Program N	o 1823-S Term DOA To 10/31/19									
TITLE: Prir	ting and Mailing of HIP Survey Forms, PCS Hunter reports, and Hunter Volunteer Letters									
			Gray G	aphics	MPM Comm	unications	Strathmor	e Company, The	WBC Inc. D	BA Lithexcel
			Capitol He	ights, MD	Waldor	f, MD	Ge	eneva, IL	Albuque	rque, NM
		BASIS OF								
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
Ι.	COMPLETE PRODUCT:									
Α.	JOB 1, per 1,000 Units									
	Print 4-Color process (face only)	46	\$75.00		\$75.00	. ,	\$45.00	\$2,070.00	\$60.00	\$2,760.00
	Print #10 window envelope (face only)	46	\$40.00	\$1,840.00	\$28.00	\$1,288.00	\$50.00	\$2,300.00	\$44.00	\$2,024.00
	Print #9 Business Reply envelope (face only)	46	\$34.00	\$1,564.00	\$28.00	\$1,288.00	\$32.00	\$1,472.00	\$39.00	\$1,794.00
В.	JOB 2, per 1,000 Units									
	Print Black (per side)	15	\$55.00		\$50.00		\$26.00	\$390.00	\$25.00	\$375.00
(2)	Print 4-Color process (per side)	8	\$75.00	\$600.00	\$75.00	\$600.00	\$45.00	\$360.00	\$60.00	\$480.00
(3)	Print #10 window envelope (face only)	8	\$40.00	\$320.00	\$28.00	\$224.00	\$50.00	\$400.00	\$44.00	\$352.00
С.	JOB 3, per 1,000 Units									
(1)	Print Black (per side)	3	\$55.00		\$50.00		\$26.00	\$78.00	\$25.00	\$75.00
(2)	Print Surveys, Pantone 177 Red and Black (face only)	479	\$75.00	\$35,925.00	\$125.00	\$59,875.00	\$45.00	\$21,555.00	\$60.00	\$28,740.00
(3)	Print 4-Color process (per side)	479	\$75.00	\$35,925.00	\$75.00	\$35,925.00	\$45.00	\$21,555.00	\$60.00	\$28,740.00
(4)	Print #10 window envelope (face only)	479	\$40.00	\$19,160.00	\$28.00	\$13,412.00	\$46.00	\$22,034.00	\$44.00	\$21,076.00
(5)	Print #9 Business Reply envelope (face only)	479	\$34.00	\$16,286.00	\$28.00	\$13,412.00	\$30.00	\$14,370.00	\$39.00	\$18,681.00
D.	JOB 4 Postcards, (face and back), per 1,000	163	\$22.00	\$3,586.00	\$26.00	\$4,238.00	\$17.00	\$2,771.00	\$120.00	\$19,560.00
II.	ADDITIONAL OPERATIONS:									
Α.	One time charge for the start-up programming, testing, and software development	1	\$1,800.00	\$1,800.00	\$1,500.00	\$1,500.00	\$300.00	\$300.00	\$850.00	\$850.00
В.	Computer data processing/system timework, per hour	4	\$85.00	\$340.00	\$95.00	\$380.00	\$85.00	\$340.00	\$120.00	\$480.00
	CONTRACTOR TOTALS			\$121,786.00		\$136,492.00		\$89,995.00		\$125,987.00
	DISCOUNT		1.00%	\$1,217.86	NET		5.00%	\$4,499.75	1.00%	\$1,259.87
	DISCOUNTED TOTALS		20 Days	\$120,568.14		\$136,492.00	20 Days	\$85,495.25	20 Days	\$124,727.13
								AWARDED		

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

U.S. GOVERNMENT PUBLISHING OFFICE

Denver, CO

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Printing And Mailing of HIP Survey Forms, Hunter Reports, And Hunter Volunteer Letters as requisitioned from the U.S. Government Publishing Office (GPO) by

Branch of Harvest Surveys Division of Migratory Bird Management U.S. Fish and Wildlife Service

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending October 31, 2019, plus up to two (2) 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.

QUOTES OPENING: Quotes shall be publicly opened at 11:00 a.m., prevailing Denver, CO, time, on October 23, 2018.

QUOTATION SUBMISSION: Submit quotes in an envelope with solicitation to U.S. Government Publishing Office, Denver Regional Office, Suite 208, 12345 West Alameda Parkway, Lakewood, CO 80228-2842. Facsimile quotations in response to this solicitation are permitted. Facsimile quotations may be submitted directly to the GPO Denver Regional Office, Fax No. (303) 236-5332. The Program number and quotes opening date must be specified with the quotation. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised January, 2018.

The GPO 910 "BID" Form is no longer required. Offerors are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

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

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE

On the internet <u>https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing</u>

For information of a technical nature, contact Deb Eichfeld at (303) 236-5292, x7; or email deichfeld@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Request for Quotation will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)) 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) – 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/gatap.pdf?sfvrsn=2.

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

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:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Supplied Electronic Media
P-10. Process Color Match	Supplied Electronic Media

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 three (3) 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 October 31, 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 July 31, 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.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

PRIVACY ACT

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the agency point of contact of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc." (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- (a) Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
- (b) Address information, such as street address or personal email address; and,
- (c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

The contractor will be required to sign agency's nondisclosure agreement prior to award.

PRE-AWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site pre-award 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.

PRE-AWARD SECURITY PLAN: The contractor being considered for award shall be required to submit their security control plan for the safeguarding and handling of the Government furnished mailing addresses via email within one (1) workday after the review and confirm process for the ordering agency's review for acceptance.

These proposed plans are subject to review and approval by the Government, and award will not be made prior to approval of same. The Government reserves the right to waive some or all of these plans.

SECURITY CONTROL PLAN: The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during this contract.

1. The plan shall contain at a minimum how Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;

2. Explain how all accountable materials will be handled throughout all phases of production;

3. How the disposal of waste materials will be handled; and,

4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

This proposed plan is subject to review and approval by the government and award will not be made prior to approval of same.

Vendor representative must also sign a Non-Disclosure Statement provided on behalf of all employed, directly or indirectly prior to award.

POST AWARD 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, Lakewood, CO, within three (3) workdays after award. At the Government's option, the post award conference may be held via teleconference.

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.

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 Date of Award through October 31, 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 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: Upon completion of each order, the contractor is required to furnish their billing invoice to the ordering agency for examination and certification as to correctness of billing as applicable to the work performed.

The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt thereof.

After examination and certification by the ordering agency, contractor must submit his invoice to GPO. 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 receiving payment. 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: <u>https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment</u>.

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES." In addition. Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment. The contractor is required to furnish the GPO Denver Office a duplicate set of these documents either by email to InfoDenver@gpo.gov; or by fax to (303) 236-5332, Attn: Procurement Technician.

NOTE: Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 25000, 45000, 65000, 85000, the billing certification requirement is WAIVED.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of various printed single and multiple page letters and surveys requiring such operations as outputting of static and variable data which covers the printing, folding and inserting of the forms into envelopes, mailing, and distribution.

