

PART 2027 - REPRODUCTION

Subpart B - Printing For Field Offices

§ 2027.51 Scope.

This subpart provides policy guidance for acquiring printing services for field offices.

§ 2027.52 [Reserved]

§ 2027.53 Authority.

The State Director is authorized to order printed materials (except state mortgage and deeds of trust) that are necessary for Rural Development programs.

§ 2027.54 Policy.

The Government Printing and Binding Regulations (published by the Joint Committee on Printing, Congress of the United States), RD Instruction 2006-A, and this subpart are used to describe the policies and procedures for the printing of materials necessary to conduct the Rural Development programs.

§ 2027.55 Definitions.

(a) Copying. Refers to the duplication or reproduction of an original work, or a facsimile of an original work, with the aid of a machine or device. Number of copies made generally provides the criteria for determining whether the reproduction process is to be considered printing. For instance, copying machines capable of reproducing more than 5,000 production units of any one page and 25,000 production units in the aggregate of multiple pages are classified as printing equipment.

(b) Printing. The term "printing" is based on the Joint Committee on Printing regulations and shall be construed to include and apply to the processes of composition, platemaking, presswork, binding, and microform, or the end items produced by such processes and equipment.

(c) Microform. A miniaturized image format for mass or general distribution used as a substitute for conventionally printed material,

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Administrative Services  
Reproduction

except microfilming of administrative records, accounting reports, and similar items. Microform duplicating is the production of up to 250 duplicates, or units from original microform; more than 250 duplicities constitutes printing and must be contracted through the Government Printing Office. One microform production unit is one roll of microfilm 100 feet in length or one microfiche.

(d) Production Unit. A single sheet, from 8-1/2 x 5-1/2 inches up to 8-1/2 x 11 inches, printed on one side only in one color of ink. A sheet within these dimensions printed on both sides or on one side in two colors of ink is two production units. Total number of production units is the product of the number of copies and the number of sheets within the dimensions which are printed in one or two colors. A page no larger than 8-1/2 x 5-1/2 inches is considered one-half of a production unit; an 8-1/2 x 3-2/3-inch page, one-third of a production unit; and an 8-1/2 x 2-3/4-inch page, one-fourth of a production unit.

§ 2027.56 Obtaining Printing and Related Services.

(a) The requesting office (requisitioner) must complete the Standard Form 1, Printing and Binding Requisition (SF 1) that include a requisition number for any printing or related services being requested.

(b) The SF 1, is the basic form used to request printing and related services from the U.S. Government Printing Office (GPO).

(c) All printing and related services must be obtained from the GPO, unless GPO has authorized a waiver. Refer to the GPO guidance outlined in section §2027.59 of this subpart and the GPO Agency Procedural Handbook.

(d) If GPO authorizes a waiver, the procurement office may obtain the printing services from a commercial source. The procurement office must use the appropriate solicitation/contract forms (SF 18, AD 838, etc.) to obtain the services from the commercial source.

(e) Form AD 838, Purchase Order form must include along with the other appropriate information the information below:

(1) Contain the imprinted information: "AGRICULTURE", name and location of the vendor's plant/facility, and the printed date of the material must be reflected on all printed copies.

Example: Agriculture - Studds Printing Co  
San Juan, Puerto Rico; June 7, 2001

(2) State that the GPO plant plate number should not be printed on the sample copy.

§ 2027.56(e) (Con.)

- (3) Request that all material furnished, camera copy, negatives, etc. be returned to the procurement office.
- (4) List the mailing address of the office that will process the invoice in Block #11.
- (5) List the Fiscal Year Program Code (Accounting Classification) number in Block #29.
- (6) List the requisition number identified on the SF 1.

§ 2027.57 Other Printing Services.

- (a) The State Offices may obtain other printing related services with other USDA agencies or the General Services Administration. There are some printing and engraving that is considered to be personal rather than official and appropriated funds may not be used to purchase the items. The State Office should refer to the appropriate federal, departmental or agency regulatory policies and procedures related to the services.
- (b) The reproduction of National Office forms is not allowed unless approved by the National Office, Support Services Division.

§ 2027.58 GPO Direct Deal Term Contract.

- (a) The procurement office may obtain a GPO Direct Deal Term contract that provides the printing services directly between the ordering office and the commercial vendor. Offices in remote locations that require printing in short timeframes and on a recurring basis should use the GPO Direct Deal Term contracts.
- (b) The procurement office, before entering into a GPO Direct Deal Term contract must ensure that the requisitioner's requisition request includes a justification statement of why the services are needed, detailed description, quantity and estimated cost of the printing services and provide this information to the National Office, Support Services Division.
- (c) The field office may not distribute the printed material nationally.

§ 2027.59 The Joint Committee on Printing (JCP).

(a) The JCP requires that all Federal printing including composition and microfilming, must be procured through the GPO. Printing is not to be procured through commercial sources without a waiver from the GPO. All printing must be submitted to GPO for a determination as to whether they can print the job in the timeframe needed. If the GPO cannot provide the service, the cost does not exceed \$1,000, and the GPO has authorized a waiver, the procurement office may obtain the services from a commercial source. The GPO Regional Printing Procurement Office providing the waiver will assign a number that is to be cited when reporting the procurement of printing from a commercial source. Printing requirements that exceed \$1,000 must be procured through a GPO Regional Office. Any printing procured from a commercial source without a waiver from GPO is a violation of Public Law 102-392.

(b) The above restrictions do not apply to duplicating or copying work unless the requirements exceed 5,000 units of one page or multiple pages to an aggregate total of 25,000 pages.

§ 2027.60 Reports.

All State Offices and the Finance Office shall submit two completed copies of the following printing report to SSD. Negative reports are not required. These reports do not apply to duplicating or copying.

(a) JCP Form No. 2, "Commercial Printing Report". This is a semiannual report covering all transactions concerning composition, printing, binding, and blank-book work which are procured directly from commercial sources and shall be reported to SSD not later than 30 days after the close of the October through March and April through September reporting periods. A report containing a procurement of printing costing more than \$1,000 must include a date and waiver number from GPO in the appropriate column, or use an asterisk in the waiver column and an appropriate footnote.

(b) Form AD-575, "Annual Report of Printing Procured Through GPO Regional Offices". This is an annual report that covers all printing procured from GPO Regional Offices. Include all work requested on SF-1, and on Form GPO 2511, "Print Order". Send the AD-575 to SSD not later than October 30 each year.

§ 2027.61 [Reserved]

§ 2027.62 Procurement Office, Puerto Rico.

(a) Puerto Rico, is authorized to order materials printed in Spanish that are necessary for Rural Development programs.

(b) Puerto Rico is not authorized to order field printing costing over \$5,000 in a fiscal year without approval by the National Office, Support Services Division. Obtain field printing from commercial printers according to established Rural Development contracting procedures and authorities as outlined in § 2027.59 of this subpart.

(c) The State Director must submit to SSD a quarterly field printing procurement report showing the total cost of all jobs. The blue copies of Form AD-838 must be attached. The JCP Form No. 2 may be used for this report.

§ 2027.63 [Reserved]

§ 2027.64 Samples.

Samples of field printing jobs will be sent to SSD when requested.

§§ 2027.65 - 2027.100 [Reserved]

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