

Program:	428-S							
Term:	August 1, 2019 to July 31, 2020							
Title:	Foreign Relations of the United States							
			INFINITY DIRECT INC.		PROGRESSIVE PUBLISHING		CURRENT CONTRACTOR	
			Plymouth, MN		York, PA		DSCS , LLC	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPOSITION:							
(a)	Page produced from furnished manuscript copy.....per output page.....	6000	\$8.97	\$53,820.00	\$15.00	\$90,000.00	\$13.44	\$80,640.00
(b)	Pages produced from furnished electronic files.....per output page.....	250	\$19.72	\$4,930.00	\$12.50	\$3,125.00	\$10.94	\$2,735.00
(c)	Page proofs (initial, revised, and final stages).....per output page.....	34000	\$0.10	\$3,400.00	\$0.15	\$5,100.00	-----	\$0.00
(d)	Author's Alterations.....per line.....	15000	\$0.50	\$7,500.00	\$1.00	\$15,000.00	\$1.44	\$21,600.00
II.	PRINTING, IMAGING, BINDING AND CONSTRUCTION							
(a)	Final Print Optimized PDF file.....per file.....	14	\$27.00	\$378.00	\$75.00	\$1,050.00	\$62.50	\$875.00
(b)	Final Web Optimized/Bookmarked PDF file.....per file.....	14	\$27.00	\$378.00	\$75.00	\$1,050.00	\$62.50	\$875.00
(c)	Final XML file.....per file.....	14	No Charge	\$0.00	\$150.00	\$2,100.00	\$125.00	\$1,750.00
	CONTRACTOR SUBTOTALS			\$70,406.00		\$117,425.00		\$108,475.00
	DISCOUNT		1.00%	\$704.06	0.00%	\$0.00	0.00%	\$0.00
	DISCOUNTED TOTALS			\$69,701.94		\$117,425.00		\$108,475.00
						AWARDED		

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Foreign Relations of the United States

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

Department of State

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **August 1, 2019** and ending **July 31, 2020**, plus up to four (4) optional 12-month extension periods 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 **July 25, 2019**.

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: CSPPS, 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 January 2018. 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. Contractor is to follow the instructions 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. All bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding with particular attention to the following:

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

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

For information of a technical nature, contact Dave Love at dlove@gpo.gov or (202) 512-0310.

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. 1-18)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

SUBCONTRACTING: The predominant production function is composition or XML coding. Any bidder who cannot perform one of the predominant functions will be declared non-responsible.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed **five (5) years** as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **August 1, 2019 to July 31, 2020**, 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 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 April 30, 2019, 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.

ASSIGNMENT OF JACKETS, PURCHASE ORDERS, 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 **August 1, 2019** through **July 31, 2020**, 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.

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

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

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

PREAWARD TEST: The contractor being considered for award may be required to demonstrate its ability to produce the items required in these specifications at the requisite quality level by completing a preaward test. The Government reserves the right to waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

For the preaward test, the Government will furnish 50 to 100 pages of typewritten manuscript copy (original documents) that are representative of the items that are to be produced under these specifications.

The test materials will be emailed to the contractor.

The prospective contractor shall typeset the documents and furnish an uncropped PDF file, an XML file with TEI markup, and a print-optimized, bookmarked PDF file in accordance with these specifications.

The sample electronic files produced during the preaward test will be inspected for quality and accessibility.

The test files (uncropped PDF file, XML file with TEI markup, and print-optimized/bookmarked PDF) must be submitted to Mandy Chalou at chalouma@state.gov and David Love at dlove@gpo.gov.

The prospective contractor must submit the test files within five (5) workdays of receipt of test files.

If the preaward test samples are disapproved by the Government, the contractor may be permitted, at the option of the Government, additional time to correct defects or to submit additional test samples if so notified by the Contracting Officer.

In the event the revised test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

Failure to deliver the preaward test samples within the stated time period may disqualify the contractor from further consideration for award.

All operations necessary in the performance of this test shall be performed at the facilities in which the contract production will be performed.

No charges will be allowed for the preaward test.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the Government Publishing Office, Washington, DC, immediately after award. At the Government's option, the postaward conference may be held via teleconference.

