

0510.45 Purchase of Printing Services – Pre-Award

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PURPOSE

To prescribe the policies and procedures by which Executive Branch Departments shall procure printing services.

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
Central Procurement Services

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SUMMARY

To maximize the use of equipment owned by the state, delegated purchasing authority for ALL printing projects is \$750.00.

This includes the following types of print services:

Bound Booklets	Copying (excluding FOIA)	Mail Merges
Brochures	Envelopes	Manuals
Bulletins	Forms	Newsletters
Business Cards	Interior Signage	Posters
Composition/Design	Letterhead	Training/Conf. Binders

All printing projects exceeding \$750.00 (except Department of Corrections, Michigan State Industries projects) MUST be submitted to DTMB Printing Services (“Printing Services”).

Printing Services is charged with managing projects between \$750.00 and \$100,000.00. The work may be completed in-house or subcontracted to a private company based on a pre-qualified bid process.

This process does not apply to Rapid Copy orders. Agencies in the Lansing area are reminded to obtain all copying services from Printing Services. Agencies should continue to utilize <http://PrintAndMail.state.mi.us/DSF> for submission of these projects.

All procurements under this procedure are subject to review and audit by DTMB. Violations by departments may result in the loss of delegated authority.

APPLICABLE FORMS AND PROCESSES

SIGMA Solicitation Process

- Solicitation Documents
- Attachments
- Addendums
- Responses
- Notice of Intent to Award (NIA1) (Recommendation)
- Evaluation Summary and Detail documents

Civil Service

Annual Disclosure

Developed Outside of SIGMA

- Solicitation Attachments
 - Request for Quote (RFQ)
 - Request for Proposal (RFP)
 - Invitation to Negotiate (ITN)
 - Direct Solicitation (DS)
 - Competitive Proofs of Concept (CPC)
- Solicitation Responses (if hardcopy responses allowed) (Quotes, Bids, Proposals)
- Evaluator Code of Conduct
- Evaluation Summary and Detail documents

DTMB Central Procurement Services (“Central Procurement Services”) Procedures

- Solicitation Lead Time Memo
- Signature Authority Letter
- Procedures for Quotes, RFP, ITN, DS and CPC
- Michigan Procurement Policy Manual (MPPM)

SIGMA Financial

- SIGMA Financial
- Requisition
 - Non-encumbering requisition (RQN)
 - Encumbering requisition (RQS)
 - Information technology unencumbering requisition (RQNIT1)

SIGMA Electronic Documents & Processes

- Requisition Header (RQN, RQS, RQNIT1)
- Contractual Services Request (CS-138) General Routing (GR)
- Purchase Order (PO)
- Master Agreement (MA)
- Delivery Order (DO)
- Contract (CT)

PROCEDURES

Agency and Central Procurement Services Approvals

- Obtains internal approvals and documents according to agency policies and procedures, including provisions surrounding delegated and signature authority.

Michigan Civil Service Commission Approval for Services

- Reviews and gives prior approval of the disbursement of funds to pay for services performed by an independent contractor pursuant to the CS-138 process (Cited Authority (CAUTH)). See the Michigan [Civil Service Commission Website](http://www.michigan.gov/mdcs) at www.michigan.gov/mdcs.

Agency

- Identifies a need.
- Must follow its department's internal procurement policies and procedures, recognizing that the policies and procedures of the delegating authority supersede those of the department in the event of a conflict.
- Completes an RQN in SIGMA for electronic routing and obtains approvals.
- Attaches all solicitation attachments, including the Statement of Work to the Header Section of the requisition.
- Completes the purchase in accordance with Central Procurement Services; Printing Services; and/or State Budget Office, Office of Financial Management policies and procedures outlined for the selection award type.
- The process is outlined as follows:
 - Agency Submittal – Agency creates Requisition in SIGMA using the following:
 - Document Name – Form Number/Title/Revision Date in Document Description.
 - Form owner as the requestor.
 - Shipping location.
 - Delivery date (due date).

- Print and Graphic Services (PG) in Reporting Field 1.
 - Commodity code from the 966 series.
 - Job specifications in the “Detailed Instructions” field (Commodity section, Specifications Tab).
 - SIGMA accounting.
 - Government estimated cost (can be based on historical or industry information, or the agency can work with Printing Services to obtain an estimate).
 - Agencies can still use the Print Order Form (DTMB-0598) instead of the above requisition process. This form is available on the [Printing Services Internet](https://www.michigan.gov/dtmb/0,5552,7-358-82548_24336---,00.html) (https://www.michigan.gov/dtmb/0,5552,7-358-82548_24336---,00.html). The form can be emailed to DTMB-PrintandGraphic@michigan.gov, faxed to 517-636-7732 or sent ID mail to General Services Building, State Secondary Complex.
- Agency Justification – Agency must indicate which of the following criteria the print project meets (for projects under \$25,000.00, use the standard procurement type (“1” from the Procurement Type pick list) in the requisition (on the Header section, General Information tab); for projects over \$25,000.00, use the “Delegated Authority” procurement type (“11” from the Procurement Type pick list) in the requisition):
 - Legal mandate, court order or for law enforcement purposes.
 - To protect health or safety of Michigan citizens or visitors.
 - To provide for the basic living requirements of residents in state institutions or facilities, including but not limited to food, clothing and prescription drugs.
 - To produce budgetary savings or increased state revenue, including the prevention of the loss of federal funds and to secure additional funds.
 - Routing – Upon posting by the agency, the Requisition will route to Printing Services at the Printing Services Manager level for processing.
 - Submittal of Attachments – Attachments to Requisitions (i.e., copy of the document to be printed) can be sent to Printing Services the following ways (make sure the Requisition number is referenced):
 - Larger files can be uploaded to Printing Services file transfer protocol (FTP) site (please contact them at 517-636-7700 for instructions).
 - Smaller files can be:
 - E-mailed to Printing Services at DMB-PGS-Elec_Files@michigan.gov.
 - Sent to Printing Services through ID mail at the General Services Building, State Secondary Complex.

