**Program 1823S**  
**Term 1-1-2024 through 12-31-2024**  
**TITLE:** Printing and Mailing Letters and Surveys

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>BASIS OF AWARD</th>
<th>UNIT RATE</th>
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**I. COMPLETE PRODUCT:** Prices quoted 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**
1. Print Letter (face only)  
   - 46 $90.00  
   - 4,140.00 $  
   - 22.19 $1,020.74  
   - 70.00 $3,220.00
2. Print #10 window envelope (face only)  
   - 46 $35.00  
   - 1,610.00 $  
   - 74.27 $3,416.42  
   - 30.00 $1,380.00
3. Print #9 Business Reply envelope (face only)  
   - 47 $35.00  
   - 1,645.00 $  
   - 66.77 $3,138.19  
   - 30.00 $1,410.00

**B. JOB 2, per 1,000 units**
1. Print Letter (face only)  
   - 1 $500.00  
   - 500.00 $  
   - 19.80 $40.00  
   - 70.00 $70.00

**C. JOB 3, per 1,000 units**
1. Print Letter (face only)  
   - 2 $250.00  
   - 500.00 $  
   - 62.00 $140.00  
   - 70.00 $140.00
2. Print Letter (face and back)  
   - 12 $90.00  
   - 1,080.00 $  
   - 816.00 $960.00  
   - 79.33 $951.96
3. Postcards (face only)  
   - 12 $65.00  
   - 780.00 $  
   - 2,280.00 $2,280.00  
   - 96.67 $1,160.04

**D. JOB 4, per 1,000 units**
1. Print Letter (face only)  
   - 275 $90.00  
   - 24,750.00 $  
   - 12,509.75 $39,267.00
2. Print #10 window envelope (face only)  
   - 275 $35.00  
   - 9,625.00 $  
   - 1,316.19 $39,267.00

**II. ADDITIONAL OPERATIONS:**

**A. One time charge for the start-up programming, testing, and software development**  
   - 1 $500.00  
   - 500.00 $  
   - 100.00 $1,200.00  
   - 1,500.00 $1,500.00

**B. Computer data processing/system timework, per hour**  
   - 4 $95.00  
   - 380.00 $  
   - 400.00 $380.00  
   - 380.00 $380.00

**CONTRACTOR TOTALS**  
$45,720.00 $33,848.15 $47,670.00 $39,267.00

**DISCOUNT**  
0.25%  
114.30 $  
0.025%  
8.46 $  
0.00%  
- $  
- $  

**DISCOUNTED TOTALS**  
20 days  
$45,605.70  
20 days  
$33,733.69  
20 days  
$47,570.00  
20 days  
$39,267.00

Reviewed by: FB

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**Program 1823S**  
**Term 1-1-2024 through 12-31-2024**  
**TITLE:** Printing and Mailing Letters and Surveys

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**B. JOB 2, per 1,000 units**
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   - 500.00 $  
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   - 500.00 $  
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2. Print Letter (face and back)  
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   - 1,080.00 $  
   - 816.00 $960.00  
   - 79.33 $951.96
3. Postcards (face only)  
   - 12 $65.00  
   - 780.00 $  
   - 2,280.00 $2,280.00  
   - 96.67 $1,160.04

**D. JOB 4, per 1,000 units**
1. Print Letter (face only)  
   - 275 $90.00  
   - 24,750.00 $  
   - 12,509.75 $39,267.00
2. Print #10 window envelope (face only)  
   - 275 $35.00  
   - 9,625.00 $  
   - 1,316.19 $39,267.00

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   - 1,500.00 $1,500.00

**B. Computer data processing/system timework, per hour**  
   - 4 $95.00  
   - 380.00 $  
   - 400.00 $380.00  
   - 380.00 $380.00

