

PROGRAM:	727-S				
TITLE:	DLA Mapping DVDs and CDs				
AGENCY:	DLA Document Services (DLA Aviation)				
TERM:	February 1, 2026 thru January 31, 2027				CURRENT CONTRACTOR
			DIY MEDIA GROUP/DISC MAKERS	DIY MEDIA GROUP/DISC MAKERS	
			Pennsauken, NJ	Pennsauken, NJ	
		BASIS OF			
		AWARD	UNIT RATE	COST	UNIT RATE
					COST
I.	DUPLICATION, REPLICATION, PACKING, AND DISTRIBUTION:				
(a)	DVD-5 Glass Master created from furnished disc . . .				
	per master-----	88	55.00	4,840.00	54.47
(b)	DVD-5 Glass Master created from FTP/digital download site . . .				
	per master-----	38	52.00	1,976.00	42.37
(c)	DVD-9 Glass Master created from furnished disc . . .				
	per master-----	8	95.00	760.00	82.32
(d)	DVD-9 Glass Master created from FTP/digital download site . . .				
	per master-----	12	90.00	1,080.00	70.22
(e)	CD Glass Master created from furnished disc . . .				
	per master-----	6	55.00	330.00	54.47
(f)	CD Glass Master created from FTP/digital download site . . .				
	per master-----	48	52.00	2,496.00	42.37
(g)	Duplication: Makeready and/or Setup . . . per duplication title-----	2,554	19.00	48,526.00	15.00
(h)	DVD-5 Duplication . . . per 100 discs-----	116	258.00	29,928.00	200.53
(i)	DVD-5 Replication . . . per 100 discs-----	1,055	63.00	66,465.00	48.57
(j)	DVD-9 Duplication . . . per 100 discs-----	5	270.00	1,350.00	211.06
(k)	DVD-9 Replication . . . per 100 discs-----	253	70.00	17,710.00	54.90
(l)	CD Duplication . . . per 100 discs-----	148	165.00	24,420.00	129.16
(m)	CD Replication . . . per 100 discs-----	342	50.00	17,100.00	38.96
(n)	Printing on Disc . . . per color/per 100 discs-----	2,535	1.20	3,042.00	0.98
II.	PRINTING AND BINDING:				
(a)	<i>Inserts -</i> Printing in four-color process, including binding and inserting into disc sleeves . . . per insert				
(1)	Makeready and/or Setup-----	2	120.00	240.00	105.00
(2)	Running Per 100 Copies-----	90	40.00	3,600.00	35.00
(b)	<i>Sleeve Stickers -</i> Printing in four-color process, including applying stickers to disc sleeves . . . per sticker				
(1)	Makeready and/or Setup-----	2,468	6.00	14,808.00	5.00
(2)	Running Per 100 Copies-----	144	22.00	3,168.00	16.84
III.	ADDITIONAL OPERATIONS:				
(a)	Collating discs into sets . . . per disc-----	46,590	0.08	3,727.20	0.06
(b)	Shrink-film wrapping disc sets . . . per set-----	9,706	0.18	1,747.08	0.14
(c)	Palletizing . . . per pallet-----	10	25.00	250.00	26.32
	CONTRACTOR SUBTOTAL			247,563.28	195,489.73
	ACCELERATED SCHEDULE	50.00%		123,781.64	97,744.87
	PERCENTAGE INCREASE		35.00%	43,323.57	35.00%
					34,210.70
	SUBTOTAL PLUS PERCENTAGE INCREASE			290,886.85	229,700.43
	DISCOUNT		5.00%	14,544.34	5.00%
	DISCOUNTED TOTAL			276,342.51	218,215.41
			(AWARDED)		

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

DLA Mapping DVDs and CDs

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 February 1, 2026 and ending January 31, 2027, 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.

BID OPENING: Bids shall be opened virtually at 11:00 a.m., Eastern Time (ET), on January 21, 2026, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. (*Bids received after the bid opening date and time specified above will not be considered for award.*)

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 60-mile radius of Richmond, VA.

Any bidder intending to use production facilities outside this area should furnish information with the bid which will, on its face, demonstrate the ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

BIDDERS, PLEASE NOTE: These specifications have been extensively revised. All bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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 or (202) 512-2226.

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>.

PRIORITIES, ALLOCATIONS, AND ALLOTMENTS: This contract and any delivery order thereunder is rated and certified for national defense use in accordance with 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 shall be either DVD and CD duplication or DVD and CD replication. Bidders who must subcontract both operations will be declared non-responsible.

The contractor shall be responsible for enforcing all contract requirements outsourced to a subcontractor.

Subcontractor(s) must be approved by the Government prior to the start of production in that facility. The subcontractor's information must be provided in conjunction with the "SECURITY CONTROL PLANS" specified herein.

If the contractor requires adding a subcontractor at any time after award, the subcontractor must be approved by the Government prior to the start of production in that facility. If the subcontractor is not approved by the Government, the contractor must submit new subcontractor's information to the Government for approval five (5) calendar days prior to the start of production in that facility.

