

## **Cabinet for Health and Family Services Procedures for Printing**

The CHFS Office of Communications has designated its publications manager as liaison between the Cabinet and Division of Printing Services to oversee the Cabinet's publication needs in obtaining printing services and getting the most for available funds. The following will outline in detail the steps within CHFS for submitting a request for printing project.

Please be advised that this process pertains to all printing projects that will be distributed to the general public or outside the Cabinet. It also includes printing projects that will be used internally for meetings or conferences where representatives from other Cabinets or external agencies will receive materials. All print projects need to be reviewed by the Division of Communications public information officer assigned to your vertical and the publications manager. The Division of Communications does not need to review standard items such as letterhead, business cards, forms, envelopes, etc.

Upon starting a print project, the project's creator should have a meeting with the Division of Communications publication manager to assess the publication needs and course of action including design, content and budget, and outlining deadlines for completion. At this time the publication manager will develop a course of action with the project creator wherein deadlines will be set for each step of the process.

**Step 1:** Once a project is complete and has received all approvals by channels in the department that created the project, it will be sent to the Division of Communications for final editing and design approval before it is submitted to the Division of Printing Services.

**Step 2:** After a publication has been reviewed in the Division of Communications, the publications manager will meet with the individual assigned to the project to finalize printing the project. At this time, the publications manager will assist the project creator in filling out the proper forms, including orders for printing, color printing exemption requests and purchase requisitions.

**Step 3:** The publications manager will ensure the proper documents, along with hard copy and disc versions of the project to be printed, are taken to the Division of Printing Services in a timely manner as dictated by previously set deadlines. The publications manager will be the contact for the Division of Printing Services, should the division have any questions relating to the project. Because the publications manager is acquainted with the steps of the print project process created by the Cabinet for external distribution, the publications manager will be able to answer questions directly at the point of contact on behalf of the project creator.

**Step 4:** The individual representing the agency should deliver 5 copies of the complete printed project to the publications manager when it has been delivered. Any post-printing

concerns or issues should be discussed with the publications manager upon receipt of the project.

### **Subcontracted Projects**

#### **Following steps one, two and three:**

The publications manager may determine during the initial meeting the project may need to be solicited for completion, under guidelines set out by the Division of Printing Services concerning color and volume. At this time, the publications manager would advise the project representative to complete a purchase request to be submitted to the Division of Procurement Services when/if the project is returned to CHFS by the Division of Printing Services for solicitation. The Division of Printing Services will send a memo to the publications manager stating it cannot complete the project, or could not complete it cost effectively. This memo must be attached to the purchase request.

The publications manager will then immediately submit to Division of Procurement Services a completed purchase request with specifications for the job to be printed, and memo from the Division of Printing. The Division of Procurement Services will enter the items into the MARS system so the solicitation designee assigned to printing in the Finance and Administration Cabinet will be able to access it electronically. This should occur within 15 business days to ensure print projects are not delayed.

The publications manager will then deliver a hard copy and disc versions of the project to the vendor chosen to print the project by the Finance and Administration Cabinet.

Division of Communications Publications Manager contact information:

Emily Moses Mandell  
CHFS Communications  
4-CA  
275 E. Main St.  
Frankfort, KY 40621  
Emily.Moses@ky.gov  
Phone: (502) 564-6786, ext. 4600