

Program No 428-S												
TERM: FEBRUARY 1, 2014 through JANUARY 31, 2015												
TITLE: FOREIGN RELATIONS OF THE UNITED STATES												
			DATASTREAM SOLUTIONS		GRAPHIC VISIONS		ICTECT, INC.		LOGAS DESIGNS GROUP		PROGRESSIVE INFORM.	
			COLLEGE PARK, MD		GAITHERSBURG, MD		STURTEVANT, WI		CINCINNATI, OH		EMIGSVILLE, PA	
ITEM NO.	DESCRIPTION	BOA	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I	COMPOSITION:											
A.	Pages produced from manuscript copy.....per output page.....	17,000	\$13.44	\$228,480.00	\$8.45	\$143,650.00	\$9.50	\$161,500.00	\$5.50	\$93,500.00	\$10.50	\$178,500.00
B.	Pages produced from supplied electronics files.....per output page...	350	\$10.94	\$3,829.00	\$19.00	\$6,650.00	\$6.50	\$2,275.00	\$2.50	\$875.00	\$8.00	\$2,800.00
C.	Camera Copy/Laser Output.....per output page.....	20,000	\$0.31	\$6,200.00	\$0.10	\$2,000.00	\$0.30	\$6,000.00	\$3.00	\$60,000.00	\$3.00	\$60,000.00
D.	Author's alterations (charges will be allowed for author's alterations made within each page: The charge cannot exceed initial per page price for composition)per line.....	1,725	\$1.44	\$2,484.00	\$0.50	\$862.50	\$0.50	\$862.50	\$0.90	\$1,552.50	\$0.50	\$862.50
II	ADDITIONAL OPERATIONS											
A.	Final Print Optimized PDF file.....per file.....	20	\$62.50	\$1,250.00	\$20.00	\$400.00	\$750.00	\$15,000.00	\$35.00	\$700.00	\$275.00	\$5,500.00
B.	Final Web Optimized/Bookmarked PDF file.....per file.....	20	\$62.50	\$1,250.00	\$22.00	\$440.00	\$500.00	\$10,000.00	\$40.00	\$800.00	\$1,500.00	\$30,000.00
C.	Final XML File.....per file.....	20	\$125.00	\$2,500.00			\$500.00	\$10,000.00				
D.	Final Output (Camera Copy).....per page.....	10,000	\$0.31	\$3,100.00	\$0.10	\$1,000.00	\$0.30	\$3,000.00	\$1.25	\$12,500.00	\$3.00	\$30,000.00
CONTRACTOR TOTALS						\$249,093.00		\$155,002.50		\$208,637.50		\$169,927.50
DISCOUNT				0.00%	\$0.00		0.5%	\$775.01	0.00%	\$0.00	0.00%	\$0.00
DISCOUNTED TOTALS						\$249,093.00		\$154,227.49		\$208,637.50		\$169,927.50
				AWARDED								
			SHEPHERD INCORPORATED		TRULOGIC, INC.							
			DUBUQUE, IW		BEAVERCREEK, OH							
ITEM NO.	DESCRIPTION	BOA	UNIT RATE	COST	UNIT RATE	COST						
I	COMPOSITION:											
A.	Pages produced from manuscript copy.....per output page.....	17,000	\$8.75	\$148,750.00	\$9.72	\$165,240.00						
B.	Pages produced from supplied electronics files.....per output page...	350	\$7.50	\$2,625.00	\$5.40	\$1,890.00						
C.	Camera Copy/Laser Output.....per output page.....	20,000	\$0.20	\$4,000.00	\$1.08	\$21,600.00						
D.	Author's alterations (charges will be allowed for author's alterations made within each page: The charge cannot exceed initial per page price for composition)per line.....	1,725	\$1.00	\$1,725.00	\$0.94	\$1,621.50						
II	ADDITIONAL OPERATIONS											
A.	Final Print Optimized PDF file.....per file.....	20	\$0.00	\$0.00	\$108.00	\$2,160.00						
B.	Final Web Optimized/Bookmarked PDF file.....per file.....	20	\$2,500.00	\$50,000.00	\$0.00	\$0.00						
C.	Final XML File.....per file.....	20										
D.	Final Output (Camera Copy).....per page.....	10,000	\$0.20	\$2,000.00	\$108.00	\$1,080,000.00						
CONTRACTOR TOTALS						\$209,100.00		\$1,272,511.50				
DISCOUNT				0.0%	\$0.00		0.0%	\$0.00				
DISCOUNTED TOTALS						\$209,100.00		\$1,272,511.50				



December 11, 2013

AMENDMENT NO. 1

RE: PROGRAM 0428-S

SPECIFICATIONS AMENDED

Bid opening date remains December 16, 2013.

