State of Michigan
Administrative Guide to State Government

0330.01 Printing and Copying Requirements and Approvals

Issued: January 6, 1997
Revised: June 11, 2026
Reviewed: August 15, 2025

PURPOSE

To prescribe the policies, procedures, requirements and approvals 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)
Office of Support Services (OSS)
Print and Mail Management (PMM)
Printing Services
7461 Crowner Drive
State Secondary Complex
Lansing, MI 48913

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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
- Brochures
- Bulletins
- Business Cards
- Composition/Design
- Copying (excluding FOIA)
- Envelopes
- Forms
- Interior Signage
- Letterhead
- Mail Merges
- Manuals
- Newsletters
- Posters

- Training/Conf. Binders
- Promotional items (including, but not limited to pens, cups, mugs, pencils, tote bags, notepads, etc.)

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 $500,000.00. 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 to obtain all copying services from Printing Services. Agencies should utilize the "PMM Print & Mail Ordering System" function located in MiLogin for submission of these projects.

All procurements under this procedure are subject to the policies of the Michigan Procurement Policy Manual, and may be reviewed for compliance by DTMB Central Procurement Services. Violations by departments may result in the loss of delegated authority.

State law requires the use of recycled paper if available and if the cost does not exceed the cost of virgin paper by 10%.

APPLICABLE FORMS

DTMB-0598 Request for Service

PMM Print & Mail Ordering System accessed via MiLogin

SIGMA Requisition

For a complete list of printing services and information go to the DTMB Printing Services website.

PROCEDURES

Requirements

- Printing Services offers a wide range of design, printing, and related services. Agencies should go to the DTMB Printing Services website for details and information on how to place an order. Consultants are available to assist agencies in pre-planning, project layout, and determining the optimal print method.
- To utilize the DTMB Printing Services Online Order System, go to PMM Print & Mail Ordering System accessed via MiLogin.
- Any print or print-related service with a cost higher than $750 must be submitted to DTMB Printing Services unless an existing department-specific contract is in place (for example, Lottery tickets).
- FOIA requests that cannot be handled by Printing Services are exempt.

- Print orders placed with the Department of Corrections, Michigan State Industries (MSI) print shops are exempt from this process, provided orders comply with DTMB procedures for uniform formats.
- Users must submit the appropriate SIGMA Requisition, Request for Service (DTMB-0598), or online order to make the printing request. In all cases, recycled paper must be used, if available, and if the cost does not exceed the cost of virgin paper by more than 10 percent. A recycled logo must be used to indicate the use of recycled stock, except for business cards and letterhead.
- In compliance with the provisions of Title I and Title II of the Americans with Disabilities Act the following statement regarding alternate formats shall be included on all state of Michigan printed materials: "In accordance with Michigan Law and the Americans with Disabilities Act requirements, an alternate format of this printed material may be obtained by contacting: (state of Michigan department/agency name and mailing address, contact person's name or title, telephone number and email address)."

Other Information

- 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 then estimated 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 selected

vendor.

- 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. In this case, the decision will be discussed with the agency and the bidders will also be notified.

- 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:
  - 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 will be required for each project.
  - An agency that has an exception letter signed by the Chief Procurement Officer.

- All print or copy requests which will ultimately be mailed should be designed to take advantage of postal discounts. A design review and guidance service is available through DTMB Mailing Services.
- To avoid warehousing or internal storage costs, utilization of electronic storage, Print on Demand, and Just-in-time options available through Printing Services should be considered.

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