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# Product Catalogue User Guide

## CUAPCS2018 – Panel 1 (MFDs) and Panel 2 (SFPs)

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# Summary

## Overview

The **Product Catalogue** includes all listed Multifunction Devices (MFDs), Single Function Printers (SFPs), available upgrades, professional services and software. Pricing is based upon Total Cost of Ownership (TCO) over a standard five (5) year Term rather than just initial purchase price.

The Product Catalogue enables TCO comparison of listed devices and provides a TCO estimate for a fleet of MFDs and/or SFPs.

This guide provides an overview of how to use this Product Catalogue in order to minimise TCO in meeting your requirements.

## Product Catalogue List

All MFD and SFP models specified in the catalogue constitute the Product Catalogue List ("listed items"). All CUA Prices displayed for listed items are **maximums**, with specifications and pricing available. Pricing is available for both Colour and Black and White ("BW") devices.

Subject to the Department of Finance's approval, the Product Catalogue List may change through the CUA Term whereby Contractors may add, remove or substitute items where new models become available and existing discount rates is met or exceeded.

## Non-Product Catalogue Listed items

If there are no Product Catalogue List devices that meet your agency's requirements, Non-Product Catalogue items can be sourced from the Contractors by seeking quotes. Non-Product Catalogue items must comply with the minimum discounts specified on the "Min\_Discounts" worksheet.

## Total Cost of Ownership

On average the initial purchase price is under 25% of TCO, with the remaining 75% consisting of maintenance charges, of which the majority is cost-per-copy (CPC). A TCO approach should be taken to determine value for money.

TCO for Colour devices is calculated as follows:

**TCO** = Device Price + 5 x ( (Colour CPC x Annual copies x Colour Ratio) + (BW CPC x Annual copies x (1-Colour Ratio))

For Black and White devices this calculation is:

**TCO** = Device Price + 5 x (BW CPC x Annual copies).

Where device engine life (total pages that can be printed) is less than the estimated number of copies over 5 years the device price factors in buying the device enough time to meet this estimate. For example if engine life is 300K and prints over 5 years is 500K the device price (above) would be 2 \* device base price.

## User Guide

This Guide provides an overview of all worksheets in the Product Catalogue and instructions on using these sheets so that users can determine value for money.

## Product Catalogue Structure

The Product Catalogue contains 15 colour coded worksheets listed below:

Sheet Name	Description / Function
<b>Summary</b>	Summary of worksheets and numbers of listed products (MFDs and SFPs) by level and supplier
<b>Device Comparison</b>	Compares TCO and specifications of any selected MFD or SFP. Secondly allows users to specify numbers of selected devices to form part of a fleet-wide TCO.
<b>TCO_Calc</b>	Calculates an estimated Total Cost of Ownership for a new fleet of selected MFDs and/or SFPS including other costs (like software)
<b>LowestTCO</b>	Lists all devices that meet filter criteria in ascending TCO order, showing
<b>MFD-Colour_List</b>	Contains all listed Colour MFDs sorted by level, with TCO determined by user defined filter values.
<b>MFD-Colour_Upg</b>	Displays all available upgrades for listed Colour MFDs by supplier, flagging which device(s) each upgrade is available for.
<b>MFD-BW_List</b>	Contains all listed Black and White MFDs sorted by level, with TCO determined by user defined filter values.
<b>MFD-BW_Upg</b>	Displays all available upgrades for listed Colour MFDs by supplier, flagging which devices each upgrade is available for.
<b>SFP-Colour_List</b>	Contains all listed Colour SFPs sorted by level, with TCO determined by user defined filter values.
<b>SFP-Colour_Upg</b>	Displays all available upgrades for listed Colour SFPs by supplier, flagging which device(s) each upgrade is available for.
<b>MFD-BW_List</b>	Contains all listed Black and White SFPs sorted by level, with TCO determined by user defined filter values.
<b>MFD-BW_Upg</b>	Displays all available upgrades for listed Black and White SFPs by supplier, flagging which device(s) each upgrade is available for.
<b>Prof_Services</b>	List of professional services to support the implementation and ongoing support of MFDs and SFPs by Contractor.
<b>Software</b>	Lists Print Software (Table 1) and Accessories such as swipe card facilities etc (Table 2) including pricing and details.
<b>Min_Discounts</b>	Outlines minimum discounts by product type (e.g. Device, cost per copy or upgrades) for all non-Product Catalogue Listed items.

