



LEVERAGING THE POWER OF EDUCATION

## CONFIDENTIAL CONTRACT SUMMARY



**Product Category:** **Print Materials and Print Related Services**

**Getting Started:** To utilize the WorkflowOne agreement, contact your dedicated Horizon Resource Group Account Director or contact Horizon's dedicated WorkflowOne Representative, Dan Mathis at [daniel.mathis@workflowone.com](mailto:daniel.mathis@workflowone.com). Your Horizon Account Director and the WorkflowOne team will assist you with the implementation of this contract.

**Agreement Period:** The term shall commence on March 1, 2006 and continue through February 28, 2009, with two (2) 1-year renewal options.

**Supplier Contact:** Dan Mathis  
Senior Account Manager  
WorkflowOne  
Email: [daniel.mathis@workflowone.com](mailto:daniel.mathis@workflowone.com)  
Phone: 937-630-8405  
Mobile: 513-602-3548  
Fax: 937-630-8992

*To utilize this agreement, contact **Dan Mathis** with **WorkflowOne** at the number listed above, or contact your dedicated Horizon Account Director at (866) 531-3053.*

**Payment Terms:** 1% 10 days net 30.

### **Agreement Summary:**

This competitively solicited single source award delivers a solution that provides Horizon Resource Group Members **guaranteed savings** on printed materials and print related services commonly used in the administration of institutions of higher education. WorkflowOne has committed to be the exclusive Higher Education Partner to Horizon Resource Group.

WorkflowOne is the largest full-service provider of print, promotional products and supply chain services in North America. You get more buying power and leverage with suppliers, because WorkflowOne is the largest purchaser of print in the nation. WorkflowOne manages America's largest network of full service printing facilities across the United States. Horizon chose WorkflowOne based on various quantifiable differentiators, including:

- Lowest total cost provider
- Legendary service and quality
- Definable and measurable cost containment

- Only true one-stop solution for integrating all indirect spend

### **Scope of the Agreement**

- Products
  - ♦ Custom Printed Business Forms - continuous forms, pressure seal products, laser forms (continuous, roll, and cut-sheet), digital printing
  - ♦ Custom Produced Labels - roll labels, thermal transfer labels
  - ♦ Commercial Printing – catalogs, brochures, color digital, banners
  - ♦ Stationery Items – letterhead, stationery envelopes, catalog envelopes, business cards
- Additional Services offered include:
  - ♦ Electronic Print and Mail
  - ♦ Marketing Fulfillment and Distribution
  - ♦ Document Management
  - ♦ Online Web Requisitioning for Printed Products

### **Rebate Program Option**

WorkflowOne is offering Horizon Resource Group members an alternative way to realize savings under the agreement through a Rebate Program. The offering includes an ongoing 5% quarterly rebate on all purchases made through this program, *PLUS* an additional 7% annual rebate in year one. If your institution chooses this program option, the rebate will apply to all spend for print orders (new or repeat), as well as Promotional Products placed under the agreement.

### **Value Proposition – Savings**

- **Option 1-** Program Pricing
  - ♦ Horizon Resource Group Members will receive a fourteen-percent (14%) discount off their documented last-price-paid for all products placed through this agreement.
- **Option 2-** Accelerated Savings Incentive Rebate

14% discount will be applied as follows:

- ♦ Upon signing a ***Letter of Participation***, Horizon Resource Group members will receive 7% of the discount on the documented spend in the form of a rebate check. The remaining 7% will be deducted off the last paid price for all product orders placed through this agreement.
- ♦ The Letter of Participation states that the member institution will agree to transition 75% of the identified spend to WorkflowOne over the next 12 month period.

#### ***For example:***

Member spend = \$1,000,000/year

Member's commitment to WorkflowOne = 75% of spend, which is \$750,000 the first year.

Member receives 7% accelerated rebate check, or \$70,000 immediately upon signing of Letter of Participation and

Member receives 7% off documented last paid price for all products placed through this agreement.

## **Program Guidelines**

- Documentation of Last-Paid-Price
  - ♦ Prior to placing an order, Horizon members will need to submit documentation supporting the last-price-paid for items ordered through this agreement
  - ♦ Documentation should be in the form of:
    - The most recent invoice showing the date the item was previously ordered, the quantity produced, and the unit price;
    - A purchase order showing the date of the order and the total quantity ordered.
  - ♦ It is preferable to have both of these documents, however one or the other will suffice.
  - ♦ Date of Invoice or Purchase Order must be within the last twelve (12) months
- Order Quantities
  - ♦ Must be within (+/-) 10% of the most recent quantity produced
- Specifications
  - ♦ Same or comparable specifications, as determined jointly by Horizon Resource Group Representative, Member and WorkflowOne
- New Orders

New Orders with no last-paid-price will be handled as follows:

  - ♦ Last-price-paid will be determined from a previously produced item with comparable specifications.
  - ♦ If no comparable item can be referenced, then WorkflowOne will present Horizon member with a competitive quote for that item.

Contact your dedicated Horizon Account Director at 866-531-3053, or contact Horizon Customer Relations at [customer.relations@horizonrg.com](mailto:customer.relations@horizonrg.com) for additional information.

Additional information on WorkflowOne may be found at [www.workflowone.com](http://www.workflowone.com).