

Agency Activity Inventory by Agency

Appropriation Period: 2003-05 Activity Version: 2004 Sup w/ Alloc & Activities

Agency: 130 - Public Printer

Agency Administration

The administrative section of the Department of Printing provides the agency with management and business support services, including strategic planning, policies and procedures, and human resources. Administration also provides information technology, financial services, customer education, contract administration and process improvement. The Department of Printing is granted authority through RCW 43.78.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Provide support services to government agencies

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$5,000,000	\$0	\$5,000,000	50.0	\$5,000,000	\$0	\$5,000,000	50.0

Expected Results:

Enable our customers to achieve their printing requirements efficiently and effectively.

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Binding and Finishing

The Department of Printing offers complete binding and finishing services. The main production facility in Tumwater provides options such as cutting, folding, perforating, stapling, saddle-stitching, padding, and shrink-wrapping. The agency also works with private binderies to provide other types of binding cost-effectively, including perfect binding and hardcover library binding.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Provide support services to government agencies

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$800,000	\$0	\$800,000	20.0	\$800,000	\$0	\$800,000	20.0

Expected Results:

Enable our customers to achieve their printing requirements efficiently and effectively.

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Fulfillment

Fulfillment provides printing, finishing, storage, inventory control, order processing, and distribution in one integrated package. The service also includes an Internet storefront, The General Store, which allows customers to order items 24-hours-a-day from any computer. Fulfillment takes care of all the administration and accounting for distributed items, including processing credit card payments, tracking sales and inventory, and creating customized reports to help agencies manage publications effectively. Agencies use Fulfillment to reduce waste, decrease printing and storage costs, and re-direct resources to core business processes.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

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FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$150,000	\$0	\$150,000	4.0	\$150,000	\$0	\$150,000	4.0

Expected Results:

Enable our customers to achieve their printing requirements efficiently and effectively.

Graphic Design

Design Services provides complete graphic design services for print and electronic media. The department offers graphic design consultation, illustration, document layout, file creation and optical character recognition conversion services to help customers achieve professional results cost-effectively.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Provide support services to government agencies

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$170,000	\$0	\$170,000	3.0	\$170,000	\$0	\$170,000	3.0

Expected Results:

Enable our customers to achieve their printing requirements efficiently and effectively.

Mailing and Shipping

The Department of Printing provides complete mailing and distribution services, from electronic address data processing to final delivery. The mailing data center prepares address data files, sorting in zip code order, updating addresses of recipients who have moved, and eliminating duplicate or multiple entries. The mailing area also inserts items into envelopes either with intelligent inserting equipment or by hand, applies addresses with inkjet equipment, and performs all other tasks necessary to prepare mailings to receive the lowest possible postage rates when delivered to the U. S. Postal Services. In addition, the agency's shipping area packages finished goods according to customer specifications and performs all the tasks necessary to prepare and track shipments. Items are shipped to anywhere in the world, either by Department of Printing truck or by private shipping that provides the best service and lowest cost for the customer.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Provide support services to government agencies

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$3,500,000	\$0	\$3,500,000	10.0	\$3,500,000	\$0	\$3,500,000	10.0

Expected Results:

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Prepress

The Prepress Department prepares electronic files and hard copy originals for printing. Expert technicians troubleshoot files, impose documents, scan and color correct graphic images, prepare proofs for approval, and output film for the creation of printing plates. The Department is also responsible for producing large-format color posters on a high-resolution plotter, and mounting and laminating items per customer specifications.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Provide support services to government agencies

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$750,000	\$0	\$750,000	10.0	\$750,000	\$0	\$750,000	10.0

Expected Results:

Enable our customers to achieve their printing requirements efficiently and effectively.

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Printing and Copying

The agency operates both sheet-fed and web presses at the main plant in Tumwater, offering everything from one-color to six-color printing. In addition, the agency operates nine Copy Centers in the Lacey/Olympia/Tumwater area to provide complete on-demand copying services and variable-data printing. The agency also provides print buying services to obtain the best prices and turnaround times from private vendors when appropriate. Other printing and copying services include specialty printing, promotional items, and compact disc replication.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Provide support services to government agencies

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$22,630,000	\$0	\$22,630,000	36.0	\$22,620,000	\$0	\$22,620,000	36.0

Expected Results:

Enable our customers to achieve their printing requirements efficiently and effectively.

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