NOTE: Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

ACCOUNTABILITY: Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. The text shall be embargoed against disclosure to anyone without authorization from the Department of State until that Department formally releases the text for public dissemination. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed. Premature release, distribution, loss, or willful dissemination of information or materials may be reason for the GPO to terminate the contract for default.

Representatives of the contractor and the Government will meet from time to time, as the Government deems necessary, at the Department of State, Washington, DC, to discuss any production problems which may exist or occur during the term of the contract.

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: Due to scheduling/revision requirements of the ordering agency, a partial payment may be authorized upon delivery of the fourth increment of the initial stage with the final payment upon receipt of agency approval of the final files.

Contractor will submit to the ordering agency, as specified on the print order, a complete breakdown and complimentary copy of each invoice (and print order) for the partial and final payment for review and approval prior to submission to GPO for payment, via electronic mail or facsimile.

A copy of the invoice (signed/initialed by the appropriate State Department representative) will be returned to contractor within two (2) workdays of receipt thereof (by either facsimile or electronic mail) and must be submitted with remainder of documentation to GPO for payment (per GPO billing instructions).

The invoice shall include a working facsimile telephone number, appropriate electronic mail address for return of the initialed copy, and a designated approval authorization area/signature line.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

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

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

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of digital deliverables in the form of print optimized, PDF files and XML files requiring such operations as coding/formatting, typesetting/composition, page proofs, and final print-ready production files (PDF and XML) and corresponding proofs.

NOTE: Due to the volume of exhibits contained in these specifications, exhibits will not be posted online but are available at the location specified on page 1 of these specifications; or they may be emailed or faxed to interested parties by contacting the Bid Section at (202) 512-0526.

TITLE: Foreign Relations of the United States.

FREQUENCY OF ORDERS: Approximately 5 to 12 orders per year.

QUANTITY: One (1) complete set of digital deliverables (PDF and XML files) for each order, plus accompanying proofs.

NUMBER OF PAGES: Each volume will require the coding/formatting of the appropriate number of manuscript pages required for the creation of approximately 500 to 1,500 printed pages per order.

TRIM SIZE: 5-7/8 x 9-1/8”.

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: IBM compatible with operating system Windows 10.

Storage Media: Email; SFTP.

Software: Front Matter, Annotation, and index will be supplied electronically in Microsoft Word (docx).

XML Schema: XML schema and ODD file (based on the TEI P5 schema) will be furnished.

NOTE: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Print Media:

- Single and/or double-spaced typewritten manuscript with numerous hand-written editorial marks and miscellaneous extraneous markings.
- Manuscript copy may be cut and pasted together and/or inserts may be typed on a separate sheet.
- Manuscript may be marked up with 2-digit “locator” codes indicating Foreign Relations of the United States (FRUS)-specific formats.
- Alternatively, the manuscript may be uncoded, and the data entry operators will be responsible for adding the appropriate codes.
- Some manuscript copy will be supplied electronically in Microsoft Word (as specified above) as an email attachment. This manuscript will contain various front matter elements and the index as well as introductory materials for each document and its associated footnotes. Footnote references in the manuscript will be indicated by normal markup.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

EXHIBITS: The facsimile of sample pages shown as Exhibits A through H are considered to be typical in general format of the volumes which will be ordered under these specifications. However, it cannot be guaranteed that all future volumes will correspond exactly to these exhibits, as follows:

Exhibit A shows an example of the manuscript pages that will be furnished.

Exhibit B is a Schematron for XML files.

Exhibit C is a RELAX NG (REgular LAnguage for XML Next Generation) for XML files.

Exhibit D is an ODD (One Document Does it all) document for the XML schema.

Exhibit E describes guidelines for preparing XML files.

Exhibit F shows print layout instructions and examples.

Exhibit G is a standard XML volume file.

Exhibit H is a bookmarked PDF volume.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the products in accordance with these specifications.

Secure File Transfer Protocol (SFTP): Contractor shall have the capability to exchange large digital files over the Internet through an SFTP site. The Government will not be responsible for an SFTP site being out of service. It is the responsibility of the contractor to maintain the operation of their SFTP site. Additional time and/or money will not be authorized due to the SFTP site being out of service.