CD-ROM OR DVD DUPLICATION AND REPLICATION: Several firms claim patent rights which may be applicable to CD-ROM or DVD duplication and replication. For example, U.S. Philips Corporation and Sony Corporation claim to hold patents for certain technologies essential to the manufacture and duplication/replication of CD-ROMs and DVDs and assert it is impossible to manufacture or duplicate/replicate a CD-ROM or DVD without infringing these patents. The patent claims cover, among other things, both the physical structure of and manner in which data is encoded on a CD-ROM or DVD. Other firms, including Discovision Associates (Irvine, CA), also claim similar patent rights.

By submission of a bid, bidders certify that they (the prime contractor) or any subcontractor(s) hold a license under all patents applicable for the replication of DVDs. Only the party responsible for the replication of the DVDs must hold the required license. Contractor/subcontractor must be able to show proof of license upon request by the Government.

NOTE: Each bidder's attention is invited to the patent indemnification and Buy American Act provisions of GPO Contract Terms (Publication 310.2 (Rev. 01-18)) since the successful bidder will be responsible for compliance with all applicable patents/required licensing and the Buy American Act.

QUALITY ASSURANCE LEVELS AND STANDARDS: For printing on discs, inserts, and sleeve stickers only, the following levels and standards shall apply to these specifications –

Product Quality Levels:

- (a) Printing Attributes (item-related) – III.
- (b) Finishing Attributes (item-related) – 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
P-9. Solid and Screen Tint Color Match	Pantone Matching System

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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 February 1, 2026 to January 31, 2027, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly indexes from the 12-month interval ending three 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, 2025, 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.

SECURITY OF DATA: The contractor shall not release or sell to any person any technical or other data received from the Government under the 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.

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.

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." Some furnished data may be designated as "UNCLASSIFIED/LIMITED DISTRIBUTION."

WARNING: Products produced under this contract are "FOR OFFICIAL USE ONLY" and must be produced at a facility physically located in the United States – both the prime contractor and any subcontractor. All contractor/subcontractor employees performing on this contract are required to be U.S. citizens.

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 are generated as a result of this contract. Proper precautions shall be taken to ensure that all Government furnished material is protected from damage or theft. 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/extraneous copies produced by the contractor are to be destroyed by means of abrasive destruction, burning, shredding, and/or other method that guarantees complete protection against access. (See "*Disposal of Waste Materials Plan.*")

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor/subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractors' 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

These 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.

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 three (3) workdays of being notified to do so by the Contracting Officer or his/her representative, the contractor must present 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.

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 must 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 limited to, acts of God, labor disagreements, national emergencies, pandemics, all-hazard emergencies, natural emergencies, and man-made emergencies.

Failure to deliver the products required under this contract in a timely manner would have a negative impact on the daily operations of DLA. Therefore, if for any reason(s), the contractor is unable to perform at said location(s) for a period longer than five (5) workdays, the contractor must have a backup facility with the capability of producing the products required under this contract to meet required timelines.

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

Part of the plan must also include the transportation of Government material from original facility to backup facility.

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 this specification are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product falling into unauthorized hands.

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

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. (Refer to: www.dss.mil/isp/index.html.)
- 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).

Disposal of Waste Materials Plan – The contractor is required to demonstrate how all waste materials used in the production of this contract will be definitively destroyed – 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 must provide the method planned to dispose of the materials.

All disposal/destruction must be performed on site at the contractor's facility. A subcontractor may be used for the disposal/destruction of waste material. When a subcontractor is used, the same information is required. The plan must include the names of all contract officials responsible for the plan and describe their duties in relationship to the waste material plan.

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 February 1, 2026 through January 31, 2027, 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 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>.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the emailed bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of mapping DVDs and CDs requiring such operations as electronic prepress; duplication/replication; printing on discs, inserts, and sleeve stickers; packing; and distribution.

TITLE: DLA Mapping DVDs and CDs.

FREQUENCY OF ORDERS:

Disc Production – Approximately 40 to 120 orders per year.

Insert – Approximately two (2) orders per year.

Sleeve Sticker – Approximately 20 to 30 orders per year.

More than one order may be placed on the same day requiring the same schedule.

QUANTITY:

Disc Production – Approximately 50 to 50,000 total discs per order.

Insert – Approximately 4,000 to 5,000 copies per order.

Sleeve Sticker – Approximately 200 to 3,000 copies per order.

Most orders will require less than 6,000 total discs. Multiple products (DVDs and/or CDs) may be ordered on the same print order requiring the same schedule. Most products will be a single-disc set. However, a product may consist of a multi-disc set. The quantity specified on the print order is the total number of discs required for all products (single- or multi-disc sets) ordered on the print order.

The quantity specified for sleeve stickers is the total number of stickers per order. Each order requiring sleeve stickers will be for approximately 15 to 20 copies per sticker for up to approximately 150 different titles.

NOTE: Occasional orders may require quantities less or more than those stated above.

NUMBER OF PAGES:

Insert – Face and back.

Sleeve Sticker – Face only.

TRIM SIZES:

Discs – 120 mm (standard discs).

Insert – 4-3/4 x 4-3/4" final size – folded down from 9-1/2 x 9-1/2".