TITLE: Printing and mailing of HIP survey forms, PCS Hunter reports, and Hunter volunteer letters.

FREQUENCY OF ORDERS: Approximately 20 to 25 orders per year. Jobs 1 & 2: One (1) or two (2) orders per year; Job 3 approximately 16 orders per year (See attachment H); Job 4 can be up to four (4) orders per year.

QUANTITY: The following approximate quantities:

Job No.	<u>Static & Variable</u>	Static Only	Total Quantity
110.			
1	Face only – Letter		46,000
		#10 Window Envelopes	46,000
		#9 Business reply envelope	46,000
2	Face – Letter	Back – Letter***	1,134
	Face – Letter		6,528
	Back – Letter +		See table on
	possibly up to two		page 9 of these
	additional leaves FO		specs for
	or F&B***		historical data
		#10 Window envelope	7,662
3	Face only – Letter*		478,690
	Face Only – Survey**		478,690
	, i i i i i i i i i i i i i i i i i i i	#10 Window envelope	478,690
		#9 Business reply envelope	478,690
4	Face - Postcard	Back - Postcard	163,000

*There are 3 major variations in these letters. The additional variations are minor such as inserting or deleting a single sentence.

** A small quantity of various surveys may be requested without variable information bulk shipped to the address under DISTRIBUTION.

***It is anticipated that the majority (80% or more) will be a single leaf. Further approximately 20% of these letters (Doves) will have a static back. The remainder will consist of variable information from a separate database to generate tables particular to that Hunter. These two databases will be linked by Hunter number (See Attachment D)

NUMBER OF PAGES: Face only and face and back. See "Description of Jobs" for further explanation.

TRIM SIZE: $8\frac{1}{2} \times 11^{"}$ for survey forms, letters, and map; $6 \times 4^{"}$ for postcards; $#9 (3\frac{1}{8} \times 8\frac{1}{8}")$ envelopes, and $#10 (4\frac{1}{8} \times 9\frac{1}{2}")$ envelopes.

GOVERNMENT TO FURNISH: Electronic media will be furnished as follows:

Platform:	Microsoft Word or Portable Document Format (PDF).
Media Transfer:	FTP or Email.
Software:	PDF, version 10 or later
	All platform system and software upgrades (for specific 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/embedded, as applicable. Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order.
	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:	No prepress functions (e.g., color correction, UCR/GCR, sharpening or other image enhancement) or procedures have been applied to supplied images. Colors will be provided in CYMK and RGB. Files will be furnished in native application and/or PDF format. All necessary scans and graphics will be properly linked and in final position. Some files may be compressed using PKZip or similar compression software. Hard copy visuals output from furnished files may be furnished to be used as a reference only. CYMK to be used for color identification.

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

The contractor must be able to accept files electronically via email or a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

GENERAL DESCRIPTION OF JOBS:

Job 1: Parts Collection Survey Volunteer letters.

Job consists of printing letterhead of four (4) different versions (variable and some static forms), folding and inserting letter with a #9 Business Reply Envelope (BRE) into a #10 window envelope, applying intelligent barcode and deliver to the USPS. Volunteer letters are sent for 3 different surveys (waterfowl, migratory birds [MB], and dove) and may be sent together or at different times at the Government's option. This job will occur once per year in late May to early June. Total volume is approximate 46,000 pieces during that 1-month period.

Printing and Mailing Letters and Surveys Program 1823-S (10/19)

Job 2: Parts Collection Survey Hunter Reports

Hunter reports consist of one to several 8½" x 11" sheets, consisting of personalized cover letters in one of five versions on the front of the first page, and a table on the back of the first page, and continuing on subsequent sides, as needed for the waterfowl and migratory birds reports. These reports will be individualized to the Hunter. The data for the tables will be extracted from a separate database keyed by Hunter number to the primary Hunter database (see Attachment D) The majority of the custom tables will be one leaf including the face letter, but they may be up to six pages (three leaves), and rarely up to 14 pages (7 leaves), including the letter (see attachment B and C for previous samples). The reports for the dove surveys include a cover letter and a single, static, 1-page table to be printed on the reverse side of the cover letter. Fold and insert letter and pages into a #10 window envelope, apply intelligent barcode and deliver to the USPS.

These are to be folded in a letter fold and inserted into #10 windowed envelope. The time frame for these letters is late April to early May. There are nine (9) templates of the letters.

Projected page counts for tables on back side of Job 2											
		Number of sets									
Pages per set	2	3	4	5	6	7	8	9	10	14	Total
Waterfowl (2 versions)	4,233	455	120	36	14	2	4	2	2	2	4,870
Dove (2 versions)*	1,134										1,134
Migratory Bird (1 version)	889	34	2								925
Total	6,256	489	122	36	14	2	4	2	2	2	6,929

*Static information on the back.

Job 3: Migratory Bird Harvest Survey

Survey protocol calls for a complete survey package to be sent to hunters sampled for the survey ("Initial mailing" or "Init").

The Migratory Bird Harvest Survey package consists of a cover letter, a survey form, and a #9 BRE. Survey forms and cover letters (both $8\frac{1}{2}$ " x 11") are to be matched by "Hunter Number", which is a unique identifier for each recipient. Both letter and survey form are letter folded and inserted with a #9 BRE into a # 10 windowed envelope. For a subset of envelopes going to Alaskan hunters, an additional $8\frac{1}{2}$ " x 11" Alaska map insert will be folded and inserted.

These mailings encompass five different surveys (there is a total of three versions of the red grids): waterfowl; dove; woodcock; snipe, rail, gallinule, coot; and sandhill cranes.

This job requires approximately one to two mailings per month, each of which may consist of several survey types that may be initial mailings, reminder mailings, or both. Reminder mailings are postcard mailings to be charged under Job 4, and may be included as well with these orders or may be ordered separately. Minimum, maximum, and average piece counts from 2014 to 2018, by survey and half month periods can be found in the attachment H. These numbers are given as an example of past volumes for planning purposes. Variation from these numbers should be expected.

Extra Migratory Bird Harvest Survey (BHS) forms

A small percentage of hunters may need more than 1 survey form with colored inserts to report their hunting activity. These hunters request that supplemental survey forms be sent to them. This results in very small mailings that can be processed and handled within the BHS. These additional forms are sent to the requesting agency. To maintain consistency of forms, extra forms will be part of this agreement.

The contractor will provide to the agency upon the first printing of survey forms, the following number by survey type.

Survey Type	Quantity
Waterfowl	2,000
Woodcock	50
Dove	50
Snipe, Rail, Gallinule, Coot	25
Sandhill crane	25

Also, there is expected to be two (2) different invitation letters required approximately twice annually. These are to be folded in a letter fold and inserted into #10 windowed envelope. Total is approximately 50,000 annually.

Job 4: Migratory Bird Harvest Survey reminder post cards

The Migratory Bird Harvest Survey reminder post card is a 4" x 6" post card preprinted with static information on one side. The reverse side has both static and variable information (address). Reminder post cards are the same for all surveys. These postcards may be ordered separately or included in the biweekly order.

