

BID OPENING: NOVEMBER 26, 2012

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL WILLIAM (BILL) WHITE. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-0303. NO COLLECT CALLS.

FACSIMILE BID SPECIFICATIONS

U.S. Government Printing Office (GPO)
Washington, D.C.

GPO CONTRACT TERMS: Any contract which results from this Invitation 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. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

PRODUCT: Mail Packages (consisting of Survey Form, Letter, Flyers, and Envelopes).

TITLE: 2012 SURVEY OF BUSINESS OWNERS AND SELF-EMPLOYED PERSONS.

SCOPE: These specifications cover the production of 14 items, 11 of which are to be assembled into six (6) different mailing package configurations utilizing the items listed on page 4 herein, requiring such operations as printing in one- and two-colors, envelope printing and construction, binding, gathering items into sets, inserting into outgoing envelopes, packing, and distribution. Three (3) items (envelopes) shall be produced and distributed in bulk.

QUANTITY: Approximately 3,700,000 mailing packages (consisting of approximately six (6) different items: forms, letters, flyers, and envelopes). Approximately 160,000 total of three (3) bulk items (envelopes).

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GENERAL TERMS AND CONDITIONS

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

PREDOMINANT FUNCTION: The predominant production function is either the printing or the packaging (collating of individual products in proper sequence, insertion into envelopes, and sealing envelopes) as required in the "PRODUCT DESCRIPTION" section of these requirements. The required printing and construction of envelopes may be subcontracted. Any bidder who cannot perform either of the predominant functions will be declared nonresponsible.

SUBCONTRACTING: The provisions of Article 6, "Subcontracts," of Contract Clauses in GPO Contract Terms (GPO Pub 310.2, effective December 1, 1987 (Rev. 6-01)), is modified to permit subcontracting of the printing of the envelopes.

NOTE: Any operations or functions that will be subcontracted for the performance of this contract must be disclosed prior to award. As part of the responsibility, the Government may evaluate the capability of any subcontractor(s) to be utilized in the performance of this contract. The printing and binding processes are very CRITICAL to this contract. The complex collation and packaging of completely accurate sets of packages MUST also be recognized as a CRITICAL and mandatory requirement of this contract.

The prime contractor is responsible for monitoring and quality reviewing the work of all subcontractors.

PRE-AWARD PLANT SURVEY: A pre-award plant survey may be conducted by Government Printing Office and Census Bureau personnel to determine if the prospective contractor (and the subcontractor(s)) have adequate facilities and expertise to accomplish the requirements of these specifications. This pre-award survey may include inspection of the equipment on which this product will be produced.

PRODUCTION AND QUALITY CONTROL (QC) PLANS: Within five (5) workdays after award, the contractor shall furnish detailed written Production and QC Plans (see minimum requirements to be included in the PRODUCTION AND QUALITY CONTROL PLANS herein, page 18-20) to the Contracting Officer (CO). The Production and QC Plans may be submitted electronically or hard copy (six (6) copies of each). These plans must include Production and QC Plans from any and all subcontractors.

NOTE: THE GOVERNMENT RESERVES THE RIGHT TO WAIVE SOME OR ALL OF THESE PLANS.

The proposed plans are subject to Government approval. In the event that a change is required in the Production and/or QC Plans for any product, the contractor shall submit revised Production and QC plans to GPO, within three (3) workdays of notification.

POSTAWARD CONFERENCE: A post award conference will be held *at the contractor's facility*, at a date and time to be determined. The purpose of the conference will be to discuss and review with production personnel all aspects of the contractor's and subcontractor(s)' internal and external operations required to complete this contract. The contractor will conduct this conference during which time the contractor's and subcontractor(s)' previously approved Production and QC Plans will be reviewed in depth. Attending this meeting will be Government representatives to establish coordination of all required operations. A representative of all subcontractors involved must also be present, as well as representatives from **each involved production area for the primary contractor**.

QUALITY SYSTEMS AUDIT: Following the postaward conference, and after a review of the contractor's written quality control plan/procedures, the Government may conduct an in-depth audit of contractor's (and the subcontractor(s)') quality control methods, quality systems and quality plans in a formal walk-through. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. Should subcontractors be involved, a complete audit of their quality system may also be performed.

Failure to maintain the quality systems in accordance with the contractor's plan approved by the Government may result in the Government's termination of the contract for default. Performance of all elements and functions of the Quality Systems shall not relieve the contractor of responsibility for meeting all requirements in this contract.

GOVERNMENT ON-SITE REPRESENTATIVES: One (1) or more Government representatives may be present at the contractor's/subcontractor(s)' production facility to provide oversight, surveillance, and coordination, for the duration of each shift, to monitor the production, reviewing quality, labeling of shipping containers, and packaging of containers.

These representatives do not have contractual authority and cannot make changes in the specifications or contract terms but are to bring any and all defects they see to the contractor's QC official. It is the responsibility of the contractor to identify points of contact for the Government Representatives. These representatives shall have full and unrestricted access to all production areas where the Census work is being produced.

PRODUCT DESCRIPTIONS, QUANTITIES, AND SPECIFICATIONS: All the requirements of these specifications apply equally to all items unless otherwise indicated.

