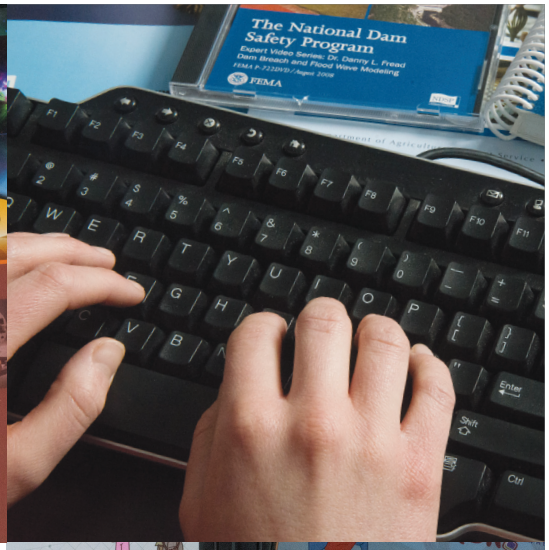

Put GPO's expertise and buying power to work for you for state of the art publishing and money saving solutions.

With our technical expertise and flexible procurement processes, you can cost effectively obtain a wide range of products and services to meet your agency's mission.

GPO's **procurement services** offers a wide range of items:

traditional print	books | pamphlets | single-sheet and multi-part forms | folders | posters | business cards | magazines | labels | letterhead | envelopes | litigation copying and more
specialty products	secure credentials | RFID cards | CD/DVD replication | packaging | library binding of documents to name a few
promotional items	mugs | t-shirts | magnets | pens | pencils | mouse pads and more
digital services	scanning and archiving of documents | direct mail services | Web site design and development | Web hosting | eBooks | 508 compliance

Procurement Process

A team of Printing Specialists are dedicated to support your needs throughout the entire contracting process.

- Consultation will be provided while writing concise procurement specifications to reflect the product requirements.
- Solicitations are advertised on-line to obtain optimal competitive pricing.
- Careful review from a vast database of historical data of vendor performance for compliance and quality takes place prior to contract award.
- Contract administration and monitoring for the project life cycle including:
  - — review of proofs, press sheets, and on-site monitoring
  - — negotiating and issuance of contract modifications when required
  - — adherence to deadlines
- Full support from GPO's legal team.

GPO Value

Expertise Our dedicated teams have the technical and procurement expertise to get you the best value for your dollar and make things simple for you.

Training Free consultative support for new projects prior to procurement process. Free training provided to new Federal employees placing orders.

Competition GPO has a database of thousands of vendors, ensuring competitive prices.

Maximize Savings Agencies benefit from GPO's high volume purchasing power.

Billing Upon delivery of order, GPO satisfies the contactor's invoice and, in turn, bills the customer agency.

Procurement Vehicles

GPOExpress℠ Federal agencies can have direct access to services at FedEx Office℠ locations worldwide by using a GPOExpress℠ Card. Agencies receive significant discounts and benefits on their printing and finishing needs at any store location at any time.

One Time Bids Large or complex projects procured using a formal bidding process.

Simplified Purchase Agreement (SPA) SPAs put the control in the hands of the customers. This is a streamlined vehicle for agencies to acquire printing, related publishing and digital services valued up to $10,000 from qualified commercial vendors.

Small Purchases Projects under $100,000, procured using a quicker contracting method than a One Time Bid.

Term Contracts Contracts that support repetitive orders for a similar product or service over a period of time (1-5 years). Each contract allows for simple, convenient ordering directly from the customer agency to the contractor. Estimates for individual orders are easily produced from a contract schedule of prices that are fixed for the contract period.

Single Award – when one vendor can satisfy our customer requirements

Multiple Award – when multiple vendors would be better positioned to meet our customer's requirements

GPO Onsite and Consulting Services This umbrella agreement gives pre-qualified GPO contractors the opportunity to provide Onsite Document Solutions which offers consulting for comprehensive strategies to transform and streamline document operations to all Federal Government agencies. Production support is an innovative source that delivers effective equipment and personnel solutions for your in-house copy center operations.

GPO Online Paper Store All Federal Government organizations can now order environmentally friendly, xerographic copier paper throughout the continental U.S. using a Web-based online system.

For more information on GPO services or to discuss your next project, contact your GPO National Account Manager at **nam@gpo.gov** or **202.512.1904** or visit: **http://www.gpo.gov/customers/print.htm**.