

DEPARTMENT OF THE INTERIOR PUBLISHING COUNCIL

December 2, 2004 MEETING

MINUTES

Members Present

Lee Campbell	BLM
Kathy Bauer	BOR
Bert Simon	USGS
Jim Chase	NBC
Mark Newcastle	FWS
Gina Johnson	MMS
Curtis Foust	BIA

Members Absent

Pat Corrigan	PAM
Debra Melton	NPS
Margaret Quick	OSM

Guests

Vickie Romero	BOR
Kathy Ehler	BOR
Chris Sweterlitsch	GPO
Brian Coleman	GPO
Stan French	GPO
Loretta Cisnaro	GPO
Sherri Hendren	BLM
Sheri Morris	BLM
Susan Pfaff	BLM

GPO SPA Training

Chris Sweterlitsch introduced Brian Coleman who was in attendance to conduct training for GPO's Simplified Purchase Agreement (SPA) program. Vickie Romero, Kathy Ehler, Sherri Hendren, Sheri Morris, and Susan Pfaff were in attendance to participate in the SPA training. Stan French and Loretta Cisnaro both from the Denver GPO, were attending as observers since they will be conducting SPA training for GPO's Denver Regional Printing and Procurement Office.

Brian discussed the various features of the SPA program and outlined the differences in how jobs costing less than \$1,000 and those costing over \$1, 000, but not more than \$2,500, are procured. Bert warned the group that GPO surcharges and fees must be added to the vendor quoted price. As a rule of thumb those SPA representatives with a \$2,500 maximum purchase limit on their purchase cards per transaction should not exceed \$2,376. Staying within this amount should provide the buffer necessary to accommodate the various fees and charges normally levied on the job.

GPO will prepare certification letters stating that the person has completed the required SPA training. The certification along with an authorized Government Purchase Card qualifies the person to utilize the SPA for

their agency.

Other GPO Issues

The convenience copy contract should be awarded in January, 2005.

Chris will continue to act as a liaison between GPO and the Council. He will also attend our meetings as a guest.

Chapter 1, DM 314

This Manual Section has been signed. This is good news because the charter and the remaining DM Chapters are built off the authorities and responsibilities outlined in Chapter 1.

DM 314, Chapter 10, Copying

This will be revisited in 05.

Council Elections

Lee Campbell and Bert Simon were re-elected to their currently held positions.

Next Meeting

Our next meeting is scheduled for January 27, 2004.

Future Meeting Dates

January 27

Other dates will be added once the video conferencing facilities are scheduled.

Happy Retirement!

Kathy Bauer will be retiring from the Bureau of Reclamation at the end of December. Kathy has been BOR's representative on the Publishing Council since its inception. Over the years, her energy, expertise, and support have enabled the Council accomplish its goals and establish itself as one of the Department's premier councils. Besides just being a truly great person to know and work with, Kathy will be missed because of what she brings to the Council and her commitment to improving the federal printing process. Enjoy your retirement Kathy, we will miss you!

