
CHAPTER 4. PROCURED PRINTED PRODUCTS AT HEADQUARTERS

- 4-1 General. All printing and related services required by Headquarters shall be performed or procured by the Printing Branch.
- 4-2 Requisitioning. All requests for printing and related services shall be made on form HUD-20, "Printing Requisition" (see Appendix 1), or equivalent medium as directed or approved by the Chief, Printing Branch.
- 4-3 Requesting Official. Officials designated to initiate printing requisitions shall be responsible for:
- A. Assuring the necessity and legality of the request, including obtaining written permission to reproduce copyrighted material, when applicable;
 - B. Assuring that content of printed matter is HUD policy;
 - C. Assuring availability of funds for payment of procured material (unless obligated and controlled by authorizing officials);
 - D. The quality and useability of material furnished for reproduction; and
 - E. Submission of a form GPO 3868, "Notification of Intent to Publish" (see Appendix 2), on all jobs that go out to the general public.
- 4-4 Authorizing Official. Officials delegated to serve as authorizing officials shall be responsible for:
- A. Reviewing all printing and related requests originating within their organizational components to assure adequacy of reproduction specifications and distribution instructions;
 - B. Assuring that funds are available to pay for requested services (unless obligation responsibility lies with requesting officials);
 - C. Obtaining all clearances through other applicable organizational components; and, as needed, consultation planning with the staff of the Printing Branch.

4-5 Consultation. Program officials and their staff should consult with the Printing Branch technical staff while at the planning stage, particularly when the job is complex and costly. Printing Branch advice and assistance on matters regarding printing, photocopying, mailing lists, distribution, and cost estimates at the inception of a printing project ensure that projects will be done accurately and timely and will often result in better quality at lower cost. To contact the Printing Branch, call the number listed for "Printing" in the "Directory of Services" of the current HUD Telephone Directory.

4-6 Scheduling. Every order placed will require a reasonable time schedule to enable the Printing Branch and the printer to plan and produce the product in a cost-efficient and quality-like manner. The amount of time required varies with the complexity and quantity of the product ordered, the procurement resources available, and the kind of distribution required (i.e., single or nationwide destinations).

The following schedules are the minimum time frames required. Schedules requiring time frames less than those listed below will increase printing costs (See 4-7. Deadlines and Surcharges below) and must be approved by the Chief of the Printing Branch before a job is forwarded.

Product	Number of Workdays*
Simple xerographic reproduction	2 - 8
Single sheet forms, letterhead	7 - 15
Multiple part forms	15 - 20
Directives 1 - 16 pages	6 - 12
Directives over 16 pages	10 - 15
Glossy cover, single color pamphlets	15 - 20
High quality multiple color pamphlets	20 - 30
and specialty items such as die cutting, easels, kit assembly, silk screen printing, etc.	

*The number of workdays does not include additional time required to mail documents.

4-7 Deadlines and Surcharges. Frequently, when deadlines must be met for high-priority, last minute orders, a surcharge will be necessary in order to complete the work in the allotted time. The surcharges are required to provide for overtime pay, additional manpower, and/or the higher bids

received from commercial printers for quick turnaround orders. Most surcharges can be avoided if ordering offices consult with the Printing Branch during the development stage of their products and meet the schedule guidelines provided.

4-8 Funding Responsibility. With the exception of the in-house services provided by the Printing Branch, which are funded by the Office of Administrative and Management Services, each Headquarters office is responsible for funding the printing, photocopying, distribution and related services it requires. The determination as to whether to perform work in-house or through the Government Printing Office will be made by the Chief of the Printing Branch based on Joint Committee on Printing regulations, scheduling, and other production/workload considerations. Each request for printing and related services, if done other than in-house, must be funded from the operating budget of the requesting office. A copy of the HUD-20 requisition containing the estimated printing cost will be returned to the ordering office.

4-9 Reducing Costs. Employees can help reduce costs by:

- A. Requesting only those products and services that are absolutely essential to the operation of their offices or programs;
- B. Working with the Printing Branch in the development of the most cost-efficient product format and distribution that will be satisfactory for the intended end use, and;
- C. Planning their requirements far enough in advance to allow for cost-effective scheduling, production, and distribution.

4-10 Procurement Sources. The following sources are used to procure printing and related services that cannot be produced in-house.

- A. U.S. Government Printing Office (GPO) and its Regional Procurement Offices.
- B. Commercial printers through HUD/GPO negotiated contracts.
- C. Commercial printers through GPO formal and telephone bid processes.

The Printing Branch shall decide which source it will use to procure the requested product. The decision will be based on the type of product, paper requested, delivery date, number of pages, number of copies, level of quality required, and the estimated cost.
