

	A	B	C	D	E	F	G	H	I	J	K
1	Program No 0683S Term DATE OF AWARD To 11/30/16										
2	TITLE: Note Cards, Certificates and Business Cards										
3											
4				Accurate Word, LLC	Taylor/Nat'l Recognition Products			Current Contractor			
5				White Plains, MD	Mankato, MN			Accurate Word, LLC			
6			BASIS OF								
7	ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST		
8	I.	COMPLETE PRODUCT:									
9	(a)	<i>Note Card:</i>									
10		Printing face only in one ink color and foil stamping									
11		and embossing, including binding:									
12		1. White Vellum-finish Cover (130-lb.).....per note card									
13	(1)	Makeready and/or Setup.....	14	\$ 60.00	840.00	\$ 29.50	413.00				
14	(2)	Running per 100 copies.....	204	\$ 15.00	3,060.00	\$ 19.50	3,978.00				
15		2. White Vellum-bridol Cover (140-lb.).....per note card									
16	(1)	Makeready and/or Setup.....	2	\$ 85.00	170.00	\$ 29.50	59.00				
17	(2)	Running per 100 copies.....	15	\$ 20.00	300.00	\$ 19.50	292.50				
18	(b)	<i>Note Card:</i>									
19		Thermography printing face only in one ink color and foil									
20		stamping and embossing, including binding:									
21		1. White Vellum-finish Cover (130-lb.).....per note card									
22	(1)	Makeready and/or Setup.....	1	\$ 85.00	85.00	\$ 29.50	29.50				
23	(2)	Running per 100 copies.....	5	\$ 30.00	150.00	\$ 19.50	97.50				
24		2. White Vellum-bridol Cover (140-lb.).....per note card									
25	(1)	Makeready and/or Setup.....	1	\$ 105.00	105.00	\$ 29.50	29.50				
26	(2)	Running per 100 copies.....	2	\$ 40.00	80.00	\$ 19.50	39.00				
27	©	<i>Certificate (8-1/2 x 11"):</i>									
28		Printing in one ink color and foil stamping and embossing,									
29		including binding:									
30		1. White, Natural White, and Colored Imitation									
31		Parchment (24-lb.).....per certificate									
32	(1)	Makeready and/or Setup.....	3	\$ 177.00	531.00	\$ 79.00	237.00				
33	(2)	Running per 100 copies.....	12	\$ 60.00	720.00	\$ 59.00	708.00				
34		2. White and Colored Vellum-finish Cover (65-lb.).....									
35	per certificate									
36	(1)	Makeready and/or Setup.....	2	\$ 177.00	354.00	\$ 79.00	158.00				
37	(2)	Running per 100 copies.....	15	\$ 60.00	900.00	\$ 59.00	885.00				
38	(d)	<i>Certificate (8-1/2 x 14"):</i>									
39		Printing in one ink color and foil stamping and embossing,									
40		including binding:									
41		1. White, Natural White, and Colored Imitation									
42		Parchment (24-lb.).....per certificate									
43	(1)	Makeready and/or Setup.....	2	\$ 177.00	354.00	\$ 79.00	158.00				
44	(2)	Running per 100 copies.....	10	\$ 60.00	600.00	\$ 59.00	590.00				

Due to the addition of new line items and omission of old lines items, comparison of the current contractor's bid prices are unavailable

