

National Archives and Records Administration

NARA 213
August 22, 2007

SUBJECT: NARA Printing Procurement

TO: Office Heads, Staff Directors, ISOO, NHPRC, OIG

Purpose of this transmittal memo. This transmits a directive with revised guidance for the procurement of duplication and printing services in the development of NARA publications and products.

Significant Changes. Under the revised guidance, NARA units may procure printing services independently for the first time from approved sources under the guidelines for micropurchases, using the Government purchase card. The Document Automation & Production Service (DAPS) and FedEx Kinko's now join the Government Printing Office (GPO) as approved NARA sources for duplication and printing services as well.

Canceled directives. This directive supersedes the printing policy and procedures in NARA 207, dated April 20, 2005.

ALLEN WEINSTEIN
Archivist of the United States

Attachments

Appendix A – GPO Form 3001, GPOExpress Participation Request/Instructions
Appendix B – Interagency Agreement between NARA and DAPS
Appendix C – NA Form 14122, Request for Services from NWCD
Appendix D – Procedures for Providing Images to NWCD for Printing

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SUBJECT: NARA Printing Procurement

213.1 What is the purpose of this directive?

This directive establishes guidance for procuring printing directly or using NARA in-house printing procurement services in the development of NARA publications and other projects, whether using appropriated or non-appropriated funds.

213.2 What are the authorities for this directive?

- a. 44 U.S.C., section 501
- b. Pub. L. 102-392

213.3 Definitions of terms used in this directive

- a. **Administrative printing** - the duplication of routine office publications and printed supplies including stationery, business cards, Kraft envelopes, and forms, etc.
- b. **Printing** - the processes of presswork, binding, and microform; the equipment used in these processes; and the end items produced by such equipment. Reproduction by electrostatic copiers is not considered "printing."
- c. **Product manager** - the NARA unit head who originates material for publication or requests product development services from the Product Development Staff (NWCD).
- d. **Proof** - a pre-print version of a job that the contract printer generates to allow the customer to review for printing errors.

213.4 Who is responsible for NARA printing procurement?

Printing services priced below the threshold for micropurchases (the current monetary threshold is in the Federal Acquisitions Regulations, Subpart 2.1, Definitions, under the definition of 'micro-purchase' at:

<http://www.arnet.gov/far/current/html/Subpart%202.1.html#wp1145507>) may be procured directly by NARA units, using a Government purchase card. NWCD provides in-house printing procurement services for jobs that are priced above the threshold for micropurchases and for more complicated printing projects.

213.5 Are all printing jobs required to go through the Government Printing Office (GPO)?

No. Printing jobs that fall below the threshold for micropurchases may go to FedEx Kinko's under the GPOExpress program or to Document Automation & Production Service (DAPS) under a current interagency agreement. Printing jobs that are priced above the threshold for micropurchases may go to either GPO or DAPS.

213.6 Are there any exceptions to the requirement for use of GPOExpress-FedEx Kinko's or DAPS for printing micropurchases?

NARA units using appropriated funds must not independently procure printing services from other sources.

213.7 Are there any exceptions to the requirement that NWCD procure printing services for jobs priced above the threshold for micropurchases from either GPO or DAPS?

The Office of the Federal Register (NF) is the only NARA unit outside NWCD that performs all of its own printing procurement. Printing for jobs funded by the National Archives Trust Fund may be procured by NWCD from other commercial sources.

213.8 Does the same exception for printing jobs funded by the National Archives Trust Fund apply to the procurement of printing for projects funded by a NARA revolving fund?

No. NARA revolving funds are appropriated funds, so printing procured with these funds is subject to the same requirements as all other printing procured with appropriated funds.

213.9 Can NARA units opt to duplicate materials on photocopiers and office printers to avoid the whole printing procurement process?