On Page 9, under "SECTION 3.-DETERMINATION OF AWARD", delete Section II.(a) thru (c), and insert the following in its place:

- II. (a) 20
- (b) 20
- (c) 20
- (d) 10,000

On Page 11, under "SECTION 4.-SCHEDULE OF PRICES", delete Section II.(a) thru (c), and insert the following in its place:

- (a) Final Print Optimized PDF file per file.....\$ _____
- (b) Final Web Optimized/Bookmarked PDF file..... per file.....\$ _____
- (c) Final XML file per file.....\$ _____
- (d) Final Output (camera copy/lasers) per page.....\$ _____

Balance of specifications remain the same.

Remainder of specifications same. Acknowledge on bid or amend bid by letter to U.S. Government Printing Office -- Bid Section, -- Room C-161, Stop: PPSB, -- Washington, DC 20401, M/F: Program number, bid opening time and date. Failure to acknowledge receipt of this amendment, by amendment number, prior to bid opening time, may be reason for bid being judged nonresponsive.

Authorized by:

ROLAND D. WHITEHURST
Customer Services

Written by: ww

U.S. GOVERNMENT PRINTING 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 Printing Office (GPO) by the

Department of State

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **FEBRUARY 1, 2014** and ending **JANUARY 31, 2015**, 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 a.m., prevailing Washington, DC time, on **DECEMBER 16, 2013**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, 732 North Capitol Street, NW, Mailstop: PPSB, Room C-161, Attn: Bid Section, 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.

BIDDERS NOTE: SPECIFICATIONS HAVE BEEN EXTENSIVELY REVISED AND ARE CAUTIONED TO FAMILIARIZE THEMSELVES WITH ENTIRE SPECIFICATION REQUIREMENTS PRIOR TO BID OPENING.

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Central>

For any information of a technical nature, call William (Bill) White 202-512-0303/0310 (No collect calls).

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. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

SUBCONTRACTING: Predominant production function is typesetting/XML coding.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Finishing (composition 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	Average type dimension/Approved Proofs

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 February 1, 2014 to January 31, 2015, 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 October 31, 2013, 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 February 1, 2014 through January 31, 2015 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise 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 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.

PREAWARD TEST: If the Government deems it necessary, any contractor being considered for award may be required to successfully complete the following test. The prospective contractor will be required to pickup from and deliver all sample materials, as specified below, from the U.S. Government Printing Office, Agency Publishing Services, Team 4, Stop CSAPS, 44 H Street, NW, Washington, DC 20401 (or as specified within the commercial zone of Washington, DC). The test output (sample output/camera copy, XML file with TEI markup, and bookmarked PDF) is due at GPO within 10 workdays after notification that test materials are available.

The prospective contractor shall be supplied with 50 documents (up to 200 pages) of typewritten manuscript copy, to produce sample output/camera copy, XML file with TEI mark-up, and a print-optimized, bookmarked PDF in accordance with these specifications.

The sample pages and sample electronic files produced during the pre-award test will be inspected for quality and accessibility. If the ability to achieve the necessary quality of photocomposition or to access electronic files is not satisfactorily demonstrated, the prospective contractor will be declared nonresponsible. No charges will be allowed for the pre-award test.

Failure to deliver the completed test within the stated time period will disqualify the contractor from further consideration for award. If the preaward test is disapproved, the contractor may be permitted, at the option of the

Government, additional time to correct defects or submit additional test material if so notified by the Contracting Officer. No charges will be allowed for costs incurred in the performance of the preaward test.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, DC, immediately after award.

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 in 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.

SECTION 2 -- SPECIFICATIONS

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

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 6 to 14 orders per year.

QUANTITY: Two (2) complete sets of digital deliverables for each order, plus accompanying camera copy.

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, with the majority of the orders being approximately 1,000 pages.

TRIM SIZE: 5-7/8 x 9-1/8".

SAMPLE PAGES: The sample pages (Exhibits "A" through "D") 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 samples. Exhibit "A" shows an example of the manuscript pages that will be furnished. Exhibit "B" is a schema for XML files. Exhibit "C" describes guidelines for preparing XML files. Exhibit "D" shows print layout instructions and examples.

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: IBM compatible with Windows operating system XP Professional 2002.

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

XML Schema: XML schema (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.