Item No.	Form Number and Description	Quantity	Specifications
SURVEY FORMS			
			Stock (all survey forms): White Opacified Offset Book, basis weight: 50 lbs per 500 sheets, 25 x 38", equal to JCP Code A80. Inks (all survey forms): Black and Pantone Process Cyan
1	SBO-1 (Long Form)	2,100,000	Format: 8-1/2 x 11" 8-page Looseleaf Booklet, Prints face/back; Trim 3 sides; refold to 5-1/2 x 8-1/2" with the title out (Follow furnished dummy). Image consists of type, line matter, and screen tone of 18%.
2	SBO-2 (Short Form)	1,600,000	Format: 11 x 17"; Single sheet, Prints face/back; Fold to 8-1/2 x 11"; refold to 5-1/2 x 8-1/2" with the title out (Follow furnished dummy). Image consists of type, line matter, and screen tone of 18%.
LETTERS			
3	Initial Mailout	1,865,000	Format: 8-1/2 x 11"; Single sheet, Prints face/back.; fold to 5-1/2 x 8-1/2" with Page 1 face out. Ink: Black Stock: White Offset Book, basis weight: 50 lbs per 500 sheets, 25 x 38", equal to JCP Code A60.
4	1 st Follow-up	1,140,000	
5	2 nd Follow-up	695,000	
FLYERS			
			Ink (all flyers): Black
6	Electronic Reporting	3,700,000	Format: 5-1/2 x 8-1/2"; Single sheet, Prints face-only. Stock: Canary Yellow Index, basis weight: 90 lbs per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.
7	Q&A	3,700,000	Format: 11 x 17"; Single Sheet, Prints face/back; Fold to 8-1/2 x 11"; refold to 5-1/2 x 8-1/2" with Page 1 face out. (Follow furnished dummy). Stock: White Offset Book, basis weight: 50 lbs per 500 sheets, 25 x 38", equal to JCP Code A60.
RETURN ENVELOPE			
8	SBO-20	3,700,000	Format: 5-3/4 x 8-3/4" (after construction), plus flap. Prints face and back, before manufacture, including a security tint inside envelope. Ink: Black Stock: White Wove or Writing, basis weight: 24 lbs per 500 sheets, 17 x 22" with a minimum bursting strength of 24 lbs per square inch, equal to JCP Code V20. Open windows: Face of envelope to contain two open, die-cut windows, see "Envelope Printing and Construction" below for requirements.
9	SBO-CORR(E)	65,000	
10	SBO-CORR(S)	15,000	
OUTGOING ENVELOPES			
			Stock (all outgoing envelopes): White Wove or Writing, basis weight: 28 lbs per 500 sheets, 17 x 22" with a minimum bursting strength of 28 lbs per square inch, equal to JCP Code V20. Ink (all outgoing envelopes): Black
11	SBO-10(I)	1,865,000	Format: 6 x 9-5/8" (after construction), plus flap. Prints face and back, before manufacture, including a security tint inside envelope. After manufacture, image appears on the side opposite the seams (front of envelope).
12	SBO-10(F1)	1,140,000	
13	SBO-10(F2)	695,000	Open windows: Face of envelope to contain two open, die-cut windows, see "Envelope Printing and Construction" below for requirements. DO NOT COVER WINDOW.
14	SBO-10(CORR)	80,000	Format: 6-1/16 x 9-1/2" (after construction), plus flap. Prints face and back, before manufacture, including a security tint inside envelope. After manufacture, image appears on the side opposite the seams (front of envelope). Covered window: Face of envelope to contain one open, die-cut windows, see "Envelope Printing and Construction" below for requirements.

For each item – Plus/Minus NONE - Shortages WILL NOT be accepted; therefore, the contractor is cautioned that they will be required to make-up any shortages at no additional cost to the Government. The above quantities are exclusive of all Prior to Production Samples and Census Quality Assurance Random Copies, which the contractor MUST produce.

NOTE: All items, *except envelopes*, SHALL be produced using Offset Lithographic processes; Flexographic printing is NOT acceptable. If survey forms are produced on a web press, it must be a heat set or equivalent process. The survey forms must be printed on a press capable of printing two colors in a single pass through the press (minimum two printing units). The Pantone ink used for the survey forms SHALL NOT contain any black pigment. In addition, the use of automated color/density QC on press (i.e., closed loop color control system) must be used for printing the survey forms.

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.

Contamination of products with a material that is harmful, or may be perceived by recipients as harmful, poses a potentially significant risk to the success of the Census operations. Therefore, the use of any powders in printing and finishing processes is not permitted. The contractor also shall minimize excess dust and paper fibers through the control of dust causing agents from dull slitters, dull cutter knives, etc. The contractor shall change cutters and knives at regular intervals to ensure paper dust is not generated, and shall ensure all such measures are addressed in the contractor's Production and QC Plans.

MARGINS: Follow trim marks provided in the furnished electronic media. Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except, form number, and revision date, must not print on finished product.

NOTE: *The first 100 copies (50 each) of items 1 and 2 (Survey Forms), printed, trimmed, and folded to final size are to be shipped (via next day delivery) to the Suitland, MD destination – see distribution).*

BARCODES (For Items 1 and 2 (Survey Forms)): Each page will have a barcode on the lower right side of the page (provided in the electronic files). The barcode will be an Interleaved 2 of 5 barcode with the CPI set at 9.5 at a ratio of 2.9:1. The barcode contains a 5-digit form number, 2-digit page number and a check digit. A text version of the information will appear on the **upper** right side of the page.

NOTE: Barcodes or any individual bars measuring less than ¼” on the short side will be rejected.

ENVELOPE PRINTING AND CONSTRUCTION: All printing (e.g. print contrast ratio, Facing Identification Marks (FIM), etc.) shall comply with all applicable USPS Regulations and Business Reply mail requirements and must qualify for High Volume Qualified Business Reply Mail (QBRM) mailing status. Refer to the latest version of the USPS Domestic Mail Manual; USPS Publication 25, Designing Letter and Reply Mail, July 2003; and the USPS Quick Service Guide 507a, Business Reply Mail Layout Guidelines (S507.9.8); and USPS Notice 67 USPS September 2000 (transparent template). Envelope printing shall be in accordance with the requirements for the style envelope ordered and shall conform to the mail piece design supplied by the Census Bureau and approved by the USPS. Text print quality shall conform to all USPS print quality requirements, for example reflectance, background print contrast ratio (PCR), character PCR, voids, and skew.

Items 8 thru 14 (All Envelopes) will require a security tint. The security tint shall not show through the envelope nor interfere with USPS equipment reading the FIM/OCR/barcode read areas (i.e., no show-through of ink). The contractor may use his own design for pantograph but shall ensure complete opacity and prevent show through of any material contained therein. The Contractor shall not print tint on the inside flap and in the area that falls directly behind the die-cut window (type matter prints in this area) and in the area that falls directly behind the FIM barcode clear zone area after construction.

Construction (All Envelopes): Envelopes are to be open side, with side seams. Envelopes must be sufficiently high cut so as to prevent the flap adhesive from contacting the envelope contents. A minimum flap depth 1-7/8", maximum 2-1/8" is required and the sides of flap must angle a minimum of 20 degrees and have rounded comers.

Return Envelopes (Items 8, 9, and 10)—Flap must have commercial point with rounded corners. Square-cut flap is NOT acceptable. Exhibit (electronic version) of flap requirement available upon request.

Windows (All Envelopes): The long dimension of the windows shall be parallel to the long dimension of envelope. Rounded corners on ALL die-cut windows. NOTE: EXACT SIZE AND PLACEMENT IS CRITICAL TO THE TO THE LABELING AND BARCODE SCANNING OPERATION.

Item 8 - Face of envelope to contain two (2) open, die-cut address windows. Right side window (3/4 x 4") is located 2-3/4" from bottom edge and 3-3/4" from left edge of envelope. Left side window (1/2 x 3-1/2") is located 1-1/4" from bottom edge and 1/4" from left edge of envelope.

Items 9 and 10 - Face of envelope to contain two (2) open, die-cut address windows. Top window (5/8 x 4") is located 3-1/8" from bottom edge and 4" from left edge of envelope. Bottom window (1/2 x 4") is located 3/4" from bottom edge and 4" from left edge of envelope.

