



# Green Purchasing Case Study: Multi-functional Devices

Illinois Department of Children and Family Services  
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## Purchasing Green

The Illinois Department of Children & Family Services (DCFS) began a "Go Green" program in

August 2009 with the installation of Multi-functional Devices (MFD) statewide. All copiers were replaced with MFDs that could add print/scan/fax capabilities. This initiative changed the electronic workflow for the agency and reduced printing supplies and equipment. Providing electronic devices versus paper to disseminate pertinent information to the 90 state offices reduced the frequency and the number of reports.

The pilot included network-connecting these devices with complete print/scan capabilities to several key divisions. The next phase will add the fax function to the network and create electronic faxing from the desktop and laptops.

### **BENEFITS**

The scanning capabilities allowed users to scan large documents to shared drives and/or e-mail messages. The electronic workflow increased communications by allowing documents to be visible to all users that required them. State workers at different locations (such as Springfield and Chicago) can access the documents the same day. This increased the speed of access and reduced redundancy of copies and mailings. The MFDs are set with two-sided printing as a default, which also reduced paper consumption. The reduction of stand alone printers also reduced the energy footprint of the agency.

## At A Glance

### **WHO**

Illinois Department of  
Children & Family Services

### **WHAT**

Multi-functional printers  
and copiers

### **COST**

15% cost reduction for  
supplies & equipment

### **BENEFITS**

Contributes to  
electronic workflow  
for efficiencies

Reduction of printing  
equipment and supplies

Decline in energy cost

Reduction of  
repetitive print jobs and  
mailings

## **ENVIRONMENTAL BENEFIT**

Paper usage has been reduced by 15% thus far, saving approximately 530 cases of paper annually. According to a calculator developed by the Responsible Purchasing Network and the Environmental Defense Fund, this reduction has saved:

- 196 tons of wood use = 1,300 trees
- 300,000 lbs of CO2 = 28 cars off the road for a year
- 100,000 pounds of solid waste = 4 garbage trucks

## **COST**

Six MFD models cost from \$30.42 - \$44.39 per month. The cost of the conversion to the MFDs was slightly higher than expected due to the scan/print cards required. The reduction of network printers and maintenance will provide a total cost reduction of 15%. Also, a paper cost reduction of 20% is expected. The energy cost is still to be evaluated after a roll-out to the other departments. In one location, where a four-story building was converted, a 25% reduction of stand alone and network printers was realized.

## **PERFORMANCE**

The General Counsel's office was the first department converted and users significantly reduced the time spent on projects. The confidential nature of this department's work has been the perfect testing ground for the MFDs. The print queue holds documents until the user code is entered, which stops confidential papers left on the machine. Time is saved with the user able to work on several documents before having to walk to the printer to pick-up the documents. Overall, less time is spent on making copies and mailings. Several offices can utilize the same document at the same time.

## **LESSONS LEARNED**

Each department's needs must be evaluated to determine the usefulness of this equipment. Field offices produce paper documents required for the courts to review and could not benefit by the scan/print function. The mass volumes of copies and record retention are necessary by law.

### **About the Illinois Department of Children & Family Services**

The Department of Children and Family Services is best known for its child protection services. The goal of the Department's child protection program is outlined in the state's *Child Abuse and Neglect Reporting Act*: "The Department of Children and Family Services shall, upon receiving reports made under this Act, protect the best interest of the child, offer protective services in order to prevent any further harm to the child and to other children in the family, stabilize the home environment and preserve family life whenever possible." We have approximately 3,000 employees and 90 offices. Our current annual budget is \$1.2 billion state wide. Our annual paper expenditure is \$60,000.

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