

PROCUREMENT INFORMATION MEMORANDUM

Date Issued: September 19, 2018

Number: 19-001

Effective Dates: Date Issued Until Modified or Retired

Subject: Printing and Mailing Purchases by State Agencies under Executive Order 288

I. REFERENCE:

[2018 Executive Order 288](#)

Ch. 35, Wis. Stats.

s. 16.82(4)

II. PURPOSE:

2018 Wisconsin Executive Order 288 directs state agencies to consolidate print and mail operations at the Department of Administration (DOA), Bureau of Printing and Distribution (BPAD), unless an exemption is granted by the DOA Secretary.

The purpose of this policy is to notify agencies 1) that a waiver is required from BPAD to purchase printing equipment and mailing equipment and 2) agencies are required to include BPAD in bidders lists for all print and mail simplified bids and official solicitations.

III. SCOPE:

This policy applies to state agencies as defined in §230.03(3), Wis. Stats. The policy does not apply to authorities, UW System or its campuses, legislative or judicial entities, or any local unit of government. The definition of “print” is set forth in State Procurement Manual policy [PRO-J-1, Printing Definition](#).

Specific to the purchase of graphic design services, this policy includes ancillary graphic design services that are part of the primary purchase of a print job and does not apply to the purchase of graphic design service for any other application.

This policy applies to an agency’s purchase of printing and mailing equipment, and solicitations for print and mail work (“jobs”).

IV. PROCEDURE:

Before purchasing printing equipment and mailing equipment, agencies must first obtain a waiver from BPAD. Once the waiver is approved by BPAD, the requesting agency must follow the policies and procedures established in the State Procurement Manual to procure the equipment.

For simplified and official solicitations of print and/or mail work, agencies must include BPAD and the Department of Corrections, Badger State Industries (BSI) print operations located at the Columbia Correctional Institution on bidders lists.



The State Bureau of Procurement has established many mandatory enterprise contracts for printing. Agencies must continue to use those contracts as established but are encouraged to first receive a quote from BSI and BPAD. For purposes of clarification, a waiver from BPAD or BSI is not required to use statewide printing contracts.

V. ADDITIONAL INFORMATION

The State Procurement Manual will be updated to appropriately reflect information contained in this PIM. Policies that will be updated include PRO-C-5, Bidding Policy and Procedure, Official Sealed Bid; PRO-C-8, Simplified Bidding; PRO-C-33, Procurement from Badger State Industries; PRO-J-3, Printing Bidding Procedures. Until that time, this PIM supersedes the applicable sections of those policies.

See the DOA/DET Executive Order #288 Bureau of Publishing and Distribution (BPAD) Service Analysis and Waiver Request Form (DOA-10131) to request a waiver to purchase equipment otherwise used to support agency print and mail operations.

BPAD Services: <https://det.wi.gov/Pages/BPAD-Home.aspx>

