

ITEM NO.	DESCRIPTION	BASIS OF AWARD	DCG ONE East 190-27796		Dedicated Business Services 260-26632		Kessler Creative 090-48119		Similar	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
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	\$ 70.00	\$ 3,220.00
	2. Print #10 window envelope (face only)	46	\$ 35.00	\$ 1,610.00	\$ 74.27	\$ 3,416.42	\$ 60.00	\$ 2,760.00	\$ 30.00	\$ 1,380.00
	3. Print #9 Business Reply envelope (face only)	47	\$ 35.00	\$ 1,645.00	\$ 66.77	\$ 3,138.19	\$ 50.00	\$ 2,350.00	\$ 30.00	\$ 1,410.00
B.	JOB 2, per 1,000 units									
	1. Print Letter (per side)	1	\$ 500.00	\$ 500.00	\$ 19.80	\$ 19.80	\$ 40.00	\$ 40.00	\$ 70.00	\$ 70.00
	2. Print #10 window envelope (face only)	6	\$ 35.00	\$ 210.00	\$ 35.00	\$ 210.00	\$ 75.00	\$ 450.00	\$ 30.00	\$ 180.00
C.	JOB 3, per 1,000 units									
	1. Print Letter (face only)	2	\$ 250.00	\$ 500.00	\$ 31.00	\$ 62.00	\$ 70.00	\$ 140.00	\$ 70.00	\$ 140.00
	2. Print Letter (face and back)	12	\$ 90.00	\$ 1,080.00	\$ 68.00	\$ 816.00	\$ 80.00	\$ 960.00	\$ 79.33	\$ 951.96
	3. Postcards (face only)	12	\$ 65.00	\$ 780.00	\$ 190.00	\$ 2,280.00	\$ 35.00	\$ 420.00	\$ 96.67	\$ 1,160.04
D.	JOB 4, per 1,000 units									
	1. Print Letter (face only)	275	\$ 90.00	\$ 24,750.00	\$ 45.49	\$ 12,509.75	\$ 70.00	\$ 19,250.00	\$ 75.00	\$ 20,625.00
	2. Print #10 window envelope (face only)	275	\$ 35.00	\$ 9,625.00	\$ 35.91	\$ 9,875.25	\$ 60.00	\$ 16,500.00	\$ 30.00	\$ 8,250.00
II.	ADDITIONAL OPERATIONS:									
A.	One time charge for the start-up programming, testing, and software development									
		1	\$ 500.00	\$ 500.00	\$ 100.00	\$ 100.00	\$ 1,200.00	\$ 1,200.00	\$ 1,500.00	\$ 1,500.00
	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									
		4	\$ 95.00	\$ 380.00	\$ 100.00	\$ 400.00	\$ 95.00	\$ 380.00	\$ 95.00	\$ 380.00
	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	0.025%	\$ 8.46	0.00%	\$ -		\$ -
DISCOUNTED TOTALS			20 days	\$45,605.70	20 days	\$ 33,839.69	0 days	\$47,670.00		\$39,267.00

AWARDED

Reviewed by: FB

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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.

RESTRICTION 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.

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact jschaffer@gpo.gov or infnorthwest@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)).

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/qatap-rev-09-19.pdf>

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.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.pdf>.

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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Supplied Electronic Media

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>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

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:

Job No.	Static & Variable	Static Only	Total Quantity
1	Face only – Letter		46,000
		#10 Window Envelopes	46,000
		#9 Business Reply Envelope	47,500
2	Face – Letter	Back – Letter*	1,000
	Face – Letter		6,000
	Back – Letter + possibly up to two additional leaves FO or F&B***		See table on page 9 of these specs for historical data
		#10 Window Envelope	8,500
3		Face and back – Letter, green paper*	10,000
		Face and back –Letter, yellow paper**	2,000
		Face only – Letter, blue paper	2,000
		Face only – Postcard, blue	12,000
4	Face only – Letter**		275,000
		#10 Window Envelope	275,000

*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 8¾") envelopes and #10 (4¼ x 9 ½") envelopes.

INK: Black only.

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

Media Transfer: Microsoft Word or Portable Document Format (PDF).
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.

