

State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

		Number PRO-D-5
		Effective 9-27-05
Section GENERAL POLICIES	Agencies Affected ALL	Replaces 4-1-02
Title GRAPHIC EQUIPMENT PURCHASE APPROVAL PROCEDURES		Page 2 of 5

5. Current costs of old equipment (e.g., maintenance, repair costs, energy costs, etc.);
6. Anticipated costs for new equipment (e.g., purchase price, maintenance, repair costs, energy costs, etc.);
7. Budget information on current operational costs (e.g., number of staff, number of machines, overall costs per year, etc.); and
8. Any other information the State Bureau of Procurement would need to make a decision.

B. The Bureau reviews all graphic equipment:

1. Copiers and laser printers;
2. Graphic equipment as defined above; and
3. All other equipment costing over \$25,000 that is not on a current statewide contract.

II. Graphic equipment

- A. Designated department personnel are authorized to approve the evaluation and acquisition of graphic equipment \$25,000 or less. Student funded graphic equipment does not require Bureau approval.
- B. Requestors should contact the agency's purchasing office before the acquisition of any graphic equipment to ensure that all the appropriate approval procedures have been followed.
- C. Should any questions arise as to applicability of specific equipment in the process, agencies should call the Bureau at 608/266-2605 for resolution.

Authorized:



Helen McCain, Director
State Bureau of Procurement

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III. Agency planning procedures

- A. The first step in any acquisition of graphic equipment is for the agency to make an evaluation of its needs, such as: type of work currently produced, type of work to be produced in the future (e.g., new work, increased volumes), justification for acquiring new or additional equipment, a list of machine specifications, etc.
- B. The agency needs to acquire its department approval for the graphic equipment.
- C. The agency should determine whether the equipment needs to be reviewed by the Bureau.

IV. How to complete an application for graphic equipment

- A. If Bureau approval is necessary, a Request for Purchase Approval of Graphic Equipment (form [DOA-3006](#)) must be completed. The application must be signed by the appropriate personnel and forwarded along with all required documentation to the State Bureau of Procurement.
- B. To make a proper evaluation, the following items are necessary:
 - 1. The kinds of problems the agency is presently experiencing, such as: service, cost, maintenance, quality, etc.
 - 2. A list of the types of copying, duplicating or printing the agency does or wishes to do with the requested machine.
 - 3. A list of the agency's monthly volumes of current equipment for the past twelve months.
 - 4. The current average monthly volume.

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5. The average impressions per month for the equipment being requested.
6. The make and model of the machine the agency needs to replace.
7. Whether the agency's current machine will be traded-in, surplus, lease terminated or rental terminated.
8. The agency's current operation costs for current equipment.
9. The agency's anticipated future operational costs.
10. A list of generic machine specifications for the request for bid along with a list of equipment that meets the specifications.
11. The estimated cost for the new equipment.

V. How the State Bureau of Procurement reviews an application

- A. The application is reviewed; and if there is a question, the Bureau will contact the applicant to resolve the issue or request additional data if necessary. Complete data is essential to the processing of the application.
- B. The Bureau responds with its decision to approve or deny the request by completing the bottom portion of the application and sends a copy to the requesting agency.

VI. What to do if not in agreement with the decision of the Bureau

If the requesting agency does not agree with the Bureau's decision, within five (5) working days after receipt, the agency may submit a notice of intent to protest in writing to the director, State Bureau of Procurement. Within ten (10) working days after receipt of the Bureau's decision, the agency will define the point(s) of disagreement in a written protest and submit it to the director. The director will review the application and contact the agency with a written determination.

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If the requesting agency does not agree with the director's decision, within five (5) working days after receipt, the agency may define the point(s) of disagreement in a written appeal and submit it to the administrator, Division of Enterprise Operations. The administrator will review the application and contact the agency with a written determination.

Authorized:



Helen McCain, Director
State Bureau of Procurement