Worksheet colours denote the following general functions within this Product Catalogue:

Summary / home	List and upgrade for colour devices	Comparison and calculation (based on TCO)
Non-Product Catalogue Listed item information	List and upgrade for black and white devices	List of non-mandatory add-on products

# Section Overview and Instructions

## 1. List Sheets

Price list sheets show all listed items in level-specific tables in a side-by-side comparison. This include basic details of:

- Pages per minute (PPM);
- Engine life: total pages that can be printed over 5 years;
- Duty cycle: maximum pages that can be printed in a single month (often peak month output will be higher than average output); and
- Pricing information.

The four (4) list sheets in the Product Catalogue end with “\_list” and are as follows:

- MFD-Colour\_List;
- MFD-Black and White (BW)\_List;
- SFP-Colour\_List; and
- SFP-BW\_List.

CPC and TCO pricing will change by modifying Filter Setting values shown below:

Filter Settings (for TCO Figures)					
<b>Location:</b>	Zone 1 (Perth Metro)	<b>Estimated Copies per annum</b>	50,000	<b>% Colour Prints (0-100%)</b>	20%

### Notes:

1. Changing the “Location” filter changes the CPC rates in the “CUA Price” section (as different regions have different CPC rates);
2. Changing estimated copies per annum will adjust the TCO; and
3. Changing % Colour Prints also adjusts the TCO as colour copies are more expensive.
4. The two BW sheets do not contain the % Colour Prints filter, as 100% of pages printed are black and white for these devices.

The filter values above present the following TCO figures:

Detail Type	Detail	Konica Minolta	
		Entry MFD 1	Entry MFD 2
Product Detail	Supplier product ID	C227b-WA	C258b-WA
	Product Name	bizhub C227	bizhub C258
	Pages per minute (ppm)	22	25
	Engine Life (total pages)	600,000	800,000
	Monthly duty cycle (pages handled)	10,000	13,333
CUA Price	Device - Base Price	\$2,609.75	\$3,335.75
	Zone 1 (Perth Metro) BW CPC	\$0.0055	\$0.0055
	Zone 1 (Perth Metro) Colour CPC	\$0.0539	\$0.0539

<b>Fit for Purpose</b>	<b>Meets Engine Life Requirement</b>	Y	Y
<b>TCO</b>	<b>TCO (on estimated usage per device)</b>	<b>\$6,404.75</b>	<b>\$7,130.75</b>
	<b>TCO Ranking</b>	1	4

The final “TCO Ranking” field is colour coded (as per the TCO Ranking Key at the top of the worksheet) and ranks all devices within that level-specific table according to TCO. The “LowestTCO” worksheet (described in a later section) can be used to rank TCO across levels.

**Please note:** Where the Estimated number of copies over 5 years exceeds engine life the device component of TCO will include multiple purchases of the “device - base price” to meet this estimate. For example if the estimated copies over 5 years is 500K and the Engine Life of a given device is 300K the TCO will include buying this device twice.

## 2. Upgrade Sheets

Upgrade sheets show available upgrades for listed MFDs and SFPs in order by Contractor. This includes pricing and indications on whether the device is available for each listed device:

- YES – available;
- NO – not available; and
- STD – included as standard with the device.

The four (4) upgrade sheets in the Product Catalogue end with “\_upg”, and are as follows:

- MFD-Colour\_Upg;
- MFD-BW\_Upg;
- SFP-Colour\_Upg; and
- SFP-BW\_Upg.

In the following table additional 4GB Memory is available for the DocuPrint M455dt (“YES”) for \$202.40, but this is not available for the other 3 devices shown.

<b>Specification Details</b>	<b>CUA Price (\$)</b>	<b>Entry MFD 1</b>	<b>Low MFD 1</b>	<b>Low MFD 2</b>	<b>Medium MFD 1</b>
Device Name:	N/A	DocuPrint-V 2060	DocuPrint M355	ApeosPort-V 3065	DocuPrint M455df
Memory 512MB	\$159.50	NO	YES	NO	NO
Additional 4GB Memory	\$202.40	NO	NO	NO	YES
Finisher - Internal A1 (Cannot equip with any other finisher)	\$440.00	YES	NO	YES	NO
Finisher - External B1 (Cannot equip with any other finisher)	\$843.70	YES	NO	YES	NO

### 3. Device Comparison

The Device comparison sheet allows users to compare and review specifications and TCO pricing for up to 10 devices (any listed MFD or SFP). Users can select devices for inclusion in a fleet-wide TCO calculation within the “Selected Devices” table (filled last).

The main Device Comparison table on this worksheet shows pricing and specifications based on filters and selections described below. Key specifications include:

- Engine life;
- PPM; and
- Duty cycle.