Projected page counts for Job 2. Counts will vary from year to year and may increase or decrease from these figures.														
	Number of sets													
Pages per set	2	3	4	5	6	7	8	9	10	11	12	13	14	Total
Waterfowl (2 versions)	4047	452	110	34	17	7	3	2	1	1	1	1	2	4,678
Dove (2 versions) *	827													827
Migratory Bird (1 version)	859	30	3											892
Total	5733	482	113	34	17	7	3	2	1	1	1	1	2	6,397

*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, 25-1/2 x 30-1/2", 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 7/8" from left and 1/2" 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*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 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**".

I.	A.	(1)	46
		(2)	46
		(3)	47
	B.	(1)	1
		(2)	6
	C.	(1)	2
		(2)	12
		(3)	12
	D.	(1)	275
(2)		275	
II.	A.	1	
	B.	4	

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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.

(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 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 _____

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	Unknown
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	Unknown
10/15/2017	Ward	ND	Canada Goose	Adult	Unknown
10/15/2017	Ward	ND	Greater White-Fronted Goose	Adult	Unknown
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	Unknown
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	Unknown
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	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

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

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	California	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						

^a Age ratios are not calculated for sample sizes less than 20 wings.

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

Field name	Description
Season	Hunting season to which these data refer
HNNo	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 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	HNNo	RptTempl	FName	MName	LName	Suffix	Addr	City	State	ZIP	ZIP_4	PartsCount	PartsType
2012	1180005	2	S		C			WESTON	CT	0		37	duck wings and goose tails
2012	1180006	2	N		C		153	STAFFORD	CT	0		44	duck wings and goose tails
2012	1180010	2	G		D		62	OXFORD	CT	0		15	duck wings and goose tails
2012	1180011	2	W		E		23	NORWICH	CT	0		3	duck wings
2012	1180016	2	M		H		59	COLUMBIA	CT	0		48	duck wings and goose tails
2012	1180022	2	D		P		6	BETHANY	CT	0		12	duck wings and goose tails
2012	1180026	2	C		S		29	DOXFORD	CT	0		71	duck wings and goose tails
2012	1181001	1	R		A		4	KILLINGWORTH	CT	0		20	duck wings and goose tails
2012	1181003	1			B		49	UNION	CT	0		40	duck wings and goose tails
2012	1181004	1			B		180	MILFORD	CT	0		6	duck wings and goose tails
2012	1181006	1			B		296	PAWCATUCK	CT	0		5	goose tails
2012	1181007	1	M		B		112	COLCHESTER	CT	0		9	duck wings and goose tails
2012	1181010	1	L		F		8	EAST GRANBY	CT	0		2	goose tails
2012	1181011	1	D		F		7	EAST LYME	CT	0		14	duck wings
2012	1181015	1	A		H		246	LEBANON	CT	0		13	duck wings and goose tails
2012	1181016	1	D		L		770	MOOSUP	CT	0		24	duck wings
2012	1181021	1	R		R		326	YALLESVILLE	CT	0		20	goose tails
2012	1181023	1	A		S		116	ROAD	KENSINGTON	CT	0	7	duck wings
2012	1181024	1	H		S		30	COLCHESTER	CT	0		3	duck wings
2012	1181028	1	M		W			KENT	CT	0		16	duck wings
2012	1181029	1			W		34	ENFIELD	CT	0		5	duck wings and goose tails
2012	1182002	1	M		A		1130	CHEESHIRE	CT	0		14	duck wings and goose tails
2012	1182004	1			B		37	WATERBURY	CT	0		2	goose tails
2012	1182005	1			B		25	AD	BRANFORD	CT	0	6	duck wings
2012	1182007	1	E		C		30	BRANFORD	CT	0		20	duck wings and goose tails
2012	1182008	1	D		C		115	AVE	VOLUNTOWN	CT	0	11	5 duck wings and goose tails
2012	1182011	1	B		F		117	FAIRFIELD	CT	0		5	duck wings
2012	1182012	1	G		H		183	RD	LYME	CT	0	28	duck wings
2012	1182014	1			K		1243	RD	SOUTHBURY	CT	0	30	duck wings and goose tails
2012	1182016	1	K		K		22	ASE	FARMINGTON	CT	0	18	duck wings and goose tails
2012	1182017	1	T		L		14	O BOX 173	UNIONVILLE	CT	0	19	duck wings and goose tails
2012	1182020	1	R		M		30	BLOOMFIELD	CT	0		47	duck wings and goose tails
2012	1182022	1	M		R		62	STAFFORD	CT	0		3	duck wings

