





U.S. GOVERNMENT PUBLISHING OFFICE  
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***DoD FLIP Books and Publications***

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

DLA Document Services  
(DLA Aviation)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending January 31, 2021, plus up to four (4) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

The period from Date of Award to January 31, 2020 shall be used by the contractor to establish necessary operations, perform necessary administrative actions, complete and supply required contract documentation, and/or perform any other functions in preparation of the contract commencement date – to include the setup of necessary FTP connections and completion of mandatory computer-based DoD Information Assurance training. The contractor shall plan and implement the actions necessary for a smooth startup of full contract operations. (See additional requirements under “PREPRODUCTION TEST” specified herein.)

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on November 27, 2019.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. 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. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

**BIDDERS, PLEASE NOTE:** *This program was formerly Program 483-S.* These specifications have been revised. All bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding, with particular attention to the following –

- The program number is now 484-S (*specified on page 1*)
- TERM OF CONTRACT (*specified on page 1*)
- ECONOMIC PRICE ADJUSTMENT (*specified on page 3*)
- PAPER PRICE ADJUSTMENT (*specified on page 3*)
- ATTACHMENTS (*specified on page 11*)
- PREPRODUCTION TEST (*specified on page 12*)
- SECTION 3. – DETERMINATION OF AWARD (*specified on page 24*)

Abstracts of contract prices are available at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Linda Giacomo at: [lgiacomo@gpo.gov](mailto:lgiacomo@gpo.gov) or (202) 512-0307.

## SECTION 1. – GENERAL TERMS AND CONDITIONS

**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. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

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-rev-09-19.pdf>.

*In addition to GPO QATAP, Attachment 3, “National Geospatial-Intelligence Agency Contractor Quality Program for Printing and Finishing of DoD Flight Information Publications Books and Charts” shall apply. In the event of a conflict between GPO QATAP and Attachment 3, the document with the tighter tolerances shall be considered the superseding requirement.*

**PRIORITIES, ALLOCATIONS, AND ALLOTMENTS:** This contract and any delivery order thereunder is rated and certified for national defense use (Priority Rating DO-C-9). The contractor shall follow the provisions of DMS Reg. 1 or DPS Reg. 1 and all other applicable regulations and orders of the Bureau of Domestic Commerce in obtaining controlled materials and other products and materials needed to fill this contract.

**SUBCONTRACTING:** The predominant production function of this contract is printing. Bidders who must subcontract this operation will be declared non-responsible.

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

Product Quality Levels:

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimension in Publication/ Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Electronic Media

**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 five (5) 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 Date of Award to January 31, 2021, 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.

**The term of the first contract year (base year) is expected to be approximately 14 months; however, the economic price adjustment will be based on the date of actual live production. Actual live production begins on approximately February 3, 2020.**

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 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 October 31, 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.

**PAPER PRICE ADJUSTMENT:** Paper prices charged under this contract will be adjusted in accordance with “Table 9 – Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows –

**For the purpose of this contract, the paper price adjustment will be based on the date of actual live production. Actual live production begins on approximately February 3, 2020.**

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of January 2020 will establish the base index.
3. There shall be no price adjustment for the first three (3) production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two (2) months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{ \_\_\_\_\_\_ } \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) under Item II. "PAPER" in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

**SECURITY OF DATA:** The contractor shall not release or sell to any person any technical or other data received from the Government under this contract; nor shall the contractor use the data for any purpose other than that for which it was provided to the contractor under the terms of the contract.

**DATA RIGHTS:** All data and material furnished and/or produced in the performance of this contract shall be the sole property of the Government. The contractor agrees not to assert rights or to establish any claim to such data/material in whole or in part, in any manner or form, or to authorize others to do so, without prior written consent of the Contracting Officer.

All furnished data is designated as "UNCLASSIFIED."

**WARNING:** Products produced under this contract must be produced at a facility physically located in the United States – for both the prime contractor and subcontractor(s). All contractor/subcontractor employees performing on this contract are required to be U.S. citizens.

Items are not classified and do not have any distribution limitations; however, the contractor/subcontractor is prohibited from producing or distributing the products produced under this contract outside of the official orders – for example, cannot produce for their own use, sale, or other uses, including marketing, promotion, or other uses.

The contractor shall not retain or distribute, in any form, any part of the material furnished by the Government which is not consumed in the preparation of the work or which is generated as a result of this contract. Proper precautions shall be taken to ensure that all Government supplied material is protected from damage. The Government furnished material shall be returned in the same condition as originally furnished.

Proper control and handling must be maintained at all times to prevent any information, data, or material required to produce the products ordered under these specifications from falling into unauthorized hands.

All erroneous copies produced by the contractor are to be destroyed by means of abrasive destruction, burning, shredding, or other method that guarantees complete protection against access. (NOTE: Any extra copies shall be kept on hand for any shipping discrepancies or additional shelf stock until the end of the product's Effective Date cycle.)

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

As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government.

Additionally, as part of the technical determination, examples of areas that may be investigated are listed below –

- 1) Technical equipment/capability
- 2) Quality assurance
- 3) Electronic data interface/capability
- 4) Financial and accounting systems/capability
- 5) Other – as appropriate

Failure to provide the requested information, in the time specified by the Government, may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PREAWARD PRODUCTION PLANS:** In conjunction with the preaward survey, the contractor must submit preaward production plans as specified below –

Within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative, the contractor must present, in writing, detailed plans for each of the following activities. The workday after notification to submit will be the first day of the schedule. If the Government requests additional information after review of plans, the contractor must submit updated plans within two (2) workdays of request.



*Option Years* – For each option year that may be exercised, the contractor will be required to review their production plans and re-submit, in writing, each plan detailing any changes and/or revisions that may have occurred. The revised plans are subject to Government approval. The revised plans must be submitted to the Contracting Officer or his/her representative within five (5) workdays of notification of the option year being exercised.

NOTE: If there are no changes/revisions, the contractor will be required to submit to the Contracting Officer or his/her representative a statement confirming that the current plans are still in effect.

**THE FOLLOWING 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.**

*Backup Facility Plan:* The Government has a need to ensure that DLA is able to continue operations of Geospatial products in the event the contractor is unable to perform due to a broad range of circumstances, including but not limited to, all-hazard emergencies, natural emergencies, and man-made emergencies.

Failure to deliver the products required under this specification in a timely manner would have an impact on the daily operations of DLA. Therefore, if for any reason(s), the contractor is unable to perform at said locations for one (1) workday, the contractor must notify the ordering agency. If it is for a period longer than two (2) workdays, the contractor must have a backup facility with the capability of producing the products required under this specification to meet required timelines.

Plans for contingency production must be prepared and submitted to the Contracting Officer and must include the location of the facility to be used, equipment available at the facility, and a timetable for the start of production at the facility.

Part of the plan must also include the transportation of Government material from one facility to another.

All terms and conditions of this contract will apply to the backup facility. Due to the time-sensitive nature of the products produced under this contract, the contractor must maintain the original schedule set forth in this contract.

*Security Control Plan:* The contractor shall maintain, in operation, an effective security system where items by these specification are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product falling into unauthorized hands.

The contractor is cautioned that no Government-provided information shall be used for non-Government business. Specifically, no Government information shall be used for the benefit of a third party.

