

Circular Letter No. 1128

February 20, 2024

To:
Printing and Publishing Officials of the
Federal Government

Subject:
Increase to the Direct Award limit for
Simplified Purchase Agreement Contracts
-Work Orders, up to \$5,000.00

\$5,000

**INCREASED
FROM \$2,500**

The U.S. Government Publishing Office (GPO) has revised the *Printing Procurement Regulations, GPO Publication 305.3* to increase the one [1] quote threshold for micro-purchases, including Simplified Purchase Agreement (SPA) Work Orders issued by customer agencies, from \$2,500.00, to \$5,000.00.

GPO's SPA program gives users flexibility and control in acquiring printing, related publishing, and digital services valued at up to \$10,000 from commercial vendors. The threshold for a single quote for SPA work orders has been increased from \$2,500.00 to \$5,000.00, provided the price is determined to be fair and reasonable. This increase is effective for all existing active SPA Memorandums of Agreements in place, regardless of the dollar amounts stated therein.

For more information:

- SPA Work Order form (Order Placement) and updated PPR (Standards and Guidelines): <https://www.gpo.gov/how-to-work-with-us/agency/forms-and-standards>
- SPA details: <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/simplified-purchase-agreement>
- For questions, please contact the GPO team that administers your SPA: <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team>

Sincerely,



TED PRIEBE
Managing Director, Customer Services