



Program:	38-S							
Term:	Date of Award to December 31, 2018							
Title:	Personnel Research and Assessment Program							
			STRATHMORE COMPANY		POWER IMAGING, INC		CURRENT CONTRACTOR	
		BASIS OF	GENEVA, IL		DENVER, CO		POWER IMAGING INC.	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>PREPRESS:</b>							
(a)	Trim/Page-size unit produced from Electronic file	954	\$1.00	\$954.00	\$1.00	\$954.00	\$0.10	\$95.40
(b)	Trim/Page-size unit produced from Electronic Files for 4-Color Process	38	\$1.00	\$38.00	\$1.00	\$38.00	\$0.10	\$3.80
<b>II.</b>	<b>PRINTING AND BINDING:</b>							
(a)	Four-page Leaflets: Printing in a Single Ink Color, including folding .....per product.....							
(1)	<b>Make-ready and/or Setup</b>	6	\$50.00	\$300.00	\$60.00	\$360.00	\$60.00	\$360.00
(2)	<b>Running Per 100 Copies</b>	42	\$3.00	\$126.00	\$4.50	\$189.00	\$3.00	\$126.00
(b)	Loose-leaf Pages: Printing in a Single Ink Color, including trimming 4 sides.....per page.....							
(1)	<b>Make-ready and/or Setup</b>	261	\$10.00	\$2,610.00	\$10.00	\$2,610.00	\$10.00	\$2,610.00
(2)	<b>Running Per 100 Copies</b>	125	\$0.30	\$37.50	\$1.00	\$125.00	\$0.30	\$37.50
(c)	Loose-leaf Pages: Printing in 4-Color Process, including trimming 4 sides.....per page.....							
(1)	<b>Make-ready and/or Setup</b>	44	\$50.00	\$2,200.00	\$60.00	\$2,640.00	\$60.00	\$2,640.00
(2)	<b>Running Per 100 Copies</b>	404	\$3.20	\$1,292.80	\$8.00	\$3,232.00	\$3.20	\$1,292.80
(d)	Saddle-stitched Pamphlets: Printing in a Single Ink Color, including binding.....per page.....							
(1)	<b>Make-ready and/or Setup</b>	600	\$8.00	\$4,800.00	\$10.00	\$6,000.00	\$10.00	\$6,000.00
(2)	<b>Running Per 100 Copies</b>	5,208	\$0.25	\$1,302.00	\$1.00	\$5,208.00	\$0.25	\$1,302.00
(e)	Complete Saddle-stitched Cover: Covers 1 and 4 printing in a Single Ink Color, including binding.....per complete cover.....							
(1)	<b>Make-ready and/or Setup</b>	21	\$80.00	\$1,680.00	\$80.00	\$1,680.00	\$80.00	\$1,680.00
(2)	<b>Running Per 100 Copies</b>	70	\$3.00	\$210.00	\$5.00	\$350.00	\$3.00	\$210.00
<b>III.</b>	<b>PAPER: Per 100 leaves</b>							
(a)	White Offset Book (60-lb.) .....	1,230	\$1.40	\$1,722.00	\$1.60	\$1,968.00	\$1.50	\$1,845.00
(b)	Colored Offset Book (60-lb.) .....	1,646	\$1.50	\$2,469.00	\$2.10	\$3,456.60	\$1.59	\$2,617.14
(c)	White Index (110-lb.).....	91	\$3.10	\$282.10	\$4.00	\$364.00	\$3.20	\$291.20
(d)	Colored Index (110-lb.).....	55	\$3.30	\$181.50	\$5.00	\$275.00	\$3.30	\$181.50
<b>IV.</b>	<b>ADDITIONAL OPERATIONS:</b>							
(a)	Side-stitching loose leaf pages in upper left corner....per set.....	130	\$1.00	\$130.00	\$0.25	\$32.50	\$0.25	\$32.50
(b)	GBC Binding .....per book.....	152	\$1.00	\$152.00	\$1.00	\$152.00	\$1.00	\$152.00
(c)	Shrink-film wrapping .....per package.....	195	\$0.20	\$39.00	\$1.00	\$195.00	\$0.10	\$19.50
	<b>CONTRACTOR SUBTOTALS</b>			<b>\$20,525.90</b>		<b>\$29,829.10</b>		<b>\$21,496.34</b>
	TOTALS FOR ITEM III: PAPER			\$4,654.60		\$6,063.60		\$4,934.84
	SUBTOTALS LESS PAPER			\$15,871.30		\$23,765.50		\$16,561.50
<b>V.</b>	ACCELERATED SCHEDULE	25.00%		\$3,967.83		\$5,941.38		\$4,140.38
(a)	<b>PERCENTAGE INCREASE</b>		<b>5.00%</b>	\$198.39	<b>15.00%</b>	\$891.21	<b>5.00%</b>	\$207.02
	<b>CONTR'S SUBTOTALS + PERCENTAGE INCR</b>			<b>\$20,724.29</b>		<b>\$30,720.31</b>		<b>\$21,703.36</b>
	<b>DISCOUNT</b>		<b>1.00%</b>	\$207.24	<b>2.00%</b>	\$0.00	<b>2.00%</b>	\$0.00
	<b>DISCOUNTED TOTALS</b>			<b>\$20,517.05</b>		<b>\$30,720.31</b>		<b>\$21,703.36</b>
				<b>AWARDED</b>				