Reminder post cards (Job 3) will consist of ("Reminder 1" or "Rem1) sent to those hunters who have not returned their survey cards by a date near the end of the hunting season. Two weeks after the reminder postcards are sent, a second full package is sent to hunters who have not responded ("Reminder 2" or "Rem2"). A month after the Reminder 2s are sent, a third complete package ("Reminder 3", "Rem3") is sent to those who still have not responded.

PROGRAMMING/MAIL MERGE: Previous experience has shown start-up programming, testing, and software development needs will be required.

A onetime setup charge will be allowed under II.(a). This will be paid once during the contract term when the initial setup of the contract is complete and is demonstrated to the satisfaction of the Government. If the contract is terminated during the first year this amount shall be prorated based on the number of full months the contract is in force and any excess will be recovered by the Government.

NOTE: Normal programming/mail merge costs must be included in the "I. Complete Product" price under "Schedule of Prices".

PRIOR TO PRODUCTION SAMPLES: After award of contract, contractor shall submit within 3-5 workdays, ten samples of each job including their envelopes to an address to be provided after award. Samples will be tested for conformance of material(s) and/or for construction. The container and accompanying documentation shall be marked "PRIOR TO PRODUCTION SAMPLES" and shall include the Program number. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 48 hours of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

All samples shall be produced at the facilities in which the proposed contract production quantities are to be manufactured.

PDF PROOFS: Upon receipt of the actual production files and before starting a production run, the contractor is required to submit one "Press Quality" PDF soft proof (for content only) of all elements within a job (at the government's option) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. PDF proofs will be sent via SECURE email to: Kathy Fleming at kathy_fleming@fws.gov.

The contractor is to notify Kathy Fleming at a number to be provided after award that the samples are being emailed.

Contractor is cautioned that the proofs produced must be from the contractor's prepared files for their output device and which will be used for final reproduction. It is not acceptable to simply submit reproductions for the PDF files furnished by the ordering agency.

If there are any author's alterations or delays caused by the Government in the handling of proofs, it's the contractor's responsibility to notify the GPO in advance of making changes so that an extension and/or price adjustment may be made by Contract Modification.

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. <u>https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf</u>

All paper used in an order must be of a uniform shade.

LETTERS AND MAP

- *Writing, White and Colored, basis size 17 X 22", basis weight 24 lbs. per 500 sheets equal to JCP Code D10 or at contractor's option:
- White, Offset Book, basis size 25 x 38", basis weight 60 lbs. per 500 sheets equal to JCP Code A60 or
- White xerographic plain copier paper, basis size 17 x 22", basis weight 24 lbs. per 500 sheets equal to JCP Code O65.

*Note: a small quantity of green, yellow, and blue paper may be required for enclosure instructions for collection survey package. These represent the 3 surveys: waterfowl=green, MB=yellow, and dove=blue. Approximately 5,000 - 7,000 letters will print on each color. These are provided to the agency only.

SURVEY FORMS

White, Optical Character Recognition (OCR) Ledger, basis size 17x22", basis weight 32 lbs. per 500 sheets, equal to JCP Code O25.

NOTE: This paper should be moisture resistant. It is anticipated that this paper may be exposed to various outdoor environments. Stock must also be free of any surface discoloration or fibers which may interfere with OCR scanning. This stock is subject to testing and approval by the government.

POSTCARD

White or *blue Index, basis size $25\frac{1}{2} \times 30\frac{1}{2}$ ", basis weight 110 lbs. per 500 sheets, equal to JCP Code K10. *NOTE: An additional approximately 7,000 blue post cards will be provided to the agency for agency use.

ENVELOPES

White Writing Envelope, basis size 17 x 22", basis weight 24 lbs. per 500 sheets, equal to JCP Code V20.

PRINTING/REPRODUCTION: At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum of resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Common to Jobs 1, 2, 3, & 4: Letters and post cards print face only and/or face and back. Face prints in 4-color process (letterhead, seal and foot), and back of letter, as well as additional leaves (as ordered), print black only with static information or combination of static and variable information as mentioned in General Description of Jobs.

Job 2: Code 39 barcode (representing Hunter Number) prints in black and is used over Hunter number in address area in of the letterhead and at the bottom of "Survey Sheet", see attached samples. <u>This barcode and associated hunter number on the letterhead</u> must be visible through the window of the envelope.

The contractor, at their option, may add a small bar code or production control number to the survey or letter in an unobtrusive area to facilitate the collation of the letter and survey. The size, form, and location of this control number is subject to government approval.

Job 3: Surveys – Print in black and Pantone 177 Red (Static- answer grid. Note there are three variations of this grid.), with an exact Pantone match required. These surveys must be suitable for OCR scanning by a Fujitsu 3099A Red Lamp Scanner. The margins and register on the surveys are critical and must remain consistent throughout the printing to allow for automated scanning. Inks utilized must be water resistant as forms may be exposed to various outdoor environments.

Envelopes and Alaska map – Print in black.

Contractor-provided window envelopes must be compatible with the personalized letter described above so that the hunter's name and address, hunter number and corresponding barcode appear in the window.

NOTE: Although some flexibility will be allowed in regard to envelope design and size, the contractor is solely responsible for the envelope printing and construction (including contents) meeting all postal requirements for entry into the postal system at the best possible presort rates available and adherence to all U.S. Postal Service (USPS) requirements (for example, the tap test or intelligent barcode placement). This includes, but is not limited to the BRE and any postal service design approvals required.

MARGINS: Margins will be specified on the print order or furnished files. No bleeds are anticipated.

The margins and register on the surveys in Job 3 are critical and must remain consistent throughout the printing to facilitate automated scanning.

BINDING:

Jobs 1, 2, and 3 - Letter fold.

Letters will be inserted into windowed envelopes as requested on the print order. Window envelopes with address information must show through the envelope window.

Letters requiring two items, must be collated by Hunter number, folded and gathered with #9 BRE when indicated. Insert all into #10 window envelope with address information, hunter number and barcode of hunter number barcode showing through the envelope window.

#10 window envelope – open side, diagonal seam, gummed flap, die cut window $1-1/8" \ge 4-1/2"$, with rounded corners located on face of envelope and a suitable clear covering affixed to the inside of the envelope. Placement of the window is to be approximately $\frac{7}{8}"$ from left and $\frac{1}{2}"$ from bottom edges.

#9 envelope with no window (BRE) - Open side, diagonal seam, gummed flap.

REPORTS: Two reports will be required on each order as follows:

Within 24 hours after files have been run through the NCOA software a report listing all the undeliverable and corrected addresses must be generated and electronically transmitted by e-mail to the agency.

Within 24 hours after mailing, the contractor must furnish a copy of the GPO Form 712 and PS Form 3600-R form to the agency.

These reports must be identified by the program and print order number.

DISTRIBUTION: The contractor will be required to individually mail as well as occasionally bulk ship.

The contractor MUST notify their local USPS representative prior to mailing to arrange for daily pickups or mail drops, and to alert the station that there will be large quantities of mail received to eliminate unnecessary delays.

