

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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GPO on the Road

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

GPO's Minneapolis/St. Paul seminar is built on the foundation of helping educate customers, like you, on how to make GPO work for **you!**

Learn about every step of the GPO process, from our various procurement tools to our entire product/service line. We'll discuss quality control, billing and how your publication reaches the general public. Through this seminar, we will cover every aspect of how we do business with your agency, as well as vendors nationwide.

This is a great opportunity to network and share experiences. *All participants will receive a certificate for attendance.*

When: Wednesday, May 19, 2010

8:15 am to 2:30 pm - Seminar

2:45 pm to approx 4:30 pm - SPA Training (**Optional class. Special registration reqd.**)

Where: 111 Kellogg Blvd. E

Suite 212

St. Paul, MN 55101

Light refreshments will be served.

RSVP by Monday, May 10th to : dcyrwus@gpo.gov .

If you have any questions, contact Donna Cyrwus, National Account Manager, at 312.353.3916, ext 14 (office); 312.519.5381 (cell) or email address above.

Be sure to mention if you plan to take the SPA class, as separate registration is required.

Parking: Pay parking is available in the building.

Need a Map of the area? Overnight Accommodations? Area restaurants?

Just click on the following MapQuest link:

<http://www.mapquest.com/maps?city=Saint+Paul&state=MN&address=111+Kellogg+Blvd+E&zipcode=55101-1237&country=US&latitude=44.94556&longitude=-93.08975&geocode=ADDRESS>

Minneapolis/St. Paul Airport website: <http://www.mspairport.com/>

Airport Ground transp. map: http://www.mspairport.com/images/maps/how-to-maps/15_ht-L-ground_030310.aspx

Super Shuttle service available for approx. \$18.00 ea. way:

<http://www.mspairport.com/GroundTransportation/van-and-shuttle-services.aspx>

Who should attend? All federal agency employees are welcome, as well as privately contracted employees and federal grantees.

The seminar will be beneficial to those who

- currently do not work with GPO but would like to
- have been working with GPO for many years
- may only interact with GPO a few times a year

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Past attendees have included:

Printing Specialists/Officers	Marketing Specialists	Contract Specialists	Mailing and Distr Officers
Administrative Assistants	Administration Officers	Contract Officers	Visual Information Spec
Training Coordinators	Purchase Card Coord	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 Mgrs
IT Specialists	Library Officials	Secretaries	Library Specialists

For further information about this seminar and a complete list of GPO products and services visit our website at www.gpo.gov. Can't make this seminar? Join us at another one at <http://www.gpo.gov/customers/roadshows/>.

TENTATIVE AGENDA and topics of discussion

- 8:15 am** **Sign in.**
- 8:30 am** **Welcome to GPO and Introductions**
Meet our GPO speakers and panel of experts. Learn more about our history, from our beginnings in 1861 to the present, where GPO triumphs as the largest print buyer in the nation.
- 9:00 am** **GPO Product Lines**
Learn more 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 of GPO Small Purchases, Term Contracts, One-Time Bids, and the Simplified Purchase Agreement (SPA). We will talk about our On-Line Paper Store, GPO web management, Creative Services/Design and GPO's Training Institute. See how your agency can go green by partnering with GPO.
- 9:45 am** **Break**
- 10:00 am** **GPOExpress by Brandon Hill, FedEx Office**
Get an in depth look at GPO's newest and fastest growing program. GPOE is a nationwide convenience contract with FedEx Office Print Centers to take care of quick print needs. Place orders via email, phone, online, or walk-in. Get access to high-quality digital printing and finishing services, including access to a customized catalog of frequently printed documents at highly discounted prices.

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- 11:00 am** **How to place work with GPO and GPO Forms 101**
Get an overview of the **new, user-friendly, Standard Form 1** (requisition) as well as other revised GPO forms. We'll cover GPO's Quality Assurance Program, quality levels, paper specs, PMS colors and more. This is perfect for agencies looking to streamline their workflow or for those not familiar with GPO. See job samples and hear from current customers using GPO.
- 12:00 to 1:00 pm** **Lunch on your own.**
- 1:00 pm** **GPO's Award Winning Video**
First presidential portrait digitally produced.
- 1:15 pm** **The Fundamentals of GPO BILLING**
Learn how the billing process works and how you can take advantage of cost savings and online billing. We'll be discussing the main GPO billing processes and your options. If you are responsible for budget or accounting at your agency, don't miss this session.
- 2:30 pm** **BREAK**
- 2:45 pm** **Certified SPA Training (approx. 1.5 hrs)**
Take our **Simplified Purchase Agreement** class and **become SPA certified**. This contracting certification will allow you to choose your own sources and partner with pre-certified local or national vendors for best value contracting up to a \$10,000 limit.

Agency participants on the SPA must have contracting authority, be trained by GPO, and complete the necessary forms before they are authorized to place work on the program. A certificate will be issued once all requirements are met.

If you do not have contracting authority you may still take the class to become familiar with the process but you cannot sign work orders.

This is also a great opportunity to take a "refresher course" if you're already on the program

NOTE THAT SPECIAL REGISTRATION IS REQUIRED FOR SPA TRAINING.

This seminar is for **you**. If there are any subjects you'd like to see included in our agenda, let us know. We will do our best to accommodate your wishes.