CPC and TCO pricing will change by modifying Filter Setting values shown below:

Summary & Pricing	Device 1	Device 2
Location:	Zone 1 (Perth Metro)	Zone 1 (Perth Metro)
Estimated copies per annum:	500,000	200,000
Colour Ratio (% colour prints):	20.0%	20.0%

**Please note:** Where the Estimated number of copies over 5 years exceeds engine life the device component of TCO will include multiple purchases of the “device - base price” to meet this estimate. For example if the estimated copies over 5 years is 500K and the Engine Life of a given device is 300K the TCO will include buying this device twice.

Filter settings for devices 2 – 10 are defaulted to match the device 1 settings to allow like-for-like comparison of pricing, however each cell’s filter can be individually set to different values to allow for several parallel comparisons.

Devices are selected for comparison by using the filters for the subsequent (dark blue) rows in descending order:

- Device Type;
- Level;
- Contractor; and then
- Device.

For example:

Device Type:	MFD-Colour	MFD-Colour
Level	Low PPM: Under 30 Min Engine Life: 150K	Low PPM: Under 30 Min Engine Life: 150K
Contractor	Fuji Xerox	Fuji Xerox
Device Selected	DocuCentre-VI C3371	DocuCentre-VI C3371

If a device is selected and the user changes one of the filter values above Device Selected (for example “Level”) this cell will be shaded in orange to show that the filter values do not match the selected device. Specifications and pricing will also be cleared with the “Supplier Product ID:” field showing “Review Filters” as follows:

Device Type:	MFD-Colour
Level	Medium
Contractor	Fuji Xerox
Device Selected	DocuCentre-VI C3371
Supplier Product ID:	Review Filters

To re-display specifications and pricing information for the device the user can revert the filter value back to the matching value (e.g. change Level back to low). Alternatively the user can clear all filters or change the device selected to one that matches the new filter criteria.

The “Selected Devices” table at the top of the worksheet should be filled after comparisons have been made and suitable devices selected. This is done by:

1. Copying device information (from the dark blue cells) into Selected Devices table fields that match; and
2. Copying CPC and Device costs from the light purple cells into the Selected Devices table fields that match.

This is done by copy > PasteSpecial (values) into these cells.

The final user input field in this worksheet is “Number of Machines in TCO Summary” which is a purple input field (as shown below). This field nominates the number of devices that are considered part of a new fleet TCO measure (in the “TCO\_Calc” worksheet).

Number of Machines in TCO Summary	14	7
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## 4. TCO Calculation

The “TCO\_Calc” worksheet provides an estimated TCO across an entire fleet of MFDs and/or SFPs. This worksheet includes calculated fields (white cells) and manual input (yellow cells) for users to input information. This worksheet contains the following four (4) pricing summary sections to populate a fleet summary:

- **Devices:** Comprising of table 1.1 (automatically populated from “Device\_Comparison” worksheet as above) and table 1.2 (manually input by users);
- **Upgrades:** manual input of selected upgrades in table 2;
- **Professional Services:** manual input of any selected professional services in table 3; and
- **Software:** manual input of selected software & accessories in table 4.

The TCO Fleet Summary is at the top of the worksheet as show below:

TCO Fleet Summary										
	Fleet Size	Device Cost	CPC Cost	Total Machine/ Device Costs	CPC %	Upgrade Costs	Prof Services Costs	Software Costs	Estimated TCO (5 Years)	Estimated Annual Cost
Total	66	\$259,292	\$2,364,597	\$2,623,889	90%	\$1,200	\$10,000	\$6,000	\$2,641,089	\$528,218

### Notes:

1. White calculation cells in this worksheet cannot be overwritten with manual data. Users are able to add additional rows to all tables other than 1.1 however, by selecting a row in the middle of a table and clicking “Insert Row”.



The screenshot below shows table 1.1 automatically displaying the information from the example in 3 – Device Comparison above:

Name of Machine	Type / Level	Contractor	Device Cost	CPC Cost	Quantity	CPC Total	Total Cost	% CPC
DocuCentre-VI C3371	MFD-Colour - Low	Fuji Xerox	\$6,476	\$41,542	14	\$581,581	\$672,244	87%
DocuCentre-VI C3371	MFD-Colour - Low	Fuji Xerox	\$3,886	\$16,617	7	\$116,316	\$143,515	81%

Any financial information from trade-ins can also be added manually to the final column of this table to provide a more accurate TCO estimate.

## 5. Lowest TCO Finder

The “LowestTCO” worksheet lists up to the top 50 devices that meet Filter Settings criteria in ascending order by TCO, with the lowest TCO devices shown at the top. Rankings and devices shown will change depending on filter values. This worksheet can be valuable where usage stats are available for small numbers of devices.