**CONTRACTOR TOTALS**  
$45,720.00 $33,848.15 $47,670.00 $39,267.00

**DISCOUNT**  
0.25%  
114.30 $  
0.025%  
8.46 $  
0.00%  
- $  
- $  

**DISCOUNTED TOTALS**  
20 days  
$45,605.70  
20 days  
$33,733.69  
20 days  
$47,570.00  
20 days  
$39,267.00

Reviewed by: FB
**Program 1823 Term 1-1-2024 through 12-31-2024**

**TITLE:** Printing and Mailing Letters and Surveys

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<td>I.</td>
<td>A. JOB 1, per 1,000 units</td>
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<td></td>
<td>1. Print Letter (face only)</td>
<td>46 $90.00</td>
<td>$4,140.00</td>
<td>22.19 $70.00</td>
<td>$3,220.00</td>
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<td>$3,220.00</td>
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<tr>
<td></td>
<td>2. Print #10 window envelope (face only)</td>
<td>46 $35.00</td>
<td>$1,610.00</td>
<td>74.27 $3,416.42</td>
<td>$2,760.00</td>
<td>30.00 $1,380.00</td>
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<td></td>
<td>3. Print #9 Business Reply envelope (face only)</td>
<td>47 $35.00</td>
<td>$1,645.00</td>
<td>66.77 $3,138.19</td>
<td>$2,160.00</td>
<td>30.00 $1,410.00</td>
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<td>I.</td>
<td>B. JOB 2, per 1,000 units</td>
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<td></td>
<td>1. Print Letter (per side)</td>
<td>1 $500.00</td>
<td>$500.00</td>
<td>19.80 $19.80</td>
<td>$19.80</td>
<td>70.00 $70.00</td>
<td>70.00 $70.00</td>
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<td></td>
<td>2. Print #10 window envelope (face only)</td>
<td>6 $35.00</td>
<td>$210.00</td>
<td>35.00 $210.00</td>
<td>$210.00</td>
<td>30.00 $180.00</td>
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<td>I.</td>
<td>C. JOB 3, per 1,000 units</td>
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<td></td>
<td>1. Print Letter (face only)</td>
<td>2 $250.00</td>
<td>$500.00</td>
<td>31.00 $62.00</td>
<td>$140.00</td>
<td>70.00 $140.00</td>
<td>70.00 $140.00</td>
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<td>2. Print Letter (face and back)</td>
<td>12 $90.00</td>
<td>$1,080.00</td>
<td>816.00 $960.00</td>
<td>$79.33</td>
<td>951.96 $79.33</td>
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<td>3. Postcards (face only)</td>
<td>12 $65.00</td>
<td>$780.00</td>
<td>190.00 $2,280.00</td>
<td>$35.00</td>
<td>1,160.04 $35.00</td>
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<td></td>
<td>1. Print Letter (face only)</td>
<td>275 $90.00</td>
<td>$24,750.00</td>
<td>45.49 $12,509.75</td>
<td>$75.00</td>
<td>1160.04 $75.00</td>
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<td>2. Print #10 window envelope (face only)</td>
<td>275 $35.00</td>
<td>$9,625.00</td>
<td>35.91 $9,875.25</td>
<td>$16,500.00</td>
<td>380.00 $16,500.00</td>
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<td>A. One time charge for the start-up programming, testing, and software development</td>
<td>1 $500.00</td>
<td>$500.00</td>
<td>100.00 $1,200.00</td>
<td>$1,200.00</td>
<td>1,500.00 $1,500.00</td>
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</table>

**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. $45,720.00

**B. Computer data processing/system timework, per hour**

**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.

**CONTRACTOR TOTALS**

$45,720.00 $33,848.15 $47,670.00 $39,267.00

**DISCOUNT**

0.25% $114.30

**DISCOUNTED TOTALS**

20 days $45,605.70 30 days $33,733.85 0 days $47,555.70

**AWARDED**

Reviewed by: FB
U.S. GOVERNMENT PUBLISHING OFFICE
Northwest Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of
Printing and Mailing Letters and Surveys
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

CONTRACTING METHOD: This contract is being advertised as, and shall be awarded as, a Small Purchase contract, in accordance with the U. S. Government Publishing Office Printing Procurement Regulation (PPR: GPO Publication 305.3), Chapter VII, Section 4. The sealed quote 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).

QUOTE OPENING: Quotes shall be publicly opened at 2:00 p.m., prevailing Seattle, WA, time, on December 12, 2023.

TERM OF CONTRACT: The term of this contract is for the period beginning January 1, 2024 and ending December 31, 2024, plus up to four 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.

RESTRICITION ON LOCATION OF PRODUCTION FacILITIES: All production facilities used in the manufacture of the products ordered under this contract must be located within 70 miles of Laurel, MD. Local Contractor required to work closely with agency concerning the data, assembly, and mailing.

QUOTE SUBMISSION: Offerors must email quotes to bidsnorthwest@gpo.gov for this solicitation. No other method of quote submission will be accepted at this time. The program number and quote opening date must be specified in the subject line of the emailed quote submission. Quotes received after 2:00 pm prevailing Seattle time on the quote opening date specified above will not be considered for award. This will not be a public quote opening.

ADDITIONAL EMAILED QUOTE SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed quote including, but not limited to, the following –

1. Illegibility of quote.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The offeror’s email provider may have different size limitations for sending email; however, offerors are advised not to exceed GPO’s stated limit.
4. When the email quote is received by GPO, it will remain unopened until the specified quote opening time. Government personnel will not validate receipt of the emailed quote prior to quote opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO’s email server as the official time stamp for quote receipt at the specified location.

**OFFERORS, PLEASE NOTE:** These specifications have been revised; therefore, all offerors are cautioned to familiarize themselves with all provisions of these specifications before quoting.

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


For information of a technical nature, contact jschaffer@gpo.gov or infonorthwest@gpo.gov.
SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Request for Quote will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).