**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Personnel Research and Assessment Program**

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

**Department of Homeland Security  
Bureau of Customs and Border Protection**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **Date of Award** and ending **December 31, 2018** plus up to *four (4)* optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in Section 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on **December 5, 2017**

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPA, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the submission instructions posted in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

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

For information of a technical nature call **David Love** (202) 512-0310 or email [aps-team1@gpo.gov](mailto:aps-team1@gpo.gov).

Abstracts of contract prices are available at:

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

## SECTION 1 – GENERAL TERMS AND CONDITIONS

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

**GPO Contract Terms** (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf>.

**GPO QATAP** (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

**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>.

**SUBCONTRACTING:** Subcontracting will not be permitted.

**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	Camera Copy/Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Ok'd Proof/Furnished Sample/Elect. Media

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause except, the total duration of this contract may not exceed **five years** as a result of, and including, any extensions added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustments.

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

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award** through **December 31, 2018**, 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, 2017**, 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.

**NOTE:** Economic price adjustments are not cumulative and are to be applied to original bid prices only.

\*\*\*\*\* **SECURITY WARNING: FOR OFFICIAL USE ONLY (FOUO)** \*\*\*\*\*

All individuals handling this information are required to protect it from unauthorized disclosure. This information should be disseminated on a Need-To-Know basis. This document is a product of the Department of Homeland Security. It is not for public use, but intended for use by the US Customs and Border Protection, and approved contractors. Proper control and handling, must be maintained at all times, to prevent any information or materials required to produce the product being ordered under these specifications, from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc. must be destroyed.

#### **SECURITY REQUIREMENTS:**

The contractor shall maintain in operation, an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands.

Within **five workdays** of the Government's request, the contractor being considered for award shall submit a Security Plan for review and approval by the Government. The plan shall contain at a minimum:

- (1) 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).

Contractor is cautioned that no Government provided information shall be used for non-government business. Specifically, no Government information shall be used for the benefit of a third party. The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

***Protection of Confidential Information:***

- (a) The contractor shall restrict access to all confidential information obtained from the Department of Homeland Security (DHS) in the performance of this contract to those employees and officials who need it to perform the contract.
- (b) The contractor shall process all confidential information obtained from DHS in the performance of this contract under the immediate supervision and control of authorized personnel, and in a manner that will protect the confidentiality of the records in such a way that unauthorized persons cannot retrieve any such records.
- (c) The contractor shall inform all personnel with access to the confidential information obtained from DHS in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.
- (d) The contractor shall assure that each contractor employee with access to confidential information knows the prescribed rules of conduct listed herein and in the contractor's security plan.
- (e) All confidential information obtained from DHS for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.
- (f) The Government reserves the right to conduct on-site visits to review the contractor's documentation and in-house procedures for protection of confidential information.

**SECURITY WARNING:** It is the contractor's responsibility to properly safeguard information from loss, theft or inadvertent disclosure and to immediately notify the Government of any loss of information.

All employees working on this contract must:

- Be familiar with current information on security, privacy and confidentiality as they relate to the requirements of this contract.
- Lock or logoff their workstation/terminal prior to leaving it unattended.
- Act in an ethical, informed and trustworthy manner.
- Protect sensitive electronic records.
- Be alert to threats and vulnerabilities to their systems.