Items 11 thru 13 - Face of envelopes to contain two (2) open die-cut address windows. Right side window (2-1/2 x 3-1/2") is located 1-1/4" from bottom edge and 5" from left edge of envelope. Left side window (1-1/2 x 3-1/2") is located 1-1/4" from bottom edge and 7/8" from left edge of envelope. There is a 5/8" space between the two windows.

Item 14 - Face of envelope to contain one (1) covered, die-cut address window. The window (2-1/2 x 4") is located 1-1/2" from bottom edge and 4-3/4" from left edge of envelope. The contractor shall use transparent polystyrene or suitable transparent material, securely glued on all four (4) edges to the inside of the envelope.

Flap Adhesive (All Envelopes): The flap adhesive must be in accordance with Commercial Item Description (CID) A-A1446C). All sealing flap adhesives shall be the water-activated types of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying. Adhesive shall be uniformly applied and have a minimum thickness of 0.0006" and shall be applied along the length of the flap, extending almost to the flap edge, with not more than 1/2" unapplied space at each end of the flap. The flaps shall be capable of being quickly and securely sealed using fingertips after moistening the adhesive. When opened 15 to 20 seconds after sealing, the flap shall pull fibers from the body of the envelope from not less than 75% of the adhesive area. Flap adhesive must cover at least 60% of the area of the flap beyond the throat. All adhesive shall be clean and free from offensive odor and ingredients that would discolor the paper.

Seam Adhesive (All Envelopes): The seam adhesive shall extend almost the entire length of the seam, with not more than 1/2" unapplied space at the beginning of the top seam overlap and no more than 1/2" unapplied space at the bottom edge of the envelope. The width of the adhesive on the side sealed seams must be no less than 3/16". The seam adhesive shall be applied so that it is continuous. All adhesive shall be clean and free from offensive odor and ingredients that would discolor the paper.

GOVERNMENT TO FURNISH:

Platform: Windows XP
Storage Media: DVD
Software: Adobe Acrobat 10

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

Fonts: All printer and screen fonts will be embedded.
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: Files will be furnished in PDF format.
Laser color composites from PDF files.

- GPO 952 Form furnished with each disk.
- One (1) construction dummy of each mailing package type.
- GPO Form 892 proof label.
- One reproduction proof, Form 905 with labeling and marking specifications.
- One (1) piece of line camera copy for special Census shipping container label, image size (8 x 5").

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

The contractor must have the following on hand:

- The latest version of the USPS Domestic Mail Manual
- Time/Date Stamp Machine

Government Representatives at every location where any production operations will occur, including all subcontractor locations, must be furnished the following:

- Office space with a desk and 2 (two) work tables, telephone capable of receiving and making outside telephone calls including long distance capability. The contractor will be reimbursed for any charges/toll calls made by Government Representatives upon presentation of voucher and verifiable documentation. The office must be in an enclosed secured area adjacent to the production operation(s).
- Unlimited access to a nearby copier, fax machine, printer, and high-speed (T1, broadband) internet access .
- For PSIs, the contractor/subcontractor(s) shall make available a space with standard lighting conditions for the Government Representatives to review product samples (i.e., PIA/GATF 5000K).

Electronic Prepress: Prior to Image Processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, median damage to data corruption that might interfere with proper file imaging must be reported to the contract administrator. Contractor must notify the Government as soon as necessary in order to comply with the shipping schedule. In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level. Output must be generated on high resolution image processors with minimum 2400 dpi and minimum 150 line screen.

NOTE: Unless waived by the Government, contractor will be required to print a small symbol within the trim area on each signature; which will be honed off after color standards are established and approved during the PSI.

PAPER SAMPLES FOR ITEMS 1 and 2 (Survey Forms): Prior to commencement of any production of the contract production quantity and for each paper manufacturing run, the contractor shall submit to the Government, not less than 50 blank paper samples in original, unaltered condition to be used in the production of the contract requirements for Items 1 and 2, White Opacified Offset Book, basis weight 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80). Each sample shall be approximately 8-1/2 x 11" and must be of the kind and quality required by the specifications.

NOTE: Sampling shall be conducted in accordance with the current edition of the standard method described in TAPPI T-400, Sampling and Accepting a Single Lot of Paper, Paperboard, Containerboard, or Related Product.

A covering document shall accompany each sample set and must include the following information: A) the GPO Jacket Number; B) the mill or manufacturing run number; C) the manufacturer's test data obtained at regular intervals throughout the manufacturing run (for ALL properties in this specification including CIELAB measurements, a three-dimensional coloring measurement system); D) a description of the paper; and E) a statement certifying that sampling was conducted in accordance with TAPPI T-400. The cover document which includes the information required for B, C, and E, requires a signature from the paper manufacturer's official who is responsible for sampling, quality control, and quality assurance.

INK DRAWDOWNS FOR PANTONE PROCESS CYAN: Prior to commencement of any production of the contract production quantity and for each ink manufacturing run, the contractor shall furnish not less than five (5) ink drawdowns on the 8-1/2 x 11" paper stock required for Items 1 and 2. The contractor shall also furnish the manufacturer's CIELAB data from the lot of ink they are using on a cover sheet identifying the Purchase Order and Jacket Number.

SUBMIT PAPER AND INK DRAWDOWN SAMPLES TO: U.S. Government Printing Office, Customer Services, Attn: AST4, Contract Administrator for Jacket 376-179, Room C-834, Stop CSAPS, 732 North Capitol Street, NW, Washington, DC 20401. The container and accompanying documentation shall be marked PAPER AND INK

DRAWDOWN SAMPLES, and shall include the GPO Purchase Order and Jacket Numbers.

The Government will approve, conditionally approve, or disapprove these samples within ten (10) work days 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 therefore.

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.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the CO shall automatically extend the shipping schedule in accordance with the procedures as indicated in Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the prior to production samples and final product prior to approval of the samples submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

Following approval of the paper, ink, and proofs, contractor must notify GPO at least three (3) workdays prior to press run of the prior to production samples. The contractor must not produce prior to production samples prior to receipt of an "OK to print for proofs, paper and ink samples."

PROOFS:

- *All Items* – Three (3) sets of digital color content proofs. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product. **NOTE:** Proofs for envelopes must indicate die-cutting, gum/adhesive areas, seams, windows, flaps, and security tints. Proofs for envelopes must also show un-constructed outline of envelope, including flap.
- *Items 1 and 2 (Survey Forms) Only* – Three (3) sets of one-piece composite laminated halftone [color] proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. Proofs must show dot structure and be in press configuration.

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

NOTE: Inkjet proofs will not be accepted.

Pantone color may be substituted with a similar color.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for these additional proofs. Such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "O.K. to print."

