

Campus: NCA&T State University
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Initiative No: Six
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Campus Pace Initiatives

Initiative Title

Outsource the University Mail Center

Initiative Description

The mail center is currently operated in-house and on-campus. The current operations are not self-supporting and the demand for mail center operations is evolving into something more than the university currently has to offer.

Timeline to Implementation

Completion of a RIF or reassignment of employees and generation of an RFP with final vendor selection is to be complete and roll-out with an outsourced mail center effective Fall 2008.

Projected Cost Savings	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
Gross Savings			\$ 233,879	\$ 238,557	\$ 243,328	\$ 248,194
Investment			300,000	\$ 304,500	\$ 309,068	\$ 313,704
Other Costs						
Net Savings	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (66,121)</u>	<u>-\$65,943</u>	<u>-\$65,740</u>	<u>-\$65,509</u>

Projected Cost Avoidance (in addition to or in lieu of Savings)	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
Gross Cost Avoidance			\$ 143,158	\$ 146,736	\$ 150,405	\$ 154,165
Investment						
Other Costs			85,000	14,000		
Net Cost Avoidance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 58,158</u>	<u>\$ 132,736</u>	<u>\$ 150,405</u>	<u>\$ 154,165</u>

What are the expected results and improvements?

Streamline the campus mail operations and reduce staffing requirements. Improvements in service offerings to general campus population including stamp and metering services. May also allow mail center to augment hours of operation. Can possible add to vendor revenue used for scholarships.

What metrics are you using to measure the expected results and improvements?

The cost savings in personnel costs versus the cost of vendor operation. In addition the removal of equipment rental for postal machine as well as vehicle cost of mail center vans.

What is the current status of the initiative?

In planning stage with coordination and collaboration with current Mail center manager, Auxiliary Services, Business Services and Purchasing Office (including State Office of Purchase and Contract).

Who will be held accountable for implementation?

Auxiliary Services and Business Services