

Program 1823-S Term 1/1/20 through 12/31/20									
TITLE: Printing and Mailing of HIP Survey Forms, PCS Hunter Reports, and Hunter Volunteer Letters									
ITEM NO.	DESCRIPTION	BASIS OF AWARD	Gray Graphics Capitol Heights, MD		MPM Communications LLC Waldorf, MD		Triple L. Trucking Spring Valley, CA		Previous Contractor & GPO Estimate
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	COMPLETE PRODUCT:								
A.	JOB 1, per 1,000 Units								
	1. Print Black (face only)	46	\$50.00	\$2,300.00	\$70.00	\$3,220.00	\$2,500.00	\$115,000.00	\$60.00
	2. Print #10 window envelope (face only)	46	\$44.00	\$2,024.00	\$30.00	\$1,380.00	\$3,000.00	\$138,000.00	\$50.00
	3. Print #9 Business Reply envelope (face only)	46	\$38.00	\$1,748.00	\$30.00	\$1,380.00	\$3,000.00	\$138,000.00	\$32.00
B.	JOB 2, per 1,000 Units								
	1. Print Black (per side)	15	\$55.00	\$825.00	\$70.00	\$1,050.00	\$2,500.00	\$37,500.00	\$25.00
	2. Print #10 window envelope (face only)	15	\$46.00	\$690.00	\$30.00	\$450.00	\$3,000.00	\$45,000.00	\$50.00
C.	JOB 3, per 1,000 Units								
	1. Print Black (face only)	489	\$50.00	\$24,450.00	\$70.00	\$34,230.00	\$2,500.00	\$1,222,500.00	\$60.00
	2. Print Surveys, Pantone 177 Red and Black (face only)	489	\$75.00	\$36,675.00	\$50.00	\$24,450.00	\$4,000.00	\$1,956,000.00	\$45.00
	3. Print #10 window envelope (face only)	479	\$44.00	\$21,076.00	\$30.00	\$14,370.00	\$3,000.00	\$1,437,000.00	\$46.00
	4. Print #9 Business Reply envelope (face only)	479	\$38.00	\$18,202.00	\$30.00	\$14,370.00	\$3,000.00	\$1,437,000.00	\$30.00
D.	JOB 4 Postcards, (face and back), per 1,000 Units	163	\$25.00	\$4,075.00	\$40.00	\$6,520.00	\$4,500.00	\$733,500.00	\$17.00
E.	JOB 5, per 1,000 Units								
	1. Print Black (face only)	65	\$50.00	\$3,250.00	\$75.00	\$4,875.00	\$2,500.00	\$162,500.00	\$37.50
	2. Print #10 window envelope (face only)	65	\$44.00	\$2,860.00	\$30.00	\$1,950.00	\$3,000.00	\$195,000.00	\$37.00
II.	ADDITIONAL OPERATIONS:								
A.	One time charge for the start-up programming, testing, and software development	1	\$1,200.00	\$1,200.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$300.00
B.	Computer data processing/system timework, per hour	4	\$85.00	\$340.00	\$95.00	\$380.00	\$300.00	\$1,200.00	\$85.00
	CONTRACTOR TOTALS			\$119,715.00		\$110,125.00		\$7,619,700.00	\$103,674.50
	DISCOUNT		2.00%	\$2,394.30	5.00%	\$5,506.25	2.00%		\$5,183.73
	DISCOUNTED TOTALS		20 Days	\$117,320.70	20 Days	\$104,618.75	10 Days	\$7,619,700.00	\$98,490.77
	Prepared by:								
	Reviewed by:								

JS 12/4/19
DE 12/4/19

U.S. GOVERNMENT PUBLISHING OFFICE

Denver, CO

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Printing and Mailing of HIP Survey Forms, Hunter Reports, And Hunter Volunteer Letters

as requisitioned from the U.S. Government Publishing Office (GPO) by

Branch of Harvest Surveys Division of
Migratory Bird Management U.S. Fish
and Wildlife Service

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning January 1, 2020 and ending December 31, 2020, plus up to three (3) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 2:00 p.m., prevailing Denver, CO, time, on December 3, 2019.

BID SUBMISSION: Submit bids in an envelope with solicitation to: U.S. Government Publishing Office, Denver Regional Office, Suite 208, 12345 West Alameda Parkway, Lakewood, CO 80228-2842. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Denver Regional Office, Fax No. (303) 236-5332. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised January, 2018.

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

BIDDERS, PLEASE NOTE: GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the products ordered under this contract must be located within 70 miles of Laurel, MD. Local Contractor required to work closely with agency concerning the data, assembly, and mailing.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE

On the internet: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

For information of a technical nature, contact Deb Eichfeld at (303) 236-5292, x7; or email deichfeld@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Request for bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf?sfvrsn=2> .

GPO IMPRINT REQUIREMENT: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

(a) Printing (page related) Attributes – Level III (b)
Finishing (item related) Attributes – Level III

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests - General Inspection Level I.
(b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

Attribute

P-7. Type Quality and Uniformity
P-9. Solid or Screen Tints Color Match

Specified Standard

Supplied Electronic Media
Pantone Matching System

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed three (3) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from January 1, 2020 to December 31, 2020, and the second and any succeeding period(s) will extend for 12 months

from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers – Commodities less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending September 30, 2019, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i) (1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i) (1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

PRIVACY ACT

(a) the contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or

employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the agency point of contact of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc." (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- (a) Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
- (b) Address information, such as street address or personal email address; and,
- (c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

The contractor will be required to sign agency's nondisclosure agreement prior to award.

PRE-AWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

PRE-AWARD SECURITY PLAN: The contractor being considered for award shall be required to submit their security control plan for the safeguarding and handling of the Government furnished mailing addresses via email within one (1) workday after the review and confirm process for the ordering agency's review for acceptance.

These proposed plans are subject to review and approval by the Government, and award will not be made prior to approval of same. The Government reserves the right to waive some or all of these plans.

SECURITY CONTROL PLAN: The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during this contract.

1. The plan shall contain at a minimum how Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,
4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

This proposed plan is subject to review and approval by the government and award will not be made prior to approval of same.

Vendor representative must also sign a Non-Disclosure Statement provided on behalf of all employed, directly or indirectly prior to award.

PREAWARD PRIOR TO PRODUCTION SAMPLES: Prior to award of contract, GPO shall supply the promising contractor with test data and letter templates (data file of 30 names). The contractor shall submit within 5 workdays, thirty sample packages from test data. Sample packages will include barcodes, printed forms, letters, and envelopes (including insertions) and will be tested to determine that data elements from the data table provided are correctly inserted from the letter templates. Samples must also conform to material(s) and construction, to complete insertion into envelopes. The container and accompanying documentation shall be marked "PRIOR TO PRODUCTION SAMPLES" and shall include the Program number. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 48 hours of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

All samples shall be produced at the facilities in which the proposed contract production quantities are to be manufactured.

These proposed plans are subject to review and approval by the Government, and award will not be made prior to approval of same. The Government reserves the right to waive some or all of these plans.

POST AWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Lakewood, CO, within three (3) workdays after award. At the Government's option, the post award conference may be held via teleconference.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from January 1, 2020 through December 31, 2020, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued", upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

PAYMENT: Upon completion of each order, the contractor is required to furnish their billing invoice to the ordering agency for examination and certification as to correctness of billing as applicable to the work performed.

The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt thereof.

After examination and certification by the ordering agency, contractor must submit his invoice to GPO. Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES." In addition. Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment. The contractor is required to furnish the GPO Denver Office a duplicate set of these documents either by email to infodenver@gpo.gov or by fax to (303) 236-5332.

NOTE: Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 25000, 45000, 65000, 85000, the billing certification requirement is WAIVED.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of various printed single and multiple page letters and surveys requiring such operations as outputting of static and variable data which covers the printing, folding and inserting of the forms into envelopes, mailing, and distribution.

TITLE: Printing and Mailing of HIP Survey Forms, Hunter Reports, and Hunter Volunteer Letters.

FREQUENCY OF ORDERS: Approximately 35 to 40 orders per year. Jobs 1 & 2: One (1) or two (2) orders per year; Job 3 approximately 16 orders per year (See attachment H); Job 4 can be up to four (4) orders per year; Job 5 approximately 16 orders per year orders per year.

QUANTITY: The following approximate quantities:

<u>Job No.</u>	<u>Static & Variable</u>	<u>Static Only</u>	<u>Total Quantity</u>
1	Face only – Letter		46,000
		#10 Window Envelopes	46,000
		#9 Business Reply Envelope	46,000
2	Face – Letter	Back – Letter***	1,134
	Face – Letter		6,528
	Back – Letter + possibly up to two additional leaves FO or F&B***		See table on page 9 of these specs for historical data
		#10 Window Envelope	7,662
3	Face only – Letter*		488,600
	Face Only –Survey**		488,600
		#10 Window Envelope	478,690
		#9 Business Reply Envelope	478,690
4	Face - Postcard	Back - Postcard	163,000
5	Face only – Letter*		65,000
		#10 Window Envelope	65,000

*There are 3 major variations in these letters. The additional variations are minor such as inserting or deleting a single sentence.