PROOF SUBMISSION AND APPROVAL:

Submit two (2) sets each of color content and laminated color proofs together with GFM, GPO proof label, and return shipping label to: U.S. Census Bureau, ACSD/PSB/3J426, 4600 Silver Hill Rd. Suitland, MD 20746 ATTN: Benjamin Dunlap (301-763-6187). Delivery required prior to 3:30 pm.

Submit one (1) set each of color content and laminated color proofs to: U.S. Census Bureau, NPC QAPS, Building 61, 1201 East Tenth Street, Jeffersonville, IN 47132. Delivery required prior to 3:30 pm.

Furnished proof label must be filled in by the contractor and used on all proof packages.

NOTE: One set of proofs will be returned to contractor; two sets of proofs will be retained by Census Bureau. Contractor **SHALL** call GPO Contract Compliance at 202-512-0520, or e-mail information to compliance@gpo.gov, immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department.

PRIOR TO PRODUCTION SAMPLES: After approval of the paper, ink samples, and proofs, the contractor shall submit not less than 200 printed samples each of Items 1 and 2 (trimmed and folded to final size) PLUS 100 printed/constructed samples each of Items 8, 10, 11, and 14 (die-cut and constructed in accordance with the specifications).

All samples must be printed and constructed, and must be of the size, kind, and quality that the contractor will furnish, and must comply with these specifications. These samples **MUST** be produced on the exact equipment and in the facility proposed to be used for the final production run. Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials. If machine processing of the final product is indicated in the specification, the samples will be tested and must function satisfactorily on the equipment indicated.

Distribution of Prior-to-Production Samples:

Quantity	Description	Ship Directly to
100	Items 1 and 2	U.S. Census Bureau, ACSD/PSB/3J426, 4600 Silver Hill Road, Suitland, MD 20746, ATTN: Benjamin Dunlap (301-763-6187)
50	Items 8, 10, 11, and 14	
100	Items 1 and 2	U.S. Census Bureau, NPC QAPS (812-218-2281), Building 61-C, 1201 East Tenth Street, Jeffersonville, IN 47132
50	Items 8, 10, 11, and 14	

NOTE: The contractor is to deliver all samples via traceable means. The containers and accompanying documentation are to be marked "**PRIOR TO PRODUCTION SAMPLES**" and are to include the GPO Purchase Order and Jacket Numbers. The samples must be submitted in sufficient time to allow Government testing of the samples, followed by production and shipment in accordance with the shipping schedule.

Contractor must call GPO Contract Compliance Section at 1-800-424-9470 or 9471, or email information to compliance@gpo.gov immediately upon sending/delivering samples and immediately upon receiving approval and/or notification that the samples are available for pickup at the department.

The Government will approve, conditionally approve, or disapprove these samples within five (5) workdays. Approval or conditional approval will not relieve the contractor from complying with the specifications, and all of the other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval will state the reasons therefore.

If the Government disapproves of the samples, the Government may require the contractor to submit additional samples for inspection under the time, 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.

In the event that the samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the CO shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the samples submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

PRESS SHEET INSPECTIONS (PSI) (Prior to Production Samples for Items 1 and 2 (Survey Forms) and Items 8, 10, 11, and 14 (Envelopes) AND Final Production of ALL items): Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued June 2003. NOTE: A PSI is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

BINDING INSPECTIONS (Prior to Production Samples for Items 1 and 2 AND Final Production of ALL items): Binding operations (trimming and folding,) will be inspected and approved at contractor's plant for quality conformance.

CONVERSION/CONSTRUCTION OF ENVELOPE INSPECTION (For Prior to Production Samples AND Final Production of ALL items): The conversion/construction of the envelopes will be inspected at the contractor's (or subcontractor's) plant to ensure that the envelopes are in conformance with these specifications.

GATHERING/ASSEMBLY AND INSERTION INSPECTION: The gathering, assembly, and insertion of ALL mailing packages will be inspected at the contractor's (or subcontractor's) plant to ensure that the envelopes are in conformance with these specifications.

PRESS SHEET, BINDING, ENVELOPE CONVERSION/CONSTRUCTION, AND GATHERING/ASSEMBLY/INSERTING INSPECTIONS: Government representatives have the option to attend inspections for all production phases, including subcontractor operations. Prior to conducting press sheet, binding, envelope conversion/construction, and gathering/assembly/inserting inspections, the contractor shall provide the Government with at least three (3) workdays notice (between the hours 8:30 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday). The contractor shall not begin printing, finishing, envelope conversion or assembly inspections, without an OK'd Sheet/Form for each item, unless otherwise agreed upon before the production run. The contractor shall not begin any new phase of production until the Government inspects and gives approval. The Government reserves the right to waive any inspection. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

NOTE: When these supplies are not ready at the time specified by the contractor for inspection or test, or an unreasonable amount of time, is taken to produce satisfactory press sheets, imaged sheets, finished products, etc. (i.e.,

more than 2 hours) the CO will charge the contractor for any additional cost of the inspection or test. The CO will also charge the contractor for any additional cost of the inspection or test when prior inspection makes re-inspection or retest necessary.

GATHERING/ASSEMBLING AND INSERTING SEQUENCE: Strict attention is required when gathering individual component items, taking care that the specified items are inserted in the appropriate package type. Items must be gathered in sequence indicated below and inserted with the 8-1/2" folded edge of the survey form, letter, flyer, and the flap fold of the return (BRE) envelope at the bottom of the package. The top half of page 1 of the survey form must be visible through the window of the outgoing envelope and the top half of page 1 of the Q&A flyer must face the window side of the envelope. The letter and electronic flyer must be inserted facing the seam side (back after construction). Follow furnished package dummies.

Package Type	Components					Inserted into	Quantity Sealed
1-A	Long Form (Item 1)	Flyer (Q&A) (Item 7)	BRE (Item 8)	Flyer (Electronic) (Item 6)	Initial Ltr (Item 3)	SBO-10(I) (Item 11)	1,050,000
1-B	Long Form (Item 1)	Flyer (Q&A) (Item 7)	BRE (Item 8)	Flyer (Electronic) (Item 6)	1 st F/U Ltr (Item 4)	SBO-10(F1) (Item 12)	650,000
1-C	Long Form (Item 1)	Flyer (Q&A) (Item 7)	BRE (Item 8)	Flyer (Electronic) (Item 6)	2 nd F/U Ltr (Item 5)	SBO-10(F2) (Item 13)	400,000
2-A	Short Form (Item 2)	Flyer (Q&A) (Item 7)	BRE (Item 8)	Flyer (Electronic) (Item 6)	Initial Ltr (Item 3)	SBO-10(I) (Item 11)	815,000
2-B	Short Form (Item 2)	Flyer (Q&A) (Item 7)	BRE (Item 8)	Flyer (Electronic) (Item 6)	1 st F/U Ltr (Item 4)	SBO-10(F1) (Item 12)	490,000
2-C	Short Form (Item 2)	Flyer (Q&A) (Item 7)	BRE (Item 8)	Flyer (Electronic) (Item 6)	2 nd F/U Ltr (Item 5)	SBO-10(F2) (Item 13)	295,000

NOTE: Sealing of the outgoing envelopes must not neither affect the adhesive on the return envelopes nor cause damage to the inserted items (e.g., rippling due to excessive moisture).