The security control plans shall provide in detail, at a minimum, the following –

- How Government files (data) will be secured to prevent disclosure to a third party – prior to and after termination of the contract.
- How all accountable materials will be handled throughout all phases of production.
- How the disposal of waste materials will be handled.
- How the contractor will meet the Defense Security Service (DSS) guidelines for the protection/handling/storage of Government data. (DSS Guidelines can be accessed at: <https://www.dss.mil/>.)
- List of subcontractor(s) and their specific function(s).
- 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).

*Quality Control Plan:* **The contractor is cautioned that the accuracy of the information in these products is of paramount importance. Errors such as missing or incorrect pages could jeopardize not only the safety of aircraft, but could be the primary factor in loss of life or property, and could also jeopardize the nation's military readiness and safety. To achieve maximum accuracy in these products, contractor's quality assurance program must be organized toward the objective of reaching a goal of zero defects in each and every product.**



The contractor may adopt the provided “National Geospatial-Intelligence Agency Contractor Quality Program for Printing and Finishing of DoD Flight Information Publications Books and Charts” (Attachment 3) and “National Geospatial-Intelligence Agency Contractor Quality Program for Distribution of DoD Flight Information Publications Books and Charts” (Attachment 4), or may develop programs at the contractor’s own expense.

If the contractor develops one or more of their own quality programs, it shall be equal to or better than the programs outlined in the attachments, and the contractor shall submit a written copy of the programs to the Contracting Officer and the Program Manager for evaluation. At a minimum, the quality control plan shall include examples of the documentation and a detailed description of the random samples that document all of the contractor’s activities. Furthermore, the plan shall include the names of all quality assurance officials and describe their duties. For critical phases that directly affect aeronautical safety of navigation, the contractor must perform **100% inspection** vice random sampling. The phases that require 100% inspection are marked with an asterisk (\*).

**PRODUCTION PHASE**

**IMPORTANT QUALITY CHARACTERISTICS**

Raw Materials.....	Equal to or exceeds specifications
Layout/Stripping.....	Pagination
*Platemaking .....	Resolution, completeness, image size
Printing .....	Litho quality, legible
*Signature Collation .....	Correct sequence – no missing, duplicate, or inverted signatures
Trimming.....	Size and appearance
Binding .....	Staple/glue placement and bind adequacy
Drilling .....	Position and alignment
*Order Filling .....	Correct products and quantity – correct packing slip included in package
*Packaging.....	Material, label positioning, and sealing
*Distribution.....	Packages released to proper shipper by the distribution deadline

The quality control plan will include a list of all subcontractors involved, along with their specific functions.

The Government will periodically verify that the contractor is complying with the approved quality control plan through on-site examinations of the contractor’s assurance records and the contractor’s file of quality assurance random samples.

The contractor’s quality control plan shall be revised whenever the system’s procedures do not accomplish their objective. These revisions shall be submitted in writing for approval.

The key personnel assigned as Operations Quality Control (OQC) on the production line shall have a minimum of one (1) year of experience performing the job they are inspecting.

The key personnel assigned as Independent Quality Control (IQC) station inspector(s) on the production line shall have a minimum of two (2) years of experience with one (1) year being in production and one (1) year as a quality control inspector.

Supervisory quality control key personnel shall have a minimum of two (2) years of experience in the area where they are performing inspections.

The Government reserves the right to enter the contractor’s premises without notice for the purpose of testing products using the contractor’s test equipment. The contractor shall perform these tests routinely based on the quality attachments or the contractor’s approved quality program.

*Disposal of Waste Materials:* The contractor is required to demonstrate how all waste materials used in the production of this contract will be definitely destroyed (e.g., burning, pulping, shredding, macerating, or other suitable similar means). Electronic records must be definitively destroyed in a manner that prevents reconstruction. Definitively destroying the records means the materials cannot be reassembled and used in an inappropriate manner in violation of law and regulations. Sensitive records are records that are national security classified or exempted from disclosure by statute, including the Privacy Act or regulation.

The contractor, at a minimum, must cross-cut shred all documents into squares not to exceed 1/4 inch. All documents to be destroyed cannot leave the security of the building and must be destroyed at the contractor's printing site. The contractor must specify the method planned to dispose of the materials.

**GOVERNMENT SURVEILLANCE:** The Government reserves the right to conduct quality assurance surveillance to assure the effectiveness of the contractor's quality system. This may include inspection of the printing services by the Government authorized representative at such times as the Government deems necessary. This may involve in-process inspections at the contractor's facility to inspect advance copies. One or more Government inspectors may be assigned to the contractor's facility during the period of performance. The contractor shall comply with all quality assurance requirements specified herein.

The Government may conduct quality assurance surveillance to assure the effectiveness of the contractor's control of quality. The Government may conduct on-site inspection visits at the contractor's plant during the printing, binding, and distribution phases. These visits may extend throughout the duration of the contract. Nothing contained in this paragraph, or in subsequent paragraphs, shall be construed to limit any inspection rights of the Government specified under this contract.

The Government also reserves the right to conduct random unannounced visits at the contractor's site(s) for the purpose of production surveillance. At no time, however, does the Government inspection replace the contractor's inspection requirements at the contractor's installation(s).

The contractor shall provide necessary workspace and assistance at the site of contract performance for the Government representative(s) who is designated by the Government to inspect and evaluate the contractor's work performance and products. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

Customer comments/complaints will provide the Government with a final form of contract surveillance. The Government will also verify and log customer comments/complaints. The Government will maintain a discrepancy log and provide a copy of this log to the Program Manager.

**POSTAWARD 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. GPO (Washington, DC) or DLA (Richmond, VA) – immediately after award. (At the Government's option, the postaward conference may be conducted via teleconference.)

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

**ASSIGNMENT OF JACKET, PURCHASE ORDER, AND PRINT ORDER NUMBERS:** 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 Date of Award through January 31, 2021, 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 the 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:** Prior to submitting billing invoice to GPO for payment, the contractor must submit an itemized statement of billing for all work performed on an order to the ordering agency for examination and certification as to the correctness of the billing. Contractor must submit invoice to the agency representative specified on the print order.

After ordering agency verification, contractor must submit signed, verified billing invoice via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application to ensure fastest 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 invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES." Invoices received that are not itemized may be returned to the contractor for correction and may result in delay of payment.**

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of books and publications requiring such operations as electronic prepress, printing in multiple inks (including four-color process), binding, drilling, packing, and distribution. Additionally, the contractor will be required to establish, staff, and manage a Distribution Help Desk (DHD) as specified herein.

*Due the size of Attachments 1 through 4, they are not included with this specification. Attachments 1 through 4 can be located on the GPO website (<https://www.gpo.gov/how-to-work-with-us/vendors/contract-opportunities>) or by contacting GPO directly at: [lgiacomo@gpo.gov](mailto:lgiacomo@gpo.gov) or (202) 512-0307.*

**TITLE:** DoD FLIP Books and Publications.

**BACKGROUND:** DoD and non-DoD customers require hard copy DoD Flight Information Publications (FLIP) products for worldwide aeronautical safety of navigation. Products include FLIP books and publications. The majority of the products are time-sensitive in accordance with the International Aeronautical Information Regulation and Control (AIRAC) cycle and critical to flying safety.

Therefore, the timely printing and distribution of DoD FLIP books and publications are critical to the safety of DoD air operations and the nation's defense readiness. The contractor's failure to adhere strictly to product specifications and to meet rigid schedules could not only jeopardize the safety of aircraft, but could be the primary factor in loss of life, loss of Government equipment, and mission failure.