Sleeve Sticker – Maximum of 3-1/2 x 4-1/2".

GOVERNMENT TO FURNISH: DVD master “Gold Copy” or CD master “Gold Copy” for each order – including a file directory list for each master DVD/CD furnished. (Most orders will furnish a single DVD or CD master.)

Electronic file or “Gold Copy” for the disc templates, disc artwork, inserts, and sleeve stickers will be furnished on each order – as applicable. Artwork files (CD designer, .btw, PDF, or similar) for the inserts and self-adhesive stickers for disc sleeves will be furnished with the print order – as applicable. (The insert copy and sticker copy will change for each order.)

Providing DVD master “Gold Copy” or CD master “Gold Copy” will be accomplished for each order via USPS or small package carrier that supports traceable means. If required, the contractor will provide an alternate means of delivery, by traceable means, that will be used as an additional delivery mechanism for providing DVD master “Gold Copy” or CD master “Gold Copy.” If required, the contractor will coordinate with the agency to ensure the contractor’s delivery method is not the same as the agency’s delivery method.

Transferring/retrieving of files may also be accomplished via File Transfer Protocol (FTP), Secure File Transfer Protocol (SFTP), Replication-on-Demand (ROD/FILEGATOR) site, DoDSAFE, or other secured data eXchange service – example PIX. Establishing connection to support FTP/SFTP application will be established after award. Use of ROD site or eXchange services will require the contractor to obtain a digital encryption to gain access to Government hosted site. Access can be gained using the link and following the instructions on how to obtain an ECA Medium Assurance Hardware Token form IdenTrus at: <https://www.identrust.com/my-buying-community/government>.

Once established, the contractor will be required to download information to include file, disc templates, disc artwork, inserts, and sleeve stickers from this site for each order. Once established and verified as functional, the master “Gold Copy” will only be provided upon request.

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 finished product.

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

ELECTRONIC PREPRESS (For Printing on Discs, Inserts, and Sleeve Stickers): 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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the agency representative 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.

All halftones are to be 150-line screen or finer.

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

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished, unless otherwise specified. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept PDF files as digital deliverables when furnished by the Government.)

ADVANCE PRODUCTION COPIES: It is estimated that approximately 5% of the orders placed on this contract will require advance production copies.

When required, contractor to furnish three (3) advance production copies of each specified product, via overnight delivery service, to: NGA, Attn: Brian Edwards, Mail Stop: J-020, 3838 Vogel Road, Arnold, MO 63010-5680. (Telephone: (636) 321-3828/5680)

The accelerated schedule will be required for the advance production copies. (See “SCHEDULE.”)

There shall be no hold period due to the time sensitivity of the products. If an error is found, the Government will stop the distribution process, and depending on the cause of the error, re-send a master.

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. 13” dated September 2019.

Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf

Insert – White No. 2 Gloss-Coated Text, basis weight: 100 lbs. per 500 sheets, 25 x 38” equal to JCP Code A182.

Sleeve Sticker – Any suitable White Self-Adhesive Sticker.

PRINTING: At contractor’s option, the product may be produced via conventional offset or digital printing provided Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4 bit depth technology – as applicable.

Discs – Print title and artwork directly on top of disc (no labels) in up to approximately five (5) ink colors. Printing will consist of text matter, up to two (2) departmental logos, and/or up to three (3) bar codes. Discs of the same title will have the same bar codes. Contractor to match Pantone number as indicated in the print order.

All discs require a white base coating prior to printing on the discs. All printing on the disc shall comply with the requirements set forth in the International Standards IEC 908 and Amendment ISO 9660 and ISO 10149. Inks used for the disc shall not damage the lacquer layer or negatively impact usability.

Insert – Print face and back in four-color process. Printing may consist of text and line matter, departmental logo, and/or halftones.

Sleeve Sticker – Print face only in four-color process. Printing will consist of text and line matter. All inks and adhesives used for the sleeve sticker shall not damage the lacquer layer or negatively impact usability.

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

BINDING (Inserts): Trim four sides. Fold from 9-1/2 x 9-1/2” down to 4-3/4 x 4-3/4” – title out.

DVD DUPLICATION AND REPLICATION: When required, contractor must duplicate the furnished DVD master “Gold Copy” in the number of copies specified on the print order. When required, contractor must create a glass master from the furnished DVD master and replicate in the number of copies specified on the print order. (Unless otherwise specified, only one glass master per furnished master disc will be required.)

When required, contractor must create a master from the furnished electronic data file (ISO or similar) and replicate in the number of copies specified on the print order. The contractor will be required to provide an FTP delivery address (or similar) in such cases.

DVD Duplication – All delivered DVD duplicates must conform to the physical specifications as defined by the DVD Forum. Additionally, all delivered DVD duplicates must meet or exceed the error-detection and correction specifications as defined by DVD Forum. All delivered DVD duplicates must be free of Error Correcting Code (ECC) errors.

DVD Replication – Contractor must furnish all materials and services as required to create DVD discs from a furnished, one-off DVD. Contractor must read the data from the DVD and premaster according to the DVD Forum. All delivered DVD replicates must conform to the physical specifications and standards as defined by the DVD Forum. Additionally, all delivered DVD replicates must meet or exceed the error-detection and correction specifications as defined by DVD Forum. All delivered DVD replicates must be free of Error Correcting Code (ECC) errors.