** A small quantity of various surveys may be requested without variable information bulk shipped to the address under DISTRIBUTION.

***It is anticipated that the majority (80% or more) will be a single leaf. Further approximately 20% of these letters (Doves) will have a static back. The remainder will consist of variable information from a separate database to generate tables particular to that Hunter. These two databases will be linked by Hunter number (See Attachment D)

NUMBER OF PAGES: Face only and face and back. See "Description of Jobs" for further explanation.

TRIM SIZE: 8½ x 11" for survey forms, letters, and map; 6 x 4" for postcards; #9 (3⅞ x 8⅞") envelopes, and #10 (4⅞ x 9½") envelopes.

GOVERNMENT TO FURNISH: Electronic media will be furnished as follows: Platform:

Media Transfer: Microsoft Word or Portable Document Format (PDF).
FTP or Email.

Software: PDF, version 10 or later

All platform system and software upgrades (for specific applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished/embedded, as applicable. Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: No prepress functions (e.g., color correction, UCR/GCR, sharpening or other image enhancement) or procedures have been applied to supplied images. Colors will be provided in CYMK and RGB. Files will be furnished in native application and/or PDF format. All necessary scans and graphics will be properly linked and in final position. Some files may be compressed using PKZip or similar compression software. Hard copy visuals output from furnished files may be furnished to be used as a reference only. CYMK to be used for color identification.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the products in accordance with these specifications.

The contractor must be able to accept files electronically via email or a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

GENERAL DESCRIPTION OF JOBS:

Job 1: Parts Collection Survey Volunteer letters.

Job consists of printing letterhead, face only, of four (4) different versions (variable and some static forms), folding and inserting letter with a #9 Business Reply Envelope (BRE) into a #10 window envelope, applying intelligent barcode and deliver to the USPS. Volunteer letters are sent for 3 different surveys (Waterfowl, Migratory Birds [MB], and Dove) and may be sent together or at different times at the Government's option. This job will occur once per year in late May to early June. Total volume is approximate 46,000 pieces during that 1-month period. See attachments A for samples letterheads.

Job 2: Parts Collection Survey Hunter reports

Hunter Reports consist of one to several 8½" x 11" sheets, consisting of personalized cover letters in one of five versions on the front of the first page, and a table on the back of the first page, and continuing on subsequent sides, as needed for the Waterfowl and Migratory Birds reports. These reports will be individualized to the Hunter. The data for the tables will be extracted from a separate database keyed by Hunter number to the primary Hunter database (see Attachment D). The majority of the custom tables will be one leaf including the face letter, and can be up to six pages (three leaves), and rarely up to 14 pages (7 leaves), including the letter (see attachment B and C for previous samples). The reports for the Dove surveys include a cover letter and a single, static, 1-page table to be printed on the reverse side of the cover letter. Fold and insert letter and pages into a #10 window envelope, apply intelligent barcode and deliver to the USPS. The time frame for these letters is late April to early May. There are nine (9) templates of the letters. See attachments B, C, and D samples of letterheads, and sample data files and record layouts.

Projected page counts for tables on back side of Job 2											
				Number of sets							
Pages per set	2	3	4	5	6	7	8	9	10	14	Total
Waterfowl (2 versions)	4,233	455	120	36	14	2	4	2	2	2	4,870
Dove (2 versions)*	1,134										1,134
Migratory Bird (1 version)	889	34	2								925
Total	6,256	489	122	36	14	2	4	2	2	2	6,929

*Static information on the back.

Job 3: Migratory Bird Harvest survey

Survey protocol calls for a complete survey package to be sent to Hunters sampled for the survey ("Initial Mailing" or "Init").

The Migratory Bird Harvest Survey package consists of a cover letter, a survey form, and a #9 BRE. Survey forms and cover letters (both 8½" x 11") are to be matched by "Hunter Number", which is a unique identifier for each recipient. Both letter and survey form print face only, are letter folded and inserted with a #9 BRE into a # 10 window envelope. For a subset of envelopes going to Alaskan Hunters, an additional 8½" x 11" Alaska map insert will be folded and inserted.

These mailings encompass five different surveys (there is a total of three versions of the red grids): Waterfowl; Dove; Woodcock; Snipe, Rail, Gallinule, Coot; and Sandhill Cranes.

This job requires approximately one to two mailings per month, each of which may consist of several survey types that may be initial mailings, reminder mailings, or both. Reminder mailings are postcard mailings to be charged under Job 4, and may be included as well with these orders or may be ordered separately. Minimum, maximum, and average piece counts from 2014 to 2018, by survey and half month periods can be found in the attachment H. These numbers are given as an example of past volumes for planning purposes. Variation from these numbers should be expected.

Extra Migratory Bird Harvest Survey (BHS) forms

A small percentage of Hunters may need more than 1 survey form with colored inserts to report their hunting activity. These Hunters request that supplemental survey forms be sent to them. This results in very small mailings that can be processed and handled within the BHS. These additional forms are sent to the requesting agency. To maintain consistency of forms, extra forms will be part of this agreement.

See attachments E, F, G, and H for samples of letterheads and surveys (E), Alaska map (F), Record layout (G), and estimated quantities based on historical data (H).

The contractor will provide to the agency upon the first printing of survey forms, the following number by survey type.

Survey Type	Quantity
Waterfowl	2,000

Woodcock	50
Dove	50
Snipe, Rail, Gallinule, Coot	25
Sandhill Crane	25

Job 4: Migratory Bird Harvest Survey reminder post cards

The Migratory Bird Harvest Survey reminder post card is a 4" x 6" post card preprinted with static information on one side. The reverse side has both static and variable information (address). Reminder post cards are the same for all surveys. These postcards may be ordered separately or included in the biweekly order.

Reminder post cards are sent out as the first reminders following the Job 3 Letters 1, 2, and 3 to those Hunters who have not returned their survey cards. Reminder post cards will consist of ("Reminder 1" or "Rem1") sent to those Hunters who have not returned their survey cards by a date near the end of the hunting season. Two weeks after the reminder postcards are sent, a second full package is sent to Hunters who have not responded ("Reminder 2" or "Rem2"). A month after the Reminder 2s are sent, a third complete package ("Reminder 3", "Rem3") is sent to those who still have not responded.

Job 5: Invitations to the Online Migratory Bird Harvest Survey

In addition to the letters and Migratory Bird Harvest Survey forms for Job 3, there are two additional, different invitation letters sent out without a survey form or enclosed envelope on approximately the same bimonthly schedule as Job 3 letters, inviting Hunters to take the survey online. These packages only consist of a cover letter, print face only, folded and inserted into a # 10 window envelope. Because this is a new printing job, the estimated number of letters is projected to total 45,000 initial contact letters (Letter Template 11) and 20,000 reminder letters (Letter Template 12) for the 2019-20 hunting season, proportionally allocated to 2-week intervals similar to Job 3 letters. See attachment I for sample data test.

PROGRAMMING/MAIL MERGE: Previous experience has shown start-up programming, testing, and software development needs will be required.

A onetime setup charge will be allowed under II. (a). This will be paid once during the contract term when the initial setup of the contract is complete and is demonstrated to the satisfaction of the Government. If the contract is terminated during the first year this amount shall be prorated based on the number of full months the contract is in force and any excess will be recovered by the Government.

NOTE: Normal programming/mail merge costs must be included in the "I. Complete Product" price under "Schedule of Prices".

PDF PROOFS: Upon receipt of the actual production files and before starting a production run, the contractor is required to submit one "Press Quality" PDF soft proof (for content only) of all elements within a job (at the government's option) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. PDF proofs will be sent via SECURE email to: Kathy Fleming at kathy_fleming@fws.gov.

The contractor is to notify Kathy Fleming at a number to be provided after award that the samples are being emailed.

Contractor is cautioned that the proofs produced must be from the contractor's prepared files for their output device and which will be used for final reproduction. It is not acceptable to simply submit reproductions for the PDF files furnished by the ordering agency.

If there are any author's alterations or delays caused by the Government in the handling of proofs, it's the contractor's responsibility to notify the GPO in advance of making changes so that an extension and/or price adjustment may be made by Contract Modification.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011. https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf
All paper used in an order must be of a uniform shade.

LETTERS AND MAP

- *Writing, White and Colored, basis size 17 X 22", basis weight 24 lbs. per 500 sheets equal to JCP Code D10 or at contractor's option:
- White, Offset Book, basis size 25 x 38", basis weight 60 lbs. per 500 sheets equal to JCP Code A60 or
- White xerographic plain copier paper, basis size 17 x 22", basis weight 24 lbs. per 500 sheets equal to JCP Code O65.

*Note: a small quantity of green, yellow, and blue paper may be required for enclosure instructions for collection survey package. These represent the 3 surveys: Waterfowl=green, MB=yellow, and Dove=blue. Approximately 5,000 - 7,000 letters will print on each color. These are provided to the agency only.

SURVEY FORMS

White, Optical Character Recognition (OCR) Ledger, basis size 17x22", basis weight 32 lbs. per 500 sheets, equal to JCP Code O25.