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

Parts submitted 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	Female
2012	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	Male
2012	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 – 1 of 3 JOB 3 STATIC LETTERS AND STATIC POSTCARD

OMB Control No. 1018-0023
Expires May 31, 2026


United States Department of the Interior
FISH AND WILDLIFE SERVICE
Division of Migratory Bird Management
10815 Loblolly Pine Dr.
Laurel, Maryland 20708
Phone (800) 419-2965 Fax (301) 497-5981

In Reply Refer To:
FWS/DMBM

Dear Waterfowl Hunter:

Thank you for volunteering to send us wings and tail feathers from the waterfowl you shoot this season. With your help, we will be able to determine the species, sex and age composition of this season's duck harvest and the species and age composition of the goose harvest. If you would like to see the information we get from this survey, please visit our website and view our reports on hunting statistics at: <https://fws.gov/program/migratory-bird-harvest-surveys/library>.

You can help by donating:

- one wing from each duck or brant that **YOU PERSONALLY SHOOT** in the United States.
- the tail feathers and wing tips of each goose that **YOU PERSONALLY SHOOT** in the United States.

Enclosed are envelopes to be used to mail the parts. We need duck wings and goose tail feathers and wing tips from birds killed throughout the season, so please send parts as long as you hunt. **If you run out of envelopes, send us an email at MigratoryBirdHarvestSurveys@fws.gov to request more envelopes. You will need the number at the top of the enclosed postcard, next to the bar code. Or, send us the postcard that is enclosed in this package. Please DO NOT request envelopes both by email and by sending in the postcard. DO NOT put the postcard in a wing envelope as these are not opened until after the season closes. Also, please advise us if your address shown on the postcard is incorrect.**

Please **DO NOT** give your envelopes to other hunters. After we have examined all of the duck wings and goose tail feathers and wing tips next spring, we will send you a species, sex and age report on all the waterfowl parts that we received in envelopes assigned to you.


PLEASE HELP KEEP THE MAIL CLEAN
Wet, bloody or fly-bitten wings will damage other mail and create offensive odors. Postal workers might refuse to handle your envelopes if they are bloody, greasy or smelly. This can be prevented if you:

- follow the instructions on the envelopes
- send only tail feathers and wing tips from the goose you bag - **do not send the entire goose wing, and do not send the entire goose rump**
- allow excess moisture or blood on wings to dry
- **DO NOT** wrap in plastic as this speeds decay
- use two envelopes for each wing. Insert one wing in an **inner** envelope and seal the flap tightly, then place the inner envelope in the large pre-addressed **outer** envelope
- mail envelopes promptly.

OMB Control No. 1018-0023
Expires May 31, 2026

If you have any questions, please contact us via email at MigratoryBirdHarvestSurveys@fws.gov or call 800-419-2965 between 7:30 am and 4:00 pm Eastern Time. Again, thank you for helping us better manage our shared migratory bird resource.

Sincerely,



Kathryn Fleming, Chief
Harvest Surveys

Enclosures

In accordance with the Privacy Act (5 U.S.C. 552a) and the Paperwork Reduction Act (44 U.S.C. 3501), please note the following information. This study is authorized by the Migratory Bird Treaty Act (16 U.S.C. 703 et seq.). The information that you provide will be used for estimating migratory bird harvest activity and harvest in the United States. It is our policy not to use your name for any other purpose. All names and identifying information will be removed when we complete the results, and only summary information will be reported. The information is maintained in accordance with the Privacy Act. Your response is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a current valid OMB control number. The information collection has been approved by OMB and assigned OMB Control No. 1018-0023. We estimate that it will take you about 5 minutes to read the instructions, fill in the envelope, and mail the wing or tail feathers. Comments on this form should be mailed to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, 5275 Leesburg Pike, MS-3891C, Falls Church, VA 22041-3803.

