

**Free Seminar** for federal agencies

## **GPO on the Road**

# How to do Business with the U.S. Government Printing Office (GPO)

**Spend your day with us.** This seminar is built on the foundation of helping educate customers like you on how to make GPO work for you.

GPO provides you access to expertise in printing and publishing, Web, design, security credentials, training and many specialized services. Our programs continue to stay on the cutting-edge of innovative technologies and are the tools of the future that will enable Government communication to become more effective and efficient. **Learn how we can help you!**



U.S. GOVERNMENT PRINTING OFFICE  
Keeping America Informed | [www.gpo.gov](http://www.gpo.gov)

**GPO on the Road**

## How to do Business with the U.S. Government Printing Office (GPO)

A seminar built on the foundation of helping educate customers like you on how to make **GPO work for you.**

Come learn about every step of our GPO processes from job creation, layout and design, print procurement and our other numerous innovative programs, quality control, billing and budget control, on-site and online training, and getting your publication into the public's hands. Through this seminar we will cover every aspect of the document lifecycle and how we do business with your agency today and every day.

**Who should attend:**

All federal agency employees\* are welcome to come and learn. The seminar will be beneficial to those federal employees who are responsible for:

- ordering printing, copying, or office supplies for their agency (including paper, ink, envelopes, stationary, business cards, and more)
- managing an in-house print or mail facility or copier program
- mailing or distribution of printing materials
- design or layout of materials for their agency, including multimedia (web, photography, video, etc)
- library functions or cataloging information for their agency, including scanning
- forms or publication creation
- training and getting materials to users or classrooms nationwide
- creation of secure federal credentials like federal ID badges
- controlling the budget for administrative activities

**Past attendees have included:**

Printing Specialists/Officers	Marketing Specialists	Contract Specialists	Mailing and Distribution Officers
Administrative Assistants	Administration Officers	Contract Officers	Visual Information Specialists
Training Coordinators	Superintendants	Public Affairs	Management Analysts
District Managers	Office Managers	Project Managers	Production Managers
COOP Specialists	Purchasing Agents	Recruiters	Technicians
Web Managers	Budget Coordinators	Outreach Specialist	Regional Managers
IT Specialists	Library Officials	Secretaries	Library Specialists
Supply Technicians	Instructors	Purchase Agents	Purchase Card Program Mgr.
Attorneys	Investigators	Account Managers	Information Officers
Procurement Analysts	Procurement Techs.	Acquisition Officers	

\*Private contracted employees of the federal government are welcomed to attend.

## GPO on the Road

### How to do Business with the U.S. Government Printing Office (GPO)

#### Agenda for the day:

**Date:** November 19, 2009  
9am – 1pm seminar  
1pm – 2pm lunch (on your own)  
2pm – 4pm SPA Certified Training\*

\*You must register for this class, this class will have certification for all those that attend.

**Cost:** Free to attend for any federal employee or contractor employed by the federal government

#### Agenda for the event/Further topic discussions:

##### 9:00am Welcome to GPO! Meet the GPO team

Learn about the history of the U.S. Government Printing Office (GPO). See where we have come from our beginnings in 1861 to today, where GPO triumphs as the largest print buyer in the nation.

##### 9:30am GPO Product Line up and going Green with GPO!

Learn about our five major procurement operations and how your agency can use each procurement tool for the most cost effective savings and time management. Get in-depth knowledge on GPO Small Purchases, Term Contracts, One-Time Bidding, and the Simplified Purchase Agreement (SPA). We will also discuss the GPO Online Paper Store, GPO web management, Creative Services and design. Also, learn how your agency can go green by partnering with GPO!

##### 10:00am The GPOExpress Program

Join us for an in depth look into GPO's newest and fastest growing program: GPOExpress -- a nationwide convenience printing contract that allows Federal Government personnel to utilize the nationwide network of over 1,800 FedEx Office<sup>SM</sup> Print Centers to take care of all their quick printing needs. GPOExpress allows for convenient ordering options via e-mail, phone, the Web, or walk-in; high-quality digital printing services, finishing services; print-on-demand programs including access to a customized GPOExpress catalog of frequently printing documents, and much more!

##### 11:00am The Fundamentals of GPO Billing

Learn how the billing process at GPO works and how you can take advantage of cost savings and online billing. We will be discussing in detail the four main billing processes GPO uses: government (IMPAC) purchase credit cards, IPAC billing, GPO Deposit Accounts, and direct invoicing. If you are responsible for budget or accounting at your agency, don't miss this session!

##### 11:30am Learning how to place work with GPO and GPO Forms 101

This session will include an overview of the Standard Form 1, GPO's job ticket as well as other important forms used in requesting work from GPO. We will also cover GPO's Quality Assurance program (QATAP) including explanations of quality levels, take an in depth look at billing address codes (BACs), paper specifications, PMS colors and more. For agencies that are looking to streamline their workflow with GPO or new agencies using GPO, this will be the perfect session for you. See samples of jobs and hear from current customers using GPO.

