

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
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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 welcome to attend.

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Agenda for the day:

Date: February 11, 2010
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 available for 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 OfficeSM 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

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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 trained by a GPO representative before using the program. For more information visit our web site: 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:

Capital Plaza Hotel 100 State Street Montpelier, VT 05602 802-223-5252	0.2 miles
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Inn At Montpelier 147 Main Street Montpelier, VT 05602 (802) 223-2727 innatmontpelier.com	0.2 miles
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Comfort Inn & Suites 213 Paine Turnpike N. Montpelier, VT 05602 802-229-2222	2.7 miles
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Per Diem (GSA Domestic Per Diem Rates):

Vermont FY10
(October 1, 2009 through September 30, 2010)

Montpelier Washington County	Max Lodging: \$101	M&IE Rate: \$61
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Seminar Location and Further information:

U.S. Department of Agriculture
City Center
3rd Floor Conference Room
89 Main Street
Montpelier, VT 05602-2948

Directions to the Seminar:

The seminar is located at City Center, 89 Main Street, Montpelier, VT. The building is not a GSA building and has commercial businesses and restaurants on the first floor. The 2nd and 3rd floors are office space. The USDA offices are located on the third floor and the conference room is located in the USDA office area.

The closest airport is Burlington Airport about 42 miles from Montpelier. The next closest airport is Manchester NH, about a two hour drive.

Directions from Burlington Airport to Montpelier:

Coming out of the Airport, you make a left at the stop sign on Airport Rd. Proceed to the first traffic light, where you will make a left onto Williston Road/ US 2.

Stay on Williston Road until the fourth traffic light. At the fourth traffic light you will make a right on to Essex Rd/ US-2A. Stay on Essex Rd/US-2A approximately ½ mile where you turn left onto the ramp for I-89 S.

You will stay on I-89 approximately 32 miles.

Take exit #8/Montpelier (US_2)/ ST. Johnsbury (VT-12) onto Memorial Drive- 1.8 miles from the Interstate. You will take a left at the fourth traffic light from the Interstate. This will be Main Street.

Go to the first stop light. 89 Main Street is the first building on your right after the stop light. The building is a three story brick build with a parking garaged attached to the rear. You may wish to turn right at the stop light and enter the parking garage that is attached.

Parking:

There is a parking garage attached to the City Center building however, these do fill up in the mid morning. There is some parking available on the street. Most of the street parking is metered, but there is non-metered parking available within two blocks of the building.

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 or Cathy Miller at 215-364-6465, cmiller@gpo.gov or

For further information on this seminar and a complete list of GPO products and services please visit www.gpo.gov .