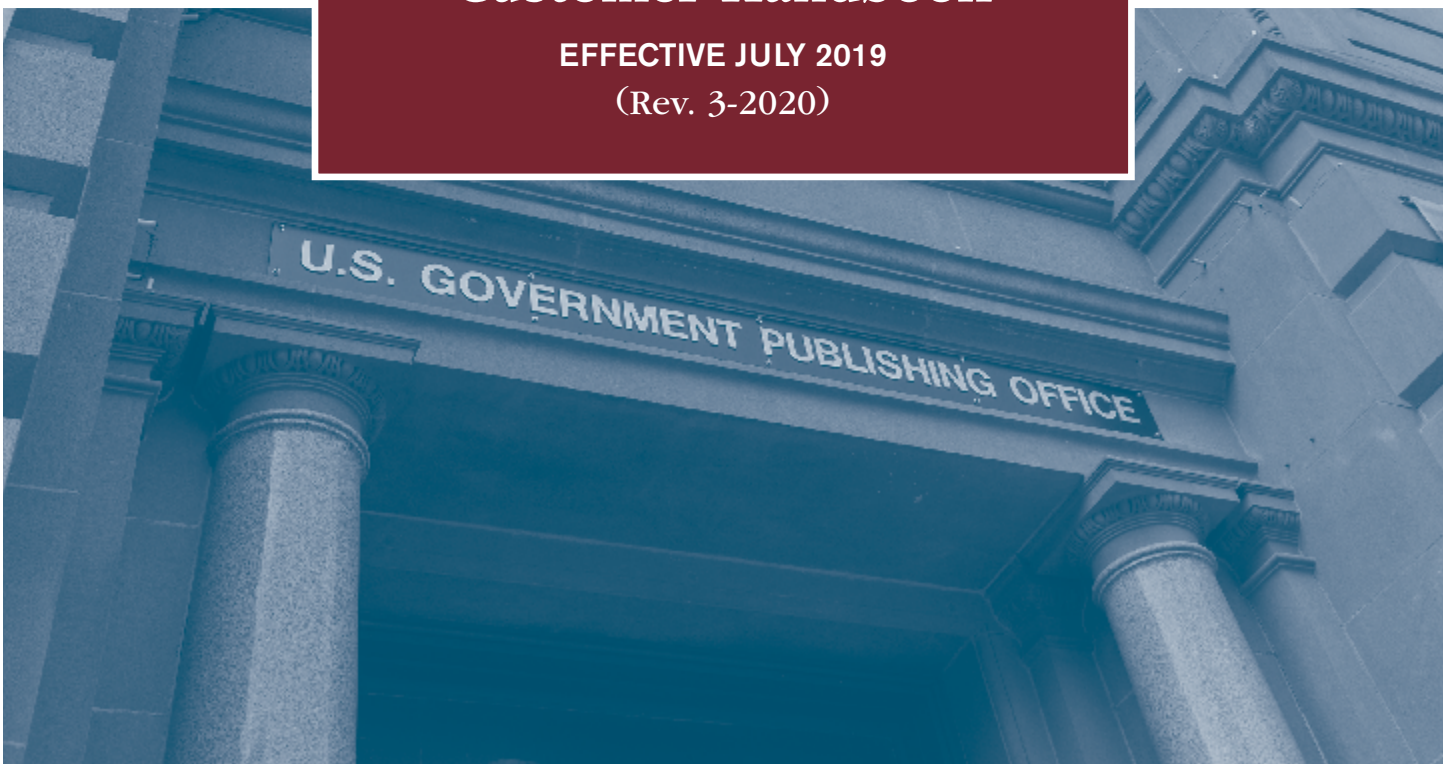
DOING BUSINESS WITH GPO

Customer Handbook

EFFECTIVE JULY 2019

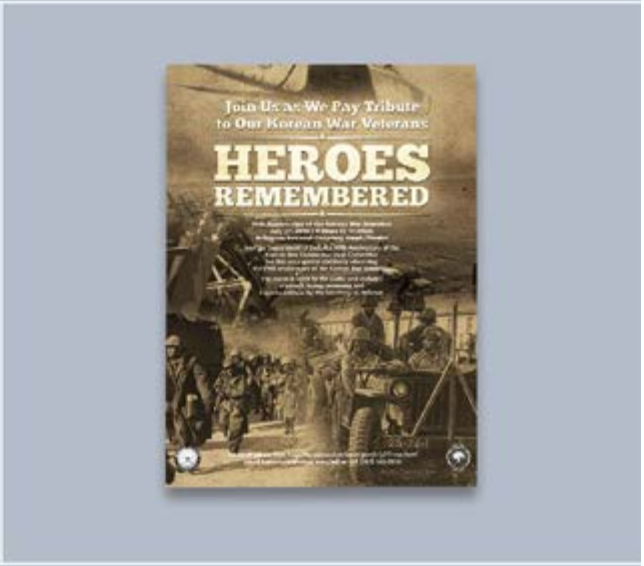
(Rev. 3-2020)



GPO

GPO Publication 350.1.

This handbook supersedes the formerly published Agency Procedural Handbook.



The projects above were designed by GPO Creative Services and printed for our agency customers through GPO Agency Procurement Services.

MESSAGE FROM THE DIRECTOR

Our Federal Agency Customers:

Since Abraham Lincoln took the oath of office to become the 16th President of the United States on this day 159 years ago, the U.S. Government Publishing Office (GPO) has been open for business. From that day forward we have met the printing and publishing needs of our customers by embracing new technologies and partnerships when we needed to.

During the 1940s, GPO created our print procurement program to meet the needs of *you*, our Federal agency customers. This long-standing partnership with the private sector printing industry continues to thrive today by providing benefits for Federal agencies and the American taxpayer.

Private sector firms perform nearly 78 percent of all printing ordered by Federal agencies under contracts managed by GPO. Nearly 10,000 firms compete to be one of our 2,000 firms annually that perform work for our Federal partners.

This program has been shown to be the most cost-effective use of Federal agency printing dollars according to studies by both the Government Accountability Office (GAO) and the Joint Committee on Printing. Federal agencies realize significant savings by using GPO, as compared to printing products themselves. In addition, when agencies use GPO, their information products are made available to the public through GPO's Federal Depository Library and Publications and Information Sales programs.

Meeting the needs of our customers is my number one priority. Prior to becoming GPO Director, I, like you, was a customer of GPO, so I understand the importance of getting documents, reports and other materials produced on time and within budget. And this is also the top priority for everyone on the GPO team. I hope this handbook provides you with the information you need about our products, services, forms, and billing process to make your job easier.

Getting the best value for our agency customers, helping in job creation for local economies and providing exceptional customer service are commitments of our printing procurement program and reflect GPO's mission of *Keeping America Informed*.

Hugh Nathanial Halpern
GPO Director

March 4, 2020

To Our Customers:

Customer Services is the GPO business unit that procures your publishing requirements through our nationwide network of registered vendors. This business unit consists of Agency Procurement Services (APS) teams staffed by professionals in Washington, DC and 13 Regional Offices located throughout the country. I am proud of the range of services that we offer and the programs that we have in place to support the publishing needs of the Government. By using the shared printing and publishing services provided by GPO, you gain more time to focus on other responsibilities in support of your agency's mission.

GPO is actively modernizing its business practices and systems to enhance and simplify the way we do business in order to maximize customer satisfaction. As the Federal Government is subject to specific laws and regulations governing the procurement and production of printing, this Handbook will guide you through the process that frames Federal printing and publishing policy. It is an excellent resource in navigating the creation-to-completion of a publishing project and will assist with finance and billing questions.

Are you interested in connecting with professionals like yourself? If you would like to get involved in a professional organization for publishers in the Federal Government, you are invited to join the Federal Publishing Council (FPC). The FPC consists of printing officers and other professionals representing Federal organizations from the executive, judicial, and legislative branches. The FPC is an advisory council for the Federal Publishing Program and as such, addresses current and future issues, mutually develops plans and objectives, and provides for a cooperative relationship between Federal organizations and GPO which will ultimately strengthen the Federal Publishing Program. For more information go to: **www.gpo.gov/how-to-work-with-us/agency/federal-publishing-council**.

I invite you to tell us what you think. This is your publication. You are encouraged to become familiar with it and to contact us for any information you need about how to work with GPO. We stand ready to assist in any way. I welcome your comments and suggestions on how we can improve our service in order to make your job easier. The publication will be kept up-to-date on gpo.gov at:
www.gpo.gov/how-to-work-with-us/agency/forms-and-standards.

Sandra K. MacAfee
Managing Director, Customer Services

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SECTION I

Federal Printing Policy

Federal publishing and printing, like most Federal activities, is governed by a number of statutes, regulations, and policies. These laws and regulations are intended to save Federal funds, as well as to minimize waste and duplication of effort in the Federal Government's publishing endeavors.

A list of Federal printing laws and regulations follows.

1. Title 44, U.S. Code

a. Section 103, Joint Committee on Printing: Remedial Powers

This section states:

> "The Joint Committee on Printing may use any measures it considers necessary to remedy neglect, delay, duplication, or waste in the public printing and binding and the distribution of Government publications."

b. Section 501, Title 44, U.S. Code, Government printing, binding, and blank-book work to be done at Government Printing Office*

This section establishes the Congressional Joint Committee on Printing (JCP) for the purpose of policy and oversight in Government printing and publishing. It empowers GPO with few exceptions to produce or procure all Federal printing, binding and distribution.

> All printing, binding, and blank-book work for Congress, the Executive Office, the Judiciary, other than the Supreme Court of the United States, and every executive department, independent office, and establishment of the Government, must be done at the Government Printing Office*, except—
>
> (1) Classes of work the Joint Committee on Printing considers to be urgent or necessary to have done elsewhere; and
>
> (2) Printing in field printing plants operated by an executive department, independent office, or establishment, and the procurement of printing by an executive department, independent office, or establishment from allotments for contract field printing, if approved by the Joint Committee on Printing.
>
> Printing or binding may be done at the Government Printing Office* only when authorized by law.

c. Section 502, Title 44, U.S. Code, Procurement of printing, binding, and blank-book work by Public Printer*

This section provides that:

> Printing, binding, and blank-book work authorized by law, which the Public Printer* is not able or equipped to do at the Government Printing Office*, may be produced elsewhere under contracts made by him with the approval of the Joint Committee on Printing.

2. Public Law 102-392, Title II, § 207(a), Oct. 6, 1992, 106 Stat. 1719, as amended Pub. L. 103-283, Title II, § 207, July 22, 1994, 108 Stat. 1440; Pub. L. 104-201, Div. A, Title XI, § 1112(e)(1), Sept. 23, 1996, 110 Stat. 2683; Pub. L. 110-417, Div. A, Title IX, § 931(b)(4), Oct. 14, 2008, 122 Stat. 4575

This law addresses the use of appropriated funds for printing and describes processes included in the definition of printing.

> (1) None of the funds appropriated for any fiscal year may be obligated or expended by any entity of the executive branch for the procurement of any printing related to the production of Government publications (including printed forms), unless such procurement is by or through the Government Printing Office*.
>
> (2) Paragraph (1) does not apply to (A) individual printing orders costing not more than $1,000, if the work is not of a continuing or repetitive nature, and, as certified by the Public Printer* of the Government Printing Office*, if the work is included in a class of work which cannot be provided more economically through the Government Printing Office*, (B) printing for the Central Intelligence Agency, National Geospatial-Intelligence Agency, or the National Security Agency, or (C) printing from other sources that is specifically authorized by law.
>
> (3) As used in this section, the term 'printing' includes the processes of composition, platemaking, presswork, duplicating, silk screen processes, binding, microform, and the end items of such processes.

*Section 1301 of H.R. 83, the legislation providing consolidated and further continuing appropriations for FY 2015 was passed by Congress and signed into law, changed the name of the Government Printing Office to the Government Publishing Office. GPO's chief executive officer's title was changed from Public Printer to Director of the Government Publishing Office.

2014—Pub. L. 113–235, div. H, title I, § 1301(e)(1), Dec. 16, 2014, 128 Stat. 2537, substituted "Deputy Director of the Government Publishing Office" for "Deputy Public Printer" in items 302 and 303.

Pub. L. 113–235, div. H, title I, § 1301(c)(1), Dec. 16, 2014, 128 Stat. 2537, substituted "Director of the Government Publishing Office" for "Public Printer" in items 301 and 303 to 307.

3. Government Printing and Binding Regulations of the Joint Committee on Printing

All printing requests must be in accordance with the laws pertaining to the expenditure of public funds for printing and publishing services, and must conform to the applicable requirements of the JCP's Printing and Binding Regulations: **www.govinfo.gov/content/pkg/GPO-CPUB-101spub9/pdf/GPO-CPUB-101spub9.pdf**.

4. Federal Acquisitions Regulations in Subpart 8.802

Subpart 8.8—Acquisition of Printing and Related Supplies

8.800 Scope of subpart.

This subpart provides policy for the acquisition of Government printing and related supplies.

8.801 Definitions.

As used in this subpart—

"Government printing" means printing, binding, and blank-book work for the use of an executive department, independent agency, or establishment of the Government.

"Related supplies" means supplies that are used and equipment that is usable in printing and binding operations.

8.802 Policy.

(a) Government printing must be done by or through the Government Printing Office (GPO) (44 U.S.C. 501), unless—

(1) The GPO cannot provide the printing service (44 U.S.C. 504);

(2) The printing is done in field printing plants operated by an executive agency (44 U.S.C. 501(2));

(3) The printing is acquired by an executive agency from allotments for contract field printing (44 U.S.C. 501(2)); or

(4) The printing is specifically authorized by statute to be done other than by the GPO.

(b) The head of each agency shall designate a central printing authority; that central printing authority may serve as the liaison with the Congressional Joint Committee on Printing (JCP) and the Public Printer on matters related to printing. Contracting Officers shall obtain approval from their designated central printing authority before contracting in any manner, whether directly or through contracts for supplies or services, for the items defined in 8.801 and for composition, platemaking, presswork, binding, and micrographics (when used as a substitute for printing).

(c) (1) Further, 44 U.S.C. 1121 provides that the Public Printer may acquire and furnish paper and envelopes (excluding envelopes printed in the course of manufacture) in common use by two or more Government departments, establishments, or services within the District of Columbia, and provides for reimbursement of the Public Printer from available appropriations or funds. Paper and envelopes that are furnished by the Public Printer may not be acquired in any other manner.

(2) Paper and envelopes for use by Executive agencies outside the District of Columbia and stocked by GSA shall be requisitioned from GSA in accordance with the procedures listed in Federal Property Management Regulations (FPMR) Subpart 101-26.3.

SECTION II

Introduction to GPO Procurement Services

1. GPO Procurement Services

The U.S. Government Publishing Office (GPO) strives to deliver high-quality, responsive, and innovative services that provide cost-effective solutions for the needs of Federal agency customers. Let us put GPO's expertise and buying power to work for you.

To best serve your needs, GPO's Customer Services, Agency Procurement Services (APS) teams of technical experts are located nationwide. GPO Publishing Specialists help you determine the best approach to your project and handle the entire process including determining which procurement vehicle to utilize, writing specifications, obtaining bids or quotes, selecting a contractor, contract administration, and quality assurance.

GPO offers a variety of flexible procurement vehicles that support a wide range of products and services to fulfill your publishing project requirements. For a representative list of the products and services provided by GPO, see Appendix 3, or go to: **www.gpo.gov/how-to-work-with-us/agency/services-for-agencies.**

2. The Value of Working with GPO

A wide range of products and services are available to support the entire publishing lifecycle of tangible and digital information products from concept generation, planning and creative design, to production, publication, document conversion, dissemination, and storage.

Leveraging GPO's unprecedented buying power and expertise in contracting and print procurement guarantees that Federal agency customers receive quality products on time and at the most economical price. Working with GPO ensures that mandatory regulations are followed. Our staff of experts will handle your agency's particular requirements throughout the entire project and will provide legal counsel and representation should any disputes arise. Trust GPO to handle the contracting, allowing you more time to support your agency's mission.

Working with GPO provides you with:

a. Access to a Broad Range of Commercial Capabilities

GPO maintains a comprehensive database of contractors that are able to satisfy a variety of customer needs from traditional print to electronic publishing, vehicle wraps to books, and 508 compliance services to eBooks. Registered vendors include some that are cleared to produce classified projects and to handle sensitive personally identifiable information (PII).

b. Subject Matter Expertise

GPO subject matter experts provide consulting services including:

- Job planning for the most cost-effective procurement methods and production options
- Proof review
- Technical consultation for quality control
- Onsite press sheet inspections

c. Competitive Bidding Using Nationwide Contractors

With thousands of active contractors nationwide, GPO is able to obtain extremely competitive pricing and attract vendors who specialize in the exact services needed on each unique procurement.

d. Contract Procurement and Administration

GPO handles the entire contracting process, including:

- Consulting with the customer to write detailed procurement specifications
- Soliciting offers from commercial industry
- Awarding the contract
- Reviewing proofs and press sheets
- Evaluating vendor performance history, both for compliance data and quality
- Negotiating and issuance of contract modifications when required
- Ensuring the quality of the product specified
- Handling of disputes and protests
- Monitoring adherence to deadlines and other contract terms
- Facilitating payment of contractor invoices
- Administering the 120-day warranty on all jobs delivered

e. Compliance with Policy

Working with GPO fulfills the statutory requirements listed in Section I (Federal Procurement Policy) and ensures that your publications comply with Title 44, Chapter 19 – Depository Library Program. The Superintendent of Documents requirement ensures that your content is included in the Federal Depository Library Program, making it available to the American public.

To find out more about how GPO can help, you can review video presentations, download information, and browse our services by visiting: **www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/guides-and-instructions.**

3. How to Get Started

Federal agencies that receive federally appropriated funds and want to work with GPO on a print, publishing, or digital media project, may contact us in a number of easy ways:

a. Visit GPO's website and Provide Your Contact Information

A GPO representative will follow up with you to help process your request and answer your questions. Please see: **www.gpo.gov/how-to-work-with-us/agency/new-customers.**

b. Send an email to NAM@gpo.gov

A National Account Manager (NAM) will contact you to provide assistance.

c. Contact Your DC or Regional Team Directly

If you are not sure which GPO office to start working with, you can find direction using this link: **www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-teams.**

d. Agencies Located in the National Capital Region

Customers located in the National Capital Region typically work with one of the DC APS Teams who are located at U.S. GPO, 732 N. Capitol Street NW, Washington, DC 20401.

APS DC, email **apsdc@gpo.gov** / Phone 202-512-0307 / Fax 202-512-1612.

Provides procurement services to Federal agencies for printing and publishing. Administers single procurements and term contracts that are developed for individual agencies.