DVD REQUIREMENTS: All DVD (video) discs must be capable of “read/play” on computer DVD drives and on consumer-type DVD players.

Data Verification – Upon receipt of the input media, the contractor shall review the files for usability and completeness. The contractor shall verify compliance of each disc image with the requirements of the DVD standard specification version 1.0. The contractor shall immediately notify the Government of any problem with the furnished data files, including files which are damaged, unreadable, oversized, or not in compliance with the DVD standard specification version 1.0.

Data Capacity – The contractor shall be capable of producing DVDs as follows:

DVD 5 – containing 4.38 gigabytes (4,700,000,000 bytes) of data (single side, single layer).
DVD 9 – containing 7.95 gigabytes (8,547,993,600 bytes) of data (single side, double layer).

Stamper Marks – The contractor shall image the jacket and print order number on the inner buffer zone unless the contractor is permitted to image other identification marks necessary for production in the inner buffer zone.

DVD-ROM File System – All DVD-ROM and DVD-R discs produced under this contract shall comply with the OSTA Universal Disc Format Specification: 1996 (Appendix 6.9) “OSTA UDF Compliant Domain” of ISO/IEC 13346:1995 Volume and file structure of write-once and rewritable media using non-sequential recording for information interchange. (Also known as the UDF Bridge (UDF/ISO 9660) file structure.)

DVD-ROM Manufacturing Specifications – All DVD-ROM discs produced under this contract shall comply with the applicable sections of the DVD standard specification version 1.0. All DVD-ROM discs produced under this contract shall comply with the specifications cited in the following tables.

Digital Errors (Reed Solomon Product Code):

<u>Parameters</u>	<u>Acceptable Value(s)</u>
PI 8 ECC Sum	<280
PI Fails	Not specified
PO Fails	= 0 (zero)
Percent of PI rows with Errors	Not specified

Comments: The PI 8 ECC Sum error is the total error across 8 ECC blocks. PI 8 Sum under 40 is preferred.

HF/Tracking Real-time Measurements (made before signal “equalization”):

<u>Parameters</u>	<u>Acceptable Value(s)</u>
I3/I4	Single layer: >0.15 Dual layer: >0.20
I14/I14H	>0.6
Tangential Push Pull	<0.9
Asymmetry	In the range minus 0.05 to 0.15

HF/Tracking Station Measurements:

<u>Parameters</u>	<u>Acceptable Value(s)</u>
DPD Track Crossing	>0.10
DPD Tracking Amplitude	>0.5
DPD Tracking Asymmetry	<0.2
Reflectivity	Single layer: in the range 45% to 85% Dual layer: in the range 18% to 30%

Comments: HF signals must be strong enough to avoid decoding failures. The tracking signal must be strong enough to support the variable bit functions.

<u>Parameters</u>	<u>Acceptable Value(s)</u>
Track Pitch	0.74 +/-0.01 um/track
Pit Length	Single layer: in the range 0.394 to 1.873 Double layer: in the range 0.434 to 2.058
Local Defects	Air bubbles: 100 um maximum Black spots: 200 um maximum
Scanning Velocity	Single layer: 3.49 +/-0.03 m/sec Dual layer: 3.84 +/-0.03m/sec
Jitter (data to clock)	<8.0%, independent of tilt effects
Angular Deviation (tilt)	Radial tilt: < +/-0.80 degrees Tangential tilt: < +/-0.30 degrees
Birefringence	< 100 nm

Comment: The combination of the effects of jitter and tilt will be considered in the evaluation of a disc.

Lead-in Area Contents: The contractor shall set the values of the lead-in area as follows –

<u>Parameters</u>	<u>Value(s)</u>
Book Type	DVD-ROM
Book Version	(determined by contractor)
Disc Size	120mm
Number of Layers	1 or 2, as specified on the print order
Dual Layer Track Path	Parallel Track Path (PTP)
Layer Type	Read-only
Linear Density	Single layer: 0.2667 um/data bit Dual layer: 0.293 um/data bit
Track Density	0.74 um/track
Starting Sector Number	030000h
Ending Sector Number (Main)	(determined by contractor)
Ending Sector Number (Layer 0)	(determined by contractor)
Burst Cutting Area (BCA) Flag	Exists (on) (BCA encodes disc volume ID)
Copy Protection System	none (copy protection off)
Region Management Flags	None (unrestricted access in all regions)
Encryption Data	None (no encryption)
Manufacturing Data	(As supplied by the contractor)
Content Provider Information	(Insert contents of provided file CPI.TXT)

DVD-ROM Quality Control – Each delivered replicate must meet or exceed the requirements of these specifications. In addition to the contractor's existing quality control procedures, the following steps must be performed:

Data Integrity: For each stamper used, the contractor shall –

- 1 Verify the integrity of all data against the original Government furnished media.
- 2 Verify the integrity of error detection and error correction coding for each sector of the user data area.
- 3 Verify the UDF/ISO 9660 directory structure.

