

Program No 2428-S Term August 14, 2017 thru June 30, 2018 (2022)																	
TITLE: MS Word Template Conversion																	
		Aquent Studios		dtpbydesign		Devon Green, B.SC./Kingston		Progressive Publishing Services		Ictect		Vastec, Inc.		GPO Estimate			
		Washington, DC		Walnut Creek, CA		St. Catherine, Jamaica		York, PA		Brookfield, WI		Tampa, FL					
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	MS WORD TEMPLATE CREATION																
1	Blank Template:																
(a)	1-4 pages.....per page	60	\$225.00	\$13,500.00	\$20.00	\$1,200.00	\$53.20	\$3,192.00	\$10.00	\$600.00	\$20.00	\$1,200.00	\$21.50	\$1,290.00	\$17.88	\$1,072.50	
(b)	Over 4 pages up to 50 pages.....per page	338	\$100.00	\$33,800.00	\$20.00	\$6,760.00	\$47.88	\$16,183.44	\$10.00	\$3,380.00	\$15.00	\$5,070.00	\$20.43	\$6,905.34	\$16.36	\$5,528.84	
(c)	Over 50 pages up to 150 pages.....per page	300	\$50.00	\$15,000.00	\$20.00	\$6,000.00	\$42.56	\$12,768.00	\$10.00	\$3,000.00	\$12.00	\$3,600.00	\$19.41	\$5,823.00	\$15.35	\$4,605.75	
(d)	Additional pages over 150 pages.....per page	20	\$12.00	\$240.00	\$20.00	\$400.00	\$37.24	\$744.80	\$10.00	\$200.00	\$8.00	\$160.00	\$18.44	\$368.80	\$14.11	\$282.20	
2	Content Template:																
(a)	1-4 pages.....per page	60	\$100.00	\$6,000.00	\$20.00	\$1,200.00	\$13.30	\$798.00	\$12.50	\$750.00	\$15.00	\$900.00	\$21.50	\$1,290.00	\$17.25	\$1,035.00	
(b)	Over 4 pages up to 50 pages.....per page	338	\$75.00	\$25,350.00	\$20.00	\$6,760.00	\$11.97	\$4,045.86	\$12.50	\$4,225.00	\$12.00	\$4,056.00	\$20.43	\$6,905.34	\$16.23	\$5,486.59	
(c)	Over 50 pages up to 150 pages.....per page	300	\$50.00	\$15,000.00	\$20.00	\$6,000.00	\$10.64	\$3,192.00	\$12.50	\$3,750.00	\$8.00	\$2,400.00	\$19.41	\$5,823.00	\$14.98	\$4,493.25	
(d)	Additional pages over 150 pages.....per page	20	\$20.00	\$400.00	\$20.00	\$400.00	\$9.31	\$186.20	\$12.50	\$250.00	\$5.00	\$100.00	\$18.44	\$368.80	\$13.99	\$279.70	
3	Revise existing MS Word Template (Blank or Content):																
(a)	1-4 pages.....per page	12	\$25.00	\$300.00	\$20.00	\$240.00	\$17.50	\$210.00	\$8.50	\$102.00	\$18.00	\$216.00	\$18.44	\$221.28	\$16.24	\$194.82	
(b)	Over 4 pages up to 50 pages.....per page	52	\$45.00	\$2,340.00	\$20.00	\$1,040.00	\$14.96	\$777.92	\$8.50	\$442.00	\$13.00	\$676.00	\$17.52	\$911.04	\$14.76	\$767.26	
(c)	Over 50 pages up to 150 pages.....per page	100	\$55.00	\$5,500.00	\$20.00	\$2,000.00	\$13.30	\$1,330.00	\$8.50	\$850.00	\$10.00	\$1,000.00	\$16.65	\$1,665.00	\$13.79	\$1,378.75	
(d)	Additional pages over 150 pages.....per page	10	\$25.00	\$250.00	\$20.00	\$200.00	\$11.64	\$116.40	\$8.50	\$85.00	\$7.00	\$70.00	\$15.79	\$157.90	\$12.82	\$128.23	
II.	ADDITIONAL REQUIREMENTS:																
1	Proofs:																
(a)	1-4 pages.....per page	60	\$25.00	\$1,500.00	\$12.00	\$720.00	\$3.32	\$199.20	\$2.00	\$120.00	\$12.00	\$720.00	\$18.44	\$1,106.40	\$11.11	\$666.60	
(b)	Over 4 pages up to 50 pages.....per page	338	\$45.00	\$15,210.00	\$12.00	\$4,056.00	\$2.99	\$1,010.62	\$2.00	\$676.00	\$12.00	\$4,056.00	\$17.52	\$5,921.76	\$10.88	\$3,677.44	
(c)	Over 50 pages up to 150 pages.....per page	300	\$55.00	\$16,500.00	\$12.00	\$3,600.00	\$2.66	\$798.00	\$2.00	\$600.00	\$12.00	\$3,600.00	\$16.65	\$4,995.00	\$10.66	\$3,198.75	
(d)	Additional pages over 150 pages.....per page	20	\$25.00	\$500.00	\$12.00	\$240.00	\$2.33	\$46.60	\$2.00	\$40.00	\$12.00	\$240.00	\$15.79	\$315.80	\$10.45	\$208.95	
	CONTRACTOR TOTALS			\$151,390.00		\$40,816.00		\$45,599.04		\$19,070.00		\$28,064.00		\$44,068.46		\$33,004.61	
	DISCOUNT		0.00%	\$0.00	0.00%	\$0.00	5.00%	\$2,279.95	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	
	DISCOUNTED TOTALS			\$151,390.00		\$40,816.00		\$43,319.09		\$19,070.00		\$28,064.00		\$44,068.46		\$33,004.61	