PACKING: Contractor is to ship the prior to production samples to each destination using chip board on top and bottom of products packed into each carton. Secure products within the carton, keeping them from shifting in transport and ensuring no damage in shipping.

Pack and palletize the sealed and unsealed package variations separately and identify with Package Type. No internal wrapping or packaging. Pack suitable, uniform quantities in new shipping containers with a minimum of 275 lbs per inch bursting strength or a minimum edge crush test (ECT) of 44 pounds per inch width. All containers that are only partially complete must have sufficient filler material to guarantee that packages remain flat and straight. Pack packages standing up, in only one layer/one row, with top edge (flap fold) of sealed outgoing envelopes up, and the windows facing the same direction. Contractor to pack in such a way as to guard against crushing packages/shipping containers in transit. **Packed shipping containers must not exceed 45 pounds when fully packed.**

Shipping containers must be labeled with the identity and quantity of their contents.

Contractor to pack in such a way as to guard against crushing packages/shipping containers in transit.

Pack excess items separately and identify with Item Number and Form Number. No internal wrapping or packaging. Pack suitable, uniform quantities in shipping containers. Place a full piece of chipboard between stacks in each shipping container. **Packed shipping containers must not exceed 45 pounds when fully packed.**

Wood pallets are required **with single continuous stringer**. Plastic or pressboard pallets are NOT acceptable. Pallets must be L 48 x W 42". Full-two sided entry on the 42" width; **Four-way entry pallets are prohibited**. Strict adherence to these dimensions is necessary to accommodate storage requirements. Pallets to have no more than eight (8) cartons per layer, with carton labels facing out, and packed no more than six (6) layers high. Cartons must be stacked on the pallets so that the length of the cartons run in the opposite direction to the row of cartons beneath (i.e., interlocking, 90-degree palletizing scheme). All cartons labels MUST face out and must be secured on the pallet by shrink- or

stretch-wrapping the entire pallet (including top and bottom). Maximum height allowed, including pallet, is 48". **DO NOT MIX PACKAGE TYPES AND ITEMS ON PALLETS.**

LABELING AND MARKING: Reproduce shipping container label from furnished camera copy, fill in appropriate blanks and attach to shipping containers. Reproduce shipping container labels for all packages, reproduce on colored stock as follows: Initial (Long Form) Mailing Pack – Green; 1st Follow-up (Long Form) Mailing Packages – Blue; 2nd Follow-up (Long Form) Mailing Packages – Pink; Initial (Short Form) Mailing Packages – Yellow; and 1st Follow-up (Short Form) Mailing Packages – Lavender; 2nd Follow-up (Short Form) Mailing Packages – White.

For orders requiring more than one container, each container must be labeled to indicate what box of how many. (Example: 1 of 3, 2 of 3, 3 of 3)

NOTE: Carton shipping labels must indicate correct and complete Form Number and Edition Date as indicated on finished product within each carton.

Each container label must be numbered in numerical sequence of production and of each other.

Pallets must have tags labeling the identity of the item, package type (Initial (Long Form), 1st Follow-up (Long Form), etc) and pallet number (such as 1 of 50, 2 of 50 etc). Produce pallet tags on colored stock to match mailing package carton labels above. **The number of cartons on the pallet is to be indicated on the pallet tag.**

CAUTION: Noncompliance with the labeling and marking specifications may be cause for the Government to reject the shipment at destination and return it to the contractor at contractor's expense. After giving notice of the deficiency and affording the contractor an opportunity and reasonable time to correct, the Government may, at its option, re-label and/or remark in accordance with these specification and charge all costs to the contractor. (SEE GPO Publications 310.2, as revised 6-01. (Supplemental Specification, Labeling and Marking Specifications, Section 11)

DISTRIBUTION: Ship f.o.b. destination. All expenses incidental to returning materials and submitting proofs must be borne by the contractor.

- Ship f.o.b. destination (via next day delivery) the **first 100 copies** (printed, trimmed, and folded to final size) **of the Survey Forms** to: U.S. Census Bureau, ACSD/PSB/3J426, 4600 Silver Hill Road, Suitland, MD 20746, ATTN: Benjamin Dunlap (301-763-6187). *Containers and any accompanying documentation shall be marked "PRODUCTION COPIES – FIRST-OFFS."*
- Ship f.o.b. destination all mailing packages, bulk copies of items 9, 10, and 14, and excess copies ordered to: U.S. Census Bureau, Attn: Howard Dick (812-218-2412, Receiving Dock 60F, 1621 Dutch Lane, Jeffersonville, IN 47132. **Deliveries must be made between the hours of 8:30 a.m. and 3:00 p.m. (Eastern Time), Monday through Friday, excluding Federal holidays.**

NOTE: Contractor must notify Howard Dick (812-218-2412) to notify him that shipment has been made and expected delivery date and an e-mail notification of same to howard.l.dick@census.gov and benjamin.g.dunlap@census.gov.

- Ship the GFM to: U.S. Census Bureau, ACSD/PSB/3J426, 4600 Silver Hill Road, Suitland, MD 20746, ATTN: Benjamin Dunlap (301-763-6187).

SCHEDULE:

DATE	EVENT
On or Before: December 17, 2012	Award of Contract - GFM for all items will be available for pickup at the U.S. Government Printing Office, 27 G Street, NW, Washington, DC 20401.
Within five (5) workdays after award	Provide Production and Quality Control Plans due to the Government.
To be determined after award	Postaward Conference to be held at the contractor's facility.
Suitable date to comply with production schedule	Submit proofs for all items as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld five (5) workdays from receipt in the Census Bureau until they are made available for pick up by the contractor.
Suitable date to comply with production schedule	Submit Papers and Ink samples as soon as the contractor deems necessary in order to comply with the shipping schedule. Samples will be withheld ten (10) workdays from receipt at GPO until they are made available for pick up by the contractor.
Inspection dates to comply with production schedule	The contractor must notify the GPO of the date and time the press sheet, binding, construction, and assembly inspections can be performed. In order for proper arrangements to be made, notification must be given at least 3 (three) workdays prior to each inspection. Notify the GPO, Contract Management Division, Quality Control for Procured Printing Section (PPSQ), Washington, DC 20401, or telephone area code 202-512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time).
Suitable date to comply with production schedule	Delivery of Prior to Production Samples of all items.
Within five (5) workdays after receipt of Prior to Production Samples by the Government	Approval, conditional approval, or disapproval of prior to production samples.
To arrive at destination on or before March 29, 2013	DELIVER COMPLETE: Contractor must deliver all packages and bulk copies of items 9, 10, and 14.
To arrive at destination on or before April 5, 2013	Ship excess materials and return Government-furnished materials complete to arrive at destinations.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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.

