

Doing Business with GPO

Publishing Information for Vendors

GPO's Mission

GPO's mission is to publish trusted information for the Federal Government to the American people.

GPO's Vision

GPO's vision is *America Informed.*

Dear Prospective Bidder:

Thank you for your interest in doing business with GPO. For more than 160 years we have supplied printing, binding, and related services to Congress and agencies of the Federal Government.

The majority of the Federal Government's publishing needs requisitioned through GPO are contracted out to the private sector using Customer Service's partnerships with commercial printers and the information industry. This business model enables the Federal Government to take full advantage of the vast resources, expertise, and specialization within the private sector, and ensures open market competition for publishing contracts among thousands of businesses, large and small.

GPO is committed to providing all qualified potential contractors with an equal opportunity to take part in its competitive bidding process. This publication was developed to explain GPO's printing procurement program and to provide you with the information you need to get started as a GPO contractor.

We appreciate your interest and look forward to working with you in the future.

Sincerely,



HUGH NATHANIAL HALPERN
Agency Director

Procurement Products and Services

GPO procures a wide range of printing and publishing products and services from traditional print, to specialty products, promotional items, and digital services (see below for some examples). GPO welcomes any company, large or small, with the capability to produce such items to register with us in order to get started.

Products

- Banners
- Books
- Business Cards and Stationery
- Braille
- CDs and DVDs
- Congressional Publications
- Direct Mail
- eBooks and eMagazines
- Envelopes
- File Folders
- Forms
- Kit Packages
- Labels
- Maps & Drawings
- Pamphlets and Brochures
- Posters
- Promotional Merchandise (bags, coffee mugs, pens, pencils, t-shirts, etc.)
- Signage
- Vehicle Wraps

Services

- Binding
- Book and eBook Design
- Consulting and Facility Management Services
- Design Services
- Distribution Services
- Digital Printing
- Disaster Recovery
- eBook and eMagazine Conversion and Dissemination
- Editorial Design
- Environmental Graphic Design
- File Conversion
- Illustration
- Indexing Services
- Magazine/Periodical Design
- Multimedia Design
- Order Fulfillment
- Print-on-Demand
- Security Printing/PII
- Scanning
- Subscription Services
- Variable Data Printing
- Warehousing
- 508 Compliance

Procurement Process

Per Federal regulations, GPO's printing procurements use competition to the maximum extent practicable, and almost all procurements are publicized on the GPO.gov website. Any vendor who is interested in GPO's procurement activities may submit a quote/bid on all posted procurements. It is one of the Government's most successful procurement programs, ensuring the most cost-effective use of the taxpayer's printing dollars.

First, GPO prepares a written description (specification) of the work or services to be performed. Specifications include information about the job such as:

- Nature of work to be completed
- Sizes to be produced
- Color standards
- Quantities
- Packaging and marking information
- Delivery schedules
- Any additional materials or services necessary to completely fulfill the requirements

GPO will then advertise online for its requirements, inviting any qualified firm to submit a bid/quote.

On average, over 150 print-related projects are procured each day to private-sector vendors. GPO competitively buys products and services to thousands of private-sector companies in all 50 states and territories.

Becoming a GPO Contractor

Registration

Firms interested in supplying any product or service to GPO must register their business online at GPO's Contractor Connection website. The site provides prospective contractors access to all of the required fields to successfully register their firm with GPO.

Steps

1. Obtain a Unique Entity Identifier – Sam.gov
2. Obtain a Data Universal Number – dnb.com
3. Register on Contractor Connection – ContractorConnection.gpo.gov
4. Complete and Submit Required Forms
 - a. Request for Taxpayer Identification Number and Certification – [IRS Form W-9](#)
 - b. Payment Information Form for Direct Deposit – [SF 3881](#)

Return all forms signed and completed to GPO via email, bidsection@gpo.gov, or fax, 202.512.1782.

Once the registration process has been completed, you will be issued a Contractor Code (GPO I.D. Number). You will then be invited to bid on GPO solicitations based on GPO's evaluation of the information provided by you.

Available Printing Procurement Methods

GPO has a wide range of set **procurement options** available. Information below contains an overview of a few of the different contracting methods and a short synopsis on each. Please review the following procurement methods to learn more about the business opportunities available with the GPO.

For additional information on any of the contracting options, please contact a print procurement **customer service team** located on the website.

One Time Bids

Large or complex projects procured using formal bidding process anticipated to be over \$100,000.

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 supporting 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 vendors 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 delivering effective equipment and personnel solutions for in-house copy center operations.

Bid Submissions & Contract Awards

Submitting Bids/Quotes

GPO has two primary methods of soliciting bids for all Regional and DC Teams procurements. One method is through solicitations sent directly to qualified vendors on a rotational basis. These solicitations give you, the vendor, a chance to submit a bid/quote on the specification. These solicitations are also available to all vendors in the following method.

The second method is through posting online in two places. GPO's **Quick Quote** website will show Small Purchase contract opportunities. To submit a quote, you must be a registered vendor on **Contractor Connection**. GPO requires all small purchase quotes be submitted through Contractor Connection using Quick Quote unless otherwise directed. The sealed-bid solicitations for One-Time and Term Contracts are advertised on gpo.gov under **Contract Opportunities** and are also posted on sam.gov.

