

Keeping America Informed

Doing Business With **GPO**



GPO



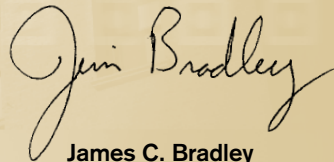
Dear Prospective Bidder:

Thank you for your interest in doing business with the U.S. Government Printing Office (GPO). For more than a century, GPO has supplied printing, binding, and related services to Congress and agencies of the Federal Government. Today, GPO purchases most of this work from commercial printers located throughout the United States.

GPO is committed to providing all qualified potential contractors with an equal opportunity to take part in its competitive bidding process. This publication was developed to explain GPO's printing procurement program and to provide you with the information you need to become a new GPO contractor.

We appreciate your interest in GPO and look forward to working with you in the future.

Sincerely,

A handwritten signature in black ink that reads "Jim Bradley". The signature is written in a cursive, flowing style.

James C. Bradley
Managing Director of Customer Services

Procurement Products and Services

In addition to being the world's largest information processing, printing, and distribution facility, GPO procures about 70 percent of its work from commercial sources. Currently, hundreds of print-related projects are procured each day from private-sector vendors. GPO competitively buys products and services from thousands of private-sector companies in all 50 states.

Print Services

With GPO being at the epicenter of technological change, we embrace our historic mission, while looking forward to the digital future. GPO's contracts cover the entire spectrum of printing and publishing services and are available to fit almost any firm — large or small. GPO welcomes any firm's capabilities from long or short runs to digital or conventional printing methods.

Through on-site facilities and our relationship with contractors, we provide traditional print production methods such as:

- Offset
- Screen Printing
- Flexography
- Gravure/Intaglio
- Letterpress (Foil and High End)
- Engraving

And we can accommodate the needs of our customers in the areas of:

- Digital Printing
- Print-on-Demand
- Variable Data Printing
- Security Printing



Design Services

GPO also extends an opportunity for vendors to provide graphic design work. Though GPO's Creative Services Department creates some of the highest quality designs for Federal agencies, we are currently allowing vendors with the same expertise to showcase their capabilities in the following areas:

- Editorial Design
- Brand and Identity Systems Design
- Corporate Communications Design
- Book Design
- Information Design
- Promotional Design
- Environmental Graphic Design
- Illustration
- Production Layout

GPO Products

GPO also procures a wide array of products which include, but are not limited to:

- Books
- Business Stationery
- Pamphlets and Brochures
- Forms
- Promotional Merchandise
- Posters and Signs
- CDs and DVDs
- Direct Mail
- Graphic Design and Layout
- Kit Packages
- Order Fulfillment

Buying Process

By law, GPO is required to procure products through the competitive bidding process. It is one of the Government's most successful procurement programs, assuring the most cost-effective use of the taxpayer's printing dollars.

First, GPO prepares a written description (specification) of the work or services to be performed. Specifications include information about the job such as:

- Nature of work to be completed
- Sizes to be produced
- Color Standards
- Quantities
- Packaging Information
- Delivery Schedules
- Any additional materials or services necessary to completely fulfill the requirements

GPO will then advertise for its requirements, inviting any qualified firm to submit a bid.

Becoming a GPO Contractor

Registration

Firms interested in supplying any product or service to the GPO should register their business online at GPO's "Contractor Connection" Web site, www.contractorconnect.gpo.gov. This system will streamline and accelerate the process of becoming a new GPO contractor. Once on the site, prospective contractors can access all the required forms to successfully register their firm with GPO.

For those without access to the Internet, a completed bid package can be sent via U.S. mail to:

GPO Bid Room
Room C161, Stop: PPSB
732 North Capitol Street, NW
Washington, DC 20404-0001

Form Completion

There are three forms to complete in order to register your firm with GPO:

1) Solicitation Mailing List Application —

GPO Form 2524

2) Payment Information Form — **SF 3881**

3) Evaluation Sample Submission Form —

GPO Form 2689

Once these forms have been completed (either electronically or hard copy) and returned to GPO, you will be issued a Contractor's Code (GPO I.D. Number) and a quality level rating (used for evaluating your ability to produce jobs). You will then be invited to bid on GPO solicitations.