- Places all documentation of the bid process in the appropriate bid folder/contract folder for future reference and use.

Central Procurement Services

- In the event agency has routed the request to Central Procurement Services using the “7” Procurement Type (Central Procurement) or the request exceeds agency delegated authority:
 - Conducts the solicitation process in SIGMA in accordance with the MPPM and Administrative Guide Procedures for purchasing of printing 0510.45 and printing 0330.01-05, updating the Central Procurement Project Tracker with status changes and notes throughout the process.
 - Printing Services process is outlined as follows:
 - Printing Services Assignment – The Requisition will be reviewed by a Printing Consultant. The requisition is reviewed and confirmed to match the specifications on the submitted electronic file and estimate and processed.
 - In-House Production Process – If it is determined that Printing Services does have the capacity and capability to produce the document needed and can deliver within the time frame required by the agency, the materials will be produced in-house. Printing Services will work with the requesting agency on final production of the documents and establishing the price. Once the project is completed, the documents will be delivered as instructed by the agency. The agency will then be inter-account billed using the SIGMA Interface Billing (inter-agency billing) for the cost of the print project, including the appropriate DTMB rate.
 - Outsourcing Process – If it is determined that Printing Services does not have the capacity or capability to produce the document needed or cannot deliver within the time frame required by the agency, the production of the materials will be outsourced to a private print company. Printing Services will manage the informal bid process as follows:
 - Send the requirements out to all vendors on the pre-qualified list through SIGMA for the commodity category of product needed.
 - Vendors are to respond electronically within 48 hours (in most cases).
 - Printing Services issues a purchase order to the vendor selected.
 - Once the project is completed, the documents will be delivered as instructed by the agency.
 - The agency will then be inter-account billed using the SIGMA Interface Billing (inter-agency billing) for the cost of the print project, including the appropriate DTMB rate.

- If the bids received are considered excessive (greatly exceeding market rates), Printing Services can choose to not make an award and handle the project in-house, if they can offer the agency considerably better pricing. In this case, the decision will be discussed with the agency and the bidders will also be notified.
- Cost Over Approval – If the award amount of a project exceeds the agency estimate included on the Requisition but is considered reasonable, Printing Services will contact the agency for approval to proceed. The Requisition will then be rejected so the agency can revise the amount and resubmit (to demonstrate their approval of the award).
- Quantity Increase – If the agency needs to increase the quantity after issuance of the purchase order, a new version of the Requisition will need to be submitted (referencing the original order).
 - If the agency needs to revise the quantity prior to award, Printing Services can reject the Requisition so the agency can update the quantity and resubmit.
- Exceptions to this program:
 - If Printing Services reviews a Requisition with an estimated value between \$750.00 and \$100,000.00 and determines that the project should be handled by Central Procurement Services, the Requisition will be rejected back to the agency initiator. The agency will be instructed to resubmit the Requisition using the “7 Central Procurement” document type, which will route the request to Central Procurement Services. Central Procurement Services will issue an RFQ or RFP (or other appropriate solicitation type) for the project.
 - A Purchase Order (PO) or multiple-year encumbering Contract (CT) or Master Agreement (MA) may be issued, depending on what is determined to be in the best interest of the state. If an agency-specific MA is established, releases against the contract (Delivery Orders (DO)) will be able to be issued without routing through Central Procurement Services.
 - Printing projects with an estimated value that exceeds \$500,000.00 – these Requisitions will automatically route to Central Procurement Services. A formal RFP may be issued and State Administrative Board approval may be required for each project.
 - An agency that has an exception letter signed by the Chief Procurement Officer (possible example: Department of Corrections, Michigan State Industries).

- Obtains required agency approvals, Procurement internal approvals as outlined in the MPPM, Printing Services approvals, and administrative approvals, including the State Administrative Board (see Administrative Guide Procedure 0510.36 State Administrative Board and Award; and 1630.01 Bidder's and Contractor's Certificates).
- According to signature authority, obtains the state's signature on the final contract agreement signed by the vendor; or if the approved recommendation is for a purchase order, issues the purchase order.
- Enters award number for PO, CT, or MA in SIGMA.
- Places all documentation of the bid process in the appropriate bid folder/contract folder for future reference and use.
- Runs periodic reports to review purchases made by agencies for appropriate use and policy compliance.

Authority

- Public Act 431 of 1984, as amended (governing authority)
- Public Act 91 of 2005 (Service Disabled Vet Preference)
- Public Act 237 of 1988 (Reciprocal Preference Table)
- Public Act 112 of 1988 (Persons with Disabilities)
- Public Act 124 of 1999 (requirement to post all request estimated at or over \$50,000 on a public Website)
