

DEPARTMENT OF THE INTERIOR PUBLISHING COUNCIL

October 27, 2005 MEETING

MINUTES

Members Present

Lee Campbell BLM
Barry Waryanka BOR
Mark Newcastle F&WS

Members Absent

Curtis Foust BIA
Debra Melton NPS
Margaret Quick OSM
Pat Corrigan PAM
Jim Chase NBC
Gina Johnson MMS

Guests

Vickie Romero BOR
Chris Sweterlitsch GPO
Brian Mano GPO
Carol Cini GPO

GPO Convenience Printing Contract (9130-3)

The following agencies have been selected to participate in the pilot launch of the 9130-S Contract: DOI, DOE, FTC, and IRS. GPO wants to kick off the pilot on November 28, and bring the rest of the government on line in January, 2006. The prices for the various services run any where from less than GSA Schedule to equal to more than. Service will be provided on a 24/7 basis. Service will be assessable through the use of an "Authorization Card." The card will be issued to specific individuals. They may order services on line or on a walkup basis. Kinkos will bill GPO who will add a 5% surcharge and then bill the agency. Bills will be payable through either OPAC or Deposit Accounts.

To enroll in the program each agency signs a Memorandum of Agreement (MOA) and an SF 1. GPO also requires the signature of the Printing Officer and the Chief Financial Officer of the agency. The agency controls who get the cards and the dollar limit per transaction. Dollar limits can be raised to a maximum of \$2,500. Lost or stolen cards will be cancelled and then a new card will be issued. Copy or job problems will be handled by the customer and the Kinkos store manager. Higher level problems will be referred to GPO who will work with Kinkos management. The agencies may find that existing term contracts may be cheaper than the term contracts that we have in place. For example, under 950-S, a black and white copy will cost 2.4 cents.

Cards that are issued now will be renewed next September. The contract is for one year with five option years. Billing from GPO will be very detailed. Information will also be available on line on the GPO web site. GPO is finalizing the wording on the MOA today and will post the SF 1 on the web site. Even though the card is issued to an individual another person can be authorized to use it. All it takes is a letter of authorization and the person's name and telephone number. All shipping of finished work will be delivered by Fed Ex to the designated location.

They will not compete with UPS for these shipments. There will be no tracking of orders and everything will be available with a quick turnaround option. The question was asked about how we validate the need for the quick turnaround premium and GPO is checking on it. Main GPO is administering the contract. Kinkos will set up a special site relating to all aspects of the contract. There was also a question about Kinkos ability to work with documents that may have been prepared using non-standard software. GPO said that Kinkos is prepared to handle documents prepared in all the common software packages. In addition, Kinkos has an office in Dallas that specializes in many different types of software. If a local Kinkos can't work with the document then Dallas can.

Kinkos will take care of the distribution of public documents. There is no problem with the frequency of orders. Additional information will be available on the GPO main homepage for customer services.

To participate, each Bureau needs to prepare an SF 1 to establish a BAC and to list those individuals who are going to participate in the program along with their per transaction limits.

Consolidation of GPO teams #4 & #5

Chris reported that Teams 4 and 5 will be merging effective November 31, 2005. The new team will be known as Agency Strategic Team #4 or AST #4. All phone numbers will stay the same and be used by the new team.

JCP #2 Report

The JCP #2 Report for the period ending September 30, 2005 is due to the Joint Committee on Printing 60 days after the period ends. So that we can meet this due date, please send your reports to Lee by November 18, 2005.

Code of Federal Regulations

Your CFR requirements for 2006 are due to Lee and Vickie now! If you can't meet this deadline it is important that you submit your requirements as soon as possible. Remember that you are still responsible for submitting your distribution requirements to the DOI Mailroom. Lee and Vickie will provide you with those requirements once they determine the requirements for the entire Department.

Copyright Issues

Barry has been contacted by an outside organization asking permission to reprint a Bureau of Reclamation publication. Generally speaking, government publications are in the public domain and may not be copyrighted; therefore, anyone can copy and use government publications for their own use. However, we must consider the content of the publication. Are there photos, illustrations, or charts that are copyrighted? Are there references to copyrighted material? If there are, then an outside source can not duplicate the material with first gaining permission from the individual (s).

Council Elections

Due to the limited number of attendees we did not have any nominations for Council officers. Please send me an e mail with your nominations for Chair and Vice Chair. We will accept nominations up the time of the elections.

Council Web Site

Be sure to check the Council web site and report any changes to Mark.

Next Meeting

Our next meeting is scheduled for December 1, 2005. Same time same place. It is highly probable that we will be scheduling a meeting before that date. Considerable time needs to be spent developing procedures and policies for the use of 950-S.

Future Meeting Dates

January 26, 2006