REBID

QUOTE REQUEST

U.S. GOVERNMENT PUBLISHING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

MS Word Template Conversion

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

Department of Treasury – Internal Revenue Service (IRS)

Single Award

CONTRACT TERM: The term of this contract is for the period beginning date of award and ending June 30, 2018, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

DIRECT ALL QUESTIONS CONCERNING THESE SPECIFICATIONS TO RENEE SESSUM (404) 605-9160, Ext. 32706, OR E-MAIL rsessum@gpo.gov. NO COLLECT CALLS.

REBID** – Changes have been made to *Section 3. - Determination of Award* (page 9) and to *Section 4. - Schedule of Prices* (pages 10-12) – **REBID

**** NEW TERM CONTRACT - NO ABSTRACT OF PREVIOUS PRICES IS AVAILABLE****

QUOTE OPENING: Quotes due by 11 a.m., prevailing Atlanta, GA time on July 13, 2017.

QUOTE SUBMISSION: This is a Small Purchase Term Contract, the contractor **MUST** execute and submit the "Schedule of Prices" (pages 10 - 12). **NOTE: GPO 910 Form is NOT required.** Telephone and/or email quotes are NOT acceptable. Facsimile quotes are acceptable (see GPO Contract Terms, Pub. 310.2, Rev. June 2001). Fax quotes to 404-605-9185/9186 or mail to GPO Atlanta Regional Publishing Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327.

All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <http://www.contractorconnect.gpo.gov>.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Request for Quote (RFQ) will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)).

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

SUBCONTRACTING: Subcontracting will not be permitted.

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed three 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 periodic pricing revision.

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 the beginning of the contract to June 30, 2018, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

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

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

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.

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 June 30, 2018, 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise 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.

REGULATIONS GOVERNING PROCUREMENT: The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION:

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

PAYMENT:

CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 10-12.

Submit invoice for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information 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, D.C. 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/finance/index.htm>.

Failure to comply with the above may result in a delay of payment.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover document conversion from Adobe InDesign to MS Word. Required contract operations include recreating existing page layouts in MS Word format, proofing and digital deliverables.