NARA units should follow the procurement guidelines for printing micropurchases rather than use office equipment for bulk duplication whenever possible. The cost to duplicate print materials on office equipment is significantly higher than the prices charged by either FedEx Kinko's or DAPS.

213.10 What is the procedure for procuring printing/duplication services from FedEx Kinko's?

Services can be procured on site, by phone, or online – as long as the Government purchase card AND a GPOExpress card are used together. The cardholder's name must be the same for both cards. Program information is available at <http://www.gpo.gov/gpoexpress/index.html> and GPO conducts regular online GPOExpress training sessions for new users as well.

213.11 How do Government purchase card holders at NARA get GPOExpress cards?

They must complete GPO Form 3001 (Appendix A; a fillable PDF including instructions is available on the NWCD web page at http://www.nara-at-work.gov/nara_organizations/nw/nwc/productdevelopment.html) as fully as possible and forward it to NWCD for answers to questions and correction as necessary, further processing, and submission to GPO. NWCD is GPO's required centralized contact at NARA for the GPOExpress Program, but GPO provides the card directly to the cardholder within two weeks of receipt.

213.12 Is it possible for a NARA unit to procure services from FedEx Kinko's without a GPOExpress card?

FedEx Kinko's staff has been instructed not to perform work charged to a Government purchase card without a GPOExpress card, but errors are possible. Without the GPOExpress card, NARA units will not receive the deep discounts the program affords from FedEx Kinko's standard pricing schedule.

213.13 What is the procedure for procuring printing/duplication services from DAPS?

NARA's interagency agreement with DAPS (Appendix B) spells out the terms for NARA use of DAPS services and locations. More general information about DAPS and the services it provides are available online at <http://www.daps.dla.mil/index.aspx>.

213.14 Are there special requirements for administrative printing (e.g. letterhead, forms)?

a. **NARA letterhead and matching envelopes** (stationery) - Note: Memorandum letterheads are available on NARANET as templates. NARA 201, NARA Correspondence, explains the appropriate use of letterheads and memorandums.

1. Washington, DC, area - The Facilities and Materiel Management Services Division (NAF) requests printing and maintains stocks of stationery for Archives I and Archives II. The Washington National Records Center (NWMW), the Office of the Federal Register (NF), National Historical Publications and Records Commission (NHPRC), Office of the Inspector General (OIG), and Information Security Oversight Office (ISOO) request and stock their own supplies. These offices submit an NA Form 14122, Request for Services from NWCD, to NWCD for printing (preferably a year's supply) of formal letterheads. All electronic and/or paperwork requirements of NARA with regard to standard procurements must also be provided. Lettersize-envelopes must be procured from the GSA Schedule. (See NARA 206, Ordering NARA Letterheads and Envelopes.)

2. Outside the Washington, DC, area - Annually, NWCD solicits information from NARA facilities nationwide and places an order. When stationery supplies are depleted before or after the bulk order, contact NWCD's printing specialist for instructions. If placing an order, send a completed NA Form 14122 (Appendix C) to NWCD (including appropriation code and authorized signature). All electronic and/or paperwork requirements of NARA with regard to standard procurements must also be provided.

b. **Kraft and specialty envelopes** - Procure standard Kraft envelopes directly from the GSA Schedule. (See NARA 206, Ordering NARA Letterheads and Envelopes.) If you need Kraft or specialty envelopes that are not on the GSA Schedule, send a completed NA Form 14122 to NWCD (including appropriation code and authorized signature). All electronic and/or paperwork requirements of NARA with regard to standard procurements must also be provided.

c. **Forms** - See NARA 205, Forms Management, for step-by-step procedures to design and establish a new form as well as for requesting supplies of existing forms for distribution to the public. Note: Some existing NA forms are available as Word templates on NARANET and the forms web site on NARA@work, at http://www.nara-at-work.gov/staff_resources_and_services/forms/index.html.

