

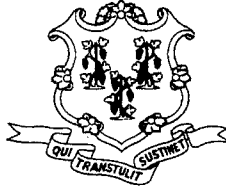
# The Connecticut General Assembly

## Joint Committee on Legislative Management

Donald E. Williams, Jr.  
*Senate President Pro Tempore*

Martin M. Looney, *Senate Majority Leader*  
John McKinney, *Senate Minority Leader*

D'Ann Mazzocca, Ph.D.  
*Executive Director*

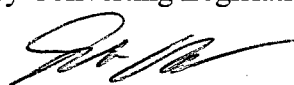


Christopher G. Donovan  
*Speaker of the House*

Denise W. Merrill, *House Majority Leader*  
Lawrence F. Cafero, Jr., *House Republican Leader*

November 18, 2010

TO: Senator Crisco and Beverley Henry, Co-Chairs  
Task Force to Study Converting Legislative Documents from Paper to Electronic Form

FROM: John Harnick   
Financial Administrator

RE: Request for Additional Information Regarding Daily Documents

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I am writing this letter in response to the information requested during the last Task Force meeting held on October 26, 2010. The task force members requested a listing of the daily documents, the quantities distributed and the cost of producing these documents. They also asked how we could further reduce printing costs and if there is a benefit to using state contract pricing through the Department of Administrative Services (DAS).

With regard to the daily documents I have attached two worksheets: the first worksheet lists the daily documents, the pricing structure for each, the number of pages printed in 2007 and 2009 and the amount budgeted in 2011. The lines highlighted in red indicate the documents that were eliminated by Public Act 10-3. The second worksheet is a listing of how the daily documents are distributed.

We contacted our vendors for suggestions to further reduce printing costs. United Reporters, who provides transcripts of committee public hearings, indicated that no further savings can be achieved without reducing the number of transcripts. Thames Printing, which provides the printing of daily documents, indicated that lowering the quantity of the items printed has little impact on pricing. They would still need the same amount of staff and equipment to produce these documents overnight and a smaller quantity is only a few less minutes of machine time. They did provide the following suggestions for reducing printing costs for the Task Force to consider:

- Eliminate loose offset bills and only produce bill booklets.
- Eliminate loose bills and bill booklets and wait for the file bills to be produced.
- Eliminate printing the Public Acts of Passage issued by the Secretary of State and only produce the Public Acts. This would require changing Connecticut General Statute Section 3-84.
- Require the House to transmit files electronically to the printer. This would eliminate having the vendor send a driver to the Capitol each night however he did not quantify the saving that could be realized.

Consolidate the House and Senate Journals to one book and House and Senate Calendars to one calendar. The vendor did not quantify the saving that could be realized.

We compared the Connecticut General Assembly (CGA) transcription service contract to the DAS contract. Our pricing for digital recordings is \$6.35 per page with a seven business day turnaround. The DAS contract uses an audio recording. Using the same vendor and turnaround timeframe, the cost listed on the DAS contract is \$7.85 per page.

Please let me know if I can provide any additional details. I am available to meet with the task force members at your convenience.

JH/sdf

Attachments

C: D'Ann Mazzocca, Executive Director

Joint Committee on Legislative Management  
Daily Document Information  
Prepared November 2010

Daily Documents	Contract Pricing		2007 Pages	2009 Pages	2011 Budget	
Bulletins	Contract for 900 copies at \$16.49 per page	Example a 20 page bulletin costs \$329.80. Cost is \$.37/copy	4,304.00	2,716.00	86,000	
Senate Journals	Contract 615 copies at \$13.17		1,887.00	1,786.00	31,000	
House Journals	Contract 575 copies at \$15.79		2,057.00	2,140.00	40,000	
Senate Calendars	Contract 695 copies at \$14.99		2,812.00	3,564.00	53,000	
House Calendars	Contract 690 copies at \$16.27		2,868.00	3,576.00	59,000	
Loose Bills	Contract 100 copies at \$2.55		12,576.00	11,637.00	30,000	Eliminated by PA10-3
Bill Booklets	Contract 350 copies at \$10.26		12,368.00	12,068.00	124,000	
List of Bills	Contract 615 copies at \$16.20		780.00	618.00	10,000	
File Bills	Contract 640 copies at \$17.17		12,304.00	12,812.00	220,000	
Engrossed Bills	Contract 200 copies at \$17.00		1,291.00	1,580.00	27,000	
Transcription of Public Hearings	Digital files are \$6.35 per page	192 transcripts			215,000.00	
Public Acts:						
Public Acts of Passage	Contract 1,000 copies is \$19.97 per page			\$66,061	\$45,000	
OLM Contracts for the Printing						
Secretary of State distributes:						
10 copies to the Clerk of each Superior Court						
One copy to each town clerk						

