

## OUR MISSION

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

## QUICK FACTS

OfficeMaxSolutions.com includes over **12,000 items**. The Sourcing Office's core list contains 550 of the most popular items and are **heavily discounted** for Sourcing Office Members.

The Sourcing Office Supplies Program was developed with the purchasing data and input of **17 Sourcing Office Members**.

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

## [www.SourcingOffice.org/office\\_products](http://www.SourcingOffice.org/office_products)

### SOUND FAMILIAR?

**Buying office supplies, copy paper, and outsourced printing can be frustrating** for many organizations. Throughout the Sourcing Office public sourcing process, Members described difficulties stemming from:

- Trying to manage multiple vendors and multiple invoices for office supplies, paper, and off-site printing.
- Knowing it is impossible to identify the true office supplies spend of the organization when so many departments are purchasing office supplies (and related supplies) 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.

### SOURCING OFFICE'S OFFICE SUPPLY, PAPER & OUTSOURCED PRINTING PROGRAM IS DESIGNED FOR YOUR ORGANIZATION

Sourcing Office's Program provides:

- **Significant discounts** for core and non-core items.
- **A full line of offerings**, including;
  - Office supplies
  - Off-site printing at IIMPRESS locations
  - Furniture
  - Paper
  - Technology supplies 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 SOURCING OFFICE MEMBERS

The “buying power” of our Sourcing Office Members enabled us to build an Office Supplies, 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 supplies, paper, and outsourced printing services.
- **Member rebates.** Individual Sourcing Office Members qualify for additional rebates based on the buying power of the group.
- **Buying Power.** Six Sourcing Office 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 SOURCING OFFICE'S UNIQUE PROGRAM

Please contact Jani Memorich, 216.581.6200 x121 or [OP@NEOSO.org](mailto:OP@NEOSO.org).