

Minutes from the July 16, 2008
Printing and Mail Managers Exchange Forum Teleconference

Fifteen individuals participated in the Printing and Mail Managers Exchange Forum, which included Printing Managers, Mail Managers and Contractors

Comments/Additions to last Months Minutes

Dallas Woodruff, Headquarters opened the meeting by thanking everyone for participating in the teleconference. Mr. Woodruff also informed the group that corrections were made to the May 21, 2008 Teleconference Minutes.

Mail Agenda Items....

Upcoming MailCom

Al Majors, Headquarters informed the group that the General Services Administration (GSA) had cancelled a recent Government Mail Educational Forum for the lack of attendees that were unavailable to attend due to summer vacations. Mr. Majors also reminded the group about the upcoming MailCom scheduled to take place at the Riviera Hotel and Casino in Las Vegas, NV on October 5 -7, 2008. Mr. Majors said he is not sure whether or not he would be attending; however he encouraged members of the group to attend if possible.

No questions were asked on this topic.

Printing Agenda Items...

Department-wide Fiscal Year (FY) 2009 Government Printing Office (GPO) Open Requisitions

Dallas Woodruff, Headquarters informed the group that the Department met the July 11th deadline for submitting the Annual Department –wide 2009 Open Requisitions for congressional and other agencies printed paper documents produced through the GPO. Mr. Woodruff reminded the group that FY 2009 Open Requisitions must be submitted to GPO for all direct deal term contracts as well as the Simplified Purchase Agreement (SPA), to enable continued use during FY 2009.

No questions were asked on this topic.

Update on the Congressional Request for the Department-wide printing Expenses for Fiscal Year (FY) 2003- 2007.

Dallas Woodruff, Headquarters thanked the group for providing the required data to respond to the request for short turnaround time. Mr. Woodruff went on to explain to members of the group that were not familiar with the congressional request saying that the Department received a request from two U.S. Senators, Tom Carper and Tom Colburn. The request required the Department to provide financial information including the top 20 most expensive printing jobs, and the total dollars spent Department-wide for each of the years, printing job specifications, and printer names and address etc.

Mr. Woodruff said that Headquarters was able to complete the congressional request in a timely manner with the support of the field sites printing managers and staff. On July 1, 2008, a letter was sent to Senators Mr. Carper and Mr. Colburn outlining the total dollars spent on printing and duplicating; and on July 29, 2008, a response was sent outlining the 20 most expensive jobs

A question was asked about what prompt the request and what's the dollar range for printing. Mr. Woodruff said the request did not state why the data was requested.

Business Card Contract Fiscal Year (FY) 2009 Open Requisition to the Government Printing Office

Dallas Woodruff, Headquarters informed the group that a GPO SF-1 Requisition must be submitted to GPO to allow continues use of the contract. The Open Requisition must include Headquarters FY 2009 requisition number (9-00008) in the appropriate box on the requisition. Mr. Woodruff encouraged the group to send their open requisition to Headquarter to be forwarded to Main GPO.

No questions were asked on this topic.

Other Topic Discussed

Tony Toliver, Western area Power Administration suggested that we invite Julie A. Owens, Chief, Commercial Billing Section, U.S. Government Printing Office, Washington, DC to give a presentation on GPO's Deposit Account for the September teleconference. Mr. Woodruff said Headquarters would be pleased to have Ms. Owens speak on the GPO's Deposit account during the during the September teleconference.

Attendees

Headquarters (2)	Strategic Petroleum Reserves (3)
National Security Technologies C1, Las Vegas	National Renewable Energy Laboratory
Western Area Power Administration	Oak Ridge Operations Office
Savannah River Site	Bettis Atomic Power laboratory
Power Knoll Atomic Laboratory	Y12 Site Office (2)
Environmental Management Consolidation Business Center (EMCBC)	