New Process for Print Production
Effective March 1, 2012

START

State employee submits production request to Office of Purchasing & Contracting (PCA)

Can job be produced internally?

Yes

Should BGS or VCI produce job?

VCI produces job using master paper and envelope contracts

BGS produces job using master paper and envelope contracts

No

PCA determines procurement plan

Department receives authorization to utilize On-Demand Print Contracts

Outside vendor produces job at less than or equal to master paper and envelope contract

Agency submits requisition; project bid out by PCA

OPTIONS

Pandora input and support

Master Paper and Envelope Contracts