All expenses incidental to pick up and return of materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

BULK SHIPMENTS:

It is anticipated that the agency will request a small quantity of the individual letters and post cards which are not personalized with variable information. Refer to BHS orders under General Description of Jobs. These orders will be sent to the following address:

U.S. Fish and Wildlife Service Attn: Kathy Fleming Division of Migratory Bird Management 11510 American Holly Drive. Laurel, MD 20708 The contractor will provide labels on each shipping container.

SINGLE PIECE (SINGLE OR MULTIPLE INSERT) MAIL:

The Government will establish a permit for mailing at the contractor's mailing post office. This permit will have to be printed on all window envelopes.

The contractor is cautioned that **"Postage and Fees Paid"** indicia may be used only for the purpose of mailing material produced under this contract.

The contractor is required to ensure zip code sequence that allows the Government to receive the most economical rate, including carrier routes, 5-digit automation and non-automation routes, and 3-digit zip code routes. The contractor must combine all like pieces and presort for the best possible rate. Any additional postage as a result of the contractor's failure to do this will be recovered from the contractor.

IMPORTANT: Contractor to use the *FASTforward*SM, NCOA, or equal change of address system in the processing of all individually mailed pieces mailing to addresses within the U. S. The version of *FASTforward*SM, NCOA, or equal to be employed must apply the corrected (forward to) address on the mailpiece. The contractor is to make every effort to utilize a system that does not change the address furnished by the Government. If the Government supplied address is changed, an electronic report **MUST** be provided within 24 hours of processing to the Government.

The contractor is required to fill in all applicable items on USPS form(s) and submit in duplicate to the entry post office. USPS will return a verified copy of USPS form(s) to the contractor. The contractor must forward a copy to the ordering agency identifying the Program Number, Print Order, and Jacket Number as appropriate within 24 hours of delivery to the post office.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 1-85), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS (a duplicate copy must be submitted to the agency with the copy of the billing certification) as well as with the final billing submitted to the GPO.

All copies mailed must conform to the appropriate regulations in the USPS manuals for "Domestic Mail" or "International Mail" as applicable.

The contractor will be required to apply intelligent bar coding on all mailed pieces utilizing the appropriate software to produce it from the address on the piece. The contractor will also print the appropriate intelligent barcode on the BRE's.

RECEIPT FOR DELIVERY: The contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

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

One Adobe PDF Digital "soft" proof will be withheld not more than 2 workdays from receipt by the Government to availability for pickup by the contractor's plant. Note: The first workday after receipt of proofs by the Government is day one of the hold time. Contractor must not print prior to receipt of an 'OK to print'. Government representative will provide written proof response via e-mail.

The day after receipt of the data files and print order, production time is five (5) workdays from receipt of the print order to delivery to USPS.

At the Government's option, the print order and furnished materials may be emailed to the contractor or uploaded to the contractor's FTP site.

The ship/deliver date indicated on the print order is the date products ordered for shipping/delivery f.o.b. destination must be delivered to the destination(s) specified.

Unscheduled material such as shipping instructions, delivery lists, labels, and 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.

ATTACHMENTS TO THIS CONTRACT:

- A Examples of Job 1 letterheads
- B Examples of Job 2 letterheads
- C Example of back sheets on Job 2
- D Sample data files and record layouts on the two type of files that will be furnished for Job 2
- E Examples of Job 3 letterheads and survey forms
- F Examples of Job 3 Alaska map
- G Sample Record Layout Job 3
- H Estimated quantities mailed biweekly for Job 3 (Note: these quantities are based on historical data and should not be construed as a guarantee of future performance.)
- I Business Reply Envelopes and window envelope

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 year's** work 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.

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

I.	А.	(1)	46
		(2)	46
		(3)	46
	В.	(1)	15
		(2)	8
		(3)	8
	C.	(1)	3
		(2)	479
		(3)	479
		(4)	479
		(5)	479
	D.		163
II.	A.		1
	В		4

Printing and Mailing Letters and Surveys Program 1823-S (10/19)

SECTION 4. – SCHEDULE OF PRICES

Offers 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.

Offers for each item listed in its respective format group, as defined in "Section 2 – Specifications," must include the cost of all required materials and operations in accordance with these specifications.

Contractor must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting offers may be declared non-responsive.

An entry of "NC" (No Charge) shall be entered if offeror intends to furnish individual items at no charge to the Government.

Quotes submitted with "NB" (No Quote), "NA" (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any quotes 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 quote 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. Fractional parts of 100 will be prorated at the per-100 rate.

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

- I. **COMPLETE PRODUCT:** Prices bid shall include the cost of all required materials and operations, including programming/mail merge necessary for the complete production and distribution of the product listed in accordance with these specifications including, but not limited to data processing, printing, paper, envelopes, folding, collating, inserting into envelopes/containers, and distribution (except for Items under II.A. & B.).
 - A. JOB 1, per 1,000 Units

B.

1. Print 4-Color process (face only)	\$
2. Print #10 window envelope (face only)	\$
3. Print #9 Business Reply envelope (face only)	\$
JOB 2, per 1,000 Units	
1. Print Black (per side)	\$
2. Print 4-Color process (per side)	\$
3. Print #10 window envelope (face only)	\$

(Initials)_____ (Initials) Printing and Mailing Letters and Surveys Program 1823-S (10/19)

	C.	JOB 3, per 1,000 Units	
		1. Print Black (per side)	\$
		2. Print Surveys, Pantone 177 Red and Black (face only)	\$
		3. Print 4-Color process (per side)	\$
		4. Print #10 window envelope (face only)	\$
		5. Print #9 Business Reply envelope (face only)	\$
	D.	JOB 4 Postcards, (face and back), per 1,000	\$
II.	ADD	ITIONAL OPERATIONS:	
	A. C	One time charge for the start-up programming, testing, and software development	\$
	B. C	Computer data processing/system timework, per hour	\$

NOTE: Charges will be allowed under II. (a) when the contractor has successfully completed all necessary preliminary work on the contract and demonstrated to the satisfaction of the government that this has in fact occurred. This includes but is not limited to any form design or alterations, file processing capability, and mail processing as specified in this contract. Should the contract be terminated during the first year for convenience or default the amount of this charge will be prorated based on the number of full months the contract is in force.

NOTE: For data processing/system timework, a timework charge will be permitted. "Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. Timework for up to 3 hours for author's alterations (aa's) may be signed off by the agency on the billing certification. Timework which exceeds three hours or for other than aa's will only be allowed under exceptional circumstances and must be specifically authorized by the Contracting Officer using a subsequent Contract Modification(s). In case of dispute the Contracting Officer reserves the right to be the final judge as to the operation and/or number of hours chargeable under II. (b).

(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 offeror has selected the city and state shown below in the address block, and the quote or offer 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): Offeror hereby acknowledges amendment(s) number(ed)

QUOTE ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this quote is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of quotes, 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 quote acceptance period may result in expiration of the quote prior to award.

OFFEROR'S NAME AND SIGNATURE: Unless specific written exception is taken, the offeror, by signing and submitting a quote, 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.