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free numbers are 1-800-424-9470 or 9471 and for calls originating in the Washington, D.C. area, (GPO to provide). Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.

QUALITY ASSURANCE REQUIREMENTS

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

Product Quality Levels:

- (a) Printing Attributes -- Level II
- (b) Finishing Attributes -- Level II
- (c) Exception -- Exceptions as listed within.

Additional Quality Tolerances for Survey Forms, Envelopes, and Packages specified herein.

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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instructions: In the event that the Government waives inspection of press sheets, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Proofs; Average Type Dimension in Publication; Electronic Media.
- P-9. Pantone Matching System.

Acceptable Quality Levels:

Survey Forms

Critical Defects – 0.10 defects per 100 items
 Total Defects --- 4.0 defects per 100 items

Other Items

Critical Defects – 1.0 defects per 100 items
 Total Defects --- 6.5 defects per 100 items

The most restrictive attribute or tolerance shall govern in all cases.

Information loss (e.g., a cut off page number) shall be assessed a critical defect.

SPECIFICATIONS FOR COLOR MATCH ON SURVEY FORMS The color match for Pantone Process Cyan ink is termed a “dropout color” for survey forms only. The dropout ink shall not contain any black pigment.

Density measurements shall be made with a spectral response ISO/ANSI Status T, D50 illumination, following ANSI CGATS.4-1993 Graphic technology-Graphic arts reflection densitometry measurements-Terminology, equations, image elements and procedures, and following manufacturer’s recommendations for calibration and operation of the instrument.

All density measurements shall be relative measurements (substrate excluded). All density measurements to determine conformance to specifications must be made to dry ink film. When measurements relative to wet ink films are made (e.g., for process controls), the correlation between wet and dry shall be established.

TARGET INK DENSITIES: The Pantone Process Cyan ink status T density, cyan filter nominal value for the survey forms shall be set by measurements of the specified standard (O.K. press sheet). The target nominals will be set at the PSI.

The black solid status T density, visual filter, nominal value for the survey forms shall be set by measurements of the specified standard (O.K. press sheet). Solid black target nominals will be set at the PSI.

ADDITIONAL TOLERANCES AND DEFINITIONS

SURVEY FORMS TOLERANCES

Color Match: All tolerances are from the nominal values. The following tolerances apply after the nominal values have been established at the PSI. These tolerances include equipment variation of ± 0.02 for the densitometer.

Characteristic	Tolerance
Solid Pantone Process Cyan ink Density: Cyan Filter	± 0.05
Black Solid Density (Visual Filter)	± 0.05

Classification of Defects	Class of Defect
Exceeding tolerance for Solid Pantone Process Cyan Ink Measurements	Critical
Exceeding tolerance for black solid on survey forms	Major
A visible density shift in a screen tone of Pantone Process Cyan on survey forms (viewed under standard viewing conditions)	Major

- Any unspecified black or pantone process cyan ink image bleed shall be classified as a Critical defect.
- Image size - The printed image on any page shall not vary more than 1/16" from the specified dimensions. Nonconformance with this requirement shall be classified as a critical defect.
- Damaged Survey Forms - There shall be no tears longer than 1/32", no dog-ears, and no creased or folded over wrinkles on the Survey Forms. There shall be no wrinkles displacing the lead edge of the Survey Forms more than 1/16" from a flat surface on which an unfolded sheet is laid. Nonconformance with this requirement shall be classified as a Major defect. Other wrinkles shall conform to GPO Publication 310.1, Attribute F-8. Product Quality Level II.
- Spots and Extraneous marks on Survey Form inside variable content areas (check boxes and answer zones) shall not exceed 0.30 square mm in size and anywhere on the Survey Forms shall not exceed 0.60 square mm in size. This requirement does not supersede the barcode specification. Nonconformance with this requirement shall be classified as a Major defect. Strike-through (bleed-through) shall be evaluated as spots or extraneous marks. When evaluating strike-through, the Survey Form shall be placed printed side down on a black backing per ANSI CGATS.4-1993 and measured under standard viewing conditions.

BARCODE QUALITY: A barcode with an ANSI grade of D or F shall be assigned a major defect. An unreadable barcode shall be assigned a critical defect.

ENVELOPE TOLERANCES :

- Envelope Size: $\pm 1/16"$
- Window Size: $\pm 1/32"$
- Window Location: $\pm 1/16"$
- Damaged Envelopes: There shall be no cuts or tears greater than 1/32", and no creased or folded-over wrinkles on envelopes.
- All applicable image position tolerances shall meet USPS requirements. The return envelope shall meet the USPS Domestic Mail Manual High Volume Qualified Business Reply Mail (QBRM) requirements in all respects.

Nonconformance with these requirements shall be classified as a Critical defect.

Other image position tolerances shall conform to GPO 310.1, Product Quality Level II.

Nonconformance with other tolerances shall be classified as a major defect unless otherwise stated.

NOTE: The contractor shall reimburse the Government for any loss of postal discount for products produced out of USPS specifications.

MAIL PACKAGE TOLERANCES:

- A critical defect shall be assigned if an item is missing from a mailing package or if an incorrect item is in the mailing package.
- A major defect shall be assigned if a mailing package contains duplicate, out of sequence, or incorrect orientation of items in a mailing package.
- A critical defect shall be assigned if the entire designated address area (including new IMB area through

second window opening) on the survey form do not show through the window of the outgoing envelope.

The most restrictive attribute or tolerance shall govern in all cases. Nonconformance with the above tolerances for forms and envelopes shall be classified as a critical defect unless otherwise specified. The tighter requirement governs in all cases.

NOTE: The contractor is responsible for excess processing costs incurred for furnishing products that do not meet specifications.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to U.S. Census Bureau, Attn: Howard Dick (812-218-2412, Receiving Dock 60F, 1621 Dutch Lane, Jeffersonville, IN 47132. **Deliveries must be made between the hours of 8:30 a.m. and 3:00 p.m. (Eastern Time), Monday through Friday, excluding Federal holidays.**

A copy of the specifications and a signed Government-furnished certificate of selection must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. The purchase order/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

CONTRACTOR QUALITY CONTROL (QC) SAMPLES AND CENSUS QUALITY ASSURANCE RANDOM COPIES (QARCs): The contractor shall select random samples for QC testing which meet the Government quality requirements. In addition to this QC pull the contractor shall select Census QARCs for review by the Government independent of their own QC samples. All samples pulled for Census quality assurance will not be considered part of the delivered quantity. The contractor shall devise a plan for selecting QC samples that works within the constraints of the process, but which also satisfies the appropriate number of samples to meet Government quality expectations. The samples shall be made immediately available for inspection by on-site government representatives.

