

What is a SPA?

SPA is an alternative procurement vehicle that will ease your administrative responsibilities by giving your agency control and convenience when looking for ways to quickly procure quality printing and related services through GPO.



To obtain additional information about SPAs, refer to the following resources for assistance:

Agency Publishing Services Team 1, Washington, DC
202.512.0455
spa960@gpo.gov
www.gpo.gov/customerservices/contacts.htm

Regional Operations Office
For a listing of the Regional Offices nearest you,
202.512.0412
www.gpo.gov/customerservices/offices.htm

Simplified Purchase Agreement

An Alternative Procurement Vehicle for GPO Customers

Make it Simple. Make it a SPA.

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732 North Capitol Street NW, Washington, DC 20401
www.gpo.gov

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What are the Advantages?

Using the SPA will:

- Simplify the procurement process for both you and the contractors.
- Provide a synergy between contractors and agency personnel that is agency controlled and mutually beneficial.
- Facilitate the use of GPO's Quality Assurance Through Attributes Program.
- Minimize your administrative burden by GPO's audit and payment of contractor vouchers.
- Allow easy modification for small changes and GPO will provide administrative and technical help for complex change requirements.
- Take advantage of GPO's large volume buying position.
- Make it easy for your agency to comply with requirements for the Superintendent of Documents.
- Provide local small businesses an opportunity to market their services directly to your agency.

How Do I Start?

You will be required to:

- Submit a Standard Form 1 (SF-1) to request the establishment of an agreement with GPO for use of a SPA.
- Nominate agency personnel who have independent agency procurement authority and indicate their dollar limit, not to exceed \$10,000.
- Sign a Memorandum of Agreement furnished by GPO.
- Complete mandatory SPA training provided by GPO.
- Provide a marketing address.

How do I pay?

- Payments to GPO will be accomplished by credit card, IPAC, or Deposit Account.



What's the Next Step?

GPO will:

- Sign the Memorandum of Agreement.
- Train nominated agency personnel.
- Notify participating contractors of authorized agency personnel.
- Provide agency personnel with a list of available contractors.
- Provide administrative and technical support.
- Audit contractor vouchers and make payments.

Agency personnel will:

- Solicit quotations from three or more contractors for orders over \$1,000.
- Solicit a quotation from one contractor for orders under \$1,000.
- Review quotations and make award.
- Make Government-furnished material and a SPA Work Order available to the contractor.
- Simultaneously submit a copy of the SPA Work Order to GPO.
- Receive the finished product or service from the contractor.



What Can I Get?

SPA products and services include, but are not limited to:

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| ■ Printing in single or multiple colors | ■ Screen printing | ■ Folders (presentation, pocket, etc.) | ■ Labels, decals, and stickers |
| ■ Copying (color and black) | ■ Translations/editorial services | ■ Signs, posters, banners (regular, easel back, pocket) | ■ Magnetic cards |
| ■ Oversized items (maps, blueprints, etc.) | ■ Graphic Design services | ■ Engraving (printed and metal/plastics) | ■ Bags (paper, canvas, and plastic) |
| ■ Digital imaging (black and color) | ■ CD Duplicating | ■ Envelopes (construction/printing) | ■ Calligraphy |
| | ■ Books/Pamphlets | | ■ Multipart forms |