Contractor's managers working on this contract must:

- Monitor use of Mainframes, PCs, LANs, and Networked Facilities to ensure compliance with the rules of conduct listed herein and in the contractor's security plan.
- Ensure that employees have been briefed on security procedures prior to any individual being authorized access to sensitive or critical applications.
- Implement, maintain, and enforce the security standards and procedures as they appear in this contract and as outlined by the contractor.
- Contact GPO and DHS within 24 hours whenever a system's security violation is discovered or suspected.

***Applicability:***

The responsibility to protect confidential information applies during the entire term of this contract and all option year terms if exercised. All contractors must secure and return written acknowledgement from their employees stating they understand these policy provisions and their duty to safeguard personally identifiable information. These policy provisions include, but not limited to, the following:

- Employees are required to have locking file cabinets or desk drawers for storage of confidential material, if applicable.
- Material is not to be taken from the contractor's facility without express permission from the Government.
- Employees must safeguard and protect all confidential material.

The following list provides examples of situations where confidential information is not properly safeguarded:

- Leaving an unprotected computer containing Government information in non-secure space (e.g., leaving the computer unattended in a public place, in an unlocked room, or in an unlocked vehicle).
- Leaving an unattended file containing Government information in a non-secure area (e.g., leaving the file in a break-room or on an employee's desk).
- Storing electronic files containing Government information on a computer or access device (flash drive, CD, etc.) that other people have access to (not password-protected).

This list does not encompass all failures to safeguard confidential information but is intended to act as an alert to the contractor's employees to situations that must be avoided. Misfeasance occurs when an employee is authorized to access Government information that contains sensitive information and, due to the employee's failure to exercise due care, the information is lost, stolen or inadvertently released. Whenever the contractor's employee has doubts about a specific situation involving their responsibilities for safeguarding confidential information, they should consult the Contracting Officer or the Contract Administrator.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a Preaward Survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO Jacket Number will be assigned and a Purchase Order issued to the contractor to cover work performed. The Purchase Order will be supplemented by an individual "Print Order" for each job placed with the contractor. The Print Order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award** through **December 31, 2018**, 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 the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1. The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

**PAYMENT:** Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application 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/agency/billing-and-payment>.

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

## SECTION 2 – SPECIFICATIONS

**SCOPE:** These specifications cover the production of four page leaflets, loose-leaf pages and self- or separate-covered, saddle-stitched pamphlets requiring such operations as electronic prepress, printing, binding, packing, and distribution.

**TITLE:** Personnel Research and Assessment Program.

### **PRODUCTS AND FREQUENCY OF ORDERS:**

- (1) Four-page Leaflets – Approx. 2 to 4 orders per year.
- (2) Loose-leaf Pages – Approx. 6 to 10 orders per year.
- (3) Saddle-stitched Pamphlets – Approx. 30 to 40 orders per year.

**QUANTITY:** Approximately 25 to 5,000 copies per order. An occasional order may be as high as 50,000 copies

Note: Multiple orders may be placed on the same day OR various products may be placed on the same print order

### **NUMBER OF PAGES:**

- (1) Four-page Leaflets.
- (2) Loose-leaf Pages – Approximately 2 to 60 pages per order.
- (3) Saddle stitched Pamphlets – Approximately 8 to 48 pages per order.

**TRIM SIZES:** Final Size – 8-1/2 x 11”

### **GOVERNMENT TO FURNISH:**

*Electronic media will be furnished as follows –*

*Platform:* Macintosh or PC compatible using Windows.

*Storage Media:* CD-R/RW, DVD-R/RW, E-mail or via contractor-hosted SFTP server  
Files will be furnished in native application format and/or PDF format.

*Software:* Microsoft Word \* or Adobe Acrobat  
[Do you still provide MS Word docs or do you make PDFs of everything?]  
All files will be created in current versions or near current versions of the above mentioned program.

**Note:** **All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.**

*Fonts:* All printer and screen fonts are supplied. If a PDF file is furnished, the fonts will be embedded.

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.

**Note:** All material must be returned in the same condition in which it is submitted. No original material shall be cut or altered in any way without permission from the department.