213.15 Which NARA publication products are appropriate for NARA in-house printing procurement through NWCD?

Any print or non-print NARA publication (e.g., CD-ROM, microfilm or fiche, etc.) job likely to cost more than the current threshold for micropurchases is appropriate for NARA in-house

printing procurement, with the exception of publications produced by NF. In addition, NARA units may request NWCD services whenever professional in-house assistance is required.

213.16 What do I need to do before I submit my project to NWCD for printing?

- a. Plan ahead. Contact NWCD early in the development process. NWCD staff can help you plan your project so that it is completed on time, is cost effective, and meets your needs.
- b. Allow plenty of lead time so that all the separate functions of product development (editing, design, unit approvals, and contracting for and overseeing printing) can take place. If you need help devising a schedule, please contact NWCD before you begin.
- c. Ensure that all text is complete, finalized, and approved. Confirm NARA web site address references with the NCON Web Program staff to ensure they are accurate.
- d. Assemble final photographs, digitized images, and color transparencies. The originating unit is responsible for providing these. *Procedures for Providing Images to NWCD for Printing* are outlined in Appendix D.
- e. Make certain that funding has been allocated for your product.

213.17 What paperwork is necessary for NWCD to start work on a project?

- a. Complete NA Form 14122 for each project submitted. The form is on NARANET as a Word template and also on NWCD's web page on NARA@work, at http://www.nara-at-work.gov/nara_organizations/nw/nwc/productdevelopment.html. NWCD cannot begin work on your job until all required information is provided. NWCD returns incomplete forms to the product manager.
- b. Submit NA Form 14122 and the project to NWCD. For best results, product managers or their representatives (author or other) are encouraged to discuss the projects with NWCD staff before submission.

213.18 What materials must be provided with each request for services?

Submit all product materials to NWCD with NA Form 14122, including a hard copy of the final artwork and a disk. Do not send items piecemeal. For reprints, submit disks, negatives, or other previous printing materials with your request. For jobs that require other NWCD services in addition to printing, please see NARA 207, NARA Editing and Design Services.

213.19 How long does the printing process take, from submission of materials to NWCD to receipt of printed pieces?

Time needed for printing services varies depending on the size and complexity of the project, NWCD workload, and time spent by units reviewing proofs. Contact NWCD before submitting rush projects and be sure to specify if you have a preference between GPO and DAPS. NWCD will provide an estimated delivery date – but any changes on NARA's part at the proofing stage

increases the time given to the printer. For jobs going to GPO, please note that GPO applies a 7 percent “rush” surcharge to your cost (which already includes basic GPO service fees of \$7.50 plus 7 percent of the actual contractor production costs) if delivery is requested in less than 6 weeks.

213.20 Once the product materials have been submitted to NWCD, what can I do to keep my project on schedule?

To stay on schedule, you must obtain internal approvals in a timely manner once you receive work back from NWCD. A holdup at this point may affect your deadline and could have an impact on your costs. Once printing is under way, proofs normally are provided (these have very tight turnaround timeframes and are generated solely for printing staff to verify that the contractor is performing according to the specifications of the contract). This is not the time to request additional changes; to do so is extremely expensive.

213.21 Is the turnaround time different for printing with non-appropriated funds (i.e. National Archives Trust or Gift Fund)?

The process and turnaround time are roughly the same for printing jobs that fall below the threshold for micropurchases. For larger projects (i.e., large in volume or in difficulty) the turnaround time may be faster for printing with non-appropriated funds. NWCD reviews the request and begins the bidding process directly with the commercial printers. The job begins when the Trust Fund letter contract is in place. Brochures and booklets take less time than books. The binding process is lengthier.