APS Alternate Contract Solutions (ACS), email **apsacs@gpo.gov** / Phone 202-512-2132 / Fax 202-512-1548.

Administers other printing and publishing programs that are widely available for shared use by all Federal agencies (i.e. General-Usage Term Contracts, the 950-S GPO Express Program, the 960-S Simplified Purchase Agreement, the 951-M Onsite Services contract, and 980-M Consulting Services contract) along with certain complex or negotiated procurements.

e. Agencies Located Outside of the National Capital Region

Customers located outside of the National Capital Region typically work with the GPO Regional APS Team located closest to them.

- Atlanta Regional Office, 3715 Northside Parkway, Suite 4-305, Atlanta, GA 30327. Email **infoatlanta@gpo.gov** / Phone 404.605.9160 / Fax 404.605.9185.
- Boston Regional Office, John F. Kennedy Federal Building, 15 New Sudbury Street, E-270, Boston, MA 02203-0002. Email **infoboston@gpo.gov** / Phone 617.565.1370 / Fax 617.565.1385.
- Charleston Regional Office, 2154 North Center Street, Suite D-401, North Charleston, SC 29406. Email **infocharleston@gpo.gov** / Phone 843.743.2036 / Fax 843.743.2068.
- Chicago Regional Office, 200 North La Salle Street, Suite 810, Chicago, IL 60601-1055. Email **infochicago@gpo.gov** / Phone 312.353.3916 / Fax 312.886.2057.
- Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215. Email **infocolumbus@gpo.gov** / Phone 614.488.4616 / Fax 614.488.4577.
- Dallas Regional Office, 1100 Commerce Street, Room 731, Dallas, TX 75242-1027. Email **infodallas@gpo.gov** / Phone 214.767.0451 / Fax 214.767.4101.
- Denver Regional Office, 12345 W. Alameda Parkway, Suite 208, Lakewood, CO 80228-2842. Email **infodenver@gpo.gov** / Phone 303.236.5292 / Fax 303.236.5304.
- Philadelphia Regional Office, 928 Jaymor Road, Suite A-190, Southampton, PA 18966-3820. Email **infophiladelphia@gpo.gov** / Phone 215.364.6465 / Fax 215.364.6476.
- San Antonio Regional Office, 1320 Truemper Street, Bldg. 9122, Rm. 2707, Lackland AFB, TX 78236. Email **infosanantonio@gpo.gov** / Phone 210.675.1480 / Fax 210.675.2429.
- San Diego Regional Office, 8880 Rio San Diego Drive, 8th Floor, San Diego, CA 92108. Email **infosandiego@gpo.gov** / Phone 619.209.6178 / Fax 619.209.6179.
- San Francisco Regional Office, 536 Stone Road, Suite I, Benicia, CA 94510-1170. Email **infosanfran@gpo.gov** / Phone 707.748.1970 / Fax 707.748.1980.
- Seattle Regional Office, Federal Center South, 4735 East Marginal Way South, Seattle, WA 98134-2397. Email **infoseattle@gpo.gov** / Phone 206.764.3726 / Fax 206.764.3301.
- Virginia Beach Regional Office, 291 Independence Blvd., Suite 401, Virginia Beach, VA 23462. Email **infovirginiabeach@gpo.gov** / Phone 757.490.7940 / Fax 757.490.7950.

A point of contact list for the team members at your chosen location may be obtained at the website provided above.

SECTION III

Prepare Your Order

1. Provide Authorization to Obligate Funds for Your Agency

Signature authorization is required for persons who are authorized to sign and submit printing and binding requisitions to GPO. This is essential to meet statutory requirements and to prevent fraud. Requisitions are only accepted if they are signed by a person authorized to obligate funds for their agency.

Following the instructions in GPO Circular Letter 1023, dated February 15, 2019, please provide the printed names and signatures of individuals who are authorized to sign requisitions and to act as liaison between your agency and the GPO. Please submit the required information using GPO Form 4064 found on gpo.gov at: **www.gpo.gov/docs/default-source/forms-standards-pdf-files/gpoform_4064.pdf** or submit the information in the form of a memo on your Agency's letterhead. The memo should be signed by the Agency official who can delegate the authority to obligate agency funds.

Please provide the following information for each individual prior to submitting a work request: Agency, Bureau, Department, Office, telephone number, and email address. Also indicate which signature types (wet, electronic, or both)* the person is authorized to use. For your convenience, a signature authorization memo template is provided on gpo.gov in Forms and Standards/Order Placement at: **www.gpo.gov/how-to-work-with-us/agency/forms-and-standards**. Add any limitations to spending authority (e.g., maximum dollar amount, specific program, etc.) for designated individuals as applicable.

If you elect to use electronic signatures, the acceptable types include:

- A graphical representation of a handwritten wet signature (this includes the form with the original signature or a photocopy, facsimile or scan of it)
- Electronic signature on an electronic file* (e.g., PDF, Microsoft Word)

Definitions:

Electronic signature is the term used for the electronic equivalent of a handwritten signature. It is a generic, technology neutral term that refers to the universe of all of the various methods by which one can "sign" an electronic record.

A wet signature is created when a person physically marks a document; traditionally paper based.

*Notes:

- Electronic signatures may or may not include a graphical representation of the user's wet signature. Either format is acceptable, however, the format used on documents is subject to GPO review thus ensuring the identity and authentication of the signer and should match the Letter of Signature Authority submitted.
- Electronic signature certificates issued by certification authorities that are part of the Federal Bridge are recommended, but not required. Therefore, self-issued certificates are acceptable.

If electronic signatures will be utilized, have those individuals sign with the signature representation they will be using.

GPO will request updated signature authorizations annually. In addition, you are asked to notify GPO when any changes occur.

Please email your current signature authorization list on your agency letterhead to **requisitions@gpo.gov** or mail it to:

U.S. Government Publishing Office
STOP: CSPS, Room C-848
732 North Capitol Street, NW
Washington, DC 20401

2. Select and Complete a GPO Order Form

GPO order forms are used to obligate funds and to describe the requirements for the product or service you need. The following forms are mandatory for submitting your order. Purchase orders created by your agency cannot be used in place of the GPO forms.

Forms referenced in this handbook are available online at: **www.gpo.gov/how-to-work-with-us/agency/forms-and-standards**. See Appendix 6 for an illustration of each form.

In addition to the ordering forms, there are other forms used to support the procurement process. Those forms are described in Appendix 1.

Order Forms:

a. Standard Form 1 (SF-1) Printing and Binding Requisition

This is the basic form used to requisition printing, binding, and related services from GPO: **www.gpo.gov/docs/default-source/forms-standards-pdf-files/formsf1.pdf**.

This form is required to:

- Request individual (one-time) printing requirements
- Request the establishment or renewal of a term contract
- Describe requirements (for an order or a waiver request)
- Request design services
- Establish a GPO*Express* account
- Establish a Simplified Purchase Agreement (SPA)

Instructions for filling out the SF-1: **www.gpo.gov/docs/default-source/forms-standards-pdf-files/sf-1_instructions.pdf**.

b. GPO Form 2511 Print Order

This form is used to place individual orders after establishing a term contract: **www.gpo.gov/docs/default-source/forms-standards-pdf-files/form2511.pdf**.

Instructions for filling out a 2511: **www.gpo.gov/docs/default-source/forms-standards-pdf-files/2511_instructions.pdf**.

c. GPO Form 4044 Simplified Purchase Agreement (SPA) Work Order

This form is used by authorized users of GPO's SPA program to place orders directly with your selected SPA vendor: **www.gpo.gov/docs/default-source/forms-standards-pdf-files/form4044.pdf**.

Supplemental Order Forms:

a. GPO Form 952 Digital Publishing Information

This form is used to provide supplemental information about the nature of furnished electronic files. Completing the 952 to the best of your knowledge will improve a vendor's ability to provide better pricing. This form should be submitted along with the electronic media, visuals, file directory, and the order form (i.e. SF-1, 2511, or 4044 form): **www.gpo.gov/docs/default-source/forms-standards-pdf-files/952.pdf**.

Instructions for filling out a 952: www.gpo.gov/docs/default-source/forms-standards-pdf-files/952_class.pdf.

b. GPO Form 3001 Participation Request

This form is the application to become an authorized user of the GPO*Express* program, or to renew a user's existing account: **www.gpo.gov/docs/default-source/gpoexpress-pdf-files/2form_3001_2018.pdf**.

c. GPO Form 4063 Document Scanning: Additional Information

This form is used to provide supplemental information about materials that need to be scanned. Completing the 4063 to the best of your knowledge will improve a vendor's ability to evaluate your requirements and provide pricing. This form should be submitted along with the order form (i.e. SF-1, 2511, or 4044 form) and any other relevant information: **www.gpo.gov/docs/default-source/forms-standards-pdf-files/document_scanning_form_4063-2019-05-21.pdf**.

3. Establish Funding for Your Order

By submitting an order form you are notifying GPO that you have appropriate funds and are obligating them for your product.

Finance related forms are available at this link under the Billing and Finance tab: **www.gpo.gov/how-to-work-with-us/agency/forms-and-standards**. For more information about finance and billing, including the methods of payment available and how to obtain a Billing Address Code from GPO, see Section XI.

When needed, GPO can assist you in budgeting for your procurement requests by providing you with an estimate for your print or print-related requirements. The estimate provided is for informational purposes only and should not be relied upon as a firm fixed price. It will be based upon similarities with previously competed projects and published pricing. The accuracy of the estimate will be dependent on the accuracy of the information given.

The estimate will include the GPO surcharge, transaction fee, and (FOB) destination shipping charges. If mailing is required, the estimate will not include those charges. Actual prices may vary based on final specifications, production schedule, and actual bids (quotes) received through competition in the market place. The competitive bid process will ensure the best price for the quality level desired.

GPO surcharge calculation:

- All jobs are charged an 8% surcharge for contracts valued under $350,000. For amounts beyond this ceiling, a surcharge of 1% is applied. For each regular order, there is also a one-time handling fee of $7.50.
- For rush orders, a higher surcharge of 16% is applied to the cost up to $350,000. For amounts beyond this ceiling, a surcharge of 1% is applied, plus a $15.00 handling fee.

If you need to give final approval of exact cost before a contract is awarded, indicate so on the ordering form.

To set up a funding account with GPO and get other funding information, please see section XI (GPO Finance and Billing).

4. Submit Your Order to GPO

Order forms are collected differently depending on the GPO office location.

a. For DC Teams

All new orders should be sent directly to COMSTAT, **requisitions@gpo.gov**. To assist with the administration of the orders, the email subject line should read: New Order, Requisition Number X-XXXXX (insert the number your agency assigned). This applies to submitting an SF-1 form, not to print orders submitted on a 2511 form after a Term Contract has already been awarded.

b. For Regional Teams

Orders should be submitted directly to the location using the team email box listed in Section II.3.d. (e.g., **infoatlanta@gpo.gov, infodallas@gpo.gov, infocolumbus@gpo.gov**).

If you have not worked with GPO before, please visit our website: **www.gpo.gov/how-to-work-with-us/agency/new-customers.** You may also send an email to **NAM@gpo.gov** and a National Account Manager (NAM) will contact you to provide assistance.

5. GPO Order Processing

Updates will be furnished to you during various stages of processing to keep you informed about the status of your order. See Appendix 2 for a flowchart depicting how the GPO procurement process works. This illustration shows what happens to your order after it arrives at GPO.

SECTION IV

Considerations for Your Order

1. GPO Order Numbering System

Several basic numbers are critical to the identification of your printing requirements.

a. Requisition Number

This number is the means by which Federal agencies identify the requisitions submitted to GPO. Each agency establishes its own numbering system within a field of up to 18 alphanumeric characters (Note: dashes (-) and slashes (/) are permitted, however, they are included as part of the 18 character total). The first character MUST represent the fiscal year of appropriated funding followed by a dash (-). This is a single numeric digit, for example, '9' represents 2019. This is followed by five numeric characters which must be assigned sequentially; anything after that is up to the agency (e.g., 9-12345-LM000-GP05). Numbers used on requisitions submitted to GPO must be unique. If a requisition is submitted and subsequently canceled, that requisition number cannot be used again.

b. Jacket Number

Jacket numbers are the job identifiers assigned by GPO.

- **One-time Jacket.** These numbers are assigned to identify one-time procurements, small purchases, and items procured or "converted" under certain term contracts, such as the general-usage term contracts established by GPO. They remain active until completion and close out of the "one-time" contract action.
- **Open Jacket.** Open Jackets are assigned to each agency which has been given authority to place Print Orders under a term contract. They remain active for one fiscal year. A new Jacket Number will be assigned upon GPO's receipt of a subsequent fiscal year requisition, to continue funding under existing term contracts in effect over multiple fiscal years.

c. Program and Print Order Number

Each term contract is identified by a program number assigned by GPO. Additionally, each job placed under a contract is identified by a GPO-assigned Print Order number. Both the program and Print Order numbers must appear on all Print Orders placed under GPO term contracts. Where more than one agency is eligible to place Print Orders (such as general-usage term contracts), GPO will assign a block of Print Order numbers to each agency. These numbers must be used sequentially and cannot be repeated. If a Print Order is submitted to a contractor and subsequently canceled, that Print Order number cannot be used again.

d. Billing Address Code (BAC)

A six character (alphanumeric) Billing Address Code is assigned to Federal agencies by GPO for billing purposes. This number identifies the agency/bureau and the correct mailing address. When submitting a Standard Form l (SF-1), the BAC must be entered along with the "Appropriation Chargeable," "Line of Accounting," and "Treasury Account Symbol" information as applicable. See Section XI part 1, for instructions on how to request a BAC assignment from GPO.

2. Delivery Dates

When a delivery date is established by contract, the contractor must perform the requirements of the order within the established schedule.

a. Specified Delivery Dates

When including a delivery date on a Print Order, the date must be in accordance with the schedule established by the specific contract under which that Print Order/Form 2511 is being placed. Consult with your APS team for assistance in determining delivery dates for placement of orders. Adequate production time is essential to ensure that quality and value are achieved at a reasonable cost.

b. Quick Turnaround Schedules

When you need to expedite an order, GPO can help put in place special handling to shorten the order processing time and to accelerate the delivery schedule. Short turnaround times could limit the number of interested bidders and could increase the cost. GPO will consult with you to develop a suitable delivery date and consider strategies such as allowing a lower quality level, accepting partial delivery of the product that will satisfy the immediate need or using the most suitable contracting method.

3. Contract Compliance with Schedules

To facilitate GPO's contract administration responsibilities, GPO Form 907 (Non-Compliance/Change Report) or email notification, must be submitted each time a performance schedule is missed by either a contractor or your agency. Additionally, the form or other report is used for notifying GPO of contractor non-compliance with other contractual requirements, such as quality problems or shortages. To substantiate non-compliance, agencies may be required to furnish copies of receipts or samples of the printed product.

Accurate and complete records are essential to protecting the Government's interests in contract disputes. It is the responsibility of the agency printing representative to bring problems with timeliness of delivery, product quality, and quantities received to GPO's attention.

4. Paper Selection in Accordance with Joint Committee on Printing (JCP) Paper Selections

All paper requisitioned for use in public printing, publishing, and binding must conform to the Government Paper Specification Standards. This publication is available on the GPO website at: **www.gpo.gov/how-to-work-with-us/agency/forms-and-standards**. If you prefer a hard copy, please contact your GPO APS team.

Certain specialty items (e.g., decals, stickers, signage, hangtags, and interpretive panels) are exceptions from the Government Paper Specification Standards. When your agency's requirements cannot be met by use of a JCP approved paper, you should contact your APS team for assistance in determining whether an exception can be allowed. Requests for special paper should be accompanied by a written justification describing why the JCP approved papers will not satisfy the agency's needs.

5. GPO Imprint

With few exceptions such as classified work, the GPO imprint will appear on all printed matter to identify that the order was procured by GPO.

For the imprint, the contractor typesets the current calendar year, a dash, and the jacket number (e.g., 2019—404–123) in small 6 point type. For term contracts the print order number is included (e.g., 2019—404–123/00003).

The imprint appears at the bottom of the last printed page on books and pamphlets; at the bottom of the back on face and back products; at the bottom of face only products (except for items such as labels, envelopes, letterheads, certificates, etc.); or in the stub of multipart sets.

6. Depository Library Copies – Public Information Programs of the Superintendent of Documents

The Superintendent of Documents, U.S. Government Publishing Office (GPO), administers the Federal Depository Library Program (FDLP) in compliance with the Depository Library Act (Pub. L. 113-187, Aug. 9, 1962, 76 Stat. 352, codified as amended at 44 U.S.C. §§ 1901-1916), and in support of GPO's mission of keeping America informed.

The FDLP provides permanent free public access to tangible and electronic information dissemination products of the U.S. Government through a network of over 1,100 depository libraries throughout the United States and its territories.

All U.S. Government publications of public interest or educational value, or produced using Federal funds, are to be provided to depository libraries for public use, in print and electronic formats.

Exceptions are those products that are:

- For official use only or for strictly administrative use that are not of public interest or educational value
- Classified for reasons of national security
- The use of which is constrained by privacy considerations
- "Cooperative publications" which must be sold by the publishing agency in order to be self-sustaining

Working with GPO for dissemination benefits your agency. Your efforts are crucial to help GPO widely disseminate your agency's publications and, in addition, meet the mandates of 44 U.S.C. §§ 1710, 1902-1903 that require information dissemination products published with Federal funds, in any format, be made available to the public.

Besides complying with the law, including publications in the FDLP guarantees your information dissemination products are:

- Discoverable by a broad audience
- Represented in the comprehensive index of Government publications, the Catalog of U.S. Government Publications (CGP)
- Preserved in perpetuity for future generations of researchers, historians, and the general public

How to Inform GPO of Your Publications

1. Print and Other Tangible Publications:

- For orders placed through GPO (Central Office and Regional Offices) and/or on agency direct-deal contracts, GPO decides which publications to distribute through the FDLP and determines the appropriate distribution medium and quantity required. GPO bears the printing and binding costs of the depository copies.
- For products produced independently of GPO, agencies are required to notify GPO of their intent to publish, and bear the printing and binding or replication charges for the number of copies required for depository library distribution. In all cases, GPO bears the expense of distributing the copies. Please notify GPO of upcoming publications printed independent of GPO by submitting one of the following forms to the shared **IntentToPublish@gpo.gov** email box for rider determination:

- GPO Form 3868 Notification of Intent to Publish
- GPO Form 4044 Simplified Purchase Agreement (SPA) Work Order Form

Forms are available at: **www.gpo.gov/how-to-work-with-us/agency/forms-and-standards**.

