local governments together to achieve incredible advantages that are not possible when working alone. NEOSO develops leverage by creating aggregated procurement and shared service opportunities.

The Northeast Ohio Sourcing Office is a Council of Governments serving 16 counties:

Ashland	Mahoning
Ashtabula	Medina
Carroll	Portage
Columbiana	Richland
Cuyahoga	Stark
Geauga	Summit
Lake	Trumbull
Lorain	Wayne

### Quick Facts

OfficeMaxSolutions.com includes over **12,000 items**. The NEO|SO core list contains 550 of the most popular items and are **heavily discounted** for NEO|SO Members.

The NEO|SO Office Products Program was developed with the purchasing data and input of **17 NEO|SO Members**.

OfficeMax is regarded as having the **most robust reporting tool** in their industry. This tool is available to NEO|SO Members to monitor & improve purchasing behaviors across the entire organization.

The NEO|SO Office Products Program is expected to grow to over **\$12 million in annual spending** in the next 24 months.

**Completed information can be sent via fax to 216.503.4657 or emailed to OP@NEOSO.org**

## Step 1: Organization & contact individual information

**Organization Name:**

**Contact Person:**

**Contact Title:**

**Contact Phone:**

**Contact Email:**

## Step 2: Historic office products information

**Is your organization under contract for office products or paper?**

<b>Office Products:</b>	<b>Y</b>	<b>N</b>	If yes, with whom?:	Contract expiration date:
<b>Paper:</b>	<b>Y</b>	<b>N</b>	If yes, with whom?:	Contract expiration date:

**Estimated Annual Spend: \$**

*Please indicate below which product categories are included in this amount:*

<b>Office Products:</b>	<b>Y</b>	<b>N</b>	Amount (\$):
<b>Paper:</b>	<b>Y</b>	<b>N</b>	Amount (\$):
<b>Toner:</b>	<b>Y</b>	<b>N</b>	Amount (\$):
<b>Printing:</b>	<b>Y</b>	<b>N</b>	Amount (\$):

**Does your organization participate in any other office products buying groups?**      **Y**      **N**

*If yes, which programs are you participating in?:*

## Step 3: Request for historical purchasing information

**Please provide the following information in Excel format:**

- Product Number
- Unit of Measurement
- Item Description
- Quantity Ordered
- Time period for usage report (ideally one full year)
- Percent of annual spend represented by usage report

**Note: This information should be provided by your current office products vendor. Your or your staff should not have to prepare this Excel file.**

## Step 4: NEO|SO and OfficeMax to conduct analysis

The teams from NEO|SO and OfficeMax will review the information that you have provided and respond promptly with the information necessary to determine the savings potential for your organization. During the analysis process, please do not hesitate to let the NEO|SO team know if you have any questions. Thank you!

