

Procedure # 11-004: **Purchase of Printing Services**

Effective Date: **January 24, 2012**

Revised Date: **April 2024**

Purpose: To provide clear direction regarding procedures for two or more color print jobs, and to ensure compliance with the printing services contract specifications for all products delivered.

Procedures: The process and procedural requirements for printing services.

1. **Review and Approval:** All University publication requests, with the exception of those noted below, require the review and approval of University Communications prior to soliciting quotes.
 1. University Communications templated letterhead and envelopes (standard one color)
 2. University Communications templated business cards (standard one color)
 3. Publications produced by or for students and paid for with student funds
 4. Scholarly publications
 5. University Communications templated business forms
 - a. **University Communications Approval Process:** For print jobs designed by the department, University Communications will review the design, editorial content and specifications then communicate requested edits with the customer regarding final design and specifications and/or approve as submitted and return to requestor. The following shall be submitted to University Communications for the review process for all printing projects:
 1. Sample/proof of publication to be printed, and
 2. Publications Review Form, and
 3. Clear and complete printing specifications submitted on the ODU Print Specifications & Bid (PSB) form.
2. **Submission of Publication Printing Requests Less Than \$5,000.00:**
 - a. Departments shall obtain approval from University Communications. Once approved, departments shall obtain price quote(s) from contract vendor(s) and award to the lowest responsive vendor.
 - b. The preferred order method will be use of the PCard, however, departments may place an order via either the PCard up to the cardholder's per transaction limit not to exceed \$4,999.99, or an electronic eVA purchase order.
 - c. **Departments shall utilize an approved contract or SWAM firm. Please see page 4 of this procedure.**

3. Submission of Publication Printing Requests Greater than \$5,000.00:

- a. Upon approval by University Communications, department shall submit a requisition to Procurement Services.
 - 1. **eVA Users:** Submit a purchase requisition via eVA.

Requisitions shall include as an attachment the University's '[Printing Specifications and Bid Form](#)' to include name and signature of University Communications authorizing individual and date of approval and approved art work.

- b. Procurement Services shall obtain price quotes from contract vendor(s). Once price quotes have been received, Procurement Services will award to the lowest responsive contract vendor and issue subsequent eVA purchase order.
- c. As requested by the department, Procurement Services may also request costs for 'mailing services', and if requested, the costs of the mailing services would become part of the total cost evaluation and award process.

4. Reprints: Reprints where the specifications do not change from original may be procured from the same contract or SWAM firm. Reprints where specifications change, shall require new review and approval by University Communications.

5. Exceptions:

- a. Procurement Services may grant departments delegated authority to obtain price quotes from contract vendor(s) for print requests >\$5,000;
- b. Departments requesting delegated authority for print requests >\$5,000 must submit such requests in writing via email, as follows:
 - i. Requests must come from the associated BUD and sent to Janis Hall at jnhall@odu.edu;
 - ii. The request shall specify:
 - 1. Why the delegated authority is being requested;
 - 2. If approved, how the delegated authority will benefit the department and contract vendor(s);
 - 3. BUD's agreement that if the delegated authority is approved, the BUD will serve as the department's **named** Contract Administrator, and shall be responsible for:
 - a. Reviewing and approving all print requests for accuracy and completeness;
 - b. Ensuring that the processes specified in this procedure are followed;
- c. Ensuring that all associated documentation for each print request is maintained on file:
 - i. University Communications approved PSB;
 - ii. Contract vendor quote responses;
 - iii. Quote tabulation;
 - iv. eVA purchase order
- d. Review and approval of related payments

6. Documentation and Samples:

- a. Departments shall maintain on file the appropriate documentation for each publication to include (i) approval from University Communications, (ii) print specifications, (iii) quotations from each responding vendor, and (iv) samples of each print job.

6. Invoices:

Invoices for transactions greater than \$5,000 or where a PCard will not be used shall be submitted to invoice@odu.edu with a copy to the end-user and shall include: (i) the contract number (ii) the eVA purchase order number, (iii) print job name, and (iv) the job specification details including paper being provided with the weight, type, class, etc. Invoices that will be processed via PCard should be sent directly to the department requestor.

7. Process Time and Planning:

- a. University Communications will require a minimum of seven (7) business days for editorial/design review, specification clarification as appropriate, modifications and/or approval. Review processing time is dependent upon complexity of print job.
- b. Procurement Services will require a minimum of five (5) business days for solicitation and award. Departments shall submit proper requisitions to include complete specifications to Procurement Services to allow adequate time for solicitation, award and normal time for printing and delivery.
- c. Print contractors shall be provided with adequate time (specified on the printing specifications) to process and complete print job based on industry standards. Processing time will vary based on quantity and complexity of job.

8. Departmental Contract Administration

Each ordering department shall be responsible for the appropriate inspection and receipt of University print jobs. Inspection includes review of all print jobs to ensure compliance with specifications. Departments must complete an electronic receiver in Banner within three days of receipt of the print job to certify that the product delivered met all contract specifications.

VASCUPP Contracts

Liskey & Sons Printing, Inc.

Guy Liskey

757-672-8712

757-627-2998 (fax)

guy@liskeyprinting.com

Contract # WM-1655-18-LiskeyPrinting

Professional Printing Center

Jean Burke

757-547-1990 ext. 125

757-547-1694 (fax)

jburke@professionalprinting.com

Contract # WM-1655-18-ProfessionalPrinting

Worth Higgins & Associates, Inc.

Megan McGhee

804-565-3557

804-514-2159 (mobile)

mmcghee@whaprint.com

Contract # UCPUMW 16-381

Hackworth Reprographics

Christina Ruiz

757-545-7675 ext. 2002

cruiz@hackworth.co

Contract # 23-ODU-11-JNH

For questions regarding print quotations:

Janis Hall
Procurement Services
683-5642
odu.edu/procurement

For the University Communications approval process of your publication, contact:

Christen Turney
683-3093
odu.edu/facultystaff/communication
marketing@odu.edu

For questions regarding contract or compliance issues contact:

Janis Hall
Procurement Services
683-3070
odu.edu/procurement