The required services encompass the receipt of digital files, printing, binding (finishing), quality assurance, sorting, packing, and distribution of DoD FLIP books and publications, including unscheduled products such as Urgent Change Notices (UCN), replacement books/special shipments, and crisis support items. Distribution shall occur from the contractor's location or that of a specified subcontractor. Additional required services encompass the provisioning and implementation of a FLIP Distribution Help Desk.

**It is critical to the safety of aircraft that the contractor strictly adheres to the schedule, as specified in this contract. (See "SCHEDULE" and Attachment 5 – "Schedule for DoD FLIP Books and Publications.")**

**All specific details of the following requirements can be found in the "National Geospatial-Intelligence Agency General and Technical Provisions for Printing and Finishing of DoD Flight Information Publications Books and Charts" (Attachment 1) and in the "National Geospatial-Intelligence Agency General and Technical Provisions for Distribution of DoD Flight Information Publications Books and Charts" (Attachment 2). Contractors shall review all attachments referenced herein thoroughly.**

**TRIM SIZES:** 4-3/4 x 8-1/4"; 5-1/8 x 8-1/4"; 5-5/16 x 8-1/4"; 8 x 10-7/8".

**FREQUENCY OF ORDERS/QUANTITY/NUMBER OF PAGES:** Precise quantities for any product cannot be accurately predicted prior to the issuance of the print order. The Government does not guarantee any minimum or maximum quantities for any individual product or print cycle under this contract.

A print order will be issued to the contractor for work to be performed prior to the printing cycle. The print order will identify the required products, quantities, and delivery. (NOTE: Details of the projected print order and print files delivery can be found in the "Schedule for DoD FLIP Books and Publications." (See Attachment 5.)

Separate print orders will be issued for the preproduction test cycles.

The required services are based upon 13 printing/distribution cycles annually. The AIRAC cycle updates specific products every 28 calendar days. Because most products are updated every 56 calendar days, each alternating 28-day cycle may be considered either a "Heavy" or "Light" cycle.

For planning purposes, the total number of Heavy and Light cycles for the entire term of this contract (including extension periods and test cycles) with estimated average quantity ranges for each type of cycle is as follows:

Each Light 28-day cycle –

- (1) Approximately 12 to 16 total Titles.
- (2) Approximately 75,000 to 185,000 total Books.
- (3) Approximately 25,000,000 to 45,000,000 total Pages.

Each Heavy 28-day cycle –

- (1) Approximately 35 to 40 total Titles.
- (2) Approximately 330,000 to 400,000 total Books.
- (3) Approximately 140,000,000 to 175,000,000 total Pages.

NOTE: If necessary, and at the discretion of the Government, a FLIP book/publication may be subdivided into two or more separate volumes. In the event of such a decision, the Government will notify the contractor three 28-day cycles in advance of the change. Books can be ordered and distributed in sets or selectively. Each address on a distribution list may receive a different quantity and/or combination of products.

**UNSCHEDULED ITEMS:** Unscheduled items may be ordered outside of the normal 28-day cycle. Urgent Change Notices, replacement books/special shipments, and Crisis Support items shall be produced as required. NGA will provide the appropriate digital files for unscheduled items, DLA will provide quantities and delivery addresses, and the Program Manager will coordinate a printing and delivery schedule with the contractor for each unscheduled print order.

**GOVERNMENT TO FURNISH:** The Government will assume full responsibility for the content of the products and the condition of the furnished material at the time it is transferred to the contractor.

Digital files (files that contain all relevant information) in PDF, PostScript, or Encapsulated PostScript format will be furnished via the contractor's FTP site. Immediately following award, the contractor will provide the Government with their FTP site and password.

Government FTP site and password for accessing printing quantities and distribution data supplied by DLA.

A customer database identifying distribution requirements will be provided for each FLIP product Effective Date (cycle), via FTP, or similar electronic method, and will identify distribution requirements and shipping addresses. The contractor shall check the database upon receipt and notify the Government immediately of any apparent discrepancy in the database. There will be occasions when the contractor shall be required to merge databases for distribution requirements and shipping addresses into one file (e.g., out of cycle products, replacement products, system failures, and/or missing data).

The contractor shall maintain, at all times, the capabilities to open and display PDF, PostScript, or Encapsulated PostScript digital files. However, new output digital formats may be furnished. In the event of new output digital formats, the Government will notify the contractor no less than 90 calendar days in advance of the effective date of the products to be produced with the new format. Additionally, changes, upgrades, or enhancements to the digital maintenance software that produce the output digital files are required and anticipated. When this occurs, technical exchange and implementation meetings will be scheduled, and contractor participation is required.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on the finished product.

**ATTACHMENTS:** Attachment 1 is representative of the requirements which may be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to this attachment.

Attachment 5 is representative of the schedule required under this contract. Any past dates specified are to be disregarded.

**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.

Immediately following award, the contractor shall identify contractor employees requiring access to the DLA FTP site. Contractor personnel requiring access to the DLA FTP site shall complete an online, web-based training module.

The contractor shall forward the signed training certificate and a completed DD Form 2875 for each contractor employee requiring access to the DLA FTP site to DLA, as instructed. The contractor shall maintain at least two (2), but no more than four (4), trained/certified individuals for accessing the DLA FTP site. Access to the DLA FTP site is limited to the files required to fulfill the requirements directly associated with this contract.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the agency contact specified on the print order.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

The contractor shall control and be responsible for the registration of all graphics in the products.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, contractor shall copy the furnished files and make all changes to the copy.

**PREPRODUCTION TEST:** Prior to actual live production, the contractor may be required to demonstrate their ability to produce the items required in these specifications by completing a preproduction test. The Government reserves the right to waive the preproduction test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor has the capability to successfully produce the items required.

The period from Date of Award to January 31, 2020 shall be used by the contractor to establish necessary operations, perform necessary administrative actions, complete and supply required contract documentation, and/or perform any other functions in preparation of the contract commencement date – to include the setup of necessary FTP connections and completion of mandatory computer-based DoD Information Assurance training. The contractor shall plan and implement the actions necessary for a smooth startup of full contract operations.

On a date to be established immediately after award (December 2019) and on January 2, 2020, the Effective Date cycles will be considered “Test Cycles,” during which the contractor’s ability to effectively print and deliver DoD FLIP books/publications will be evaluated by the Government.

Upon successful completion and evaluation of two consecutive Test Cycles, the contractor will commence full-time operations with the February 3, 2020 Effective Date product cycle.

Printing for the preproduction test order(s) will begin in mid-December 2019 for delivery in early January 2020 and in mid-January 2020 for delivery in early February 2020.

If successful, production of the first live cycle will begin on or about February 3, 2020.

Failure to complete testing successfully (as specified) may result in default of contract.

NOTE: These dates are unique to the beginning of the contract only. Option years, if exercised, will adhere to the full contract schedule. (See Attachment 5.)

**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.

Government Paper Specification Standards No. 12 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

NOTE: It is the responsibility of the contractor to stock the required paper 56 calendar days prior to the scheduled distribution date for each issue of FLIP products. In the event the contractor is unable to procure a supply of paper 56 calendar days prior to the scheduled distribution date, the contractor shall immediately notify, in writing, the Contracting Officer and Program Manager.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color, of which, in their opinion, materially differs from that of the JCP standard or color sample(s).

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

*Text* – White Light-weight Offset Book (Bible Paper), basis weight: 30 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A75.

