

Creating Print Efficiencies in Washington

The Department of Enterprise Services (DES) is guiding state agencies and higher education institutions in complying with new requirements to create economic and efficient print management while focusing on their core mission.

Does Print Management apply to my agency?

Yes, print management applies to all state agencies, boards, commissions, and institutions of higher education. It is an overarching general term that applies to the management of all agency printing operations, including agency self-service and supplier generated printed materials, services, and/or equipment.

RCWs & WAC	State Agencies, Boards, Commissions	Institutions of Higher Education
RCW 43.19.742 DES to establish rules and guidelines for managing print operations	DES only	
WAC 200-380 Agencies must adopt a print policy, standards and procedures Determine baseline costs Annual reporting	✓	✓
RCW 43.19.733 Managed print required for agencies with 1,000+ employees	✓	✓
RCW 43.19.739 Agencies must consult with DES for printing and binding	✓	✓
RCW 43.19.745 Agency use of envelopes-Standardization	✓	✓
RCW 28B.10.029 Grants colleges independent authority to purchase materials, supplies and equipment		✓

What if my agency has less than 1,000 employees?

Only agencies with 1,000 or more employees are required to use a *managed print services* contract as outlined in [RCW 43.19.733](#). This is different from a *print management policy* as required by [WAC 200-380](#).



What does that mean?

Enterprise Services has [guidelines](#) and other resources to help your agency fulfill these requirements. Here are a few terms and definitions to help you get started:

- *Print management policy* is the overall framework defining goals and objectives of print for your agency.
- *Managed print services* are required if your agency has 1,000 or more employees, and can be beneficial to any size organization.
- *Managed print* is better known as *internal use*, and identifies how printing is addressed in house, and when printed products are procured.
- *Baseline printing costs* are important for tracking expense and in creating opportunities to improve efficiency. It may be as simple as a single contract or device, or it might take several people within your agency to track the various costs associated with printing.
- *Annual reporting* requirements are met with a print management survey. It identifies common metrics and best management practices associated with printing. These surveys are consolidated in annual reports published by Enterprise Services.
- *Consulting with Enterprise Services* is easy. Simply call at (360) 664-4343 or email one of the knowledgeable staff and they can help you get the best value to meet your needs.

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Get started!

<http://des.wa.gov/services/printing-mail/printing-services/print-management>

Resources you can find on the web site include:

- WAC and RCW requirements
- Quarterly meeting materials and schedule
- Guidelines for Policy development
- Sample Policies, Standards and Procedures
- 2016 and 2017 Print Management Status Reports
- Print Management invitation to Agency Directors to participate
- Enterprise Services customer service staff to help your Agency
Access:
 - The myPrint Online Digital Storefront
 - Master Contracts for managed print services and equipment
 - Print Procurement Consultation



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