

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Addition to Board of Regents Policy Manual
Date: July 8, 2003

Recommended Action:

Approve for publication Board of Regents Policy Manual §7.09: Printing (Attachment 1)

Executive Summary:

Policy Manual
under intensive
review

The Board Office and Regent institutions have been in the process of reviewing the Board of Regents Policy Manual (Policy Manual), formerly the Procedural Guide, for more than a year. The process has involved the Board reviewing proposed changes and additions at one meeting, commenting on the proposals, and allowing institutional comments to be incorporated prior to a subsequent Board meeting at which final approval is given.

Change in law
offers flexibility for
Regent institutions

New Policy Manual §7.09: Printing, provides for Regent institutions to secure their printing needs pursuant to policies of the Board rather than the State. The 2003 General Assembly passed House File 534 changing the present system which requires all Regent institutions' contracts for printing services to be secured under the auspices of the State Central Printing Office, a part of the former Iowa Department of General Services.

Approval requested
on first reading

Because this change received support from all Regent institutions and provides for greater flexibility at the institutions, it is recommended that it be approved at this meeting without a second reading required.

Strategic Plan:

Relates to quality,
effectiveness, and
efficiency

Revision of the Policy Manual is consistent with the Board of Regents Strategic Plan, KRA 1.1.0.0, Quality. More specifically this proposal relates to KRA 4.0.0.0, Accountability, and particularly to Objective 4.2.0.0 – to improve the operational effectiveness and efficiency of the institutions.

Background:


<u>Policy Manual</u> being revised	Previous revisions of the <u>Policy Manual</u> approved by the Board are catalogued in Attachment 2.
Institutions previously required to bid some projects through State	Prior to action by the 2003 General Assembly, the Board of Regents and its institutions were required to have the State Central Printing Office, under the auspices of the Iowa Department of General Services, contract for all printing services over a designated threshold.
Law changes requirements for bidding	During the 2003 session, legislation (HF 534) was enacted establishing a new Department of Administrative Services (DAS). The Board of Regents and its institutions, effective July 1, are not statutorily required to obtain printing services from the State Central Printing Office contract.
New Regent bidding policy proposed	The Board Office and institutional representatives have worked collaboratively to draft the proposed printing policy (Attachment 1). The proposed policy establishes Board guidelines for incorporating the printing function within each institution's administration.
Printing requirements unique	Printing is a unique commodity. Each project is different and is specifically produced for a given customer according to unique specifications. Thus, it is important to have capable individuals knowledgeable about the specific requirements of the customer involved in the bidding process.
Institutional printing offices' activities	The Regent institutions' centralized printing operations serve the diverse needs of the institutions. They – <ul style="list-style-type: none">• Exist to satisfy the university communities' needs for core printing products and services;• Seek to maximize efficiency and minimize expenditures; and• Provide a high level of quality, service, and confidentiality.
Printing office specifications	The institutional central printing operations currently write specifications, let and open bids, issue printing orders, and invoice printing that does not fit the in-house operation niche, e.g. large format printing, die cutting, specialty printing, or large quantities that may be printed more economically by commercial vendors.
General Services role	The institutional print buyers, while institutional employees, have been acting as Department of General Services Printing Division deputies pursuant to previous statutory provisions. Regent institutions currently issue all bids for printing contracts for printing less than \$5,000. Commercial projects anticipated to cost more than \$5,000 are bid in Des Moines in the State Central Printing Office, with all of the detail work completed by the Regent institution's staff.
State oversight eliminated	The new statutory provision eliminates these restrictive provisions. The new policy proposes that these printing jobs be handled through the institutions' central printing operations using existing institutional


purchasing systems currently in place pursuant to Regent policy. (Approximately 15% of ISU and 1% of SUI institutional commercial printing orders exceed the \$5,000 limit.)

- Bidding efficiencies Bidding these jobs from the institutional central printing operation create efficiencies as –
- Jobs will be completed faster;
 - Bids will be directed to competitive and capable vendors including Targeted Small Businesses;
 - Existing institutional staff will perform associated operations; and
 - Additional steps to have the State handle bids will be eliminated.
- Seamless transition The transition is expected to be seamless at the institutions. No additional institutional staff will be required to perform these functions.
- Interinstitutional cooperation enhanced Regent institutions have a history of cooperative buying and negotiating joint Regent contracts. Adding the printing function will provide additional opportunities for economies of scale by issuing Regent contracts for outside printing services as well as paper and other supply purchases.

Analysis:

Adopting the proposed policy will permit the institutions to have more efficient and cost effective bidding process for large print jobs and ensure Regent oversight of the process.


Charles Wright

Approved: 
Gregory S. Nichols

7.09 Printing

A. Authority

1. The Board of Regents is authorized by statute to obtain printing services. (HF 534, 2003 session, and I.C. 262)
2. The Board delegates authority to obtain printing services to its office and institutions.