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 https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards along with a list of major revisions.


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:

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Specified Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-7. Type Quality and Uniformity</td>
<td>Supplied Electronic Media</td>
</tr>
</tbody>
</table>

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is printing and mailing.
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 January 1, 2024 to December 31, 2024, 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 September 30, 2023, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

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

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

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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).
PREAWARD PRIOR TO PRODUCTION SAMPLES: Prior to award of contract, GPO shall supply the promising contractor with test data and letter templates (data file of 30 names). The contractor shall submit within 5 workdays, thirty sample packages from test data. Sample packages will include barcodes, printed forms, letters, and envelopes (including insertions) and will be tested to determine that data elements from the data table provided are correctly inserted from the letter templates. Samples must also conform to material(s) and construction, to complete insertion into envelopes. 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.

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.

NOTIFICATION: The contractor will be notified of availability or nonavailability of funds for subsequent periods. Cancellation is affected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

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 January 1, 2024 to December 31, 2024, 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 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.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html.


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 forms into envelopes, mailing, and distribution.

TITLE: Printing and Mailing of Hunter Reports, Hunter Volunteer Letters, and Online Survey Invitations.

FREQUENCY OF ORDERS: Approximately 20 to 22 orders per year. Jobs 1 & 2: One (1) or two (2) orders per year; Job 3: One (1) or two (2) orders per year; Job 4 approximately 16 orders per year (See attachment G).

QUANTITY: The following approximate quantities:

<table>
<thead>
<tr>
<th>Job No.</th>
<th>Static &amp; Variable</th>
<th>Static Only</th>
<th>Total Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Face only – Letter</td>
<td>#10 Window Envelopes</td>
<td>46,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#9 Business Reply Envelope</td>
<td>46,000</td>
</tr>
<tr>
<td>2</td>
<td>Face – Letter</td>
<td>Back – Letter*</td>
<td>1,000</td>
</tr>
<tr>
<td></td>
<td>Face – Letter</td>
<td>Back – Letter + possibly up to two additional leaves FO or F&amp;B***</td>
<td>6,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#10 Window Envelope</td>
<td>See table on page 9 of historical data</td>
</tr>
<tr>
<td>3</td>
<td>Face and back – Letter, green paper*</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Face and back – Letter, yellow paper**</td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Face only – Letter, blue paper</td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Face only – Postcard, blue</td>
<td>12,000</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Face only – Letter**</td>
<td>#10 Window Envelope</td>
<td>275,000</td>
</tr>
</tbody>
</table>

*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).

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

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

TRIM SIZES: 8½ x 11" for letters, 6 x 4" for postcards, #9 (3¾ x 8½") envelopes and #10 (4½ x 9 ½") envelopes.

INK: Black only.
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, face only, of four (4) different versions (variable and some static forms), folding and inserting letter with a #9 Business Reply Envelope 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.  See attachments A for samples letterheads.

The contractor will provide to the agency an additional 1,500 #9 Business Reply Envelopes for internal use upon the printing of the envelopes for this job.
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, and can 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. The time frame for these letters is late April to early May. There are nine (9) templates of the letters. See attachments B, C, and D samples of letterheads, and sample data files and record layouts.

<table>
<thead>
<tr>
<th>Pages per set</th>
<th>Number of sets</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Waterfowl (2 versions)</td>
<td>4047</td>
</tr>
<tr>
<td>Dove (2 versions) *</td>
<td>827</td>
</tr>
<tr>
<td>Migratory Bird (1 version)</td>
<td>859</td>
</tr>
<tr>
<td>Total</td>
<td>5733</td>
</tr>
</tbody>
</table>

*Static information on the back.

Job 3: Parts Collection Survey Envelope Package Inserts
Envelope package inserts consists of instruction pages on one 8½" x 11" sheet printed on one or both sides; and one 4" x 6" envelope request post card preprinted with static information on one side. These are provided to the agency only.

There are 3 versions of the instruction pages:
Waterfowl: green paper, 2-sided, approximately 10,000 copies annually
Migratory Bird: yellow paper, 2-sided, approximately 2,000 copies annually
Dove: blue paper, 1 sided, approximately 2,000 copies annually

The envelope request post card is a blue 4" x 6" post card preprinted with static information on one side. Approximately 12,000 post cards annually.

Job 4: Invitations to the Online Migratory Bird Harvest Survey
An invitation letter to participate in the online harvest survey are sent out on an approximately biweekly schedule. These packages consist of a cover letter, print face only, folded and inserted into a #10 window envelope. The estimated number of letters is projected to total 275,000 initial contact letters (Letter Template 11).

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".

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. 13” dated September 2019.

