



## PRINTING SERVICES POLICY AND PROCEDURES

February 2009

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### **PURPOSE**

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This policy establishes procedures for the procurement of printing services from the University of Maine Printing Services and from external vendors. The procedures are in place to provide consistency in the design of printed pieces and effective brand application in accordance with The University of Maine Style Guide, and to ensure compliance with procurement policies and copyright regulations. Printing Services has been assigned the responsibility to provide print management for the University, which would include procedural advice, design advice and resources, sourcing resources and production resources. Printing Services is the campus resource for the technical and specialized knowledge required for these services to be delivered effectively.

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### **POLICY OVERVIEW**

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Printing Services is The University of Maine's resource for printing and publication services and maintains high quality, visual consistency, regulatory compliance, and cost effective services available to the campus community. The printing facilities are equipped to handle a broad range of jobs, from short-run offset duplication to more complex projects. In order to accommodate all the diverse printing requirements of the campus, Printing Services shall coordinate the procurement of off-campus printing when outsourcing is applicable. In cases where outsourcing may be applicable, Printing Services will serve as the liaison between the customer department and the producing vendor to assure that job specifications are faithfully followed and delivery times are maintained.

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### **REFERENCES**

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United States Copyright Code  
International Copyright Law  
The University of Maine Style Guide  
APL VII-A: University of Maine System Purchasing Procedures

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### **SCOPE**

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These procedures apply to all University departments and to all print requirements purchased with University funds.

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### **PROCEDURES**

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Whether print production is provided on the University's high speed copiers and multi-color offset presses, or on the various equipment at off-campus printers, the role of Printing Services is to help customers obtain the least expensive printing possible given the quality and speed they

require. All university-related printing and high volume duplicating projects shall be submitted to Printing Services for an estimate of cost and production time needed for completion. The following procedures shall apply.

- Printing requirements < \$10,000

Printing Services shall be given an opportunity to provide a price estimate on all printing requirements estimated at less than \$10,000 before outsourcing to vendors. If it is determined that Printing Services can perform the work in an economical manner and meet necessary turnaround times, the work will be performed on site.

- Printing requirements = > \$10,000 requiring three quotations

Printing Services shall work with the requesting department to finalize specifications and shall provide recommendations on the most cost effective method of printing. After the specifications have been completed, Printing Services will have the option to provide a quotation on the project. Additional quotations will be obtained from two or more off-campus vendors. All quotations shall be submitted to the Purchasing department for review and award.

- Printing Requirements = > \$50,000

Printing requirements estimated to cost \$50,000 or more shall be obtained through a formal competitive process. All requirements shall be submitted to Printing Services for a review of specifications and production recommendations. On behalf of the requesting department, Printing Services will submit the project to the Purchasing Department to coordinate the bid process. Printing Services will have the option to submit a sealed bid on the project.

- Job Submission

Printing requirements shall be submitted according to guidelines posted on the Printing Services website: <http://www.umaine.edu/printingservices>.

### High Volume Copiers/Publishing Systems

The purchase of a high-volume copier by administrative and academic departments for publishing purposes must be supported by a cost-benefit analysis that demonstrates this option is more cost-effective than services provided by Printing Services.

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This policy has been implemented to streamline and standardize the complexities of printing requirements and to ensure consistent delivery of superior print production at the lowest possible cost.

Please contact the Purchasing staff at 581-2695 if you have questions about the policy and procedures.