2. Electronic or Online Publications:

GPO will ensure permanent public access and make your publications discoverable in GPO's online research systems, OCLC (an international database of library resources), and the online catalogs of depository libraries nationwide.

Please notify GPO via askGPO (**www.gpo.gov/askgpo**) under the category Federal Depository Libraries, subcategory Fugitive publications/LostDocs.

Please provide the following:

- Publication title
- URL
- Any other pertinent information (e.g., new, corrected, reprinted, or next issue of continuing resource)

If you have a large number of publications to report, contact **DocDiscovery@gpo.gov** to discuss options for submission.

For more information, please see the appendices of Circular Letter 1012 Disseminating Information Products to the Public through GPO's Federal Depository Library Program on GPO's website:

- Appendix I Benefits to Agency, Reach the Public through GPO's Federal Depository Library Program
- Appendix II Guidelines for the Provision of Government Publications for Depository Library Distribution
- Appendix III Types of Publications to Be Included in the Federal Depository Library Program
- Appendix IV Types of Publications Excluded from the Federal Depository Library Program

7. Government Bill of Lading

A Government Bill of Lading (GBL) is a rarely used transportation document prepared by a Government official to designate a specific carrier for transportation. Use of a GBL makes the Government liable for safe delivery of the goods to or from a destination.

The intention to supply GBLs must be stated on the requisition. This request may apply to either an individual order or to an annual (open) requisition.

GBLs are prepared by GPO's Transportation Branch, unless the GBL is supplied to GPO by the ordering agency with the request for GPO to provide the agency GBL to the contractor. For agency-furnished GBLs, GPO will provide you with the additional information needed to complete the GBL (successful contractor's name, address, F.O.B. place of origin and the contract completion date).

8. Attending a Press Sheet Inspection (PSI)

GPO is committed to helping you receive the quality products you require, when you need them, at fair and reasonable cost to the American taxpayer. One of the ways in which this is accomplished is through Press Sheet Inspections (PSIs). Onsite PSIs are not required for all jobs, but when they are requested, a PSI can be a valuable tool in helping to ensure a quality product.

The pamphlet titled Guidelines for Agency Representatives Attending Press Sheet Inspections located here: **www.gpo.gov/docs/default-source/forms-standards-pdf-files/guidelines_attending_presssheetinspections.pdf**, contains guidelines governing the performance of PSIs by agency personnel, whether on your own, or accompanied by GPO staff.

GPO hopes that the information available at the above link addresses all of your questions about PSIs and will serve as a ready-reference guide before, during, and after an inspection. We welcome your comments and suggestions on how we can improve, and as always, stand ready to assist you in any way we can. If you have any questions, please contact Quality Control for Published Products (QCPP) at 202.512.0542 or **qcpp@gpo.gov**.

9. Return of Government Furnished Materials (GFM)

GPO does not store any reproducible material (previous samples, camera copy, electronic files, etc.) on the orders it processes. All original reproducible material as well as any final electronic files (if edits were made) will be returned to the ordering agency unless the requisition specifies otherwise. It is the agency's responsibility to monitor and ensure all GFM is returned upon completion of an order. Any outstanding GFM should be reported to GPO in a timely manner.

10. Waiver Requests

In accordance with paragraphs 46-1 through 46-4 of the JCP Printing and Binding Regulations, permission for an agency to procure printing directly from a commercial printing source may only be granted through issuance of a GPO waiver. (Exceptions are printing requirements valued at less than $1,000 if the item fits the description in paragraph 49-2 of the JCP Regulations.)

Requests for waivers must be submitted to the GPO Manager, accompanied by a fully completed SF-1 which fully describes the product to be procured. The reason for the waiver request should be thoroughly described. Approval of waivers is not routine. Each waiver will be carefully evaluated with outcomes being communicated in writing to the agency.

The GPO Director is permitted to return to any department of the Government any written requisition for printing, binding, and blank-book work, otherwise authorized by law, as in their opinion they are neither able nor suitably equipped to execute or which may be more economically, or in the better interest of the Government, procured elsewhere than at the GPO.

11. Permissions for Copyrighted Materials

You are responsible for obtaining written permission to use any copyrighted materials. This is necessary when the source material is old or recent, in print or electronic form and when you are changing the content to a different format or type of media.

After you receive authorization to make a copy of protected material, submit it to GPO along with your order.

12. Geographic Restriction

GPO strives to ensure that you have a vast variety of nationwide vendors to choose from and we are mandated to ensure full and open competition is allowed to the maximum extent practical during the procurement process.

If you require localized services for onsite inspections or have time or budgetary constraints, please provide a written justification for this limitation with your order.

13. Changing a GPO Order

Changes to previously provided requisition (SF-1) or Print Orders must be submitted in writing to the appropriate GPO office to confirm the updated requirements. The request should identify the order using the requisition number (plus Jacket and/or Program and Print Order numbers when known) and should fully describe the change and the reason for making it. All requests must be submitted by an individual who has appropriate authority.

Modifications will be issued to address the change under the original order number. Please do not supply a new order number when submitting a request to change an existing order.

14. Reprint Orders

Requisitions for the reprinting of a previously printed document should be accompanied by the final reproduction material(s) used to produce the previous order as well as a sample of the previously finished product, if available. On all requisitions for reprints, the previous jacket number should be indicated when known. This will help ensure proper handling using the same or similar requirements and can help reduce the cost and processing time for your order.

15. Obtaining General Services Administration (GSA) Forms

GSA forms are not provided by GPO. Per FPMR (41 CFR) § 101–26.302, printed Standard and Optional Forms are to be obtained from GSA, Federal Acquisition Service (FAS), through GSA Advantage, located here: **www.gsaadvantage.gov/advantage/main/start_page.do.**

Unless specifically stated, the forms in the GSA Forms Library are authorized for local reproduction and made available as fillable electronic forms that you can print or save digitally.

SECTION V

GPO Contracting Methods

GPO uses various contracting methods to procure your requirements with basic descriptions provided below.

1. Small Purchase Request for Quotation (RFQ)

Small purchase projects under $100,000, can be procured using a more streamlined contracting method. These projects are usually for non-repetitive procurements that are advertised for competitive quotes. This type of procurement usually takes GPO less time to write the specifications, certify and make award. The contract will be awarded based upon the lowest responsive responsible vendor's quote, which conforms to the specifications.

Once a purchase order is issued, the contractor may decline the order prior to beginning performance if the specifications prove to be different than advertised or if the vendor did not fully account for all requirements in the order. If this occurs, GPO makes every effort to re-award the requirement with the same delivery date.

2. Sealed Bidding (also known as One-Time Bid, Invitation for Bid (IFB) or Formal Bid)

Sealed bidding projects are large dollar or complex orders that use a formal sealed bidding process. These projects generally exceed $100,000. IFBs usually require more time for potential vendors to prepare their competitive bid, conduct a public bid opening, and go through the certification process for award. Once submitted, bids are binding. The contract will be awarded based upon the lowest responsive responsible vendor's quote, which conforms to the specifications.

3. Term Contracts

Term contracts are the most effective and efficient means for satisfying recurring needs for similar orders (e.g., cut forms, books and pamphlets, envelopes, business cards). GPO establishes a contract that remains in place for a set performance period, typically for one base year, plus up to four additional 12-month periods that can be exercised at the agency's option. The contract will be awarded based upon the lowest responsive responsible vendor's quote, which conforms to the specifications.

Print Orders placed directly by agencies onto term contracts must be fully documented in accordance with the contract requirements including the date the material was made available for pickup by, or sent to, the contractor. Performance schedules must comply with the time-periods prescribed in the contract.

Several different types of term contracts are used.

a. Single-Award

The term contract is awarded to a single contractor who can produce all of the requirements over a specified period of performance.

b. Multiple-Award

GPO certifies multiple contractors to perform on the term contract because the requirements may exceed the production capacity of a single contractor.

- A multiple-award contract may be a Sequence-of-Award contract in which the agency must place orders to contractors following a sequence-of-award established by GPO at time of certification. The order is based on lowest overall cost estimated for all of the contract requirements.
- Another type of multiple-award contract is an Individually Abstracted contract in which GPO provides an abstract of bid prices received from each contractor. The agency uses it to establish the lowest priced contractor based on generating an estimate for each individual order as it is placed on the contract.

c. General-Usage

These contracts are put in place to support commonly ordered items (e.g., cut forms, books and pamphlets, envelopes, business cards). Multiple agencies can place orders on the contract. These contracts help expedite the procurement process.

4. Negotiated Procurements (also known as Request for Proposal or Task Order Contracts)

Negotiated procurements are used when requirements are complex and your need cannot be fully defined. It takes longer to establish a contract using this type of procurement. This contract type is not used when requirements can be clearly specified without the need to consider optional or unknown solutions.

A solicitation based on your statement of work is issued in the form of RFP. Formal proposals are evaluated by a team including members of both GPO and your agency. This method allows interaction with the vendors who submit proposals and allows you to be involved in selecting the solution that represents the most value for your agency.

GPO has several existing negotiated contracts that you may participate in. See Section VII for more details.

5. Non-Competitive Purchases

Per 41 U.S.C. § 3304, unless otherwise provided in the appropriation concerned, purchases for supplies or services for the Federal Government must be advertised with open competition. This does not apply when only one source of supply is available. It is up to you to provide sufficient evidence to GPO to validate and gain approval for any non-competitive purchase.

Justification must affirm the following:

- A description of what it is about the product being requested that would preclude full and open competition to procure it.
- Market research has been conducted to validate that this is the only source available.
- The impact if the sole source award were not to be granted. Explain how the end user would be adversely affected if the specific product or design was produced by a different vendor.
- If the product is patented and/or copyrighted, indicate what alternatives you have explored. If no acceptable alternative was found, list the specific benefits that the patented/copyrighted product provides that are critical to meeting your mission.

SECTION VI

Agency Procedure for Placing Orders on Term Contracts

Placement of Print Orders can be handled directly by your agency or by GPO personnel. In either case, GPO maintains authority for the contract. Special instructions for placing your own orders are provided in this section.

1. Direct-Deal Term Contracts

Direct-deal term contracts allow you to place Print Orders (GPO Form 2511) directly with contractors rather than routing them through GPO for placement. This is the most efficient way to place an order.

Agency authority under direct-deal term contracts extends only to the placement of Print Orders and to the transmission of copy and proofs. All other authority rests with GPO's Contracting Officers who negotiate with contractors to manage performance beyond the terms of the contract.

When placing orders directly with a contractor, your responsibility includes:

a. Create the Print Order

When completing Print Orders for placement, all applicable boxes on the 2511 Print Order form must be completed. See Appendix 4 for an illustration of the form.

The objective is to provide complete information on the individual Print Order that can stand alone to describe your order and to ensure that no requirements are omitted. GPO discourages the use of references such as "per contract". Whenever possible, the complete distribution list should be supplied directly on the Print Order.

b. Include Rider Copies

If other agencies intend to ride an order, GPO will furnish a separate memorandum detailing the number of copies to be added to your order along with distribution instructions. Additionally, the FDLP and its network of depository libraries or GPO Sales may order rider copies.

It is crucial to have any rider quantities added to your agency's required quantity on the Print Order. The cost of reprinting an order due to failure to include these rider copies will result in additional costs to the Government and taxpayers.

c. Distribute the Print Order

The contractor has no authority to perform work prior to receipt of a Print Order.

A copy of the Print Order and any separate distribution list or attachments should be provided to GPO at the same time that the Print Order is sent to the contractor. GPO needs to enter the order into our ordering system to support the billing process. If GPO does not have a copy when the contractor submits an invoice, it will delay payment.

Print Orders are also reviewed by GPO to ensure that they fit the contract.

d. Provide Government Furnished Materials (GFM)

At the time of Print Order acceptance, the contractor must be informed of where and when the GFM can be obtained. This will determine the start date for the schedule as specified in the contract. After placing the order, the specified schedule may not be modified by the issuing agency. The authority to negotiate changes on the order rests with GPO personnel. For instances of Government-caused delays you will fill out and submit the GPO 907 Form as described in Section IV, 3. Contract Compliance with Schedules.

2. Special Considerations for Multiple-Award Contracts

a. Print Order Log

When placing Print Orders under multiple-award, direct-deal term contracts, you are required to keep a log record. This record is the means by which each contractor's acceptance pattern is tracked. The log identifies each offering for multiple-award contracts, the required schedule, the best date offered by each contractor representative if the offering is refused, and the representative's name. This record should be reviewed periodically to determine any consistent patterns of Print Order refusal for multiple-award term contracts. GPO may also request to review the log to ensure that Print Orders are being placed properly. Additionally, the records

relating to any sequence-of-award established through abstracting must be retained for review by GPO.

b. Sequence-of-Award

All Print Orders must be placed in accordance with the pre-established sequence-of-award. This sequence, which may be provided by GPO prior to commencement of the term contract, is developed to ensure that Print Orders are always offered first to the lowest bidder. Some term contracts, however, may require, or provide for, a sequence-of-award to be established for each Print Order through abstracting of individual order requirements to determine the award sequence. The method for establishing the sequence will be specified in the contract.

c. Contractor Responses

Each term contract stipulates a time period for contractors to respond to Print Order offerings (usually 30 minutes). The name of the contractor representative contacted and the time of the offering must be entered into the placement log. Should the first contractor fail to respond within the specified time or reject the order, the remaining contractors must be contacted in sequence. Under no circumstances may you bypass an eligible contractor in the sequence-of-award. Repeated refusals of Print Order offerings must be brought to the attention of GPO.

3. Contract Clauses Used in Term Contracts (as applicable)

a. Option to Extend the Contract Term

Some contracts are written to include a base performance period, typically 12 months, plus option years. It is the Government's exclusive right to extend the contract by written notice to the contractor not later than 30 days before the current contract period expires. The duration of a contract may not exceed 5 years, including any options under this clause.

b. Economic Price Adjustment (EPA)

Multiyear and option year contracts must include an economic price adjustment clause, which will provide for either upward or downward price adjustment in the contract price in accordance with changes in the specified price indexes. The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoice to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the "Consumer Price Index For All Urban Consumers – Commodities Less Food, Seasonal Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics.

c. Paper Price Adjustment (PPA)

The Government is required to include this clause in multiyear and option year term contracts when the value of paper alone is estimated to exceed $100,000. Term contracts incorporating this clause must distinguish paper as a separate line item in the "Schedule of Prices."

Paper prices charged under the term contract will be adjusted in accordance with "Table 9 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS) on a monthly basis. The applicable BLS code (for example, 0913-01) for corresponding paper type (for example, Offset Book) will apply to all paper required under the contract. The applicable index figures for the specified month will establish the base index. Adjustments under this clause will be applied to the contractor's bid price(s) for paper line items in the "Schedule of Prices," and will be effective on the first day of any month for which prices are to be adjusted. There must be no price adjustment for the first three (3) production months of the contract. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month, which is two (2) months prior to the month being considered for adjustment.

The GPO Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during the months affected by this clause.

SECTION VII

Established Procurement Vehicles

Several programs have been established to help you reap the benefits of agency control over the ordering process, cost saving, and streamlined order processing.

1. Simplified Purchase Agreement (SPA)

The SPA is a streamlined printing procurement process. Once approved to use the SPA, you can acquire publishing and information products and services valued up to $10,000 directly from a list of GPO certified local commercial vendors.

This procurement option offers the maximum possible convenience and control for quick turnaround publishing projects. SPA orders allow you to solicit and directly place orders with a vendor of your choice based on "best value". This concept embraces price as well as any number of important factors, such as responsiveness, business practices, convenience, courteous service and attention to detail. You are able to take into account elements of past performance relating to quality, reliability, and schedule compliance.

The process ensures fair and reasonable competitive pricing and vendor compliance with GPO standards as it relates to the Government Paper Specifications and Quality Assurance Through Attributes Program (QATAP), thus maintaining continued consistency and quality control of the publishing and information products and services. See more on QATAP in section IX.

For the vendor, the SPA provides local small businesses with a vehicle through which they can market their services directly to Federal agencies.

For information on how to get started on the SPA go to: **www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/simplified-purchase-agreement**.

2. GPO*Express* (950-S Contract)

The 950-S Program known as GPO*Express* is a convenient, short-run, quick-turnaround copying contract. Once approved, it allows you to place orders directly using a unique GPO*Express* card to make purchases at designated locations nationwide. You get substantial savings while still complying with Title 44.

Participation in the GPO*Express* program requires an agency to:

a. Obtain a Billing Address Code (BAC) linked to an acceptable form of Government payment, which may be a Government credit card, a deposit account, etc.

b. Submit a GPO Form 3001 or SF-1 designating all cardholders and their prescribed spending limits

Services provided under the contract include:

- Access to locations nationwide 24/7, 365 days a year
- Convenient ordering options via email, the website or walk-in
- Free delivery within a local area

For additional services and pricing available go to: **www.gpo.gov/docs/default-source/gpoexpress-pdf-files/gpo_express_pricelist.pdf**.

For more information on how to sign up for the GPO*Express* program go to: **www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/gpoexpress**.

GPO does not apply a surcharge to GPO*Express* orders.

3. GPO Online Paper Store

The GPO Online Paper Store is a simple, one-stop solution for ordering cut-sheet paper supplies for office copiers and printers.

The GPO Online Paper Store offers:

- A variety of paper options and products
- Green options for those following Federal guidelines and sustainability requirements
- Free delivery nationwide
- 24/7 easy online ordering
- A dedicated Customer Service Center
- Competitive pricing (with no added surcharge)
- Payment by credit card, Intra-Governmental Payment and Collection (IPAC) Systems, or deposit account

To get started go to: **www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/gpo-online-paper-store**.

4. GPO Consulting Services (980-M Contract)

GPO provides detailed analysis of agency in-house operations (including multifunctional devices, desktop printers, mailing equipment, fax servers and related devices) and provides recommendations in a report that can serve as your blueprint for future improvements. You can benefit by evaluating the best overall solutions for your in-house production needs.

Consultation includes:

- Cost-saving analysis
- Right sizing through equipment recommendations
- Optimization with floor plans of copier locations and models
- Assessment of user needs
- Workflow processes and systems

GPO provides solutions for agency equipment, services, and personnel by utilizing the industry expertise of our dedicated contracting team and GPO's competitive buying power. We work with you to meet your strategic and budgetary goals.

5. GPO Onsite Services (951-M Contract)

Using our contract, you are able to work with GPO experts who can help you use a streamlined acquisition process to lease or buy equipment to support and enhance your in-house operations.

GPO has consistently been able to help customers save significant money and increase their efficiency and capability, while complying with Title 44 requirements.

