

## BUREAU OF GRAPHIC SERVICES

12 Hills Avenue, Concord, NH 03301  
Office: 271-3205 • Print Shop: 271-3240

# INFORMATION ABOUT BGS-1 PRINTING ORDERS

### About the Bureau of Graphic Services (BGS)...

According to RSA 21-I:12, paragraph IV, the Bureau of Graphic Services has supervisory authority over all state printing and procurements, with the exceptions of Transportation, the General Court, Employment Security, and the University System. All printing not covered by these exceptions *must* be handled through us, even small print jobs, and may not be purchased by means of a field purchase order without knowledge and written permission of our Creative Services Manager or Administrator.

The Bureau of Graphic Services exclusively serves all State agencies, by directly designing and/or reproducing materials in our own in-house print shop, or by arranging for the purchase of print products from outside vendors. A professional product at the best possible price is our goal.

### The Print Purchasing Process...

By appointment, any NH State agency may consult with Graphic Services/Printing Services staff to discuss project ideas, receive a quote, initiate the bid process, or to ask questions. An order form, called a 'BGS-1' must be submitted for each job, which should be available from your agency business office. If this instruction sheet does not answer all questions about filling out a BGS-1 form, please call the above numbers for assistance.

Before a project goes into production, a decision will be made by the Creative Services Manager to determine who will be doing the work, and how to purchase the services. Getting the best price and/or the best turnaround, if time is critical, are primary considerations. When a project cannot be done in-house and is routed for the competitive method (bid process), we are required by NH rules of purchasing to adhere to the following protocols:

- If the job is expected to cost under \$1,000, we can award the project on the basis of a single quote.
- If expected cost is within \$1,000 - \$2,000, written quotes from a minimum of 3 vendors are required, and we must award the job to the lowest qualified quoter.
- If the projected cost will be over \$2,000, we must use the sealed bid process, inviting a minimum of 6 vendors to bid, and the project must be awarded to the lowest qualified bidder.

Once we've established the best price for the project, your agency will be called for authorization to encumber the necessary funds on the account number provided on your BGS-1 under "Appropriation Code". We then create and issue a purchase order, sending a copy to your business office and to the winning vendor. The only exception to this procedure is with jobs done at the Graphic Services Print Shop - we will only make an encumbrance under \$500 if requested by the agency.

### Buying Printing on a Field Purchase Order...

Field purchase orders are *not* to be used to buy printing except when permission has been given by the appropriate authority at Graphic Services. FPO's will be issued if: 1) the printing cannot *reasonably* be done by Graphic Services or the Print Shop; 2) the price does not exceed \$500; 3) the proposed

purchase has been quoted at a fair price. A memo of permission will be faxed, usually within an hour, once requested from our Creative Services Manager/Administrator.

### Use of Recycled Papers...

According to New Hampshire RSA 21-I:14-a,III, effective May 27, 2001, "uncoated printing and writing paper purchased by or for state agencies shall contain not less than 30% postconsumer waste material and coated printing paper purchased by or for state agencies shall contain not less than 10% postconsumer waste material." Graphic Services implements this ruling to the fullest extent possible in all its printing and all procurements from commercial vendors. Extensive recycled-compliant paper samples are available at our office.

For agencies requesting the use of virgin paper, by law there must be a signed approval obtained from the Director of Plant & Property. Accompany your BGS-1 with a valid reason for this request and Graphic Services will seek proper approval. If your request is denied, we will notify you.

### General Guidelines for Preparing Print Jobs...

- Submit a **BGS-1** form early enough to reasonably meet your deadline. Minimum lead time required: 2 weeks for jobs at Graphic Services Printshop; 3 weeks for jobs at Correctional Industries; 4-6 weeks for jobs requiring outside pricing (RFQ's and sealed bids). These times do not include design, composition or proofing time, and are based on the date a job is received at Graphic Services, NOT the date the BGS-1 form was filled out at your business office.  
**NOTE:** The above timeframes are not promised or fixed and will vary according to the extent/complexity of your requests. It is advisable to discuss critical jobs with either the Creative Services Manager (for outside work), or either the Print Shop or Composition Supervisor for in-house jobs.
- Type/print legibly (and bear down firmly). Incomplete or illegible orders will be returned unprocessed. Provide as many details as possible - insufficient information could delay your project.
- Be sure the form has an appropriation code and an authorization signature from the proper fiscal manager. We *cannot* issue a purchase order if these are missing.
- It is important to include samples, if the project has been printed before, or mock-ups, if the job is new. When quotes are requested, at least 4 samples are necessary; if bids are required, 8 samples. Jobs for our in-house printshop must also include samples of what the project should look like, or the BGS-1 may need to be returned.
- When composition of your project will be submitted electronically, providing proper information is essential. This includes: format (PC or MAC), software program *and version*, all fonts and graphics downloaded or embedded, a hardcopy attached of all files, and if numerous files are on your disk or CD, an organized list of the filenames.
- Complete one form for each project; however, numerous items can be listed on a BGS-1 if they all logically require uniform treatment by our printshop or a single vendor.
- You will have an opportunity to accept or decline a proposed purchase or quote before work begins.

