

# University Printing Contract

## Roles and Responsibilities

### DEPARTMENTS

#### **Editorial Design and/or Review:**

- a. Submit Publications Request Form to University Design & Publications (timeline determined at time of submission). Refer to University Design & Publications website.
- b. **For Print jobs designed by University Design & Publications:** upon completion of design services, University Design & Publications provides department requestor with signed Printing Specifications Bid (PSB) form.
- c. **For Print jobs designed by the department:** University Design & Publications reviews and approves department completed Printing Specification Bid (PSB) form.

**For print jobs less than \$500:** Upon approval by University Design & Publications, department obtains quotes from contract vendor(s) and maintains on file with associated purchase order or PCard log.

**For print jobs greater than \$500:** Upon approval by University Design & Publications, department submits a complete requisition, Printing Specifications Bid (PSB) form with signed approval by University Design & Publications to Procurement Services. Plan for a minimum of five (5) days for processing of quotation. Once job has been awarded, Procurement Services notifies the department and the designer who then contacts vendor for the FTP site to upload the files.

**Contract Administration:** Upon receipt of ordered product, departmental requestor shall inspect to ensure compliance with contract, and/or specifications, terms and conditions. Complete electronic receiver in Banner within three days of receipt. If order is processed via PCard, contact vendor to authorize payment for designated print job. Maintain documentation for each print job to include University Design & Publications approval, purchase order and sample of product delivered for audit review.

### UNIVERSITY DESIGN & PUBLICATIONS

#### **Editorial Design Review:**

- a. University Design & Publications will review the design, editorial content and specifications and communicate with departmental requestor regarding final design and specifications and/or approve as submitted and return to client.
- b. Upon completion of design services and departmental approval of the final design, University Design & Publications will provide printing specifications to the departmental requestor.
- c. Review all print requests for format, marketing, branding and providing modifications or revisions as appropriate.
- d. Ensure complete specifications are provided for each print job to facilitate solicitation by Procurement Services. Complete specifications include, at a minimum, the following: quantity, number of pages, flat size, finished size, stock, ink, binding, packaging, need by date, delivery location, and point of contact.

**Contract Administration:**

- a. Receive and maintain samples of print jobs to ensure that materials being provided are in accordance with the contract and/or specifications, terms and conditions. Notify Procurement Services of any product delivered that is not in compliance with specifications.
- b. Establish paper standards for the various grades of paper based on job type and departmental needs.
- c. Establish acceptable delivery times based on industry standards. Delivery time will vary based on job complexity and will be determined by University Design & Publications upon approval of print job.

**PROCUREMENT SERVICES****Solicitation:**

- a. Seek competition to the maximum practical degree; conduct all procurements in an open, fair, and impartial manner; and avoid any impropriety or the appearance of any impropriety.
- b. Procurement Services shall be responsible for determining which order method will be used. In no instance shall a department requestor place an order using the PCard for printing services that exceeds \$500 without prior written approval from Procurement Services.
- c. Notify University Publications designer (as applicable) and/or requesting department upon award of print job.

**Contract Administration:** Inspect and review to ensure that goods/services are being provided in a timely manner and in accordance with the contract and/or specifications, terms and conditions.

**Audit:** Conduct random audits to ensure both contract and procedural compliance. Any findings of non-compliance may result in department's loss of delegated purchasing authority.

**Training:** Provide departments with training on printing services procedures.