LETTERS
*Writing, White and colors, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10 or at contractor's option:
White, Uncoated Text, basis weight 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60 or White, Plain Copier, Xerographic plain copier paper, basis weight 20 lbs. per 500 sheets. 17 x 22", equal to JCP Code O65.

POSTCARD
Blue Index, basis weight 110 lbs. per 500 sheets, 25-½ x 30-½", equal to JCP Code K10.

ENVELOPES
White, Writing Envelope, basis weight 24 lbs. per 500 sheets, 17 x 22", 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, & 4: Letters and post cards print face only and/or face and back. Face prints in black (letterhead, seal, and foot); 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.

Jobs 1, 2, & 4: 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. This barcode and associated hunter number on the letterhead 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.

Envelopes – 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 regarding 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 business reply envelope 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 4 - Letter fold.

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

Letters requiring two or more items, must be collated by Hunter number, folded and gathered with #9 business reply envelopes 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” x 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 ⅞” from left and ½” from bottom edges.

#9 business reply envelope with no window - 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. The contractor will provide labels on each shipping container.

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

**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™, 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™, NCOA, or equal to be employed must apply the corrected (forward to) address on the mail piece. 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 #9 business reply envelopes.

**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 types of files that will be furnished for Job 2
E – Static letters and static postcard for Job 3
F – Letter Template for Job 4
G – Projected online survey mailing distribution
H – Business Reply Envelopes and window envelope
SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest quote 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".

<table>
<thead>
<tr>
<th>I.</th>
<th>A.</th>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.</td>
<td>(1)</td>
<td>46</td>
<td>46</td>
<td>47</td>
</tr>
<tr>
<td>(2)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3)</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>(1)</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td>12</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>(3)</td>
<td>12</td>
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<td></td>
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</tr>
<tr>
<td>D.</td>
<td>(1)</td>
<td>275</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td>275</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| II. | A. | 1   |
| B.  | 4   |
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.

Quotes 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 quote 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 1000 will be prorated at the per-1000 rate.

Contractor’s billing invoice must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

I. COMPLETE PRODUCT: Prices quoted 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

1. Print Letter (face only) $ _________
2. Print #10 window envelope (face only) $ _________
3. Print #9 Business Reply envelope (face only) $ _________

B. JOB 2, per 1,000 Units

1. Print Letter (per side) $ _________
2. Print #10 window envelope (face only) $ _________

(Initials)
C. JOB 3, per 1,000 Units

1. Print Letter (face only) $_______
2. Print Letter (face and back) $_______
3. Postcards (face only) $_______

D. JOB 4, per 1,000 Units

1. Print Letter (face only) $_______
2. Print #10 window envelope (face only) $_______

II. ADDITIONAL OPERATIONS:

A. One time charge for the start-up programming, testing, and software development $ _____

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.

B. Computer data processing/system timework, per hour $___________

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.
**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 email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign quotes."

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

Offeror:

______________________________________________  __________________________________
(Contractor Name)                                            (GPO Contractor’s Code)

_______________________________________________________
(Street Address)

_______________________________________________________
(City – State – Zip Code)

By: ______________________________________________________
(Printed Name, Signature, and Title of Person Authorized to Sign this Quote) (Date)

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

FOR GPO USE ONLY

Contracting Officer Review________ Date________ Certifier________ Date________
1823-S ATTACHMENT A - 2 of 4 JOB 1 LETTERS

United States Department of the Interior
FISH AND WILDLIFE SERVICE
Division of Migratory Bird Management
11500 American Holly Dr., Laurel, MD 20708
410-440-2166 (phone) 501-407-881 (Fax)

Dear John Smith,

On behalf of all supporters of wildlife, thank you for participating in the Harvest Information Program survey and handing off harvest surveys to hunters during the hunting season. The valuable information that you will provide to us will allow us to estimate the total harvest of ducks and hunting throughout the United States. Results of our surveys will be available late July and can be accessed at:

[http://www.fws.gov/surveys and reports/harvestinformation.html](http://www.fws.gov/surveys and reports/harvestinformation.html)

Thank you for your help.

Sincerely,

Kathy Fleming
Chief, Branch of Harvest Surveys

---

Yes, I will be able to send you one song from each morning dawn that I shoot during the first 2 hours of this upcoming hunting season.

03292048 [01020634]

John Fleming

1823-S ATTACHMENT B - 2 of 9 JOB 2 LETTERS

1823-SATTACCHME - 2 of 9 JOB 2 LETTERS

United States Department of the Interior
FISH AND WILDLIFE SERVICE
Division of Migratory Bird Management
11500 American Holly Dr., Laurel, MD 20708
410-440-2166 (phone) 501-407-881 (Fax)

Dear John Smith,

On behalf of all supporters of wildlife, thank you for participating in the Harvest Information Program survey and handing off harvest surveys to hunters during the hunting season. The valuable information that you will provide to us will allow us to estimate the total harvest of ducks, geese, and pheasants in the United States. Results of our surveys will be available late July and can be accessed at:

[http://www.fws.gov/surveys and reports/harvestinformation.html](http://www.fws.gov/surveys and reports/harvestinformation.html)

Thank you for your help.

