

	A	B	C	D	E	F
1	Program No 2709-S Term DATE OF AWARD To 12/31/20					
2	TITLE: Torch Magazine-Layout and Design Services for Hard Copy and Web Versions					
3					AWARDED	
4					2D Design LLC	
5					Converse, TX	
6					CC#: 420-88611	
7	EM NO	DESCRIPTION	BASIS OF AWARD		UNIT RATE	COST
8	I.	Design Production				
9	(a)	Layout and design.....per page.....	56		\$95.00	\$5,320.00
10	(b)	Additional content/or Author's Alterations.....per page.....	14		\$35.00	\$490.00
11	(c)	Web-Ready 508 Compliant Adobe Acrobat PDF file(s).....per page.....	56		\$0.00	\$0.00
12						
13		CONTRACTOR TOTALS				\$5,810.00
14		DISCOUNT			0.00%	\$0.00
15		DISCOUNTED TOTALS				\$5,810.00

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
Dallas, TX

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Torch Magazine-Layout and Design Services for Hard Copy and Web Versions

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

Defense Logistics Agency-Document Services (DLA)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning at TIME OF AWARD and ending December 31, 2020, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Term of Contract" clause in Section 1 of this contract.

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO JERMAINE BERRYMAN, (214) 746-0451, Ext. 2, OR E-MAIL jberryman@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 infodallas@gpo.gov.

This is a Small Purchase Term Contract. Quotes may be submitted directly to the GPO Dallas Regional Office via fax (214-767-4101) or mailed to the GPO Dallas Regional Office, 1100 Commerce Street, Suite 731, Dallas, TX 75242. TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.

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.

PRODUCTION AREA: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 50-mile radius of the DLA, 1850 First Street West, JBSA-Randolph, TX 78150-4308.

Quotes due by 11:00 a.m., prevailing Dallas, TX time, on January 29, 2020.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Quotation Request 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 (revised 9-19)).

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>.

PREDOMINATE FUNCTION: Production, planning, and management of *Torch Magazine* design is the predominate function of this contract and may *not* be subcontracted.

PREAWARD EVALUATION: Upon notification from GPO, contractor shall submit a detailed plan to include the following for technical and managerial evaluation:

1. Quality and Demonstrated Experience in Producing Similar Products: Three or more published samples with a narrative of previous experience, demonstrating your ability to produce high quality and well designed publications.
2. Design Experience: Describe, with two or more samples, your capability to perform original designs as required. This description should include how the design will be developed and produced.
3. Production Schedule: Outline of schedule, to include attendance of editorial planning meetings, proofs and production to meet the specified schedule.

Bidders who cannot submit the required preaward evaluation plan will be declared NON-RESPONSIBLE.

Contractor will be notified of low bid status. Evaluation material is due to the government within two (2) workdays of notification of low bid status. The government will evaluate the material and return within three (3) workdays.

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.

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 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).

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 TIME OF AWARD to December 31, 2020, 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 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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

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

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

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.

PREPRODUCTION CONFERENCE: The agency may choose to hold a Preproduction Conference at the contractor's plant or via conference call. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete the fulfillment of the contract. The contractor should be prepared to present detailed production and quality control plans including such items as: (1) processing orders and preflighting supplied PDF files; (2) internal schedule and workflow; (3) identifying coordination/communication contacts; (4) FTP setup/procedures; and (5) any other special requirements which are specific to this contract.

Representatives from the Government and all points of contact from each phase of production from the primary contractor will be required to attend the meeting.

PAYMENT: Submitting invoices for payment via the GPO fax gateway utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. 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/vendors/how-to-get-paid>.

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 11 AND 12.

In addition, the contractor is required to email a copy of the billing documents (and any supplementary billing information) to the Defense Logistic Services (DLA) as indicated on the Print Order. Failure to do so may result in non-payment.

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 TIME OF AWARD through December 31, 2020, 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.

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: These specifications cover the production of publishing design work, requiring such operations as secure FTP retrieval/receipt of digital content, planning, project and timeline management, content design, and layout design, generation of printing media (and companion Section 508 compliant PDF media for use on customer's web site) from furnished and contractor-created digital copy and press ready digital files.

TITLE: *Torch Magazine* – Layout and Design Services for Hard Copy and Web Versions

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

All ranges/percentages/etc. herein are based on past requirements and/or anticipated requirements and are NOT to be construed as a guarantee.

FREQUENCY OF ORDERS: Approx. two orders per year.

QUANTITY/NUMBER OF PAGES: Approximately 28 pages, including covers.

TRIM SIZE: 8-1/2 x 11"

GOVERNMENT TO FURNISH:

- Print Orders (GPO Form 2511)

Platform: Windows (PC compatible).

Storage Media: Secure FTP

Software: Raw content files are furnished in Microsoft Word, Adobe Illustrator and Photoshop (current versions) and Adobe Portable Document Format (PDF)

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

Fonts: Printer and screen fonts may furnished.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional

Information: Image files include .jpeg and/or .tiff files, as well as photo files shot and captured with a digital camera.

CMYK will be used for color identification.

The Government will supply digital content consisting of a combination of text and graphic elements. It is anticipated that as many as 40 pages of raw digital content will be furnished per issue.

OWNERSHIP OF MATERIALS: The Air Education and Training Command Safety Directorate (AETC/SE) retains the ownership and rights to all original materials, including design elements as well as photographs and illustrations, which may not be used without express written permission of AETC/SE. AETC retains the rights to reproduce all elements of the magazine at no additional cost.