NOTE: This paper should be moisture resistant. It is anticipated that this paper may be exposed to various outdoor environments. Stock must also be free of any surface discoloration or fibers which may interfere with OCR scanning. This stock is subject to testing and approval by the government.

POSTCARD

White or *blue Index, basis size 25½ x 30½", basis weight 110 lbs. per 500 sheets, equal to JCP Code K10.

*NOTE: An additional approximately 7,000 blue post cards will be provided to the agency for agency use.

ENVELOPES

White Writing Envelope, basis size 17 x 22", basis weight 24 lbs. per 500 sheets, equal to JCP Code V20.

PRINTING/REPRODUCTION: At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum of resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Common to Jobs 1, 2, 3, 4, & 5: Letters and post cards print face only and/or face and back. Face prints in black (letterhead, seal and foot), and back of letter, as well as additional leaves (as ordered), print black only with static information or combination of static and variable information as mentioned in General Description of Jobs.

Job 2: Code 39 barcode (representing Hunter Number) prints in black and is used over Hunter number in address area in of the letterhead and at the bottom of "Survey Sheet", see attached samples. This barcode and associated hunter number on the letterhead must be visible through the window of the envelope.

The contractor, at their option, may add a small bar code or production control number to the survey or letter in an unobtrusive area to facilitate the collation of the letter and survey. The size, form, and location of this control number is subject to government approval.

Job 3: Surveys – Print in black and Pantone 177 Red (Static- answer grid. Note there are three variations of this grid.), with an exact Pantone match required. These surveys must be suitable for OCR scanning by a Fujitsu 3099A Red Lamp Scanner. The margins and register on the surveys are critical and must remain consistent throughout the printing to allow for automated scanning. Inks utilized must be water resistant as forms may be exposed to various outdoor environments.

Envelopes and Alaska map – Print in black.

Contractor-provided window envelopes must be compatible with the personalized letter described above so that the Hunter's name and address, Hunter number and corresponding barcode appear in the window.

NOTE: Although some flexibility will be allowed in regard to envelope design and size, the contractor is solely responsible for the envelope printing and construction (including contents) meeting all postal requirements for entry into the postal

system at the best possible presort rates available and adherence to all U.S. Postal Service (USPS) requirements (for example, the tap test or intelligent barcode placement). This includes, but is not limited to the BRE and any postal service design approvals required.

MARGINS: Margins will be specified on the print order or furnished files. No bleeds are anticipated.

The margins and register on the surveys in Job 3 are critical and must remain consistent throughout the printing to facilitate automated scanning.

BINDING:

Jobs 1, 2, 3, and 5 - Letter fold.

Letters will be inserted into window envelopes as requested on the print order. Window envelopes with address information must show through the envelope window.

Letters requiring two items, must be collated by Hunter number, folded and gathered with #9 BRE when indicated. Insert all into #10 window envelope with address information, Hunter number and barcode of Hunter number barcode showing through the envelope window.

#10 window envelope – open side, diagonal seam, gummed flap, die cut window 1-1/8" x 4-1/2", with rounded corners located on face of envelope and a suitable clear covering affixed to the inside of the envelope. Placement of the window is to be approximately 7/8" from left and 1/2" from bottom edges.

#9 envelope with no window (BRE) - Open side, diagonal seam, gummed flap.

REPORTS: Two reports will be required on each order as follows:

Within 24 hours after files have been run through the NCOA software a report listing all the undeliverable and corrected addresses must be generated and electronically transmitted by e-mail to the agency.

Within 24 hours after mailing, the contractor must furnish a copy of the GPO Form 712 and PS Form 3600-R form to the agency.

These reports must be identified by the program and print order number.

DISTRIBUTION: The contractor will be required to individually mail as well as occasionally bulk ship.

The contractor MUST notify their local USPS representative prior to mailing to arrange for daily pickups or mail drops, and to alert the station that there will be large quantities of mail received to eliminate unnecessary delays.

All expenses incidental to pick up and return of materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

BULK SHIPMENTS:

It is anticipated that the agency will request a small quantity of the individual letters and post cards which are not personalized with variable information. Refer to BHS orders under General Description of Jobs. These orders will be sent to the following address:

U.S. Fish and Wildlife Service
Attn: Kathy Fleming
Division of Migratory Bird Management
11510 American Holly Drive.
Laurel, MD 20708

The contractor will provide labels on each shipping container.

SINGLE PIECE (SINGLE OR MULTIPLE INSERT) MAIL:

The Government will establish a permit for mailing at the contractor's mailing post office. This permit will have to be printed on all window envelopes.

The contractor is cautioned that "**Postage and Fees Paid**" indicia may be used only for the purpose of mailing material produced under this contract.

The contractor is required to ensure zip code sequence that allows the Government to receive the most economical rate, including carrier routes, 5-digit automation and non-automation routes, and 3-digit zip code routes. The contractor must combine all like pieces and presort for the best possible rate. Any additional postage as a result of the contractor's failure to do this will be recovered from the contractor.

IMPORTANT: Contractor to use the *FASTforward*SM, NCOA, or equal change of address system in the processing of all individually mailed pieces mailing to addresses within the U. S. The version of *FASTforward*SM, NCOA, or equal to be employed must apply the corrected (forward to) address on the mail- piece. The contractor is to make every effort to utilize a system that does not change the address furnished by the Government. If the Government supplied address is changed, an electronic report **MUST** be provided within 24 hours of processing to the Government.

The contractor is required to fill in all applicable items on USPS form(s) and submit in duplicate to the entry post office. USPS will return a verified copy of USPS form(s) to the contractor. The contractor must forward a copy to the ordering agency identifying the Program Number, Print Order, and Jacket Number as appropriate within 24 hours of delivery to the post office.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 1-85), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS (a duplicate copy must be submitted to the agency with the copy of the billing certification) as well as with the final billing submitted to the GPO.

All copies mailed must conform to the appropriate regulations in the USPS manuals for "Domestic Mail" or "International Mail" as applicable.

The contractor will be required to apply intelligent bar coding on all mailed pieces utilizing the appropriate software to produce it from the address on the piece. The contractor will also print the appropriate intelligent barcode on the BRE's.

RECEIPT FOR DELIVERY: The contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

One Adobe PDF Digital "soft" proof will be withheld not more than 2 workdays from receipt by the Government to availability for pickup by the contractor's plant. Note: The first workday after receipt of proofs by the Government is day one of the hold time. Contractor must not print prior to receipt of an 'OK to print'. Government representative will provide written proof response via e-mail.

The day after receipt of the data files and print order, production time is five (5) workdays from receipt of the print order to delivery to USPS.

At the Government's option, the print order and furnished materials may be emailed to the contractor or uploaded to the contractor's FTP site.

The ship/deliver date indicated on the print order is the date products ordered for shipping/delivery f.o.b. destination must be delivered to the destination(s) specified.

Unscheduled material such as shipping instructions, delivery lists, labels, and etc. will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

ATTACHMENTS TO THIS CONTRACT:

- A – Examples of Job 1 letterheads
- B – Examples of Job 2 letterheads
- C – Example of back sheets on Job 2
- D – Sample data files and record layouts on the two type of files that will be furnished for Job 2
- E – Examples of Job 3 letterheads and survey forms
- F – Examples of Job 3 Alaska map
- G – Sample Record Layout Job 3
- H – Estimated quantities mailed biweekly for Job 3 (Note: these quantities are based on historical data and should not be construed as a guarantee of future performance.)
- I – Example of Job 5 Sample Data Text
- J – Business Reply Envelopes and window envelope

SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "**SCHEDULE OF PRICES**" to the following units of production which are the estimated requirements to produce **one year's** work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

The following item designations correspond to those listed in the "**SCHEDULE OF PRICES**".

I.	A.	(1)	46
		(2)	46
		(3)	46
	B.	(1)	15
		(2)	15
	C.	(1)	489
		(2)	489
		(3)	479
		(4)	479
	D.		163
II.	E.	(1)	65
		(2)	65
	A.		1
	B.		4

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SECTION 4. – SCHEDULE OF PRICES

Offers are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bids for each item listed in its respective format group, as defined in “Section 2 – Specifications,” must include the cost of all required materials and operations in accordance with these specifications.

Contractor must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting offers may be declared non-responsive.

An entry of “NC” (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with “NB” (No Quote), “NA” (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any bids that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that are inconsistent or unrealistic in regard to other prices in the same quote or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 will be prorated at the per-100 rate.

Contractor’s billing invoice must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

- I. **COMPLETE PRODUCT:** Prices bid shall include the cost of all required materials and operations, including programming/mail merge necessary for the complete production and distribution of the product listed in accordance with these specifications including, but not limited to data processing, printing, paper, envelopes, folding, collating, inserting into envelopes/containers, and distribution (except for Items under II.A. & B.).

