



United States Department of the Interior



FISH AND WILDLIFE SERVICE

External Affairs
Division of Program and Partnership Support
Branch of Printing and Publishing
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AEA/PA/DPPS/BPP

March 30, 2011

Memorandum

To: Contracting Officers and Publication Coordinators

From: Mark Newcastle *Mark Newcastle*
Chief, Branch of Printing and Publishing
Division of Program and Partnership Support, External Affairs

Subject: Change in Mandatory Source from SKILLCRAFT (Seattle Lighthouse for the Blind to Envision (National Industries for the Blind) for the Production and Purchase of Business Cards

History

On August 11, 1997, the Department of Justice issued an opinion that use of government equipment, supplies and or the use of general appropriated funds could be used for production of business cards to be used as tools for marketing and outreach to enhance the mission of the agency.

As of April 13, 1998 the Department of the Interior, Office of the Secretary, issued a memo concurring with this opinion. The Department has delegated the authority to the Director level. As the Director's designate for printing and publishing I concur with this policy.

All business cards produced or procured (only Service employees who provide or are involved in outreach activities may have cards) will meet the Service's Graphic Standards. Employees wanting business cards must have authorization from their supervisor. These procurements must be purchased through the sole source General Services Administration (GSA) vendor contract with Envision, National Industries for the Blind. Envision has created approved templates that meet the Service's Graphic Standards. No procurement may be made outside of this source with Federal funds. Envision has provided an order form which includes the layout of the cards to be produced along with a price list. Ordering is online at: <http://shop.envisionbusinesscards.com/>

If you have any questions, contact me at 703/358-2196.

Supersedes April 20, 1998 Memorandum