Sincerely,

Kathy Fleming
Chief, Branch of Harvest Surveys

---

Yes, I will be able to send you one song from each morning dawn that I shoot during the first 2 hours of this upcoming hunting season.

04082048 [01062526]
ATTACHMENT C – JOB 2 (2 of 3 Sample Letters) Variable and Static backside (Dove) letters.

```
<table>
<thead>
<tr>
<th>Date</th>
<th>County</th>
<th>State</th>
<th>Species</th>
<th>Age</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/21/2015</td>
<td>Ward</td>
<td>ND</td>
<td>Canada Goose</td>
<td>Adult</td>
<td>Unknown</td>
</tr>
<tr>
<td>09/23/2015</td>
<td>Ward</td>
<td>ND</td>
<td>Canada Goose</td>
<td>Adult</td>
<td>Unknown</td>
</tr>
<tr>
<td>10/05/2015</td>
<td>McLean</td>
<td>ND</td>
<td>Canada Goose</td>
<td>Adult</td>
<td>Unknown</td>
</tr>
<tr>
<td>10/14/2015</td>
<td>McLean</td>
<td>ND</td>
<td>Canada Goose</td>
<td>Adult</td>
<td>Unknown</td>
</tr>
<tr>
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<td>ND</td>
<td>Canada Goose</td>
<td>Adult</td>
<td>Unknown</td>
</tr>
<tr>
<td>10/25/2015</td>
<td>Ward</td>
<td>ND</td>
<td>Canada Goose</td>
<td>Adult</td>
<td>Unknown</td>
</tr>
<tr>
<td>10/26/2015</td>
<td>Ward</td>
<td>ND</td>
<td>Canada Goose</td>
<td>Adult</td>
<td>Unknown</td>
</tr>
<tr>
<td>10/28/2015</td>
<td>Ward</td>
<td>ND</td>
<td>Canada Goose</td>
<td>Adult</td>
<td>Unknown</td>
</tr>
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<td>11/01/2015</td>
<td>Ward</td>
<td>ND</td>
<td>Canada Goose</td>
<td>Adult</td>
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</tr>
<tr>
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<td>Ward</td>
<td>ND</td>
<td>Canada Goose</td>
<td>Adult</td>
<td>Unknown</td>
</tr>
<tr>
<td>11/03/2015</td>
<td>Ward</td>
<td>ND</td>
<td>Canada Goose</td>
<td>Adult</td>
<td>Unknown</td>
</tr>
<tr>
<td>11/04/2015</td>
<td>Ward</td>
<td>ND</td>
<td>Canada Goose</td>
<td>Adult</td>
<td>Unknown</td>
</tr>
<tr>
<td>11/05/2015</td>
<td>Ward</td>
<td>ND</td>
<td>Canada Goose</td>
<td>Adult</td>
<td>Unknown</td>
</tr>
<tr>
<td>11/06/2015</td>
<td>Ward</td>
<td>ND</td>
<td>Canada Goose</td>
<td>Adult</td>
<td>Unknown</td>
</tr>
</tbody>
</table>

Number of measuring dove wings and age ratios (young per adult) for the 2017-2018 hunting season, by management unit and state.

<table>
<thead>
<tr>
<th>State</th>
<th>No. wings</th>
<th>Age ratioa</th>
<th>State</th>
<th>No. wings</th>
<th>Age ratioa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>328</td>
<td>2.73</td>
<td>Arkansas</td>
<td>250</td>
<td>2.25</td>
</tr>
<tr>
<td>Arizona</td>
<td>1,114</td>
<td>1.88</td>
<td>California</td>
<td>642</td>
<td>2.27</td>
</tr>
<tr>
<td>Colorado</td>
<td>564</td>
<td>2.62</td>
<td>Florida</td>
<td>386</td>
<td>2.58</td>
</tr>
<tr>
<td>Georgia</td>
<td>501</td>
<td>1.94</td>
<td>Illinois</td>
<td>392</td>
<td>2.55</td>
</tr>
<tr>
<td>Indiana</td>
<td>319</td>
<td>2.78</td>
<td>Iowa</td>
<td>806</td>
<td>2.25</td>
</tr>
<tr>
<td>Iowa</td>
<td>348</td>
<td>2.06</td>
<td>Kansas</td>
<td>806</td>
<td>2.25</td>
</tr>
<tr>
<td>Maine</td>
<td>744</td>
<td>2.73</td>
<td>Michigan</td>
<td>85</td>
<td>2.45</td>
</tr>
<tr>
<td>Michigan</td>
<td>63</td>
<td>1.32</td>
<td>Missouri</td>
<td>748</td>
<td>2.55</td>
</tr>
<tr>
<td>Montana</td>
<td>414</td>
<td>2.70</td>
<td>Nebraska</td>
<td>501</td>
<td>1.74</td>
</tr>
<tr>
<td>Nevada</td>
<td>110</td>
<td>1.52</td>
<td>New Mexico</td>
<td>333</td>
<td>1.02</td>
</tr>
<tr>
<td>North Dakota</td>
<td>446</td>
<td>3.08</td>
<td>North Dakota</td>
<td>446</td>
<td>3.08</td>
</tr>
<tr>
<td>Ohio</td>
<td>327</td>
<td>1.74</td>
<td>Oklahoma</td>
<td>362</td>
<td>2.71</td>
</tr>
<tr>
<td>Pennsylvania</td>
<td>1,685</td>
<td>1.95</td>
<td>South Dakota</td>
<td>327</td>
<td>1.74</td>
</tr>
<tr>
<td>Texas</td>
<td>1,685</td>
<td>1.95</td>
<td>Total</td>
<td>2,910</td>
<td>2.08</td>
</tr>
</tbody>
</table>
```
**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 data file structure**