GPO U.S. GOVERNMENT PRINTING OFFICE - KEEPING AMERICA INFORMED
SOLICITATION MAILING LIST APPLICATION

INITIAL APPLICATION REVISION THIS SPACE FOR USE BY THE GOVERNMENT

1. NAME & ADDRESS OF FIRM - Location of Execution - List all plants, using separate sheet if necessary.

2. TYPE OF ORGANIZATION (Check one)
 Individual Partnership Non-Profit Organization

3. TYPE OF OFFICIAL, EXECUTIVE, OR PROFESSIONAL (Check one)
 President Vice President Executive (Name)

4. RELATED CONCERNED PARTIES, AGENTS AND OTHER (Check all that apply) - (See instructions on Page 2)

5. SPECIAL CAPACITY

6. MAIL, ADDRESS AND CONTACTS (Check all that apply)
MAIL: OFFICIAL CAPACITY AREA PHONE TELEPHONE NO. CITY

7. SECURITY CLEARANCE (Check one)
 No Clearance Top Secret Secret Confidential



Available Printing Procurement Methods

The GPO has a wide range of procurement options available. The chart below contains a breakdown of the different contracting methods and a short synopsis on each. Please review the following procurement

methods to learn more about the business opportunities available with the GPO.

For additional information on any of the contracting options, please contact **GPO's Procurement Support Branch at 202.512.0526.**

Direct Deal Term Contracts	General Usage Term Contracts	Small Purchases	One Time Bids	Simplified Purchase Agreement (SPA)
<p>Synopsis:</p> <p>Customer agency places orders directly with contractors for recurring products or services.</p> <p>There is no dollar limit.</p> <p>GPO receives detailed schedule of prices from contractors and certifies responsive/responsible contractors.</p> <p>GPO may have the option after one year to extend the contract for up to four additional years.</p> <p>Procurement process takes 30–60 days.</p>	<p>Synopsis:</p> <p>GPO places orders with contractors for commonly used customer agency products (such as periodicals or forms).</p> <p>There is no dollar limit.</p> <p>GPO receives detailed schedule of prices from contractors and certifies multiple responsive/responsible contractors.</p> <p>May be an annual or multi-year contract.</p>	<p>Synopsis:</p> <p>GPO-placed contracts for unique (one time) orders.</p> <p>Purchases have a limit of \$100,000 per order.</p> <p>Small Purchase specifications are posted at GPO and on the Internet.</p> <p>Procurement process requires 1 to 3 days.</p> <p>Digital files are archived by GPO.</p>	<p>Synopsis:</p> <p>GPO-placed contracts for unique (one time) orders.</p> <p>There is no dollar limit.</p> <p>Specifications are posted at GPO and on the Internet.</p> <p>Procurement process requires 5 days.</p> <p>Utilizes a formal bid opening and becomes a binding contract when GPO issues the purchase order.</p> <p>Digital files are archived by GPO.</p>	<p>Synopsis:</p> <p>Customer agency places orders directly with contractors for products or services up to \$10,000.</p> <p>GPO certifies contractors for inclusion in the SPA program and notifies both Customer agencies and contractors of new participants.</p> <p>GPO provides training to Customer agencies.</p>

Upon completion of production, the contractor bills GPO. GPO examines the bill and makes payment to the contractor.

The Bid Process

Submitting Bids

The GPO has three primary methods of soliciting bids for procurements. One method is through solicitations that are sent directly to qualified contractors on a rotational basis. These solicitations give you, the contractor, a chance to submit a bid on the specification.

Official GPO contractors can also find out about solicitations through Government postings. GPO has its own Web site where procurement opportunities can be found. The Web site is <http://www.gpo.gov/bidopps/index.html>. This service provides general procurement information and electronic posting of sealed-bid solicitations. Bids are also advertised on the www.fedbizopps.gov Web site. Small purchase procurement opportunities are posted at Quick Quote, GPO's new online small purchase system: <http://contractorconnect.gpo.gov/>. Registered contractors can submit small purchase quotes electronically.