Reference Material

Prospective bidders have access to an online copy of GPO Contract Terms, **GPO Publication 310.2**. This document is included by reference in all GPO contracts. It should be read very carefully and retained for future reference.

Additional pertinent GPO Publications may be found online:

- **GPO Publication 310.1**, *Quality Assurance Through Attributes Program for Printing and Binding*
- **GPO Publication 310.3**, *Quality Assurance Through Attributes Program for Microforms*
- **Government Paper Specification Standards September 2019, No. 13**

Awarding Jobs

Sealed-bid awards are typically made to responsive, responsible contractors on the basis of lowest cost to the Government after considering the contractor's past performance (both on-time delivery and product quality) and financial health. Awards under competitively negotiated procurements are based on best value, price and other factors specifically stated in the solicitation. In all contracts, GPO expects the contractor to conform to the contract terms and conditions. Contractors have the opportunity to submit a written request to withdraw their bids or offers at any time before the time established for the opening of the bids or receipt of offers.

Quality Level Sample Submission Procedures

Quality Rating Determination

Vendors are assigned a Quality Level (QL) based on the company's ability to consistently produce orders at the required quality level without undue assistance on the part of the Government. There are five different Quality Levels from Best Quality (Level I) through Functional Quality (Level V). Upon entering GPO's procurement program, a Quality Level 5 is automatically assigned. In order to get a higher rating, vendors are required to submit samples reflective of the quality of work produced by the company. GPO will evaluate these samples and each vendor will be issued a quality level rating. This rating will determine the types and levels of work you will be invited to bid on.

Follow the instructions in the [Quality Level Sample Submission Procedures](#). Send samples along with a [GPO Sample Certificate Form 2689](#).

The definitions of levels and basis for the evaluation of the samples are found in the [GPO Publication 310.1, Quality Assurance Through Attributes Program for Printing and Binding \(QATAP\)](#).

Quality Assurance Through Attributes Program (QATAP)

All work performed under a contract with the GPO is subject to inspection and testing to ensure that all contract terms are fulfilled. Contracted work is inspected using the Quality Assurance Through

Attributes Program (QATAP). This program provides for the precise expression, prior to production, of quality requirements for printing and related products. The program also provides for the clear determination, based on objective methods, of conformance to these requirements once the product has been produced or received. Items failing inspection will be rejected. You may be required to correct or replace defective items at your own expense, or to reimburse the GPO for any additional expenses incurred as a result of noncompliance.

Buy American Act

BUY AMERICAN ACT - NOTE: In compliance with Contract Terms 310.2 (Rev. 01-18), Contractor must state within [quote/bid] submitted either that the end product is a Domestic end product or a Foreign end product as defined in Contract Clause 37 for the requested promotional item. ([Indicate either Domestic end product or Foreign end product in the comments field when submitting Quotes using Contractor Connection, or indicate either Domestic end product or Foreign end product on the face of the bid submitted for sealed bid procurements.]

If the contractor fails to state either that the end product is Domestic or Foreign, GPO will consider the [quote/bid] as a Foreign end product, in accordance with Contract Terms, Certifications C-2 (Buy American Certification) ...that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States.

Getting Paid

GPO's goal is to pay invoices according to the payment terms. Please read the following information to ensure your invoices are submitted properly in order to avoid payment delays.

The preferred method of submitting your invoices for payment is through the [GPO fax gateway](#).

If samples are required with your invoice submittal, you can mail them as specified in your GPO contract terms.

Invoice Submission Information

When completing your invoice package, please be sure to include all required information as outlined in [GPO's Billing Instruction \(GPO Publication 300.3\)](#). The invoice should include the following:

- The Purchase Order Number
- Jacket Number
- Print order and program number on term contracts
- Proof of delivery detailing exact quantity delivered and evidence that all contractual requirements have been met, including sample copies, negatives returned, sales copies, etc. **Please note that delivery receipts must also support any sample copy deliveries, negatives returned, sales copies, etc.

Please read your contract carefully to ensure all requirements have been met and are supported with documentation where required.

Note: In the GPO Billing Instructions, special attention should be paid to the requirements regarding evidence of shipment or delivery. We find non-compliance with these requirements results in a major portion of payment delays.

GPO's Payment Program (EFT)

GPO is required to pay all contractors through the Electronic Funds Transfer (EFT) program. Under EFT, payments are in your account quickly. Accounting data is furnished electronically to your bank or financial institution. Your bank or financial institution is responsible for providing you with the accounting data you need to settle your accounts. To receive payment through EFT, contractors must complete an SF 3881, [ACH Vendor/Miscellaneous Payment Enrollment Form](#).

If you have questions regarding EFT payments or any billing concerns, please e-mail GPO at invoice-inquiry@gpo.gov.

Contacts and Reference

GPO offers fair and equitable treatment to all suppliers. Thousands of small business firms obtain GPO contracts and continue to seek them because they are profitable. Our contracting personnel will give you full support and cooperation so that we obtain an acceptable product reasonably priced and timely.

Questions and Information

Please email GPO Bid Section at bidsection@gpo.gov or call **202.512.0526**

Contractor Registration Information

[Contractor Connection](#)

We hope this answers most of your questions about doing business with GPO. If you have other questions, please contact any of the GPO teams. They will be glad to help you.