The following exceptions are acceptable –

*Stock:* Blend of bleached chemical and mechanical fiber (groundwood pulp 30 to 45%)  
*Postconsumer fiber in any percentage is encouraged (up to 30%) – provided the requirements of this standard are met.*

*Opacity:* Average not less than (percent) ..... 89% (Target)

*Thickness:* 0.00226 mm; average (mils)..... 2.3

A tolerance of plus or minus 5% shall be allowed.

*Smoothness:* Average each side

(Sheffield units)..... 100 to 50

*Brightness:* Minimum..... 80%

*Cover* – White and Colored Vellum-finish Cover, basis weight: 50 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L20.

**PRINTING:** Contractor to match Pantone number as specified on the print order.

*Text* – Print text pages head-to-head/back-to-back; face-to-back/head-to-head; head-to-head; or back-to-back/head-to-foot in up to four ink colors – including four-color process. Printing consists of text matter, line illustrations (including maps/charts), agency seal, bar codes, and background screens. Text pages may contain bleed tabs on one side.

*Cover* – Print covers head-to-bound edge; foot-to-bound edge; or back-to-back/head-to-head in a single ink color or two ink colors. Printing consists of text matter, line illustrations (including maps/charts), agency seal, bar codes, and background screens. Covers may contain bleed tabs on one side.

**MARGINS:** Margins will be as indicated on the print order or furnished media.

**BINDING:** Various binding styles will be ordered as follows –

Side-wire stitch with one stitch in upper left corner (ULC) and trim four sides.

Saddle-wire stitch in two places and trim three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Perfect-bind text and wraparound cover; trim three sides.

NOTE: Products bind on the top or left edge of product – as specified.



**DRILLING:** When required for certain FLIP products, contractor must drill the cover and text pages of the FLIP book with three (3) round holes, 5/16" in diameter, spaced 4-1/4" center to center. Holes shall be located 3/8" from the left edge of the product.

**PACKING:** All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery/shipping process.

NOTE: Additional information regarding packing can be found in Attachment 2.

*APO/FPO Bulk Shipments –*

Each APO and FPO addressed label shall be packaged individually and then consolidated according to APO/FPO destination – as described under "DISTRIBUTION."

Pack suitable in shipping containers not to exceed 45 pounds when fully packed.

Consolidated groupings shall be either palletized or placed into containers if the volume does not warrant palletization.

*Mailed Shipments –*

Insert single or multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

NOTE: The contractor shall fill orders so as to minimize the number of packages shipped to a customer and not exceed the maximum package weights established in the contract as well as being consistent with other packaging specifications.

The contractor shall use packing and filler of sufficient strength so as to ensure that the consignee's order arrives intact and undamaged. In addition, plastic strapping shall be used on all containers as appropriate.

Reinforced tape shall be used to seal flaps.

*Order Packing Slips –*

The contractor shall format and print packing slips for each order. The Government will specify the format for the order packing slips. The contractor shall insert a packing slip in the first package of each order.

*Special Packing Requirements for Test Cycles –*

During the two initial testing cycles, the contractor shall print and include a paper insert into each package. The format/wording for the insert will be provided by the Government.

**LABELING AND MARKING:**

NOTE: Additional information regarding labeling and marking can be found in Attachment 2.

The contractor shall be required to neatly label and mark packages and shipments and create and affix labels, stickers, and/or forms, for all packages and shipments. Labels shall be taped with clean tape that covers the entire label. Pressure sensitive, self-adhering labels shall be utilized where available.

Shipping labels shall be firmly affixed to the widest surface of all packages. No part of the shipping label shall be placed over a seam or on top of sealing tape and no part may obstruct or be obstructed by other labels, stickers, markings, or banding.

When there are multiple packages in an order, the packing slip shall be placed in the first package and it shall have the words "Packing Slip Enclosed" on either the label or stamped on the label-side of the package.

Shipments shall be limited to one package per address label. In shipments that contain more than one package, each container shall be marked "1 of \_\_\_, 2 of \_\_\_, etc.," to indicate the total number of containers in the shipment.

The contractor shall format and print shipping labels for all customer orders. The contractor may use his own format for the shipping labels, but the format must be approved by the Government. *(The contractor's label format shall be submitted to the Government for approval prior to performance of the contract.)*

The Government will specify print formats for all contractor-printed materials other than shipping labels from carriers.

The contractor shall be responsible for obtaining carrier approval for the use of shipping labels and bar codes.

United States Postal Services (USPS) stickers (i.e., Priority Mail, Par Avion, etc.) shall be applied to all USPS shipments. Stickers shall be placed directly above and to the center of the shipping label to designate USPS delivery service and to ensure proper handling by the USPS. In lieu of the stickers, priority packages shall be identified by incorporating the word "Priority" on the label or on the package.

Due to the criticality of customer receipt of FLIP books/publications, special label and marking is required to be affixed/preprinted on each FLIP package (i.e., kraft envelope, shipping bag, shipping container). The contractor shall use yellow tape (3" wide) with "Critical to Flying Safety" message preprinted in red ink with yellow flood on all packages (Pantone number to be specified on the print order) which are large enough that the address label is not obscured. For packages that are too small to use the yellow preprinted tape, the contractor shall use NGA Form 4501-1. The label will be either gummed or pressure sensitive or pre-printed on containers.

*Tracking Bar Code Labels* – The contractor shall create and affix a shipper's bar code label with a tracking number (traceable to the order number) on each package. At contractor's option, the bar code with tracking number may be imaged directly onto the container.

***Foreign Military Sales (FMS) and Foreign Exchange (FX) Case Shipments*** – The contractor shall prepare specified FMS and FX shipments as specified by the Government (NGA Office of International Affairs). All FMS and FX Case Shipments shall have statements marked on the shipping container as follows: "*FMS Case/FX Case is reported directly by the Department of Defense*" and "*Contents for Official Use exempt from Customs requirement. Official Mail from Government Agencies does not require Customs declaration or exempt endorsement.*" "*The materials enclosed are between Government agencies under the terms of official FMS arrangements. Contents are to be used for Government purposes ONLY and are not releasable for Commercial Use.*"

As needed, the NGA Office of International Affairs (NGA/IA) will identify which accounts will require a detailed listing of the contents in each shipping container to be placed on the outside of the container. To facilitate Customs clearance, each shipping container shall include a list detailing the entire contents presented for distribution. Each list shall state in adequate detail what merchandise is contained in each individual container. The detailed list may include, but is not limited to, the following items: National Stock Number (NSN), NGA Reference Number (NRN), number of copies of each product title, and the total dollar value for each product title. Some addresses may require the dollar value to be zero. The dollar values per item will be provided by the Government. Spanish language labels shall be used where applicable. The contractor shall provide a copy of this shipping label to NGA/IA for approval prior to implementing as the standard FMS/FX shipping label.

**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 certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to: DLA-Aviation, QAM Building 66 C-Bay, Attn: Jeff Farmer, 8000 Jefferson Davis Highway, Richmond, VA 23297.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**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 the specifications. The print order 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 certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. 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 print order must be included with the samples.

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 GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Ship/mail f.o.b. contractor’s city (reimbursable) to both domestic (nationwide) and foreign (worldwide) destinations. (Based on historical data, the distribution ranges from approximately 2,146 to 4,240 total DoD FLIP book/publication addressees per cycle.)

