



**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, 2022** 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 opened at 11:00 a.m., prevailing Eastern Standard Time (EST), on **December 28, 2021**, at the Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

**BID SUBMISSION:** Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders must submit email bids to [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The Program 38-S and the bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

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

Abstracts of contract prices are available at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.  
For information of a technical nature, call **David Love** at (202) 512-0307 or email [dlove@gpo.gov](mailto:dlove@gpo.gov).

## 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. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

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>

**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

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

**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 (5) 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, 2022**, 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, 2021**, 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 (5) 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/subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractors' 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(s)
- 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.

**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, 2022**, 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.

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

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.

4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid 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 bid receipt at the specified location.

**PAYMENT:** Submitting all 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. Information for using this method can be found at the following web address:

<https://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: <http://www.gpo.gov/finance/index.htm>

***Contractor's billing must be itemized in accordance with 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. 1 to 2 orders per year.
- (2) Loose-leaf Pages – Approx. 5 to 10 orders per year.
- (3) Saddle-stitched Pamphlets – Approx. 10 to 20 orders per year.

**QUANTITY:** Approximately 25 to 5,000 copies per order. An occasional order may be as high as 20,000 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 56 pages per order.
- (3) Saddle stitched Pamphlets – Approximately 8 to 40 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

All files will be created in current or near current versions of the above mentioned programs.

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.

### Additional Information supplied

- GPO Form 952 (Desktop Publishing - Disk Information).
- Camera copy consisting of text matter and line art to be reproduced same size.

**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.

**NOTE:** Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from 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: As indicated on the Print Order**

**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.

*If produced on offset press:*

**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.

*If produced digitally:*

**Digital color one-off proofs**

Proofs shall be created using the same output device/RIP that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, folded and bound to the finished size/format of the product, as applicable. Proof will be used for color match on the press during the production run.

**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. 13" dated September 2019.

Government Paper Specification Standards No. 13 –

[https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.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 uncoated text, basis weight: 60lbs. per 500 sheets, 25 x 38, equal to JCP Code A60.

Colored uncoated text, 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: Digital printing is acceptable**

**For 4-color process work:** At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum 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.

**For black only:** At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4-bit depth technology.

- (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 (Black or Pantone color) or in four color Process. Match Pantone Number as indicated on the print order.

(3) Saddle stitched Pamphlets –

Text prints head-to-head in a single black or Pantone color.

Match Pantone Number as indicated on the print order.

Cover: Covers 1 and 4 print in a single black or pantone 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:** Materials are of a sensitive nature. Contractor must ship exact quantity required for each set. All waste is to be destroyed.

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

- (1) Four-page Leaflets –Fold from 11 x 17" down to 8-1/2 x 11" with title out, and trim three sides.
- (2) Loose-leaf Pages – Trim four (4) sides to 8-1/2 x 11".

**NOTE:** When required, side-wire stitch in Upper Left Corner (ULC).

*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.)

- (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.

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

If an order requires various Saddle-stitched Pamphlets and /or 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:** Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on [www.GPO.gov](http://www.GPO.gov), 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 the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be 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
3,201	-	10,000
10,001	-	35,000
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), which 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: SSA, Attn: Matthew Thomas, Department of Printing Management, 1368 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**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 three (3) 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:**

Contractor must 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 three (3) workdays from their receipt by the agency until they are made available for pickup by the contractor.

**Accelerated Schedule:** Approximately 10% of orders placed on this contract will require the accelerated schedule.

If an accelerated schedule is required on a Print Order it will be specifically indicated under "ADDITIONAL INFORMATION".

Contractor must complete production and distribution must be completed within six (6) 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 one (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 the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov). Personnel receiving email 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 the accelerated schedule will be paid for 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 regular schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item II., “PAPER” in the “SCHEDULE OF PRICES.”

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 their billing invoice.

It is estimated that 10% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be affected by applying the percentage increase, offered for the accelerated schedule in the “SCHEDULE OF PRICES” (Item IV.), to 5% of the prices offered to all items except Item II., “PAPER.”

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

**I.** (a) 342  
(b) 189

(1) (2)

**II.** (a) 1 18  
(b) 129 132  
(c) 189 3,204  
(d) 192 6,413  
(e) 5 85

**III.** (a) 1,608  
(b) 3,237  
(c) 59  
(d) 375

**IV.** (a) 25  
(b) 2,966  
(c) 3,636

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## SECTION 4 – SCHEDULE OF PRICES

Bids offered are F.O.B. Contractor City.

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 for saddle stitched products.

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

Prices submitted must include delivery costs for all f.o.b. destination deliveries. For all f.o.b. contractor's city shipments, contractor will be reimbursed for shipping costs as specified under "DISTRIBUTION."

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

**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>	<u>Running Per 100 Copies</u>
(1)	(2)

- (a) Four-page Leaflets: Printing in a Single Ink Color, including folding.....per product.....\$ \_\_\_\_\_

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(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.....\$ _____	\$ _____
(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 Uncoated Text (60-lb.).....	\$ _____
(b) Colored Uncoated Text (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)

**SHIPMENTS:** 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 bidder has selected the city and state shown below in the address block, and the bid 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 Solicitations Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_.

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications. *NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.*

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, 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 bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

Bidder \_\_\_\_\_  
(Contractor's Name) \_\_\_\_\_ (GPO Contractor's Code) \_\_\_\_\_

\_\_\_\_\_ (Street Address)

\_\_\_\_\_ (City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_\_\_\_ (Person to be Contacted) \_\_\_\_\_ (Telephone Number)

\_\_\_\_\_ (Email) \_\_\_\_\_ (Fax Number)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) \_\_\_\_\_ (Initials) \_\_\_\_\_

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