Verification may be performed on a replicate or pre-production check disc. Replicates not meeting these specifications must be reproduced and re-delivered at the contractor's expense and the contractor shall be considered late.

DVD-ROM Product Testing – The contractor is required to test DVD-ROM replicates for compliance to the specifications of this contract.

The following test results shall be reported:

1. Average track pitch.
2. Average scanning velocity.
3. Tangential push/pull.
4. Track crossing signal magnitude.
5. High frequency and tracking signal properties. Must be read continuously along the spiral track. Minimum, maximum, and average values must be reported. Minima and maxima must be identified by A-time.
 - a. I_{top} or reflectivity.
 - b. Signal asymmetry.
 - c. I_3 normalized to I_{14} .
 - d. I_{14} normalized to I_{14H} .
6. One-second moving values for PI 8 ECC Sum and PI Fails, measured continuously along the spiral track; minimum, maximum, and average values must be reported.
7. Total playing time and total sectors tested.
8. Maximum disc birefringence.
9. Data to clock jitter.

CD DUPLICATION AND REPLICATION: When required, contractor must duplicate the furnished CD master “Gold Copy” in the number of copies specified on the print order. When required, contractor must create a glass master from the furnished CD master and replicate in the number of copies specified on the print order. (Unless otherwise specified, only one glass master per furnished master disc will be required.)

When required, contractor must create a master from the furnished electronic data file (ISO or similar) and replicate in the number of copies specified on the print order. The contractor will be required to provide an FTP address (or similar) in such cases.

CD Duplication – All delivered CD duplicates must conform to the physical specifications as defined by International Organization for Standardization (ISO)/International Electrotechnical Commission (IEC) International Standard 10149, “Information Technology - Data Interchange on Read-Only 120 mm Optical Data Disks (CD-ROM),” and ISO International Standard 9660, “Information Processing – Volume and File Structure of CD-ROM for Information Interchange.” Additionally, all delivered CD duplicates must meet or exceed the error-detection and correction specifications as defined by ISO/IEC Standard 10149. All delivered CD duplicates must be free of Error Correcting Code (ECC) errors.

CD Replication – Contractor must furnish all materials and services as required to create CD disks from a furnished, one-off CD. Contractor must read the data from the CD and premaster it into the ISO 9660 format. All delivered CD replicates must conform to the physical specifications as defined by International Organization for Standardization (ISO)/International Electrotechnical Commission (IEC) International Standard 10149, “Information Technology - Data Interchange on Read-Only 120 mm Optical Data Disks (CD-ROM),” and ISO International Standard 9660, “Information Processing – Volume and File Structure of CD-ROM for Information Interchange.” Additionally, all delivered CD replicates must meet or exceed the error-detection and correction specifications as defined by ISO/IEC Standard 10149. All delivered CD replicates must be free of Error Correcting Code (ECC) errors.

CD-ROM REQUIREMENTS:

Data Format Verification – Upon receipt of the input media, the contractor shall review the files for usability and completeness. The contractor shall verify compliance of each image with the requirements of ISO 9660. The contractor shall immediately notify the Government of any problem with the furnished data files, including files which are damaged, unreadable, oversized, or not in compliance with ISO 9660. Any delay by the contractor in notifying the Government of defective material will not release the contractor from meeting the delivery and distribution schedule.

Data Capacity – Discs must be able to contain up to 74 minutes and 40 seconds of user data – i.e. 688,128,000 bits of data in mode 1.

Stamper Marks – The contractor shall image the program and print order number on the inner buffer zone (IBZ) unless the contractor is permitted to image other identification marks necessary for production in the IBZ.

Disc Specifications – Discs produced under this contract shall be 120 mm CD-ROMs as governed by the International Standards IEC 908 and Amendment ISO 9660 and ISO 10149. All sectors containing user data shall have their Sector Mode Byte set to (01) H and the sector content and layout shall be structured accordingly. Furthermore, discs must comply with the following requirements:

Modulation Amplitude –

The relationship between I3 and Itop shall be: $0.35 \leq I3/Itop \leq 0.7$.

The relationship between I11 and Itop shall be: $I11/Itop \geq 0.65$.

Signal Asymmetry: The symmetry of the HF signals relative to the decision level Id shall be –

1. greater than or equal to -5% and
2. less than or equal to +15%.

Errors: Block Error Rate (BLER) may not exceed 80 when averaged over any one second interval. BLER may not exceed 25 when averaged over the entire User Data Area. The total number of E22 errors may not exceed 2 on the disc.

Local Defects: The maximum allowable diameter of black spots, with or without increased birefringence, is 100 micrometers. All other specifications concerning local defects remain unchanged from those of the referenced International Standards.

Metalizing: The reflective layer shall be completely sealed with lacquer on the inner and outer edges of the disc.

Storage Tests: Annex F of International Standard ISO 10149 shall be treated as normative to the standard. Discs subjected to testing in accordance with Annex F shall remain in compliance with these specifications.

Jitter Effect Length Deviation: In accordance with CD System specifications for jitter and effect length deviation, the following requirements shall apply –

For each runlength of land and pit (3T, ..., 11T), jitter shall be less than 35ns.