A. JOB 1, per 1,000 Units

- | | |
|---|----------|
| 1. Print Black (face only) | \$ _____ |
| 2. Print #10 window envelope (face only) | \$ _____ |
| 3. Print #9 Business Reply envelope (face only) | \$ _____ |

B. JOB 2, per 1,000 Units

- | | |
|--|----------|
| 1. Print Black (per side) | \$ _____ |
| 2. Print #10 window envelope (face only) | \$ _____ |

(Initials)

C. JOB 3, per 1,000 Units

1. Print Black (face only) \$ _____

2. Print Surveys, Pantone 177 Red and Black (face only) \$ _____

3. Print #10 window envelope (face only) \$ _____

4. Print #9 Business Reply envelope (face only) \$ _____

D. JOB 4 Postcards, (face and back), per 1,000 Units \$ _____

E. JOB 5, per 1,000 Units

1. Print Black (face only) \$ _____

2. Print #10 window envelope (face only) \$ _____

II. ADDITIONAL OPERATIONS:

A. One time charge for the start-up programming, testing, and software development \$ _____

NOTE: Charges will be allowed under II. A. when the contractor has successfully completed all necessary preliminary work on the contract and demonstrated to the satisfaction of the government that this has in fact occurred. This includes but is not limited to any form design or alterations, file processing capability, and mail processing as specified in this contract. Should the contract be terminated during the first year for convenience or default the amount of this charge will be prorated based on the number of full months the contract is in force.

B. Computer data processing/system timework, per hour \$ _____

NOTE: For data processing/system timework, a timework charge will be permitted. "Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. Timework for up to 3 hours for author's alterations (aa's) may be signed off by the agency on the billing certification. Timework which exceeds three hours or for other than aa's will only be allowed under exceptional circumstances and must be specifically authorized by the Contracting Officer using a subsequent contract modification(s). In case of dispute the Contracting Officer reserves the right to be the final judge as to the operation and/or number of hours chargeable under II. B.

(Initials)

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the offeror has selected the city and state shown below in the address block, and the quote or offer will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Offeror hereby acknowledges amendment(s) number(ed) _____

QUOTE ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this quote is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of quotes, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day quote acceptance period may result in expiration of the quote prior to award.

OFFEROR'S NAME AND SIGNATURE: Unless specific written exception is taken, the offeror, by signing and submitting a quote, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Offeror _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)



By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)


(Person to be Contacted) (Telephone Number) (Email)


COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID

.....
THIS SECTION FOR GPO USE ONLY
Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

1823-S ATTACHMENT B - 2 of 9 JOB 2 LETTERS

	<h1>United States Department of the Interior</h1> <p>FISH AND WILDLIFE SERVICE Division of Migratory Bird Management 11510 American Holly Dr., Laurel, MD 20708 1-800-419-2965 (phone) 301-497-5981 (fax)</p>	
*«PrintDate»:»		
201312020091985 [201312020091985] JOHN SMITH 123 MIGRATORY BIRD REPORT SAMPLE ROAD HUBBARDSTON, MA 01452		
Dear John Smith:		
<p>On behalf of all supporters of wildlife, thank you for participating in the Harvest Information Program snipe, rail, coot, and gallinule harvest survey last hunting season. The valuable information that you provided helped us to estimate the total harvest of snipe, rails, coots, and gallinules in the United States. Results of our harvest surveys will be available in late July and can be accessed at: http://www.fws.gov/migratorybirds/NewReportsPublications/HipHip.htm.</p> <p>We are asking for your help again this coming season. Each year, the U.S. Fish and Wildlife Service also conducts the Migratory Bird Parts Collection Survey, in which we ask selected hunters to send us one wing from each woodcock, rail, and band-tailed pigeon that they shoot during the hunting season. Volunteering to send us these parts from the birds that you bag will provide us with more crucial information.</p> <p>Biologists will examine your specimens to determine the bird's species, age, and sex. We will send you a report with your results next spring. This information is vital for helping us better manage our migratory bird resource. For example, the specimens that hunters contribute will allow us to estimate the number of young-of-the-year birds that were harvested, which tells us how successful the birds were during the nesting season.</p> <p>If you will be able to send us wings from the birds that you bag, please provide the information requested below and return this letter in the postage-paid envelope. Please return it by 7/7/2014, so that we can send your postage-paid wing envelopes in time for the hunting season.</p> <p>If you have any questions, please email us at MigratoryBirdHarvestSurveys@fws.gov, or call us at 1-800-419-2965 between 7:00 am and 4:00 pm, Eastern time. Again, thank you for your help.</p> <p>Sincerely, Kathy Fleming Chief, Branch of Harvest Surveys</p>		
<small> It is recommended that the Bureau of Land Management Report Form 6-2 (PDF) (BLM-RF-027) be used for land management purposes. This document may contain confidential information regarding the identity and location of certain "sensitive" areas, such as those areas that are critical habitat for certain species, and its release could result in harm to those areas. Therefore, this document contains information that is exempt from public release under the Freedom of Information Act (5 U.S.C. 552). Any release of this information without the express written consent of the Bureau of Land Management could result in harm to those areas. Therefore, this document contains information that is exempt from public release under the Freedom of Information Act (5 U.S.C. 552). Any release of this information without the express written consent of the Bureau of Land Management could result in harm to those areas. </small> FORM 5-2 (2-72) Date 02-01-2013		
OMNIA 104-0610 APPROVAL EXPIRES 8/31/2020		
Yes, I will be able to send you one wing from each woodcock, rail, and band-tailed pigeon that I shoot this upcoming hunting season.		
«FrameID»		[«FrameID»]

73417011 

JOHN SMITH
123 DOVE REPORT SAMPLE ROAD
ARLINGTON HEIGHTS, IL 60004-4056


June 14, 2018

Dear John Smith,

On behalf of all supporters of mourning doves and wildlife, thank you for participating in the U.S. Fish and Wildlife Service's Dove Wing Collection Survey. Biologists have examined your specimens to determine the birds' age and molt status.


Data derived from wings sent in by you and other hunters are used to determine age ratios (young-of-the-year per adult). These ratios enable us to better manage our mourning dove resource. The number of wings we received this year and age ratios for states and management units are presented in the table on the back of this letter.

For further information on migratory bird harvest and hunters, please visit our website at <http://www.fws.gov/migratorybirds/NewReportsPublications/MIP/hjp.htm>.

We would appreciate your help again next year. If you will **NOT** be able to send us mourning dove wings from the birds you bag, please let us know as soon as possible by calling 1-800-419-2965 or emailing MigratoryBirdHarvestSurveys@fws.gov. We will ask you for the 8-digit number above your name along with your name and address. We will send you wing envelopes in time for the hunting season if we do not hear from you in the next few weeks.

If you have any questions, please write us at the above address, email us at MigratoryBirdHarvestSurveys@fws.gov, or call us toll-free at 1-800-419-2965 from 7:00 am to 4:00 pm, Eastern Time, Monday through Friday.

Again, thank you for your help. Your participation in the Wing Collection Survey makes a vital contribution to the management of North American migratory birds.

Sincerely,

Kathy Fleming
Chief, Branch of Harvest Surveys

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ATTACHMENT C – JOB 2 (2 of 3 Sample Letters) Variable and Static backside (Dove) letters.

JOHN SMITH
235 Migratory Bird Dr.
Laurel, MD 20708

Contributed 50 duck wings and goose tails to the
U.S. Fish and Wildlife Service's Waterfowl Parts
Collection Survey.

Date	County	State	Species	Age	Sex
09/23/2017	Ward	ND	Canada Goose	Adult	Unknown
09/23/2017	Ward	ND	Canada Goose	Adult	Unknown
09/23/2017	Ward	ND	Canada Goose	Immature	Unknown
10/11/2017	Mc Lean	ND	Canada Goose	Adult	Unknown
10/11/2017	Mc Lean	ND	Canada Goose	Adult	Unknown
10/11/2017	Mc Lean	ND	Canada Goose	Adult	Unknown
10/11/2017	Mc Lean	ND	Canada Goose	Adult	Unknown
10/11/2017	Mc Lean	ND	Canada Goose	Immature	Unknown
10/14/2017	Mc Lean	ND	Canada Goose	Adult	Unknown
10/14/2017	Mc Lean	ND	Canada Goose	Adult	Unknown
10/14/2017	Mc Lean	ND	Canada Goose	Immature	Unknown
10/14/2017	Mc Lean	ND	Canada Goose	Immature	Unknown
10/15/2017	Ward	ND	Canada Goose	Adult	Unknown
10/15/2017	Ward	ND	Canada Goose	Adult	Unknown
10/15/2017	Ward	ND	Canada Goose	Adult	Unknown
10/15/2017	Ward	ND	Greater White-Fronted Goose	Adult	Unknown
10/15/2017	Ward	ND	Greater White-Fronted Goose	Adult	Unknown
10/25/2017	Ward	ND	Canada Goose	Adult	Unknown
10/25/2017	Ward	ND	Canada Goose	Adult	Unknown
10/25/2017	Ward	ND	Canada Goose	Immature	Unknown
10/30/2017	Mc Lean	ND	Ross' Goose	Adult	Unknown
10/30/2017	Mc Lean	ND	Ross' Goose	Adult	Unknown
10/30/2017	Mc Lean	ND	Ross' Goose	Immature	Unknown
10/30/2017	Mc Lean	ND	Ross' Goose	Immature	Unknown
10/30/2017	Mc Lean	ND	Snow Goose (white)	Adult	Unknown
10/30/2017	Mc Lean	ND	Snow Goose (white)	Adult	Unknown
10/30/2017	Mc Lean	ND	Snow Goose (white)	Adult	Unknown
10/30/2017	Mc Lean	ND	Snow Goose (white)	Adult	Unknown
10/30/2017	Mc Lean	ND	Snow Goose (white)	Immature	Unknown
10/30/2017	Mc Lean	ND	Snow Goose (white)	Immature	Unknown
10/31/2017	Ward	ND	Ross' Goose	Adult	Unknown
10/31/2017	Ward	ND	Ross' Goose	Immature	Unknown
10/31/2017	Ward	ND	Ross' Goose	Immature	Unknown
10/31/2017	Ward	ND	Ross' Goose	Immature	Unknown
10/31/2017	Mc Lean	ND	Snow Goose (blue)	Adult	Unknown
10/31/2017	Ward	ND	Snow Goose (blue)	Immature	Unknown
10/31/2017	Ward	ND	Snow Goose (blue)	Immature	Unknown
10/31/2017	Ward	ND	Snow Goose (blue)	Immature	Unknown
10/31/2017	Mc Lean	ND	Snow Goose (white)	Adult	Unknown
10/31/2017	Mc Lean	ND	Snow Goose (white)	Immature	Unknown
10/31/2017	Ward	ND	Snow Goose (white)	Immature	Unknown