2010 Session (as of 2.16.10)	Bulletin	Senate Journal	Senate Calendar	House Journal	House Calendar	List of Bills	Offset Bills Booklet form	Offset Bills Loose*	File Bills
Quantity for 2008-2011	900	615	695	575	690	615	350	100	640
Senate Chamber	25	25	25			25			24
House Chamber	25			25	25	25			25
Senate Clerk	20	20	20	20	20	20		5	10
House Clerk	25	25	25	25	25	25		5	10
Bill Room	802	542	622	502	617	517	350	90	563
State Library -	3	3	3	3	3	3			3
Secretary of State									
Leg. Comm									5
Attorney General									
*All 90 distributed to the bill room goes to the committee the bill is associated with									

Number of boxes in use 2010 237  
Number of additional sets billed 9 \$1,800

Distribution of Documents through Bill Room

NAME	Bulletin	Senate Journal	Senate Calendar	House Journal	House Calendar	List of Bills	Offset Bills Booklet form	File Bills
Comptroller	3	3	3	3	3	3	3	3
Fiscal Analysis	9	2	6	2	4	0	0	6
Governor	14	2	8	2	8	2	2	4
House Democrats Rm 4000 /4100	30	6	10	6	12	10	8	5
House Democrats Rm 5000	0	0	0	0	0	0	0	0
House Republicans Rm 4200	45	10	10	8	10	10	10	5
Judicial Department	3	3	3	3	3	3	3	3
Legislative Commissioners	22	5	20	5	21	18	0	28
Legislative Management	9	0	0	0	0	0	0	1
Legislative Research	25	2	15	2	11	3	0	24
Lt Governor	0		0	0	0	0	2	3
Office of Policy and Management	7	7	7	7	7	7	7	7
Program Review	2	5	1	5	1	1	1	1
Secretary of the State (Capitol Office)	0	0	0	0	0	0	0	0
Secretary of the State (Trinity St Office)	2	2	2	2	2	2	3	8
Senate Dem Rm 3300	20	6	20	5	5	6	6	12
Senate Rep Rm 3400	14	8	10	0	0	0	0	0
Speakers Rm 4100	0	0	0	0	0	0	0	0
Treasurers Office	13	12	12	12	12	12	12	12
Committees								
Aging	1	1	1	1	1	1	0	1
Appropriations	6	1	4	1	4	1	0	0
Banks	4	3	3	3	3	3	0	4
Children	1	1	1	1	1	1	0	1
Commerce	1	1	1	1	1	1	0	1
Education	1	1	1	1	1	1	0	1
Energy and Technology	1	1	1	1	1	1	0	1
Environment	5	5	5	5	5	5	0	1
Finance, Revenue and Bonding	5	1	5	1	5	1	0	3
General Law	6	6	6	6	6	6	0	1
Government Admin and Election	0	0	0	0	0	0	0	0
Higher Education	3	3	3	3	3	3	0	0
Housing	1	1	1	1	1	1	0	1
Human Services	4	4	4	4	4	4	0	1
Insurance	8	8	8	8	8	8	0	5
Judiciary	3	1	1	1	1	1	1	0
Labor	5	2	5	2	5	5	0	0
Executive Legislative Nominations	6	3	3	5	5	4	0	0
Planning and Development	6	2	3	2	3	3	0	0
Public Health	9	5	5	5	5	5	0	1
Public Safety	8	8	8	8	7	8	0	1
Regulation Review	0	0	0	0	0	0	0	0
Transportation	2	2	2	2	2	2	0	0
Veterans	0	1	1	1	1	1	0	1
Bill Room Boxes Public	237	237	237	237	237	237	237	237
Bins (Lektriever)	15	15	15	15	15	15	15	15
Total Quantity Distributed	556	386	451	377	424	395	310	398
Bill Room Quantity from Thames	802	542	622	502	617	517	350	563
Available to the Public	246	156	171	125	193	122	40	165