<table>
<thead>
<tr>
<th>Field name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Season</td>
<td>Hunting season to which these data refer</td>
</tr>
<tr>
<td>HNo</td>
<td>Hunter identification number</td>
</tr>
<tr>
<td>RptTemp</td>
<td>Indicates which report template to use</td>
</tr>
<tr>
<td>FName</td>
<td>First name</td>
</tr>
<tr>
<td>MName</td>
<td>Middle initial, to be inserted (along with period and space) conditional on being present in the data file.</td>
</tr>
<tr>
<td>LName</td>
<td>Last name</td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>ZIP</td>
<td></td>
</tr>
<tr>
<td>ZIP_4</td>
<td>ZIP + 4 extension to be inserted (along with hyphen) conditional on being present in the data file.</td>
</tr>
<tr>
<td>PartsCount</td>
<td>Number of parts the hunter submitted</td>
</tr>
<tr>
<td>PartsType</td>
<td>Kind of parts hunter submitted (&quot;duck wings&quot;, &quot;goose tails&quot;, &quot;duck wings and goose tails&quot;, &quot;rail wings&quot;, etc.)</td>
</tr>
</tbody>
</table>

1 Report template coding:
1. Waterfowl, keep
2. Waterfowl, kick out
3. Dove, keep
4. Dove, kick out
5. Migratory bird, keep

---

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

```
Season|HNo|RptTemp| FName| MName| LName| Suffix| Addr| City| State| ZIP| ZIP_4| PartsCount| PartsType  | duck wings | goose tails | duck wings and goose tails | rail wings |
-----|-----|-------|------|------|------|-------|-----|-----|------|-----|------|------------|-------------|------------|-------------|-----------------------------|-----------|
2011112800052S*|       |       | C**  |       |       |       |     |     |      |     |     |            |             | 37          |              | 7                |           |
2011112800062N*|       |       | C**  |       |       |       |     |     |      |     |     |            |             | 44          |              | 7                |           |
2011112800102O*|       |       | D**  |       |       |       |     |     |      |     |     |            |             | 62          |              | 7                |           |
201111280012W*|       |       | D**  |       |       |       |     |     |      |     |     |            |             | 22          |              | 7                |           |
201111280016Z*|       |       | E**  |       |       |       |     |     |      |     |     |            |             | 33          |              | 7                |           |
201111280022J*|       |       | F**  |       |       |       |     |     |      |     |     |            |             | 48          |              | 7                |           |
201111280026C*|       |       | G**  |       |       |       |     |     |      |     |     |            |             | 12          |              | 7                |           |
201111280028D*|       |       | H**  |       |       |       |     |     |      |     |     |            |             | 20          |              | 7                |           |
201111280030F*|       |       | I**  |       |       |       |     |     |      |     |     |            |             | 20          |              | 7                |           |
201111280032G*|       |       | J**  |       |       |       |     |     |      |     |     |            |             | 10          |              | 7                |           |
201111280034K*|       |       | K**  |       |       |       |     |     |      |     |     |            |             | 10          |              | 7                |           |
201111280036L*|       |       | L**  |       |       |       |     |     |      |     |     |            |             | 20          |              | 7                |           |
```

---

1 Report template coding:
1. Waterfowl, keep
2. Waterfowl, kick out
3. Dove, keep
4. Dove, kick out
5. Migratory bird, keep
## ATTACHMENT D – 2 of 3 - JOB 2 - FILE LAYOUTS AND SAMPLE FILES