The third method of obtaining bid information is directly from the GPO Procurement Offices. All solicitations are posted in the central and regional offices. Contractors or contractor's representatives may visit GPO's Central Office in Washington, DC, or any of the 15 nationwide procurement offices to view available bid opportunities. A list of all procurement offices can be found at the end of this publication.

* Prospective bidders for all procurements are furnished a copy of "GPO Contract Terms" ([GPO Publication 310.2](#)). This document is the basic contract between the GPO and its contractors. It should be read very carefully and retained for future reference.

Safeguarding Bids

All sealed bids are kept under lock and key until the time specified for opening. You and your representatives are invited and encouraged to attend the public opening.

Proposals in response to a request for bid (RFP) are forwarded, unopened, to the Contracting Officer for recording and for safeguarding from unauthorized disclosure. However, unlike sealed bids, proposals are not publicly opened, and there is no public disclosure of the offeror's names or the number of proposals received.

Awarding Jobs

Sealed bid awards are typically made to responsible contractors on the basis of lowest cost to the Government after considering the contractor's past performance (both on-time delivery and product quality) on previous GPO contracts. Awards under competitively negotiated procurements are based on best value, price and other factors specifically stated in the solicitation. In all contracts, GPO expects the contractor to conform to the contract terms and conditions. Contractors have the opportunity to submit a written request to withdraw their bids or offers at any time before the time established for the opening of the bids or receipt of offers.

Rejection of Bids

If your bid fails to comply with the specifications, it will be rejected and considered nonresponsive. Causes for rejection include:

- **Any modification or insertion of conditions which might give you an advantage over other bidders, such as failure to state price (e.g., "price in effect at time of delivery")**
- **Making the bid conditional upon the award of another related contract**
- **Bid prices that are determined to be unreasonable**

Quality Rating and Evaluation

Quality Rating Determination

Upon entering GPO's procurement program, you will be required to submit samples reflective of the quality of work produced by your firm. GPO will rate these samples and each vendor will be issued a quality level rating. This rating [1 (best) – 5] will determine the types and levels of work you are qualified to bid on.

Quality Assurance Through Attributes Program (QATAP)

All work performed under a contract with the GPO is subject to inspection and testing to ensure that all contract terms are fulfilled. Contracted work is inspected using the Quality Assurance Through Attributes Program (QATAP). This program provides for the precise expression, prior to production, of quality requirements for printing and related products. The program also provides for the clear determination, based on objective methods, of conformance to these requirements once the product has been produced or received. Items failing inspection will be rejected, and the contract may be terminated for default. You may be required to correct or replace defective items at your own expense, or to reimburse the GPO for any additional expenses incurred as a result of noncompliance.

* Prospective bidders are furnished a copy of GPO Contract Terms, Quality Assurance Through Attributes for Printing and Binding (**GPO Publication 310.1**). It should be read carefully and retained for future reference.



Buy American Act

The Buy American Act requires that the Government give preference to domestic-source end products. Generally, in evaluating bids in which both domestic and foreign products are offered, 6 percent will be added to the foreign-bid prices or 12 percent if the domestic end-product bidder is a small business or located in a labor-surplus area.

A domestic end product is a manufactured product in which the cost of the components that are mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components.

Getting Paid

GPO's goal is to pay bills within 30 days after receipt, or sooner, if a prompt payment discount was offered with the bid. Please read the following information to ensure your bills are submitted to the GPO properly to receive prompt payment.

Please submit your invoice (with all pertinent documentation) by:

- 1. Mail:** Comptroller-FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, DC, 20401
- 2. Fax:** 202.512.0992 or 202.512.0993
(If no samples are required)



Invoice Submission Information

When completing your invoice, please be sure to include all requested information as outlined in GPO's Billing Instruction (**GPO Publication 300.3**). The invoice should include the following:

- **The Purchase Order Number**
- **Jacket Number**
- **Print order and program number on term contracts**
- **Evidence the shipment/delivery was made and that all contractual requirements have been met, including sample copies, negatives returned, sales copies, etc.**

Please read your contract carefully to ensure all requirements have been met and are supported with documentation where required.

