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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Procurement

Memorandum OSP 15-08

Date: April 27, 2015

To: All Agency Heads, Department Undersecretaries, and Purchasing Personnel

From: Paul A. Holmes, Director *P.A.H.*
Office of State Procurement & Travel

Subject: Delegated Purchase Authority for Printing

Effective July 1, 2015, the Office of State Procurement (OSP) hereby rescinds those provisions of Delegated Purchasing Authority (Memorandum OSP 03-13) which authorized an agency's delegated printing and engraving authority to be equal to their delegated authority to purchase other commodities currently on file. Commencing July 1, the purchase of printing is restricted, and all printing shall be done strictly in accordance with PPM 64, §2703. A copy of PPM 64 can be accessed at <http://doa.louisiana.gov/osr/PPM/PPM64.pdf>.

Please note also that effective August 1, 2015, PPM 64, §2703 will be amended to reflect that State Printing has been placed under the Office of Technology Services and that the State's Chief Information Officer will have final authority to delegate back to the agencies authority to directly procure printing from state vendors. Any purchase of printing will continue to be in accordance with the Louisiana Procurement Code.

All initial requests for printing, **or for the purchase of printing**, shall bypass State Procurement and shall be forwarded directly to State Printing through the following contacts: by email, to State.Printing@LA.gov; by facsimile to 225-219-9573; by U.S. Mail to Post Office Box 94095, ATTN: State Printing, Baton Rouge, Louisiana 70804; or in person or by interdepartmental messenger mail (for subscribing agencies) to the State Printing sales counter, the street address of which shall be posted at www.doa.louisiana.gov/stateprinting.

The result of this measure means that agencies covered by R.S. 43:1 and PPM 64 have no authority to purchase printing through any means or source other than by placing print orders with State Printing. OSP has assisted State Printing in establishing competitive state-wide contracts that will meet the vast majority of the state's printing needs, where State Printing is

unable to fill orders in-house. By delegating all print ***purchase*** authority directly to State Printing, agencies are allowed to bypass OSP to “one-shop” their print needs directly from State Printing.

Although R.S. 43.1 (which places the authority to direct the procurement of state printing with the state chief procurement officer) excludes institutions of higher education, vocational-technical colleges, institutions under the supervision of BESE, the port authorities, and others, the Governor’s Executive Orders under R.S. 39:1596 affecting small purchases require a competitive process for print purchases, unless the purchase is less than \$1000 or can be purchased from an existing state contract. ***All exempt state agencies, as well as boards, commissions, and political subdivisions wishing to access state printing contracts, are encouraged to utilize the services of State Printing by directing orders there.***

If State Printing notifies an agency in writing that State Printing is unable to process an individual printing request, the agency shall forward to State Procurement that request and associated notice.

Questions regarding this Memorandum should be directed to Lona S. Gros, CPPB, Office of State Procurement, 225-342-8024, Lona.Gros@LA.gov.