

**Free Seminar** for federal agencies

## **GPO on the Road**

# How to do Business with the U.S. Government Printing Office (GPO)

**Spend your day with us.** This seminar is built on the foundation of helping educate customers like you on how to make GPO work for you.

GPO provides you access to expertise in printing and publishing, Web, design, security credentials, training and many specialized services. Our programs continue to stay on the cutting-edge of innovative technologies and are the tools of the future that will enable Government communication to become more effective and efficient. **Learn how we can help you!**



U.S. GOVERNMENT PRINTING OFFICE  
Keeping America Informed | [www.gpo.gov](http://www.gpo.gov)

## GPO on the Road

### How to do Business with the U.S. Government Printing Office (GPO)

**GPO's Omaha seminar** is built on the foundation of helping educate customers, like you, on how to make GPO work for **you!**

Learn about every step of the GPO process, from our various procurement tools to our entire product/service line as well as "going green". We'll discuss quality control, billing and how your publication reaches the general public. Through this seminar, we will cover every aspect of how we do business with your agency, as well as vendors nationwide. Come and meet the GPO Team and take advantage of this great opportunity to network and share experiences with other agencies.

*All participants who RSVP by July 7<sup>th</sup> will receive a certificate of attendance.*

**When:** Wednesday, July 14, 2010  
8:15 am to 3:30 pm

**Where:** National Park Service Conference Room  
601 Riverfront Drive  
Omaha, NE 68102                      Light refreshments will be served.

**RSVP no later than Wednesday, July 7<sup>th</sup> to: [gpoontheroad@gpo.gov](mailto:gpoontheroad@gpo.gov)**

If you have any questions, contact Donna Cyrwus, National Account Manager, at 312.353.3916, ext 14 (office) 312.519.5381 (cell) or [dcyrwus@gpo.gov](mailto:dcyrwus@gpo.gov).

**Hotel accommodations, restaurants, map and directions for the area:**

<http://www.mapquest.com/maps?city=Omaha&state=NE&address=601+Riverfront+Dr&zipcode=68102-4226&country=US&latitude=41.26457&longitude=-95.92587&geocode=ADDRESS>

**Parking:** Free parking available on site.

**Security:** You must have picture ID to gain entrance into the building.

For further information about this seminar and a complete list of GPO products and services visit our website at [www.gpo.gov](http://www.gpo.gov). Can't make this seminar? Join us at another one at <http://www.gpo.gov/customers/roadshows/>.

#### **AGENDA for the event /Further topic discussions**

**8:15 am            Sign in**

**8:30 am            Welcome to GPO and Introductions** by Clint Mixon and Donna Cyrwus, GPO  
Meet the GPO Team and learn more about our history, from our beginnings in 1861 to the present, where GPO triumphs as the largest print buyer in the nation.

**9:00 am            GPO Product Lines** by Donna Cyrwus  
Learn more about our five major procurement operations and how your agency can use each procurement tool for the most cost effective savings and time management. Get in-depth knowledge of GPO Small Purchases, Term Contracts, One-Time Bids, and the Simplified Purchase Agreement (SPA). We will talk about our On-Line Paper Store, GPO web management, Creative

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Services/Design and GPO's Training Institute. See how your agency can go green by partnering with GPO.

**9:45 am**      **Break**

**10:00 am**      **GPOExpress** by Kris Jackson, FedEx Office

Get an in depth look at GPO's newest and fastest growing program. GPOE is a nationwide convenience contract with FedEx Office Print Centers to take care of quick print needs. Place orders via email, phone, online, or walk-in. Get access to high-quality digital printing and finishing services, including access to a customized catalog of frequently printed documents at highly discounted prices.

**11:00 am**      **How to Place Work with GPO and GPO Forms 101** by Donna Cyrwus

We'll review the basic GPO forms as well as recently released revised GPO forms. We'll cover GPO's Quality Assurance Program, quality levels, paper specs, PMS colors and more. This is perfect for agencies looking to streamline their workflow or for those not familiar with GPO. See job samples and hear from current customers using GPO.

**12:00 noon**      **Lunch on your own.**

**1:00 pm**      **GPO's Award Winning Video and Presidential Portrait Drawing**

Watch the production process for the first presidential portrait "born" digital. Be one of the lucky winners to go home with the memorable keepsake.

**1:30 pm**      **Fundamentals of GPO BILLING** by Donna Cyrwus

Learn how the billing process works and how you can take advantage of cost savings and online billing. We'll be discussing the main GPO billing processes and your options. If you are responsible for budget or accounting at your agency, don't miss this session.

**2:30 pm**      **BREAK**

**2:45 pm**      **Certified SPA Training (approx. 1 hr)** by Clint Mixon (**special registration required**)

Take our **Simplified Purchase Agreement** class and **become SPA certified**. This contracting certification will allow you to choose your own sources and partner with pre-certified local or national vendors for best value contracting up to a \$10,000 limit.

***Agency participants on the SPA must have contracting authority, be trained by GPO, and complete the necessary forms before they are authorized to place work on the program. A certificate will be issued once all requirements are met.***

If you do not have contracting authority you may still take the class to become familiar with the process but you cannot sign work orders. This is also a great opportunity to take a "refresher course" if you're already on the program.