Effect Length Deviation shall not exceed the following:

<u>Pit/Land Length</u>	<u>Maximum Deviation (+/-)</u>	<u>Nominal Length Pit</u>	<u>Nominal Length Land</u>
3T	40.0ns	660 ns	675 ns
4T	42.5ns	910 ns	925 ns
5T	45.0ns	1165 ns	1165 ns
6T	47.5ns	1400 ns	1400 ns
7T	50.0ns	1635 ns	1635 ns
8T	52.5ns	1875 ns	1875 ns
9T	55.0ns	2110 ns	2110 ns
10T	57.5ns	2340 ns	2335 ns
11T	60.0ns	2570 ns	2560 ns

All other Compact Disc System mandated requirements for jitter and effect length deviation shall apply.

Quality Control – Each delivered replicate must meet or exceed the requirements of these specifications. In addition to the contractor's existing quality control procedures, the following steps must be performed:

Data Integrity – For each stamper used, the contractor is required to perform the following:

1. Verify the integrity of all user data against the original Government-furnished media.
2. Verify the integrity of EDC/ECC (error detection and error correction coding) for each sector of the User Data Area.
3. Verify the integrity and consistency of the Table of Contents and the subcode data.

These checks may be performed on a CD replicate.

Replicates not meeting these specifications must be reproduced and redelivered at the contractor's expense, and the contractor shall be considered late.

Disc Testing – The Government may test CD-ROM replicates for compliance to the specifications of this contract. When discs are examined, they will be analyzed on a Koch CDCS-4/L tester. The following attributes will be checked:

1. Exact diametric locations of the following parts of the spiral data track –
 - a. Starting diameter of the lead in zone.
 - b. Starting diameter of the user data zone.
 - c. Starting diameter of the lead out zone.
2. Eccentricity.
3. Average track pitch.
4. Average scanning velocity.
5. Push/pull.
6. Crosstalk.

7. High frequency and tracking signal properties –

- a. I_{top} or reflectivity.
- b. Symmetry of I_{111} relative to I_d .
- c. I_3 normalized by reflectivity.
- d. I_{111} normalized by reflectivity.
- e. Radial noise.

8. Digital errors –

- a. One second moving averages for block rate.
- b. One second counts of E22 errors.
- c. Burst error length.
- d. Errors in the table of contents.
- e. Errors in the subcode data.

9. Total playing time.

10. Birefringence.

11. Jitter and effect length deviation.

PACKING: Insert each individual DVD/CD disc into a standard white Tyvek (or equal) sleeve. All Tyvek (or equal) sleeves must have a non-gummed flap on back and a clear Mylar window on front.

Discs must be inserted with face of disc (printed side) showing through window in sleeve. When required and specified on the print order, multi-disc jobs may require two or more discs to be packaged in a single Tyvek (or equal) sleeve. The face of the disc (printed side) with barcode(s) must be the disc showing through window in sleeve.

When required, contractor must insert the folded insert into each sleeve – behind the disc.

When required, contractor must apply the self-adhesive sticker to the back of the disc sleeve prior to sealing the sleeve. At contractor's discretion, the disc sleeve must be sealed suitably in such a way as to secure the disc in the sleeve, allow for easy opening of the sleeve flap, and not tear or destroy the sticker in any way.

When required, contractor must collate discs into sets – as specified on the print order.

When required, contractor must shrink-film wrap sets of discs – as specified on the print order.

Pack discs suitable in shipping containers in units of 500 discs per container. (For orders requiring quantities less than 500, contractor must pack suitable in shipping containers.)

NOTE: All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner to prevent products from shifting and guarantee that the products will not be damaged, and the package will not open nor split during distribution.

Contractor must generate one (1) shipping transmittal to include the following information –

- Contract Number and Delivery Order Number.
- NGA Reference Numbers.
- Quantity of each NSN/NRN product.
- Number of pallets – if applicable.
- Correct shipping destination, DLA/DDMA, and notification phone number: (804) 279-6554 or (804) 279-6550

NOTE: The shipping transmittal shall be sent to the DLA Aviation point of contact specified on the print order.

PALLETIZING: Pallets are required when the number of containers covers one layer or more of the pallet. Most orders will not require pallets.

When required, each pallet destined to DLA-Richmond, VA shall be marked with the following: GPO program number, print order number, number of containers, and name and address of the contractor on the outside of the container for identification purposes.

Each load shall have affixed to each of the four sides of load a place card listing the following information: NGA Reference Number(s), Edition Numbers, quantities, and destination address.

A shipment in excess of one pallet shall be marked so that each pallet is included as part of the same shipment – 1 of 3, 2 of 3, 3 of 3.

NGA pallet labels are to include the following DLA/Defense Distribution Mapping Activities (DDMA) address and DLA's notification phone number:

Defense Logistics Agency
Distribution Mapping
6090 Strathmore Road
Warehouse 98, Road G
Richmond, VA 23237
Phone Numbers: (804) 279-6554 or (804) 279-6550

LABELING AND MARKING: Contractor to download GPO Form 905 (Rev. 7-15), Labeling and Marking Specifications, which can be located at gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Contractor to mark all containers with the following: NGA Reference Number(s), quantity of discs per container, and number of containers – 1 of 3, 2 of 3, 3 of 3.

