



## **BONUS Seminar - Certified SPA Training for agency customers**

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, prequalified 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](http://www.gpo.gov/customers/spa.htm)

Simplified Purchase Agreement (SPA) training is held on the 2nd Thursday of every month. It starts at 10:00 A.M. and last for 2-3 hours; the location for the training is:

**The U.S. Government Printing Office**  
**732 North Capitol Street**  
**Washington, DC 20401**

Contact Procurement Agency Strategic Team (AST) 1 via 202-512-0455 or email [spa960@gpo.gov](mailto:spa960@gpo.gov) to register for SPA training. When registering please let GPO know if you have any unique accessibility needs or with any questions or concerns. If you are a new user to the SPA program, please make sure all paper work (SF-1, Memorandum of Agreement (MOA), and Procurement Authorization Form are submitted to GPO prior to attending the training. If you are attending for a refresh training, please inform GPO in your RSVP. If you need samples of the forms required to participate in the SPA program, please email [spa960@gpo.gov](mailto:spa960@gpo.gov).

### **Training Dates Time Availability**

|                   |         |                 |
|-------------------|---------|-----------------|
| August 12, 2010   | 10:00am | Seats Available |
| September 9, 2010 | 10:00am | Seats Available |
| October 14, 2010  | 10:00am | Seats Available |
| November 18, 2010 | 10:00am | Seats Available |
| December 9, 2010  | 10:00am | Seats Available |

When you arrive, please inform the security personnel at the GPO Visitor Center that you are here for SPA training and have them contact AST 1 at the extension **20455** or **20319**. An AST team member will escort attendees to the training room. Registered attendees will be notified if the training is cancelled.

### **Directions to the Seminar:**

#### **Directions**

The GPO is just several blocks north of the Capitol Building on North Capitol St. between G and H Streets. The GPO consists of four buildings, three on the west side of North Capitol and one on the east. The main building is located on the corner of North Capitol and H St.

#### **Arriving by train:**

The GPO is located just three city blocks from Union Station. Union station is a focal point of transportation in Washington DC with a Metro stop on the red line and an Amtrak station, which is the last stop for Maryland's MARC commuter trains and Virginia's VRE trains.



# GPO on the Road

Free Seminar for Federal Agencies

### Arriving by metro:

GPO is located next door to Union Station, a major hub for the metro trains. Commuters can access GPO by taking any line to the Union Station stop (red line) and walking to GPO. The main building is located on the corner of North Capitol and H St. You can find metro schedules at [www.metroopendoors.com](http://www.metroopendoors.com)

### Arriving by bus:

There are a variety of bus stops near Union Station. Also, there are several bus stops located directly in front of the GPO. You can find schedules at <http://www.wmata.com/>.

### Parking:

Parking in private lots and garages is available around the GPO building. GPO will not be able to provide parking unless special arrangements are made at least two business days in advance before all events. If you require special assistance to attend this event please contact GPO at 202-512-1904.

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

Can't make this event? To see more events like this across the nation, please visit [www.gpo.gov/customers/roadshows](http://www.gpo.gov/customers/roadshows).