TITLE: MS Word Template Conversion

Although this is an option year contract, all the estimates, averages, etc. are based upon one year's production.

QUANTITY: It is anticipated that approximately 12-20 orders per year will be required:

- Approx. 12 to 14 orders require 1 to 4 pages
- Approx. 2 to 4 orders require 5 to 50 pages
- Approx. 1 to 2 orders require 51 to 150 pages

GOVERNMENT TO FURNISH

- Adobe InDesign electronic page layout file (version unknown)
- Various electronic support files that include, but not limited to, logos, images, text and other design files.
- An electronic visual of a converted MS Word Template (visual furnished as PDF for emailing purposes) can be provided prior to bid opening as requested. Submit all requests to Renee Sessum at ressum@gpo.gov or 404-605-9160 ext. 32076.

Print orders (GPO Form 2511).

Performance Records: A *Facsimile Transmission Sheet* will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed/mailed to the GPO on the day shipment is due.

Facsimile, Form 905 (R. 3/90) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, 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 product(s) in accordance with these specifications.

FILE TRANSFERS: All data files to be transferred via email as specified on Print Order.

DOCUMENT TEMPLATE CREATION: Each MS Word template created requires two different digital deliverables as follows:

- **Blank Template:** Create and design a base MS Word template file using the most current version available (currently using MS Office 10) and following the existing IRS page layout furnished in Adobe InDesign.
 - Page layouts for the base template must include all elements found in the original InDesign file, which in its final form can range from 1 page up to 150 or more pages.
 - Match the base product (native Adobe InDesign) including, but not limited, to the following:
 - Headers, sub-headers and footers for titles and/or page numbers.
 - A standard footer on the cover page of the document allowing the IRS end user to change the revision date.
 - Stock images, especially the IRS Eagle, and any graphic supplied as part of the native file must be locked so they remain clear and crisp once MS Word document is converted to PDF.
 - Format the table of contents to allow it to automatically re-set based on the headers and sub-headers

- Allow new content (tables, charts, images or additional text) to be inserted without disrupting the template structure
- Ensure consistency throughout the base design follows the InDesign file for:
 - Colors
 - Indents
 - Bullets
 - Spacing
 - Font sizes (if native font is Helvetica convert to the Arial or Times Family as Helvetica is not supported on all IRS PC's)
- Links currently part of the original product must be set in the template.
- Set up the base template following the Web Content Accessibility Guidelines (WCAG) 2.0 (<http://www.w3.org/WAI/GL/WCAG20-TECHS/pdf.html>) (see below).
- Each base template must include a user friendly "**How To**" *instruction guide* built into the individual MS Word template. Things to cover would be
 - How to maneuver with-in the template without changing the basic format.
 - How to add or delete headers, sub-headers, bullets, indents and maintain the original text flow.
 - How to insert links.
 - How to set links from the Table of Contents (TOC) to the headers, sub-headers. How to refresh once product is final.
 - How to add a cover image or other graphics such as tables, charts or external pages within the document.
 - Include a tutorial on how to ensure image clarity.
 - How to add alternative text if a graphic is included.
- **Content Template:** Contractor must migrate all content (including existing copy, charts, graphs and/or images) from the original native Adobe InDesign into the MS Word template created. The Content Template must be 508 compliant per the Web Content Accessibility Guidelines (WCAG) 2.0 (<http://www.w3.org/WAI/GL/WCAG20-TECHS/pdf.html>), See Section 508 Compatibility below. Note: If a graphic is part of the initial conversion process alternative text describing the image should be inserted into the template.
- On occasion the contractor may be called on to make minor adjustments to a previously produced Content Template. All revisions to be made will be indicated on Print Order.
- **NOTE:** Contractor MUST provide basic tech support for general questions related to created file(s). Contractor to provide a contact person (telephone and/or email) to be contacted during the working hours of Monday-Friday 8:00 AM to 3:30 PM, except Government holidays.