B. Organization and Responsibilities

1. The Board of Regents shall establish policies and maintain oversight of printing.
2. Each Regent institution, through an institutional central printing operation, shall:
 - a. Be responsible for obtaining reasonable and cost effective printing services and equipment.
 - b. Establish written policies and procedures for obtaining printing services and equipment that include usage and maintenance records, cost and volume information, purchase or lease data, and documentation for consideration of minimizing operational costs.
 - c. Be custodian of the central printing records and shall maintain such records in accordance with applicable law.

C. Definition

Printing is defined as either the reproduction of an image from a surface generally made by a contact impression that causes a transfer of ink or the reproduction of an impression/document by either a photographic process or electronic means. Printing services are not considered professional services.

D. Procurement of Printing Services

1. Printing services are unique commodity items. Each project is different and specifically produced for a given customer according to unique specifications.
2. While not all printing services are available at an institution's central printing operation, it is important to have knowledgeable individuals involved in the printing procurement process.
3. Procurement of all printing services and related printing equipment must first be routed through the central institutional printing operation for evaluation and approval. Institutions may grant exceptions to this policy for equipment to support individual or incidental printing.

4. Upon granting this approval, the central institutional printing operation shall determine whether the work is performed in-house or contracted through external providers. When contracting through external providers, the central institutional printing operation's procurement of the printing services and equipment is to follow the normal institutional procurement processes and guidelines consistent with those defined in Section 7.04, Purchasing, of this Policy Manual.
5. When competitive bids are sought for printing services, the institutions are encouraged to request bids from the Iowa Department of Administrative Services and the Iowa Prison Industries.
6. Individual departments and colleges may utilize their own office copiers and printers for convenience purposes, but consideration should include total operating costs.

E. Cooperative Ventures

1. The Regent institutions are encouraged to participate in interagency cooperative printing agreements to provide the lowest competitive price consistent with quality and service requirements of the Regent institutions.
2. In lieu of obtaining bids for printing services and equipment, the institutions are authorized to obtain cost effective printing services and equipment from another Regent institution.
3. State agencies, by prior agreement, may obtain printing services through Regent institutions providing that such services shall not jeopardize operations of the Regent institutions.
4. Regent institutions are encouraged to participate in inter-institutional cooperatives with other universities, health care organizations, and similar affinity groups to gain better prices and choices.

F. Reporting

The Regent institutions are to collect measurements and comparative data for evaluation of institutional printing services and submit this information to the Board Office on an annual basis.

Board approved revisions of sections of the Policy Manual

- Chapter V. Equal Opportunity, in January 2002.
- Chapter II. Meetings and Chapter IV. Personnel, in March 2002.
- Chapter IV. Personnel, §4.04 - Appointment of Presidents, Superintendents, and Executive Director and §4.11 - Employment and Supervision of Immediate Family Members in April 2002.
- Chapter III. Board Office, in April 2002.
- Chapter VI. Academic Policies and Procedures, in April 2002 (with the exception of §§6.03 and 6.04).
- Chapter I. Board of Regents, in May 2002.
- Chapter VI. Academic Policies and Procedures, §§6.03 and 6.04 in May 2002.
- Chapter VIII. Charges and Fees, in May 2002.
- Chapter IV. Personnel, §4.37 - Regent Employees Representing the Board of Regents and the Regent Enterprise, and §4.38 - Regent Employees Serving on State Committees as Regent Employees, in June 2002.
- Chapter I. Board of Regents, §1.07(A)(2)(b) in June 2002 (amended to include a community college president as a representative on the Committee on Educational Coordination).
- Chapter VII. Business Procedures, §7.04 – Purchasing, in July 2002.
- Chapter IV. Personnel, §4.39 - Conflict of Interest of Public Officers and Employees – Gifts, §4.40 - Conflict of Interest – Duty of Loyalty, and §4.41 - Inclement Weather, in January 2003.
- Chapter VII. Business Procedures, §7.01 - Authority, §7.02 - General Practices, §7.04 - Financing, §7.06 - Risk Management, §7.07 - Compliance and Reporting, and §7.08 – Audits, in January 2003.
- Chapter IX. Property and Facilities, §9.03 - Register of Capital Improvement Business Transactions, §9.04 - Permission to Proceed with Project Planning, §9.05 - Program Statement, §9.06 - Project Descriptions and Budgets, §9.07 - Consultant Agreements and Amendments, §9.08 - Construction Contracts and Change Orders, §9.09 - Acceptance of Completed Construction Contracts, and §9.10 - Final Reports.
- Chapter I: Board of Regents -- § 1.03: Report of Special Schools Advisory Committees; §1.04, subsections C and E; and §1.06I: Regent Advisory Committees on Iowa School for the Deaf and Iowa Braille and Sight Saving School, in April 2003.
- Chapter IV: Personnel, Section 4.42: Interinstitutional Staff Sharing, in April 2003.
- Chapter VI: Academic Policies and Procedures, §6.05: Academic review and Program Approval and subsection 6.05B(3), in April 2003.
- Chapter IX: Property and Facilities, §9.07: Consultant Agreements and Amendments, in April 2003.
- Chapter I: Board of Regents -- §1.03: Governance, subsection E: Governance Reports – Banking Committee, in May 2003.
- Chapter I: Board of Regents -- §1.05: Board of Regents Committee, in May 2003.