This program offers your agency solutions for the following:

- Lease/purchase of copier fleets and printing devices
- Managed print service solutions
- Existing Government-owned equipment maintenance
- Mailing, distribution, and delivery services
- Copying and printing operations
- Binding and finishing operations
- Onsite personnel and security-cleared personnel

An assortment of onsite document conversion/scanning services are available, including but not limited to:

- Onsite turnkey operation
- Reduction of real estate being occupied by physical documents
- Experienced staffing
- Scanning
- Document preparation
- Indexing
- Refiling or recycling post-scan
- Metadata creation
- Quality control
- NARA compliance
- Compliance with Executive Order

For more information go to: **www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/onsite-document-solutions**.

SECTION VIII

Procurement Support Services

1. Consultation – National Account Managers (NAMs)

GPO National Account Managers work with Federal agency customers throughout the United States.

Regardless of your location, their role is to:

- Provide you with a single, dedicated point of contact
- Help you choose the most appropriate and cost-effective GPO programs to suit your needs
- Introduce you to new GPO programs and services
- Connect you to internal GPO subject matter experts to provide you with the technical guidance needed to make informed decisions about print and digital publishing options
- Provide you with technical advice on print projects and maximizing print and publishing budgets
- Conduct educational outreach events and training seminars to help you train your staff to work effectively with GPO
- Help resolve administrative and financial issues related to account set-up, funding, billing, or other GPO activities and processes

To locate your NAM, send an email to **NAM@gpo.gov** or call 202.512.1904. Be sure to include your agency and the state in which you are located.

2. Pre-bid Conferences

GPO can arrange conferences or formal Industry Day events to support discussion of your project details with prospective bidders. The events provide an opportunity to explain requirements that are complex or that require unusual performance on the part of the contractor and get feedback about what industry can provide. Since these conferences are held prior to bid opening, suggested changes or alternatives to the specifications may be considered for inclusion in final contract specifications.

3. Onsite Visits

Onsite visits can be conducted to obtain current information on the contractor's capabilities related to performing the contract. The onsite visit is typically included in the process of evaluating a vendor before award and includes the examination of elements such as production capability, technical capability, quality assurance, physical security, labor resources, performance record and financial viability.

A specified pre-award visit can be waived if a visit to the same plant has been completed recently and the data is still considered to be relevant.

4. Post-Award/Prior-to-Production Conferences

When a contract involves new technology, complex requirements, critical schedules, extensive or involved distribution, or other complexities you may want to request a post-award conference be added to the solicitation.

After the award of a contract, but prior to any performance under the contract, representatives from the Federal agency, GPO, and the selected contractor(s) meet to discuss the most important aspects of the contract in order to avert potential problems. Prior-to-production conferences are also used to ensure all parties have a clear understanding of the contract and are completing/interpreting Form 2511 correctly.

5. Prior-to-Production Samples

When the finished product must be tested for acceptable usage, GPO can require the contractor to furnish samples that represent the ordered product before authorizing the contractor to produce the whole quantity. In this case, the contractor must wait for the agency to confirm acceptance before proceeding.

The use of prior-to-production samples is usually limited to products that the agency needs to process further using their own machines (e.g., mailing or high quality finishing equipment) that may have tight tolerances.

Producing these samples requires the same make-ready and other set-up procedures as the actual production run, so they are usually expensive and can require more time in the schedule.

6. Quality Control/Onsite Inspection

Onsite inspections are for the purpose of setting standards that are to be maintained throughout the entire run. Final make-ready is inspected and approved at the contractor's plant. Inspections can be requested for any process of the job to include printing, binding, foil stamping, etc.

Upon approval, the contractor is required to maintain the exact standards throughout the run (within Quality Assurance Through Attributes Program (QATAP) tolerances when applicable, see Section IX for more information).

After award, the contractor will give advance notice to GPO, providing the time and date that they plan to run the job. GPO will then notify the representative from the Federal agency and make arrangements for the plant visit.

7. Production Monitoring

GPO is committed to helping you receive quality products. One of the ways this is accomplished is through onsite production monitoring.

Trained GPO personnel can monitor the contractor's performance during any element of the production process including printing, imaging, binding, and mailing to ensure quality is maintained throughout production. There is an additional/hourly cost for this service.

8. GPO Permit Mailing

GPO offers our G-796 mailing permit for reimbursable USPS mailing. Using the GPO permit would save the cost and time of getting a mailing permit from your local Post Office. The GPO surcharge is applied to mailing costs when using the GPO permit.

9. Training Offered by GPO

GPO provides a variety of training. Customers nationwide can participate in most offerings.

a. The Institute at GPO

The Institute at GPO provides Federal publishing professionals with courses designed to help their agency communicate effectively with a broad range of audiences using a variety of channels. Courses and seminars integrate hands-on exercises, demonstrations, discussions, and presentations led by nationally recognized experts in their fields.

We can help your agency:

- Develop training for your staff to better understand Federal sector publishing and printing best practices
- Increase your knowledge about emerging digital technologies that impact the planning, processes, and budgets for publishing, printing, and information dissemination
- Improve your skills in areas that are unique to Federal agency publishing

The Institute offers:

- Online training
- Desktop publishing courses
- Digital print and management courses
- Offsite customized courses at agency locations

For more information on specific courses, please visit the GPO Training Opportunities page: **www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/training-opportunities**.

b. NAM Sponsored Training Events

GPO offers training events at GPO headquarters in Washington, DC, locations across the country (Road Shows), and online webinars. These free events are conducted by GPO National Account Managers (NAMs) and offer critical training for new GPO users and comprehensive updates for existing customers. Training topics include:

- Overview of GPO products and services
- Trending topics among GPO customers
- How to work with GPO (including funding and forms)
- Featured presentation topics requested by Federal customers

GPO Road Shows

GPO travels throughout the country to present regional customers with an opportunity to learn more about GPO products and services through GPO Road Shows. These presentations are held at various times throughout the year at locations nationwide. To learn more about GPO Road Shows, see where the next Road Show is scheduled, or to request a Road Show in your area, send an email to **NAM@gpo.gov**.

GPO Hosted Webinars

Throughout the year, GPO will conduct informative webinars on various topics to help keep you up-to-date on printing and publishing resources and innovations available through GPO. A webinar is a convenient vehicle that allows you to participate in a training event without having to leave the office.

GPO NAMs can also provide customized group training at your agency location. If you want to learn more, or would like to be added to GPO's email list for webinar opportunities, you can send your inquiry to **NAM@gpo.gov**.

To find an upcoming training event in your area, send an email to **NAM@gpo.gov** or visit: **www.gpo.gov/how-to-work-with-us/agency/events-and-training**.

c. OnDemand Online Training

GPO realizes that the acquisition process can be somewhat complicated. Our aim is to provide training to help you navigate the procurement process.

There are many helpful resources available online. Whether you are looking for training on how to fill out an SF-1 or to learn more about the SPA program, there are videos you can watch on demand for your immediate training convenience.

Please visit the GPO Guides and Instructions page below: **www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/guides-and-instructions**.

SECTION IX

Quality Assurance Through Attributes Program (QATAP)

1. GPO Policy

The quality of products procured through Customer Services must conform to the requirements of the specifications agreed to with the customer agency.

2. Role of QATAP

The "Quality Assurance Through Attributes Program - Contract Terms" (GPO Pub. 310.1) is incorporated in GPO contracts for most products identified as "general printing" (e.g., books, pamphlets, and cut forms). This means a quality level will be assigned to the product and a contractor's conformance with the quality requirements will be determined by measuring defects in accordance with the tolerances for the applicable attributes based on the quality level. Products failing to meet the quality requirements will be rejected. Corrective action may require reprinting, correction, or acceptance at an appropriate discount.

Quality Attributes

Quality Attributes are properties of a printed piece expressed in units of measure with permissible tolerances. During quality evaluation, the measurement of each attribute defines a product's compliance with requirements.

Printing and binding attributes are identified in QATAP. Examples are trim size (in inches), type density (in percent reflectance), and hickeys and spots (by size and number present). Paper attributes are subdivided into characteristics (e.g., color, opacity, smoothness).

3. Federal Agency Responsibilities Under QATAP

Under QATAP, you and GPO both share responsibility for determining quality requirements and assuring conformance to these requirements.

Your primary responsibilities are discussed below.

a. Quality Level Selection

Since you are the best judge of desired quality, GPO has delegated the responsibility for initial Quality Level (QL) selection of the printed product to the ordering agency, subject to concurrence by GPO. A more detailed discussion of quality levels can be found in GPO Publication 310.1: **www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf**.

b. Product Inspection

GPO performs product inspection to determine compliance with specifications. Due to the volume of work procured by GPO, you are encouraged to inspect products upon receipt and to promptly notify GPO of any quality problems.

c. Registering Complaints

All complaints regarding product quality must be submitted on GPO Form 1815 through an authorized agency printing representative and must be accompanied by samples. See Appendix 6 for an illustration of this form. This requirement does not preclude prompt verbal notification when the nature of the quality problem(s) warrants immediate attention.

d. Gathering Inspection Samples

To assist GPO in quality assessments under QATAP, when you register a complaint, you may be required to gather randomly selected samples from various destinations. Contractors are required to deliver Departmental Random Copies (Blue Label) copies to the Federal Agency on most jobs and to certify that they were selected according to GPO Form 917-Certificate of Selection of Random Copies.

The Blue Label copies should be set aside to open last so that they may be submitted unopened in the event that a quality issue is discovered that needs to be addressed. The Blue Label copies constitute a part of the total quantity ordered, and are provided at no additional charge. These randomly selected copies are packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container.

If Blue Label copies are not available, you should immediately contact GPO for guidance in sample gathering to avoid delays in obtaining samples. In order to seek a reprint or discount on the whole order, no copies of a rejected product should be used or distributed.

e. Rejected Products

When GPO determines a printed product fails to meet specifications for quality, the Contracting Officer will work with the contractor to take action. This may result in accepting the job with a discount, correcting the defect, or reprinting the job. It should be understood that discounts will always be considered when it is a usable product.

4. Product Quality Levels

Under QATAP there are five levels of quality which may be assigned to a product. These levels range from Level I (best quality) to Level V (functional quality). Selection of the appropriate Quality Level (QL) for a given product is not always an easy decision. The natural tendency is to select the highest QL (Level I), in hopes of getting, at least, the minimum quality needed. Under QATAP, however, contractors must produce the specified QL within the allowable tolerances for each attribute or risk rejection by GPO. Consequently, selecting a QL higher than is needed could substantially decrease the number of contractors who could place a bid or a quote and increase printing costs.

The following QL descriptions are designed to assist you in making appropriate selections.

5. Description of the Five Quality Levels

There is a direct correlation between the appropriate QL and the intended use of a product. The following describes this correlation.

a. Level I (Best Quality)

These products require the best available materials, printing, workmanship, quality control, and commensurate production time. Products in this level have single- or multi-colored detailed photos, halftones, very fine line drawings, and reproductions up to 200-line screen halftones. The highest quality Government furnished material (GFM), reproduction proofs, and closest match between approved proof and press sheet are required. Examples of Level I products include art books, medical journals, and meat grading charts.

b. Level II (Better Quality)

These products require high quality printing, materials, workmanship, quality control, and commensurate production time. Products of this level contain single- or multi-color 175-line or finer screen halftone reproductions of single- or multi-color subject matter. High quality GFM, reproduction and proofs are required. Examples of Level II products include yearbooks, recruiting material, and professional papers.

c. Level III (Good Quality)

These products require above average materials, printing, workmanship, quality control, and commensurate production time. Products of this level require clean, sharp printing of single- or multi-color work (general process color work) and halftone reproductions up to 150-line screen. Above average quality GFM reproduction proofs and typography are required. Examples of Level III products include annual reports, general process color work, court decisions, illustrative catalogs, budget reports, technical reports (with color), and textbooks.

d. Level IV (Basic Quality)

These products require average quality printing, materials, workmanship, quality control, and commensurate production time. Products of this level are generally informational in nature and have general black-and-white or line color (non-process) and occasional halftone reproductions. Average fidelity and resolution to GFM is required. Examples of Level IV products include technical manuals (without process color), telephone directories, indexes, and project reports.

e. Level V (Functional Quality)

These products require printing with no information loss from GFM. These products may be reproduced from readable copy. Examples of Level V products include inter-office forms and information handouts (type and line work only).

f. Mixing Product Quality Levels

There will be instances where more than one level of quality will be assigned to an individual job. For instance, the binding may be more important than the fidelity of an illustration. As a result, a Level III may be assigned to the binding attributes and a Level IV to the remainder of the attributes. Mixing quality levels usually provides quality where needed while saving money.

6. Assistance from GPO

Assistance in selecting the appropriate Quality Level or in any other aspects of QATAP is available from GPO. If you choose not to select a Quality Level, GPO will assign the appropriate Quality Level for the product.

7. Quality Standards for Digital Printing

For contracts determined to be Quality Level 3, 4, or 5, the agency has the option to produce the products via conventional offset or digital printing provided that the Quality Level standards are maintained.

If digital printing is an option, different choices of digital printing can be specified in the contract. The choice can be defined by specifying attributes like: ink type, line screen, a minimum resolution, and raster image processing (RIP). These choices will affect price and quality.

- Pros: Less expensive, accurate proof, faster turnaround, smaller quantities, variable data
- Cons: Color accuracy cannot be verified, limited paper choice, difficult match to Pantone color, banding in gradients, uneven solids

SECTION X

Additional GPO Business Units

Customer Services Support Teams

1. Publishing Support Services

a. Bid Section

Prepares bid lists for soliciting contractors, maintains bidder's mailing lists, the Automated Bid List System (ABLS) and Contractor Connection, assigns contractor codes, classifies contractors according to capabilities, secures bids, and opens formal bids.

b. Contract Compliance

Monitors and reports on contractors' shipping/delivery performance, monitors proof dates to ensure compliance to specifications, informs Contracting Officers of contractors with performance problems, performs delinquency verifications, processes adjustments to schedules, issues Monthly Compliance Letters (processes contractors' responses), and reviews performance histories with contractors.

c. Quality Control for Published Products

Consults on projects before production, conducts press sheet inspections, pre-flights electronic media, inspects agency proofs, evaluates vendor samples to assign quality levels, conducts pre-award surveys, monitors in-plant production, evaluates Quality Assurance Random Copies (QARCs) for compliance to specifications, evaluates quality complaints, informs Contracting Officers of deficient contractors, and supports Customer Services with any technical specification needs.

d. Communications and Status Center (COMSTAT)

Processes requisitions from customer agencies, assigns jacket numbers, processes open jackets, prepares distribution lists, and handles Superintendent of Documents requirements.

2. Creative and Digital Media Services (CRDMS)

GPO's Creative and Digital Media Services (CRDMS) is an innovative design studio in the Federal Government. An integral part of GPO's Customer Services business unit, CRDMS is composed of two teams of professional designers and information specialists.

a. Creative Services

Functions as a design services group that serves a need for communication products and services. The design team offers print and graphics design, branding and identity, exhibit graphics, video, multimedia, photography, and security design services. The group provides design services for Executive, Legislative and Judicial branch agencies, commissions, and numerous entities funded by Federal Government-appropriated funds. Creative Services also provides design services for both the U.S. Congress, and the Executive Office of the President.

b. Digital Media Services

Provides web content management services. This team also provides digital archiving/storage, CD-ROM duplication, and some services related to making documents accessible for visually-challenged users and consumers of Government information.

GPO Business Units Outside of Customer Services

1. GPO Printing Plant

Plant Operations is an around-the-clock printing and technology business unit that publishes essential Government documents such as the *Congressional Record*, *Federal Register*, *Code of Federal Regulations*, President's Budget, Bills, Hearings and Congressional Reports, as well as select Federal agency work and security products. The Plant manufactures a wide range of products including flyers, letters, envelopes, posters, certificates, pamphlets, and books of all types. Their Press Department utilizes G7 certified conventional and LED/UV offset sheet-fed and web presses as well as letterpress services. Proofing systems include G7 certified ink jet and high resolution laminated equipment. Their Bindery Department offers a variety of binding services including Smyth sewn, polyurethane

reactive (PUR), saddle stitch, perfect binding, library binding and case binding. The Plant ships locally and nationwide.

2. Security and Intelligent Documents (SID)

GPO's Security and Intelligent Documents Business Unit is leading the way in secure document design and manufacturing, enabling the production of secure Government documents for a wide variety of applications including (a) U.S. Passports, (b) Evidence of Identity, (c) Travel Documents, (d) Immigration Forms, (e) Credentials, and (f) Official Tickets and Checks.

Customers can utilize GPO's services in the following ways:

a. Security by Design

Members of GPO's internal design staff are experts in the latest and most secure design software and are ready to assist you in all stages of building a secure document.

b. Security by Materials

GPO has the experience needed in preparing technical specifications for security paper and security inks.

c. Security by Print

GPO ensures the safety and authenticity of secure documents by employing hundreds of individuals with security clearances in the areas of manufacturing, procurement, design, and delivery.

d. Security by Technology

GPO has extensive in-government expertise in the latest technologies used in security documents and credentials to thwart counterfeiters and forgers. GPO also collaborates with U.S. and global commercial sources, suppliers and technology providers to integrate best-in-class security features, components and systems into the final products.

3. Publications and Information Sales (P&IS)

GPO's Publications and Information Sales business unit helps you expand the dissemination of your print and digital content into places where readers often search for information.

P&IS works with commercial and academic channels to place Federal publications, subscriptions and eBooks into consumer channels such as the U.S. Government Online Bookstore, Apple iTunes, Google Play, Barnes & Noble, and into public libraries through Overdrive.

Content is placed into Academic channels through EBSCO, ProQuest, MyiLibrary, AcademicPub, Rittenhouse R2 Library, and the U.S. Government Online Bookstore.

Federal content is also promoted through the U.S. Government Online Bookstore, our New Titles by Topic email alert service (with over 230,000 subscribers), our Government Book Talk Blog, and through Facebook, Twitter, and Pinterest.

4. Warehousing and Distribution Services

Publications and Information Sales also manages warehouses in Laurel, MD and Pueblo, CO, where reimbursable publication storage and fulfillment services are provided for Federal agencies: **www.gpo.gov/docs/default-source/guides-and-instructions/pdf/2-gpo-laurel-pueblo-distribution-flyer.pdf**.

5. Official Journals of Government

The Official Journals of Government business unit provides support services to the U.S. Senate and U.S. House of Representatives and their committees regarding the printing, binding, and provision of digital information products required to carry out the legislative schedule and daily operations. This support includes the production of the *Congressional Record, Congressional Record Index,* bills, reports, hearings, committee prints, and other authorized documents.

This business unit also works in close partnership with the Office of the Federal Register (OFR) to coordinate the timely production of the official documents of the OFR including the daily *Federal Register, Code of Federal Regulations, List of CFR Sections Affected (LSA)* and the *Public Papers of the Presidents of the United States*.

