

CIRCULAR LETTER NO. 1047

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: COVID-19 Update – GPO’s Print Procurement Remains Operational

GPO Customer Services would like to notify you that our procurement teams and support services will remain operational during the current pandemic. However, as COVID-19 continues to spread, and as public health leaders continue to provide more definitive guidance, GPO is taking steps to protect our customers and employees. To ensure the safety of everyone please note the following:

- Essential GPO staff will be teleworking as needed to support our customers.
- We do not anticipate any disruption to business and GPO’s core procurement services and support.
- Customers are encouraged to submit all SF-1s and other order information electronically.
- If you have any physical content or hard copy that you need to submit to GPO, please note this in your email submission to GPO and on your SF-1. Your GPO team will contact you and collaborate on the most expedited method of receipt.
- We would like to remind our customers that the Quality Assurance Through Attributes Program (QATAP), which applies to GPO procurement contracts, will continue to ensure the final product meets designated quality requirements. As an alternative to requesting a press sheet inspection (PSI), consider having GPO assist with finalizing your critical requirements when a face-to-face meeting is not possible. This may involve overnight service of press sheets to you and/or a GPO review of press sheets. Please contact QCAPP@gpo.gov if you have questions regarding this service.
- If you have essential requirements that may require us to obtain and review the contractor’s pandemic plan to assist in making back up plans please tell your GPO contract administrator
- If you have an alternative contact during this pandemic, please let your GPO team know.

If you have any questions, please contact your GPO team. At this time, the best method of communicating with the team is via the office e-mail address which can be found at <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team>. We will continue to share new information as it becomes available as we strive to continue to support your publishing and contracted requirements.

Sincerely,

SANDRA MacAFEE
Managing Director, Customer Services