

TITLE:	Proofreading Services													
TERM:	From October 1, 2018 thru September 30, 2019													
	Department of Education													
	PROGRAM 203-S													
		CANAAN MEDIA LLC			SCHATZ PUB. GROUP			VECTOR TECH. RESOURCES			PROGRESSIVE PUB. SERV.		CURRENT CONTRACTOR	
		Piscataway, NJ			Washington, DC			Lanham, MD			York, PA		Progressive Publishing Services	
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST		
I.	PROOFREADING SERVICES:													
	Prices offered must be all inclusive.													
	Proofreading-----per page	1,225	18.80	23,030.00	4.49	5,500.25	28.00	34,300.00	3.00	3,675.00	3.50	4,287.50		
	CONTRACTOR TOTALS			\$23,030.00		\$5,500.25		\$34,300.00		\$3,675.00		\$4,287.50		
	DISCOUNT		0.5%	\$115.15	0%		0%		0%		0%			
	DISCOUNTED TOTALS			\$22,914.85		\$5,500.25		\$34,300.00		\$3,675.00		\$4,287.50		
										AWARDED				

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Proofreading Services

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

Department of Education

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning October 1, 2018 and ending September 30, 2019, 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 publicly opened at 11:00 a.m., prevailing Washington, DC time, on August 30, 2018.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

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 zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate 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; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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 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”.

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 Rebecca Swan at rswan@gpo.gov or (202) 512-1239.

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 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 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

In addition, the following publications shall also apply:

U.S. Government Publishing Office Style Manual.

Merriam-Webster's Collegiate Dictionary, latest edition.

Abbreviations, Capitalization, Dates, Numerals, Usage, and Titles: Associated Press Stylebook, latest edition.

Bibliographies and Footnotes: Chicago Manual of Style, latest edition.

American Psychological Association Style Guide, latest edition.

SUBCONTRACTING: Subcontracting will not be permitted.

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 this 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 October 1, 2018 to September 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 June 30, 2018 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.

CONTRACTOR RESPONSIBILITY:

1. General. Purchases shall be made from, and contracts shall be awarded to, a responsible prospective contractor only;
2. Responsible Contractor. A responsible contractor is one who meets the minimum standards set forth in paragraph 4 below to the extent that such standards are applicable to the specific procurement;
3. Authority. The authority for determinations of contractor responsibility/nonresponsibility rests with the Contracting Officer over whose signature the award of a contract is to be made;
4. Minimum Standards for Responsible Prospective Contractors. To receive a favorable responsibility rating, a prospective contractor must meet the standards set forth below to the extent applicable to the specific procurement;
5. The prospective contractor shall—
 - (i) have adequate financial resources, or the ability to obtain adequate financial resources to perform the contract;
 - (ii) be able to comply with the proposed delivery or performance schedule, taking into consideration other existing commitments, commercial as well as governmental;
 - (iii) have a satisfactory record of performance in regard to both quality and timeliness on previously awarded contracts. A prospective contractor that is or recently has been seriously deficient in contract performance shall be presumed to be nonresponsible, unless the Contracting Officer determines that the circumstances were properly beyond the contractor's control, or that the contractor has taken appropriate corrective action. Past failure to apply sufficient tenacity and perseverance to perform acceptably is strong evidence of nonresponsibility. Failure to meet the quality requirements of the contract is a significant factor to consider in determining satisfactory performance. The Contracting Officer shall consider the number of contracts involved and the extent of deficient performance in each contract when making this determination;
 - (iv) possess, or have the ability to obtain, the necessary experience, technical skills, and productive capacity to perform the predominant contract requirement (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to services to be performed by the prospective contractor;
 - (v) have adequate production controls and quality assurance methods to satisfy the quality requirements of the contract;

- (vi) be able to satisfy any specified special standards of responsibility. Such special standards may be incorporated in specifications where the requirements call for unusual expertise, specialized facilities, or location of facilities; and
- (vii) be otherwise qualified and eligible to receive an award under applicable laws and regulations.

QUALIFICATIONS OF THE CONTRACTOR: The prospective contractor must provide references of services performed in the proofreading field. (See "QUALIFICATIONS OF THE CONTRACTOR" in Section 4.-SCHEDULE OF PRICES.")

QUALITY ASSURANCE LEVELS AND STANDARDS OF PROOFREADERS:

The following levels and standards shall be maintained:

- An average of no more than 1.0 proofreading errors per 3 to 5 pages.

UNSATISFACTORY PERFORMANCE: The contractor shall maintain the Quality Assurance levels and standards set forth in this contract, and any notice by the Contracting Officer of the failure to perform at these levels and standards, shall be cured by the contractor within 48 hours.

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 contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award. At the option of the Government, the postaward conference may be held via teleconference.

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 October 1, 2018 through September 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 the 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 that 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:

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. 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>.

Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the performance of proofreading. The contractor shall be responsible for proofreading copy of forms, regulations, technical manuals, training material, information material, reports, letters and posters.

TITLE: Proofreading Services.

FREQUENCY OF ORDERS: Approximately 5 to 10 orders per year.

NUMBER OF PAGES: Approximately 100 to 300 pages per order.

TRIM SIZE: 8-1/2 x 11”.

GOVERNMENT TO FURNISH: Materials will be supplied as hard copy as 8-1/2 x 11” sheets, printed either one-sided or head-to-head, or as electronic media as indicated below:

Platform: IBM or compatible using Windows version 7 or higher.

Storage Media: Email; Zip disk; CD-ROM.

Software: Adobe Acrobat.

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

Additional Information: Files will be furnished in PDF format.

NOTE: The majority of orders will be furnished as hard copy.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to provide the service(s) in accordance with these specifications.

QUALIFICATIONS/PRODUCTION STANDARDS OF CONTRACTOR PERSONNEL: Each proofreader must be able to meet or exceed the following minimum requirement/production standards:

1. A minimum of two (2) years of professional editorial proofreading experience with a firm/company/agency which is regularly and continuously engaged in the proofreading, printing, publishing, or editorial field. This experience must include the ability to produce standard proofreader copy markup, in accordance with the U.S. Government Publishing Office Style Manual, and must have consisted of editing/proofreading complex form pages and instructional material. The reference source to be used for Spelling: Merriam-Webster’s Collegiate Dictionary, latest edition; Abbreviations, Capitalization, Dates, Numerals, Usage and Titles: Associated Press Stylebook, latest edition; Bibliographies and Footnotes: Chicago Manual of Style, latest edition or American Psychological Association Style Guide, latest edition.
2. The ability to read at least four (4) pages per hour.
3. The ability to read at least three (3) pages of typeset copy per hour of regulations, technical manuals or training materials.

The contractor shall:

1. Output hard copy from electronic file, as applicable.
2. Proofread and mark up hard copy as necessary in RED ink;

3. Submit marked up hard copy to the ordering agency;
4. Verify all Web sites and phone numbers included in the item to be proofread, when indicated on the print order.

PACKING:

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

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open or split when processed through the U.S. mail system or a small package carrier delivery system.

LABELING AND MARKING (Package and/or Container Label):

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, Rev. 7-15) from GPO.gov, fill in appropriate blanks, and attach to shipping containers.

DISTRIBUTION: Deliver f.o.b. destination all proofread copy, any subsequent reviews, and completed copy to the U.S. Department of Education, Awareness and Outreach Division, 31G4 Union Center Plaza, 830 First Street, NE, Washington, DC 20002, Attn: Pat Treichel (202) 377-3223.

Inside delivery to room number specified is required.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via e-mail to pat.treichel@ed.gov. The subject line of the email shall be "Distribution Notice for Program 203-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.

All expenses incidental to picking up and returning materials, as applicable, 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 (Form 2511).

When applicable, contractor is to pick up furnished material from and deliver to: U.S. Department of Education, Awareness and Outreach Division, 31G4 Union Center Plaza, 830 First Street, NE, Washington, DC 20002.

At the Government's option, print orders and furnished material may be furnished via email.

No definite schedule for the pickup of material can be predetermined at this time.

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

- Contractor shall complete production and distribution within four (4) workdays.

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 specified.

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

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

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (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 under this contract for a like period of time.

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

- I. 1,225

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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 blank spaces, or 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.

Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

I. PROOFREADING SERVICES: Prices offered must be all inclusive.

NOTE: No charge will be permitted for blank pages.

Proofreading per page..... \$ _____

(Initials)

QUALIFICATIONS OF THE CONTRACTOR:

The contractor must be an experienced firm regularly and continuously engaged in supplying proofreading services. The firm shall have performed service of comparable scope, complexity, and operating requirements as specified herein. Additionally, the successful contractor shall have a satisfactory performance record, and shall provide at least three names of firms, names of contact persons, complete addresses, and telephone numbers of such performance below:

1. _____
(Name of Firm)

_____ (Person to Contact) _____ (Title)

_____ (Address)

_____ (City, State, and Zip Code) _____ (Area Code and Telephone Number)

2. _____
(Name of Firm)

_____ (Person to Contact) _____ (Title)

_____ (Address)

_____ (City, State, and Zip Code) _____ (Area Code and Telephone Number)

3. _____
(Name of Firm)

_____ (Person to Contact) _____ (Title)

_____ (Address)

_____ (City, State, and Zip Code) _____ (Area Code and Telephone Number)

(Initials)

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)

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 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.

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

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

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

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

(Street Address)

(City – State – Zip Code)

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

(Person to be Contacted) (Telephone Number) (Email Address)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
