

## **Printing and Copying Services**

As it applies to State purchasing, printing is a means of graphic production or reproduction of paper documents using a printing press or high volume digital printing equipment. Printing is a service that requires special treatment because there are many options for procuring print and print related services, including fulfillment and mailing services. This section provides procurement instructions and summarizes state agency printing options.

### **Incidental Copying and Copy Centers**

Incidental copying is copying and document production within quantity limits and job specifications that do not reasonably require high-volume duplication equipment or services. It is the day-to-day production and copying of documents using available local and networked printers and photocopiers. State agencies are authorized to provide for their own incidental copying needs.

The needs of some agencies may make it necessary for them to maintain a copy center, which for the purpose of this document is a centralized location with multiple pieces of printing and reproduction equipment, typically with a dedicated staff assigned to the location and an order fulfillment process to support agency functions.

Staffing and equipment located within a copy center should be appropriate to the size, scope and mission of the agency. The purchase or lease of equipment is subject to review by the Texas Procurement and Support Services (TPASS) division of the Comptroller of Public Accounts (CPA) and the Council on Competitive Government (CCG) not only in regards to the merit of the individual purchase, but also in context of the entirety of equipment deployed in the copy center. Equipment typically associated with print shop operations (e.g., printing presses, folding machines, cutting machines, etc.) should not be deployed in agency copy centers.

Furthermore, agencies that maintain copy centers must meet with CCG to establish impression-per-job and/or cost-per-page guidelines that set appropriate job limits.

### **Texas Department of Criminal Justice (TDCJ) Print Shops**

Texas Department of Criminal Justice (TDCJ) provides printing services to tax-supported entities through the following Texas Correctional Industries (TCI) print shops:

- Hobby Print Shop (Marlin, TX) - focuses on digital printing services, traditional offset printing and bindery services
- Wynne Graphics (Huntsville, TX) - focuses on adhesive backed products, such as stickers and decals.

TCI maintains a third print shop, Torres Print Shop, however it is designated for internal printing for TDCJ only. For more information on the specific services provided by the TCI print shops, please see the [TCI website](#).

## **CCG Approved Print Shops**

CCG Approved Print Shops are full-service print shops that have been approved by the CCG to provide print and print related services to state agencies. Agencies are not authorized to establish full service print shops without the approval of CCG. At present there are five State Approved Print Shops located at:

- Health and Human Services Commission
- Texas Department of Public Safety
- Texas Department of Transportation
- Texas Workforce Commission
- University of Texas at Austin

These print shops provide design, digital and traditional offset printing, binding, fulfillment, mailing, and other print related services to state agencies. For more information on the State Approved Print Shop Program see the [CCG website](#).

CCG Approved Print Shop responsibilities and procedures are established in an Interagency Contract (IAC) between CCG and the approved print shop. Certain exemptions to the procedures outlined below and other considerations are extended to the approved shops and their hosting agencies to ensure efficient operations. Specific exceptions and considerations are documented in the franchise agreement.

***For the remainder of this section the reference to State Print Shops is a reference to both TCI Print Shops and CCG Approved Print Shops collectively.***

## **Term Contracts for Print Services**

TPASS provides statewide term contracts for several print services.

The contracts and services provided include:

- Printed Envelopes (Contract 966-A1)
- Business Cards (Contract 966-N1)
- Custom Printed Continuous Feed, Tractor Fed and Snap-Out Forms (Contract 966-N2)

Although agencies may wish to utilize the procedures outlined below to acquire these services from the State Print Shops, these contracts may be used, once a waiver has been obtained from Texas Correctional Industries.

## **State Data Center – Printing**

Effective November 22, 2006, the Department of Information Resources entered into a contract with IBM to manage Data Center Services (DCS) for 27 participating Texas state agencies.

The Austin Data Center provides the infrastructure for high speed production print output and presort/barcode mail services for participating agencies. The print area can receive preauthorized print job files from DCS customers or third parties via designated file transfer methods, assign and schedule print jobs and produce high speed print output according to preauthorized specifications.

The outbound mail area can then prepare and package print jobs for distribution according to preauthorized specifications. Delivery only (non-mail) jobs are routed to delivery trucks to deliver according to specifications. If the distribution method of the print output is mail service utilizing the U.S. Postal Service, the mail will be picked up by the presort vendor for presort and barcode services and delivery to the USPS.

Although agencies may wish to utilize the procedures outlined below to acquire these services from the State Print Shops, any agency receiving infrastructure services through the DCS contract may opt to leverage this infrastructure without the need to utilize these procedures.

### **Procedure For Procuring Print and Print Related Services:**

Print and print related service procurements exceeding \$1,000 in estimated purchase price must follow the procedures outlined below. It is a violation to purposefully divide job requests for the purpose of avoiding the procedures outlined below. Agencies are encouraged to establish internal procurement procedures for print and print related service requests less than \$1,000.

