

Program No 0392-S Term Date of July 1, 2012 To June 30, 2013

Title: ELECTRONIC FILE FORMS

			ARDEM INCORP.		CUSTOM DESIGNERS INC.		GRAY GRAPHICS		NPC		CURRENT CONTRACTOR	
			Hillsborough, NJ		Nokesville, VA		Capitol Heights, MD		Claysburg, PA		NPC	
ITEM NO	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I. FORM CREATION:												
(a)	Typesetting forms.....per page	36	45.00	1,620.00	55.00	1,980.00	50.00	1,800.00	40.00	1,440.00	50.00	1,800.00
(b)	Scanning furnished copy.....per scan	2	18.00	36.00	15.00	30.00	20.00	40.00	50.00	100.00	50.00	100.00
	Trim/Page-size unit produced from electronic file											
II. PDF CREATION:												
DISTRIBUTION:												
(a)	Page with 50 or less fillable boxes.....per page	32	40.00	1,280.00	9.00	288.00	30.00	960.00	22.00	704.00	20.00	640.00
(b)	Page with 51 to 100 fillable boxes.....per page	8	55.00	440.00	15.00	120.00	50.00	400.00	50.00	400.00	50.00	400.00
(c)	Page with 101 or more fillable boxes.....per page	4	80.00	320.00	22.00	88.00	75.00	300.00	95.00	380.00	30.00	120.00
III. AUTHOR'S ALTERATIONS:												
	Per fillable box.....	96	6.00	576.00	2.00	192.00	1.00	96.00	30.00	2,880.00	30.00	2,880.00
CONTRACTOR TOTALS				\$4,272.00		\$2,698.00		\$3,596.00		\$5,904.00		\$5,940.00
DISCOUNT			0.00%	\$0.00	0.00%	\$0.00	1.00%	\$35.96	0.25%	\$14.76	0.25%	\$14.85
DISCOUNTED TOTALS				\$4,272.00		\$2,698.00		\$3,560.04		\$5,889.24		\$5,925.15
												AWARDED

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Electronic File Forms

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

Department of the Interior
Bureau of Land Management (BLM)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **July 1, 2012 and ending June 30, 2013**, 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 June xx, 2012.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, 36 H Street, NW, Bid Room C-161, Stop PPSB, Washington, DC 20401-0001. 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 June 2001.

BIDDERS, PLEASE NOTE: These specifications have been revised. Bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding. Special attention is directed to additional items which may differ from the previous contract:

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Central>

For information of a technical nature call **Diane Marshall** (202) 512-0310 or email dmarshall@gpo.gov (No collect calls).

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

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

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 the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “**EXTENSION OF CONTRACT TERM**” clause. See also “**ECONOMIC PRICE ADJUSTMENT**” for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **July 1, 2012 to June 30, 2013**, 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 **March 31, 2012**, 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 contractor, 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. During the time of the pre-award survey, the contractor is required to give a demonstration of their capabilities to perform by using the actual hardware and software that will be utilized to meet the requirements of the contract.

Whether a preaward survey is performed or not, the contractor must furnish to the agency, prior to award, a list of software and computer platform(s) that they will use to create the electronic file(s) forms. The contractor must, if requested, furnish a list of references of similar work performed under other contracts and a narrative describing the experience of your company.

PREAWARD TEST: Unless waived by the Contracting Officer, the contractor being considered for award may be required to successfully complete the following preaward test. The prospective contractor will be required to pick-up three (3) different pieces of camera copy from the ordering agency. The prospective contractor will be required to scan the camera copy at a minimum of 150 dpi and provide two (2) copies of the test forms as positive prints of the reformatted data plus a CD containing the files in accordance with the requirements listed under **“DELIVERABLES”**. A Government representative(s) may be on site to observe the preaward test. The test may be required at the time of the preaward survey.

- (1) The test material must be picked up from and delivered to the Bureau of Land Management, Attn: Sherri Hendren, BC-652, P.O. Box 25047, Mailroom, Building 50, Entrance S-2, Denver Federal Center, Denver, CO 80225-0047. (303)-236-6458.
- (2) The test forms must be delivered to the agency within three **(3) workdays** after pickup of furnished test materials.
- (3) The test forms will be withheld no longer than **three (3) workdays** by the Government until approval/disapproval is given. Approval/disapproval will be given via email.
- (4) Approval of preaward test: Approval will be based upon the contractor fulfilling all of the requirements of the specifications within the time specified. A single deviation from the contract specifications or failure to complete delivery within the time specified may result in declaring the contractor nonresponsible.
- (5) Disapproval of preaward test: At the option of the Government and if so notified by the Contracting Officer, the contractor may be permitted additional time to correct defects or to submit additional test material. The time allowed to provide additional test material may differ depending upon the nature of the defects noted. This will be specified when notification is given.
- (6) All costs incurred in performing the preaward test must be borne by the contractor.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, in order to insure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives will conduct a teleconference with the contractor's representatives, immediately after award. The contractor will be notified of exact date, time, and phone number.