The lowest listed TCO devices will change by modifying Filter Setting values shown below:

Filter Settings							
Location	Zone 1 (Perth Metro)	Est Copies per annum	200,000	% Colour Prints (0-100%)	10%	Device Type	MFD-Colour
Matching Device Summary							
Matching Devices	46	Average TCO	\$19,658	Highest TCO	\$42,883	Lowest TCO	\$13,874
Matching Devices							
Rank	Device Name	Total TCO	Supplier	Device Type	Total Device	Total CPC	CPC %
1	bizhub C308	\$13,874	Konica Minolta	MFD-Colour - Lc	\$3,534	\$10,340	75%
2	MPC3004exSF	\$14,031	Ricoh	MFD-Colour - Lc	\$3,581	\$10,450	74%

### Notes:

1. A “Device Type” filter to restrict the type of devices shown. Where this filter is blank all eligible devices irrespective of type will display;
2. Where % Colour Prints is 0 BW devices will be listed, however if this % is greater than 0 no BW devices will be shown as the criteria indicates colour print requirements; and
3. % Colour Prints value should be set to 0% if filtering on only BW device types otherwise no devices will show.
4. Where the Estimated number of copies over 5 years exceeds engine life the device component of TCO will include multiple purchases of the “device - base price” to meet this estimate. For example if the estimated copies over 5 years is 500K and the Engine Life of a given device is 300K the TCO will include buying this device twice.



## 6. Professional Services

Professional services commonly engaged to support implementation and ongoing support of MFDs and SFPs are listed in order by Contractor on the “Prof\_Services” worksheet. All prices are maximum hourly rates (whereby customers can potentially pay less, but not more).

This worksheet structure is displayed below:

Supplier	Service Type	Service Description	Max CUA Hourly Rate	Min % Discount	Standard Hourly Rate
Fuji Xerox	Project Management	Implementation of MFDs/SFPs	\$223.00	20%	\$267.60
Konica Minolta	Project Management	Senior Project/Program Manager	\$250.00	15%	\$295.00
Konica Minolta	Project Management	Project Manager	\$200.00	15%	\$240.00
Konica Minolta	Project Management	Project Coordinator	\$170.00	15%	\$200.00
Konica Minolta	Professional Services	Solution Architect	\$250.00	15%	\$295.00
Konica Minolta	Professional Services	Solution Analyst	\$220.00	15%	\$260.00

Other professional services to support MFDs/SFPs can be sourced from Contractors on Panels 1 & 2, however customers will need to contact suppliers for pricing information.

## 7. Software

The “Software” worksheet includes the following two (2) tables of products (listed in order of Contractor) to support listed MFDs and SFPs:

- Table 1 – Print Software: lists all available print management software (such as pull-printing options); and
- Table 2 – Accessories: lists all available accessories to use in conjunction with devices & print software such as card readers, additional licensing and warranties.

This worksheet structure is displayed below:

Supplier	Product Name	Type of Software	License Period Type	License Price Basis	Max CUA Cost	Min (%) Discount	Other Software related pricing
Kyocera	PaperCut MF Software	Pull Printing/Print Tracking	Perpetual	User License	\$794.64	20.00%	Discounts apply for Bulk User Education & NG License holders Embedded License Per MFD Software Annual Maintenance
Kyocera	Kyocera Net Manager Software	Pull Printing/Print Tracking	Perpetual	Per Printer	\$61.16	60.00%	KMN Basic edition License per Printer/Embedded KMN Pro edition License per Printer/Embedded
Kyocera	Print & Follow MFD Application	Pull Printing		Per Kyocera MFD	\$87.56	60.00%	No ongoing Software Maintenance required
Kyocera	Equitrac Office Software	Pull Printing/Print Tracking	Perpetual	SMB User License	\$905.52	20.00%	Various licensing options available to suit the requirement

There are no filter inputs in this worksheet, however fields such as “Other software related pricing”, “devices compatible with” and “other comments” should be reviewed. In some circumstances pricing is only available on application, however the majority of prices are listed.

As per the professional services worksheet non-listed print-software may be sourced from Contractors and additional products may be added to these tables over the Contract Term where there is sufficient demand.

## Appendix A – Device Levels

MFDs and SFPs are categorised by level on the basis of PPM and meeting or exceeding minimum engine life thresholds. The tables below show the current levels, however the Contract Authority reserves the right to review these levels.

### MFDs

MFDs are classified into the following four (4) levels on the basis of PPM and Minimum Engine Life:

Level	Pages per minute (PPM)	Minimum engine life (pages)
Entry (E)	Under 30	160,000
Low (L)	30-39	240,000
Medium (M)	40-59	500,000
High (H)	60+	1,500,000

### SFPs

SFPs are classified into the following three (3) levels on the basis of PPM and Minimum Engine Life:

Level	Pages per minute (PPM)	Minimum engine life (pages)
Low (L)	Under 30	150,000
Medium (M)	30-39	200,000
High (H)	40+	500,000