



M E M O R A N D U M

Date:

To: All Agency Secretaries
All Board and Commission Heads
All Department Directors
All Business Services Officers
All Delegation Holders

From: Department of General Services
Executive Office

Subject: ORDERING CUSTOM- PRINTED MATERIALS

On September 11, 1997, the Department of General Services issued a memorandum regarding changes for ordering custom-printed materials. The memorandum described a shift in purchasing responsibilities for custom-printed materials from the Procurement Division (PD) to the Office of State Publishing (OSP). The purpose of this current memorandum is to remind you of those changes.

Custom-printed materials include, but are not limited to, custom envelopes, publications, forms, brochures, labels, pamphlets, booklets, etc. Please note that this change pertains only to PRINTED materials. The PD will continue to be responsible for non-printed products such as, but not limited to, blank envelopes, blank continuous paper for computer applications and other related items. The PD will continue to be responsible for *sole source* purchases of printed materials.

Even though this change was implemented in 1997, PD continues to receive Purchase Estimates (STD. 66) for custom-printed materials. Effective December 1, 1999, new internal procedures will be implemented to help direct these orders to OSP. Under the new procedures, PD will route Purchase Estimates for custom printed materials to OSP; the OSP will send timely advisory notifications to customers and their staff will contact customers regarding final arrangements for completing orders. Customers who send their custom printing orders directly to OSP using a form STD. 67 will avoid any potential delay resulting from the rerouting of Purchase Estimates. Related information will be distributed by PD via their web page at www.dgs.ca.gov/pd and during the annual agency purchasing delegation renewal process.

The Department of General Services encourages all customers to take advantage of the quality publishing services available through OSP. OSP can help you meet your printing and business needs. Questions regarding this memorandum should be directed to Lance Hibben, OSP Purchasing Manager at (916) 445-6020.

CLIFF ALLENBY, Interim Director
Department of General Services

CA:lmh

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Celeste Maia Cron, State Printer, Office of State Publishing, DGS
Lance Hibben, Purchasing Manager, Office of State Publishing, DGS