\* Some of the Government furnished material is in digital format (MS Word). Fonts may or may not be included. Contractor to match fonts from furnished sample. Contractor to format, layout (place in page sequence) for final output (printer’s spreads) for the imaging device being utilized.

***Special Software Consideration:***

- (a) Office Graphics files (e.g., files from Presentations, Word Processing, or other non-publishing applications) are furnished for this procurement. Additional system work may be required to produce acceptable output as per specifications. The contractor will format, layout and page digital files to final trim size and pagination for final output for the imaging device being utilized.
- (b) The contractor will not receive additional compensation or time for common errors associated with the output of Office Graphics files. Common errors include, but are not limited to:
  - (1) color issues and shifts (RGB color data, no spot colors, loss of black plate),
  - (2) page integrity (text reflow),
  - (3) missing prepress features (e.g., bleeds, trim marks), or
  - (4) loss of text characters from graphic elements.
- (c) If supplied by the Government, a visual will be considered the standard for output. The contractor must ensure that the page integrity (e.g., reflow) of the final output matches the furnished visual.

Unless otherwise specified,

- (1) the vendor **MUST** output from supplied files
- (2) Shooting, scanning or otherwise using the supplied visual as reproduction copy is unacceptable.

Vendors should match final output to any supplied color visual. Color should match as closely as possible given differences between inks, tones, and dyes. If no color visual is supplied, psychological reference colors (e.g., green grass, blue sky) will be used as the color standard.

**Additional Information supplied**

- GPO Form 952 (Desktop Publishing - Disk Information).
- Camera copy consisting of text matter and line art to be reproduced same size.
- A supply of blue labels and selection certificates for shipping Departmental Random copies.
- One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

**Note:** Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the camera copy or 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 product(s) in accordance with these specifications.

The Contractor must be able to transfer files electronically via a contractor-hosted Secure File Transfer Protocol (SFTP) server. Appropriate log-on instructions and protocol must be provided at time of award.

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

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

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions. Prior to making revisions, the contractor shall copy the furnished files and make changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

## **PROOFS:**

### **PDF Soft Proofs**

The Government reserves the right to substitute Password Protected PDF Electronic Proofs when time/schedule is critical.

Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof must indicate margins. PDF will be evaluated for text flow, image position, and margins. Proof will not be used for color match.

E-Mail PDF Proof (or deliver via SFTP) to the Agency contact noted on the Order.

**Note:** PDF proof must be marked with the Program Number, Print Order Number, Jacket Number, and proof date along with a return name and E-Mail address.

### **Digital color content proofs**

Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

**Note:** Digital color content proofs must be identified with the Program Number, Print Order Number, Jacket Number, and proof date, at least 1/2" from the type area. The contractor's firm name must not appear on any proofs.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

THE CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF AN "OK TO PRINT".

### **SECURITY REQUIREMENT FOR PACKAGING PROOFS:**

Hard Proofs are to be placed inside a "Sealed Priority Overnight Envelope or Pak",

Marked with: "**TO BE OPENED BY ADDRESSEE ONLY.**"

This envelope is to be placed in a larger "Priority Overnight Envelope or Pak", so that the inside envelope will not be opened by Department of Homeland Security Mail Facility. The complete package will then be sent via "FedEx".

The Government may, at its discretion, request delivery of proofs via Contractor Courier, using the same document safeguarding.

**WARNING:** Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product being ordered under these specifications, from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc. must be destroyed.

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

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

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

All text paper used in each copy must be of a uniform shade.

All cover paper must have the grain parallel to the spine.

The paper to be used will be indicated on each print order.

### **Text**

White Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Colored Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A63.

### **Cover**

White or Colored Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

### **PRINTING:**

- (1) Four-page Leaflets – Prints one-side only or face and back in a single color. Match Pantone Number as indicated on the print order.
- (2) Loose-leaf Pages – Prints one-side only or face and back in a single color. Match Pantone Number as indicated on the print order. An occasional order may print in Four Color Process.
- (3) Saddle stitched Pamphlets – Text prints head-to-head in a single color. Match Pantone Number as indicated on the print order.

Cover: Covers 1 and 4 print in a single color. Covers 2 and 3 are blank.

**Note:** Most Documents Are Self-Cover.

**MARGINS:** Margins will be as indicated on the print order or furnished copy. Covers 1 and 4 may bleed on all four sides.

