

Circular Letter No. 1161**June 23, 2025****To:**
Publishing and Printing Officials of the
Federal Government**Subject:**
Consolidate multiple Simplified
Purchase Agreements (SPA) into a
single 1234-M SPA.

The U.S. Government Publishing Office (GPO) has created the 1234-M Simplified Purchase Agreement (SPA) program. Effective October 1, 2025, all various regional teams and GPO central SPA programs will be merged into a single SPA program, eliminating the need for multiple SPA programs.

GPO will be implementing the new 1234-M SPA program with minimal disruption in mind. However, please note some items below may require action from you to ensure your continued participation in the SPA program.

- The current Memorandum of Agreement that was agreed upon and signed by your agency representative will remain in effect.
- The SPA website spa.gpo.gov will be retired on 9/30/2025 and will be replaced by GPO Publish (<https://publish.gpo.gov>).
 - If you are a U.S. Government employee or an authorized government contractor (employed by the U.S. Government on behalf of your agency), have been trained and certified as a SPA user, and will be submitting work orders, you will need to register at <https://publish.gpo.gov/register> before October 1, 2025, if you are not already registered to use GPO Publish.
 - GPO Publish will allow you to search for vendors that have been approved for the 1234-M SPA program. Awards can only be made to the vendors listed in GPO Publish on the Vendor Info tab for the 1234-M SPA program.



- Awarded 4044 Work Orders must be sent to **spa@gpo.gov** at the time of award. This e-mail can be copied in conjunction with the e-mail sending the work order to the awarded vendor.
- All FY'26 Open Requisitions for SPA 1234-M participation are to be sent to **spa@gpo.gov** prior to October 1, 2025.
 - Please include names and email addresses for all people that will be placing work orders against that open requisition under ADDITIONAL INFORMATION at the bottom of the SF1. Jacket numbers will be assigned and returned to all individuals copied on the submission email.
 - For agencies that have utilized multiple SPA programs during one fiscal year in the past, only one Open Requisition (FY'26 SF1 Form) will be required to participate on the 1234-M SPA program for each BAC. Multiple Open Requisitions are allowed when an agency has additional requirements, such as financial obligations.
- Work order number blocks provided on previous SPA programs will not be carried over to the 1234-M. A new block of work order numbers will be provided for each agency to use on the 1234-M. Note: Work Order numbers will be assigned to individual Billing Address Codes.
- This consolidation of individual SPA Programs into one SPA program will require all current SPA vendors to register with GPO Publish. Please be aware that during the initial crossover, your preferred vendor may not have completed the registration process. Please contact the 1234-M contract administrators for assistance in getting your preferred vendor(s) registered. Work Orders should not be awarded to contractors who do not have a 1234-M SPA program Purchase Order and are not listed in GPO Publish for the 1234-M program. All purchase orders on previous SPA programs will be inactive after 9/30/2025.
- For questions or any other correspondence, please contact the 1234-M SPA administrators at **spa@gpo.gov**.

Sincerely,



JAMIE FOWLER
Managing Director,
Government Publishing & Print Procurement