Offeror

•

(Contractor Name)		(GPO Contractor's Code)
	(Street Address	
(City – State – Zip Code)	
By(Printed Name, Signature, and Title of	f Person Authorized to Sign this Bi	d) (Date)
(Person to be Contacted)	(Telephone Number)	(Email)
COMPLETE AND	SUBMIT THIS PAGE WITH YOU	JR BID
THIS S	ECTION FOR GPO USE ONLY	
Certified by: Date:	Contracting Officer:	Date:

(Initials)

(Initials)

1823-S ATTACHMENT A - 2 of 4 JOB 1 (LETTERS)

	United States Department of the Interior		United States Department of the Interior
	Division of Mignetory Bird Management 11510 American Holly Dr., Laurel, M.D. 20708 1-800-119-2965 (phone) 301-197-5981 (fax) * <printdate>*</printdate>		FISTI AND WILDLIFE SERVICE Division of higratory Bird Management 11510 American Holly Dr., Laurel, MD 20708 1-800-419-2965 (phone) 301-497-5981 (fax) * <printl dare="">*</printl>
	10220004 [10220004] IOHN SMITH 123 DOVE REPORT SAMPLE ROAD HUBBARDSTOWN, MA 01452		201312020091985 [201312020091985] JOEN SMITH 123 MIGRATORY BIRD REPORT SAMPLE ROAD HUBBARDSTON, MA 01452
Dear John Smith:		Dear John	Smith:
band-tailed pigeon har- estimate the total harve will be available in late	ters of wildlife, thank you for participating in the Harvest Information Pr vest survey last hunting season. The valuable information that you provi- st of doves and band-tailed pigeons in the United States. Results of our i gratorybirds NewReports?ublications/HIP/hip.htm.	ded helped us to harvest surveys surveys we surveys we have a surveys we	of all supporters of wildlife, thank you for participating in the Harvest Information Program suipe, and gallinule harvest survey last hunting season. The valuable information that you provided help tate the total harvest of suipe, rails, coots, and gallinules in the United States. Results of our harve il be available in late July and can be accessed at: w.fws.gov/migratorybirds/NewReportsPublications/HIP/hip.htm.
conducts the Mourning from each mourning de	help again this coming season. Each year, the U.S. Fish and Wildlife se Dove Parts Collection Survey, in which we ask selected hunters to send we that they shoot during the first 2 hunts of the hunting season. Volunt ds that you bag will provide us with more crucial information.	us one wing conducts t eering to send us from each	king for your help again this coming season. Each year, the U.S. Fish and Wildlife Service also he Migratory Bird Parts Collection Survey, in which we ask selected hunters to send us one wing woodcock, rail, and band-tailed pigeon that they shoot during the hunting season. Volunteering to ese parts from the birds that you bag will provide us with more crucial information.
elping us better mana	e your specimens to determine the bird's age and molt status. This inform ge our mourning dove resource. For example, the specimens that hunters e number of young-of-the-year birds that were harvested, which tells us h the nesting season.	contribute will with your resource.	will examine your specimens to determine the bird's species, age, and sex. We will send you a re results next spring. This information is vital for helping us better manage our migratory bird For example, the specimens that hunters contribute will allow us to estimate the number of young irds that were harvested, which tells us how successful the birds were during the nesting season.
ind return this letter in	end us wings from the birds that you bag, please provide the information the postage-paid envelope. Please return it by 07/12/2018, so that we ca elopes in time for the hunting season.	n send your and return	I be able to send us wings from the birds that you bag, please provide the information requested be this letter in the postage-paid envelope. Please return it by 7/7/2014, so that we can send your aid wing envelopes in time for the hunting season.
	ns, please email us at <u>MigratoryBirdHarvestSurveys@fws.gov</u> , or call us en 7:00 am and 4:00 pm, Eastern time. Again, thank you for your help.		e any questions, please email us at <u>MigratoryBirdHarvestSurveys@tws.gov</u> , or call us at -2965 between 7:00 am and 4:00 pm, Eastern time. Again, thank you tor your help.
	Sincerely, Kathy Fleming Chief, Branch of Harvest Surveys		Sincerely, Kathy Heming Chief, Branch of Harvest Surveys
a sometisme with the Petron y Ant 2 U.S. C. 2204 and the complete process are great served for any other perp oppose in websites. <i>A strangeney</i> may not reached or, <i>Process analyse</i> (2004) We conside that a set- ionized with the advect with a Strip Charlos of the advect With the advect with a Strip Charlos of the	de Paperen Beherix Antal BEE THEN, piece as for history attention. The attention history previously and the state of the market resource of the paper of the paper of the paper of the market resource of the paper of th	talgord learned in the Theoreman Section 2012 of the section of the Section 2012 of th	Note a CV 12 that the fease the fease the fease of the 12 th 12 t
Farm 3-165D Rev 06/12		0MB No. 1018-0023 Form 3-143D AL EXPERTS APR 14, 2020 Rev 06/12	ONR NA. 101 APPROVAL DXPROS 8:3
Yes, I will be abl his upcoming hunting	e to send you one wing from each mourning dove that I shoot <mark>during the</mark> season.		I will be able to send you one wing from each woodcock, rail, and band-tailed pigeon that I shoot hunting season.
10220004 [102200	004]	«FrameID	>>> [«FrameID»]



ATTACHMENT C – JOB 2 (2 of 3 Sample Letters) Variable and Static backside (Dove) letters.

JOHN SMITH 235 Migratory Bird Dr. Laurel, MD 20708 Contributed 50 duck wings and goose tails to the U.S. Fish and Wildlife Service's Waterfowl Parts Collection Survey.