Contractor is to ship/mail (reimbursable) by traceable means. Contractor will be reimbursed for all shipping/ mailing costs by submitting shipping/ mailing receipts with billing invoice for payment.

*The mode of shipment selected by the contractor must be able to deliver to the Government-specified customers/addresses. The Government reserves the right to specify mode of distribution.*

All shipping/ mailing shall be completed by the contractor and be in the possession of the appropriate carriers no later than 3:00 p.m., local time, on Wednesdays (eight (8) calendar days prior to the Effective Date) to deliver on or before Mondays (three (3) calendar days prior to the Effective Date).

NOTE: Shipping/mailing of APO/FPO shipments, advance copies, and DLA shelf stock shall be completed significantly earlier as outlined below.

The contractor shall have a minimum of four (4) reputable carriers (e.g., FedEx, FedEx Ground, USPS, UPS, International and Freight) to establish best value for product delivery. Best value includes lowest cost, ability to deliver products on time, and in an undamaged condition. Best value comparisons shall be made among like carriers. Best value shall be used for all shipments with the exceptions of APO/FPO, specified Foreign Military Sales (FMS) and Foreign Exchange (FX) cases, and Post Office Boxes. The contractor shall perform best value reviews of the contractor's chosen carriers and provide the Government access to the review data. Reviews shall be performed no later than the first of October annually, at a minimum, or more frequently as requested by the Government. The contractor's best value selections and selection process shall be provided to the Government for review and approval prior to implementation.

The contractor is responsible for complying with each carrier's specific shipping requirements. The contractor shall not knowingly ship products that do not conform to a carrier's shipping requirements.

If the mode of shipment selected by the contractor was unable to deliver to the Government specified customers/addresses, it shall be the contractor's responsibility to reship the package(s) at the contractor's expense.

Specified customers/addresses with a Post Office Box shall be shipped via the USPS, unless otherwise directed by the Government.

When different products are to be distributed from the same location to the same address(es), they shall be consolidated into one shipment.

There are specific customers/addresses where the mode of shipment is provided by the Government.

The contractor shall notify the Government when it becomes apparent the distribution requirement, as identified above, will not be met (i.e., late distribution). When the contractor is advised that the ship/mail date was not met for a customer/address due to something within the contractor's control, the contractor shall take the appropriate corrective actions to resolve current discrepancies and to prevent reoccurrence in the future.

**APO/FPO Shipments:** APO/FPO shipments shall be handled as "drop mail."

APO/FPO consolidations shall be delivered to the following Gateway mail facilities –

- APO/FPO (AE and AP) Chicago, IL Consolidations: Unless otherwise instructed, packages for mixed APO/FPO AE and AP locations shall be delivered to: JT Weeker International Service Center (ISC), 11600 West Irving Park Road, Chicago, IL 60688-9998.

All shipments going into Chicago shall be separated into at least three (3) groups based on the first three digits of the zip code. These three (3) groups are:

- 1) Zip codes starting with 090 through 092; Zip codes starting with 094 through 099
  - 2) Zip codes starting with 093
  - 3) Zip codes starting with 962 through 966
- APO/FPO (AA) Miami, FL Consolidations: Unless otherwise instructed, packages for mixed APO AA and FPO AA locations shall be delivered to: Miami International Service Center (ISC), 11698 NW 25<sup>th</sup> Street, Miami, FL 33112-9997.

Each shipping container or pallet sent to the Miami ISC shall be marked as follows:

<u>APO Designator</u>	<u>Destination Code</u>	<u>Placard Identifier</u>
APO AA (Miami)	Y	MIA/Mixed APO
FPO AA (Miami)	Y	MIA/Mixed FPO

For shipments through the Miami ISC, the destination code shall be visible in the upper right-hand corner of the packing list side of the mailing label.

Consolidated APO/FPO shipments must arrive at their respective ISCs no later than Tuesday – nine (9) calendar days prior to the Effective Dates.

NOTE: The addresses for the Gateway mail facilities for APO/FPO shipments may change temporarily (e.g., Federal Holidays).

The contractor shall submit to the Government a written response, electronically or by fax, showing the actual skid count and weight for each Gateway “drop mail” shipment prior to time of carrier pickup. The contractor shall schedule a delivery appointment with each APO/FPO drop point seven (7) calendar days prior to the anticipated delivery date. All APO/FPO shipments shall be delivered to the designated airport facility/Gateway by the deadline in accordance with “National Geospatial-Intelligence Agency General and Technical Provisions for Distribution of DoD Flight Information Publications Books and Charts” (Attachment 2) and the “Schedule for DoD FLIP Books and Publications” (Attachment 5).

The contractor shall provide to the appropriate ISC, either Chicago or Miami, piece count, number of skids, and weight for all of the different shipments to that location seven (7) days prior to delivery. The contractor shall obtain a “Proof of Delivery (POD)” receipt from the carrier certifying the date, legible signature, and time delivery was received at each Gateway. The contractor shall provide this information, electronically or by fax, to the Government no later than 11:00 a.m., local time, on the following morning (Wednesday) after delivery. The contractor shall retain the written POD receipt and shall furnish a copy of said receipt to the Contracting Officer or Program Manager, when requested.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for “Domestic Mail” or “International Mail”, as applicable.

All shipping must be in accordance with the Service Manuals of those carriers used in the performance of this contract.

Upon completion of the contract, the contractor shall return or destroy all furnished material (if applicable), as directed by the Government.

All expenses incidental to picking up and returning/destroying material (if applicable) and furnishing sample copies must be borne by the contractor.

**SPECIAL COPIES:** Two (2) types of special copies (as specified below) of the FLIP products, not identified by mailing labels, shall be placed into the distribution system in accordance with the following requirements –

*Advance Copies –*

Advance copies shall be considered part of the ordered quantity for each issue. The maximum number of addresses to receive advance copies shall be 50. More than 50 addresses shall require the contractor’s concurrence.

Advance copies shall be shipped f.o.b. contractor’s city (reimbursable) no later than four (4) hours after completion of the first binding.

The contractor is expected to continue the printing and distribution of all copies unless an authorized Government representative has given verbal instructions otherwise. If major corrections are deemed necessary by the Government, the Program Manager will direct the contractor to stop and make any necessary corrections.

*DLA Shelf Stock Copies –*

Shelf Stock (bulk quantity) shall be shipped f.o.b. destination to DLA, Distribution Center, Richmond, VA, to arrive no later than Thursday, 12:00 noon, EST, seven (7) calendar days prior to the Effective Date.

If a change in the Government distribution contractor results in added transportation costs to the contractor, the contractor may request an equitable adjustment in the contract price.

Shelf stock shipments shall be placed in containers and secured to skids or pallets. No more than one (1) volume shall be put in a container. Each container shall be marked as to volume, effective date, and number of copies. The contractor shall mark each container as “1 of \_\_\_\_, 2 of \_\_\_\_,” etc., to indicate the total number of containers in the shipment. The small quantity of each volume that does not completely fill a container shall be packed separately in its own container.

The contractor shall generate a delivery document for the shelf stock shipments, identifying the number of containers for each volume without identifying the quantity of publications in the containers, and shall deliver the document with the bulk shipment of shelf stock.

**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).

Print orders will be emailed to the contractor.

The required schedules for each production cycle are defined as follows –

*Effective Date* – The date one edition of FLIP products becomes obsolete and the next edition must be in use. It is critical to flight safety that customers receive their new publications before the Effective Date. Effective Dates are always on Thursdays.