213.22 What if I have repetitive printing throughout the year, such as a monthly newsletter?

For repetitive printing services (newsletters, calendars, periodicals, etc.) that occur during the year, each issue can be submitted as a separate job to DAPS or FedEx Kinko’s or NWCD can arrange with GPO for a “direct deal: term contract,” allowing the user to deal directly with the contractor. The advantages of this program include more rapid turnaround time (one-time GPO procurement process), lower cost, and direct access to the contractor to order each issue or printing. Newsletters and bulletins are ideal for this program. Each printing does not have to be identical and the number of pages, color of paper, and ink can vary. We may also order repetitive printing services directly from a printing vendor using a similar process for jobs supported by non-appropriated funds.

213.23 How can I get information about the status of a product in development?

For printing jobs that fall below the threshold for micropurchases, the information should be available directly from DAPS or FedEx Kinko’s. NWCD posts a regular “Publication Projects Report” on NARA@work, covering every NWCD project at every stage of development; it can be accessed via either the NARA Project Information page at http://www.nara-at-work.gov/project_information/index.html or NWCD’s organizational web page at http://www.nara-at-work.gov/nara_organizations/nw/nwc/productdevelopment.html . Currently it is updated on a monthly basis; if you are working on a tight timeframe, contact the appropriate NWCD staff member for the most up-to-date information.

213.24 What time should I expect to receive my printing job when I am given a firm due date?

If you have been given a specific due date, the contractor is obligated to deliver the job by 5 p.m. on that day. If the job is to be delivered to Archives I or Archives II, NARA's contract receiving staff has 24 hours to deliver it to your office. Since NWCD has direct contact with contractors on non-appropriated funds, a delivery time is easier to get. The receiving instructions remain the same.

213.25 What should I do when I receive the printed material?

GPO requests that all of their contractors put a blue label on one of the boxes of printed material. This is the quality control package and is not to be opened until your entire supply has been depleted (this box is normally smaller than the other boxes). When there is a problem with the quality of your printed material, GPO requests that the blue-labeled box be sent back to them. Orders that do not go through GPO will not have a blue-labeled quality control box, but in either case all printed materials should be checked carefully. Open all boxes and inspect all materials. Make sure that you received the right quantity and that the quality is what you expected. Contact NWCD with the date and quantity of materials. Report any problems to NWCD within five days of receipt.

213.26 What happens to my negatives?

a. If the printing job was designed in-house by NWCD designers or was for formal letterhead or envelopes, NWCD will maintain the negatives. The Information Technology Policy and Administrative Division (NHP) maintains the negatives for all NARA forms printing.

b. If you originated your own materials with the assistance of a contract designer or designed it yourself, you must make sure that the negatives are returned to you. If the negatives are not returned with the print job, contact NWCD's printing specialist within five days of receiving your printing. If you would like your negatives to be stored by NWCD, you must inform NWCD's printing specialist in writing or by e-mail when the job is submitted for printing.

213.27 How are records created by this directive maintained under the NARA Records Schedule?

a. Records relating to stationery (envelopes and letterhead) are maintained under file number 233.

b. Printing requirements are maintained under file number 23.4

c. Publication job materials:

1. A record copy of the published product is permanent (file no. 1005-1) and goes to RG 64, Records of the National Archives and Records Administration. Working files are covered by 1005-3 and -4.

2. Printers' galleys, graphics, working papers, copies of publications, and related records - File no. 1005-3. Place in inactive file after publication has been printed. Cut off inactive file annually. Destroy after two years.

3. Photographs, negatives, and prints used in publications are maintained under file number 1005-4. Destroy when superseded or obsolete. Original photography is maintained under file number 1027; please note that the retention period is determined by the purpose of the photograph.

Appendix A - GPO Form 3001, Participation Request

Please see attached PDF file for GPO form and instructions.