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, 2012 through June 30, 2013**, 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.

SUBMISSION OF VOUCHERS: Upon completion of a print order placed by the ordering agency, an itemized statement for billing must be submitted to the agency for examination and certification as to the correctness of the billing. Invoices are to be sent to the Bureau of Land Management, Attn: Sherri Hendren, BC-652, P.O. Box 25047, Mailroom, Building 50, Entrance S-2, Denver Federal Center, Denver, CO 80225-0047.

After agency certification, invoices will be submitted to the Government Printing Office for payment.

PAYMENTS ON PURCHASE ORDER: Processing vouchers for payment, FAX the completed invoice to us by utilizing the GPO barcode coversheet program application. Access the hyperlink below and follow the instructions as indicated:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

Facsimile transmission should only be used when no samples are required with your invoice, otherwise payment will be held up while the invoice is returned to you for the required sample(s).

ALL voucher packages and envelopes MUST be mailed to: COMPTROLLER-FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, DC 20401

Note: Do not mail your invoice to any other GPO Procurement Office as this will delay payment.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of electronic Portable Document Format (PDF) files created from Government furnished camera copy to be used by the Bureau of Land Management on line and internal web pages for fillable BLM forms.

TITLE: Electronic File Forms

FREQUENCY OF ORDERS: Approximately 35 orders per year, no more than three print orders will be placed on the same day with the same schedule.

QUANTITY: Approximately 35 forms per year.

PAGES: Forms will range from approximately 1 to 10 pages. The average number of pages per form is 3 pages.

TRIM SIZE: 8-1/2 x 11".

GOVERNMENT TO FURNISH: Camera copy to be scanned or recreated electronically, as specified by the Government.

If required, a "BLM Sample Filled Form", a "Tab Order Sheet", a "Formatting Sheet", a "Calculation Sheet" and a "Pick List Form" will also be furnished.

CD with form created in MS Word, if available.

A specific instruction sheet will also be furnished.

EXHIBITS: The facsimile of sample page shown as **EXHIBIT A** is representative of an "Automatic Addition of Columns" form requirement which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

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.

COMPOSITION: When required, the contractor is to typeset text and rule matter to match furnished copy.

Contractor must match typestyle and type size of furnished copy. **NOTE:** Majority of forms were created using Helvetica and Times New Roman.

SCANNING: When scanning is required, the check boxes must be deleted from the scan and replaced with check boxes created in the PDF. (Check boxes on top of check boxes are not allowed.)

PROOFS: Contractor must furnish one (1) set of Adobe Acrobat (current version) PDF soft proof of specified individual pages. PDF soft proofs will be transferred to the agency via email or FTP. PDF soft proof will be evaluated for text, and image position. E-mail proofs to karen_wrenn@blm.gov and sherri_hendren@blm.gov for approval. An occasional order may require a hard digital content proof to be sent via overnight mail when requested on print order.

AUTOMATIC ADDITION OF COLUMNS: The contractor will be required to develop a formula that is transparent to the user but will allow for the automatic tabulation of a column with the total of the column appearing in the last box of the column. The calculation (addition of all boxes) formula shall be developed for the associated PDF file. (See **EXHIBIT A**.)

AUTHOR'S ALTERATIONS (AA's) : On occasion, the Government may return proofs to the contractor with minor changes (AA's). **NOTE:** The changes may be handwritten.) The amount of work to be performed will fluctuate between boxes and from one form to another. When AA's are required, the contractor shall be allowed only one (1) AA charge per fillable box, regardless of the extent of work performed per each fillable box.

DELIVERABLES: Upon completion of each order, the contractor is to deliver a CD. Each CD must:

- I. Be readable on computer systems running Windows PC or compatible system Windows 7 version NT or XP Professional. All software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.
- II. Utilize a file naming convention, consistent from the first order to the last order which includes the form number and originating office (e.g., BLM Form 4710-010).
- III. Contractor must furnish a file as outlined below:
 - A) An Adobe PDF file. This file will:
 - 1) Be Adobe Acrobat version 9.0 as indicated on Print Order (PDF version 1.6) Professional fillable form.
 - 2) Contain uniquely named data fields (follow field name and data format supplied on the print order). Note: Some form field names will be the same from one form to another, and must be consistent throughout. All form field names will not be provided by the agency, only field names that require specific naming conventions.
 - 3) All requested data fields must be visible when filled in and data field shall be transparent (background and border).
 - 4) All forms shall have a "Print" button and a "Clear form" button at the top of the form. These buttons shall have a white background with red border and text. Also, for those forms that include instructions that the user must reference, there may be a requirement for the creation of two additional buttons, "Instruction" and "Back to Top". These buttons will take the user from the top of page to the instruction page, and from the instruction page, back to the top of page one. The "Instruction" and "Back to Top" buttons may require border and text colors other than red.
 - 5) All forms shall be unlocked (not password protected).
 - 6) Each form shall be optimized with the "save as" feature.
 - 7) Each form shall have all fonts embedded (no subset fonts).
 - 8) Some forms will require list box contents (files will be provided as camera copy or Microsoft Word documents) supplied by the agency.
 - 9) All extraneous marks (all marks other than what is actually printed on the form) must not be present on the final PDF files. Contractor is responsible for all clean-up on scanned forms.
 - 10) Font Size – 9 point fill font; font style – Helvetica fill font. (An occasional form may require a smaller fill font size.)
 - 11) All deliverables must exactly match the Government furnished material (with the exception of the added buttons and list boxes). The contractor is responsible for all proofing and corrections necessary to meet this requirement.
 - 12) BLM Form Number and Page Number to be in number sequence. (i.e., page 1, then page 2, 3, etc.).
 - 13) To be *508 Compliant.