6. Library Services & Content Management

Library Services & Content Management's (LSCM) mission is to generate an informed American public through the administration and support of four statutorily mandated programs, ensuring Federal Government information lifecycle management in multiple publishing formats.

These programs are the:

- Federal Depository Library Program (FDLP)
- Cataloging and Indexing Program (C&I)
- International Exchange Service (IES)
- By-Law Program

7. Programs, Strategy, and Technology (PST)

GPO's Programs, Strategy, and Technology office provides management support, process discipline, business process reengineering and transparency to key agency strategic programs. PST is responsible for the management, ongoing development, and support of GPO's govinfo (**www.govinfo.gov**).

govinfo is an ISO 16363 certified Trustworthy Digital Repository that provides content management, free online access, and long-term digital preservation to official publications from all three branches of the Federal Government. PDF files on govinfo are digitally signed and certified to provide evidence of document authenticity and integrity. Federal agencies can visit: **www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/digital-content-solutions** to learn about making their content available on govinfo or about using GPO's standalone PDF digital signature application service.

SECTION XI

GPO Finance and Billing

This section includes information that supports the ordering process all the way through to successful billing.

1. Establish a GPO Billing Address Code (BAC)

To obtain a GPO Billing Address Code (BAC), complete and submit GPO Form 4046 with the following information filled in as appropriate:

- Agency Requestor information – Name, Title, Department and Bureau/Office, address, phone, fax and email.
- Finance Point of Contact information – Name, Title, address, phone, fax and email.
- Method of Payment
  - IPAC Billing – Handled by Treasury transfer
  - Non-IPAC – Credit Card or Check
- Agency Location Code (ALC), Treasury Account Symbol (TAS) and Business Event Type Code (BETC) are required for IPAC. This information can be acquired from the agency's finance or budget office.
- Line of Accounting (LOA) if required by your agency.
- Authorizing Signature, Title and Date.

Completed form should be emailed to **requestnewbac@gpo.gov**. GPO Commercial Billing will contact you within 3 business days with information to begin using the new GPO BAC.

2. Treasury Account Symbol (TAS) – Business Event Type Code (BETC)

TAS identification code assigned by Treasury Fiscal Service to agencies for Treasury reported financial transactions of the Federal Government. The BETC must accompany the TAS to indicate the type of activity being reported, such as payments, collections, etc.

The TAS-BETC is required for all Intra-Governmental Payment and Collection System (IPAC) transactions. It is not required for credit card transactions. All obligation documents (2014 version or later) contain component TAS and BETC fields in the billing information section.

Contact your agency's budget or accounting office to obtain the correct TAS/BETC information.

3. Line of Accounting

Line of Accounting (LOA) is an agency reference accounting code, up to 195 characters, supplied in the identified box of the ordering document.

The agency-supplied accounting number is captured by GPO and transmitted on the customer IPAC bill to allow for automated recognition of charges by the customer's finance system, reducing administrative time and reversed charges.

GPO must be notified if this is a mandatory agency requirement. To notify GPO of your agency's Line of Accounting requirement email **cad@gpo.gov**.

4. Credit Card Payment

Identify orders to be charged to a Government credit card by selecting the purchase card box on the ordering document.

Provide credit card information (name on card, card number and expiration date) in the identified boxes on ordering document and submit to GPO via secure transmission, or provide contact information (name and phone) to collect credit card information for payment processing.

Credit card receipts are not automatically transmitted from GPO, but may be provided upon request.

5. IPAC

Electronic Internet-based collection and payment system that facilitates intra-governmental transfer of funds on a real-time basis.

GPO processes IPAC transactions four times a month (5th, 10th, 15th and 20th), adjusted for weekends and holidays.

6. Deposit Account

Account established by the deposit of funds via IPAC or check and the submission of Form 4045, allowing customer to maintain control of funds at the appropriation level. Funds are replenished to maintain a balance to cover a single job or an entire project.

Customers can monitor transactions by logging into the Financial Document Repository at: **https://financialdocuments.gpo.gov/**. Accounts are updated daily to show all account activity to include deposits, charges for Print Orders, transfers, etc.

GPO assigns a deposit account number (BAC) to be used on obligation documents.

Form 4045 and instructions are located here: **www.gpo.gov/how-to-work-with-us/agency/forms-and-standards** within the Billing and Finance tab.

7. Financial Document Repository

GPO's Financial Document Repository provides you with the flexibility to control your funds with access to the following:

- Printing and binding deposit account transactions and balances
- Digital GPO Form 400 Invoices for their IPAC and non-IPAC transactions
- SF-1 documents that they have submitted to GPO for procured orders

For detailed information on what is available on this site, go to: **https://financialdocuments.gpo.gov/** and click on Deposit Accounts or Form 400/SF-1 and select frequently asked questions.

For information on how to get access to the system go to: **https://financialdocuments.gpo.gov/user/registration**.

8. Finance Inquiries

For billing and payment related questions, contact the appropriate processing unit.

- **IPAC payments** – Customer Account Division, 202.512.0626 or **cad@gpo.gov**
- **Deposit account** – 202.512.1189 or **depositinquiries@gpo.gov**
- **Credit card** – 202.512.0854 or **GPOBilling@gpo.gov**
- **Billing** – 202.512.0197, **CommercialBilling@gpo.gov**

9. Finance Frequently Asked Questions (FAQs)

For additional information on the above and more finance topics please see: **www.gpo.gov/docs/default-source/finance-options-pdf-files/finance-faq.pdf**.

APPENDIX 1

Other GPO Forms

1. GPO Form 4064 Agency Authorizing Signature(s)

Used to authorize personnel to sign GPO order forms:

www.gpo.gov/docs/default-source/forms-standards-pdf-files/gpoform_4064.pdf

In accordance with GPO Circular Letter No. 1023, February 15, 2019:

www.gpo.gov/how-to-work-with-us/agency/circular-letters/signature-authorization-for-departments-and-agencies-submitting-printing-and-binding-requisitions-to-gpo

2. GPO Form 907 Non-Compliance/Change Report

Purpose is to promptly alert GPO to changes in contract schedules and/or contractor non-compliance:

www.gpo.gov/docs/default-source/forms-standards-pdf-files/907.pdf

3. GPO Form 1815 Notice of Quality Defects

Used to document quality issues with a project, as well as desired action to take:

www.gpo.gov/docs/default-source/forms-standards-pdf-files/1815.pdf

4. GPO Form 3868 Intent to Publish

Used when you would like to have material distributed through GPO's Federal Depository Library Program. Materials are distributed to the nation's libraries, making them available to the public at no cost to you:

www.gpo.gov/docs/default-source/forms-standards-pdf-files/3868.pdf

5. GPO Form 4045 Deposit Account

Used to establish, replenish, transfer, or ask for a refund for deposit account funds:

www.gpo.gov/docs/default-source/forms-standards-pdf-files/depositaccountform.pdf

6. GPO Form 4046 Billing Address Code

Used to request a new BAC or change an existing BAC:

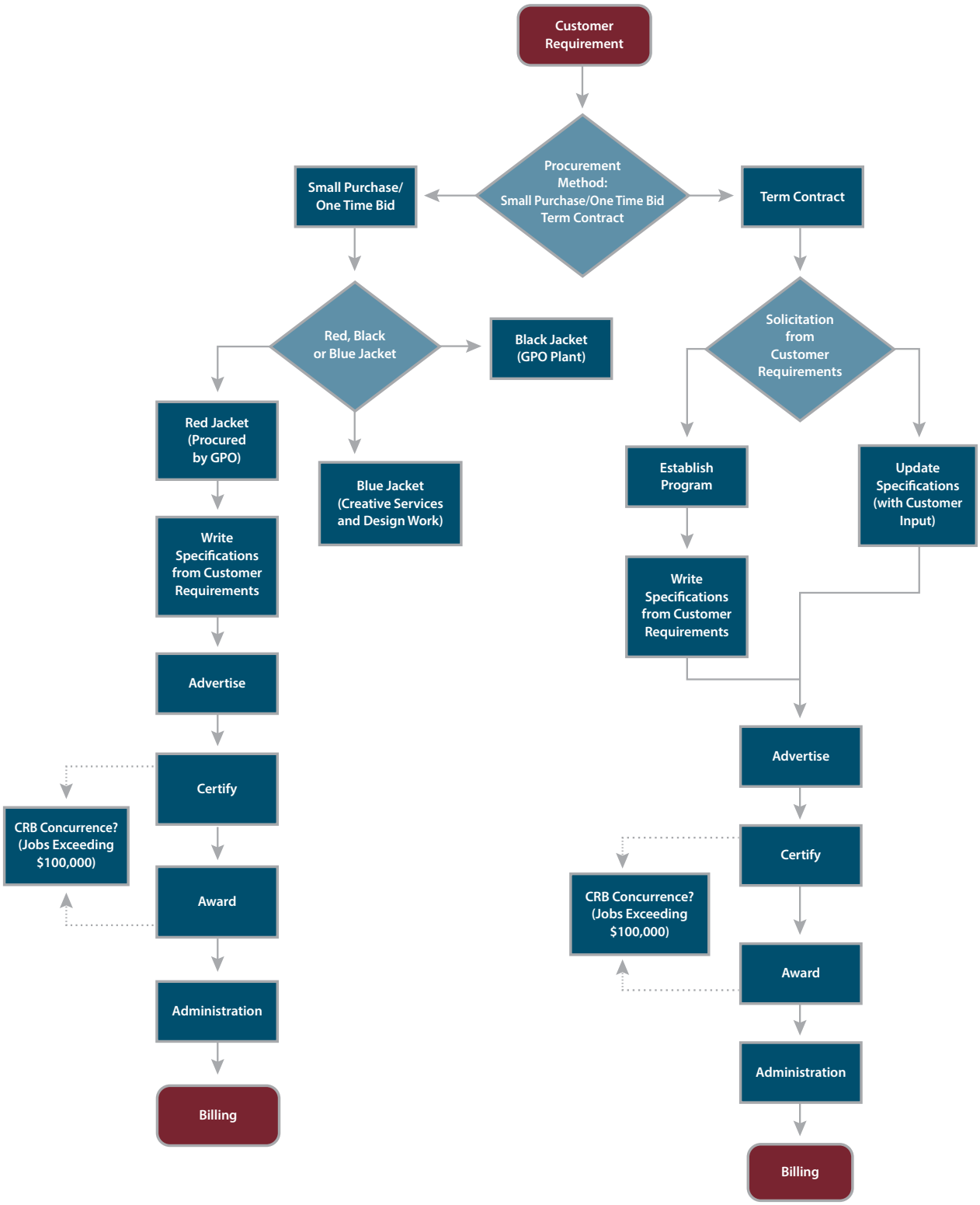
www.gpo.gov/docs/default-source/forms-standards-pdf-files/bac_request_form_4046_0817.pdf

Instructions:

www.gpo.gov/docs/default-source/forms-standards-pdf-files/bac_form4046_inst.pdf

APPENDIX 2

GPO Workflow for Order Processing



APPENDIX 3

GPO Products and Services

The products and services listed are only a small portion of what GPO can provide your agency. Contact GPO at **NAM@gpo.gov** or **202.512.1904** for assistance with any project that your agency is considering. We want to help you meet your goals!

Services

508 Compliance
Binding
Book and eBook Design
Brand and Identity Systems Design
Consulting and Facility Management Services
Design of Secure Cards/Credentials/Documents
Design Services for Mobile Devices
Digital Content Management, Preservation, and Authentication
Digital Printing
Digitization Onsite or Offsite
Distribution Services
Document Archiving
Document Management
eBook and eMagazine Conversion and Dissemination
Editorial Design
Environmental Graphic Design
File Conversion
Illustration
Indexing Services
Information Design
Litigation Scanning
Logo Design
Magazine/Periodical Design
Marketing/Communications Consultation
Materials Testing and Consultation
Multimedia Design
Order Fulfillment
PDF Digital Signature Application
Plant Operations Printing and Binding Services
Print Publication Dissemination through Commercial and Academic Channels
Production Layout
Promotional Design
Quick Printing via GPO*Express*
Secure/Classified/PII Printing
Secure Document Destruction
Security Design
Subscription Services
Training
Translation
Variable Data Printing
Video Creation/Editing
Warehousing
Web Based Training and Development
Web Site Design
Web Hosting and Maintenance

Products

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

APPENDIX 4

List of Acronyms

ALC: Agency Location Code

APS: Agency Procurement Services

AQL: Acceptable Quality Level

BAC: Billing Address Code

BETC: Business Event Type Code

BLS: Bureau of Labor Statistics

COMSTAT: Communications and Status Center

CRB: Contract Review Board

CRDMS: Creative and Digital Media Services

EPA: Economic Price Adjustment

f.o.b.: Freight on Board

FDLP: Federal Depository Library Program

FPC: Federal Publishing Council

GBL: Government Bill of Lading

GFM: Government Furnished Material

GPO: Government Publishing Office

GSA: General Services Administration

IFB: Invitation for Bid

IPAC: Intra-Government Payment and Collection

JCP: Joint Committee on Printing

LOA: Line of Accounting

NAM: National Account Manager

P&IS: Publications and Information Sales

PDF: Portable Document Format

PII: Personally Identifiable Information

PPA: Paper Price Adjustment

PPO: Printing Procurement Office

PPR: Printing Procurement Regulations

PSI: Press Sheet Inspection

QATAP: Quality Assurance Through Attributes Program

QCPP: Quality Control for Published Products

QL: Quality Level

RFQ: Request for Quote

SBU: Sensitive But Unclassified

SF-1: Standard Form 1

SID: Security and Intelligent Documents

SPA: Simplified Purchase Agreement

TAS: Treasury Account Symbol

U.S.C.: United States Code

USPS: United States Postal Service

APPENDIX 5

Basic Terms and Definitions

A list of key terms found in this handbook is provided below. Please note that a complete glossary containing all procurement related terms and definitions can be located on GPO's website at: **www.gpo.gov/how-to-work-with-us/agency/forms-and-standards.**

Award: GPO Printing Specialists generate purchase orders which are signed by Contracting Officers. The Purchase Order and furnished material are then sent to the contractor upon award. Or, customer sends signed Form 4044 to GPO SPA contractor.

BAC (Billing Address Code): A BAC is a unique 6-digit account identifier assigned by GPO. The BAC identifies the particular agency and is assigned to a single Agency Location Code (ALC). The BAC also provides GPO with information regarding the method of payment (Intra-Governmental Payment and Collection (IPAC), Government check, Government purchase card, or GPO deposit account).

Bid: Response to an Invitation for Bid (IFB) that, if accepted, would bind the offeror to perform the resultant contract. Also referred to: Offer or Proposal.

Bid List: Randomly selected list of contractors who are invited to Quote/Bid. May include contractors recommended by customer, previous successful contractor, or specialty contractors in order to increase competition. This is in addition to all specifications being placed on: **www.gpo.gov** Contract Opportunities or Fed Biz Ops (One Time or Term Contract over $100K) for full and open competition.

Blue Label Samples: Within the limitations of the contract orders shall contain instructions to the contractor to draw random samples and place them in a container identified by a blue label. Customer agencies shall be instructed that the container should accompany any quality complaint submitted to the GPO and that it should be the last container to be distributed. Notwithstanding the exceptions and the minimum requirements, Contracting Officers may invoke this procedure for any order they deem appropriate.

Certification: GPO Printing Specialists determine low responsive/responsible bidders based on factors such as assigned quality level and contract compliance.

Contract Review Board (CRB) Concurrence: The Contract Review Board (CRB) shall review selected proposed procurement actions to ensure that they are in the best interest of the Government and to ensure compliance with established procurement policy and procedures. The CRB will consist of not less than three members at the highest level of competence or experience available to GPO.

Departmental Random Copies: See Blue Label Samples.

Geographic Restriction: Determined by customer requirements. Typically 50-100 miles from customer location. Only used if the customer wishes to attend a press sheet inspection and has limited funds to travel OR if the material/final copies must be picked up or delivered in contractor's own vehicle due to the sensitive nature of the material or final copies (See SBU/PII).

Government Furnished Material (GFM): Reproducible materials (electronic files, camera ready copy, or negatives), furnished samples, and occasionally supplies, provided to the contractor by the Government for the purpose of performing under the contract.

GPO Jacket Number: Jacket numbers are the job identifiers assigned by GPO. They are classified as either "one-time" or "open." One-time jackets are numbers assigned to identify one-time procurements, small purchases, and items procured or "converted" under certain term contracts, such as the general-usage term contracts established by GPO. They remain active until completion and close out of the "one-time" contract action. Open jackets are assigned to each agency which has been given authority to place Print Orders under a term contract. They remain active for one fiscal year. A new jacket number will be assigned upon GPO's receipt of a subsequent fiscal year requisition, to continue funding under existing term contracts in effect over multiple fiscal years.

Intent To Publish: GPO Form 3868. If customer feels there is a public interest in their document, GPO's Form 3868 can be sent along with SF-1 so that the Superintendent of Documents and

GPO Publication and Information Sales can determine if additional copies are required or if there is a market for selling the customer's publication to the public.

Invitation for Bid (IFB): Formally advertised sealed bid solicitation and the necessary bid response papers. Also referred to as a Sealed Bid.

Jacket Colors: Black Jacket: Job will be produced in GPO's in-house production area. Blue Jacket: Design work to be produced by Creative Services staff. Red Jacket: Job will be contracted out to a GPO print vendor.

National Capital Region (NCR): The term means the geographic area located within the boundaries of (A) the District of Columbia, (B) Montgomery and Prince George's Counties in the State of Maryland, (C) Arlington, Fairfax, Loudoun, and Prince William Counties and the City of Alexandria in the Commonwealth of Virginia, and (D) all cities and other units of government within the geographic areas of such District, Counties, and City. The area is defined under § 2674(f)(2) of Title 10 of the United States Code.

Pantone: Pantone is a proprietary color system that provides a universal language of color that enables color-critical decisions through every stage of the workflow for brands and manufacturers: **www.pantone.com**.

Printing Procurement Regulation (PPR): The PPR is issued to: (1) prescribe uniform policies and procedures for the procurement of printing, binding, related supplies, and related services; and (2) provide guidance to Agency Procurement Services (APS) personnel in applying those policies and procedures.

SBU (Sensitive But Unclassified) And PII (Personally Identifiable Information): SBU/PII material is any customer supplied material that contains information deemed sensitive or personally identifiable. Examples are: home mailing addresses, social security numbers, personal telephone numbers, passport numbers, etc. GPO requires special handling of this material which includes a statement by the customer outlining how the customer will protect sensitive information and what will be required of the contractor to protect this sensitive information.

