



# Office of State Printing

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## Frequently Asked Questions

### **How does my agency place an order?**

The buyer at your agency will complete a form DA-200 (Printing Requisition), which provides our Order Team the information they need to process your job. If State Printing requires additional info, a consultant will reach out to the contact(s) you indicated on the DA-200.

### **What if I need a quote prior to printing?**

Agencies requiring a formal and binding price quotation (a "quote") prior to submitting an order are required to contact State Printing via email (StatePrinting@LA.gov) or phone (225-219-9570) for instructions. Most quotes are generated within two business days.

### **How long will my print job take to complete?**

Because each print job is so unique, and because State Printing services all agencies statewide, an exact timeframe for delivery is difficult to project. Instead, State Printing warrants that "standard turnaround" (the average time to delivery) is 3 to 5 business days for small orders and 5 to 10 business days for larger or more complex requests. At the time of order submission, a consultant can provide you a more detailed estimate.

### **How will I pay for my printing?**

State Printing sends electronic (PDF) invoices to the Accounts Payable contact listed on your DA-200, or saved to your customer account profile. Agencies paying via AGPS/LaGov may receive a payment coding voucher (PV-2) to complete & return to the Office of Finance & Support Services (OFSS), while non-ISIS agencies are free to pay with cashier/treasury checks or electronic funds transfers (EFTs).

### **Am I required to get outside bids to use State Printing?**

No. As a budgeted state business unit, State Printing's buying and selling transactions are exempted from competitive bidding requirements, under the Governor's small purchase executive order (BJ 2010-16). Moreover, depending on your agency classification, you may lack the purchasing authority to acquire printing from an outside source, without prior approval from State Printing.

### **How does the "brokerage" system work?**

To better leverage the state's buying power for printing, we have developed a program of highly competitive printing services contracts with market-leading private printers across the United States. State Printing reviews each order to ensure its processing is handled by the most cost-effective resource.

### **How will you accommodate orders by agencies outside of the Baton Rouge local service area?**

On almost all orders, next-day delivery to any ground location in the state is standard via existing state courier service contracts. In cases where standard turnaround terms do not fit your business needs for a specific printing request, we have developed a flexible & immediate exception procedure to allow for agency-level procurement. Minor, incidental printing requirements (such as same-day requests for agencies outside of the local service area) may also qualify. To access this exception mechanism, agencies are required first to contact the Office of State Printing for review and guidance.

### **What is the difference between offset and digital printing?**

Offset printing uses a traditional printing press, involving large sheets or rolls of paper, photo-reactive printing plates, and one or more colors of ink. Because the initial press setup is so expensive, offset printing is generally suited only for high-volume orders. (The more items printed, the lower the unit cost.) Digital printing uses only toner to create an image and does not require printing plates. Because there are comparatively few setup steps involved, digital printing is appropriate for small-volume, rapid turnaround, and on-demand printing. (The unit cost does not change much as volume increases.) State Printing's industry specialists will determine the most cost-effective printing method for your order.

### **Are there other guidelines for public printing?**

LA R.S. 43:1 and 43:31 govern public printing statewide. The Division of Administration implemented Policy & Procedure Memorandum (PPM) Number 64 (Revised 2015) to provide specific guidance to Executive Branch agencies.

### **Does my job require a cost statement?**

Most documents produced by state agencies, boards, and commissions are required by statute to include a specifically-worded "cost statement," which lists in detail the exact cost and quantity of the order, the printer and agency who published the materials, the authorizing legislation, etc. Statute provides for several exceptions. Departments are encouraged to work with State Procurement to determine whether their document requires a cost statement.

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