



DEPARTMENT OF MATERIALS MANAGEMENT
MONTGOMERY COUNTY PUBLIC SCHOOLS

SERVICE AGREEMENT

Graphics and Custom Printing for Central Offices

Revised: Revised April 2023

OVERVIEW

This document describes the agreement between the Editorial, Graphics & Publishing Services (EGPS) unit of the Department of Materials Management and the central services offices of MCPS regarding graphic products produced and published by EGPS for the central services offices. Products include publications, brochures, flyers, posters, forms, and office stationery. The central services offices are customers of EGPS. They submit around 75 work orders to EGPS each year.

STATEMENT OF WORK

EGPS will provide central services offices with graphic products for both annual and new projects not forecasted during budget development.

After receiving a work order description from the customer (via e-mail, face-to-face meeting, or phone), the EGPS publications supervisor or customer service representative will provide a project plan (via e-mail), including a description of the deliverable(s) and the timeframe expected. Then, EGPS will provide works-in-progress during project development: (1) Initial Design, (2) Comprehensive Layout, and (3) Final Proof. Each stage will include PDF proofs and print review copies, as appropriate.

TERMS

First, the customer will provide the content (text, data, and images) and the distribution plan for the products (target audiences, quantity, and schedule). Then, we will start editorial and graphic design work.

FUNDING

Annual systemwide projects are centrally funded through budget accounts provided to EGPS by the Office of the Chief Operating Officer. EGPS will provide the customer with a project cost for new systemwide projects that will be funded centrally.

Customers will receive an estimated price for customized office envelopes, letterhead, business cards, flyers, posters, and memo pads. After the project is delivered, EGPS will e-mail an invoice to the customer with information concerning journal voucher transfer of funds via FMS.

COMMUNICATIONS

For questions about job orders, contact EGPS Customer Service at **240-740-6529**, **240-740-6530** or email egps@mcpsmd.org.

For questions concerning this service agreement, contact the EGPS administrative supervisor at john_c_marshall@mcpsmd.org.