MEMORANDUM OF AGREEMENT

between the **U.S. GOVERNMENT PUBLISHING OFFICE** and

AGENCY NAME

PURPOSE

This agreement is to create and support the use of **Simplified Purchase Agreements (SPAs)** by the AGENCY NAME , (hereinafter, ACRONYM).

SPAs are established by the U.S. Government Publishing Office (GPO) with commercial vendors to provide a vehicle for small, local purchases of non-repetitive needs for printing and/or related products and services. SPAs will retain for ACRONYM the maximum possible convenience and control of small purchases. ACRONYM will nominate agency personnel who have ACRONYM procurement authority to use GPO SPAs, and will document for GPO this authority for each individual nominated.

OBJECTIVES

- Reduce administrative costs through small dollar purchases for the Government and the participating vendors.
- Improve procurement opportunities for local small business concerns.
- Create a vehicle for local small businesses to market their services directly to originating agencies.
- Superintendent of Documents will continue to have an opportunity to ride orders for inclusion in the Federal Depository Library Program.
- Direct order placement on the basis of best value (price and other factors considered such as responsiveness, business practices, convenience, courtesy, attention to detail and elements of past performance including work quality, reliability and schedule compliance).
- Maintain competitive procedures and ensure fair and reasonable prices.
- Terms, conditions, and clauses such as Contract Terms, GPO Publications 310.1, 310.2 and 310.3 will continue to be a part of each order placed under the SPA.
- Compliance with Government Paper Specification Standards.
- Maximum use of the GPO Quality Assurance through Attributes Program (QATAP) to assure compliance with specification requirements.

AGREEMENTS

The Parties Signing This Agreement Agree:

- GPO contracting officers are the responsible government representatives for contract administration, including payments of orders to be placed under the SPAs entered into between the GPO and vendors.
- GPO is authorizing specific ACRONYM individuals to solicit quotations and place orders under the SPAs established, using their independent procurement authority, subject to the limitation of $10,000 and the documentation of best value to the Government.
- ACRONYM may use SPAs to acquire information products and related services up to $10,000 in value directly from GPO approved commercial sources.
- SPA use will begin when mutual agreements have been established and training and certification have been completed and will extend until terminated by either party upon written notice of at least 30 days.
- The $10,000 limitation applies only to quantities for products or services ordered for ACRONYM. The cost of the Superintendent of Document copies will not be a consideration in the $10,000 maximum order price.
- GPO will make prompt contractor payments and invoice ACRONYM using the designated billing method. When ACRONYM uses a Deposit Account for a SPA order, the billing information will be available to ACRONYM through GPO's Federal Document Repository website. For credit card payments, GPO will provide credit card receipts.
- Required G-Invoicing documents will be submitted by both parties in a timely manner that will not impede the production and billing process.
- The use of a SPA does not authorize purchases that are not otherwise authorized by law or regulation.

The Parties Further Agree That The GPO Will:

- Evaluate new vendors and their proposals and enter into agreements with responsible vendors.
- Provide ACRONYM access to an online database of vendor information for solicitation and award of printing, binding, related supplies and related services.
- Provide training on the proper usage of the SPA to each individual who ACRONYM identifies on the GPO SPA Agency Authorization Form as having procurement authority under the SPA. Individuals will not be authorized to use the SPA until the training is completed and the documentation has been received by the GPO Contracting Officer.
- Authorize in writing those individuals approved by the GPO Contracting Officer, or designee, to solicit quotations and place orders under the SPAs established.

- Notify ACRONYM in writing of the removal of any individual from authority to solicit quotations and place orders after a request from ACRONYM or for cause specified by the GPO Contracting Officer.
- Confirm or negotiate changes that may be necessary in work order requirements after award. Such changes that result in a contract price for agency products or services exceeding $10,000 are outside the authority delegated to ACRONYM.
- Make no changes in any SPA Work Order, including schedules, without consultation and agreement with ACRONYM.
- Evaluate finished products as requested and resolve ACRONYM concerns with products delivered using GPO's QATAP program.

The Parties Further Agree That ACRONYM Will:

- Nominate individuals who have a minimum of $2,500 government procurement authority to solicit quotations and place orders under the SPAs established.
- ACRONYM will submit an SF1 to each GPO office that they request to place SPA Work Orders through at the beginning of the fiscal year in order to continue using the SPA.
- Notify the GPO whenever they want to add or remove any individuals from authority to solicit quotations and place orders under the SPAs established.
- Not allow any vendor to begin work without a properly completed SPA Work Order (GPO Form 4044).
- Submit SPA Work Orders and documentation to GPO immediately upon award to ensure contractors get paid in a timely manner.
- Include all required financial information on SPA Work Orders submitted to GPO.
- Recognize GPO's online database as the official source for up-to-date vendor and SPA user lists.
- Provide the Superintendent of Documents an opportunity to ride all appropriate orders using Circular Letter No. 1012 as a guide to what orders Superintendent of Documents personnel may be interested in.
- Solicit quotations from a minimum of a single source for work valued at $2,500 or less.
- Solicit quotations from a minimum of three sources for work valued at more than $2,500 and will award no order exceeding $10,000 (or individual SPA purchasing authority, if less than $10,000) in price for quantities ordered for ACRONYM.
- Solicit quotations from additional sources when necessary to ensure a fair and reasonable price or to ensure responsive quotations for work with extremely short schedules.
- Award on the basis of best value in accordance with the provisions of the SPA, and create a narrative justification and submit documentation supporting any award on a basis of other than lowest price to GPO.

- Orders will specify paper that is in compliance with Government Paper Specification Standards.
- Follow the "Guidelines for Agency Representatives attending Press Sheet Inspections" (GPO Publication 315.2, Rev. June 2015) when appropriate.
- Negotiate changes within SPA limits and submit to the GPO immediately for confirmation.
- Submit a request for all changes that may result in a work order valued greater than $10,000 to the GPO Contracting Officer for negotiation and confirmation.
- Examine products delivered for defects and, if defects are suspected, proceed in a manner consistent with GPO's Quality Assurance Through Attributes Program (QATAP).
- Document the receipt date of orders and notify the GPO of late deliveries via email by the close of each business day.
- Not place any SPA order in lieu of a viable direct deal term contract established by GPO where such contract is the best vehicle to obtain the products and services to be ordered.
- Give equal opportunity to all competitive sources to the extent practicable to furnish products or services under SPAs.

This Memorandum of Agreement is hereby agreed to by all parties, to be effective on the date signed by the parties.

AGENCY NAME

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Signature Date

_____

Printed Name of Signee, Title

Phone Number: _____ Email Address: _____

U.S. GOVERNMENT PUBLISHING OFFICE

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Signature Date

_____

Printed Name of Signee, Title