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7	ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST		
45	2.	White and Colored Vellum-finish Cover (65-lb).....									
46	per certificate									
47	(1)	Makeready and/or Setup.....	1	\$ 177.00	177.00	\$ 79.00	79.00				
48	(2)	Running per 100 copies.....	2	\$ 120.00	240.00	\$ 59.00	118.00				
49	€	Certificate (11 x 14"):									
50		Printing in one ink color and foil stamping and embossing,									
51		including binding:									
52	1.	White, Natural White, and Colored Imitation									
53		Parchment (24-lb.).....per certificate									
54	(1)	Makeready and/or Setup.....	1	\$ 340.00	340.00	\$ 99.00	99.00				
55	(2)	Running per 100 copies.....	7	\$ 60.00	420.00	\$ 59.00	413.00				
56	2.	White and Colored Vellum-finish Cover (65-lb).....									
57	per certificate									
58	(1)	Makeready and/or Setup.....	2	\$ 340.00	680.00	\$ 99.00	198.00				
59	(2)	Running per 100 copies.....	10	\$ 60.00	600.00	\$ 59.00	590.00				
60	(f)	Certificate (14 x 16"):									
61		Printing in one ink color and foil stamping and embossing,									
62		including binding:									
63	1.	White, Natural White, and Colored Imitation									
64		Parchment (24-lb.).....per certificate									
65	(1)	Makeready and/or Setup.....	2	\$ 340.00	680.00	\$ 99.00	198.00				
66	(2)	Running per 100 copies.....	11	\$ 120.00	1,320.00	\$ 59.00	649.00				
67	2.	White and Colored Vellum-finish Cover (65-lb).....									
68	per certificate									
69	(1)	Makeready and/or Setup.....	2	\$ 340.00	680.00	\$ 99.00	198.00				
70	(2)	Running per 100 copies.....	10	\$ 120.00	1,200.00	\$ 59.00	590.00				
71	(g)	Certificate:									
72		Printing certificate in an additional color not charged									
73		for under line items I.(c) through (f).....									
74	per color/per certificate									
75	(1)	Makeready and/or Setup.....	11	\$ 62.00	682.00	\$ 49.00	539.00				
76	(2)	Running per 100 copies.....	50	\$ 15.00	750.00	\$ 49.00	2,450.00				
77	(h)	Business Cards:									
78		Thermography printing in one ink color and engraving gold									
79		seal (Commerce Department, Great Seal (Eagle), or									
80		Commerce Special Agent), including binding:									
81	1.	White Smooth and Fancy-finish Cover (100-lb.).....per card									
82	(1)	Makeready and/or Setup.....	296	\$ 10.00	2,960.00	\$ 5.00	1,480.00				
83	(2)	Running per 100 copies.....	1,070	\$ 8.00	8,560.00	\$ 10.00	10,700.00				

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6					BASIS OF						
7	ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST		
84	2.	Soft White Smooth and Fancy-finish Cover (100-lb.).....per card									
85	(1)	Makeready and/or Setup.....	28	\$ 22.00	616.00	\$ 10.00	280.00				
86	(2)	Running per 100 copies.....	120	\$ 15.00	1,800.00	\$ 15.00	1,800.00				
87	(i)	<i>Business Cards:</i>									
88		Engraving lettering and gold seal (Commerce Department,									
89		Great Seal (Eagle), or Commerce Special Agent),									
90		including binding:									
91	1.	White Smooth and Fancy-finish Cover (100-lb.).....per card									
92	(1)	Makeready and/or Setup.....	32	\$ 50.00	1,600.00	\$ 50.00	1,600.00				
93	(2)	Running per 100 copies.....	220	\$ 10.00	2,200.00	\$ 35.00	7,700.00				
94	2.	Soft White Smooth and Fancy-finish Cover (100-lb.).....per card									
95	(1)	Makeready and/or Setup.....	20	\$ 60.00	1,200.00	\$ 75.00	1,500.00				
96	(2)	Running per 100 copies.....	70	\$ 20.00	1,400.00	\$ 35.00	2,450.00				
97	(j)	<i>Business Cards:</i>									
98		Thermographic printing in one ink color, including binding:									
99	1.	White Smooth and Fancy-finish Cover (100-lb.).....per card									
100	(1)	Makeready and/or Setup.....	4	\$ 32.00	128.00	\$ 4.50	18.00				
101	(2)	Running per 100 copies.....	20	\$ 5.00	100.00	\$ 2.50	50.00				
102	2.	Soft White Smooth and Fancy-finish Cover (100-lb.).....per card									
103	(1)	Makeready and/or Setup.....	4	\$ 32.00	128.00	\$ 19.50	78.00				
104	(2)	Running per 100 copies.....	10	\$ 10.00	100.00	\$ 9.50	95.00				
105	(k)	<i>Business Cards:</i>									
106		Printing in one ink color including binding:									
107	1.	White Smooth and Fancy-finish Cover (100-lb.).....per card									
108	(1)	Makeready and/or Setup.....	8	\$ 27.00	216.00	\$ 14.50	116.00				
109	(2)	Running per 100 copies.....	20	\$ 10.00	200.00	\$ 9.50	190.00				
110	2.	Soft White Smooth and Fancy-finish Cover (100-lb.).....per card									
111	(1)	Makeready and/or Setup.....	4	\$ 37.00	148.00	\$ 24.50	98.00				
112	(2)	Running per 100 copies.....	10	\$ 15.00	150.00	\$ 14.50	145.00				
113	(l)	<i>Business Cards:</i>									
114		Printing in one ink color and Thermographic lettering in one									
115		ink color, including binding :									
116	1.	White Smooth and Fancy-finish Cover (100-lb.).....per card									
117	(1)	Makeready and/or Setup.....	1	\$ 108.00	108.00	\$ 14.50	14.50				
118	(2)	Running per 100 copies.....	5	\$ 30.00	150.00	\$ 14.50	72.50				
119	2.	Soft White Smooth and Fancy-finish Cover (100-lb.).....per card									
120	(1)	Makeready and/or Setup.....	1	\$ 108.00	108.00	\$ 19.50	19.50				
121	(2)	Running per 100 copies.....	5	\$ 30.00	150.00	\$ 19.50	97.50				