Date	County	State	Species	Age	Sex
09/23/2017	Ward	ND	Canada Goose	Adult	Unknown
09/23/2017	Ward	ND	Canada Goose	Adult	Unknown
09/23/2017	Ward	ND	Canada Goose	Immature	Unknown
10/11/2017	Mc Lean	ND	Canada Goose	Adult	Unknown
10/11/2017	Mc Lean	ND	Canada Goose	Adult	Unknown
10/11/2017	Mc Lean	ND	Canada Goose	Adult	Unknown
10/11/2017	Mc Lean	ND	Canada Goose	Adult	Unknown
10/11/2017	Mc Lean	ND	Canada Goose	Immature	Unknown
10/14/2017	Mc Lean	ND	Canada Goose	Adult	Unknown
10/14/2017	Mc Lean	ND	Canada Goose	Adult	Unknown
10/14/2017	Mc Lean	ND	Canada Goose	Immature	Unknowr
10/14/2017	Mc Lean	ND	Canada Goose	Immature	Unknown
10/15/2017	Ward	ND	Canada Goose	Adult	Unknown
10/15/2017	Ward	ND	Canada Goose	Adult	Unknowr
10/15/2017	Ward	ND	Canada Goose	Adult	Unknown
10/15/2017	Ward	ND	Greater White-Fronted Goose	Adult	Unknowr
10/15/2017	Ward	ND	Greater White-Fronted Goose	Adult	Unknown
10/25/2017	Ward	ND	Canada Goose	Adult	Unknown
10/25/2017	Ward	ND	Canada Goose	Adult	Unknowr
10/25/2017	Ward	ND	Canada Goose	Immature	Unknown
10/30/2017	Mc Lean	ND	Ross' Goose	Adult	Unknown
10/30/2017	Mc Lean	ND	Ross' Goose	Adult	Unknown
10/30/2017	Mc Lean	ND	Ross' Goose	Immature	Unknown
10/30/2017	Mc Lean	ND	Ross' Goose	Immature	Unknown
10/30/2017	Mc Lean	ND	Snow Goose (white)	Adult	Unknown
10/30/2017	Mc Lean	ND	Snow Goose (white)	Adult	Unknown
10/30/2017	Mc Lean	ND	Snow Goose (white)	Adult	Unknowr
10/30/2017	Mc Lean	ND	Snow Goose (white)	Adult	Unknown
10/30/2017	Mc Lean	ND	Snow Goose (white)	Immature	Unknown
10/30/2017	Mc Lean	ND	Snow Goose (white)	Immature	Unknown
10/31/2017	Ward	ND	Ross' Goose	Adult	Unknown
10/31/2017	Ward	ND	Ross' Goose	Immature	Unknown
10/31/2017	Ward	ND	Ross' Goose	Immature	Unknown
10/31/2017	Ward	ND	Ross' Goose	Immature	Unknown
10/31/2017	Mc Lean	ND	Snow Goose (blue)	Adult	Unknown
10/31/2017	Ward	ND	Snow Goose (blue)	Immature	Unknown
10/31/2017	Ward	ND	Snow Goose (blue)	Immature	Unknown
10/31/2017	Ward	ND	Snow Goose (blue)	Immature	Unknown
10/31/2017	Mc Lean	ND	Snow Goose (white)	Adult	Unknown
10/31/2017	Mc Lean	ND	Snow Goose (white)	Immature	Unknown
10/31/2017	Ward	ND	Snow Goose (white)	Immature	Unknown

00000263

Eastern Management Unit			Central Management Unit			Western Management Unit		
State	No. wings	Age ratio ^a	State	No. wings	Age ratio ^a	State	No. wings	Age ratio ^a
Alabama	328	2.73	Arkansas	250	2.25	Arizona	1,114	1.88
Delaware	99	36.50	Colorado	541	1.98	Cali fornia	642	2.27
Florida	81	1.88	Iowa	806	2.25	Idaho	348	2.06
Georgia	801	2.86	Kansas	920	2.21	Nevada	180	1.52
Illinois	392	2.52	Minnesota	85	2.45	Oregon	63	1.32
Indiana	519	2.78	Missouri	748	2.55	Utah	148	2.71
Kentucky	710	2.65	Montana	255	2.23	Washington	415	2.70
Louisiana	92	2.62	Nebraska	501	1.74			
Maryland	200	5.56	New Mexico	333	1.02	Total	2,910	2.08
Mississippi	331	3.61	North Dakota	446	3.08			
North Carolina	584	3.87	Oklahoma	362	2.71			
Ohio	270	2.96	South Dakota	327	1.74			
Pennsylvania	201	1.88	Texas	1,485	1.95			
Rhode Island	0		Wyoming	195	1.47			
South Carolina	405	3.26						
Tennessee	264	2.98	Total	7,254	2.07			
Virginia	308	3.72						
West Virginia	196	2.50						
Wisconsin	104	2.46						
Total	5,885	3.01						

ATTACHMENT D - 1 of 3 - JOB 2 - FILE LAYOUTS AND SAMPLE FILES

Data file structures to accompany hunter reports template files. Branch of Harvest Surveys

U.S. Fish and Wildlife Service

Hunter letter da	ata file structure
Field name	Description
Season	Hunting season to which these data refer
HNo	Hunter identification number
RptTempl	Indicates which report template to use ¹
FName	First name
MName	Middle initial, to be inserted (along with period and space) conditional on being present in the data file.
LName	Last name
City	
State	
ZIP	
ZIP_4	ZIP + 4 extension to be inserted (along with hyphen) conditional on being present in the data file.
PartsCount	Number of parts the hunter submitted
PartsType	Kind of parts hunter submitted ("duck wings", "goose tails", "duck wings and goose tails", "rail wings", et c.
¹ Report templat	e coding:
	erfowl, keep
	erfowl, kick out
3 = Dove	
	e, kick out ratory bird, keep
3 = Migr	atory ond, keep

Sample of hunter database, Record layout Job 2 (for letter and header on variable tables).

Season HNv RptTemp1 FName MName LName Suffix Addr City State ZIP ZIP_4 PartsCount PartsType
2012 1180005/2 S************* C*********************
2012 1180006 2 N***********************************
2012 1180010 2 G***********************************
2012 1180011 2 W************* E***************** 23********* 23*********NORWICH CT 0**** 3 duck wings
2012 1180016 2 M***********************************
2012 1180022 2D*********************************
2012 1180026 2 C**********************************
2012 1181001 1 R*********** A********* A************
2012 1181003 1 J********** **************************
2012 1181004 1 P************* B************* 189************************************
2012 1181006 1 J###################################
2012 1181007 1 M********** B***********************
2012 1181010 1 L********************************
2012 1181011 1 D********************************
2012 1181015 1 A*************** [H*********************
2012 1181016 1 D**************** L******************
2012 1181021 1 R************* R******************
2012 1181023 1 A************** S********************
2012 1181024 1 H*************** S******************
2012 1181028 1 [M************ W**********************
2012 1181029 1 J###################################
2012 1182002 1 M*********** A********************** 1130************* CHESHIRE CT 0**** 14 duck wings and goose tails
2012 1182004 1 R************* B********************
2012 1182005 1 J***********************************
2012 1182007 1 E***********************************
2012 1182008 1 D***********************************
2012 1182011 1 B************* F********* F**********
2012 1182012 1 G**********************************
2012 1182014 1]J####################################
2012 1182016 1 K**********************************
2012 1182017 1 T**********************************
$2012 1182020 1 \mathbb{R}^{***************} M^{***********************************$
2012 1182022 1 M************** R*******************

ATTACHMENT D - 2 of 3 - JOB 2 - FILE LAYOUTS AND SAMPLE FILES

Parts submitted	l data file structure
Field name	Description
Season	Hunting season to which these data refer
HNo	Hunter identification number
Date	Date of harvest
County	County of harvest
State	State of harvest
Species	Species of submitted part
Age	
Sex	

