

**ACQUISITION MANAGEMENT
HARPERS FERRY CENTER
ADMINISTRATIVE GUIDELINE NUMBER 16
GPOEXPRESS POLICY AND PROCEDURES
NOVEMBER 2010**

I. BACKGROUND

GPOExpress is a nationwide Government Printing Office (GPO) convenience contract with FedEx Kinko's. This tool is a streamlined and convenient means to produce small printing jobs, generally of administrative or general purpose with a \$2,500 maximum purchase limit. The program was designed to be a cost-effective, document solutions system. It provides products and services at discount prices to federal government agencies. Through this program there is access to cost-effective, consistent, high impact document services at discounted rates through a digitally connected network of FedEx Kinko's Office and Print Centers.

II. PURPOSE

The purpose of this Administrative Guideline is to identify guidelines and outline procedures for using the GPOExpress program.

III. POLICY

As a general rule, requirements for copies needed in excess of 1000 pages should be sent to FedEx Kinko's to be copied. Exceptions will be determined by the supervisor. Copies needed in a smaller quantity can always be sent.

All printing accomplished through the GPO Express Program will be handled by the Office of Acquisition Management, in accordance with the U.S. Department of the Interior's Service Guide for GPOExpress dated May 2007 consisting of 17 pages. This guide can be found at: <http://www.doi.gov/pam/DOIGPOExpressSGMay07.doc>.

IV. PROCEDURES

The following procedures must be adhered to when GPOExpress is used:

- Use the pricing sheet (Attachment B) to complete your independent government estimate. Additional prices are available at:

http://www.gpo.gov/pdfs/customers/GPO_FedExKinkoPriceGuide.pdf

- A purchase request (PR) with proper justification must be created and routed through Procurement Desktop. The total dollar amount must be under \$2,500 including shipping.

- The HFC Purchasing Agent will request an official quote from Fedex Kinko's the day a requirement is received. The requestor should upload the document to the HFC FTP website (see directions below), so that Fedex Kinko's will be able to access the document for quoting purposes. If the document cannot be uploaded to the FTP site, other options are available below.
- Once a quote is received, there are several ways to get the job to Fedex Kinko's.
 - The easiest is to upload the document onto the HFC FTP website. Instructions to do this can be found at HFC Insite, under the IT tab under Frequently Asked Questions. <http://www.hfc.nps.gov/it-web/ftp-tips.htm>.
 - You can hand-deliver the document to Fedex Kinko's. The office nearest to HFC is in Frederick, Maryland, located at 1046 West Patrick Street, Suite A, Frederick, Maryland 21703, (301) 631-0789 or in Hagerstown, Maryland located at 17999 Garland Groh Boulevard, Hagerstown, Maryland 21740, (301) 714-1625. When you hand-carry the job yourself, you must take the official quote which contains a barcode with the specific quote information.

These are not the only locations available. If you are on travel, you can always use the closest location as long as the proper procedures are followed. If this is not possible, you must contact the HFC Purchasing Agent or secondary point of contact for help.

- Fedex Kinko's will come to HFC and pick up the documents, if they can't be uploaded or taken to their facility. Examples include blueprints, drawings and highly sensitive material that should not be posted on the FTP website.
- Delivery of the completed requirement can be accomplished through several methods which include pick up at the local Fedex Kinko's, delivery by Fedex Kinko's to HFC, or returned via Federal Express. The first two options are provided free of charge. The third option includes standard Fedex fees which must be included in the government estimate.
- The GPOExpress contract requires that all documents produced be automatically sent to the GPO's Superintendent of Documents (SuDocs) for consideration for inclusion into the Federal Depository Library Program (FPDL). If this is not appropriate, the document must be marked "for internal use only" on the first page, as an indicator to SuDocs that the product is being reproduced for official purposes only and should not be presented to the FPDL. This statement must be included on the PR.

ATTACHMENT A

**HARPERS FERRY CENTER
GPOEXPRESS PROGRAM COORDINATORS**

<u>TITLE</u>	<u>NAME</u>	<u>TELEPHONE NUMBER</u>
GPOExpress Account Manager for HFC	JoAnne Grove	(304) 535-6482
Primary POC HFC Purchasing Agent	Pamela Blaylock	(304) 535-6238
Secondary POC	Dee Dee Bender	(304) 535-6227

**ATTACHMENT B
GPO EXPRESS PRICING SECTION**

	<u>Price</u>	<u>Double Sided</u>	<u>Color</u>
Standard White Paper 30% recycled - 10,000+	\$.024	\$.048	\$.30
Letter and Legal sizes (each sheet)	\$.024	\$.048	\$.29
11"x17" (each sheet)	\$.048	\$.096	\$.60
10,000 +	\$.048	\$.096	\$.58
Machine stapling	\$.01	per sheet	
Three hole drilling	\$.007	per sheet	
Drilling set up	\$3.78	per job	
Hand Stapling (65 sheets max)	\$.10	per sheet	
CD ROM burning 1 st disk	\$7.49 each original disk		
Additional disks	\$3.50 each additional disk of the first original		
DVD burning, 1-24 pieces	\$11.24 each piece		
25-49 pieces	\$7.99 each piece		
50-99 pieces	\$6.99 each piece		
100-249 pieces	\$5.99 each piece		
250-499 pieces	\$5.49 each piece		
500+ pieces	\$3.99 each piece		
Typesetting standard	\$13.46 each page		
Typesetting deluxe	\$17.96 each page		
Graphic scans	\$6.29 each original page		
Graphic scans	\$.89 each additional page of one original		
OCR Scan 1 st page	\$6.29 each original page		
OCR additional page	\$.89 each additional page of one original		
Auto feed scanning per page	\$.09	per sheet	
Hand placement scanning	\$.32	per sheet	
Oversize color scanning	\$13.46 per document		
Oversize b/w scanning	\$13.46 per document		

Please let the purchasing agent know if you don't see what you're looking for here, and she will help you.