00000263

Number of mourning dove wings and age ratios (young per adult) for the 2017-2018 hunting season, by management unit and state.

Eastern Management Unit			Central Management Unit			Western Management Unit		
State	No. wings	Age ratio ^a	State	No. wings	Age ratio ^a	State	No. wings	Age ratio ^a
Alabama	328	2.73	Arkansas	250	2.25	Arizona	1,114	1.88
Delaware	99	36.50	Colorado	541	1.98	California	642	2.27
Florida	81	1.88	Iowa	806	2.25	Idaho	348	2.06
Georgia	801	2.86	Kansas	920	2.21	Nevada	180	1.52
Illinois	392	2.52	Minnesota	85	2.45	Oregon	63	1.32
Indiana	519	2.78	Missouri	748	2.55	Utah	148	2.71
Kentucky	710	2.65	Montana	255	2.23	Washington	415	2.70
Louisiana	92	2.62	Nebraska	501	1.74			
Maryland	200	5.56	New Mexico	333	1.02	Total	2,910	2.08
Mississippi	331	3.61	North Dakota	446	3.08			
North Carolina	584	3.87	Oklahoma	362	2.71			
Ohio	270	2.96	South Dakota	327	1.74			
Pennsylvania	201	1.88	Texas	1,485	1.95			
Rhode Island	0		Wyoming	195	1.47			
South Carolina	405	3.26						
Tennessee	264	2.98	Total	7,254	2.07			
Virginia	308	3.72						
West Virginia	196	2.50						
Wisconsin	104	2.46						
Total	5,885	3.01						

^a Age ratios are not calculated for sample sizes less than 20 wings.

ATTACHMENT D – 1 of 3 - JOB 2 - FILE LAYOUTS AND SAMPLE FILES

Data file structures to accompany hunter reports template files. Branch of Harvest Surveys U.S. Fish and Wildlife Service	
Hunter letter data file structure	
Field name	Description
Season	Hunting season to which these data refer
HNo	Hunter identification number
RptTempl	Indicates which report template to use ¹
FName	First name
MName	Middle initial, to be inserted (along with period and space) conditional on being present in the data file.
LName	Last name
City	
State	
ZIP	
ZIP_4	ZIP + 4 extension to be inserted (along with hyphen) conditional on being present in the data file.
PartsCount	Number of parts the hunter submitted
PartsType	Kind of parts hunter submitted (“duck wings”, “goose tails”, “duck wings and goose tails”, “rail wings”, et c.
¹ Report template coding: 1 = Waterfowl, keep 2 = Waterfowl, kick out 3 = Dove, keep 4 = Dove, kick out 5 = Migratory bird, keep	

Sample of hunter database, Record layout Job 2 (for letter and header on variable tables).

Season	HNo	RptTempl	FName	MName	LName	Suffix	Addr	City	State	ZIP	ZIP_4	PartsCount	PartsType
2012	1180005	2	S		C			WESTON	CT	06395		37	duck wings and goose tails
2012	1180006	2	N		C			STAFFORD	CT	06485		44	duck wings and goose tails
2012	1180010	2	G		D			OXFORD	CT	06457		15	duck wings and goose tails
2012	1180011	2	W		E			NORWICH	CT	06460		3	duck wings
2012	1180016	2	M		H			COLUMBIA	CT	06808		48	duck wings and goose tails
2012	1180022	2	D		P			BETHANY	CT	06801		12	duck wings and goose tails
2012	1180026	2	C		S			OXFORD	CT	06457		71	duck wings and goose tails
2012	1181001	1	R		A			ANNE KILLINGWORTH	CT	06026		20	duck wings and goose tails
2012	1181003	1	J		B			UNION	CT	06863		40	duck wings and goose tails
2012	1181004	1	D		B			MILFORD	CT	06460		6	duck wings and goose tails
2012	1181006	1	J		B			PAWCATUCK	CT	06854		5	goose tails
2012	1181007	1	M		B			COLCHESTER	CT	06425		9	duck wings and goose tails
2012	1181010	1	L		F			RD EAST GRANBY	CT	06033		2	goose tails
2012	1181011	1	D		F			EAST LYME	CT	06424		14	duck wings
2012	1181015	1	A		H			LEBANON	CT	06240		13	duck wings and goose tails
2012	1181016	1	D		L			MOOSUP	CT	06009		24	duck wings
2012	1181021	1	R		R			YALESVILLE	CT	06490		20	goose tails
2012	1181023	1	A		S			ROAD KENSINGTON	CT	06033		7	duck wings
2012	1181024	1	H		S			COLCHESTER	CT	06425		3	duck wings
2012	1181028	1	M		W			PO KENT	CT	06039		16	duck wings
2012	1181029	1	J		W			ENFIELD	CT	06033		5	duck wings and goose tails
2012	1182002	1	M		A			CHESHIRE	CT	06824		14	duck wings and goose tails
2012	1182004	1	R		B			WATERBURY	CT	06706		2	goose tails
2012	1182005	1	J		B			AD BRANFORD	CT	06405		6	duck wings
2012	1182007	1	T		C			BRANFORD	CT	06405		20	duck wings and goose tails
2012	1182008	1	D		C			AVE VOLUNTOWN	CT	06094		15	duck wings and goose tails
2012	1182011	1	B		F			FAIRFIELD	CT	06424		5	duck wings
2012	1182012	1	C		H			RD LYME	CT	06424		28	duck wings
2012	1182014	1	J		K			RD SOUTHBURY	CT	06488		30	duck wings and goose tails
2012	1182016	1	K		K			ASE FARMINGTON	CT	06030		18	duck wings and goose tails
2012	1182017	1	T		L			BOX 173 UNIONVILLE	CT	06086		19	duck wings and goose tails
2012	1182020	1	R		M			BLOOMFIELD	CT	06019		47	duck wings and goose tails
2012	1182022	1	M		R			STAFFORD	CT	06455		3	duck wings

ATTACHMENT D – 2 of 3 - JOB 2 - FILE LAYOUTS AND SAMPLE FILES

Parts submitted data file structure	
Field name	Description
Season	Hunting season to which these data refer
HNo	Hunter identification number
Date	Date of harvest
County	County of harvest
State	State of harvest
Species	Species of submitted part
Age	
Sex	