Appendix B - NARA-DAPS Interagency Agreement

*Please see attached PDF file for Memorandum of Agreement Between
The Defense Logistics Agency
Document Automation & Production Service
and
National Archives and Records Administration*

Appendix C - Request for Product Development Services from NWCD

DATE		ORIGINATING OFFICE	
CONTACT (Author/Compiler)		Telephone FAX	
AUTHORIZING OFFICIAL/PRODUCT MANAGER		Telephone FAX	
AUTHORIZED SIGNATURE			
APPROPRIATION CODE			
PRODUCT TITLE AND PUBLICATION NUMBER			
SERVICES REQUESTED: <input type="checkbox"/> EDITING <input type="checkbox"/> DESIGN <input type="checkbox"/> PRINTING			
PRINTER PREFERENCE : <input type="checkbox"/> GPO <input type="checkbox"/> DAPS <input type="checkbox"/> TF CONTRACT			
DATE PRINTED PIECES ARE NEEDED (ADDITIONAL COST)		RUSH : <input type="checkbox"/> NO <input type="checkbox"/> YES	
QUANTITY TO BE PRINTED		NTE \$ AMOUNT	
NO. OF PAGES		WILL THIS PRODUCT BE A SELF-MAILER? <input type="checkbox"/> No <input type="checkbox"/> YES	
DISTRIBUTION: LIST WHERE PRINTED PIECES SHOULD BE DELIVERED. NAME EACH OFFICE REQUESTING BULK QUANTITIES AND QUANTITY TO BE SENT. ATTACH A SEPARATE SHEET OF INSTRUCTIONS FOR ADDITIONAL MAILINGS.			
SPECIAL INSTRUCTIONS:			
THIS SECTION TO BE COMPLETED BY NWCD			
PAPER STOCK: COVER TEXT		INK: COVER TEXT	
FINISHED PRINTED SIZE		NUMBER OF FOLDS:	
IS THIS A SELF-COVER? <input type="checkbox"/> NO <input type="checkbox"/> YES		DO ALL 4 COVERS PRINT?	
BLEEDS	TRAPS	SCREENS	NO. OF PHOTOS/ILLUSTRATIONS
BINDING: <input type="checkbox"/> SADDLE-STITCHED <input type="checkbox"/> PERFECT-BOUND <input type="checkbox"/> FOLDED			
PACKAGING : <input type="checkbox"/> SHRINK-WRAPPED <input type="checkbox"/> KRAFT-WRAPPED <input type="checkbox"/> BAND IN SETS <input type="checkbox"/> PACK IN CARTONS			
ARTWORK SUPPLIED BY REQUESTOR: <input type="checkbox"/> NEGATIVES <input type="checkbox"/> CAMERA-READY ART <input type="checkbox"/> DISK: <input type="checkbox"/> PC <input type="checkbox"/> MAC			
NEED PROOFS BEFORE FINAL PRINTING? <input type="checkbox"/> BLUELINE <input type="checkbox"/> COLOR PROOF <input type="checkbox"/> PRESS INSPECTION			
MAILING INDICIA: <input type="checkbox"/> NO <input type="checkbox"/> YES		MAILING LABELS ENCLOSED WITH ORDER? <input type="checkbox"/> <input type="checkbox"/> YES	
WILL PRINTER DISTRIBUTE COPIES OF THIS MAILER? <input type="checkbox"/> NO <input type="checkbox"/> YES IF YES, HOW MANY?			

Appendix D - Procedures for Providing Images for Printing

The standards listed in this Appendix produce the best results upon publication. It may be possible for printer to use materials that don't meet these standards, but this will produce lesser results.

Photographs, digitized images, and transparencies are all acceptable as long as they meet the following requirements:

1. Digitized images on CD-ROM or 100-megabyte zip disk are acceptable; contact the printer or an NWCD designer to establish size and resolution before submission. Any electronic art submitted must be scanned and saved at high resolution (preferably 400dpi). Please save image in original format (i.e. black-and-white or color).
2. Photographs submitted for publications must be reproduction-quality, full size (or at least 3x5 inches), black-and-white glossy prints.
3. Black and white or color transparencies should be 4x5 inches; if submitting such transparencies, also include an 8x10 inch black-and-white glossy print of each image if possible.