Small Purchase: Simplified informal procedure for procuring requirements under $100,000 that is exempt from formal Invitation for Bid procedures.

SPA (Simplified Purchase Agreement): These agreements are established between the U.S. Government Publishing Office and individual vendors and are to be used to place individual work orders not to exceed $10,000 for originating office copies by agency or GPO personnel. After agency training, customers procure orders directly with GPO SPA vendors.

Specifications: Requirements written by GPO Printing Specialists, including relevant contract language from Printing Procurement Regulations (PPR), which formulate the contract.

Task Order: Individual request for goods or services under an established negotiated procurement.

Term Contract: Contract for known publishing requirements over an extended period of time supplemented by individual orders. Government Publishing Office (GPO) term contracts range from one year to multi-year with renewal options. Also known as a Program.

APPENDIX 6

Illustration of GPO Forms

The following pages provide pictures of each form in the order shown below.

GPO Order Forms

For a description of how the forms below are used and a link to instructions for filling them out, see Section III (Prepare Your Order).

Appendix 6.1	**Standard Form 1: Printing and Binding Requisition**
Appendix 6.2	**GPO Form 952: Digital Publishing Information**
Appendix 6.3	**GPO Form 2511: Print Order Form**
Appendix 6.4	**GPO Form 4044: Simplified Purchase Agreement (SPA) Work Order**
Appendix 6.5	**GPO Form 3001: GPO*Express* Application**

Other GPO Forms

Appendix 6.6	**GPO Form 4064: Signature Authorization**
Appendix 6.7	**GPO Form 907: Non-Compliance/Change Report**
Appendix 6.8	**GPO Form 1815: Notice of Quality Defects**
Appendix 6.9	**GPO Form 3868: Notification of Intent to Publish**
Appendix 6.10	**GPO Form 4045: Deposit Accounts (Printing & Binding)**
Appendix 6.11	**GPO Form 4046: Billing Address Code (BAC)**
Appendix 6.12	**GPO Form 4063: Document Scanning: Additional Information**

Standard Form 1: Printing and Binding Requisition

SF-1 **PRINTING AND BINDING REQUISITION** to the Public Printer of the United States

* Required Fields

JACKET NO. (For GPO Use Only) ☐ Red ☐ Black ☐ Blue

REQUISITION NO. *

CLASSIFICATION * Classified ☐ Yes ☐ No | SBU ☐ Yes ☐ No | PII ☐ Yes ☐ No

EXEMPT FROM REQUIRED DISTRIBUTION TO FEDERAL DEPOSITORY LIBRARIES ☐ Strictly for administrative or operational purposes ☐ Copyright restriction ☐ Not published with Federal funds

FROM (Department or Government Establishment)

BUREAU/OFFICE

PUBLICATION TITLE

QUALITY LEVEL

DATE PREPARED

QUANTITY (Units of Finished Product)

FINISHED PRODUCT ☐ Books/Pamphlets ☐ Pads ☐ Forms (Sheets) ☐ CD/DVD ☐ Labels ☐ Envelopes ☐ Sets ☐ Other _____

☐ Rush (Premium Surcharge Authorized) ☐ Open Requisition

PREVIOUS JACKET/REQ. NO. (If Reprint)

FORM NO.

ISBN

IF AVAILABLE ONLINE http://

THIS ORDER RIDES (Department) (Requisition No.) (Jacket No.)

STRAP WITH REQUISITION NO.

GPO IN-HOUSE SERVICES (Prior contact required for each service—attach estimate) ☐ Graphic and Multimedia Design ☐ Web Services ☐ Preflight ☐ Other _____

GPO In-House Distribution Services ☐ Mailing ☐ Storage ☐ Mailing List Maintenance

Security & Intelligent Documents ☐ Secure Federal Credentials

BILLING INFO Component TAS/BETC

BILLING ADDRESS CODE (BAC) * | AGENCY LOCATION CODE (ALC) | APPROPRIATION CHARGEABLE/OBLIGATION NO.

☐ PURCHASE CARD | PURCHASE CARD NO. (Call for Card No.) | EXP. DATE | NAME AS IT APPEARS ON PURCHASE CARD | PHONE NO. OF CARDHOLDER

TAS*: Sub-level Prefix Code	Allocation Transfer Agency Identifier	Agency Identifier	Beginning Period of Availability	Ending Period of Availability	Availability Type Code	Main Account Code	Sub-Account Code	BETC*	LINE OF ACCOUNTING/DOCUMENT REFERENCE NUMBER (Info Will Appear on IPAC as Entered)

PRE-PRESS & PROOFS

FURNISHED (Electronic media must include Form 952) ☐ Files sent via FTP or Email ☐ CD/DVD ☐ Copy ☐ Negative ☐ Other _____ Qty: _____ ☐ Materials to be furnished by (date): _____

PROOFS ☐ Content _____ (QTY) ☐ Inkjet _____ (QTY) ☐ High Resolution _____ (QTY) ☐ Prior to Production Samples _____ (QTY) ☐ Electronic Soft Proof

DAYS DEPT. WILL HOLD PROOFS _____

PRESS SHEET INSPECTION ☐ No. of Hours Notice _____

DELIVER PROOFS TO (PO Box not acceptable, include contact phone number):

PAPER & INK

COVER PAPER (JCP number [If Known] and Grade, Color, Finish and Basis Weight)

COVER INK(S) (Black, 4-Color Process, Pantone #)

COVER COATING TYPE

TEXT PAPER (JCP number [If Known] and Grade, Color, Finish and Basis Weight)

TEXT INK(S) (Black, 4-Color Process, Pantone #)

TEXT COATING TYPE

☐ List Other Paper & Ink Materials Below in Additional Information

PRESS & BINDERY

DIGITAL PRINT ACCEPTABLE ☐ Yes ☐ No

PRINT ☐ One Side Only ☐ Head to Head ☐ Head to Foot

INDICATE WHICH COVERS PRINT 1 ☐ 2 ☐ 3 ☐ 4 ☐

EMBOSS ☐ PERFORATE ☐ SCORE ☐ POSITION

NUMBERING (Inclusive) _____ to _____

Ink (Color)

SIZE FLAT (Inches) FORMS, SETS, PADS X

FOLD TO (Inches) X

SIZE TRIMMED PAGE (Inches) BOOKS/PAMPHLETS X

NO. OF TEXT PAGES

PAPER COVERS (Self) ☐ (Separate) ☐

STITCH (Side) ☐ (Saddle) ☐ (ULC) ☐ PASTE ON FOLD ☐ LOOSELEAF ☐ TAPE ☐ COMB ☐ COIL ☐ PERFECT BOUND ☐ SEW ☐ CASE BOUND ☐ (Material and Color)

PAD/SETS (Position) (Sheets in Pad) (Sets in Pad) (Sheets in Set) (Chipboard Required) ☐ CARBON INTERLEAVE ☐ PUNCH/DRILL ☐ (No. of Holes) (Diam.) (Inches Center to Center) (Position)

STAMP TITLE (Bindery) Cover ☐ Spine ☐ Foil (Color) _____ Ink (Color) _____

COLLATE (Explain)

TAB DIVIDERS (Height of Tab) Width of Cut (1/5 etc.) (Position)

PACKAGING & DELIVERY

REQUESTED DELIVERY DATE

KRAFT WRAP ☐ _____ (QTY)

SHRINK FILM ☐ _____ (QTY)

BAND IN SETS ☐ _____ (QTY)

SUITABLE ☐

OTHER PACKAGING (Specify) ☐ _____ _____ (QTY)

PACK IN CARTONS ☐

DELIVER PRODUCT TO:

☐ Distribution List Attached

RETURN FURNISHED MATERIALS TO:

Digital Deliverables Requested - Format: ☐ Native ☐ PDF

ADDITIONAL INFORMATION

☐ Supplemental Information Attached

FOR ADDITIONAL INFORMATION CONTACT (Name)

TELEPHONE

☐ PRICE APPROVAL REQUIRED IF EXCEEDS $ _____

EMAIL

FAX

ESTIMATE (For GPO Use Only)

INCLUDES FREIGHT ☐ Yes ☐ No

I certify that this work is authorized by law and necessary to the conduct of the business of the above-mentioned Government establishment.

Standard Form 1, February 2014
Title 44 of the U.S. Code Control No. 1-110

AUTHORIZING SIGNATURE (Must be on file with GPO) * Title

GPO Form 952: Digital Publishing Information

GPO

DIGITAL PUBLISHING INFORMATION

This form should be completed and submitted with the electronic media, visuals, camera copy (if any) and the SF-1 or GPO Form 2511.

FOR GPO USE

Jacket no. _____

Program no. _____

Print Order no. _____

PREFLIGHT

GPO

Initials _____

Date _____

Software _____

AGENCY

Initials _____

Date _____

Software _____

CUSTOMER

Agency/Department _____ Date _____

Agency Requisition No. _____ Job Title _____

Name of Person Completing the Form _____ Phone No. _____

Digital Publishing Technical Contact _____ Mobile No. _____

E-mail _____ Phone No. _____

COMPUTER OPERATING SYSTEM AND MEDIA

☐ PC System Version _____ ☐ MAC System Version _____ ☐ Other _____

☐ CD Qty. _____ ☐ DVD Qty. _____ ☐ Other _____ Qty. _____

Internet file transfer: ☐ Upload to contractors site ☐ Available for download

SOFTWARE

Name(s) of page layout (or other) program used _____ Version _____

Name(s) of program(s) used for illustrations/drawings _____ Version _____

Name(s) of program(s) used for scans, photos, & bitmapped images _____ Version _____

Name(s) of other program(s) used _____ Version _____

Files are supplied in: ☐ Native Format ☐ PDF Version description _____

Types of files (jpg, tiff, eps, etc.): _____

FONTS

All fonts used in the layout and supporting graphic files **MUST BE FURNISHED**. If fonts are not furnished, issues such as text reflow, font substitution and loss of menu style (italic, bold, etc.) may occur.

☐ See attached file directory for font listing ☐ Fonts are furnished ☐ Fonts are not furnished

Reason for fonts not being furnished _____

FILE DIRECTORY

A file directory should be generated and furnished along with this FORM 952. The file directory should clearly show files for output (layout, supporting graphics and fonts).

COLOR IDENTIFICATION SYSTEM USED

☐ Pantone (list pantone numbers) ☐ RGB ☐ CMYK (Four Color Process) ☐ Other _____

VISUALS SUBMITTED

Were changes made to any file(s) after the visual was made? ☐ Yes ☐ No

Was the visual made at less than 100%? ☐ Yes ☐ No

☐ Color Composite - No. of Pages _____ ☐ Color Separated - No. of Pages _____ ☐ Black & White - No. of Pages _____

☐ Printed Sample Supplied ☐ Folding Dummy Supplied ☐ Covers and Text Pages Labeled

MISCELLANEOUS CHECKLIST

Do files require bleeds? ☐ Yes ☐ No If YES, have bleeds been supplied on furnished files? ☐ Yes ☐ No

Are all graphics linked properly (avoid cutting & pasting)? ☐ Yes ☐ No

NOTES

U.S. GOVERNMENT PUBLISHING OFFICE | 732 North Capitol Street, NW, Washington, DC 20401-0001

GPO FORM 952
9/15

GPO Form 2511: Print Order Form

GPO

Print Order Form 2511

You are hereby authorized to manufacture and ship the following described product in accordance with the purchase order and specifications indicated.

*** Required Fields**

DEPARTMENT OR GOVERNMENT ESTABLISHMENT | REQ. NO. * | JACKET NO. * | PROGRAM NO. * | PRINT ORDER NO. *

PUBLICATION TITLE | DATE PREPARED | ESTIMATE (For GPO Use Only) | OBJECT CLASS

CONTRACTOR | PURCHASE ORDER NO. * | STATE CODE * | CONTRACTOR'S CODE * | SHIP/DELIVERY DATE *

BILLING INFO Component TAS/BETC

BILLING ADDRESS CODE (BAC) * | AGENCY LOCATION CODE (ALC) | APPROPRIATION CHARGEABLE/OBLIGATION NO.

☐ PURCHASE CARD | PURCHASE CARD NO. (Info to appear on GPO copy only) | EXP. DATE | NAME AS IT APPEARS ON PURCHASE CARD | PHONE NO. OF CARDHOLDER

TAS*: Sub-level Prefix Code	Allocation Transfer Agency Identifier	Agency Identifier	Beginning Period of Availability	Ending Period of Availability	Availability Type Code	Main Account Code	Sub-Account Code	BETC*	LINE OF ACCOUNTING/DOCUMENT REFERENCE NUMBER (Info Will Appear on IPAC as Entered)

SPECIFICATIONS

PROOFS ☐ Content ____ (QTY) ☐ Inkjet ____ (QTY) ☐ High Resolution ____ (QTY) ☐ Prior to Production Samples ____ (QTY) ☐ Electronic Soft Proof | DAYS DEPT. WILL HOLD PROOFS | QUALITY LEVEL | QUANTITY (unit of finished product)

FURNISHED ELECTRONIC MEDIA ☐ Files to be sent via FTP or Email ☐ CD/DVD ____ (QTY) | OTHER GOVT. FURNISHED MATERIALS | PRESS SHEET INSPECTION ☐ No. of Hours Notice ____ | TRIM SIZE ____ X ____

COVER PAPER | COLOR OF COVER INKS | COVER COATING TYPE | PAPER COVERS (Self) ☐ (Separate) ☐ | INDICATE WHICH COVERS PRINT 1 ☐ 2 ☐ 3 ☐ 4 ☐

TEXT PAPER | COLOR OF TEXT INKS | TEXT COATING TYPE | NUMBER OF TEXT PAGES | PRINT ☐ One Side Only ☐ Head to Head ☐ Head to Foot

FOLD-IN PAPER | COLOR OF FOLD-IN INKS | NO. OF FOLD-INS | SIZE OF FOLD-INS ____ X ____

STITCH ☐ ULC ☐ SIDE ☐ SADDLE | BINDING ☐ COMB ☐ COIL ☐ PERFECT BOUND ☐ SEW ☐ TAPE ☐ TRIM 4 SIDES ☐ OTHER ____ | ☐ PERFORATE ☐ SCORE

PAD/SETS (Position) (Sheets in Pad) (Sets in Pad) (Sheets in Set) (Chipboard Required) ☐

BAND UNITS OF ____ SHRINK WRAP UNITS OF ____ | ☐ PACK SUITABLE OR ☐ QTY PER CONTAINER ____ | ☐ PALLETS REQUIRED

DRILL ____ ROUND HOLES ____ INCHES IN DIAM. ON ____ SIDE ____ IN. CTR TO CTR.

CENTER OF HOLES ____ INCHES FROM ____ EDGE OF SHEET

ADDITIONAL INFORMATION

☐ Supplemental Information Attached

DELIVERY

DELIVER PRODUCT TO: ☐ Distribution List Attached

RETURN FURNISHED MATERIALS TO: Digital Deliverables Requested - Format: ☐ Native ☐ PDF

ADDITIONAL SHIPPING INSTRUCTIONS FOR GPO COPIES

____ (Use this address to send one copy) US Government Publishing Office
Federal Depository Library Program
Mail Stop: FDLP
44 H St., NW, Loading Dock
Washington, DC 20401
Item No. ____

____ (Use this address to send entire shipment) US Government Publishing Office
Federal Depository Library Program (FDLP)
Document Warehouse
8660 Cherry Lane
Laurel, MD 20707-4986
Item No. ____

____ (QTY) Library of Congress
U.S. Serials and Government
Documents Section
US/Anglo Division
101 Independence Ave., SE, Stop 4276
Washington, DC 20540-4276
Marked: Depository File Copies

____ (QTY) US Government Publishing Office
International Exchange Service (IES)
Document Warehouse
8660 Cherry Lane
Laurel, MD 20707-4986

US Government Publishing Office, Documents Warehouse
8660 Cherry Lane, Laurel, MD 20707

____ (QTY) Marked for "Sales" Req. No. ____

____ (QTY) Marked for "Subscription Stock" Req. No. ____

☐ Individual Printed Mailing Containers are Required

Stock No. ____

Sub. ID No. ____

ISBN No. ____

(Shipping labels for "Sales" or "Subscription" copies must contain Stock No., Sub. ID No. and ISBN No. as indicated.)

FOR ADDITIONAL INFORMATION CONTACT: | EMAIL | PHONE NO.

AUTHORIZING SIGNATURE (must be on file with GPO) | TITLE | DATE SENT TO CONTRACTOR

THIS FORM MUST BE FURNISHED TO GPO UPON SUBMISSION TO CONTRACTOR.

AUGUST 2018

GPO Form 4044: Simplified Purchase Agreement (SPA) Work Order

GPO

Simplified Purchase Agreement Work Order Form 4044

You are hereby authorized to manufacture and ship the following described product in accordance with the purchase order and specifications indicated.

*** Required Fields**

QUOTES DUE BY

DEPARTMENT OR GOVERNMENT ESTABLISHMENT	REQ. NO. *	JACKET NO. *	SPA NO. *	WORK ORDER NO. *

CLASSIFICATION * Classified ☐ Yes ☐ No / SBU ☐ Yes ☐ No / PII ☐ Yes ☐ No	PUBLICATION TITLE	DATE PREPARED	OBJECT CLASS

CONTRACTOR	PURCHASE ORDER NO. *	STATE CODE *	CONTRACTOR'S CODE *	SHIP/DELIVERY DATE

BILLING INFO Component TAS/BETC

BILLING ADDRESS CODE (BAC) *	AGENCY LOCATION CODE (ALC)	APPROPRIATION CHARGEABLE/OBLIGATION NO.