Additional information, including an FAQ about the procurement process is available at <http://www.ccg.state.tx.us/printshop.html>. State agencies are encouraged to contact the Texas Procurement and Support Services Division of the Comptroller of Public Accounts, for any clarifications or other requests.

Agencies may determine best value for their print procurement using the following procedure/steps:

#### **1. Identify Print Job Specifications and Estimate Purchase Price**

State agency personnel should determine their print job specifications and estimated purchase price. Estimates may be received from State Print Shops or other entities directly without utilizing this process, but estimates received will not be considered formal bids for procurement purposes.

Agencies are encouraged to establish internal procedures to aid them in accurately assessing print job specifications and estimated purchase price for print jobs.

If an agency has a job that it needs fulfilled on a more-or-less regular schedule, that is identical or substantially the same job each time, the agency should consider that one job for purposes of this procedure. In establishing specifications, agencies will need to provide the print schedule for the Fiscal Year and the estimated quantity needed. If agencies are unsure of the exact schedule an estimate is fine. Estimates should be based on historical information, where available, to assist the State Print Shops in their bid efforts.

#### **2. Submit a Print Shop Bid Request Form**

State agency personnel should submit print job specifications using the State Print Shop Bid Request Form that can be accessed at <https://www.window.state.tx.us/ccg/>. The form allows state agencies to identify the specifications of their job and submit their specifications to the State Print Shops simultaneously. The State Print Shops will respond to bid requests in the customer identified time period if they are capable of completing the work according to identified specifications.

### 3. Evaluate Bids and Award Job – State Print Shops

Upon receipt of bid responses from the State Print Shops, agency personnel must perform an analysis of the bids received for documentation in the procurement file. If agency personnel determine best value would be achieved through a State Print Shop, they must submit their procurement documentation to the agency's certified procurement officer or delegated procurement authority for review and approval, prior to procuring the services from the appropriate print shop, identified as best value.

*Provided no bids are received from the State Print Shops, agencies may proceed to Step 4(A).*

*Provided bids are received, an evaluation has been conducted and the agency makes the determination not to award to the State Print Shops, procedures outlined in Step 4(B), must be followed.*

### 4. Competitive Bid/Open Market Procurement

Agencies are delegated the authority to proceed with a competitive solicitation process for printing procurements estimated at \$100,000 or less, with the following requirements and exceptions:

- A.) In those instances where **no bids were received** from Step 3, agencies must submit documentation of no-bid responses and/or waivers for review by the CPA TPASS Procurement Manager, prior to conducting the solicitation process or posting to the ESBD. Once CPA has reviewed and approved that no bids have been received, agencies are delegated the authority to proceed with a competitive solicitation process for procurements estimated at \$100,000 or less, in accordance with current delegation authority.
- B.) In those instances where **bid responses were received** from Step 3, and the agency has made the determination not to award to the State Print Shops, agencies must submit the bid tabulation and documentation of no-bid responses and/or waivers received AND evidence that best value can be obtained through a competitive solicitation (i.e., informal quotes, etc.) to the CPA TPASS Procurement Manager for review and approval, prior to the agency conducting the solicitation process or posting to the ESBD.

**If TCI provided a bid response in Step 3**, agencies must also provide TCI a final opportunity to negotiate on price prior to seeking approval to conduct a competitive solicitation. In accordance with state statute, agencies will be required to utilize TCI if they can provide the requested service and if they submit the lowest price in a best and final request.

Provided approval is received from CPA TPASS Division, an agency may proceed with the competitive solicitation process for procurements estimated at \$100,000 or less.

Provided no approval is received, the agency will be directed to award to the State Print Shop determined to be best value by CPA TPASS Division.

- C.) All printing competitively solicited above \$25,000 shall be posted to the Electronic State Business Daily (ESBD). No exceptions authorized. (GC 2155.083)
- D.) Agency print procurements exceeding \$100,000 in estimated cost must be submitted to TPASS CAT-RAD for review and possible delegation.

- E.) Printing requests, with scheduled delivery and/or blanket orders within the fiscal year, shall be considered as a whole for establishing the dollar threshold limitations. It is a violation to purposefully divide job requests to avoid the intent of this requirement.
- F.) In all instances, agency personnel shall clearly and adequately document the evaluation criteria which will be used in establishing best value.

#### **Procedure for Procuring Print and Print Related Equipment**

The purchase or lease of print and print related equipment, whether requested by an approved print shop or not, requires the review and approval of TPASS in consultation with CCG. The purpose of the review is to limit capital purchases for high capacity print shop quality equipment to State Print Shops working to meet the needs of agencies. Should an agency require a specialized piece of print equipment it is recommended that they contact TPASS and CCG to discuss their needs prior to proceeding with the procurement.

#### **State Library Requirements**

If you are producing a State publication, you must meet State Library Deposit requirements. State publications are information, printed or otherwise, that is publicly distributed and meets certain statutory criteria. For information on State publications and deposit requirements, contact the [Texas State Publications Depository Program](#).

Section 2.21.3  
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