14) Boxes:

- a) The “yes” and “no” boxes need to be made so only 1 of the boxes can be checked, either the “yes” box or the “no” box, not both.
- b) Boxes are to be filled with a check mark, not with an “x”.
- c) Allow full length and width of box to be filled.

15) Cannot scroll after fill in. (Definition – Can not keep typing after length of box is filled. Can not automatically go to another line.) Apply “Do not scroll to fill” to all fields. Assign a line length to each field.

16) Contractor is to create a Digital Signature field, as identified, as follows:

- a) In the Properties dialog box for this Digital Signature field, its Common Properties-Form Field visibility option must be set to “Hidden.”
- b) Contractor to create signature fields according to each form.
- c) If required in the future, the contractor must ensure that when the visibility of the Digital Signature field is set to “Visible,” this field will fall in line with the current tab order.

***SECTION 508 COMPLIANCE:** The contractor shall comply with Section 508 of the Rehabilitation Act (29U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998.

In December 2000, the Architectural and Transportation Barriers Compliance Board (Access Board), pursuant to Section 508(2) (A) of the Rehabilitation Act Amendments of 1998, established Information Technology accessibility standards for the Federal Government. Section 508(a)(1) requires that when Federal departments or agencies develop, procure, maintain, or use Electronic and Information Technology (EIT), they shall ensure that the EIT allows Federal employees with disabilities to have access to and use of information and data that is comparable to the access to and use of information and data by other Federal employees. The Section 508 requirement also applies to members of the public seeking information or services from a Federal department or agency.

Section 508 text is available at:

<http://www.opm.gov/HTML/508-testOfLaw.htm>

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=14>

LABELING AND MARKING: Directory print out of contents of each CD.

DISTRIBUTION: Deliver F.O.B. Destination to: Bureau of Land Management, Attn: Sherri Hendren, BC-652, P.O. Box 25047, Mailroom, Building 50, Entrance S-2, Denver Federal Center, Denver, CO 80225-0047.

All expenses incidental to picking up and returning materials and submitting proofs must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material, print order, and proofs must be picked up from and delivered to the address indicated under “**DISTRIBUTION.**”

Pickup must be made between 9:00 a.m. and 3:00 p.m. Mountain Standard Time, Monday through Friday.

Furnished materials must be returned with completed form.

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.

WITHOUT PROOFS:

If no proofs are required, the contractor must complete production and distribution within **five (5) workdays**.

WITH PROOFS:

When proofs are requested, the contractor must submit proofs via e-mail within **four (4) workdays** of receipt of material. All proofs are to be emailed to Karen Wrenn at karen.wrenn@blm.gov and Sherri Hendren at sherri_hendren@blm.gov for approval. Contact Sherri at (303) 236-6458 if questions.

Proofs will be withheld from **three (3) to five (5) workdays** (depending on the complexity of the form) from receipt by the Government until proofs are made available for pickup or emailed to contractor. Proof hold time will be indicated on the print order.

Contractor must complete production and distribution within **three (3) workdays** after receipt of approval on proofs.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination specified.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 1-800-424-9471.

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) 36
(b) 2

II. (a) 32
(b) 8
(c) 4

III. 96

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are F.O.B. Destination to one address in Denver, CO.

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 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.

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

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. FORM CREATION:

- a) Typesetting forms..... per page\$_____
- b) Scanning furnished copy per scan\$_____

II. PDF CREATION: The prices offered shall be a complete page price, all-inclusive for producing electronic file forms in accordance with these specifications, and shall include the cost of proofs and all required materials and operations as applicable. The contractor will be allowed only one charge under line item (a), (b) or (c) per page. Under no circumstance will charges for multiple line items per page be allowed.

- (a) Page with 50 or less fillable boxes per page\$_____
- (b) Page with 51 to 100 fillable boxes per page\$_____
- (c) Page with a 101 or more fillable boxes per page\$_____

III. AUTHOR'S ALTERATIONS:

Per fillable box.....\$_____

(Initials)

INSTRUCTIONS FOR BID SUBMISSION: Fill out “**SECTION 4. – SCHEDULE OF PRICES,**” initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the “**SCHEDULE OF PRICES**” with two copies of the GPO Form 910 “**BID**” form. Do not enter bid prices on GPO Form 910; prices entered in the “**SCHEDULE OF PRICES**” will prevail.

Bidder _____

(City - State)

By _____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