☐ PURCHASE CARD	PURCHASE CARD NO. (Info to appear on GPO copy only)	EXP. DATE	NAME AS IT APPEARS ON PURCHASE CARD	PHONE NO. OF CARDHOLDER

TAS*: Sub-level Prefix Code	Allocation Transfer Agency Identifier	Agency Identifier	Beginning Period of Availability	Ending Period of Availability	Availability Type Code	Main Account Code	Sub-Account Code	BETC*	LINE OF ACCOUNTING/DOCUMENT REFERENCE NUMBER (Info Will Appear on IPAC as Entered)

SPECIFICATIONS

PROOFS ☐ Content _____ (QTY) ☐ Inkjet _____ (QTY) ☐ High Resolution _____ (QTY) ☐ Prior to Production Samples _____ (QTY) ☐ Electronic Soft Proof

DAYS DEPT. WILL HOLD PROOFS	QUALITY LEVEL	QUANTITY (unit of finished product)

FURNISHED ELECTRONIC MEDIA ☐ Files to be sent via FTP or Email ☐ CD/DVD _____ (QTY)	OTHER GOVT. FURNISHED MATERIALS	PRESS SHEET INSPECTION ☐ No. of Hours Notice _____	TRIM SIZE X

COVER PAPER	COLOR OF COVER INKS	COVER COATING TYPE	PAPER COVERS (Self) ☐ (Separate) ☐	INDICATE WHICH COVERS PRINT 1 ☐ 2 ☐ 3 ☐ 4 ☐

TEXT PAPER	COLOR OF TEXT INKS	TEXT COATING TYPE	NUMBER OF TEXT PAGES	PRINT ☐ One Side Only ☐ Head to Head ☐ Head to Foot

STITCH ☐ ULC ☐ SIDE ☐ SADDLE

BINDING ☐ COMB ☐ COIL ☐ PERFECT BOUND ☐ SEW ☐ TAPE ☐ TRIM 4 SIDES ☐ OTHER _____

ADDITIONAL INFORMATION

Digital Print Acceptable? ☐ Yes ☐ No ☐ Supplemental Information Attached

DELIVERY

DELIVER PRODUCT TO:

☐ Distribution List Attached

RETURN FURNISHED MATERIALS TO:

Digital Deliverables Requested - Format: ☐ Native ☐ PDF

SUPT. DOCS. NOTIFIED ☐ YES ☐ NO	SUPT. DOCS. QUANTITY ORDERED	SUPT. DOCS. DELIVERY ADDRESS
CONTRACTOR TOTAL QUOTE	SUPT. DOCS. COST / ADDITIONAL RATE	

FOR ADDITIONAL INFORMATION CONTACT:	EMAIL	PHONE NO.	FAX NO.

AUTHORIZING SIGNATURE (must be on file with GPO)	TITLE	DATE SENT TO CONTRACTOR

ORDER RECEIVED BY: (Agency Representative)	DATE ORDER RECEIVED

CONTRACTOR INVOICE

All contractor invoices are to be FAXED to GPO at 202.512.1851. For instructions on how to prepare your bill and get paid go to https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid

I certify that the materials/services ordered have been delivered on the date indicated above and that payment or credit has not been received. The penalty for making false statements to the Government is prescribed in 18 USC 1001.

CONTRACTOR SIGNATURE	DATE

THIS FORM MUST BE FURNISHED TO GPO UPON SUBMISSION TO CONTRACTOR.

FEBRUARY 2014

GPO Form 3001: GPO*Express* Application

GPO*Express*

Participation Request

☐ **Renewal:** If you are renewing your GPO*Express* account(s), check this box and print or type your full name and sign at the bottom of this form.

Note: Sections 4-7 do not need to be completed if registering with a credit card.

1. Jacket Number

2. Date

3. Department/Government Establishment

4. Bureau or Office

5. Requisition Number

6. Billing Address Code (BAC)

7. Agency Location Code (ALC)

8. Line of Accounting (If applicable)

9. Treasury Account Symbol (TAS) / Business Event Type Code (BETC)

TAS*: Sub-level Prefix Code	Allocation Transfer Agency Identifier	Agency Identifier	Beginning Period of Availability	Ending Period of Availability	Availability Type Code	Main Account Code	Sub-Account Code	BETC*

10. Cardholder's Name 11. Cardholder's Title	12. Email	13. Phone Number	14. GPOExpress Card Limit	15. Address 16. City, State 17. Zip Code

To name additional cardholders, please continue on page 2.

18. Credit Card Information

Name on Credit Card

Credit Card Type

Credit Card Number (enter numbers only, no dashes)

Expiration Month

Year

Card Spending Limit

per

Billing Agency

Billing Street

Billing City

Billing State

Billing Zip Code

Cardholder Phone

Cardholder Email

☐ **If you do not want to fill out the above credit card information, please check this box and fill in your name and phone number to speak with a GPO representative.**

Name _____ Phone _____

19. GPOExpress eView Administrator's Contact Name

20. eView Administrator's Telephone Number

21. eView Administrator's Email

22. Financial Contact's Name

23. Financial Contact's Telephone Number

24. Financial Contact's Email

25. Primary Contact's Name

26. Primary Contact's Telephone Number

27. Primary Contact's Email

28. Address

29. City

30. State

31. Zip

I certify that this work is authorized by law and necessary to the conduct of the business of the above-mentioned government establishment.
I understand that GPO Form 3001 Authorizes Funding for the GPO*Express* program.

32. Name of Authorizing Official

33. Authorizing Signature

34. Title of Authorizing Official

GPO **U.S. GOVERNMENT PUBLISHING OFFICE**
732 North Capitol Street, NW, Washington, DC 20401

CLEAR FORM PRINT FORM

GPO Form 3001 (R 4/19)

GPO Form 4064: Signature Authorization

GPO

Signature Authorization for Submitting Printing and Binding Requisitions to GPO

I hereby certify that I have the authority to approve the following individual(s) as having signature authority to obligate funds on behalf of

_____
Agency/Bureau/Department/Office/Location

to submit requisitions to the U.S. Government Publishing Office (GPO) in compliance with applicable regulations.

Authorized by

Name _____ Job Title _____ Signature _____

Phone Number _____ Email _____ Date _____

Authorized Employee New addition? ☐ Yes ☐ No

Name _____ Job Title _____

Wet Signature (required) _____ Electronic Signature (if applicable) _____

Phone Number _____ Email _____

Authorized Employee New addition? ☐ Yes ☐ No

Name _____ Job Title _____

Wet Signature (required) _____ Electronic Signature (if applicable) _____

Phone Number _____ Email _____

Authorized Employee New addition? ☐ Yes ☐ No

Name _____ Job Title _____

Wet Signature (required) _____ Electronic Signature (if applicable) _____

Phone Number _____ Email _____

Authorized Employee New addition? ☐ Yes ☐ No

Name _____ Job Title _____

Wet Signature (required) _____ Electronic Signature (if applicable) _____

Phone Number _____ Email _____

Submit completed form to requisitions@gpo.gov

For questions call 202.512.1382 or email requisitions@gpo.gov

Note: If unable to submit form electronically, fax the completed form to 202.512.1260 or deliver to U.S. Government Publishing Office, 732 North Capitol Street NW, Stop: CSPS, Room 848, Washington, DC 20401

GPO Form 4064 04/19

GPO Form 907: Non-Compliance/Change Report

PROGRAM NUMBER	PRINT ORDER NUMBER	JACKET NUMBER	DEPT. REQ. NUMBER

CONTRACTOR

☐ NON-COMPLIANCE ☐ GOV'T DELAY-WHAT WAS DELAY, NUMBER OF DAYS-DESCRIBE BELOW

☐ DELIVERY	DUE DATE	ADJUSTED (GPO ONLY)	ACTUAL DATE RECEIVED (Attach Receipts)

☐ SHORTAGE	☐ INTERNAL ☐ CARTON	COPIES SHORT	MISSING MATERIALS

SPECIFICATION NON-COMPLIANCE/GOV'T DELAY

AGENCY	TELEPHONE NO.	SIGNATURE	DATE

NON-COMPLIANCE/CHANGE REPORT GPO Form 907 (R 10-90)

GPO : 1996 0 - 170-056

GPO Form 1815: Notice of Quality Defects (page 1)

GPO Form 1815
(R 8-91) Previous issues are obsolete

NOTICE OF QUALITY DEFECTS

DATE:

DEPARTMENT/AGENCY	CONTRACTOR
GPO JACKET NO.	PROGRAM NO.
REQUISITION NO.	PRINT ORDER NO.

QUALITY DEFECTS

PRINTING ATTRIBUTES

- ☐ P-1. Hickies and Spots
- ☐ P-2. Extraneous Marks
- ☐ P-3. Moire
- ☐ P-4. Register
- ☐ P-5. Text and Illustration Image Position
- ☐ P-6. Newton's Ring
- ☐ P-7. Type Quality and Uniformity
- ☐ P-8. Halftone Match
- ☐ P-9. Solid or Screen Tints Color Match
- ☐ P-10. Process Color Match
- ☐ P-11. Rub Resistance of Printed Image

OTHER

- ☐ Incorrect Packaging
- ☐ Incorrect Shipping Containers
- ☐ Quantity Delivered Short
- ☐ Damage Incurred During Shipping
- ☐ Departmental Random Copies (Blue Label) not furnished

FINISHING

- ☐ F-1. Trim Size
- ☐ F-2. Misplacement and Misalignment of Cover Image
- ☐ F-3. Cover Position
- ☐ F-4. Folding Position and Skewness
- ☐ F-5. Perfect Bound Book Durability
- ☐ F-6. Loose Cover, Pages and Binding
- ☐ F-7. Excess Glue
- ☐ F-8. Damaged Pages
- ☐ F-9. Damaged Edges
- ☐ F-10. Warpage of Case Bound Books
- ☐ F-11. Damaged Covers
- ☐ F-12. Missing Pages
- ☐ F-13. Upside Down Cover
- ☐ F-14. Upside Down Pages
- ☐ F-15. Black Pages -- Other Than Specified
- ☐ F-16. Wrong Pagination
- ☐ F-17. Loss of Information
- ☐ F-18. A Serious Shift in Process Color Match

Additional Remarks

ACTION REQUESTED

☐ Quality does not meet specifications and the material cannot be utilized. It is requested that the entire/partial order be:

- ☐ Reprinted
- ☐ Corrected

☐ Quality does not meet specifications, however, the materials can/must be utilized. It is requested that the price be discounted.

☐ Other (please specify) _____

Please advise _____, telephone _____ of the action taken or for further assistance.

FOR GPO USE ONLY

Date forwarded to Printing Procurement/Production/QC & TD/other. _____

Requested resolution date _____ Actual date resolved _____

Printing Specialist _____ Telephone _____

GPO Form 1815:
Notice of Quality Defects (page 2)

PLEASE SUPPLY THE FOLLOWING NECESSARY MATERIALS (IF APPROPRIATE) FOR OUR INSPECTION:

ENCLOSED	NOT RETURNED BY CONTRACTOR	N/A	
			Samples (Construction, folding, etc...)
			Manuscript
			Camera Copy
			Negatives
			Proofs (Blueline, color key, etc...)
			OK'd Press Sheets
			Departmental Random Copies (Blue Label)

If the contractor has not delivered the Departmental Random Copies (Blue Label), please utilize the following sampling plan for pulling random copies:

up to 3,200 = 13 copies
3,201 to 10,000 = 20 copies
10,001 to 35,000 = 32 copies
35,001 and over = 50 copies

Additional samples may be requested to further aid in our inspection.

For multiple destinations, a random sample of destinations is selected, and a random sample of items is selected at each sample destination. Each item in a lot must have the same probability of being selected in the sampling.

If copies were pulled randomly by the agency, from which destination(s) were they selected and how many copies from each?

I hereby certify that the enclosed random copies have been selected in accordance with the sampling plan above. I understand that I may be required to testify at a hearing regarding my selection method.

_____
Signature *Date*

The penalty provided for making false statements is prescribed in 18 USC 1001.

Questions concerning the proper procedure for pulling samples should be directed to your normal GPO contract or the Quality Assurance Section (202) 512-0542.

If the complaint requests a **REPRINT/CORRECTION**, the following information is required:

Where can rejected copies be picked up _____

Contract person/phone no. _____

The processing of this complaint may be delayed if the above information is not completely filled out.

FOR GPO USE ONLY -- SuDoc copies)

SuDocs did not ride ____

Sales copies have been put on hold ____ Sales copies are OK as is

Depository copies have been put on hold ____ Depository copies are OK as is ____

APPENDIX 6.9

GPO Form 3868: Notification of Intent to Publish

GPO

NOTIFICATION OF INTENT TO PUBLISH — Form 3868

To insure that your publication will receive proper consideration for public distribution programs, please supply as much of the following information as you know. GPO's Federal Depository Library Programs (FDLP) distribute publications to the nation's libraries, making them more widely available to the public. This distribution is provided at no cost to the Agency. It is a benefit to producing publications through GPO. Depending upon content, between 15 – 1200 additional printed copies may be needed for depository distribution. Another publication distribution outlet you may want to consider utilizing is GPO Sales. **Please submit this form up to 30 days before sending your Printing Requisition to learn of the number of additional copies needed. This form itself is *not* a printing requisition.**

Date submitted _____

Jacket # _____

Program/Print Order # (if known) _____

Printer ☐ Main GPO ☐ Direct Deal ☐ SPA

GPO Source: Regional Office _____

At Time of Printing: Send form to **IntentToPublish@gpo.gov** or fax to **202.512.1260**.

In Advance of Printing: Contact Depository Acquisitions at **202.512.1585** or **IntentToPublish@gpo.gov** to determine depository quantities. Contact GPO Sales at **202.512.2245**, **IntentToPublish@gpo.gov** or fax to **202.312.0181**

ABOUT YOU

First Name _____ Last Name _____ Job Title _____

Email _____ Phone Number _____

ABOUT YOUR PUBLICATION

1. _____ (Publishing Agency, Bureau, Commission, etc) _____ (Additional information on publishing agency)

2. Title of Publication _____

3. Series Title of Publication (if any) and Series Number (if applicable) _____

4(a). Target Date of publication Month _____ Year _____ **4(b).** Estimated Delivery Date Month _____ Year _____

5. Do you intend that this publication be available online? ☐ Yes ☐ No Is this publication already available online? ☐ Yes ☐ No

6. If available online currently, please provide the web address: _____

7. If this publication will be online, but is not yet, when do you anticipate it will be online? Month _____ Year _____

ABOUT PUBLICATION CONTENT

8. Brief description of contents and/or subject of the publication _____

9. Is the content of this publication new (never before published)? ☐ Yes ☐ No

10. If not new content, please tell us more about the previous content:

- FORMAT: Is this a new format of a previously published title? ☐ Yes ☐ No
  If yes, what is the format of the other version(s) of this publication (paper, online, other)? _____
- TITLE: What is the title of the previous version? _____
- CONTENT: How does the content of this new publication compare with previously published editions? _____
- REPLACEMENT: Does this publication completely replace/supersede the previous publication? ☐ Yes ☐ No
  If yes, does this publication replace a defective product? ☐ Yes ☐ No

11(a). Will this publication be recurring? ☐ Yes ☐ No **11(b).** If yes, expected frequency? ☐ Annually ☐ Quarterly ☐ Monthly ☐ Other _____

ABOUT PUBLICATION FORMAT(S)

12. Please indicate the formats to be produced. GPO can help you further define specifications for this publication. Contact National Account Managers at **nam@gpo.gov** or **202.512.1904**

☐ Online publication ☐ E-Book ☐ Video ☐ Audio ☐ CD-ROM or DVD ☐ Graphic image publication
☐ Paper publication ☐ Book ☐ Form ☐ Map ☐ Picture ☐ Other

SPECIFICATIONS FOR PAPER PRINTING

13. If your product is a paper publication, please tell us your printing requirements:

- COVER ☐ Paper ☐ Self ☐ Casebound
- BINDING ☐ Saddle ☐ Side stitch ☐ Adhesive ☐ Sewn ☐ Looseleaf ☐ Punched ☐ Drilled
- INK Four Color Process ☐ Yes ☐ No Color Ink: (cover) _____ (text) _____
- SPECS Number of Illustrations _____ Number fold-ins _____ Trim Size _____ Number of Pages _____ Unit of Issue _____
- PACKING ☐ Banded ☐ Shrink Wrapped ☐ Individual Cartons ☐ other

14. Printing Officer Information (if different from "about you" above)

_____ (Printing Officer First Name) _____ (Printing Officer Last Name) _____ (Printing Officer Email) _____ (Printing Officer Telephone Number)

ABOUT TARGET AUDIENCES

15. Specify intended target audiences _____

PLANNED PUBLICATION MARKETING

16. This publication may be sold to the public? ☐ Yes ☐ No

17. Recommended for sale by GPO's Publication and Information Sales program? ☐ Yes ☐ No

18. Please check types of promotions planned by agency for sales copies:
☐ Flyer ☐ Press Releases ☐ Review Copies ☐ Traditional Advertising ☐ Content promotion at conferences
☐ Email announcements ☐ Social media outreach by agency through Twitter, Facebook, etc. (ask GPO about help in this area!)

ABOUT EXPECTED DISTRIBUTION

19. Does this publication have any distribution restrictions? ☐ Yes ☐ No

20. What publication restrictions apply to this publication?
☐ Embargoed until _____ ☐ For official use only ☐ For internal use only
☐ Copyright protected ☐ Possible licensing issues ☐ Contains classified material; not for public dissemination
☐ Personally Identifiable information (PII – includes social security numbers, account numbers, etc.)

IMPORTANT NOTE: Non-restricted publications will automatically be considered for inclusion in the Federal Depository Library Program (FDLP).

QUANTITIES FOR DISTRIBUTION

Number of copies for Agency Distribution _____

Number of copies for Depository Library Distribution _____ By-Law File Copies _____ IES Copies _____ FDLP Item # _____

Number of copies GPO Sales ride: Paper Copies _____ Price _____ Cloth Copies _____ Price _____

GPO Sales Stock # _____ Sales Requisition # _____ ISBN or ISSN _____ Subscription ☐ Yes ☐ No

GPO Form 3868
04/15

GPO Form 4045: Deposit Accounts (Printing & Binding)

GPO

Deposit Account (Printing and Binding) **Form 4045**

For GPO Use Only

Date received _____

New BAC _____

Date BAC and password sent to customer _____

Date DD Form 448-2 signed and sent back to customer _____

Check Only One Action (Establish, Replenish, Refund, or Transfer)

☐ **Establish a New Deposit Account** New Deposit Account Amount $ _____

☐ **Replenish an Existing Deposit Account**

Billing Address Code (BAC) _____ Replenish Amount $ _____

☐ **Refund Request on a Deposit Account**

Billing Address Code (BAC) _____ Refund Amount $ _____

☐ **Transfer Request** From BAC _____ To BAC _____ Amount of Transfer $ _____

☐ **MIPR** — (Military Interdepartmental Purchase Request) and acceptance of MIPR attached.

(Required for IPAC Funding)

Agency Location Code (ALC) ☐☐☐☐☐☐☐☐ **Business Event Type Code (BETC)** _____

Treasury Account Symbol (TAS)

Sub-level Prefix Code (2)	Allocation Transfer Agency Identifier (3)	Agency Identifier (3)	Beginning Period of Availability (4)	Ending Period of Availability (4)	Availability Type Code (1)	Main Account Code (4)	Sub-Account Code (3)
☐☐	☐☐☐	☐☐☐	☐☐☐☐	☐☐☐☐	☐	☐☐☐☐	☐☐☐

Update: ☐ Change administrator ☐ Add a backup administrator ☐ Contact information (Administrator or Finance POC)

AGENCY DEPOSIT ACCOUNT ADMINISTRATOR

Name _____

Department or Government Establishment _____ Bureau/Office _____

Address _____

Phone _____ Ext. _____ Fax _____ Email _____

AGENCY FINANCE POINT-OF-CONTACT INFORMATION

Name _____

Address _____

Phone _____ Ext. _____ Fax _____ Email _____

LOA or MIPR Information _____

(Go to **https://www.gpo.gov/docs/default-source/finance-options-pdf-files/sf1-loa.pdf** for more information.)