Sample records for layout on data to form variable tables


Season|HNo|Date|County|ST|Species|Age|Sex
 2012|1180005|12/28/2012|Fairfield|CT|American Black Duck|Immature|Female
 2012|1180005|12/22/2012|Fairfield|CT|Atlantic Brant|Adult|Unknown
 2012|1180005|10/18/2012|Fairfield|CT|Canada Goose|Adult|Unknown
 2012|1180005|12/22/2012|Fairfield|CT|Canada Goose|Adult|Unknown
 2012|1180005|12/22/2012|Fairfield|CT|Canada Goose|Adult|Unknown
 2012|1180005|12/22/2012|Fairfield|CT|Canada Goose|Adult|Unknown
 2012|1180005|10/14/2012|Washington|NY|American Black Duck|Immature|Female
 2012|1180005|10/14/2012|Washington|NY|American Green-Winged
 Teal|Immature|Female
 2012|1180005|10/14/2012|Washington|NY|American Green-Winged
 Teal|Immature|Female
 2012|1180005|10/16/2012|Washington|NY|American Green-Winged
 Teal|Immature|Female
 2012|1180005|10/14/2012|Washington|NY|American Green-Winged Teal|Adult|Male
 2012|1180005|10/13/2012|Washington|NY|American Green-Winged Teal|Adult|Male
 2012|1180005|10/13/2012|Washington|NY|American Green-Winged Teal|Adult|Male
 2012|1180005|10/14/2012|Washington|NY|American Green-Winged Teal|Immature|Male
 2012|1180005|10/13/2012|Washington|NY|American Green-Winged Teal|Immature|Male
 2012|1180005|10/13/2012|Washington|NY|Canada Goose|Adult|Unknown
 2012|1180005|10/14/2012|Washington|NY|Wood Duck|Adult|Female
 2012|1180005|10/18/2012|Washington|NY|Wood Duck|Adult|Female
 2012|1180005|10/15/2012|Washington|NY|Wood Duck|Immature|Female
 2012|1180005|10/15/2012|Washington|NY|Wood Duck|Immature|Female
 2012|1180005|10/15/2012|Washington|NY|Wood Duck|Immature|Female
 2012|1180005|10/16/2012|Washington|NY|Wood Duck|Immature|Female
 2012|1180005|10/15/2012|Washington|NY|Wood Duck|Immature|Female
 2012|1180005|10/16/2012|Washington|NY|Wood Duck|Immature|Female
 2012|1180005|10/13/2012|Washington|NY|Wood Duck|Immature|Female
 2012|1180005|10/16/2012|Washington|NY|Wood Duck|Adult|Male
 2012|1180005|10/14/2012|Washington|NY|Wood Duck|Adult|Male
 2012|1180005|10/16/2012|Washington|NY|Wood Duck|Adult|Male
 2012|1180005|10/13/2012|Washington|NY|Wood Duck|Adult|Male
 2012|1180005|10/16/2012|Washington|NY|Wood Duck|Immature|Male
 2012|1180005|10/14/2012|Washington|NY|Wood Duck|Immature|Male
 2012|1180005|10/14/2012|Washington|NY|Wood Duck|Immature|Male
 2012|1180005|10/13/2012|Washington|NY|Wood Duck|Immature|Male
 2012|1180005|10/15/2012|Washington|NY|Wood Duck|Immature|Male
 2012|1180005|10/16/2012|Washington|NY|Wood Duck|Immature|Male
 2012|1180005|10/16/2012|Washington|NY|Wood Duck|Immature|Male
 2012|1180005|10/13/2012|Washington|NY|Wood Duck|Immature|Male
 2012|1180006|12/08/2012|Hartford|CT|American Black Duck|Immature|Male
 2012|1180006|09/07/2012|Hartford|CT|Canada Goose|Adult|Unknown
 2012|1180006|11/23/2012|Hartford|CT|Canada Goose|Adult|Unknown
 2012|1180006|11/23/2012|Hartford|CT|Canada Goose|Immature|Unknown

ATTACHMENT D – 3 of 3 - JOB 2 - FILE LAYOUTS AND SAMPLE FILES

2012	1180006	12/12/2012	Hartford	CT	Canada Goose	Immature	Unknown
2012	1180006	11/12/2012	Windham	CT	Ring-Necked Duck	Immature	Male
2012	1180006	10/24/2012	Windham	CT	Wood Duck	Immature	Male
2012	1180006	11/05/2012	Hampden	MA	Mallard	Adult	Male
2012	1180010	12/29/2012	New Haven	CT	American Black Duck	Immature	Female
2012	1180010	01/05/2013	New Haven	CT	American Black Duck	Adult	Male
2012	1180010	09/29/2012	New Haven	CT	Canada Goose	Adult	Unknown
2012	1180010	09/29/2012	New Haven	CT	Canada Goose	Adult	Unknown
2012	1180010	09/29/2012	New Haven	CT	Canada Goose	Adult	Unknown
2012	1180010	09/29/2012	New Haven	CT	Canada Goose	Adult	Unknown
2012	1180010	12/01/2012	New Haven	CT	Mallard	Adult	Female
2012	1180010	12/15/2012	New Haven	CT	Mallard	Adult	Female
2012	1180010	11/19/2012	New Haven	CT	Mallard	Adult	Male
2012	1180010	12/12/2012	New Haven	CT	Mallard	Adult	Male
2012	1180010	12/12/2012	New Haven	CT	Mallard	Adult	Male
2012	1180010	11/10/2012	New Haven	CT	Mallard	Immature	Male
2012	1180010	11/10/2012	New Haven	CT	Mallard	Immature	Male
2012	1180010	11/10/2012	New Haven	CT	Mallard	Immature	Male
2012	1180010	12/15/2012	New Haven	CT	Mallard	Immature	Male
2012	1180011	12/22/2012	New London	CT	American Black Duck	Adult	Male
2012	1180011	12/22/2012	New London	CT	Mallard	Adult	Male
2012	1180011	10/13/2012	New London	CT	Wood Duck	Immature	Male
2012	1180016	12/27/2012	Litchfield	CT	Mallard	Adult	Female
2012	1180016	12/15/2012	Middlesex	CT	American Black Duck	Immature	Female
2012	1180016	01/01/2013	Middlesex	CT	Mallard	Adult	Female
2012	1180016	01/01/2013	Middlesex	CT	Mallard	Adult	Male
2012	1180016	01/01/2013	Middlesex	CT	Mallard	Adult	Male
2012	1180016	01/18/2013	New London	CT	American Black Duck	Adult	Female
2012	1180016	01/19/2013	New London	CT	American Black Duck	Adult	Female
2012	1180016	12/13/2012	New London	CT	American Black Duck	Immature	Female
2012	1180016	01/17/2013	New London	CT	American Black Duck	Immature	Male
2012	1180016	12/21/2012	Tolland	CT	American Black Duck	Adult	Female
2012	1180016	12/19/2012	Tolland	CT	American Black Duck	Adult	Female
2012	1180016	10/13/2012	Tolland	CT	Canada Goose	Adult	Unknown
2012	1180016	01/04/2013	Tolland	CT	Canada Goose	Adult	Unknown
2012	1180016	12/29/2012	Tolland	CT	Mallard	Adult	Female
2012	1180016	12/25/2012	Tolland	CT	Mallard	Adult	Female
2012	1180016	12/25/2012	Tolland	CT	Mallard	Adult	Female
2012	1180016	12/19/2012	Tolland	CT	Mallard	Immature	Female
2012	1180016	12/22/2012	Tolland	CT	Mallard	Immature	Female
2012	1180016	12/22/2012	Tolland	CT	Mallard	Immature	Female
2012	1180016	10/13/2012	Tolland	CT	Mallard	Adult	Male
2012	1180016	12/25/2012	Tolland	CT	Mallard	Adult	Male
2012	1180016	12/29/2012	Tolland	CT	Mallard	Adult	Male
2012	1180016	12/27/2012	Tolland	CT	Mallard	Adult	Male

Printing and Mailing Letters and Surveys
Program 1823-S (12/20)

1823-S ATTACHMENT E - 2 of 11 JOB 3 (LETTERS)

 **United States Department of the Interior**
FISH AND WILDLIFE SERVICE
Division of Migratory Bird Management
11510 American Holly Drive, Laurel, MD 20708-4028
1-800-419-2965 (phone) 301-497-5981 (fax)

{MERGEFIELD "PrintDate"}

{MERGEFIELD "Hno"} {MERGEFIELD barcode "Hno"}
{MERGEFIELD "First Name"} {MERGEFIELD "Last Name"}
{MERGEFIELD "Addr"}
{MERGEFIELD "CITY"}, {MERGEFIELD "ST"}, {MERGEFIELD "ZIP"}, {MERGEFIELD "ZIP 4"}

Dear {MERGEFIELD "First Name"} {MERGEFIELD "Last Name"}:

You have been selected to participate in this year's National Migratory Bird Harvest Survey. We only select a small percentage of the nation's hunters for this annual survey, so your response is important **EVEN IF YOU DO NOT HUNT MIGRATORY BIRDS THIS SEASON.**

We are asking you to tell us about your {MERGEFIELD "Survey Test1"} hunting during the {MERGEFIELD "Year"} hunting season in {MERGEFIELD "HuntState"}. Please use the attached diary to record the details of your hunt each time you go {MERGEFIELD "Survey Test2"} hunting in {MERGEFIELD "HuntState"}. Please read the instructions on the diary form, fill it out **completely**. After the season is over or when you are done hunting in {MERGEFIELD "HuntState"}, send the completed form back to us in the enclosed postage-paid envelope. If you receive this survey too late for you to remember all of the details of your hunts, please fill out the lower portion of the form labeled "SEASON TOTALS."

Your response is very important, whether you bag any birds or not. If you don't hunt {MERGEFIELD "Survey Test3"} at all this season, please mark the "Did not hunt" box at the upper right portion of the form and return it to us. If you do hunt {MERGEFIELD "Survey Test3"}, please **ONLY REPORT YOUR OWN PERSONAL HUNTING** activity and harvest. We also ask that you please keep track throughout the season of birds that you knocked down, but could not retrieve. Record this total number on the lower portion of the form labeled "SEASON TOTALS."


To protect your privacy, we will not associate your name with your hunting records after the survey is completed. If you have any questions or need more information about this survey, please write us at the above address, call us toll-free at 1-800-419-2965 from 7:30am-4:00pm EST, email us at MigratoryBirdHarvestSurvey@fws.gov, or go to <http://hip.fws.gov>. You can request additional forms through this website: <http://migbirdapps.fws.gov/hipweb>. Thank you in advance for your time and your participation in this year's National Migratory Bird Harvest Survey.