GPO's Payment Program (EFT)

GPO is required to pay all contractors through the Electronic Funds Transfer (EFT) program. Under EFT, payments are in your account on the payment date. Accounting data is furnished electronically to your bank or financial institution. Your bank or financial institution is responsible for providing you with the accounting data you need to settle your accounts. To receive payment through EFT, contractors must complete an **SF 3881**, "ACH Vendor/Miscellaneous Payment Enrollment Form."

If you are a first-time contractor for GPO, have a new contract for GPO, have a new contract that you are not familiar with, or have any billing concerns, please feel free to e-mail GPO at invoice-inquiry@gpo.gov.

A Final Word of Advice

Thousands of small business firms (about 90 percent of our contractors) obtain GPO contracts and continue to seek them because they are profitable. GPO offers fair and equitable treatment to all suppliers. Our contracting personnel will give you full support and cooperation so that we obtain an acceptable product from you at a reasonable price, in a timely manner.

We hope this answers most of your questions about doing business with GPO. If you have other questions, please contact any of the GPO organizations listed in this booklet. They will be glad to help you.

We invite you to join the GPO team — become one of our contractors!

Questions and Information

202.512.0526

Contractor Registration Information

www.contractorconnect.gpo.gov

GPO Vendor Web Resource

www.gpo.gov/business/index.html



GPO Facilities

Washington DC Area

Bid Room
Room C 161, Stop: PPSB
732 North Capitol Street NW
Washington, DC 20404-0001

GPO Printing Procurement Offices

Atlanta Printing Procurement Office

1888 Emery Street
Suite 110
2 Park Place
Atlanta, GA 30318-2542
ph 404.605.9160
fx 404.605.9185

Boston Printing Procurement Office

28 Court Square
Boston, MA 02108-2504
ph 617.720.3680
fx 617.720.0281

Charleston Printing Procurement Office

2825 Noisette Blvd.
Charleston, SC 29405-1819

ph 843.743.2036

fx 843.743.2068

Chicago Printing Procurement Office

200 North La Salle Street
Suite 810
Chicago, IL 60601-1055

ph 312.353.3916

fx 312.886.3163

Columbus Printing Procurement Office

1335 Dublin Road
Suite 112-B
Columbus, OH 43215-7034

ph 614.488.4616

fx 614.488.4577

Dallas Printing Procurement Office

1100 Commerce Street
Room 731
Dallas, TX 75242-0395

ph 214.767.0451

fx 214.767.4101

Denver Printing Procurement Office

Denver Federal Center
Building 53
Room D-1010
Denver, CO 80225-0347

ph 303.236.5292

fx 303.236.5304

Hampton Printing Procurement Office

11836 Canon Boulevard
Suite 400
Newport News, VA
23606-2555

ph 757.873.2800

fx 757.873.2805

New York Printing Procurement Office

26 Federal Plaza
Room 2930
New York, NY 10278-0004

ph 212.264.2252

fx 212.264.2413

Oklahoma City Printing Procurement Office

3420 D Avenue
Suite 100
Tinker AFB, OK 73145-9188

ph 405.610.4146

fx 405.610.4125

Philadelphia Printing Procurement Office

928 Jaymore Road
Suite A-190
Southampton, PA 18966-3820

ph 215.364.6465

fx 215.364.6479

San Antonio Printing Procurement Office

1531 Connally Street
Suite 2
Lackland AFB, TX
78236-5514

ph 210.675.1480

fx 210.675.2429

San Diego Printing Procurement Office

8880 Rio San Diego Drive
8th Floor
San Diego, CA 92108

ph 619.209.6178

fx 619.209.6179

San Francisco Printing Procurement Office

536 Stone Road
Suite 1
Benicia, CA 94510-1170

ph 707.748.1970

fx 707.748.1980

Seattle Printing Procurement Office

Federal Center South
4735 East Marginal Way S.
Seattle, WA 98134-2397

ph 206.764.3726

fx 206.764.3301



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