



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

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July 25, 2014

TO: Kevin Quigley, Secretary, Department of Social and Health Services
Bernie Warner, Secretary, Department of Corrections
Lynn Peterson, Secretary, Department of Transportation
Joel Sacks, Director, Department of Labor and Industries
John R. Batiste, Chief, Washington State Patrol
Phil Anderson, Director, Department of Fish and Wildlife
Dale Peinecke, Commissioner, Employment Security Department
Honorable Peter Goldmark, Commissioner, Department of Natural Resources
Maia Bellon, Director, Department of Ecology
John Wiesman, Secretary, Department of Health
Pat Kohler, Director, Department of Licensing
Honorable Bob Ferguson, Attorney General, Office of the Attorney General
Carol K. Nelson, Director, Department of Revenue
Chris Liu, Director, Department of Enterprise Services

FROM: David Schumacher
Director 

SUBJECT: UTILIZATION OF PRINT MANAGEMENT SERVICES BROKERED BY DEPARTMENT OF ENTERPRISE SERVICES AND REQUESTS FOR EXEMPTIONS

In a continuous effort to reduce the cost of government operations, the Legislature has focused on agency print activities. To that end, the 2011 legislation that created the Department of Enterprise Services (DES) included several provisions directed at reducing the cost and increasing efficiencies of state agency printing operations. These efforts included standardizing agency use of envelopes (RCW 43.19.745) and establishing rules and guidelines for all agencies to use in managing their printing operations (RCW 43.19.742). At a minimum, these rules and guidelines must implement managed print strategies.

Another tool for reducing cost and increasing efficiencies of state agency printing is the use of managed print services. RCW 43.19.733 requires all state agencies with a total annual average full-time equivalent staff that exceeds one thousand, as determined by the Office of Financial Management (OFM), to utilize print management services brokered by DES. RCW 43.19.733(6) provides authority for the director of OFM to exempt a state agency, or a program within the agency, from the requirements of this section. An exemption may only be granted if the OFM director finds that it is not feasible for the agency to utilize the print management services.

I have determined that your agency exceeds one thousand (1,000) total annual average full-time equivalent staff. Therefore, you are required to utilize print management services brokered by DES as set forth in RCW 43.19.733(3). Requests for exemptions from this requirement must be made in



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writing, signed by the agency head, addressed to the OFM director with a copy to Jay Balasbas, Senior Budget Assistant to the Governor. Requests for exemptions must include specific information as to why it is not feasible for the agency or program within the agency to meet the statutory requirements.

In reviewing exemption requests, OFM will use the following criteria to determine if compliance is not feasible:

- Whether the agency has already implemented print management strategies or entered into print management contracts that have resulted in cost reductions or increased efficiencies, or both cost reductions and increased efficiencies. As part of this criteria, OFM will consider the burden on agency resources, including the time and cost to switch print operations to comply with the requirements, the term and cost of current print activities, and other actions being taken to reduce cost or increase efficiencies or both.
- Whether the agency or program operates within a unique print environment. Factors include, but are not limited to, whether program locations are decentralized and the number of employees located in field offices.
- Whether the agency has specific security requirements related to print activities. If an agency has conducted a print assessment, OFM will consider the information contained in that assessment in the request for an exemption.

If you have any questions about the criteria for an exemption or procedures related to exemption requests, please contact Jay Balasbas, Senior Budget Assistant to the Governor, at (360) 902-0633 or jay.balasbas@ofm.wa.gov or Roselyn Marcus, Assistant Director for Legal and Legislative Affairs, at (360) 902-0434 or roselyn.marcus@ofm.wa.gov.

cc: Ro Marcus
Jay Balasbas