**BINDING:** Bind as indicated on the print order. Various binding styles will be ordered as follows:

**Note:** Materials are of a sensitive nature. Contractor must ship exact quantity for each set. All waste is to be destroyed.

(1) Four-page Leaflets – Fold from 11 x 17" down to 8-1/2x11" with title out, and trim three sides.

(2) Loose-leaf Pages – Trim four (4) sides to 8-1/2x11".

**Note:** When required, side-wire stitch in upper left corner.

(3) Saddle stitched pamphlets – Saddle stitch in two places across 11" dimension and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. Separate covers, when ordered, wrap around and stitch with text.

When required, Shrink-wrap or Kraft Band.

**GBC Binding** – When specified, punch Loose-leaf Sheets suitably for GBC (or equal) plastic comb binding. Bind with black or white plastic combs of suitable capacity. (Majority of orders placed will be for black plastic combs.)

**PACKING:** For orders requiring various Saddle stitched Pamphlets, gather one of each pamphlet into a set and shrink-film wrap each set.

For orders requiring various Saddle-stitched Pamphlets and Loose-leaf Sheets, gather one of each product into a set as specified on the print order and shrink-wrap each set separately with chipboard.

Pack in shipping containers not to exceed 45 pounds. Pallets Are Required.

**SECURITY REQUIREMENT FOR PACKAGING:**

Place Shrink Wrapped Products in Sealed Shipping Containers.

Marked with: **“TO BE OPENED BY ADDRESSEE ONLY.”**

This container is to be placed in a larger shipping container, reinforced, to prevent accidental bursting and consequent document compromise.

Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product being ordered under these specifications, from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc. must be destroyed.

**LABELING AND MARKING** (Package and/or Container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

All cartons must be labeled with the Test Number Series with Test Title and the Quantity of each Test in the carton. Information will be furnished with the print order.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 – 3,200	50
3,201 – 10,000	80
10,001 – 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from [www.gpo.gov/](http://www.gpo.gov/).

The container and its contents shall be recorded separately on all shipping documents and sent to the address listed in accordance with the distribution list or as indicated on the Print Order.

**Note:** A copy of the print order/specification and a signed government-furnished certificate of selection, must be included.

**DISTRIBUTION:** Deliver F.O.B. Contractor City.

Complete addresses and quantities will be furnished with each print order. Inside Delivery is required.

Deliveries are accepted Monday through Thursday ONLY.

**Note:** Do not ship overnight packages on a Friday, as the agency does not want sensitive documents parked on anyone’s loading dock for the weekend.

All Shipments **MUST** be made utilizing either an **OVERNIGHT** service (FedEx or UPS ONLY), next day air, or same day delivery by Contractor’s Personnel. Delivery must be made by whichever method is most economical to the Government unless otherwise instructed. All shipments must be made by traceable means.

A signed receipt is required. The contractor will be reimbursed for all shipping costs by submitting the shipping receipts with the invoice for billing.

As a compliance issue, tracking numbers for each shipment sent via traceable means, must be e-mailed to the Agency so they can track the shipment. Send email to Trish Mancuso: [tristina.l.mancuso@cbp.dhs.gov](mailto:tristina.l.mancuso@cbp.dhs.gov)

Upon completion of each order, send six (6) sample copies of each product ordered, and all government furnished material to the address noted on the print order.

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

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

Government Furnished Material and Proofs, must be picked up from, and delivered to:

USCBP, PG&D, 1300 Pennsylvania Ave NW, Room 3.2C-51, Mail Stop 1017, Washington, DC 20229, Attn: Trish Mancuso (202) 344-2106. email - [tristina.l.mancuso@cbp.dhs.gov](mailto:tristina.l.mancuso@cbp.dhs.gov)

No definite schedule for pickup of material can be predetermined.

The following schedules begin the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

### **Regular Schedule**

Complete production and distribution must be completed within **12 workdays**

No specific date is set for submission of proofs. Proofs must be submitted as soon as the contractor deems necessary in order to comply with the shipping schedule and to allow for revised proofs if contractor's errors are judged serious enough to require them. Proofs will be withheld no more than **3 workdays** from their receipt by the agency until they are made available for pickup by the contractor.

### **Accelerated Schedule**

Complete production and distribution must be completed within **six workdays**, as specified on the print order.

