

## **Part II Chapter 15 Procurement of Printing**

- A. General.** Agencies are to request print services only for those documents necessary for the efficient operation of the agency.
- B. Requirements.** All contracts for printing must meet the conditions set forth in *Part I Chapter 24* of the *Procurement Handbook* before being entered into. Use of the solicitation and contract terms and conditions established for printing services by DGS and contained in the DocBuilder program will satisfy these requirements.
- C. Procedures.**
1. Agencies must submit all requests for print services with complete and accurate specifications to the DGS Bureau of Publications in accordance with the procedures set forth in [Management Directive 220.9](#).
  2. The DGS Bureau of Publications will approve or disapprove the request and if approved make a determination to either produce the publication at its in-plant operations or procure print services through commercial suppliers.
  3. In the event Management Directive 220.9 is inapplicable or not in force, printing must be procured through the same procedures as the procurement of materials.
    - See [Management Directive 220-9](#) for Procedures.

---

**References:**

1. [Management Directive 220-9](#)