



## **HHS Circular C-020**

### **Health and Human Services Enterprise Print Shop Services**

#### **Purpose**

To streamline and standardize the approach to HHS printing service requests to ensure the best cost and quality value for the printing service requested.

#### **Background**

In 2007, the enterprise policy to have the HHS print shop review all print jobs was established. In 2010, the HHS print shop created the online ordering system whereby all customers could submit jobs using a standardized process. In 2014, Procurement and Contracting Services (PCS) included the HHS print shop in its procurement of printing services. These processes work in coordination with directives from the Council on Competitive Government and the Office of the Comptroller of Public Accounts.

#### **Directive**

HHS enterprise printing service requests must be submitted to the HHS consolidated print shop, except for: (1) outsourced projects or initiatives that have a printing component but for which printing is not the primary function; and (2) incidental copying or copying services provided by the agency quick copy centers. The HHS consolidated print shop will determine whether the service should be provided in-house or outsourced.

#### **Summary**

Submission of all printing service requests to the subject matter experts in the HHS consolidated print shop will ensure, to the extent possible, that expenditures for print services utilize existing internal resources, when that is appropriate, or that outsourced printing services will be cost effective and of high quality.

#### **Inquiries**

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