*Digital Files to Contractor* – The date print files are made available to the contractor, usually on Monday, 17 calendar days prior to the Effective Date.

*Advanced Copies Shipment* – The date all advanced copies shall be shipped – no later than four (4) hours after completion of first binding.

*APO/FPO Delivery* – The date consolidated APO/FPO shipments shall be delivered to their respective ISCs – no later than Tuesday, nine (9) calendar days prior to the Effective Date.

*Shelf Stock Delivery (bulk quantity)* – The date shelf stock shipments shall be delivered to DLA, Distribution Center, Richmond, VA – no later than Thursday, 12:00 noon, EST, seven (7) calendar days prior to the Effective Date.

*Automated Initial Distribution (AID) Delivery* – The date all remaining products shall be delivered to the customers – no later than Monday, three (3) calendar days prior to the Effective Date.

**Detailed production schedules for each individual cycle can be found in “Schedule for DoD FLIP Books and Publications” (Attachment 5), or in special cases, will be provided by the Government with each print order.**

NOTE: Attachment 5 is representative of the schedule required under this contract. Any past dates specified are to be disregarded.

These products supply the United States military services with mission-critical aeronautical safety of navigation information in accordance with Title 10 United States Code (USC) 451, Chairman of the Joint Chiefs of Staff (CJCS) Instruction 3901.01B, Department of Defense (DoD) Directive 5105.60, and the International Civil Aviation Organization (ICAO) Aeronautical Information Regulation and Control (AIRAC) cycle. Without exception, these products must be produced and shipped in accordance with the specified timelines identified herein and/or on the print order (GPO Form 2511). In the event of unforeseen circumstances, such as shipping delays due to weather events, the contractor shall make every possible effort to deliver the product on time or as close to the required time as possible. The contractor shall immediately communicate any potential schedule delay or intrusion to the Government and immediately coordinate any possible workaround. Failure to do so may incur a significant risk of a safety of flight incident, potentially resulting in injury or loss of life and equipment among U.S. and foreign militaries and civil entities.

**Surge/Crisis Support Orders:** Printing and distribution of DoD FLIP books/publications shall also be provided during surge and crisis conditions. Surge or crisis jobs shall be defined as jobs which require a completion time shorter than the timeframes specified herein and/or in quantities over the estimated quantities specified herein. Surge/crisis jobs will be identified by the Government on the print order (GPO Form 2511) for that specific job along with the completion timeframe requirements and quantities. During a surge or crisis state, if there is a timing conflict with other jobs, the surge/crisis work shall take precedence over all other print jobs on this contract.

The ordering agency will notify the contractor, via email or telephone, when a surge/crisis order is being issued.

It is difficult to estimate how many orders may be identified as surge/crisis orders. Because of varying degrees of size and complexity of each of these orders, the schedule requirements for each individual surge/crisis order, when needed, will be determined jointly by the Government and the contractor based on the amount of work involved and the time that can be allowed for that order. The Government will contact the contractor when a surge/crisis order needs to be issued. The schedule must be agreed upon prior to the ordering agency providing the Government furnished material and must be indicated on the print order for payment.

Additionally, the contractor will be allowed a premium payment for each surge/crisis order. The premium payment will be negotiated for each individual surge/crisis order. Upon agreement of the schedule and premium payment, the Contracting Officer will issue a modification. Premium payments will apply to all pricing line items (as applicable to the order) except stock/paper.

NOTE: There may be contract years when no surge/crisis orders are required.

Orders must be completed and delivered within the time specified as mutually agreed upon between the Government and the contractor.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and products ordered for shipping/ mailing f.o.b. contractor's city are delivered to the USPS or picked up by the small package carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, 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.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov); via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.



**DISTRIBUTION HELP DESK (DHD):** The contractor shall establish, maintain, and staff a Distribution Help Desk (DHD). The DHD shall maintain tracking data on all FLIP shipments distributed by the contractor as well as receive and resolve customer inquiries. The contractor shall analyze industry and DoD processes, compare, and implement the higher standards. The contractor shall periodically check industry best practices for changes and upgrades. Changes and upgrades shall be approved by NGA prior to being implemented.

- The contractor shall provide commercial and toll-free telephone numbers.
- The contractor shall staff the DHD from 8:00 a.m. to 4:30 p.m., local time, Monday through Friday.
- The contractor's telephones shall have voice mail capability.
- The DHD shall be the DLA and NGA initial point of contact for all issues relating to the distribution of FLIP products by the contractor.
- The DHD shall be a customer point of contact for all issues relating to the printing and distribution of FLIP products by the contractor.
- The contractor shall direct customers to the appropriate organization for FLIP problems other than printing and distribution (e.g., NGA, Defense Logistics Agency, Map Support Offices, etc.).
- The contractor shall research all calls to determine the reason for any given problem and take the necessary actions to prevent the same issue(s) from reoccurring.

The contractor shall, for each Effective Date cycle, send to customers an advance delivery e-mail. The e-mail shall contain the contractor's e-mail address, phone numbers (commercial and toll-free), product information (e.g., title, number of copies, and price), and shipping information (e.g., mode, tracking if available, and cost). The contractor's contact information will also be shown in DoD's FLIP General Planning book that ships to customers. The contractor shall have a website e-mail contact so DLA, NGA, or customers can leave information, and the contractor can either ship the products and/or contact the customer to address their issue. The contractor's recorded voice message and advance e-mail shall instruct customers to provide the following information: 6-digit Department of Defense Address & Activity Code (DoDAAC), product title (with NGA Reference Number), product quantity, and customer's contact information (name of customer, address, commercial telephone number, and e-mail address).

No later than 30 calendar days prior to the first Effective Date cycle, the contractor shall send a sample advance delivery e-mail to the Government for review and approval.

The contractor shall establish and maintain a printing and distribution database on the contractor's website. The contractor shall provide the Government with access to the database for review and approval prior to the contractor's implementation. Data to be collected shall include, but is not limited to: Effective Dates; DoDAAC; customers' name(s), address, commercial and military phone numbers; customers' product titles with the NRN; corresponding quantities and costs; mode of delivery, (e.g., FedEx, USPS, UPS, freight carrier, etc.) including tracking number(s) when available; confirmation that delivery (date, time, and name) was made (proof of delivery); and data from all DHD calls relating to FLIP products.

Proof of delivery confirmations for carriers who have an automated tracking system (e.g., FedEx, UPS, etc.) shall be available in the database as real time via carriers' links. Proof of delivery confirmations for carriers who do not have an automated tracking system shall be available in the database the next day, no later than 12:00 noon, CST, after deliveries are completed. The contractor shall provide a single point (one server/IP address) and establish data summary reports that are available for access by the Government. The data summary reports shall consist of the following data: date and time call received, customer DoDAAC account, customer point of contact, customer telephone number, description of problem, corrective action, and date/time of completion. The Government shall have real-time 24/7 access to the contractor's website, data, and reports.

Customers will contact the contractor directly to receive information and resolve shipping discrepancies. Shipping discrepancies include but are not limited to: mispacks, quantity shortages, incorrect products (wrong product or wrong issue), late shipments, missing shipments, damaged shipments, and delivery to location other than customer(s) specified address.

The contractor shall respond to DHD inquiries within four (4) hours of receiving a request for information (e.g., mode of shipment, tracking number, proof of delivery, and delivery date).