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.

Contractor to use industry standard desktop publishing software, e.g., Adobe InDesign, and associated professional publishing /graphic design programs to include Adobe Photoshop, Adobe Illustrated, and similar software. These files will be considered and referred to as the native file(s).

Secure Data Transmission: The elements must be transmitted via secure FTP means and methods in accordance with AETC security/privacy regulations.

It is anticipated that the contractor will be required to execute and submit an AETC *Data Transfer Agreement* during the term of this contract to assure secure handling and processing of the performance of this contract. The contractor will be required to invest the time, effort and materials required to satisfy the required FTP security at no additional cost to the Government.

Contractor must be able to support legacy versions as well as the most recent upgrades of the aforementioned software should the Government provide digital files created with older software versions or new software upgrades.

At the end of the contract period all DLA original materials and digital publishing files to be delivered to the ordering DLA office.

CONTRACT EDITORIAL REPRESENTATIVE(S): Unless otherwise instructed by AETC/SE, the contractor shall initiate and conduct all *Torch Magazine* contract design/editorial discussions with Mr. Tim Barela, at (210) 287-5028; timothy.barela@us.af.mil.

EDITORIAL PLANNING: It is the intent of the customer to establish with the contractor an annual production calendar during the life of the contract for each issue of *Torch Magazine*.

PUBLICATION DESIGN: The contractor will be required to provide original publication design, to include fonts and other elements necessary to create a distinctive and coherent visual identity for the specified publication. To this end, the contractor shall:

- Provide complete page design. The overall design concept must be approved by the AETC/SE Torch Magazine Editorial Representative(s) prior to beginning production on the first issue.
- Digitally incorporate into the design any artwork and photography provided by AETC/SE, including photographs, slides and illustrations.
- Supplement any supplied artwork or text with illustrations, icons, logos and stock photos, as mutually agreed upon.
- Contractor to professionally copyfit final contents, eliminating orphans, widows, bad breaks, etc.

COURTESY CREDIT LINES: Courtesy credit lines are permissible only for non-copyrighted materials contributed or loaned by non-governmental parties. They shall be subordinate in size of type to that of both text and legends for illustrations. When all materials have come from a single non-governmental source, credit lines shall be given only in a paragraph without display typography.

COPYRIGHT NOTICES: Copyright notices shall be subordinated in size of type to that of both text and legends for illustrations. When privately copyrighted material is reprinted in a Government publication, notice of copyright is essential in order that the public not be misled. Prior to the publication of any copyrighted material the contractor must obtain approval from the copyright holder and the ordering Government agency.

SECTION 508 COMPLIANT PDF CONTENT: The contractor will be required to create and deliver Adobe Acrobat PDF content for each issue of *Torch Magazine*, optimized for customer use on their web site(s). Provided PDF content must be in full and current compliance with Section 508 of the U.S. Rehabilitation Act. (See: www.section508.gov)

PROOFS: The contractor will be required to provide approximately two rounds of “soft” proofs per issue.

The “soft” proofs shall be electronically submitted in the form of an Adobe Acrobat PDF file(s) with all the fonts embedded. All PDF proofs shall be distilled as “PressOptimized” PDF files. Unless other instructed, the proofs shall consist of all publication pages, correctly collated, and shall include all publication elements.

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

DISTRIBUTION: The contractor will be required to provide press ready files to the contractor on Program 2709-S or to the Government, at the Government’s option, via contractor ftp site. FTP information will be provide at post award conference immediately after award.

Delivery of 508 compliant digital content: The contractor shall post the 508 compliant web-ready PDF to Defense Visual Information Distribution Service (DVIDS). Instructions for posting will be provided at post award conference immediately after award.

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). As applicable, furnished material and proofs must be picked up from the agency.

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

No definite schedule for pickup of material can be predetermined.

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.

Unless otherwise instructed, the contractor will be required to submit an Adobe Acrobat PDF "soft" proof file for evaluation to Mr. Tim Barela at timothy.barela@us.af.mil or as otherwise indicated on the print order. The contractor must not print prior to receipt of a phone call to Tim Barela at (210) 287-5028 and subsequent email receipt of an "OK to Print."

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.

	<u>WD After</u>
Contractor to transmit page PDF proof	7
Evaluation of page PDF proof	8
Contractor to transmit second page design PDF proof	4
Evaluation of second page design PDF proof	8
Submission of press ready files to Program 2709-S contractor	5

Any furnished copy provided must be returned with proofs. Unless otherwise instructed, if additional rounds of revised proofs are required, contractor must submit them within four workdays and pickup within eight (8) workdays.

The "ship/deliver" date indicated on the print order applies to the date by which electronic media is to be delivered/uploaded to the agency.

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 email infodallas@gpo.gov. Personnel receiving email, call, or facsimile 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.

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

- I. (a) 56
- (b) 14
- (c) 56

SECTION 4.- SCHEDULE OF PRICES

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 information, 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.

Bids submitted with NB (No Bid) 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 vouchers submitted to the GPO shall be based on the most economical method of production.

I. DESIGN PRODUCTION: Prices quoted shall include the cost of all editorial/graphic materials and operations necessary for the creation, composition and generation of the customer-approved *Torch Magazine* digital content.

- (a) Layout and design per page\$ _____
- (b) Additional content/or Author’s Alterations..... per page\$ _____
- (c) Web- Ready 508 Compliant Adobe Acrobat PDF file(s) per page\$ _____

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 BID)

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)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID).

THIS SECTION FOR GPO USE ONLY

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