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7	ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST		
122	(m)	<i>Business Cards:</i>									
123		Printing second side in one ink color.....per card									
124	(1)	Makeready and/or Setup.....	4	\$ 37.00	148.00	\$ 24.50	98.00				
125	(2)	Running per 100 copies.....	10	\$ 15.00	150.00	\$ 14.50	145.00				
126	(n)	<i>Business Cards:</i>									
127		Thermographic printing in an additional ink color not charged									
128		for under line items l.(h) through (j).....per color/per card									
129	(1)	Makeready and/or Setup.....	4	\$ 37.00	148.00	\$ 7.00	28.00				
130	(2)	Running per 100 copies.....	20	\$ 15.00	300.00	\$ 5.00	100.00				
131	(o)	<i>Business Cards:</i>									
132		Printing in an additional ink color not charged for under line									
133		items l.(k), (l), and (m).....per color/per card									
134	(1)	Makeready and/or Setup.....	4	\$ 37.00	148.00	\$ 7.00	28.00				
135	(2)	Running per 100 copies.....	10	\$ 15.00	150.00	\$ 5.00	50.00				
136	II.	ADDITIONAL OPERATIONS:									
137	(a)	Shrink-film wrapping (including chipboard, newsboard, or									
138		equal).....per 25 copies	52	\$ 3.00	156.00	\$ 1.90	98.80				
139	(b)	Shrink-film wrapping (including chipboard, newsboard, or									
140		equal).....per 100 copies	25	\$ 4.00	100.00	\$ 1.90	47.50				
141											
142											
143		SUBTOTAL (BEFORE PREMIUMS):			\$ 39,340.00		\$ 42,894.30				
144		QUALITY LEVEL II :	2%		\$ 786.80		\$ 857.89				
145		CONTRACTORS PERCENTAGE INCREASE:		10%	\$ 78.68		5% \$ 42.89				
146		ACCELERATED SCHEDULE:	5%		\$ 1,967.00		\$ 2,144.72				
147		CONTRACTORS PERCENTAGE INCREASE:		50%	\$ 983.50		10% \$ 214.47				
148		CONTRACTOR SUBTOTALS:			\$ 40,402.18		\$ 43,151.67				
149		DISCOUNT:		1.00%	\$404.02		0.00% \$ -				
150		DISCOUNTED TOTALS:			\$39,998.16		\$43,151.67				

Due to the addition of new line items and ommision of old lines items, comparison of the current contractor's bid prices are unavailable

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of
Note Cards, Certificates, and Business Cards

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

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending November 30, 2016, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC, time, on **December 10, 2015**.