## HOW TO FILL OUT A BGS-1 PRINTING ORDER FORM STEP-BY-STEP INSTRUCTIONS...

- ① Fill out the *Shipping and Billing* addresses as indicated.
- ② Leave project number, routing, etc. blank – this box is *For Graphic Services Use Only*. (If there is a preference on routing, please indicate it under *Additional Instructions*.)
- ③ Supply **all** applicable information required in *Date Submitted and Date Wanted*. "ASAP" is insufficient – a concrete date should be specified. (See *General Guidelines* on the reverse side to develop realistic deadlines.) You may also provide details about deadlines or time constraints under *Additional Instructions* (but you must allow reasonable time to perform multiple tasks). Use your full *Appropriation Code*. A *Requisition No.* is for job identification and audit purposes within your agency. *Blanket Ref. No.* identifies the P-28 submitted as a printing service "blanket" order; jobs will be charged against this encumbrance.
- ④ Clearly name the *Title* of the project. Include any form numbers, etc. that might readily identify your job.
- ⑤ Check *Type of Job* being ordered. Indicate if this is a *New project*, a *Reprint with Changes* (in which case specify 'new original attached' or check 'composition' in item #7), or an *Exact Reprint*. It is important to note if *Exact Reprint* is checked, the hardcopy or disk submitted might not be used by a printer, since you are specifying that the job is exactly the same as a previously printed piece. With exact reprints, the negatives on file in the print shop most likely will be used, saving both time and money. Next, fill in **all** information about *Electronic Files* provided on disk/CD, most importantly, **format, software program and version**. A list of the file names and a hardcopy/mock-up also needs to be provided. If agency submits 'camera ready originals' this means their job is ready to go to print **as is**, has been proofed for spelling and grammar, is good, clean quality, and is set up with appropriate margins for folds or press gripper allowances ( $3/8'' - 1/2''$  or  $2 1/2 - 3$  picas is required, usually on the short edge of a standard sheet of paper). Composition proofs won't be provided when you've supplied 'camera ready' originals except when we've had to reformat or adjust originals; in many cases, press proofs will be generated to verify layout and pagination. It can also become quite costly if changes are made at this point, and may result in additional charges to overall, original estimate.
- ⑥ Jobs may be expedited if you are able to provide *Previous Order Information* when applicable.
- ⑦ Check all *Requested Services* that apply, then itemize each and give details. *Number of Originals* should be a count of each sheet or page side. *Total Copies* should be the total number of finished pieces or sets. *Size* may be the folded size or the flat size of a finished piece. Check *Print 1 side* or *2 sides*; if an item has a mix of 1-sided and 2-sided printing, check both columns and explain in *Special Instructions*. Fill in how many different *Ink Colors* will be used, counting black as one color, and provide specific PMS ink names, once determined. The *Special Instructions* section should include any additional descriptive information about the project.

- ⑧ If your project will be a *Multi-part Form*, indicate the type here. Below are the standard color sequences for carbonless paper (NCR) as dictated by paper manufacturers and should be indicated on your form's distribution line.

2-PART	3-PART	4-PART	5-PART
white	white	white	white
pink/canary	canary	canary	green
	pink	pink	canary
		goldenrod	pink
			goldenrod

- ⑨ *Finishing, Binding and Packaging*: Listed are common operations typically performed or subcontracted by our Printshop. This is not a complete list – if a project requires work not offered here, just state your needs in the *Additional Instructions* section, and/or attach a sample.
- ⑩ A proper *Fiscal Authorization Signature* is **required** before a purchase order can be issued or production can begin. This must be the **actual signature** of an official who has the authority to allot funds for your agency. Faxes or signatures by unauthorized personnel will not be accepted. You may submit a BGS-1 "for quote only", without a signature, but if you decide to proceed with a purchase, the form must be returned for signing. The *Contact Person* should be someone who understands the requirements of the job and will be able to answer any questions about it.

