

Minutes from the October 25, 2006  
Printing and Mail Managers Exchange Forum Teleconference

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

### **Comments/Additions to last Months Minutes**

Dallas Woodruff, Headquarters opened the meeting by thanking everyone for participating in the teleconference.

### ***Mail Agenda Items....***

#### **General Services Administration's (GSA) Express Services Contract**

Tim Jackson, Headquarters, Office of Procurement informed the group GSA held competition for the awarding of its Express Services Contract and he was part of the strategic sourcing team for the direct delivery of commodity services. The competition was held against Federal Express, DHL and UPS. Federal Express (FedEx) was awarded the contract for delivery of goods and services and GSA is trying to issue the first task on November 8, 2006. The pricing is based on tier pricing with agencies participation. The Office of Procurement is seeking full participating Department-wide to utilize this shipping vehicle.

Mr. Jackson asked the group if they are currently utilizing FedEx and whether specific ordering procedures are in place that differs then what is in place for normal pickup and delivery. Georgette Lane, Chicago Office and a number of other sites indicated the use of FedEx and that normal pickup and delivery procedures are in place.

Mr. Jackson requested the sites to provide him a copy of their FY06 spin data analysis for express services use. It was suggested to provide Mr. Jackson the data from FY05, because FY06 has not been completed and submitted to headquarters. Linda Adams, Savannah River Site asked Mr. Jackson how this contract differs from the multi contract currently being used. Mr. Jackson stated that this contract will replace the multi contract and that the prices are lower then what is currently in place. Mr. Jackson stated that FedEx will terminate all current contracts for those that sign on to the new Express Services Contract and convert your account numbers to the new contract. FedEx will issue a participation letter for signup purpose. Mr. Jackson will provide additional information/documentations to sites ASAP and that HQ Office of Procurement has made the procurements directors Department-wide aware of the new contract. For additional information please contact Mr. Jackson on (202) 287-1472 or e-mail at [timothy.jackson@hq.doe.gov](mailto:timothy.jackson@hq.doe.gov).

#### **2007 National Postal Form- Washington, DC**

Tony Nellums, Headquarters informed the group that the 2007 National Postal Forum is scheduled March 25 – 28, at the Convention Center in Washington, DC. The early registration amount is \$850.00 for the four days. Tony encouraged the group to attend the forum.

## **General Service Administration's (GSA) 2005 - 2006 Best Practice Awards**

Tony Nellums informed the group that the Awards are in the amount of \$2,500 for the *Mail Manager* of the year, and \$2,500 for the *Mail Center* (Mail Center award must be a federal person(s)). The awards will be made at the Postal Forum because GSA is not sponsoring the Best Seminar this year. The web address to obtain information and apply for the best practice award is [www.gsa.gov./mailpolicy](http://www.gsa.gov./mailpolicy).

## **Meter Migration (reminder)**

Tony Nellums reminded the group that the phase 3 meters will expire on December 31, 2006 and that the phase 4 meters must be in place by that time. The phases 4 meters expire on December 31, 2008. Cathy Marciante, Oak Ridge Office requested HQ to provide a list of the equipment to the site that does meet the requirements to help minimize the search effort for approved meters. Mr. Nellums said he would provide that information to sites. Mr. Nellums also informed the group that Mike Wolfe is again the new Department-wide Mail Manager. Mr. Wolfe held the Mail Manager position prior to moving to a new HQ organization.

## ***Printing Agenda Items...***

### **Update on the Three-Year Plan**

Dallas Woodruff, Headquarters informed the group that the files were mail to the federal staff at sites on October 24<sup>th</sup>. The federal staff is to distribute the information at their sites. The data is due to HQ by November 27<sup>th</sup>. Mr. Woodruff also said that he would seek a new application to replace the currently PPAFI system. A number of sites stated that they are using Windows XP and that they cannot run the PPAFI DOS application. Mr. Woodruff recommender submitting narratives via MS Word format because the typing would be much easier then typing in the PPAFI DOS format. No questions were asked on this topic.

### **Government Printing Office (GPO) Invoices**

Dallas Woodruff, Headquarters informed the group that a number of sites would soon begin receiving their invoices directly from GPO. This process will resume on t tier basis. GPO is still working with a number of sites to collect the required information to resume sending invoices directly to sites. Sites that pay for printing using a credit card or a deposit account is not affected in this billing process. No questions were asked on this topic.

### **Classified Printing and Duplicating Facilities**

Dallas Woodruff, Headquarters informed the group that eight printing facilities remain Department-wide. Mr. Woodruff asked the group that doesn't have on-site classified printing and duplicating how would they go about obtaining the service. Mr. Woodruff stated that he would work with sites on setting up a method for producing classified printing and duplicating. No questions were asked on this topic.

## **Headquarters' Government Printing Office 539-S Business Card Term Contract**

Dallas Woodruff, Headquarters informed the group that GPO stated that a number of DOE sites that rode the HQ contract during FY2006 have not submitted a FY2007 Standard Form 1 requisition to continue utilizing the contract during FY2007. Those sites and other that want to use the contract must provide GPO a FY2007 Standard Form 1 requisition to use the contract. Mr. Woodruff asked to be contacted if a FY2007 requisition was submitted to GPO but have not received a new jacket number. One site stated that they need to submit a requisition to GPO for continue use of the contract. Mr. Woodruff asked the site to fax the requisition to him for forwarding to GPO.

## **Additional Topic(s) not Listed on the Agenda**

NONE

### **Attendees**

Chicago Office	Strategic Petroleum Reserves Office (2)
Oak Ridge Operations Office	Grand Junction
Schenectady Naval Reactors Office	Brookhaven National Laboratory
Carlsbad Field Office	National Renewable Energy Laboratory
Lawrence Berkeley National Laboratory	Nevada Site Office
Western Area Power Administration	Idaho National Site office
Headquarters (3)	Fermi National Laboratory
Kansas City Site Office	Bechtel Nevada (2)
Idaho National Laboratory	BWXT Pantex
Los Alamos National laboratory	National Security Complex Y-12 (3)
Bettis Atomic Power laboratory (2)	Savannah River Site