When a shipping discrepancy is deemed to have been under the control of the contractor, the following actions will apply through the next Effective Date cycle for each product involved:

- 1) The contractor, at contractor's expense, shall:
  - a) Reship the required products to the customer within four (4) hours of receiving notification for next day receipt;
  - b) The mode of transportation shall be as required to meet customer needs (normally, this will be by next day mode). In these cases, a street address is required;
  - c) Provide the customer with available shipment confirmation information (e.g., mode of shipment, tracking number, and expected delivery date); and,
  - d) Provide the same data to the Program Manager no later than 8:00 a.m., local time, the following morning.
- 2) If a product to be reshipped is not available, the contractor shall notify the Government within two (2) hours of notification of product unavailability.
- 3) When the contractor does not have a required product(s), the Government will request shipment from the DLA Distribution Center. The cost of the product(s) and transportation cost will be charged to the contractor.
- 4) If DLA does not have the required product(s), the contractor shall be required to reprint and ship the products, at the contractor's expense, as directed by the Contracting Officer and Program Manager.
- 5) The contractor shall retain proof of shipment until acceptance is complete.

The contractor shall be responsible for maintaining an NGA Point of Contact (POC) listing of DoD FLIP book/publication production, list of military POCs for each service, and a list of special shipment addresses.

**TECHNICAL EXCHANGE MEETINGS (TEMs):** For each print order, the contractor shall make the relevant personnel available for after action technical exchange meetings with Government and NGA production contractor personnel to discuss data exchange, digital file issues, shipping, and any other relevant topics. At a minimum, the TEMs should be conducted after each Effective Date production cycle or as deemed necessary by the Government or the contractor. In addition, the contractor shall make relevant personnel available for any necessary informal or ad hoc communications with Government and NGA production contractor personnel prior to each printing cycle. The Government Program Manager shall be included and/or informed of all communications.

NOTE: The majority of TEMs will take place via teleconference.

**QUALITY REPORTS:**

*Printing and Binding Operations –*

The contractor shall prepare and submit reports dealing with printing and binding in accordance with the “National Geospatial-Intelligence Agency Contractor Quality Program for Printing and Finishing of DoD Flight Information Publications Books and Charts” (Attachment 3). These reports shall be sent to the Program Manager and shall be received within seven (7) calendar days after the distribution date of each production cycle.

*Packaging and Distribution Operations –*

The contractor shall prepare and submit reports dealing with packaging and distribution in accordance with the “National Geospatial-Intelligence Agency Contractor Quality Program for Distribution of DoD Flight Information Publications Books and Charts” (Attachment 4). These reports shall be sent to the Program Manager and shall be received within seven (7) calendar days after the distribution date of each production cycle.

### SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one (1) year’s production requirements 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 for a like period of time.

The following item designations correspond to those listed in the “SCHEDULE OF PRICES.”

	(1)	(2)
I. A. 1.	96	8,170
2. (a)	372	117,512
(b)	120	152
(c)	37	318
3. (a)	3,672	776,402
(b)	216	400
(c)	192	1,665
4.	958	260,863
B. 1.	64	8,432
2. (a)	668	70,928
(b)	52	108
(c)	15	108
3. (a)	374	120,282
(b)	58	74
(c)	35	323
4.	189	35,050
	(1)	(2)
II. (a)	451,318	99,912
(b)	3,170	646
(c)	796	216
III.	88,024	
IV. 1. (a)	3,837	
(b)	93	
2. (a)	5,000	
(b)	16,100	
(c)	59,700	
V. (a)	633	
(b)	13	

#### **SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor's city for mailing/shipping and f.o.b. destination for all other consignments.

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

Bidder 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 bids 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 Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer 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 offer 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 1,000 will be prorated at the per-1,000 rate.

Unless otherwise specified, no more than (7) seven blank pages shall be permitted at the end of the text. However, the Government will only pay for up to (3) three blank pages.

A charge will be allowed for each text page of a single color product, whether printed or blank.

For products printing in more than one color, a charge under line items I.A.4. and I.B.4., as applicable, will be allowed only for the pages actually printing with the additional color(s).

Cost of all required paper must be charged under Item II. "PAPER."

**Contractor's billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES." Invoices received that are not itemized may be returned to the contractor for correction and may result in delay of payment.**

**I. PRINTING AND BINDING:** Prices offered shall include the cost of all required materials and operations necessary for the printing and binding of the products listed in accordance with these specifications.

A. *Trim Sizes 4-3/4 x 8-1/4", 5-1/8 x 8-1/4", and 5-5/16 x 8-1/4" –*

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
1. Side-Stitched:		
Printing in one ink color, including binding ..... per page.....	\$ _____	\$ _____
2. Saddle-Stitched:		
(a) Printing text in one ink color, including binding..... per page.....	\$ _____	\$ _____
(b) Printing text in four-color process, including binding..... per page.....	\$ _____	\$ _____
(c) Printing cover in one ink color, including binding..... per complete cover.....	\$ _____	\$ _____
3. Perfect-Bound:		
(a) Printing text in one ink color, including binding..... per page.....	\$ _____	\$ _____
(b) Printing text in four-color process, including binding..... per page.....	\$ _____	\$ _____
(c) Printing cover in one ink color, including binding..... per complete cover.....	\$ _____	\$ _____
4. Each Additional Color:		
Printing text and/or cover in a color in addition to the first single ink color press run charged for under line items I.A.1., 2.(a), (c), or 3.(a), (c)..... per color/per page.....	\$ _____	\$ _____

\_\_\_\_\_  
(Initials)

B. *Trim Size 8 x 10-7/8" –*

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
1. Side-Stitched:		
Printing in one ink color, including binding ..... per page.....	\$ _____	\$ _____
2. Saddle-Stitched:		
(a) Printing text in one ink color, including binding..... per page.....	\$ _____	\$ _____
(b) Printing text in four-color process, including binding..... per page.....	\$ _____	\$ _____
(c) Printing cover in one ink color, including binding..... per complete cover.....	\$ _____	\$ _____
3. Perfect-Bound:		
(a) Printing text in one ink color, including binding..... per page.....	\$ _____	\$ _____
(b) Printing text in four-color process, including binding..... per page.....	\$ _____	\$ _____
(c) Printing cover in one ink color, including binding..... per complete cover.....	\$ _____	\$ _____
4. Each Additional Color:		
Printing text and/or cover in a color in addition to the first single ink color press run charged for under line items I.B.1., 2. (a), (c), or 3.(a), (c)..... per color/per page.....	\$ _____	\$ _____

**II. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

*Text* – Each page-size leaf.

*Cover* – Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

\_\_\_\_\_  
(Initials)



Per 1,000 Leaves

4-3/4 x 8-1/4", 5-1/8 x 8-1/4", <u>5-5/16 x 8-1/4"</u> (1)	<u>8 x 10-7/8"</u> (2)
---	---------------------------

- |   |          |          |
|---|----------|----------|
| (a) White Light-weight Offset Book (30-lb.) ..... | \$ _____ | \$ _____ |
| (b) White Vellum-finish Cover (50-lb.).....       | \$ _____ | \$ _____ |
| (c) Colored Vellum-finish Cover (50-lb.).....     | \$ _____ | \$ _____ |

**III. ADDITIONAL OPERATIONS:** When drilling products with separate covers, each thickness of cover stock will be counted as three (3) leaves.

