

3407-S		July 1, 2018 thru June 30, 2019 w/4 options (6/30/2023)																										
		AGS		ALS International, Inc.		DSS/DBA/Languages Transation Services		EFFECTIFF, LLC		Idea Lanquage Services, LLC		International Publications Media		LanguageUSA, Inc.		Progressive Publishing Services		Rugamas Creative Solutions		Solten Corp.		The Print House		Human Touch Translations Ltd.		GPO		
		White Plains MD		New York NY		Federal Way WA		North Miami Beach FL		Springfield VA		New York NY		Austin TX		York PA		San Antonio TX		Miami Beach FL		Brooklyn NY		Great Neck NY		Estimate		
ITEM OF NUMBER		BASIS		---		---		---		---		---		---		---		---		---		---		---		---		
ITEM DESCRIPTION		AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST		
ENGLISH TO SPANISH TRANSLATION INCLUDING GRAPHIC IMAGE TRANSLATION																												
(a)	English to Spanish Translation per 1,000 words	192	250.00	48,000.00	77.60	14,899.20	160.00	30,720.00	80.00	15,360.00	70.00	13,440.00	141.429	27,154.37	125.00	24,000.00	100.00	19,200.00	90.00	17,280.00	74.00	14,208.00	125.00	24,000.00	80.00	15,360.00	80.00	15,360.00
(b)	Translation per Graphic Image	384	25.00	9,600.00	5.90	2,265.60	10.00	3,840.00	16.00	6,144.00	4.00	1,536.00	1.152	442.37	15.00	5,760.00	10.00	3,840.00	5.00	1,920.00	4.00	1,536.00	25.00	9,600.00	6.00	2,304.00	6.00	2,304.00
TOTAL				57,600.00		17,164.80		34,560.00		21,504.00		14,976.00		27,596.74		29,760.00		23,040.00		19,200.00		15,744.00		33,600.00		17,664.00		17,664.00
DISCOUNT			0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	1.00%	275.97	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
NET TOTAL				57,600.00		17,164.80		34,560.00		21,504.00		14,976.00		27,320.77		29,760.00		23,040.00		19,200.00		15,744.00		33,600.00		17,664.00		17,664.00
AWARDED																												

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPART UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

## QUOTATION REQUEST

U.S. GOVERNMENT PUBLISHING OFFICE  
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

### Spanish Translation Services

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

Department of Veterans Affairs - Atlanta, GA

### Single Award

**CONTRACT TERM:** The term of this contract is for the period beginning **July 1, 2018**, and ending **June 30, 2019**, 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 OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO JEFF MESSERSMITH, (404) 605-9160, EXT. 32708, OR E-MAIL [jmessersmith@gpo.gov](mailto:jmessersmith@gpo.gov). REFER ALL OTHER QUESTIONS TO THE CONTRACT ADMINISTRATOR – AMINA HARVEY, (404) 605-9160, EXT. 32712, OR E-MAIL [aharvey@gpo.gov](mailto:aharvey@gpo.gov). NO COLLECT CALLS.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE  
on the internet (<https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>)  
or bidders may email request to [infoatlanta@gpo.gov](mailto:infoatlanta@gpo.gov) .

This is a Small Purchase Term Contract. Quotes may be submitted directly to the GPO Atlanta Regional Office Fax No. (404) 605-9185 or (404) 605-9186 or mailed to the Atlanta Regional Printing Procurement Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327. TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.

**Quotes due by 11:00 a.m., prevailing Atlanta, GA, time on June 26, 2018**

**The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES (pages 7 thru 9).**

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

## SECTION 1 – GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Quote will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)).

***All GPO publications referenced in these specifications are available on the internet via the GPO website, <https://contractorconnection.gpo.gov/>.***

**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 five 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 July 1, 2018 of the contract to June 30, 2019, 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 (insert the date that is 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 a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**PREPRODUCTION CONFERENCE:** A Preproduction Conference telephone call will be held with the contractor's representatives along with a Government representatives from the GPO Atlanta Regional Office and Department of Veterans Affairs, Atlanta, GA after award. Contractor will be notified of exact date and time. The purpose of the conference will be to discuss and review all aspects of the contract to ensure the contractor fully understands the overall requirements of the contract as indicated in these specifications.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instructions 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/vendors/how-to-get-paid>.

**NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 7 thru 9.**

**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 July 1, 2018 through June 30, 2019, 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.

## SECTION 2 – SPECIFICATIONS

**SCOPE:** No printing is required. This specification covers the quick-turn conversion of documents, books and other material translated from English into a Spanish format, mainly the Puerto Rican dialect. Additional requirements also include the ability to tag images with Spanish “Alt Text” and Meta Data. These documents will include forms, simple paragraphs, and complete books. All material must be fully translated and be grammatically correct and free of spelling errors. The average word count per page is 350.

**TITLE:** Translation Services (English to Spanish).

**FREQUENCY OF ORDERS:** Approximately 12-20 orders annually.

**NUMBER OF PAGES:** Approximately 2-100 pages per order (average 48 pages)

**NUMBER OF GRAPHIC IMAGES:** Approximately 10-40 images per order (average 24 images)

**QUANTITY:** One electronic file per order

**TRIM SIZE:** Document size will vary per order (typically 8-1/2 x 11”).

**RESOLUTION:** As indicated per order.

**GOVERNMENT TO FURNISH:** The VA will provide all documents to the contractor via email or contractor hosted (secured/ password protected) FTP site. No documents may be transmitted via free file sharing service (i.e. “You Send It”, “Morpheus”, “LimeWire, etc.).

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.

**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.

**DOCUMENT COVERSION:** Documents to be translated will be provided in a variety of formats (Adobe InDesign CS5, MSWord, simple text files, etc.). The majority will be provided in Adobe InDesign CS5 or higher, and produced in both Mac and PC formats. These files may include text and/or images. Links may not be provided for images, but will contain place holders where images are required. The contractor is required to translate “Alt text” which has been applied to place holder images. This information must be repopulated in the file if required by the ordering agency. Documents in this contract will contain no PII, HIPPA or privacy material.

**DISTRIBUTION:** Upon completion of each order, the contractor will be required to transmit converted files back to the VA via the same method documents were submitted, including the additional MS Word file. If the contractor uses their FTP server, all documents are required to be placed in a secure/password protected folder which must restrict access to unauthorized personnel.

**RECEIPT FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, print order number, and date delivery made with signature of the Government agent accepting delivery. NOTE: E-mail confirmation from the ordering agency in lieu of signed delivery receipt is authorized. The original copy of this receipt must accompany the contractor's voucher for payment.

**SCHEDULE:** Adherence to this schedule must be maintained.

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) to be picked up with the furnished material.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete each print order. NOTE: Workdays allowed are based on Government needs.

	<u>WD After</u>
Basic documents up to 4 pages .....	2
Complex documents up to 100 pages.....	10
Documents in excess of 100 pages .....	Negotiable

**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 1 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 for a like period of time.

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

- I. (a)            192
- (b)            384

**SECTION 4 – SCHEDULE OF PRICES**

GPO Atlanta Facsimile Number: (404) 605-9185 or (404) 605-9186

**Quotes due by: 11:00 a.m. / Date: June 26, 2018**

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

**NOTE: TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.**

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Quotes offered are F.O.B. destination.

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

Bidder must make an entry in each of the spaces provided. 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), N/A (Not Applicable), or blank spaces for an item 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 GPO shall be based on the most economical method of production.

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

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR QUOTE)



**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.**

Fraction parts of 1,000 will be prorated at the per 1,000 rate.

**I. ENGLISH TO SPANISH TRANSLATION INCLUDING GRAPHIC IMAGE TRANSLATION**

(a) English to Spanish Translation per 1,000 words.....\$\_\_\_\_\_

(b) Translation per Graphic Image.....\$\_\_\_\_\_

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor’s city is specified. If no shipping point is indicated above, it will be deemed that the 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 Solicitation Provisions in GPO Contract Terms (Publication 310.2).

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

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

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR QUOTE)

**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 points(s), in exact accordance with specifications.

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

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

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

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

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

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

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

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

\*\*\*\*\*

THIS SECTION FOR GPO USE ONLY

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

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

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