SECTION 508 COMPLIANT FILE: Deliverables must comply with the Web Content Accessibility Guidelines (WCAG) 2.0 (<http://www.w3.org/WAI/GL/WCAG20-TECHS/pdf.html>) and PDF/UA ISO 14289-1:2014 (<https://www.iso.org/obp/ui/#iso:std:iso:14289:-1:ed-2:v1:en>). When MS Word documents are converted to PDF the files must successfully pass an evaluation for compliance using an automated accessibility checker and by an assistive technology person using a screen reader. Jaws is the agency's preferred screen reader. Windows Eyes and Dragon Naturally Speaking Voice Recognition software are also acceptable. Specific requirements for the posted files (including below list of file criteria) will be provided by IRS Alternative Media Center (AMC) during the first post-award conference.

- All accessible files must ensure read order of the items in a file can be read in logical order with assistive technology.
- Include accurate and effective navigational features, such as hyperlinks, tables of contents, page numbers, and indexes, as appropriate.
- Use meaningful titles to describe a hyperlink. Ensure all hyperlinks are descriptive of their destination and are active and accurate.

- Hyperlinks are to be in bold and underlined for any live URL (if only referencing a URL do not use bold or underline), a Publication Name will also be bold and underlined when requiring a hyperlink (a Pub name requiring a hyperlink will usually be followed by the title italicized), and any e-mail address that the SME indicates they would like to be embedded will also be bold and underlined. Live hyperlinks are required to be blue for the PDF used for posting, but must be converted to 100% black (not grayscale) for printing.
- Add alternative text descriptions to non-text elements such as pictures, shapes, clip art, charts, grouped graphics, embedded objects, and SmartArt graphics.
- Set graphics *In Line* or *Top to Bottom* to keep it in line with the text flow and allow screen readers to follow the structure of the accessible file.
- Include alternative text when color is used in a file to convey information.
- Alternative text descriptions should be precise and complete. If an image containing information is too lengthy to describe alternative text, the descriptive text needs to be included in the body of the document.
- If the text is too cumbersome and/or interrupts the flow of information, include it in an appendix that contains all the necessary supporting information.
- Do not use text boxes.
- The document must be free of background images or watermarks if it impacts the flow of information to an assistive technology user. Note: It is understood that some images of forms in their draft format must be used. If these images are noted as a fail during the review process, the contractor will not be held to repairing these images.
- Use list styles to create bulleted or numbered lists.
- Use proper fonts and contrast (ratio of 4.5:1) among text and background, for readability. Follow the Level AA Success Criteria of the WCAG 2.0. Arial font is the sans serif font meeting IRS design standards.
- Charts must be labeled with a title, legend, and axis. Alternative text should be precise and complete; describe the chart and the information that is conveyed.
- A separate accessible version of the document must be provided when there is no other way to make the content accessible.

PROOFS: Blank MS Word Template, Content MS Word Template and distilled PDF file that includes live links and embedded fonts. Unless otherwise specified, all proofs will be emailed. See **SCHEDULE** for additional requirements.

MARGINS: Page layouts may feature full, with partial and/or full bleeds throughout. Occasionally, part or all of a page may print in full reverse. Margins will be as indicated on the print order or furnished copy.

DISTRIBUTION: The contractor will be required to provide all digital deliverables, via email. All expenses incidental to transmitting proofs and digital deliverables must be borne by the contractor.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. A delivery receipt consists of an email confirmation from IRS upon receipt of approved digital deliverables. These receipts must include the GPO jacket, program, print order numbers and total quantity delivered.

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).

No definite schedule for pickup of material can be predetermined; however, furnished material will be ready for pickup upon notification by the Government.

Furnished material for each order will be furnished directly electronically via email.