Sample records for layout on data to form variable tables

Season|HNo|Date|County|ST|Species|Age|Sex 2012|1180005|12/28/2012|Fairfield|CT|American Black Duck|Immature|Female 2012|1180005|12/22/2012|Fairfield|CT|Atlantic Brant|Adult|Unknown 2012|1180005|10/18/2012|Fairfield|CT|Canada Goose|Adult|Unknown 2012|1180005|12/22/2012|Fairfield|CT|Canada Goose|Adult|Unknown 2012 1180005 12/22/2012 Fairfield CT Canada Goose Adult Unknown 2012|1180005|12/22/2012|Fairfield|CT|Canada Goose|Adult|Unknown 2012|1180005|10/14/2012|Washington|NY|American Black Duck|Immature|Female 2012|1180005|10/14/2012|Washington|NY|American Green-Winged Teal|Immature|Female 2012|1180005|10/14/2012|Washington|NY|American Green-Winged Teal|Immature|Female 2012|1180005|10/16/2012|Washington|NY|American Green-Winged Teal|Immature|Female 2012|1180005|10/14/2012|Washington|NY|American Green-Winged Teal|Adult|Male 2012|1180005|10/13/2012|Washington|NY|American Green-Winged Teal|Adult|Male 2012|1180005|10/13/2012|Washington|NY|American Green-Winged Teal|Adult|Male 2012 1180005 10/14/2012 Washington NY American Green-Winged Teal Immature Male 2012|1180005|10/13/2012|Washington|NY|American Green-Winged Teal|Immature|Male 2012 1180005 10/13/2012 Washington NY Canada Goose Adult Unknown 2012|1180005|10/14/2012|Washington|NY|Wood Duck|Adult|Female 2012|1180005|10/18/2012|Washington|NY|Wood Duck|Adult|Female 2012|1180005|10/15/2012|Washington|NY|Wood Duck|Immature|Female 2012 1180005 10/15/2012 Washington NY Wood Duck Immature Female 2012 1180005 10/15/2012 Washington NY Wood Duck Immature Female 2012 1180005 10/16/2012 Washington NY Wood Duck Immature Female 2012|1180005|10/15/2012|Washington|NY|Wood Duck|Immature|Female 2012|1180005|10/16/2012|Washington|NY|Wood Duck|Immature|Female 2012|1180005|10/13/2012|Washington|NY|Wood Duck|Immature|Female 2012|1180005|10/16/2012|Washington|NY|Wood Duck|Adult|Male 2012 1180005 10/14/2012 Washington NY Wood Duck Adult Male 2012|1180005|10/16/2012|Washington|NY|Wood Duck|Adult|Male 2012|1180005|10/13/2012|Washington|NY|Wood Duck|Adult|Male 2012|1180005|10/16/2012|Washington|NY|Wood Duck|Immature|Male 2012|1180005|10/14/2012|Washington|NY|Wood Duck|Immature|Male 2012|1180005|10/14/2012|Washington|NY|Wood Duck|Immature|Male 2012 1180005 10/13/2012 Washington NY Wood Duck Immature Male 2012|1180005|10/15/2012|Washington|NY|Wood Duck|Immature|Male 2012 1180005 10/16/2012 Washington NY Wood Duck Immature Male 2012|1180005|10/16/2012|Washington|NY|Wood Duck|Immature|Male 2012|1180005|10/13/2012|Washington|NY|Wood Duck|Immature|Male 2012|1180006|12/08/2012|Hartford|CT|American Black Duck|Immature|Male 2012 1180006 09/07/2012 Hartford CT Canada Goose Adult Unknown 2012|1180006|11/23/2012|Hartford|CT|Canada Goose|Adult|Unknown 2012 1180006 11/23/2012 Hartford CT Canada Goose Immature Unknown

ATTACHMENT D - 3 of 3 - JOB 2 - FILE LAYOUTS AND SAMPLE FILES

2012|1180006|12/12/2012|Hartford|CT|Canada Goose|Immature|Unknown 2012|1180006|11/12/2012|Windham|CT|Ring-Necked Duck|Immature|Male 2012|1180006|10/24/2012|Windham|CT|Wood Duck|Immature|Male 2012 1180006 11/05/2012 Hampden MA Mallard Adult Male 2012|1180010|12/29/2012|New Haven|CT|American Black Duck|Immature|Female 2012|1180010|01/05/2013|New Haven|CT|American Black Duck|Adult|Male 2012|1180010|09/29/2012|New Haven|CT|Canada Goose|Adult|Unknown 2012|1180010|09/29/2012|New Haven|CT|Canada Goose|Adult|Unknown 2012|1180010|09/29/2012|New Haven|CT|Canada Goose|Adult|Unknown 2012|1180010|09/29/2012|New Haven|CT|Canada Goose|Adult|Unknown 2012|1180010|12/01/2012|New Haven|CT|Mallard|Adult|Female 2012|1180010|12/15/2012|New Haven|CT|Mallard|Adult|Female 2012|1180010|11/19/2012|New Haven|CT|Mallard|Adult|Male 2012|1180010|12/12/2012|New Haven|CT|Mallard|Adult|Male 2012|1180010|12/12/2012|New Haven|CT|Mallard|Adult|Male 2012|1180010|11/10/2012|New Haven|CT|Mallard|Immature|Male 2012|1180010|11/10/2012|New Haven|CT|Mallard|Immature|Male 2012|1180010|11/10/2012|New Haven|CT|Mallard|Immature|Male 2012|1180010|12/15/2012|New Haven|CT|Mallard|Immature|Male 2012|1180011|12/22/2012|New London|CT|American Black Duck|Adult|Male 2012|1180011|12/22/2012|New London|CT|Mallard|Adult|Male 2012|1180011|10/13/2012|New London|CT|Wood Duck|Immature|Male 2012 1180016 12/27/2012 Litchfield CT Mallard Adult Female 2012|1180016|12/15/2012|Middlesex|CT|American Black Duck|Immature|Female 2012 | 1180016 | 01/01/2013 | Middlesex | CT| Mallard | Adult| Female2012|1180016|01/01/2013|Middlesex|CT|Mallard|Adult|Male 2012|1180016|01/01/2013|Middlesex|CT|Mallard|Adult|Male 2012|1180016|01/18/2013|New London|CT|American Black Duck|Adult|Female 2012|1180016|01/19/2013|New London|CT|American Black Duck|Adult|Female 2012|1180016|12/13/2012|New London|CT|American Black Duck|Immature|Female 2012|1180016|01/17/2013|New London|CT|American Black Duck|Immature|Male 2012|1180016|12/21/2012|Tolland|CT|American Black Duck|Adult|Female 2012|1180016|12/19/2012|Tolland|CT|American Black Duck|Adult|Female 2012|1180016|10/13/2012|Tolland|CT|Canada Goose|Adult|Unknown 2012|1180016|01/04/2013|Tolland|CT|Canada Goose|Adult|Unknown 2012|1180016|12/29/2012|Tolland|CT|Mallard|Adult|Female 2012 1180016 12/25/2012 Tolland CT Mallard Adult Female 2012 1180016 12/25/2012 Tolland CT Mallard Adult Female 2012|1180016|12/19/2012|Tolland|CT|Mallard|Immature|Female 2012|1180016|12/22/2012|Tolland|CT|Mallard|Immature|Female 2012 1180016 12/22/2012 Tolland CT Mallard Immature Female 2012 |1180016| 10/13/2012| Tolland| CT| Mallard| Adult| Male2012|1180016|12/25/2012|Tolland|CT|Mallard|Adult|Male 2012|1180016|12/29/2012|Tolland|CT|Mallard|Adult|Male 2012|1180016|12/27/2012|Tolland|CT|Mallard|Adult|Male

