

## 6.3 External Printing

### Policy Statement

External (vendor-supplied) government printing is an essential service for departments, agencies, boards, and commissions. The responsibility for providing this service lies with Communications Nova Scotia (CNS) by means of tendering the procurement from the private sector of those types of printing that cannot be provided by the Queen's Printer. In order for CNS to properly serve departments' needs, it must procure high-quality printing on a timely basis. All departments, agencies, boards, and commissions are required to requisition their printing needs through Communications Nova Scotia, which procures printing for all of government from both internal and external sources.

### Definitions

#### **EXTERNAL GOVERNMENT PRINTING**

In this context means the entire range of printed matter and promotional items, using all types of printing technology, usually on paper but can include images on other substrates as well.

### Policy Objective

To provide the framework of guidelines to ensure that printing procured from external private sector suppliers is acquired in a secure, high-quality, and timely manner and employing rules of fair and sustainable procurement

### Application

CNS Queen's Printer personnel who are knowledgeable in the graphics industry and trained in rules of government tendering.

### Policy Directives

It is the policy of the Government of Nova Scotia that the interests of the province with respect to its external printing are best served by ensuring that the government support the economy of the province by buying as much printing from the private sector as is feasible and by ensuring the best value for taxpayers.

## Accountability

### COMMUNICATIONS NOVA SCOTIA

Communications Nova Scotia is responsible for

- fulfilling government's printing requirements by means of either in-house facilities (Queen's Printer) or procurement of printing services from the private sector
- developing and administering quality standards for printing of government documents and publications
- maintaining currency in print technology
- providing consultation and advice to all its government clients on print matters

## Monitoring

Communications Nova Scotia, Queen's Printer, will monitor and inspect all printed product from vendors to ensure it meets minimum standard requirements with respect to this policy.

Communications Nova Scotia will advise departments, agencies, boards, and commissions of non-compliance with quality standards and effect appropriate corrective action.

## References

Communications and Information Act, R.S., c79, s.1

*Public Service Act*, OIC 96-219, March 28, 1996

## Enquiries

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