The following schedule begins upon notification of the availability of print order and furnished material.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

Schedule for 1-4 pages:

	<u>WD After</u>
Contractor to transmit page layout PDF proof	3
Evaluation of page layout PDF proof	2 to 5
Contractor to transmit revised PDF proof	2
Evaluation of revised PDF proof	2 to 5
Submission of digital deliverables files	2

Schedule for 5 up to 50 pages:

	<u>WD After</u>
Contractor to transmit page layout PDF proof	7
Evaluation of page layout PDF proof	5 to 7
Contractor to transmit revised PDF proof	5
Evaluation of revised PDF proof	2 to 5
Submission of digital deliverables files	2

Schedule for 51 pages and over:

	<u>WD After</u>
Contractor to transmit page layout PDF proof	10 to 15
Evaluation of page layout PDF proof	5 to 10
Contractor to transmit revised PDF proof	5
Evaluation of revised PDF proof	5 to 10
Submission of digital deliverables files	2

Unless otherwise instructed, if additional rounds of revised proofs are required, contractor must submit them within 4 workdays and returned within 5 to 10 workdays.

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 year's orders 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 during the term of the contract.

The following item designations correspond to those listed in the "Schedule of Prices".

I.

1.
 - (a) 60
 - (b) 338
 - (c) 300
 - (d) 20
2.
 - (a) 60
 - (b) 338
 - (c) 300
 - (d) 20
3.
 - (a) 12
 - (b) 52
 - (c) 100
 - (d) 10

II.

1.
 - (a) 60
 - (b) 338
 - (c) 300
 - (d) 20

SECTION 4.- SCHEDULE OF PRICES

GPO Atlanta Regional Publishing Office Facsimile Number: 404-605-9185/9186

Quotes due by: 11:00 a.m. / Date: July 13, 2017

BIDDERS NAME AND SIGNATURE: Fill out and return* of all the pages in "Section 4.- Schedule of Prices", initial each in the space provided.

Bidder _____

(Address) _____ (City) _____ (State) _____ (Zip) _____

(Person to be contacted) _____ (Telephone Number) _____ (Date) _____ (State Code/Contractor's Code) _____

*You may FAX the Schedule of Prices pages to the above number, or you may mail them to: Atlanta Regional Publishing Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327.

(NOTE: TELEPHONE AND/OR E-MAILED QUOTATIONS ARE NOT ACCEPTABLE.)

PAYMENT TERMS:

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

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)

Quotes offered are f.o.b. destination.

Bidder must make an entry in each of the spaces provided, in the category or categories for which quotes are submitted. Bidder may bid in one category and no-bid the other categories. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes, may be declared nonresponsive.

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

Quotes submitted with NB (No Bid) or blank spaces for an item within the category that a bidder is bidding on may be declared nonresponsive.

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 billing submitted to the agency shall be based on the most economical method of production.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.

CONTRACTOR’S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

All vouchers submitted to the GPO shall be based on the most economical method of production.

All Prices offered shall include the cost of all required materials and operations necessary for the complete production of the product listed in accordance with these specifications.

I. MS WORD TEMPLATE CREATION:

1. Blank Template:

- (a) 1-4 pages per page \$ _____
- (b) Over 4 pages up to 50 pages per page \$ _____
- (c) Over 50 pages up to 150 pages per page \$ _____
- (d) Additional pages over 150 pages per page \$ _____

2. Content Template:

- (a) 1-4 pages per page \$ _____
- (b) Over 4 pages up to 50 pages per page \$ _____
- (c) Over 50 pages up to 150 pages per page \$ _____
- (d) Additional pages over 150 pages per page \$ _____

3. Revise existing MS Word Template (Blank or Content):

- (a) 1-4 pages per page \$ _____
- (b) Over 4 pages up to 50 pages per page \$ _____
- (c) Over 50 pages up to 150 pages per page \$ _____
- (d) Additional pages over 150 pages per page \$ _____

(Initials)

II. ADDITIONAL REQUIREMENTS:

1. Proofs:

- (a) 1-4 pages per page \$ _____
- (b) Over 4 pages up to 50 pages per page \$ _____
- (c) Over 50 pages up to 150 pages per page \$ _____
- (d) Additional pages over 150 pages per page \$ _____

(Initials)