DEPARTMENTAL RANDOM SETS (BLUE LABEL): All distribution DVD or CD sets must be divided into equal sublots in accordance with the chart below. A DVD/CD set consists of one or more discs contained in either a disc sleeve or as specified on the print order. Select one set at random from each subplot. Do not choose sets from the same 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 at gpo.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Number of Distribution Sets Ordered</u>	<u>Number of Sublots</u>
26 - 150	5
151 - 280	8
281 - 500	13
501 - 10,000	20
10,000 - 35,000	32
35,001 and over	50

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 located at gpo.gov. These sets must be recorded separately on all shipping documents and sent to: DLA Distribution Mapping, 6090 Strathmore Road, Warehouse 98, Road G, Richmond, VA 23237.

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 Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE TEST DISCS: When indicated on the print order, the contractor shall submit three (3) DVD or CD replicates for each stamper used to produce the order. One disc shall be selected from the first third of each stamper production run, one from the middle third of the run, and one from the last third of the run. These discs will be tested for compliance with specifications.

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 at gpo.gov. A copy of the print order must be included with the samples. These quality assurance test discs are in addition to the total quantity ordered. They are to be provided at no additional cost to the Government.

Business Reply Mail labels will be furnished for mailing the quality assurance test discs. The test discs 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:

- When required, deliver f.o.b. destination Advance Production Copies to: NGA, Attn: Brian Edwards, Mail Stop: J-020, 3838 Vogel Road, Arnold, MO 63010-5680. (*These copies must be sent via overnight delivery service.*)
- Deliver f.o.b. destination the balance of each order to: DLA Distribution Mapping, 6090 Strathmore Road, Warehouse 98, Road G, Richmond, VA 23237. (*Inside delivery is required.*)

Contractor must notify the ordering agency 24 hours prior to delivery by contacting the DLA Transportation Office at: (804) 279-6554 or (804) 279-6550 or DDRVTransportationOffice@dla.mil.

DLA/DDM hours of operation for receiving and unloading shipments are 6:00 a.m. to 3:30 p.m., Eastern Standard Time, Monday through Friday.

NOTE: An occasional order may require the contractor to deliver to an alternate destination – reimbursable. Unless otherwise indicated, delivery must be made at the most economical method to the Government. Contractor will be reimbursed for delivery to an alternate destination by submitting signed delivery receipt(s) with billing invoice for payment.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 727-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Upon completion of each order, contractor must return all furnished material and digital deliverables to: DLA Aviation, Mapping Customer Operations (MCO), Attn: QAMAH Hydro Section, Building 54, South Tower, 2nd Floor, 6090 Strathmore Road, Richmond, VA 23237.

All expenses incidental to returning material and furnishing sample copies must be borne by the contractor.

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).

The ordering agency will provide the print order and furnished material to the contractor using the agency’s shipping account.

No definite schedule for placement of print order and furnished material can be predetermined. However, due to the critical nature of the products produced on this contract, there may be occurrences when the contractor must be available to receive and produce orders 24 hours per day, seven (7) days per week, including Federal Holidays.

Contractor must be able to accept an order for production immediately upon award of contract. This requirement applies to all products and schedules.

Safety of Navigation Products: Some orders are identified as Safety of Navigation (SoN) products. These products supply the United States Military Services with mission-critical aeronautical and maritime safety of navigation information in accordance with Title 10 United States Code (USC) 451, Chairman of the Joint Chiefs of Staff (CJCS) Instruction 3901.01H, Department of Defense (DoD) Directive 5105.60, and the International Civil Aviation Authority (ICAO) Aeronautical Information Regulation and Control (AIRAC) cycle. Without exception, these products must be produced and shipped in strict accordance with the contract schedule as specified 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 specified delivery date as possible. The contractor shall immediately notify the ordering agency and GPO of any potential schedule delay or intrusion to the Government and immediately coordinate an alternate delivery.

Surge/Crisis Support Orders: For the purpose of this contract, “surge” or “crisis” orders shall be defined as orders which take precedence over all regular orders that have been placed on this contract at the time of the surge/crisis order. During a surge or crisis state, if there is a schedule conflict with the regular orders, the contractor must complete the orders identified as surge/crisis work first and the regular orders second. An automatic day-for-day adjustment shall be applied to the schedule on the regular orders. All surge/crisis orders will be identified by the ordering agency on the print order for that specific order. The ordering agency will notify the contractor, via email or telephone, when a surge/crisis order is being issued and what schedule is required.

The following schedules begin the workday after receipt of print order and furnished material; the workday after receipt will be the first workday of the schedule.

Regular Schedule – Contractor must complete production and distribution within 6 to 20 workdays of receipt of print order and furnished material – as specified on the print order.

Accelerated Schedule – Contractor must complete production and distribution within 2 to 5 calendar days of receipt of print order and furnished material – as specified on the print order.

Approximately 50% of orders placed will require an accelerated schedule.

