

Minutes

Department of the Interior Publishing Council

April 27, 2006

10:00 a.m. – Noon EST

Membership

Bert Simon, Chair	USGS	
Mark Newcastle, Vice-Chair	FWS	Not Present
Gina Bowman-Johnson	MMS	
Lee Campbell	BLM	
Jim Chase	NBC	
Pat Corrigan	OS/PAM	Not Present
Curtis Foust	BIA	Not Present
Debra Melton	NPS	
Margaret Quick	OSM	
Barry Waryanka	BOR	
Vicki Romero, Recorder	BOR	

Guests

Chris Sweterlitsch	GPO
Francisco Lourido	USGS

Minutes of February 23, 2006 and March 23, 2006 were accepted without change.

Copier Strategic Sourcing Initiative

Council members participated in a telecom on April 19, 2006 to further discuss the Copier Strategic Sourcing Initiative. Members participating were Bert Simon (and Francisco Lourido), Mark Newcastle (and staff), Gina Bowman-Johnson, Lee Campbell, Jim Chase, and Barry Waryanka (and Vicki Romero).

The team went over Barry's copier data call spreadsheet, and made suggestions, resulting in the actions appended to these minutes. Equipment age was discussed, and resolved that the date of installation would suffice.

The draft statement of work template was discussed and members provided additional comments and suggestions that were incorporated into the draft, presented to Pia Scott, and also appended to these minutes (with Pia's comments).

Additionally, at the April 27 meeting, the question was raised about the logistics of disseminating the data call and how would the matter be communicated. Bert suggested a Departmental memorandum that would prepare offices for the data call, and that the data call format and request would be disseminated by each bureau. We had previously agreed to a three weeks suspense. Bert indicated that he would coordinate with Curtis Foust regarding BIA copiers.

Barry addressed volume bands and industry standards concerning monthly volumes. Bert said that we are using the GSA schedule as baseline and any vendor can participate. Because of the higher bands in the SOW template, Bert expressed his concern for specifying equipment other than standard office copiers. Ideally, the BPAs should work in concert with the DI-1866.

It was decided that we needed to all functionalities that express minimum specifications that would apply to all copiers. Optional features would include eraser capability and security kit.

Lee and Barry will meet and line bands up with inventory. Bert said that the 6 and 7 volume band requirements need special approval. Also we need to address the “greening” requirement.

Bert said that Pia is looking at USGS to take the acquisition lead in the copier initiative.

GPOExpress

We advised Chris that the GPO website infers that anyone can begin using the GPO Express simply by registering through the GPO website, which is not the manner we wish to implement GPOExpress in DOI.

GPO Express contract prices are nationwide prices. The GPO Express contract is basic term of base year and four option years, with price adjustments to take place at the option year intervals.

Bert indicated that he would provide Lee’s GPOExpress Survey to the Interagency Council on Printing and Publications Services as a tool for agencies to use in evaluating GPOExpress.

SPA

The 314 DM Chapter 11 (SPA) has not gone forward because of the issue with raising the SPA limit to \$10,000. The plan had been to permit DOI ordering officers authority – designated individuals who order against designated contracts – to be used by printing officers to order up to \$10,000 on SPAs. GPO did not buy in to that proposal. Therefore we need to find another way to execute the \$10,000 threshold for SPA users.

JCP-2 Report

First half fiscal year JCP-2 reports are due to Bert by May 24, 2006.

Copy Work Form

We have a form number for our Copy Work form. It is DI-3310.

Other Comments:

Chris said Bruce James will leave when his successor is on board.

Jim and Chris are working on the park passes that would be used on Federal lands. They should be go on sale December 1, 2006. They will replace all existing passes.

The Publishing Council is on the agenda at the DOI business conference. More details to follow.

The meeting adjourned at the appointed time.

Modification to the Copier Data Call Spreadsheet.

1. Reduced down the print layout and columns to get the basic data to print out onto an 8-1/2 x 11 landscape format. In addition, if the individual follows directions and modifies the location name on the tab in the file when they input their data it will also print out the location name of the tab on the layout.

2. Added the requested identification fields to the main layout, which will automatically populate specific information in the background for each copier that is entered into the spreadsheet.

Bureau
Office Name
Street Address
City
State
Zip Code

The auto-populate fields were placed at the far right-hand edge of the spreadsheet and were not included in the specified print area, but could be modified by each user to be included if was so necessary for their use, but I felt it was not needed in the Department version that we submit.

Location	Zip Code
FWS - Branch of Environmental & Facility Compliance - Fort Snelling	55111

3. I recommend that the rows, columns, and drop-down data be locked in the version we use to go out to all of Interior so that we make best efforts to maintain a consist data call. The version I have attached has such features locked and would be the same as what we would send out.

**Department of the Interior
Blanket Purchase Agreements for Copiers
Interior Publishing Council**

This is a proposal to establish blanket purchase agreements (BPAs) for acquiring office copiers producing **minimally up to 5000 copies per month**, within the Department of the Interior (DOI) in an effort to achieve greater cost savings through department-wide agreements.

Comment [P1]: Has this figure been verified as an accurate reflect of each organization's need? How was it validated?

Vendors seeking to participate in this DOI program must be on **GSA schedule, FSC Group 36**.

Comment [P2]: Are other vendors on GSA Schedule qualified to meet our needs? Will it restrict the participation of small businesses?

Vendors are to offer further discounts from the GSA schedule.

Agreements should permit offerings of vendor specials.

We may select multiple vendors, not to exceed five (5) vendors, who offer a wide range and ability to service nationwide or regions of the United States and territories at the most competitive prices possible.

Equipment is principally categorized as copiers, although additional capabilities and functionalities, which may be integrated, which will constitute them as multifunctional. The equipment will range from desktops to central office machines for general staff support.

Equipment Categories: Equipment will be categorized by bands representing the following copies production thresholds.

Band 1 - up to 5,000 copies monthly
Band 2 – producing 16,000 copies
Band 3 – producing 30,000 copies
Band 4 - producing 50,000 copies
Band 5 – producing 75,000 copies

Comment [P3]: Discussion Point for Thursday's Meeting, April 27

Consider groupings by functionalities, volume, and cost.

List functionalities. Review 1866 and add basic requirements. Then add optional features desired; volume considerations are contained within the capability of the products.

Group 1 = up to \$?

Group 2 = \$10K

Group 3 = \$15K, maximum for office use?

Group 4 = \$20K, special equipment for CPPMO approval?

Specialized equipment of the type for mass reproduction typically found in copy center environment will require special approval at the Department CPPMO.

Equipment packages will consist of:

- Purchase
- Lease/Rent
- Lease-to-Own
- Cost-per-Copy
- Total Building Support Options: (i.e., existing resource exchange rebate, with and without supplies, discount ranges for number of copiers, etc.)

Maintenance packages will include:

- Service
- Consumable supplies, except paper
- Preventive maintenance
- Security features

Specify other options and special features as specified below:

- Security enhancements
- Power surge protection
- Removable hard drive

Equipment offers:

Categories	B&W	Color	Digital	Volume Range
Desktop copier-printer				
Office copier-printer				
Multifunction copier-printer				

Define Contract Term: One and _four (4)___ Option Years.

Response time: 8 business hours except in approved geographical areas.

Maintenance agreements are considered a required feature to ensure proper serviceability.

Training made a part of installation.

Accessibility of copier data by DOI or bureau.

Offer various billing options: monthly, quarterly

All equipment must be certified as new.

Be 508 Compliant

[Trade in Value](#)