No specific date is set for submission of proofs. Proofs must be submitted as soon as the contractor deems necessary in order to comply with the shipping schedule and to allow for revised proofs if contractor's errors are judged serious enough to require them. Proofs will be withheld no more than **1 workday** from their receipt by the agency until they are made available for pickup by the contractor.

All proofs and transit times are included in the above stated regular and accelerated workday schedules.

The ship/deliver date indicated on the Print Order is the date products ordered shipping/ mailing f.o.b. contractor's city must be delivered to the 3rd party carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov), via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

### SECTION 3 – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

**PREMIUM PAYMENTS:** Orders requiring an accelerated production schedule will be paid at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders will be placed with the required schedule and paid for at the basic prices offered.

It is estimated that **25% of the orders** placed on this contract will require an accelerated schedule.

Therefore, premium payments will enter into the Determination of Award by applying the percentage increase, offered for the accelerated schedule in the "Schedule of Prices" (Item V.), to **25% of the total price** offered for all items except Item III., "Paper" in the "Schedule of Prices". This additional cost will be included in the total bid and will be used to determine the lowest bid.

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

**The following item designations correspond to those listed in the “SCHEDULE OF PRICES”.**

**I.** (a) 954  
(b) 38

	(1)	(2)
<b>II.</b> (a)	6	42
(b)	261	125
(c)	44	404
(d)	600	5,208
(e)	21	70

**III.** (a) 1,230  
(b) 1,646  
(c) 91  
(d) 55

**IV.** (a) 130  
(b) 152  
(c) 195

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**SECTION 4 – SCHEDULE OF PRICES**

Bids offered are F.O.B. Destination.

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

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

A charge will be allowed for each page, whether printed or blank.

**I. PREPRESS:** One basic charge will be allowed for each color on each printed trim size page or side (face or back) of the product. No charge will be allowed for films furnished by the Government.

- (a) Trim/Page-size unit produced from Electronic Files .....per page..... \$ \_\_\_\_\_
- (b) Trim/Page size unit produced from Electronic Files for 4-Color Process .....per page..... \$ \_\_\_\_\_

**II. PRINTING AND BINDING:** Prices offered shall be all-inclusive for printing and binding in accordance with these specifications and must include the cost of all required materials and operation (proofs, printing and binding) necessary for the complete production of the product listed as defined in Section 2.-Specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Four-page Leaflets: Printing in a Single Ink Color, including folding .....per product .....	\$ _____	\$ _____
(b) Loose-leaf Pages: Printing in a Single Ink Color, including trimming 4 sides ..... per page .....	\$ _____	\$ _____
(c) Loose-leaf Pages: Printing in 4 Color Process, including trimming 4 sides ..... per page .....	\$ _____	\$ _____
(d) Saddle-stitched Pamphlets: Printing in a Single Ink Color, including binding ..... per page .....	\$ _____	\$ _____

\_\_\_\_\_  
(Initials)

<u>Makeready and/or Setup</u>	<u>Running Per 100 Copies</u>
(1)	(2)

- (e) Complete Saddle-stitched Cover:  
Covers 1 and 4 printing in a  
Single Ink Color, including binding ..... per complete cover ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

**III. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text - Each page-size leaf.

Covers - Two page-size leaves will be allowed for each complete saddle-stitched cover. Prices offered must include the cost of paper for backstrip, when required.

	<u>Per 100 leaves</u>
(a) White Offset Book (60-lb.).....	\$ _____
(b) Colored Offset Book (60-lb.) .....	\$ _____
(c) White Index (110-lb.) .....	\$ _____
(d) Colored Index (110-lb.) .....	\$ _____

**IV. ADDITIONAL OPERATIONS:**

- (a) Side-stitching loose leaf  
pages in upper left corner ..... per set ..... \$ \_\_\_\_\_
- (b) GBC Binding ..... per book..... \$ \_\_\_\_\_
- (c) Shrink-film wrapping..... per package..... \$ \_\_\_\_\_

**V. PREMIUM PAYMENTS:** Premium payments, when authorized for orders placed on the Accelerated Schedule as defined in these specifications, will apply to all items except, Item III., "Paper".

- (a) Percentage Increase ..... %

\_\_\_\_\_  
(Initials)

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out "Section 4. - Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_

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

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)