FWS Form 3-165
Rev 02-25

OMB Control No. 1018-0023
Expires May 31, 2026


United States Department of the Interior
FISH AND WILDLIFE SERVICE
Division of Migratory Bird Management
10815 Loblolly Pine Dr.
Laurel, MD 20708
800-419-2965 (phone) 301-497-5981 (fax)

In Reply Refer To:
FWS/DMBM

Dear Migratory Bird Hunter:


Thank you for volunteering to send us wings from the woodcock, rail, and band-tailed pigeons you shoot this season. To better understand the population status and reproductive success of woodcock, rails, and band-tailed pigeons, we need to know the percentage of these species that are young-of-the-year birds. Immature birds have distinctive wing feathers that let us distinguish them from those of adults by examining wings. You can help by donating **ONE** wing from each woodcock, rail, and band-tailed pigeon that **YOU PERSONALLY BAG** this season.

Enclosed are envelopes to be used to mail us the wings. Use an inner envelope and a single pre-addressed mailing envelope for up to 3 woodcock wings, or 2 band-tailed pigeons, or 15 rail wings from a single day's hunt. If you bag more than 15 birds (e.g., rails) during one hunt, please use additional set(s) of envelopes. Before you mail your wings, fill in the entire lower left portion of the mailing envelope. **Please help us keep the mail clean by following the directions on the back of this letter.**

We need wings from birds killed throughout the season, so please send them for as long as you hunt. **If you run out of envelopes, send an email to MigratoryBirdHarvestSurveys@fws.gov to request more envelopes. You will need the number at the top of the enclosed postcard, next to the bar code. Or, send us the postcard that is enclosed in this package. Please DO NOT request envelopes both by email and by sending in the postcard. DO NOT put the postcard in a wing envelope as these are not opened until after the season closes. Due to the short duration of some seasons, the extra envelopes you request may not arrive until after the season closes. Please keep the information on when and where each bird was harvested with the correct wings so that you can report that important information accurately when the extra envelopes arrive. Also, please advise us if your address shown on the postcard is incorrect.**

If you have any questions, please email us at MigratoryBirdHarvestSurveys@fws.gov or call us at 800-419-2965 between 7:00 am and 4:00 pm Eastern Time. Again, thank you for helping us better manage our shared migratory bird resource.

Sincerely,


Kathryn Fleming,
Chief, Harvest Surveys

Enclosures

OMB Control No. 1018-0023
Expires May 31, 2026

PLEASE HELP KEEP THE MAIL CLEAN

Wet, bloody, or fly larvae-infested wings will damage other mail and create offensive odors. Postal workers might refuse to handle your envelopes if they are bloody, greasy, or smelly. This can be prevented if you:


- remove the wings as indicated on the pre-addressed mailing envelope.
- allow excess moisture or blood on wings to dry.
- keep flies away from the wings.
- wrap wings in paper towel - **do not** wrap in plastic as this speeds decay.
- use two envelopes for each wing or group of wings. Insert the wings in an **inner** envelope and seal the flap tightly; then place the inner envelope in the large pre-addressed **outer** (mailing) envelope.
- **do not** put more than one day's hunt in one envelope.
- mail envelopes promptly.

In accordance with the Privacy Act (5 U.S.C. 552a) and the Paperwork Reduction Act (44 U.S.C. 3501), please note the following information. This study is authorized by the Migratory Bird Treaty Act (16 U.S.C. 703 et seq.). The information that you provide will be used for estimating migratory bird harvest activity and harvest in the United States. It is our policy not to use your name for any other purpose. All names and identifying information will be removed when we complete the results, and only summary information will be reported. The information is maintained in accordance with the Privacy Act. Your response is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a current valid OMB control number. The information collection has been approved by OMB and assigned OMB Control No. 1018-0023. We estimate that it will take you about 5 minutes to read the instructions, fill in the envelope, and mail the wing. Comments on this form should be mailed to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, 5275 Leesburg Pike, MS-3891C, Falls Church, VA 22041-3803.