### Parts submitted data file structure

<table>
<thead>
<tr>
<th>Field name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Season</td>
<td>Hunting season to which these data refer</td>
</tr>
<tr>
<td>HNo</td>
<td>Hunter identification number</td>
</tr>
<tr>
<td>Date</td>
<td>Date of harvest</td>
</tr>
<tr>
<td>County</td>
<td>County of harvest</td>
</tr>
<tr>
<td>State</td>
<td>State of harvest</td>
</tr>
<tr>
<td>Species</td>
<td>Species of submitted part</td>
</tr>
<tr>
<td>Age</td>
<td></td>
</tr>
<tr>
<td>Sex</td>
<td></td>
</tr>
</tbody>
</table>

### Sample records for layout on data to form variable tables

<table>
<thead>
<tr>
<th>Season</th>
<th>HNo</th>
<th>Date</th>
<th>County</th>
<th>ST</th>
<th>Species</th>
<th>Age</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>1180005</td>
<td>12/28/2012</td>
<td>Fairfield</td>
<td>CT</td>
<td>American Black</td>
<td>Duck</td>
<td>Immature</td>
</tr>
<tr>
<td>2012</td>
<td>1180005</td>
<td>12/22/2012</td>
<td>Fairfield</td>
<td>CT</td>
<td>Atlantic Brant</td>
<td>Adult</td>
<td>Unknown</td>
</tr>
<tr>
<td>2012</td>
<td>1180005</td>
<td>10/18/2012</td>
<td>Fairfield</td>
<td>CT</td>
<td>Canada Goose</td>
<td>Adult</td>
<td>Unknown</td>
</tr>
<tr>
<td>2012</td>
<td>1180005</td>
<td>12/22/2012</td>
<td>Fairfield</td>
<td>CT</td>
<td>Canada Goose</td>
<td>Adult</td>
<td>Unknown</td>
</tr>
<tr>
<td>2012</td>
<td>1180005</td>
<td>12/22/2012</td>
<td>Fairfield</td>
<td>CT</td>
<td>Canada Goose</td>
<td>Adult</td>
<td>Unknown</td>
</tr>
<tr>
<td>2012</td>
<td>1180005</td>
<td>10/14/2012</td>
<td>Washington</td>
<td>NY</td>
<td>American Black</td>
<td>Duck</td>
<td>Immature</td>
</tr>
<tr>
<td>2012</td>
<td>1180005</td>
<td>10/14/2012</td>
<td>Washington</td>
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<td>American Green-Winged</td>
<td>Teal</td>
<td>Immature</td>
</tr>
<tr>
<td>2012</td>
<td>1180005</td>
<td>10/14/2012</td>
<td>Washington</td>
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<td>American Green-Winged</td>
<td>Teal</td>
<td>Immature</td>
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<tr>
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<td>1180005</td>
<td>10/14/2012</td>
<td>Washington</td>
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<td>American Green-Winged</td>
<td>Teal</td>
<td>Adult</td>
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<tr>
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<td>10/14/2012</td>
<td>Washington</td>
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<td>American Green-Winged</td>
<td>Teal</td>
<td>Adult</td>
</tr>
<tr>
<td>2012</td>
<td>1180005</td>
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<td>Washington</td>
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<td>Adult</td>
<td>Unknown</td>
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<td>10/14/2012</td>
<td>Washington</td>
<td>NY</td>
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<td>Female</td>
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<tr>
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<td>1180005</td>
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<td>Wood Duck</td>
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<td>Female</td>
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<tr>
<td>2012</td>
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<td>10/15/2012</td>
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<td>1180005</td>
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<td>Washington</td>
<td>NY</td>
<td>Wood Duck</td>
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<td>Female</td>
</tr>
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<td>2012</td>
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<td>Washington</td>
<td>NY</td>
<td>Wood Duck</td>
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<td>Female</td>
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<td>2012</td>
<td>1180005</td>
<td>10/13/2012</td>
<td>Washington</td>
<td>NY</td>
<td>Wood Duck</td>
<td>Immature</td>
<td>Female</td>
</tr>
<tr>
<td>2012</td>
<td>1180005</td>
<td>10/16/2012</td>
<td>Washington</td>
<td>NY</td>
<td>Wood Duck</td>
<td>Adult</td>
<td>Male</td>
</tr>
<tr>
<td>2012</td>
<td>1180005</td>
<td>10/14/2012</td>
<td>Washington</td>
<td>NY</td>
<td>Wood Duck</td>
<td>Adult</td>
<td>Male</td>
</tr>
<tr>
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<td>1180005</td>
<td>10/16/2012</td>
<td>Washington</td>
<td>NY</td>
<td>Wood Duck</td>
<td>Adult</td>
<td>Male</td>
</tr>
<tr>
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<td>1180005</td>
<td>10/13/2012</td>
<td>Washington</td>
<td>NY</td>
<td>Wood Duck</td>
<td>Adult</td>
<td>Male</td>
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<tr>
<td>2012</td>
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<td>10/16/2012</td>
<td>Washington</td>
<td>NY</td>
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<td>NY</td>
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<td>Male</td>
</tr>
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</tr>
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<td>1180005</td>
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<td>Washington</td>
<td>NY</td>
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<td>Male</td>
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<td>10/16/2012</td>
<td>Washington</td>
<td>NY</td>
<td>Wood Duck</td>
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<td>Male</td>
</tr>
<tr>
<td>2012</td>
<td>1180005</td>
<td>10/16/2012</td>
<td>Washington</td>
<td>NY</td>
<td>Wood Duck</td>
<td>Immature</td>
<td>Male</td>
</tr>
<tr>
<td>2012</td>
<td>1180005</td>
<td>10/13/2012</td>
<td>Washington</td>
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## ATTACHMENT D – 3 of 3 - JOB 2 - FILE LAYOUTS AND SAMPLE FILES