Sincerely,
Ken Riekhuss, Acting Chief
Division of Migratory Bird Management

In accordance with the Privacy Act (5 U.S.C. 552a) and the Paperwork Reduction Act (44 U.S.C. 3501), please note the following information. This study is authorized by the Migratory Bird Treaty Act (16 U.S.C. 703 et seq.). The information that you provide will be used for understanding migratory bird harvest activity and harvest in the United States. It is not policy and to use your name for any other purpose. All names and identifying information will be removed when we compile the results, and only summary information will be reported. The information is maintained in accordance with the Privacy Act. Your response is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a certain valid OMB control number. The information collection has been approved by OMB and assigned the clearance number 3045-0042, which expires on 03/31/2020. Comments on this form should be mailed to the Information Collection Clearance Office, U.S. Fish and Wildlife Service 2275 Lankford Drive, MS 3010, Lotts Creek, VA 22080-2002.

Form 3-2019 (MIGBIRD3-1) (12/20) (rev. 05/17)
Ken 0417

OMB No. 3045-0042
Approved expires 03/31/2020

 **United States Department of the Interior**
FISH AND WILDLIFE SERVICE
Division of Migratory Bird Management
11510 American Holly Drive, Laurel, MD 20708-4028
1-800-419-2965 (phone) 301-497-5981 (fax)

{MERGEFIELD "PrintDate"}

{MERGEFIELD "Hno"} {MERGEFIELD barcode "Hno"}
{MERGEFIELD "First Name"} {MERGEFIELD "Last Name"}
{MERGEFIELD "Addr"}
{MERGEFIELD "CITY"}, {MERGEFIELD "ST"}, {MERGEFIELD "ZIP"}, {MERGEFIELD "ZIP 4"}

Dear {MERGEFIELD "First Name"} {MERGEFIELD "Last Name"}:

You have been selected to participate in this year's National Migratory Bird Harvest Survey. We only select a small percentage of the nation's hunters for this annual survey, so your response is important **EVEN IF YOU DO NOT HUNT MIGRATORY BIRDS THIS SEASON.**

We are asking you to tell us about your {MERGEFIELD "Survey Test1"} hunting in Alaska during the {MERGEFIELD "Year"} hunting season. Please use the attached diary to record the details of your hunt each time you go {MERGEFIELD "Survey Test2"} hunting in Alaska. Please read the instructions on the diary form, fill it out **completely**. After the season is over or when you are done hunting in Alaska, send the completed form back to us in the enclosed postage-paid envelope. **Please refer to the enclosed map of Alaska and write the number of the zone in which you hunted in the space marked "County of Hunt."** If you receive this survey too late for you to remember all of the details of your hunts, please fill out the lower portion of the form labeled "SEASON TOTALS."

Your response is very important, whether you bag any birds or not. If you don't hunt {MERGEFIELD "Survey Test3"} at all this season, please mark the "Did not hunt" box at the upper right portion of the form and return it to us. If you do hunt {MERGEFIELD "Survey Test3"}, please **ONLY REPORT YOUR OWN PERSONAL HUNTING** activity and harvest. We also ask that you please keep track throughout the season of birds that you knocked down, but could not retrieve. Record this total number on the lower portion of the form labeled "SEASON TOTALS."

To protect your privacy, we will not associate your name with your hunting records after the survey is completed. If you have any questions or need more information about this survey, please write us at the above address, call us toll-free at 1-800-419-2965 from 7:30am-4:00pm EST, email us at MigratoryBirdHarvestSurvey@fws.gov, or go to <http://hip.fws.gov>. You can request additional forms through this website: <http://migbirdapps.fws.gov/hipweb>. Thank you in advance for your time and your participation in this year's National Migratory Bird Harvest Survey.


Sincerely,
Ken Riekhuss, Acting Chief
Division of Migratory Bird Management

In accordance with the Privacy Act (5 U.S.C. 552a) and the Paperwork Reduction Act (44 U.S.C. 3501), please note the following information. This study is authorized by the Migratory Bird Treaty Act (16 U.S.C. 703 et seq.). The information that you provide will be used for understanding migratory bird harvest activity and harvest in the United States. It is not policy and to use your name for any other purpose. All names and identifying information will be removed when we compile the results, and only summary information will be reported. The information is maintained in accordance with the Privacy Act. Your response is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a certain valid OMB control number. The information collection has been approved by OMB and assigned the clearance number 3045-0042, which expires on 03/31/2020. Comments on this form should be mailed to the Information Collection Clearance Office, U.S. Fish and Wildlife Service 2275 Lankford Drive, MS 3010, Lotts Creek, VA 22080-2002.

Form 3-2019 (MIGBIRD3-1) (12/20) (rev. 05/17)
Ken 0417

OMB No. 3045-0042
Approved expires 03/31/2020

1823-S ATTACHMENT E (continue) – 2 of 5 – JOB 3 - SURVEY LETTERS

 **Sandhill Crane Hunting Record**

1. IF YOU DID NOT HUNT SANDHILL CRANES THIS SEASON, please check the box to the right and mail this form. ☐

2. Please record your personal hunting activity for each day you hunted sandhill cranes in the State specified in the included letter. Record the number of sandhill cranes you personally bagged. DO NOT include birds shot by other people. Please include ALL of your hunts for sandhill cranes, if you did not bag any birds during a hunt, record zero (0) bagged for that day. ☐

3. IF YOU HUNTED SANDHILL CRANES BUT DO NOT HAVE DETAILED RECORDS, check the box to the right and go to question number 6 to record your Season Totals. ☐

4. Please include additional comments on a SEPARATE SHEET of paper. ☐

6 6

Please print all characters in **BLACK** ink using CAPITAL LETTERS ONLY as shown below.

ABCDEFGHIJKLMN OPQRSTUVWXYZ 0123456789

Date of Hunt	County of Hunt	State of Hunt	Sandhill Cranes
Month	Day		
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

5. IF YOU RUN OUT OF SPACE ON THIS FORM, you can request an additional survey form by logging on to <https://migbirdapps.fws.gov/hipweb> or calling 1-800-419-2965 from 7:30 am to 4:00 pm EST. We will ask you for the serial number located at the bottom of this form.


6. SEASON TOTALS:

Days Hunted	Birds Killed and Retrieved	Birds Downed but Lost

Sandhill Cranes

Please report banded birds by logging onto www.reportband.gov or call 1-800-327-BAND

code 39 barcode hunter number state name print job identifier

 **Dove and Band-Tailed Pigeon Hunting Record**

1. IF YOU DID NOT HUNT DOVES OR BAND-TAILED PIGEONS THIS SEASON, please check the box to the right and mail this form. ☐

2. Please record your personal hunting activity for each day you hunted doves or band-tailed pigeons in the State specified in the included letter. Record the number of birds you personally bagged. DO NOT include birds shot by other people. Please include ALL of your hunts for the birds listed. If you did not bag any birds during a hunt, record zero (0) for the birds you hunted that day. ☐

3. IF YOU HUNTED DOVES OR BAND-TAILED PIGEONS BUT DO NOT HAVE DETAILED RECORDS, check the box to the right and go to question number 6 to record your Season Totals. ☐

4. Please include additional comments on a SEPARATE SHEET of paper. ☐

1 1

Please print all characters in **BLACK** ink using CAPITAL LETTERS ONLY as shown below.

ABCDEFGHIJKLMN OPQRSTUVWXYZ 0123456789

Date of Hunt	County of Hunt	State of Hunt	Mourning Doves	White-Winged Doves	Band-Tailed Pigeons
Month	Day				
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

5. IF YOU RUN OUT OF SPACE ON THIS FORM, you can request an additional survey form by logging on to <https://migbirdapps.fws.gov/hipweb> or calling 1-800-419-2965 from 7:30 am to 4:00 pm EST. We will ask you for the serial number located at the bottom of this form.