Email: Contractor shall have the capability to exchange electronic mail. The Government will not be responsible for email accounts being out of service. It is the responsibility of the contractor to maintain the operation of their email accounts. Additional time and/or money will not be authorized due to email being out of service.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of all furnished media and published files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Loretta Moore, Department of State at (202) 647-2050, or to the individual listed on the print order.

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 revisions to the electronic files.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

COMPOSITION: The entirety of composition must be identical throughout the products ordered under these specifications. Unless otherwise indicated, contractor will follow the Exhibit samples as a general composition/layout guide.

Composition must be accomplished by using a computer system which creates a postscript capable file, created by state-of-the-art desktop publishing software.

Type Page Size (including running head): 26 x 47 picas.

The contractor is required to furnish the following typefaces and sizes:

Palatino with italic: 7, 8, 9, 10, 12, 14, 18, 24, 36, and 60 point.
Palatino Semibold: 8, 9, 10, and 32 point.

There will be diacritical marks.

Footnotes: Approximately 1,500 footnotes per book.

No alternate or generic typeface will be allowed.

PROOFS: Two (2) sets of page proofs representing the accompanying PDF and XML files (at each revision stage).

All page proofs and revised page proofs produced under these specifications and the PDF files must be composite proofs with all data elements, including footnotes, in proper position and must be produced in this form directly from the contractor's composition system.

The contractor will be responsible for performing all necessary proofreading to ensure that the proofs are in complete conformity with the copy, manuscript submitted, and FRUS layout standards. All reader's proofs must be collated in sets, numbered sequentially, and have a 1" clear margin on all sides. Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 1/2" from the type area. The contractor's firm name must not appear on any proofs.

Page and/or Revised Page Proofs: Proofs must be uniform in size and contain a single page to a sheet. When pages contain space allowance for illustrations, an identifying illustration number must be marked in the space allowed. Tables on one set of proofs must be completely ruled. Page proofs must be on clean, white paper, free of extraneous marks with all images clearly legible.

Occasionally, the Department of State will request last minute changes on proofs. When needed, the Department of State will respond to specific queries by the contractor.

NOTE: The contractor is advised that due to unforeseen final clearances by the ordering agency, there is a possibility of extended hold time at second and subsequent page proof stages due to declassification issues. These delays may extend up to several years.

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.

DIGITAL DELIVERABLES (with the initial proofs for each increment and at each stage of revisions on each order):

Contractor shall furnish, via email or SFTP, a bookmarked PDF file and an XML file of the typeset pages. (NOTE: The corresponding page proofs shall be furnished with these files.)

Contractor to furnish interim PDF and XML files consisting of all of the text provided to the contractor at each revision stage. PDF files should be properly bookmarked, with top level bookmarks pointing to each structural division and sub-level bookmarks pointing to each document number, and with proper pagination. XML files must be fully tagged according to the XML schema provided by the ordering agency (the only exception being that the interim XML files may be supplied without page break tags).

NOTE: For the purpose of this contract, "interim" refers to a non-final version (i.e., each revised set or each increment of a large volume that has been broken down into smaller increments).

Contractor to furnish a final print optimized PDF file, a web optimized/bookmarked PDF file, and an XML file of the entire book upon delivery of the last increment of page proofs.

The final PDF and XML files are to be delivered once the ordering agency approves the text for print manufacturing or electronic publication. The final PDF and XML files will consist of the entire book, cover to cover, including title page, front matter, and index.

Contractor to furnish corresponding page proofs with the final PDF and XML files.

Contractor to furnish each set of digital files (XML and PDF) to the ordering agency at the same time.

NOTE: Final XML file must validate against the schema provided. All edits made to the proofs must be reflected within the final XML files.

PACKING: When required, contractor to pack page proofs suitable so that the proofs are not damaged during the delivery process.

LABELING AND MARKING: When required, contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers.

DISTRIBUTION:

- Deliver via email or SFTP one (1) complete set of digital deliverables (PDF and XML files).
- On the same day as delivery of the digital deliverables, deliver f.o.b. destination page proofs to one (1) location within the commercial zone of Washington, DC. (Signed delivery receipt is required.)

Complete addresses will be furnished with each print order.