REV. 4/02

### BGS-1 PRINTING ORDER

STATE OF NEW HAMPSHIRE • BUREAU OF GRAPHIC SERVICES • 12 HILLS AVENUE • CONCORD, NH 03301 • 603/271-3205

PLEASE TYPE OR PRINT LEGIBLY (AND BEAR DOWN FIRMLY) INCOMPLETE OR UNSIGNED ORDERS WILL BE RETURNED UNPROCESSED.

**SHIP TO:**

AGENCY  
ATT.  
BLDG.  
STREET  
CITY/ZIP

**BILL TO:**

AGENCY  
ATT.  
BLDG.  
STREET  
CITY/ZIP

FOR GRAPHIC SERVICES USE ONLY

**PROJECT No:** \_\_\_\_\_

GRAPHIC SERVICES PRINTSHOP  
 CORRECTIONS PRINTSHOP  
 COMPETITIVE ( QUOTE  BID)

**AWARDED To:** \_\_\_\_\_

PRICE: \_\_\_\_\_  
DATE: \_\_\_\_\_  
P.O. #: \_\_\_\_\_

DATE SUBMITTED	DATE WANTED	APPROPRIATION CODE	REQ. NO.	BLANKET REF. NO.	PREVIOUS ORDER INFO:
					BGS #: PO #: PO DATE: REQ. #:

**PROJECT TITLE:** \_\_\_\_\_

**TYPE OF JOB:**  NEW  REPRINT WITH CHANGES  EXACT REPRINT  ELECTRONIC FORMAT:  PC or  MAC  
(fill in all that apply) \_\_\_\_\_ SOFTWARE PROGRAM & VERSION: \_\_\_\_\_

**REQUESTED SERVICES:** (Please check [✓] all that apply):

**DESIGN:** Creative planning of a printed piece, including size, paper, ink(s), typography, page layout, photos, illustrations and other graphics.

**COMPOSITION:** Assembling type, photos and graphics for printing, including typesetting, formatting raw text files, scanning images or graphics, and preparing camera-ready mechanicals. Check this box and contact our Composition staff at 271-1454 **before** composing any electronic documents for output at Graphic Services, to ensure compatibility of software, fonts, graphics, etc.

**COLOR PHOTOCOPYING:** Use this form and check this box **ONLY** if color copying is required **in conjunction with other printing/binding services**. Straight 4-color copying is provided in the Composition Room on a walk-in basis, using form GS-4C provided at time of service.

**PRINTING OR PHOTOCOPYING:** Detail your requirements below. Attach samples or mock-ups as needed to explain the project.

ITEM #	NUMBER OF ORIGINALS <sup>1</sup>	TOTAL NUMBER OF COPIES	SIZE (WxH)	PRINT 1 SIDE (✓)	PRINT 2 SIDES (✓)	NAME(S) AND NUMBER OF INK COLORS <sup>2</sup>	SPECIAL INSTRUCTIONS: (e.g., booklet, poster, letterhead, brochur, etc.) PLEASE ATTACH A SAMPLE OR MOCK-UP

<sup>1</sup> An "original" is one page-side of any size, for any type of product. <sup>2</sup> Black is considered one color.

**FORMS:**  Multi-Part  Carbonless (NCR)  Snap-A-Part  Continuous  Other \_\_\_\_\_

**FINISHING:** (Check all that apply in the following categories. If your project requires other work, describe under additional instructions, below.)

Collate  Perforate  Standard 3-hole drill  Custom Drill \_\_\_\_\_ holes  Laminate

Number (sequence) \_\_\_\_\_  Pad in \_\_\_\_\_  Other: \_\_\_\_\_

Fold: Describe method plus provide a sample \_\_\_\_\_

**BINDING:**

Corner Staple  Staple Side  Saddle Stitch  Perfect Bind  Heat Bind

Plastic Comb (GBC)  Coil Bind  Wire Binding (Twin Loop)  Sure Bind  Other \_\_\_\_\_

**PACKAGING:**

Deliver Flat  Bulk Pack  Shrink wrap in \_\_\_\_\_ (Qty.)  Band in \_\_\_\_\_ (Qty.)

**ADDITIONAL INSTRUCTIONS:** (Attach an extra sheet if necessary.)

⑩ FISCAL AUTHORIZATION SIGNATURE (required) \_\_\_\_\_ CONTACT PERSON FOR QUESTIONS \_\_\_\_\_ CONTACT'S PHONE # \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

P&P W/HS STOCK NO. 4250 WHITE, GREEN, CANARY - GRAPHIC SERVICES COPIES (3) - PINK, GOLDENROD - CLIENT COPIES (2)  
BGS-1 Revised 7/01