FWS Form 3-165-A
Rev 02-25

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

OSM Control No. 1918-0023
Expires May 31, 2026


United States Department of the Interior
ISLAND WILDLIFE SERVICE
Division of Migratory Bird Management
10815 Loblolly Pine Dr. Laurel, Maryland 20708
Phone (800) 419-2965 Fax (301) 497-5981

In Reply Refer To: FWS/TMBM

Dear Mourning Dove Hunter:

Thank you for volunteering to send us wings from the doves you shoot during the first week of the season. To better understand the population status and reproductive success of mourning doves, we need to know the percentage of this species that are young-of-the-year birds. Immature birds have distinctive wing feathers that let us distinguish them from adults by examining wings. You can help by donating **ONE** wing from each mourning dove that you bag during your first two hunts this season. **We only need wings from birds that YOU PERSONALLY SHOOT in your first two hunts, during the first week of the season.**


Enclosed are two postage paid envelopes to be used to mail us wings. Use an inner envelope and a single pre-addressed mailing envelope for up to 15 wings from a single day's hunt. Before you mail your wings, fill in the entire lower right portion of the mailing envelope.

PLEASE HELP US KEEP THE MAIL CLEAN

Wet, bloody, or fly larvae-infested wings will damage other mail and create offensive odors. Postal workers might refuse to handle your envelopes if they are stained, greasy, or smelly. This can be prevented if you:

- Remove the wings as indicated on the pre-addressed envelope.
- Allow excess moisture or blood on wings to dry.
- Keep flies away from the wings.
- **DO NOT** wrap wings in plastic, as this speeds decay.
- Use two envelopes for each group of wings per day. Insert the wings in the inner envelope and seal the flap tightly, then place the inner envelope in the larger pre-addressed (mailing envelope).
- Do not put more than 15 wings in an envelope.
- Mail envelopes promptly.


If you have any questions, please email us at MigratoryBirdHarvestSurveys@fws.gov or call us at 1-800-419-2965 between 7:00 am and 4:00 pm Eastern Time. Again, thank you for helping us better manage our shared migratory bird resource.

Sincerely,

Kaitly Fleming
Chief, Harvest Surveys

In accordance with the Access to Public Information Act (5 U.S.C. 552), this document is being disseminated in its entirety to the public. If you have any questions regarding this document, please contact the Office of Information Policy, U.S. Fish and Wildlife Service, 1011 North Crystal Drive, Suite 200, Arlington, VA 22204. This document is being disseminated in its entirety to the public. If you have any questions regarding this document, please contact the Office of Information Policy, U.S. Fish and Wildlife Service, 1011 North Crystal Drive, Suite 200, Arlington, VA 22204.

PS Form 3-002
10-09-23


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



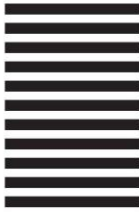
BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 12874 WASHINGTON DC

POSTAGE WILL BE PAID BY ADDRESSEE

US FISH AND WILDLIFE SERVICE
BRANCH OF HARVEST SURVEYS
10815 LOBLOLLY PINE DR
LAUREL MD 20708-9905




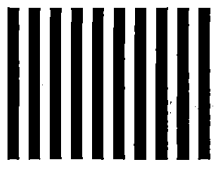
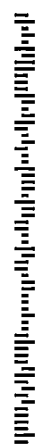

**NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES**



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.

Half-month period	Online invitation letters
09 -- 1	16,298
09 -- 2	42,322
10 -- 2	61,202
11 -- 1	50,495
11 -- 2	32,444
12 -- 1	12,510
12 -- 2	(missing data)
01 -- 1	34,341
01 -- 2	9,894
02 -- 1	4,313
02 -- 2	3,747
03 -- 1	4,232
03 -- 2	2,694
04 -- 1	(missing data)
04 -- 2	54
05 -- 1	457
Total	275,003

1823-S ATTACHMENT H – JOBS 1, 2, or 4 – BRE AND WINDOW ENVELOPES

<p>NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES</p>  	<p>BUSINESS REPLY MAIL FIRST-CLASS MAIL PERMIT NO. 12874 WASHINGTON DC POSTAGE WILL BE PAID BY ADDRESSEE</p>	<p>US FISH AND WILDLIFE SERVICE 10815 LOBLOLLY PINE DR LAUREL MD 20708-9904</p> 	<p>FIRST-CLASS MAIL PRESORTED POSTAGE & FEES PAID US FISH & WILDLIFE SERVICE PERMIT NO. G-77</p>	<p>U.S. Fish and Wildlife Service Harvest Surveys 10815 Loblolly Pine Drive Laurel, MD 20708-4028</p> <p>OFFICIAL BUSINESS PENALTY FOR PRIVATE USE, \$300</p>	
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