

<b>Prog:</b>	<b>835-S</b>			
<b>Title:</b>	<b>CFPB Business Cards</b>			
<b>Agency:</b>	<b>Consumer Financial Protection Bureau (CFPB)</b>			
<b>Term:</b>	<b>Beginning 12.01.16 and ending 11.30.17</b>			
			<b>ENVISION PRINT</b>	
			<b>Wichita, KS</b>	
		BASIS OF		
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	<b>COST</b>
<b>I.</b>	<b>COMPLETE PRODUCT:</b>			
	<b>Per Box of 250 Cards</b>			
	Per Name.....	150	40.14	<b>6,021.00</b>
	<b>CONTRACTOR TOTALS</b>			<b>\$6,021.00</b>
	<b>DISCOUNT</b>			
	<b>DISCOUNTED TOTALS</b>			<b>\$6,021.00</b>
				<b>AWARDED</b>

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*CFPB Business Cards*

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

Consumer Financial Protection Bureau (CFPB)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending November 30, 2017, plus up to four (4) optional 12-month extension period(s) 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 November 14, 2016.

**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: CSPS, 732 North Capitol Street, NW, Washington, D.C. 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 June, 2001. 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 Eastern 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.

**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.

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

For information of a technical nature, contact Bernice Mack at [bmack@gpo.gov](mailto:bmack@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 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. 8-02)).

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

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.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](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf).

**GPO IMPRINT REQUIREMENTS:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

**SUBCONTRACTING:** Subcontracting is not allowed.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes - Level III.
- (b) Finishing (item related) Attributes - Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S - 2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Proofs/Average type dimension/ Electronic media/Furnished copy
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**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 Date of Award to November 30, 2017, 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 August 31, 2016, 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.

**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.

**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. A monthly print order will be issued to indicate the total number of electronic orders placed and total number of cards produced per electronic order for the previous month. The print order will also indicate any other information pertinent to the particular task orders.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders supplemented by electronic orders. Orders may be issued under the contract from Date of Award through November 30, 2017, plus for such additional period(s) as the contract is extended. All print orders and electronic 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 or electronic 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 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.

**PAYMENT:** Submit all invoices, via fax, utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application 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.

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

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of business cards requiring such operations as on-line ordering, composition, data capture, printing in two ink color, binding, packing, and distribution.

**NOTE:** Orders will be placed via the contractor's web-based on-line ordering system. (See "ON-LINE ORDERING.")

**TITLE:** CFPB Business Cards.

**FREQUENCY OF ORDERS:** Monthly print orders will be issued for all on-line orders placed the previous month.

It is anticipated that up to approximately 600 on-line orders per year may be placed.

**NOTE:** The first print order issued will be for the production of the PDF proofs (of agency logo) only. The balance of print orders issued will be for the on-line orders.

**QUANTITY:** 250 cards per order.

**NUMBER OF PAGES:** Face only.

**TRIM SIZE:** 3-1/2 x 2".

**GOVERNMENT TO FURNISH:** Copy for individual names, titles/positions, addresses, contact information, shipping location, and supervisory contact information will be furnished via the contractor's on-line ordering system.

The contractor is to keep the furnished electronic media for the agency logo for use throughout the term of the contract. The agency logo will remain the same on every order. Electronic media for the logo will be furnished as follows –

Platform: Macintosh OSX 10.6.

Storage Media: Email.

Software: Adobe InDesign 5.5.

**NOTE:** 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: All printer and screen fonts will be furnished.

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: Files will be furnished in native application format.  
Agency logo is vector art and will be part of the furnished file.  
Visuals of all files will be furnished.  
Pantone matching system will be used for color identification.  
GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, must not print on the finished product.

**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.

**NOTE: Under no circumstances will the information furnished by the Government be used for any purpose other than for producing business cards for the intended recipients under this contract.**

**ON-LINE ORDERING:** *The contractor must provide an Internet-based on-line ordering system site that is fully functional at time of award. The contractor must be able to accept on-line orders within three (3) workdays of receipt of “O.K. to print” on PDF soft proofs for agency logo.*

The on-line ordering system must have the following capabilities:

1. The contractor’s web-site must contain an individual template for the business card, as specified in this contract.
2. The contractor’s ordering system must provide a fillable form specifically designed to accept data and place an Order Request as a one-step process.
3. The fillable form must have a check box confirming supervisory approval.
4. Placement of an Order Request must result in the immediate generation of an on-line proof.
5. Placement of an Order Request must result in the immediate generation of a confirmation email to both the person placing the order and his/her supervisor.

NOTE: The actual order will not be considered “placed” until Electronic Confirmation is entered into the contractor’s on-line ordering system.

