

Section 2.16

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 a quantity limit and job specification that does 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 office copy machines. 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 (TPASS) and the Council on Competitive Government (CCG) not only in regard to the merit of the individual purchase, but also in the 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.

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:

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

These five shops provide design, digital and traditional offset printing, binding, fulfillment, mailing, and other print related services to state agencies. View the [State Approved Print Shop Program](#).

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.

Texas Department of Criminal Justice (TDCJ) Print Shops

Texas Department of Criminal Justice (TDCJ) provides printing services to public entities through three Texas Correctional Industries (TCI) print shops. One of the shops focuses on digital printing and bindery services, another on traditional offset printing and bindery services, and the third on adhesive backed products, such as stickers and decals. For more information on the specific services provided by the TCI print shops, please see the [TCI website](#).

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.

State Data Center – Printing

Effective Nov. 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 trucks for delivery according to specifications. If the distribution method of the print output is mail service utilizing the US Postal Service, the mail will be picked up by the presort contractor 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 the procedures outlined below.

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-M1](#))
- Custom Printed Continuous Feed, Tractor Fed and Snap-Out Forms ([Contract 966-A3](#))

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.

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 of this procedure to intentionally divide job requests for the purpose of avoiding these procedures. Agencies are encouraged to establish internal procurement procedures for print and print related service requests for less than \$1,000.

State agencies are encouraged to contact the Texas Procurement and Support Services Division of the Comptroller of Public Accounts, for clarification or other requests.

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

1. Identify Print Job Specifications and Estimate Purchase Price

State agency personnel should determine their print job specifications and estimated purchase price for their print job. 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 recurring job to be completed on a more-or-less regular schedule, it should be considered one job for purposes of this procedure. In establishing their specifications, agencies will need to provide the print schedule for the Fiscal Year and the estimated quantity needed. If they are unsure of the exact schedule, an estimate is appropriate. 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](#). 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 specified 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 that 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.

Agency personnel must work closely with their agency's certified procurement officer or delegated procurement authority to be certain that they adequately document this process, clearly outlining what evaluation criteria were used in establishing best value. Once approval is provided, the agency should utilize the most appropriate means of procuring the service as established by the agency.

4. Competitive Bid/Open Market Procurement

If agency personnel receive no responsive bids from a State Print Shop or, after the results of the bid evaluation performed in Step 3, determine, in consultation with the agency's certified procurement officer or delegated procurement authority, that best value would be achieved through a private sector vendor, the agency may perform a Competitive Bid/Open Market Purchase.

Agencies should note that procurements above \$25,000 must be sent to TPASS for review and possible delegation; those above \$100,000 must obtain Contract Advisory Team Review and Delegation (CAT-RAD) review.

When assessing bid responses for their Competitive Bid/Open Market Purchase, agencies must provide TCI a final opportunity to negotiate on price, *if they submitted a response in Step 3*. If TCI provides a final price in response to the agency request AND the agency wishes to make an alternate selection, the agency must submit to the TPASS Procurement Manager electronic copies of the bid tabulation and responses from the solicitation process for certification prior to award. Agencies should be aware that state statute requires agencies to utilize TCI if they can provide the requested service and if they submit the lowest price in a best and final request.

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](#).

References:

<http://cgg.state.tx.us/contracts/printshop/>

Texas Government Code §§497.025, 497.025(c), 771.004, 2155.132(e)

<https://www.tsl.texas.gov/statepubs/index.html>

Texas Constitution, Art. 16, §21

<http://www.statutes.legis.state.tx.us/Docs/CN/htm/CN.16.htm>

34 Texas Administrative Code §20.41

[Director of the Department of Agriculture and Environment et al. v. Printing Industries Association of Texas et al., 600 S.W.2d 264 \(Tex. 1980\)](#)