6. SEASON TOTALS:

Days Hunted	Birds Killed and Retrieved	Birds Downed but Lost

Mourning Doves

White-Winged Doves

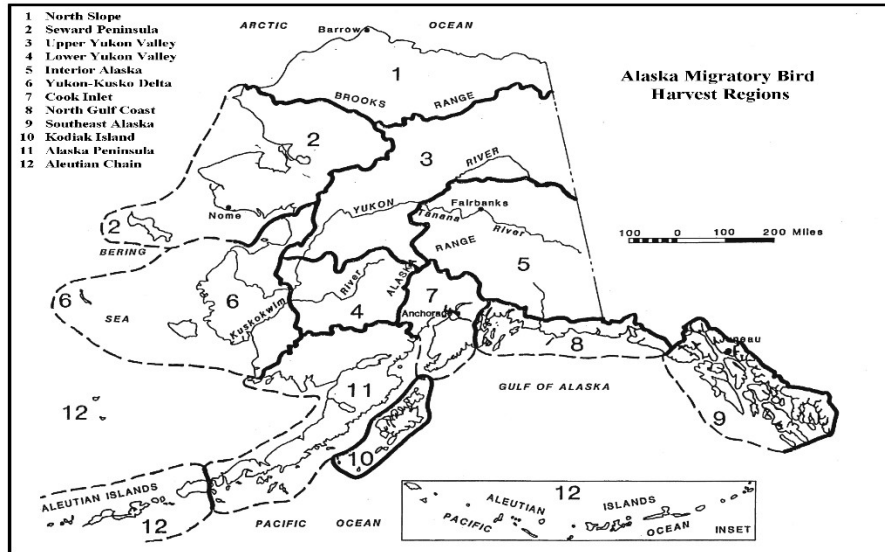
Band-Tailed Pigeons

Please report banded birds by logging onto www.reportband.gov or call 1-800-327-BAND

code 39 barcode hunter number state name print job identifier

1823-S

ATTACHMENT F – JOB 3 – ALASKA MAP



1823-S

ATTACHMENT G – JOB 3- RECORD LAYOUT AND SAMPLE

SAMPLE RECORD LAYOUT

Year|HN|FName|MName|LName|Suffix|Title|Addr|City|State|ZIP|ZIP_4|CHOSEN|SelectedFor|Hunt|State|SurveyForm|Type|SurveyText1|SurveyText2|SurveyText3|OMBFormS
uffix|LetterTemplate|PrintDate

2012|12520001|BRANDON|L|XXX|||STREET ADDRESS|WESTVILLE|FL|32464|0000|1|DV|Florida|1|4|dove|dove|doves|K|7|4|22/2013
2012|12520002|HARRY|H|XXXXXXXXX|||STREET ADDRESS|CASSELBERRY|FL|32707|0000|1|DV|Florida|1|4|dove|dove|doves|K|7|4|22/2013
2012|12520005|ROCKY|A|XXXXXXXXX|JR|STREET ADDRESS APT L3|CALLAWAY|FL|32404|0000|1|DV|Florida|1|4|dove|dove|doves|K|7|4|22/2013
2012|12520006|JACKIE|R|XXXXXXXXXN|||9999 STREETCR 344|TRENTON|FL|32693|0000|1|DV|Florida|1|4|dove|dove|doves|K|7|4|22/2013
2012|12520007|RYAN|J|XXX|||9999 SOMEWHERE DR|COCOA|FL|32922|0000|1|DV|Florida|1|4|dove|dove|doves|K|7|4|22/2013
2012|12520009|RACHEL|J|XXXXXXXXX|||9999999 DOWN THE ROAD|PALATKA|FL|32177|0000|1|DV|Florida|1|4|dove|dove|doves|K|7|4|22/2013
2012|12520010|THOMAS|G|XXXXXXXXX|||9999 ANYWHERE RD N|JAX|FL|32277|0000|1|DV|Florida|1|4|dove|dove|doves|K|7|4|22/2013
2012|12520012|STEVEN|E|XXXXXXXX|11111111 WOODS DR|TAMPA|FL|33629|0000|1|DV|Florida|1|4|dove|dove|doves|K|7|4|22/2013
2012|12520013|WILLIAM|J|XXXXXXXX|999999 UP NW AVENUE|GAINESVILLE|FL|32606|0000|1|DV|Florida|1|4|dove|dove|doves|K|7|4|22/2013

ATTACHMENT H-JOB 3 This information is based on historical data and not guaranteed future requirements.

Half-month period	Reminder postcards	Dove form package	Waterfowl form package	Alaska		Snipe/Coot/Rail		Alaska		Total forms + postcards	
				Alaska waterfowl form package	Woodcock form package	I/Gallinule form package	/Gallinule form package	Crane form package	Alaska Crane form package		
08--1	0	9,318	10,885	99	145	2,374	843	5	43	1	22,868
08--2	0	2,483	3,637	38	0			2	0	2	7,005
09--1	0	10,800	19,559	75	2,169	5,222	5,222	4	110	46	37,984
09--2	0	5,858	11,813	0	3,022	2,766	2,766	0	39	0	23,498
10--1	244	4,524	10,488	126	3,576	2,671	2,671	5	421	103	22,156
10--2	239	3,124	9,015	14	2,385	2,496	2,496	1	250	8	17,531
11--1	4,542	2,726	6,074	122	1,262	1,695	1,695	5	842	122	17,389
11--2	11,175	2,491	5,497	41	1,270	1,523	1,523	2	781	35	22,814
12--1	5,332	4,228	6,105	11	4,832	1,630	1,630	1	60	8	22,206
12--2	2,167	7,508	4,570	25	4,577	1,053	1,053	2	1,088	16	21,004
01--1	9,464	7,853	3,388	11	5,503	1,085	1,085	1	825	8	28,138
01--2	47,724	11,204	9,719	150	5,807	6,174	6,174	2	793	105	81,678
02--1	39,543	11,498	1,304	45	967	1,225	1,225	2	326	32	54,942
02--2	17,653	12,477	23,191	529	2,296	7,949	7,949	28	3,432	358	67,912
03--1	22,786	9,772	31,628	77	2,648	5,807	5,807	4	3,907	55	76,682
03--2	152	7,348	30,524	460	1,828	7,397	7,397	25	250	204	48,186
04--1	14	991	37,035	52	1,796	5,692	5,692	4	2,160	34	47,777
04--2	0	1,383	18,803	116	366	2,117	2,117	7	200	68	23,060
TOTAL	161,035	115,588	243,231	1,987	44,450	59,716	59,716	97	15,524	1,201	642,828


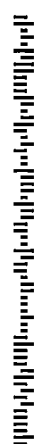

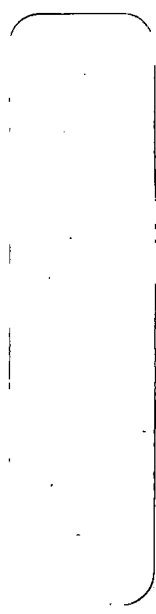
Printing and Mailing Letters and Surveys
Program 1823-S (12/20)

1823-S ATTACHMENT I – JOB 5 SAMPLE DATA TEXT

Hno	PrintDate	FirstName	LastName	Addr	CITY	ST	ZIP	ZIP_4	InvitationCode	SurveyText2	HuntState	LetterTemplate
11417187	12/14/2018	IVAN	HADLEY	5275 LEESEBURG PIKE	OXNARD	VA	22041	3830	543667	dove or band-tailed pigeon	California	11
20717323	12/14/2018	DAULTEN	WEGG	6010 HIDDEN VALLEY RD	SUNSET	CA	92011	576668	waterfowl	Arkansas	11	
10617195	12/14/2018	JACK	SKIMPOLE	3000 VINTAGE BLVD	HOLUALOA	AK	99801	7100	879888	dove or band-tailed pigeon	Arizona	11
34917007	12/14/2018	CATHERINE	FASTOLFE	300 WESTGATE CENTER DR	IRON RIVER	MA	01035	9589	234876	woodcock	Michigan	11
10217034	12/14/2018	DAVID	CLEVELAND	5600 AMERICAN BLVD, WEST	ONEONTA	MN	55437	1458	112333	dove or band-tailed pigeon	Alabama	12
45517014	12/14/2018	TYSON	PALVER	17 GODFREY DR	LOGANDALE	ME	04473	234567	snipe, gallinule, or coot	Nevada	12	
39117065	12/14/2018	JEFFREY	ASHE	63095 DESCHUTES MARKET RD	FORT ATKINSON	OR	97701	665444	woodcock	Wisconsin	12	
85017001	12/14/2018	LONNIE	KETTERLEY	3425 MIRIAM AVE	MIDDLE RIVER	ND	58501	2096	876668	sandhill crane	Minnesota	12
34417014	12/14/2018	HARI	CHARLES	1211 SE CARDINAL COURT	ROCKLAND	WA	98683	111434	woodcock	Maine	11	
25417034	12/14/2018	JASON	PODSNAP	8711 37TH STREET, SE	KEARNEY	ND	58401	7317	243555	waterfowl	Nebraska	11
22717145	12/14/2018	PETER	PEEBLES	911 NE 11TH AVE	SANDERSVILLE	OR	97232	4181	909778	waterfowl	Georgia	11

1823-S

ATTACHMENT J – JOBS 1, 2, 3 or 5 – BRE AND WINDOW ENVELOPES

<div>NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES</div> <div></div> <div>BUSINESS REPLY MAIL FIRST-CLASS MAIL PERMIT NO. 12874 WASHINGTON DC POSTAGE WILL BE PAID BY ADDRESSEE</div> <div>US FISH AND WILDLIFE SERVICE 10815 LOBLOLLY PINE DR LAUREL MD 20708-9904</div> <div></div>	<div>U.S. Fish and Wildlife Service Harvest Surveys 10815 Loblolly Pine Drive Laurel, MD 20708-4028</div> <div>OFFICIAL BUSINESS PENALTY FOR PRIVATE USE, \$300</div>	<div>FIRST-CLASS MAIL PRESORTED POSTAGE & FEES PAID US FISH & WILDLIFE SERVICE PERMIT NO. G-77</div> <div></div> <div></div>
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