Upon completion of each order, contractor must return all Government furnished material to: U.S. Department of State, Office of the Historian, 2300 E Street NW, Attn: Mandy Chalou, FSI/OH, Room 310, Washington, DC 20372. (Telephone: (202) 955-0212)

All expenses incidental to picking up and returning materials (as applicable) and submitting and returning proofs 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).

Furnished materials and proofs must be picked up from and delivered to: U.S. Department of State, Office of the Historian, 2300 E Street NW, Attn: Mandy Chalou, FSI/OH, Room 310, Washington, DC 20372. (Telephone: (202) 955-0212)

No definite schedule for pickup of material can be predetermined.

The following schedule begins 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.

The numbers under the column headed “WD After” represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

NOTE: “Prelim” as specified below is defined as all of the material put together (front matter, back matter, full body text, etc).

WD After

Contractor to deliver page proofs and the XML and PDF files in four (4) increments of equal size (contractor to determine the increments based on page count) for the initial stage:

1st increment.....	15
2nd increment.....	15
3rd increment	15
4th increment	15

Ordering agency to review all four increments and provide agency approval..... 5 to 6 months
(NOTE: The ordering agency's review time is an approximation.)

Contractor to deliver 1st set of revised pages (upon receipt of agency approval on the initial stage) 15

Ordering agency to review 1st set of revised pages and provide agency approval20
(NOTE: The ordering agency's review time is an approximation.)

Contractor to deliver 2nd set of revised pages (upon receipt of agency approval on the 1st set).....10

Ordering agency to review 2st set of revised pages and provide agency approval20
(NOTE: The ordering agency's review time is an approximation.)

Any and each additional set of revisions needed beyond the 2nd set5

Ordering agency to review additional sets of revised pages and provide agency approval5
(NOTE: The ordering agency's review time is an approximation.)

Contractor to deliver 1st set of prelims, index, and miscellaneous pages5

Ordering agency to review 1st set of prelims, index, and miscellaneous pages and provide agency approval.....10
(NOTE: The ordering agency's review time is an approximation.)

Contractor to deliver 2nd set (revised) of prelims, index, and miscellaneous pages10

Ordering agency to review 2nd set (revised) of prelims, index, and miscellaneous pages and provide agency approval.....10
(NOTE: The ordering agency's review time is an approximation.)

Contractor to deliver final digital deliverables (consisting of a print optimized PDF file, a web optimized/bookmarked PDF file, and a final XML file) for entire volume5

Ordering agency to review all final digital deliverables and provide agency approval7

NOTE: Upon receipt of final digital deliverables, the agency will review and provide agency approval. If any final changes/edits are needed due to contractor's errors, the contractor is to make the necessary corrections (at no cost to the Government) and deliver another set of final digital deliverables for agency approval. The ordering agency will need the same amount of time specified above to review any new digital deliverables. Contractor is not allowed to submit his final payment invoice for review until the agency has provided agency approval on the final digital deliverables.

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

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, 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; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving 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 (1) 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.

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

- I. (a) 6,000
- (b) 250
- (c) 34,000
- (d) 15,000

- II. (a) 14
- (b) 14
- (c) 14

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

A charge will be allowed for each furnished manuscript page.

For line item I.(d), charges will be allowed for author's alterations (per line) made within each page. The charge cannot exceed the initial per-output page price for composition.

I. COMPOSITION: The prices offered must include coding/formatting/composition, page makeup, page proofs, and the required PDF and XML files (during the initial/revision stages).

- (a) Pages produced from furnished manuscript copy..... per output page.....\$ _____
- (b) Pages produced from furnished electronic files per output page.....\$ _____
- (c) Page proofs (initial, revised, and final stages)..... per output page.....\$ _____
- (d) Author's Alterations per line.....\$ _____

II. ADDITIONAL OPERATIONS: The prices offered will be for the Final Digital Deliverables files. All prior production work and final page proofs will be invoiced under Item I. "COMPOSITION," as applicable.

- (a) Final Print Optimized PDF file.....per file.....\$ _____
- (b) Final Web Optimized/Bookmarked PDF fileper file.....\$ _____
- (c) Final XML file.....per file.....\$ _____

(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 fax or mail, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated.

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

Bidder _____
(Contractor's Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Signature and Title of Person Authorized to Sign this Bid) (Date)

(Printed Name) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)