**REPORTS:** Within the first five (5) workdays of each month, the contractor must generate and submit a monthly report to the ordering agency documenting all orders placed during the previous month. The report must include, but is not limited to: date each order was placed; names ordered; number of cards ordered per name; total number of orders placed; confirmation code; and, a copy of all billing information for each order. Monthly reports must be emailed to: [bruce.arthur@cfpb.gov](mailto:bruce.arthur@cfpb.gov).

**COMPOSITION:** The contractor will be required to create business cards for each individual’s pertinent information as submitted by on-line ordering.

Contractor will be required to set type for individual names, titles/positions, addresses, and contact information in Linotype Avenir LT CE 35 Light and Linotype Avenir LT CE 85 Heavy, as specified.

Alternate typefaces will not be accepted.

**ELECTRONIC PREPRESS (for the electronic media for the agency logo):** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, contractor shall copy the furnished files and make all changes to the copy.

**PROOFS:**

***First Print Order Only for the Agency Logo –***

One (1) Adobe Acrobat X (version 10 or later) PDF soft proof. Proof will be transferred to the agency via email. The PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

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.

Contractor must not print prior to the receipt of an "O.K. to print."

***All On-Line Orders –***

Proofs will consist of an immediate on-line proof of the Order Request. (See "ON-LINE ORDERING.")

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.

The contractor must not print prior to receipt of an "OK to print" in the form of an on-line Electronic Confirmation entered into the contractor's on-line ordering system.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

Government Paper Specification Standards No. 12 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

White Smooth and Fancy-Finish Cover, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L21.

**PRINTING:** Print face only in Pantone Black 7 and Pantone 361. Printing consists of text matter and agency logo.

NOTE: the GPO imprint must not print on the finish product.

**MARGINS:** Margins will be as indicated on the furnished electronic media.

**BINDING:** Trim four sides.

**PACKING:** Box individual names in units of 250 cards. Affix a copy of the card to the end panel of each box.

Insert box (es) into cushioned shipping bags or shipping containers, at contractor's option. NOTE: Individual boxes for different recipients destined for the same address may be packed together in the same shipping bag/container.

Individual boxes, cushioned shipping bags, and shipping containers must be of sufficient strength and durability which will guarantee that the product will not be damaged and the package will not open nor split when shipped.

**LABELING AND MARKING:** Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

**QUALITY ASSURANCE RANDOM COPIES:** The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers must be furnished with billing for reimbursement of certificate fee.

**DISTRIBUTION:** Ship f.o.b. destination to domestic (nationwide) addresses.

Contractor must ship via traceable means. All shipping will be reimbursable. Contractor will be reimbursed for shipping costs by submitting all shipping receipts with billing invoice for payment.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order ships via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 835-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping methods, and title of product. Contractor must be able to provide copies of all shipping receipts upon agency request.

All expenses incidental to receiving furnished email file, maintaining on-line ordering system, submitting proofs, and furnishing sample copies 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) or the Electronic Confirmation entered into the contractor's on-line ordering system, as applicable.

PDF soft proofs must be emailed to: [audrey.chen@cfpb.gov](mailto:audrey.chen@cfpb.gov) and [joshua.galicki@cfpb.gov](mailto:joshua.galicki@cfpb.gov).

***First Print Order Only –***

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.

- Contractor must submit PDF soft proofs of the agency logo within two (2) workdays of receipt of notification of the availability of print order and furnished material.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until changes/corrections/"O.K. to print" is furnish via email. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

- Contractor must be able to accept on-line orders within three (3) workdays of receipt of an “OK to print” on PDF the proofs of agency logo.

***All On-Line Orders –***

The following schedule begins the workday after issuance of a confirmed electronic order; the workday after issuance will be the first workday of the schedule.

- Contractor must complete production and distribution within five (5) workdays of receipt of a confirmed electronic order.

The ship/deliver date indicated on the print order/confirmed electronic order is the date products ordered for shipping f.o.b. contractor’s city must be delivered to the small package carrier.

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 is to notify the U.S. Government Publishing Office of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto: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 inquires.

### **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. 150

**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 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) 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 invoices must be itemized in accordance with the line items in the “SCHEDULE OF PRICES”

**I. COMPLETE PRODUCT:** The prices offered shall include the cost of all required materials and operations for the printing and boxing of business cards, in accordance with these specifications, and shall include the costs of on-line orders, composition, generation of on-line proofs, generation of reports, PDF proofs, and paper stock necessary for the complete production and distribution of the product as defined in Section 2. - Specifications.

Per Box  
of 250 Cards

Per Name.....\$\_\_\_\_\_

**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) (Email Address)