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ATTACHMENT E – 1 of 3 JOB 3 STATISTICAL LETTERS AND STATIC POSTCARD

United States Department of the Interior
FISH AND WILDLIFE SERVICE
Division of Migration Bird Management
1600 Independence Ave.
Washington, D.C. 20240
Phone: (202) 205-2940

In Reply Ref. No.

Dear Waterfowl Hunter,

Thank you for volunteering to send out wings and tail feathers from the western and eastern flyways of the United States and for the service you are rendering to the Federal government in supplying information on the age and sex of waterfowl harvested in the United States. Your letter contains 11 wings and 11 tail feathers. Please return this envelope with the wings and tail feathers and the accompanying form to:

ATTACHMENT E – 1 of 3 JOB 3 STATISTICAL LETTERS AND STATIC POSTCARD

If you have any questions, please contact us by mail at: Migratory Bird Management Division, Fish and Wildlife Service, U.S. Department of the Interior, Washington, D.C. 20240. We will be glad to assist you in any way that we can. Thank you for your cooperation and co-operation in providing us with valuable information.

Sincerely,

Kelley Fleming, Chief

Envelopes

END
1823-S ATTACHMENT E - 2 of 3 JOB 3 STATIC LETTERS AND STATIC POSTCARD

United States Department of the Interior

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

In Reply To #12074

Dear Mrs. Brown:

Thank you for volunteering to send us wings from the down you shoot during the first week of this season. To better understand the population status and reproductive success of nesting ducks, we would appreciate your help in this endeavor.

Here are the instructions for sending us the wings:

1. **Remove the wings** as indicated on the pre-adressed envelope.
2. **Allow meats, feathers, or blood on wings to dry.**
3. **Keep eggs away from the wings.**
4. **Do not wrap wings or feathers in plastic,** as this causes decay.
5. **Use one envelope for each group of wings per day.** Insert the outermost and inner envelopes and seal the top tightly, tying the inner envelope onto the larger pre-addressed mailing envelope.
6. **Do not exceed more than 15 wings in an envelope.**

Please send the wings promptly.

Sincerely,

Randy Travis
Chief, Harvest Surveys

1823-S ATTACHMENT E - 3 of 3 JOB 3 STATIC LETTERS AND STATIC POSTCARD

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 12074 WASHINGTON DC
POSTAGE WILL BE PAID BY ADDRESSEE

US FISH AND WILDLIFE SERVICE
BRANCH OF HARVEST SURVEYS
10815 LOBLCOLLY PINE DR
LAUREL MD 20708-9905
We need your help. Are you willing to share the results of your hunts with the biologists who manage the [MERGEFIELD SurveyText] populations?

Please enter the results of your [MERGEFIELD SurveyText] hunting in [MERGEFIELD State] in our online harvest survey. When combined with the results from other hunters like you, the survey allows the US Fish and Wildlife Service to estimate total harvest each year. This is a critical part of ensuring healthy [MERGEFIELD SurveyText] populations. We will keep your personal information confidential and delete it from our records as soon as the project is complete. No login or account is needed to participate!

Just go to [www.fws.gov/harvestsurvey] on your computer or smartphone and enter your invitation code [MERGEFIELD InvitationCode] to get started. To request a paper form instead, call 800-419-2965 and leave your name, address, and invitation code.

Even if you don’t hunt [MERGEFIELD SurveyText] this season, we need to know that, too. All you have to do is answer one question after you enter your invitation code.

Thank you in advance for doing your part to keep [MERGEFIELD SurveyText] populations healthy!

Sincerely,

[Name]
Chief
Division of Migratory Bird Management
1823-S ATTACHMENT G - JOB 4 PROJECTED ONLINE SURVEY MAILING DISTRIBUTION

ATTACHMENT G - JOB 4. Approximate distribution of printing and mailing invitation letters for the online harvest survey. This information is based on historical distribution and the expected total of 275,000 letters. It does not guarantee future requirements.

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