Drilling..... per 1,000 leaves.....\$ \_\_\_\_\_

**IV. PACKING AND DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of packing; kraft envelopes, shipping bags, shipping bundles, and shipping containers; all necessary wrapping and packing materials; labeling and marking; and complete distribution, in accordance with these specifications.

1. *Shelf Stock Shipments* –

- |   |                    |          |
|---|--------------------|----------|
| (a) Packing and sealing shipping containers ..... | per container..... | \$ _____ |
| (b) Palletizing.....                              | per pallet.....    | \$ _____ |

2. *Mailed and Small Package Carrier Shipments* –

- |  |                        |          |
|--|------------------------|----------|
| (a) Single or multiple copies in kraft envelopes<br>(up to 200 leaves).....  | per envelope.....      | \$ _____ |
| (b) Quantities over 200 leaves, up to 12 pounds,<br>in cushioned shipping bags or<br>wrapped in shipping bundles<br>(maximum gross weight 14 pounds) ..... | per bag or bundle..... | \$ _____ |
| (c) Quantities over 12 pounds, up to 36 pounds,<br>packed in shipping containers<br>(maximum gross weight 40 pounds) .....                                 | per container.....     | \$ _____ |

**V. DISTRIBUTION HELP DESK:** Line item V.(a) must include the costs of all operators and computer/telephone equipment required.

- |  |                      |          |
|--|----------------------|----------|
| (a) Toll-Free Service Center Line .....            | per call.....        | \$ _____ |
| (b) Service Center Operating/Maintenance Fee ..... | per print order..... | \$ _____ |

\_\_\_\_\_  
(Initials)

**SHIPMENTS:** 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 bidder has selected the city and state shown below in the address block, and the bid 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 Solicitations Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_.

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agrees, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

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

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, 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.*

Bidder \_\_\_\_\_  
(Contractor's Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Signature and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Printed Name) (Telephone Number)

\_\_\_\_\_  
(Email) (Fax Number)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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## SCHEDULE FOR DoD FLIP BOOKS AND PUBLICATIONS

LIGHT CYCLE EFFECTIVE DATES					
56 Day Cycle					
Digital File Delivery to Printing Contractor NLT 1500 Hours	Advance Copies Shipped	APO/FPO Delivered To the ISC's NLT 1200 (Noon) Local Time	Shelf Stock Delivered to DLA	Delivery to All Remaining Customers	Effective Date
21-Oct-19		29-Oct-19			7-Nov-19
16-Dec-19		24-Dec-19			2-Jan-20
10-Feb-20		18-Feb-20			27-Feb-20
6-Apr-20		14-Apr-20			23-Apr-20
1-Jun-20		9-Jun-20			18-Jun-20
27-Jul-20		4-Aug-20			13-Aug-20
21-Sep-20		29-Sep-20			8-Oct-20
16-Nov-20		24-Nov-20			3-Dec-20
11-Jan-21		19-Jan-21			28-Jan-21
8-Mar-21		16-Mar-21			25-Mar-21
3-May-21		11-May-21			20-May-21
28-Jun-21		6-Jul-21			15-Jul-21
23-Aug-21		31-Aug-21			9-Sep-21
18-Oct-21		26-Oct-21			4-Nov-21
13-Dec-21	NLT 4 Hours After First Finishing	21-Dec-21	NLT 1200 (Noon) EST Thursday Seven (7) Days Prior to Effective Date	NLT Monday Three (3) Days Prior to Effective Date	30-Dec-21
7-Feb-22		15-Feb-22			24-Feb-22
4-Apr-22		12-Apr-22			21-Apr-22
30-May-22		7-Jun-22			16-Jun-22
25-Jul-22		2-Aug-22			11-Aug-22
19-Sep-22		27-Sep-22			6-Oct-22
14-Nov-22		22-Nov-22			1-Dec-22
9-Jan-23		17-Jan-23			26-Jan-23
6-Mar-23		14-Mar-23			23-Mar-23
1-May-23		9-May-23			18-May-23
26-Jun-23		4-Jul-23			13-Jul-23
21-Aug-23		29-Aug-23			7-Sep-23
16-Oct-23		24-Oct-23			2-Nov-23
11-Dec-23		19-Dec-23			28-Dec-23
5-Feb-24		13-Feb-24			22-Feb-24
1-Apr-24		9-Apr-24			18-Apr-24
27-May-24		4-Jun-24			13-Jun-24
22-Jul-24		30-Jul-24			8-Aug-24
16-Sep-24		24-Sep-24			3-Oct-24
11-Nov-24		19-Nov-24			28-Nov-24
6-Jan-25		14-Jan-25			23-Jan-25

Note: November 2019 through January 2020 could be possible test cycles.

SCHEDULE FOR DoD FLIP BOOKS AND PUBLICATIONS

HEAVY CYCLE EFFECTIVE DATES					
56 Day Cycle					
Digital File Delivery to Printing Contractor NLT 1500 Hours	Advance Copies Shipped	APO/FPO Delivered To the ISC's NLT 1200 (Noon) Local Time	Shelf Stock Delivered to DLA	Delivery to All Remaining Customers	Effective Date
18-Nov-19		26-Nov-19			5-Dec-19
13-Jan-20		21-Jan-20			30-Jan-20
9-Mar-20		17-Mar-20			26-Mar-20
4-May-20		12-May-20			21-May-20
29-Jun-20		7-Jul-20			16-Jul-20
24-Aug-20		1-Sep-20			10-Sep-20
19-Oct-20		27-Oct-20			5-Nov-20
14-Dec-20		22-Dec-20			31-Dec-20
8-Feb-21		16-Feb-21			25-Feb-21
5-Apr-21		13-Apr-21			22-Apr-21
31-May-21		8-Jun-21			17-Jun-21
26-Jul-21		3-Aug-21			12-Aug-21
20-Sep-21		28-Sep-21			7-Oct-21
15-Nov-21		23-Nov-21			2-Dec-21
10-Jan-22		18-Jan-22			27-Jan-22
7-Mar-22	NLT 4	15-Mar-22	NLT 1200 (Noon) EST Thursday Seven (7) Days Prior to Effective Date	NLT Monday	24-Mar-22
2-May-22	Hours After	10-May-22		Three (3) Days	19-May-22
27-Jun-22	First	5-Jul-22		Prior to Effective	14-Jul-22
22-Aug-22	Finishing	30-Aug-22		Date	8-Sep-22
17-Oct-22		25-Oct-22			3-Nov-22
12-Dec-22		20-Dec-22			29-Dec-22
6-Feb-23		14-Feb-23			23-Feb-23
3-Apr-23		11-Apr-23			20-Apr-23
29-May-23		6-Jun-23			15-Jun-23
24-Jul-23		1-Aug-23			10-Aug-23
18-Sep-23		26-Sep-23		5-Oct-23	
13-Nov-23		21-Nov-23		30-Nov-23	
8-Jan-24		16-Jan-24		25-Jan-24	
4-Mar-24		12-Mar-24		21-Mar-24	
29-Apr-24		7-May-24		16-May-24	
24-Jun-24		2-Jul-24		11-Jul-24	
19-Aug-24		27-Aug-24		5-Sep-24	
14-Oct-24		22-Oct-24		31-Oct-24	
9-Dec-24		17-Dec-24		26-Dec-24	

Note: December 2019 through February 2020 could be possible test cycles.

UNCHEDULED ITEMS

Urgent Change Notices and surge /crisis support items shall be produced as required. The schedule for completion of the printing and distribution will be negotiated on a case-by-case basis.