1823-S ATTACHMENT E - 2 of 9 JOB 3 (LETTERS)



1823-S ATTACHMENT E (continue) - 2 of 5 - JOB 3 - SURVEY LETTERS

Sundhill Crane Hunting Record 1. F YOU DD NOT HINT GAMUFELI CAAUEST HIS SEAGUL, gaves much the box to be right and mail his form 2. Provide the experiment of a high schwirty for a day by our hirds and and the some the state specified in a high activity of a schwirt and a schwirt for a day by our hirds and and the some the schwirty a burk strategiest . If YOU HUNTED SAMUHIL CAAUEST HIS SEAGUL, gaves much the schwirt and the some the state specified in a high activity of a schwirt and the schwirt and the some the schwirt and the some the schwirt and the some the schwirt and th						Development D						
		k using CAPITAL LETTERS ONLY as		Number of Birds Killed			LACK ink using CAPITAL LETT			of Birds K Retrieved		
Dat	te of Hunt		State	and Retrieved		Date of Hunt	County of Hur	State	Mourning	White- Winged	Band-Tailed Pigeons	
Month	Day	County of Hunt	of Hunt	Sandhill Cranes	1	th Day	County or Hur	t or Humt	Doves	Doves	Pigeons	
			,					,				
2			,		2			,				
3					3			,				
4					4							
5			,		5			,,				
					6			,				
°								,				
7			,		7			,				
8					8			,,				
9					9							
10					10							
					11			,,				
			3		12			,				
12			,					,				
13			,		13			,,				
14					14							
5. IF YOU RUN 6. SEASON TO Sandhill Cran	TALS: Daya Ki Hunted Re	1-80 Birds Birds We led and Downed the b theyed but Lost Ples	ay form by logging on to s/migbirdappe, tws.gov/ 0-419-2605 from 7:30 am th lide ky out forthe serial nu voticm of this form are report banded birds b w.reportband.gov or call	o 4:00 pm EST. Imber located at y logging onto	6. SEASON Mourning [White-W E Band-	TOTALS: Days Hunted Doves finged Doves	DN THIS FORM, you can request a Bards Bards Bards Downser Relief and Reli	 additional survey form by logging on https://migbirdapps.fve 1-800-45265 from 73245265 from 732 We will ask you for the set the bodition of this form. Please report banded bi www.reportband.gov or 	gov/hipweb o am to 4:00 pn ial number loo rds by loggin	n EST. ated at	1	
code 39 barcode	e	hunter number state name	print job kler	ntfler	code 39 baro	code	hunter number	state name print jo	b identifier			

1823-S ATTACHMENT F – JOB 3 – ALASKA MAP



Printing and Mailing Letters and Surveys Program 1823-S (10/19)

1823-S	ATTACHMENT (G – JOB 3- RECORD LAYOUT AND SAMPLE
$SAMPLE \ RECORD \ LAYOUT \\ Vear[HNo]FName[MName]LName]LName]Suffix]Title Addr]City State ZIP ZIP_4 CHOSEN SelectedFor[HuntState SurveyForm]Type SurveyText2 SurveyText3 OMBFormSuffix]LetterTemplate[PrintDate] \\ \label{eq:state}$	2012 12520001 BRANDON L XXX STREETADDRESS WESTVILLE FL 32464 0000 1 DV Florida 1 4 dove doves K 7 4/22/2013 2012 12520005 ROCKY A XXXXXXX STREETADDRESS CASSELBERXY FL 32707 000011 DV Florida 1 4 dove doves K 7 4/22/2013 2012 12520005 ROCKY A XXXXXXN 9999 STREETCR 344 TRENTON FL 32693 000011 DV Florida 1 4 dove doves K 7 4/22/2013 2012 12520007 RYANIJXXXX 9999 SOMEWHERE DR COCCA FL 32922 000011 DV Florida 1 4 dove doves K 7 4/22/2013 2012 12520007 RYANIJXXXX 9999 SOMEWHERE DR COCCA FL 32922 000011 DV Florida 1 4 dove doves K 7 4/22/2013 2012 12520007 RYANIJXXXX 9999 SOMEWHERE DR COCCA FL 32922 000011 DV Florida 1 4 dove doves K 7 4/22/2013 2012 12520007 RYANIJXXXX 9999 DOWN THE ROAD PALATKA FL 3217/1000011 DV Florida 1 4 dove dove doves K 7 4/22/2013 2012 125200107 HOMAS G XXXXXX 99999 DOWN THE ROAD PALATKA FL 3217/1000011 DV Florida 1 4 dove dove doves K 7 4/22/2013 2012 12520012 STEVEN E XXXXXX 99999 DOWN THE ROAD PALATKA FL 32277/1000011 DV Florida 1 4 dove dove doves K 7 4/22/2013 2012 12520012 STEVEN E XXXXXX 99999 UP NW AVENUE GANDESVILLE FL 32606 000011 DV Florida 1 4 dove dove dove doves K 7 4/22/2013 2012 12520013 WILLIAM]1 XXXXX 99999 UP NW AVENUE GANDESVILLE FL 32606 000011 DV Florida 1 4 dove dove dove K 7 4/22/2013 2012 12520013 WILLIAM]1 XXXXX 99999 UP NW AVENUE GANDESVILLE FL 32606 000011 DV Florida 1 4 dove dove dove K 7 4/22/2013	

ATTACHMENT H – JOB 3 This information is based on historical data and not guaranteed future requirements.

Eastern Management Unit			Central Management Unit			Western Management Unit		
State	No. wings	Age ratio	State	No. wings	Age ratio	State	No.wings	Age ratio
Alabama	864	3.24	Arkansas	558	2.80	Arizona	1,965	1.34
Delaware	292	4.83	Colorado	879	2.10	California	1,844	1.61
Florida	442	3.64	Kansas	972	1.67	Idaho	144	1.94
Jeorgia	317	4.09	Minnesota	402	1.41	Nevada	501	1.50
llinois	720	2.74	Missouri	878	2.60	Oregon	156	1.22
ndiana	1,277	3.46	Montana	257	2.50	Utah	448	1.59
Kentucky	903	2.83	Nebraska	1,017	1.20	Washington	617	1.78
ouisiana	146	3.71	New Mexico	526	1.06			
Maryland	471	2.74	North Dakota	404	1.32	Total	5,675	1.52
Aississippi	508	2.15	Oklahoma	767	2.40			
North Carolina	847	2.65	South Dakota	523	1.69			
Dhio	602	3.27	Texas	2,642	1.83			
Pennsylvania	316	3.49	Wyoming	492	2.17			
Rhode Island	0							
South Carolina	1,218	3.05	Total	10,317	1.79			
Tennessee	480	2.82						
/irginia	1,353	2.51						
Vest Virginia	211	3.27						
Visconsin	191	2.17						
fotal	11,158	2.96						



1823-S ATTACHMENT I – JOBS 1, 2, & 3 – BRE AND WINDOW ENVELOPES