While the contractor shall use the Contractor QC sample for its internal quality control, that sample must also be provided, upon request and immediately, to the on-site independent Government representative(s) for an independent analysis of the sample.

The contractor shall select QC samples as specified below. Census QARCs are to be pulled in conjunction with the Contractor QC samples, however, the contractor is not to evaluate, in any way, the Census QARCs. Rather the contractor is required to pull the sample, and only mark as instructed below. The on-site Government representatives will inspect the Census QARCs. If no government representatives are present on-site, each day at the end of the last shift, the contractor shall segregate the day's samples by shift and ship them via overnight express service to the address below. Each day's shipment shall be accompanied by a shipping document with the following information: 1) GPO Jacket number 2) Census form number (e.g., SBO-1); 3) Number of samples for each shift; 4) Shipment date (not sample date).

Printing (All Products): After approval of all proofs and press sheet inspection (if required), starting with the first day of production for printing (for all products), the contractor shall, during each day and each production run, randomly select one (1) sample pair (one for the contractor's QC and one for the Census QARC) every 20 minutes of each type of press sheet from each press line produced that day.

- Each sampling shall be distributed throughout the day and/or throughout the printing process.
- Each sample shall be: 1) Date and time stamped by machine when the sample is pulled; 2) Shift noted on the sample; 3) Press number noted on the sample; and, 4) pallet number and location identifier from which the sample was pulled (if applicable).

The contractor shall develop a method for selecting the press sheet samples that is acceptable to the Government. For example, if the survey form is printed roll-to-roll, the samples may be selected from the tail of each output roll.

Finishing Samples (including envelope conversion/construction): If finishing for survey forms and envelopes is performed as a separate operation, after approval of finishing, starting with the first day of production for survey forms and envelope production, the contractor shall, during each day and each production run, randomly select one (1) sample pair (one for the contractor's QC and one for the Census QARC) every 20 minutes of item produced that day from each production line. If the operations are combined into one continuous operation, one (1) sample pair (one for the contractor's QC and one for the Census QARC) every 20 minutes of each type of item produced from that one continuous operation are required.

- Each sampling shall be distributed throughout the day and/or throughout the finishing process.
- Each sample shall be: 1) Date and time stamped by machine when the sample is pulled; 2) Shift noted on the sample; 3) Machine number noted on the sample; and, 4) Carton number or pallet number and location identifier from which the sample was pulled (if applicable).

Insertion and Package Assembly: After all approvals are received on inspection of the assembled product and starting with the first day of package assembly, the contractor shall, during each day and each production run for each machine, randomly select one (1) **sample pair of mailing package** (one for the contractor's QC and one for the Census QARC) of each package type every 20 minutes from each assembly line produced that day.

- Each sampling shall be distributed throughout the day and/or throughout the finishing process.
- Each sample package shall have the following noted thereon: 1) Date and time stamped by machine when the sample is pulled; 2) Shift the sample was pulled; 3) Assembly line number from which the sample was pulled; and, 4) Carton number from which the sample was pulled (if applicable).

The contractor shall ship the Census quality assurance random samples to the Government after the Government completes its inspections. The contractor shall have the option of shipping the samples via traceable means or by segregating the samples into their own cartons and shipping the cartons as a part of a regular shipment of finished product to the Government. The cartons shall be labeled "QUALITY SAMPLES ATTN: QAMS". The cartons shall be shipped to: U.S. Census Bureau, Attn: QAMS, Building 61C, 1201 East 10th Street, Jeffersonville, IN 47132.

All QC samples shall be produced at no additional cost to the Government. The right of the Government to make general or specialized tests and inspections DOES NOT RELIEVE THE CONTRACTOR OF ANY RESPONSIBILITY. Performance of all elements and functions of the quality systems shall not relieve the contractor for meeting all requirements of the contract.

CONTRACTOR'S PRODUCTION AND QUALITY CONTROL PLANS

The minimum requirements to be included in the Production and QC Plan are as follows:

Production Plan: The prime contractor shall submit a Production Plan which shall include such items as a detailed listing of all production equipment to be utilized on this program. If new equipment is to be utilized, documentation of sources, delivery schedule, and installation dates are required. A production plan for each subcontractor shall be submitted as part of the overall production plan. Minimum requirements to be included, but not limited to, are –

- A flow chart containing the proposed overall, step-by-step methods of production.
- Purchase and delivery dates for paper and ink supplies.
- The number and types of equipment for production of each product/package, including the net operating capacity of each piece of equipment.
- If, at any point during the performance of this contract, the production assembly equipment is changed, the production plan must be updated and provided to the CO for approval.
- The proposed scheduled startup dates of all phases of production (i.e., printing, folding, assembly, etc.); length of the production period for each operation; anticipated hourly completion rates per each equipment; quantity completion rate per production day for each production and operation; and, number of days and work shifts.
- How the coordination will be handled from one production phase to the next.
- The name and title of the person responsible for each production phase (i.e., Quality Control Officer).
- How subcontracting production phases are coordinated and who (name and title) is responsible for these phases.
- Transportation and storage of each product, including the storage of final product until final shipment is made.
- Any other special requirements which the contractor deems necessary to successfully perform the contract.

QC Plan: The prime contractor shall write and initiate, prior to startup, and maintain throughout the life of this contract, a QC Plan to assure conformance to all requirements of this contract. A Quality Systems Plan shall be documented in the QC Plan. The plan should also address what actions will be initiated by the prime contractor and subcontractor when defects are detected. The QC Plan shall assure the quality of components from subcontractors and subsidiary plants.

QC Elements shall include: 1) Evaluation of Government-furnished material; 2) Assurance that materials (e.g., paper and ink) meet requirements; 3) Assurance that components from different sources (subcontractors and subsidiary plants) will be compatible BEFORE the start of production; 4) Process controls, inspections, and tests; 5) Quality information including records of process controls, inspections, and tests, management reports, and problem cause elimination procedures. Records of process controls, inspections, and tests shall be maintained, dated and time stamped, and made available to the Government until six (6) months after the expiration of the warranty period of this contract. Copies of the forms used to record the inspections and test results shall be submitted with the plan.

The written plan shall contain an outline description of how, where, and when in the production process each system element will be performed. The plan shall consist of five (5) sections in accordance with the five (5) elements described above.