Additional Information

I certify that the advanced transfer of funds is authorized by law and necessary to the conduct of official Government business of the above-mentioned establishment. I understand that this form authorizes the transfer of funds for the Deposit Account Program and that my Government establishment is responsible for ensuring that the funds are available for the fiscal year in which they are obligated with a Standard Form 1.

Authorizing Signature (must be on file with GPO) _____ Title _____ Date _____

IPAC FUNDING Submit completed form to the Accounts Receivable & Collections Office at **arc@gpo.gov**

CHECK FUNDING Mail completed form with check, made payable to the:
U.S. Government Publishing Office
732 North Capitol Street, NW
Room B-622, Disbursing Office
Washington, DC 20401

For further information regarding Deposit Accounts go to **https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/depositacct_form4045_inst.pdf** or call **202.512.1189**.

Please indicate "Deposit Account" and your BAC on check.

GPO Form 4046: Billing Address Code (BAC)

GPO

Form 4046 — Billing Address Code (BAC)

Request a New BAC or Change an Existing BAC

Note: To establish a Printing and Binding Deposit Account BAC, please use GPO Form 4045.

For GPO Use Only

Date received _____

New BAC _____

Date BAC established _____

Initial and date when customer is notified _____

To Establish a New BAC — Select Payment Method

☐ IPAC Billing (Indicate below your agency's ALC, TAS, and BETC)

☐ Non-IPAC Billing (☐ Check ☐ Credit Card)

To Change an Existing BAC

☐ Change payment method for BAC [ ]. Select **NEW** payment method from above.

☐ Deactivate BAC(s): Enter BAC(s) in the additional information box below.

☐ Change ALC from [ ] to the ALC indicated below. Also include TAS and BETC.

(Required for IPAC Funding)

Agency Location Code (ALC) ☐☐☐☐☐☐☐☐ **Business Event Type Code (BETC)** _____

Treasury Account Symbol (TAS)

Sub-level Prefix Code (2)	Allocation Transfer Agency Identifier (3)	Agency Identifier (3)	Beginning Period of Availability (4)	Ending Period of Availability (4)	Availability Type Code (1)	Main Account Code (4)	Sub-Account Code (3)
☐☐	☐☐☐	☐☐☐	☐☐☐☐	☐☐☐☐	☐	☐☐☐☐	☐☐☐

☐ **Update:** Contact Information (Requestor and/or Finance POC) in the "Additional Information" box list the BAC(s) this update affects.

AGENCY REQUESTOR'S POINT-OF-CONTACT INFORMATION

Name _____ Title _____

Department or Government Establishment _____ Bureau/Office _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Ext. _____ Fax _____ Email _____

AGENCY FINANCE POINT-OF-CONTACT INFORMATION

Name _____ Title _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Ext. _____ Fax _____ Email _____

Does your agency require a **Line of Accounting to process IPAC transactions for this BAC?** ☐ Yes ☐ No
(Go to **https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/sf-1_instructions.pdf** for more information.)

Does your agency require a **MIPR to process IPAC transactions for this BAC?** ☐ Yes ☐ No

Additional Information

I am authorized to complete this GPO Form 4046 and that the information provided is correct and accurate. I acknowledge that I am an authorized representative of my agency responsible for the above BAC(s).

Authorizing Signature _____ Title _____ Date _____

Submit completed form to the Commercial Billing Section at **requestnewbac@gpo.gov**

For questions call **202.512.0197** or email **requestnewbac@gpo.gov**.

Note: If unable to submit form electronically, fax the completed form to your National Account Manager (NAM) team at **202.312.0171**.

GPO Form 4046 R. 08/2017

GPO Form 4063: Document Scanning: Additional Information (page 1)

GPO U.S. GOVERNMENT PUBLISHING OFFICE

print clear

DOCUMENT SCANNING: ADDITIONAL INFORMATION

This form should be completed and submitted with the SF-1.

Instructions: Complete this document to assist GPO in writing accurate specifications. For assistance with this document, contact Quality Control for Published Products at **QCPP@gpo.gov** or **202.512.0542**

AGENCY/DEPARTMENT _____ DATE _____

AGENCY REQUISITION NO. _____ NAME OF PERSON COMPLETING THIS FORM _____

JOB TITLE _____

EMAIL _____ PHONE _____

AGENCY SCANNING TECHNICAL CONTACT _____

EMAIL _____ PHONE _____

What types of products are to be scanned? Check all that apply.

- ☐ 2-Sided GBC bound
- ☐ Blueprints
- ☐ Bound books*
- ☐ Checks
- ☐ Envelopes
- ☐ Faxes
- ☐ Fold-ins
- ☐ Forms (8.5 x 11")
- ☐ Half pages
- ☐ Maps
- ☐ Mimeograph
- ☐ Newspapers
- ☐ Non-standard sizes (not 8.5 x 11" or 8.5 x 14")
- ☐ Oversized documents (any document over 11 x 17")
- ☐ Photos
- ☐ Pin-fed computer forms
- ☐ Non pin-fed computer forms
- ☐ Receipts
- ☐ Sticky notes
- ☐ Bound in folders
- ☐ Folded products
- ☐ Paper clipped
- ☐ Sticky notes affixed
- ☐ Stapled
- ☐ Other _____

Can the item(s) be disassembled before scanning? ☐ Yes ☐ No

Does the item(s) need to be reassembled after scanning? ☐ Yes ☐ No

*Can the books be cut apart to scan? ☐ Yes ☐ No If Yes, does it need to be rebound? ☐ Yes ☐ No
Note: Some books may not be able to be rebound in the same binding style as furnished.

Number of pages to be scanned _____ (A page is defined as 1 side of a sheet of paper.)
For example, each full file cabinet drawer and bankers box contain approximately 2,500-3,000 pages.

Size(s) of pages _____

What is the content? Check all that apply.

- ☐ Single-sided
- ☐ Double-sided
- ☐ Black Only
- ☐ Carbon copies
- ☐ Color
- ☐ Embossed image
- ☐ Grayscale
- ☐ Handwritten
- ☐ Laser print
- ☐ Line-work
- ☐ Photocopies
- ☐ Text
- ☐ Typewritten

What type of paper? Check all that apply.

- ☐ Carbon copy
- ☐ Tracing paper
- ☐ Carbonless copy
- ☐ Onion skin
- ☐ Colored paper
- ☐ Thermal paper
- ☐ Plain white paper
- ☐ Other _____

What is the condition of the paper? Check all that apply.

- ☐ Edges frayed
- ☐ Fragile
- ☐ Good quality originals
- ☐ Poor quality originals
- ☐ Yellowed
- ☐ Other _____

GPO Form 4063:
Document Scanning: Additional Information (page 2)

GPO

DOCUMENT SCANNING: ADDITIONAL INFORMATION — PAGE 2

Handwork Intervention

There are 5 categories of handwork intervention. Based on the descriptions of each, specify the approximate percentage of pages in the category. Note that with each level of intervention, the cost of scanning will increase accordingly, with glass work being the most expensive.

_____**% No Intervention:** Furnished source materials are ready to be inserted into an automatic document scanner, requiring no deconstruction. For example: loose leaf documents that are all one standard size (8-1/2 x 11", 8-1/2 x 14", or 11 x 17").

_____**% Light Intervention:** Furnished source materials require slight deconstruction before being inserted into an automatic document scanner. For example: all one standard size documents that are rolled, stapled or paper clipped.

_____**% Medium Intervention:** Furnished source materials require moderate deconstruction before being inserted into an automatic document scanner and consists of light intervention. For example: documents of various standard sizes and may include folder tabs and/or tab dividers, sticky notes to be removed and replaced.

_____**% Heavy Intervention:** Furnished source materials require difficult deconstruction before being inserted into an automatic document scanner and consists of light and/or medium intervention. For example: documents of various standard sizes and may include folded, torn, or stuck-together pages.

_____**% Glass Work:** Defined as copies made from originals that can only be scanned manually on the scanner glass and may include but not limited to, receipts, half-pages, envelopes, onion skin, or thermal facsimile paper, odd-size originals, checks, permanently bound books, two-sided spiral bound, computer forms that cannot automatically feed, and extremely poor quality originals that require extensive handling and analysis on a page-by-page basis.

Note: The total of all the categories must be 100%.

Location of Documents

How are the documents stored, for example: file cabinets or storage boxes? How many storage units?

_____

Where are the documents located?

_____

Can the documents be removed from the facility, or is the scanning to be performed on-site?

_____

If they can be removed, what security procedures need to be implemented for the shipment and during production?

_____

Will the documents need to be available for review by the agency during production? ☐ Yes ☐ No

If yes, what is the mileage restriction needed for access? _____

Can a courier/trucking company be used for pick-up and delivery, or does the contractor need to use their own vehicles and employees?

_____

What security and/or bonding of the drivers is required, if any?

_____

GPO Form 4063:
Document Scanning: Additional Information (page 3)

GPO

DOCUMENT SCANNING: ADDITIONAL INFORMATION — PAGE 3

If the documents are required to be scanned on-site, what are the security requirements for the building housing the documents?

_____

What are the hours of access to the documents on-site?_____

Will the contractor have access to Wi-Fi on-site? ☐ Yes ☐ No

Will the contractor have wired network access on-site? ☐ Yes ☐ No

Will office space and furniture be provided? ☐ Yes ☐ No

If yes, what is the size of the work area? _____

Security and Classification of Documents

Do the documents contain Personally Identifiable Information (PII)? ☐ Yes ☐ No
If yes, what is the agency's policy or guidelines for securing this information?

_____

Do the documents contain classified information? ☐ Yes ☐ No
If yes, what is the classification level, and what is the agency's policy or guidelines for securing this information?

_____

What quality of scan is needed?

Note that with the increase of each level, the cost of scanning will increase accordingly, with high-resolution being the most expensive.

☐ **1 Star* — 150 ppi, 8 bit —** Web only viewing, basic low-resolution scan for information only. (One star imaging should only be considered informational, in that images are not of a sufficient quality to be useful for optical character recognition (OCR) or other information processing techniques. One star imaging is appropriate for applications where the intent is to provide a reference to locate the original, or the intent is textual only with no repurposing of the content.)

☐ **2 Star* — 300 ppi, 8 bit —** Web viewing and basic desktop printing. (Two star imaging is appropriate where there is no reasonable expectation of having the capability of achieving three or four star performance. These images will have informational value only and may not be suitable for OCR.)

☐ **3 Star* — 300 ppi, 8 or 16 bit —** Web viewing, some digital printing, and OCR capable. (Three star imaging defines a very good professional image capable of serving for almost all uses.)

☐ **4 Star* — 400 ppi, 16 bit —** Web viewing, digital printing, OCR capable, and offset printing of text and graphics. (Four star defines high-quality imaging currently available. Images created to a four star level represent the state of the art in image capture and are suitable for almost any use.)

☐ **High Resolution Document Recreation —** This is the highest quality document scanning available. For offset printing of text and photographs in black and color. Text is scanned separately from the images at 1200 dpi; the charts and images are scanned at 300 dpi and de-screened. The two files are then placed in a layout program to recreate the printed product. This product can be reused to create the lower star levels when complete.

* This is using the **FADGI** September 2016 Technical Guidelines for Digitizing Cultural Heritage Materials, Creation of Raster Image Files. Bound Volumes: General Collection Standard.

If unsure of the final application for scans, then a 3 or 4-star quality level will allow lower quality items to be re-purposed from the files.

GPO Form 4063:
Document Scanning: Additional Information (page 4)

GPO

DOCUMENT SCANNING: ADDITIONAL INFORMATION — PAGE 4

Digital Intervention

Image clean-up ☐ Yes ☐ No

If yes, answer the following:

Deskewed (images straightened) ☐ Yes ☐ No

Image cropping (excess border removed) ☐ Yes ☐ No

Despeckle (remove spots/dirt) ☐ Yes ☐ No

Redaction (e.g., removal of PII) ☐ Yes ☐ No

Additional image clean-up requirements:

_____

Section 508

Are there Section 508 accessibility requirements? ☐ Yes ☐ No
If yes, include the Section 508 requirements as a separate attachment.

Expected Contractor Deliverable

What is the file naming convention to be used?

_____

What file type is required as a completed deliverable?
☐ Single page PDF ☐ Multiple page PDF ☐ Single page TIF ☐ Single page JPG

Can the file be compressed to reduce the file size? ☐ Yes ☐ No
If yes, what type? ☐ LZW ☐ JPEG 2000 ☐ Other_____

Note: Lossless compression such as LZW and JPEG 2000 (wavelet) are approved for all uses and do not affect data quality. While significant file size benefits can result from the appropriate use of file compression, some compression techniques can negatively affect file quality. Lossy compression may be appropriate for specific uses, but will adversely affect the data. Any compression techniques using patented or proprietary programs should be avoided due to long term sustainability concerns.

What color mode is required? ☐ Grayscale ☐ Black (Bitmap) ☐ RGB ☐ CMYK

What type of file optimization is needed? ☐ Web ☐ High-Resolution Printing ☐ Read only ☐ Low-Resolution Printing

Are printouts/blowbacks of scanned files required? ☐ Yes ☐ No
If yes, answer the following: Binding _____ DPI _____ Paper stock _____ Trim Size _____
How many copies? _____ Color, black, or grayscale? _____

What type of storage media is required? (DVD, CD, hard drives, thumb drives, etc.)

_____

Is Bates Numbering required? ☐ Yes ☐ No
If yes, numbering format required:

_____

GPO Form 4063:
Document Scanning: Additional Information (page 5)

GPO

DOCUMENT SCANNING: ADDITIONAL INFORMATION — PAGE 5

Optical Character Recognition (OCR)

Will the scanned documents need to be text-searchable? ☐ Yes ☐ No

If yes, additional OCR requirements should be included as a separate attachment.

What is the OCR target format of the PDF? (PDF Image Only, PDF Image + text, PDF Normal, MS Word, etc.)

Metadata Requirements

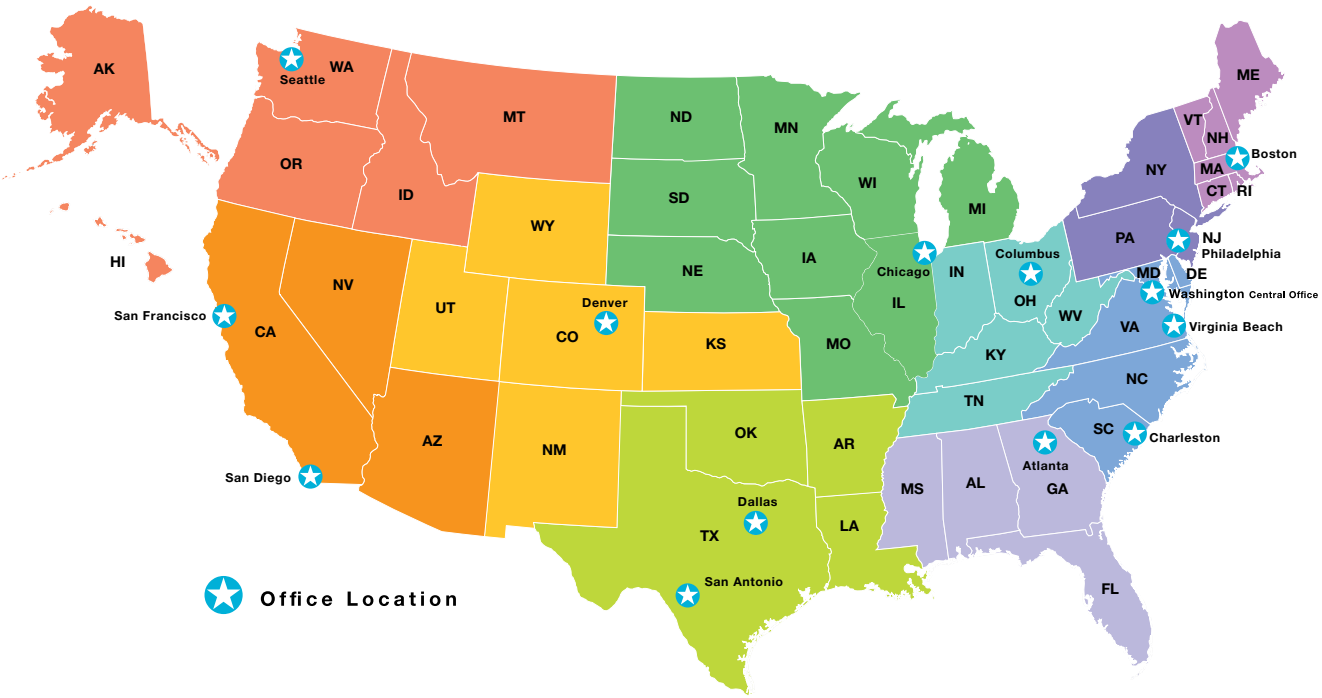
Are there metadata requirements? ☐ Yes ☐ No

If yes, answer the questions below:
List the fields required, field length, and the format of the fields:

What is the agency's requirement for the storage of metadata?

Additional information:

GPO Customer Services
Nationwide Procurement Offices



CENTRAL OFFICE
APS DC
Ph 202.512.0307
Fx 202.512.1612
apsdc@gpo.gov

APS Alternate Contract Solutions (ACS)
Ph 202.512.2132
Fx 202.512.1548
apsacs@gpo.gov

ATLANTA REGIONAL OFFICE
3715 Northside Parkway NW
Suite 4-305
Atlanta, GA 30327
ph 404.605.9160
fx 404.605.9185
infoatlanta@gpo.gov

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John F. Kennedy Federal Building
15 New Sudbury Street, E-270
Boston, MA 02203-0002
ph 617.565.1370
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2154 North Center Street
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North Charleston, SC 29406
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fx 843.743.2068
infocharleston@gpo.gov

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ph 312.353.3916
fx 312.886.2057
infochicago@gpo.gov

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1335 Dublin Road, Suite 112-B
Columbus, OH 43215-7034
ph 614.488.4616
fx 614.488.4577
infocolumbus@gpo.gov

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ph 214.767.0451
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1320 Truemper Street
Bldg. 9122, Rm. 2707
Lackland AFB, TX 78236
ph 210.675.1480
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infosanantonio@gpo.gov

SAN DIEGO REGIONAL OFFICE
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