Single and/or double-spaced typewritten manuscript with numerous hand-written editorial marks and miscellaneous extraneous marking. Manuscript copy may be cut and pasted together and/or inserts may be typed on a separate sheet. Manuscript may be marked up with two-digit "locator" codes indicating 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 an e mail 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.

One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

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.

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.

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.

Electronic Mail: 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.

DIGITAL DELIVERABLE: For each order, contractor shall furnish, via electronic mail/FTP capabilities, two (2) complete sets of the final searchable PDF file and XML file, as specified, of the typeset pages at each step of the revision process. Corresponding page proofs/laser output/camera copy shall be provided at the revision stages, when requested, to the individual listed on the print order. A final PDF file and XML file of the entire book upon delivery of the last increment of page proofs will be provided. Interim PDF and XML files will consist of all of the text provided to the Contractor at each stage. PDFs 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 so that the PDF's pagination mirrors that of the book. XML files will be fully tagged according to the XML schema provided by the Agency; the only exception is that interim XML files may be supplied without page break tags. The final PDF and XML file will be delivered once the 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, plus corresponding camera copy/output. Contractor to furnish each set of digital files (XML and PDF) to the Agency at the same time. For 7 remaining electronic-only volumes, the Contractor will also furnish the images of the original documents created during the scanning process. Images will be delivered via FTP to the Agency and will be in lossless format (CCITT Group IV bitonal TIFF, 600 DPI).

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, (202) 647-2050, or 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 product(s) ordered under these specifications. Unless otherwise indicated, contractor will follow Exhibit sample as a general composition/layout guide.

Composition 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:

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

There will be diacritical marks.

FOOTNOTES: Approximately 1,500 footnotes per book.

No alternate or generic typeface will be allowed.

PROOFS: Two 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 must be composite PDFs with all data elements, including footnotes, in proper position and must be produced in this form directly from the contractor's composition system.

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

The contractor will be responsible for performing all necessary proofreading to insure 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-inch 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 inch 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 or response to specific queries by the contractor.

DISTRIBUTION: Deliver one (1) complete set of digital deliverables (PDF and XML files) and camera copy, f.o.b. destination to two (2) locations within the commercial zone of Washington, DC. Complete address will be furnished with each print order. NOTE: Final XML file must validate against the schema provided. All edits made to the proofs must be reflected within the final XML files.

Upon completion of each order, return all Government furnished material to the address for the Department of State listed under "Schedule".

All expenses incidental to 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).

Furnished materials must be picked up from and delivered to the U. S. Department of State, 2401, E Street, NW, Attn: Renée Goings, PA/HO, Room L409, (202) 663-1271, Washington, DC 20520.

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.

	<u>WD After</u>
Contractor to deliver page proofs, XML and PDF files in 4 increments of equal size and each stage of production:	
1st increment.....	15
2nd increment.....	15
3rd increment	15
4th increment	15
Contractor to deliver 1 st revised pages	15
Contractor to deliver 2 nd revised revised pages	10
Contractor to deliver prelims, index, miscellaneous pages for 1 st revised	5
Contractor to deliver prelims, index, miscellaneous pages for 2 nd revised.....	3
Contractor to deliver last set of pages with request for camera copy	3
Contractor to deliver digital deliverables and camera copy for entire volume.....	3

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 destination(s) specified.

Due to scheduling/revision requirements of the ordering Agency, partial payments may be authorized, upon completion of each stage of production for each order. 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 that order or stage of production for review and approval prior to submission 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 with furnished materials or within 2 workdays of completion of the order (by either facsimile or electronic mail) and 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.

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, contractor is 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, via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email or call 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 work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

- I. (a) 17,000
- (b) 350
- (c) 20,000
- (d) 1,725

- II. (a) 20
- (b) 20
- (c) 10,000

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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) 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 manuscript page.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

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

- (a) Pages produced from manuscript copy..... per output page \$ _____
- (b) Pages produced from supplied electronic files per output page \$ _____
- (c) Camera Copy/Laser Output per output page \$ _____
- (d) Author's alterations (charges will be allowed for author's alterations made within each page;
The charge cannot exceed initial per page price for composition..... per line \$ _____

II. ADDITIONAL OPERATIONS: The prices offered will be for the Final Digital Deliverables. All prior production work will be invoiced under Section I(a), (b), (c), and/or (d).

- (a) Final Print Optimized PDF file.....per file \$ _____
- (b) Final Bookmarked XML fileper file \$ _____
- (c) Final Output (camera copy)..... per page \$ _____

(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)