##### 12:30pm The GPO Institute

**GPO on the Road****How to do Business with the U.S. Government Printing Office (GPO)**

Take a look into GPO's Institute for Federal Printing and Electronic Publishing and learn how you can get accredited document management training from the comfort of your own office or from our professional training facility in Washington, DC.

**1:00pm -- 2:00pm      Break for Lunch (on your own)**

**2:00pm              Certified SPA Training for agency customers\***

\*You must register for this class when RSVPing for this seminar.

The Simplified Purchase Agreement (SPA) is a streamlined printing procurement vehicle for use by the U.S. Government Printing Office's Federal customer agencies. Our customer agencies will be able to acquire publishing and information products and services valued up to \$10,000 from local commercial vendors, pre-qualified by the U.S. Government Printing Office's (GPO) quality standards and certification. Agencies using the SPA program must be certified and training by a GPO representative before using the program. For more information visit our web site: [www.gpo.gov/customers/spa.htm](http://www.gpo.gov/customers/spa.htm)

Upon completion of the SPA certification class, and with submission of your SF-1, participants will receive a certificate of completion and be able to place work on the GPO SPA contract work with GPO nationwide.

**Hotel Recommendations:**

Intercontinental Boston 510 Atlantic Ave, Boston, MA 02210 (617) 747-1000	1.1 mile
Bulfinch Hotel Boston Massachusetts 107 Merrimac Street, Boston MA 02114 Phone: (617) 624-0202 Fax: (617) 624-0211 Toll Free: (877) 267-1776	0.3 miles
Boston Omni Parker House Hotel 60 School St., Boston, MA 02108 Phone: (617) 227-8600 Fax: (617) 742-5729	0.6 miles
Holiday Inn Express - Boston Garden 280 Friend Street Boston, MA 02114 Hotel Front Desk: 1-617-7205544 Hotel Fax: 1-617-7237784	0.4 miles

**Per Diem (GSA Domestic Per Diem Rates):**

Massachusetts FY10 Boston / Cambridge (November 1 - August 31)	Max Lodging: \$203	M&IE Rate: \$64
--	--------------------	-----------------

**GPO on the Road**

## How to do Business with the U.S. Government Printing Office (GPO)

**Seminar Location and Further information:**

John F. Kennedy Federal Building  
15 Sudbury Street  
Conference Room E-275C  
Boston, MA 02203

**Directions to John F. Kennedy Federal Building:**

The seminar is located at the John F. Kennedy Federal Building in Government Center across from Boston City Hall. Enter through main doors on Cambridge Street. Upon clearing security, you will walk to the low rise building, walking through the walkway, take the elevator to the 2nd floor.

Via I-95 North from Connecticut & Rhode Island:

- Route 95 North to the Boston area
- At Norton/Canton Area take 93 South ("To Boston")
- At Braintree take 93 (left split) toward Boston
- Several miles on South Xpressway — enter South Station Tunnel
- Exit tunnel on to Central Artery elevated highway
- Exit #25 to Causeway Street — down ramp
- Left onto Causeway
- 2nd left onto Canal Street — go to end of street
- Right on to New Chardon Street
- Cross over light at Congress Street
- Immediate left into parking garage
- The JFK Federal Building runs parallel to the parking garage across New Sudbury Street.

Via I-93 South from New Hampshire and Vermont:

- Route I-93 South to Exit #25, Haymarket exit
- At bottom of ramp, mandatory right turn at traffic lights
- Cross over next light at Congress Street
- Immediate left into parking garage
- The JFK Federal Building runs parallel to the parking garage across New Sudbury Street.

Using the [MBTA](#):

- Take any Green line or Blue line car to Government Center T Station.
- The JFK Federal Building is located directly across City Hall Plaza.

Arriving at Logan Airport:

- Take Mass Port shuttle bus to Blue Line T Station
- Take Blue Line to Government Center
- (A taxi from Logan to Government Center is a second option and costs approximately \$15-20)

## GPO on the Road

### How to do Business with the U.S. Government Printing Office (GPO)

#### **Parking:**

There are some parking garages in the area, but they fill quickly and are expensive. The closest parking garage is across the street (Sudbury St) and is \$30 for the entire day.

#### **Helpful Phone Numbers:**

- MBTA (subway/bus) - 617-222-5000
- AMTRAK 800-USA-RAIL

All seminar attendees should RSVP for this event. Please bring your Federal agency ID badge and notify GPO with your RSVP if you plan on bringing a laptop computer with you to the seminar.

#### **RSVP:**

Please provide your name, contact phone or email, and your agency when RSVPing. You may email or call to any of the addresses below. Please let us know if you are registering for the SPA certification class in your RSVP.

Casey Radican at 202-465-6640, [kclarke@gpo.gov](mailto:kclarke@gpo.gov) or  
Ira Fishkin at 212-620-3321, [ifishkin@gpo.gov](mailto:ifishkin@gpo.gov) or  
Cathy Miller at 215-364-6465, [cmiller@gpo.gov](mailto:cmiller@gpo.gov) or  
Anne Marie Rich at 617-565-1370, [arich@gpo.gov](mailto:arich@gpo.gov)

For further information on this seminar and a complete list of GPO products and services please visit [www.gpo.gov](http://www.gpo.gov) .