The prime contractor shall –

- Appoint a QC official who shall monitor and coordinate the complete operation of the QC system/department, and investigate and ascertain the causes of deficiencies found. This official shall serve as the Government's single point of contact on quality matters throughout the term of the contract. The name of the official shall be provided in the plan along with title, position, and telephone number.
- Appoint a lead QC person who is directly involved in the day-to-day production of each item ordered. The QC person shall report directly to the designated QC official established in paragraph one of this section, above.

- Provide details of where, and by whom, daily process controls and inspections will be performed to detect defects during printing, binding, and package assembly. Contractor shall state the number of people that shall be permanently assigned to this program and give details about their individual assignments.
- Provide procedures for detecting any missing, defective, duplicate and/or incorrect pieces in the completed packages. Procedures MUST describe in detail the actions that will be taken if/when defects are discovered and how/when these defective/incorrect items and/or packages will be replaced.
- Description of how verification will be accomplished to insure that all orders have been processed in full.
- Description of the procedure for retrieving and correcting any quantity of incorrect packages inadvertently shipped to Jeffersonville, IN.

Inspection by the Government: Performance of all elements and functions of the QC Plan and the right of the Government to make general or specialized tests and inspections DOES NOT RELIEVE THE CONTRACTOR OF ANY RESPONSIBILITY FOR MEETING ALL REQUIREMENTS IN THIS CONTRACT.

Special Characteristics: The plan shall describe, for each of the Special Characteristics listed below for the Survey Forms only, the method to be used for process control, inspection, or test.

The following include a minimum number of characteristics (contractor may add more as necessary) –

- 1) Damaged Survey Form
- 2) Offset image position
- 3) Color and Pantone Process Cyan ink
- 4) Dual envelope window sizes and positions
- 5) Integrity of Survey Form content. Page ID barcodes (on lower right side of each Survey Form image) must be scanned to ensure that the barcode data matches the eye-readable Page ID on the lower left side of each Survey Form page.

For each special characteristic, the plan shall include –

- 1) How and with what equipment the process controls, inspections, and tests will be performed.
- 2) Where, when, how often, and on how many components in the production process the process controls, inspections, and tests will be performed.
- 3) The name and title of the person(s) at the prime contractor and subcontractor(s) who will perform the process controls, inspections, and tests.

Dust and Paper Fibers on Survey Forms: The plan shall contain methods for controlling dust and loose paper fibers on survey forms due to causes such as dull slitter or cutter knives.

Package Assembly Control: The plan shall contain methods for assuring that packages are complete and that the contents match the requirements and in the specified order.

Paper Quality Assurance: The plan shall contain methods for assuring that paper conforms to specifications. One (1) acceptable method is for the prime contractor to require test data covering all JCP paper specifications for each manufacturing run from the paper supplier.

Ink Quality Assurance: The plan shall contain methods for assuring that the densitometer values of the ink on the specified paper are within tolerance. One (1) acceptable method is requiring densitometer values from ink supplier. Density tests of ink shall conform to the requirements of the "Specification of Color Match" herein.

Defect Purging (ALL Items): The prime contractor and subcontractor(s) shall identify spoilage and/or incorrectly printed or constructed items and assembled packages, as well as perform a purge and replacement of purged pieces.

- All items containing one or more critical and/or major defect shall be classified as defective and shall not knowingly be delivered.
- If a defective item/package is found, the contractor shall inspect 20 items/packages before and 20 items/packages after the defective item/package. If a critical/major defect is found in any of these 40 items,

the contractor shall inspect all items in production sequence before and after the defective item until 20 successive defect-free items/packages are found in each direction.

In no case shall the performance of defect purging relieve the contractor of its responsibility for conforming to the specified Acceptable Quality Levels.

The contractor shall record the type of defect found and the number of defective items found in the purge. The contractor shall also briefly note the actions taken to eliminate the cause of the defect.

DEFECT PURGING: The contractor shall report the results of all defect purging including: 1) The defect initiating the purge; 2) Date and time the initial defect was found; 3) The type of inspection during which the defect was found (i.e., contractor process control or Government inspection); 4) All defects found in the purge; 5) The number of items inspected in addition to the 40 defect-free items required to terminate the purge.

NOTE: Samples will be pulled from the nondefective purged material prior to re-introduction into production quantity.

CONTRACT ADMINISTRATION: All QC samples shall be produced at no additional cost to the Government.

CONTRACTOR'S RECORDS: The contractor shall keep daily log records of all quality control and inspection work done by contractor's and subcontractor(s)' personnel, and maintain records of all inspection and tests performed on the supplies provided under the contract. The contractor shall save and preserve all records of these inspections and tests for the duration of the contract and make these records available for inspection by the Government during the performance of this contract.

The contractor will be required to inspect and record inspection results for each print order placed. Comprehensive quality control records for all acceptance sampling that is performed must include machine stamped dates and times sampling was done. All QC samples are to be filed. At a minimum, the contractor shall inspect for:

Printing Attributes: Type quality and uniformity
Solid and screen tint color match
Image position
Extraneous marks in the check boxes and answer zones

Finishing Attributes: Trim Size
Window sizes/positions
Missing, duplicate, or blank pages
Missing components or wrong components in packages
Incorrect sequence or orientation of components in package

The Government has the option of either: (1) having the contractor forward copies of the completed QC records to the appropriate Government office; or, (2) requiring the contractor to allow appropriate Government representatives to review these records during visits to the contractor's site.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

	Cost	Add'l Rate/ 1,000s
Item 1: Per specifications	\$ _____	\$ _____
Item 2: Per specifications	\$ _____	\$ _____
Item 3: Per specifications	\$ _____	\$ _____
Item 4: Per specifications	\$ _____	\$ _____
Item 5: Per specifications	\$ _____	\$ _____
Item 6: Per specifications	\$ _____	\$ _____
Item 7: Per specifications	\$ _____	\$ _____
Item 8: Per specifications	\$ _____	\$ _____
Item 9: Per specifications	\$ _____	\$ _____
Item 10: Per specifications	\$ _____	\$ _____
Item 11: Per specifications	\$ _____	\$ _____
Item 12: Per specifications	\$ _____	\$ _____
Item 13: Per specifications	\$ _____	\$ _____
Item 14: Per specifications	\$ _____	\$ _____
 Gathering/Assembling/ Inserting Into Envelopes (5 items, as specified)	 \$ _____	 \$ _____
Total Price		\$ _____

Authorized Representative

Fill out and return two copies of this page attached to GPO Form 910.

SUBMIT BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 36 H Street NW, Room C-161, Washington, D.C. 20404. **FACSIMILE BIDS are permitted. Submit TWO copies of each facsimile bid to FAX No. 202-512-1782, one bid per facsimile.** Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Paragraph 6.