On a typical order requiring an accelerated schedule, the Government will furnish material on Thursday. Contractor to complete production and distribution by the following Monday. However, regardless of when material is furnished, if a Saturday, Sunday, or Federal holiday falls during the schedule, contractor must still deliver on the specified delivery date. If the delivery date falls on a Saturday, Sunday, or Federal holiday, contractor must deliver the following workday.

NOTE: When required, contractor must deliver Advance Production Copies no later than 12:00 noon on the same day as delivery of the entire shipment for that order.

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.

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

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 or via telephone at: (202) 512-0520. Personnel receiving email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

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 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.

PREMIUM PAYMENTS: Orders requiring an accelerated production schedule will be paid for at the premium rate in accordance with the contractor’s offered percentage in the “SCHEDULE OF PRICES.”

When a premium payment is authorized, it will be indicated on the print order. All other orders will be placed with the regular schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work.

Premium payments, when authorized, will apply to all items in the “SCHEDULE OF PRICES.”

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated, and the contractor will not list such items on the billing invoice.

It is estimated that 50% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be affected by applying the percentage increase offered for the accelerated schedule under IV. PREMIUM PAYMENTS to 50% of the prices offered for all items in the “SCHEDULE OF PRICES.”

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

I.	(a)	88
	(b)	38
	(c)	8
	(d)	12
	(e)	6
	(f)	48
	(g)	2,554
	(h)	116
	(i)	1,055
	(j)	5
	(k)	253
	(l)	148
	(m)	342
	(n)	2,535

	(1)	(2)
II. (a)	2	90
(b)	2,468	144

III. (a)	46,590
(b)	9,706
(c)	10

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

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 100 will be prorated at the per-100 rate.

Contractor's billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES." Failure to submit invoices as instructed may result in delay of payment or rejection of invoice.

(Initials)

I. DUPLICATION, REPLICATION, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations necessary for the duplication, replication, packing, and distribution of the products listed in accordance with these specifications.

For line items I. (a) through (f), only one mastering charge (as applicable) per furnished master disc/file per order will be allowed – regardless of the number of duplicates/replicates produced.

Price submitted for line item I. (g) must include the cost of any makeready and/or setup for the duplication of different titles ordered on the same print order for all duplicated products required under this contract.

Prices submitted for line items I. (h) through (m) must include the cost of the discs and Tyvek (or equal) sleeve.

Price submitted for line item I. (n) must include the cost of any makeready and/or setup and the white base coat.

- (a) DVD-5 Glass Master created from furnished disc per master\$ _____
- (b) DVD-5 Glass Master created from FTP/digital download site per master\$ _____
- (c) DVD-9 Glass Master created from furnished disc per master\$ _____
- (d) DVD-9 Glass Master created from FTP/digital download site per master\$ _____
- (e) CD Glass Master created from furnished disc per master\$ _____
- (f) CD Glass Master created from FTP/digital download site per master\$ _____
- (g) Duplication: Makeready and/or Setup per duplication title\$ _____
- (h) DVD-5 Duplication per 100 discs\$ _____
- (i) DVD-5 Replication per 100 discs\$ _____
- (j) DVD-9 Duplication per 100 discs\$ _____
- (k) DVD-9 Replication per 100 discs\$ _____
- (l) CD Duplication per 100 discs\$ _____
- (m) CD Replication per 100 discs\$ _____
- (n) Printing on Disc per color/per 100 discs\$ _____

II. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations necessary (including stock/paper) for the printing and binding of the products listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) <i>Inserts</i> – Printing in four-color process, including binding and inserting into disc sleeves.....per insert.....\$ _____	_____	\$ _____
(b) <i>Sleeve Stickers</i> – Printing in four-color process, including applying stickers to disc sleeves.....per sticker.....\$ _____	_____	\$ _____

III. ADDITIONAL OPERATIONS: Prices offered for each of the following items must be all-inclusive for the performance of operations that are additional to those specified under I. DUPLICATION, REPLICATION, PACKING, AND DISTRIBUTION and II. PRINTING AND BINDING, as applicable, and must include the cost of all required materials and operations necessary in accordance with these specifications.

(a) Collating discs into sets.....per disc	\$ _____
(b) Shrink-film wrapping disc setsper set	\$ _____
(c) Palletizing..... per pallet.....\$ _____	

IV. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items. Percentage increase will be added to all orders that require an accelerated schedule.

Percentage increase..... _____ %

My production facilities are located within the assumed area of production yes _____ no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government furnished material
a. Number of hours from acceptance of print order to pickup of Government furnished material..... _____
b. Number of hours from pickup of Government furnished material to delivery at contractor's plant..... _____
2. Proposed carrier(s) for delivery of completed product ..
a. Number of hours from notification to carrier to pickup of completed product..... _____
b. Number of hours from pickup of completed product to delivery at destination

(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 agree, 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. *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 email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

Bidder _____
(Contractor Name) _____ (GPO Contractor Code) _____

_____ (Street Address)

_____ (City – State – Zip Code)

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

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

_____ (Email Address) _____ (Fax Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) _____ (Initials) _____