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: PPSGB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the 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 *extensively* revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

For information of a technical nature, call Linda Paddy at (202) 512-0310, or email lpaddy@gpo.com.

SECTION 1. - GENERAL TERMS AND CONDITIONS

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

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

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

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.

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Levels II and III, as specified on the print order. (*NOTE: It is anticipated that Quality Level II will be required on approximately 2% of the orders placed.*)
- (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	O.K. Proofs/ Average type dimension/ Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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 Date of Award to November 30, 2016, 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 August 31, 2015, 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.

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.

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 U.S. Government Publishing Office, Washington, DC, immediately after award.

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 November 30, 2016, 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.

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 note cards, certificates, and business cards requiring such operations as electronic prepress, printing (including thermography), stamping, embossing, engraving, binding, packing, and distribution.

TITLE: Note Cards, Certificates, and Business Cards.

FREQUENCY OF ORDERS/QUANTITY/TRIM SIZES: It is impossible to predetermine the number or frequency of orders which will be placed during the term of this contract. However, based on past performance, the following breakdown per product is anticipated:

<u>Product</u>	<u>Approx. Number of Orders per Year</u>	<u>Approx. Total Quantity Per Order</u>	<u>Trim Sizes</u>
Note Cards	10 to 30	200 to 3,000	3-3/4 x 6-3/8" up to and including 4-3/4 x 7"
Certificates	10 to 30	25 to 10,000	8-1/2 x 11", 8-1/2 x 14", 11 x 14", and 14 x 16"
Business Cards	100 to 500	250 to 10,000	3-1/2 x 2"

NOTE: *More than one product may be ordered on the same print order requiring the same schedule. Up to 20 names may be ordered on a single print order for business cards.*

EXHIBITS: The facsimiles of sample pages shown as Exhibits A through F are representative of the product requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

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

Storage Media: Email; Secure File Transfer (SFT).

Software: Adobe Acrobat 8.

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 will be embedded.

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: Files will be furnished PDF format.

Illustrations will be scanned in as EPS or TIFF files.

Visual will be output at less than 100%. Visual will show illustrations and bleeds.

Occasionally, electronic media will be accompanied by a complete set of laser proofs.

GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

The ordering agency uses a "Secure File Transfer" (SFT) for all computer users in the Office of the Secretary (OS). This service allows employees with an email address to transfer files securely to any recipient within or outside the ordering agency. The ordering agency will use this SFT Web client for the transferring of electronic files. The SFT Web client operates like a typical Web mail application whereas the ordering agency will enter one (1) or more email addresses, and the recipient will receive an email message announcing the availability of files to be downloaded. Included in the email message will be links for each file.

Die(s) for stamping and embossing. The Government will furnish, at the postaward conference, two of each die. Contractor will hold all furnished dies for use throughout the term of this contract. (If the postaward conference is waived, the dies will be available for the contractor to pick up within two (2) weeks from award date.)

Samples of previously printed/stamped/embossed certificates for color match and margins.

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

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the furnished electronic files, must not print on finished product.

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

Secure File Transfer (SFT): Contractor shall have the capability to exchange large graphic digital files over the Internet through an SFT site provided by the ordering agency. The Government will not be responsible for the contractor's inability to obtain access to the SFT. It is the contractor's responsibility to maintain the operation of their internet capabilities to obtain access to the SFT site. Additional time and/or money will not be authorized due to the lack of ability to access the SFT site.

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

Proof Approval Form: Contractor shall provide a proof approval form in a fillable PDF format to the ordering agency using SFT and/or electronic mail.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing 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 Kevin Cofer on (202) 482-4013 or Saudia Addison on (202) 482-4150.

The contractor shall validate integrity and predictability of the listed software under "GOVERNMENT TO FURNISH" through preflight operations. **Contractor shall preflight the electronic files within three (3) hours of receipt thereof.** Contractor is to check for potential problems in the following areas: fonts; missing links; ink colors; print settings; and, external plug-ins. The contractor shall notify GPO immediately if there is damage to the electronic file, file corruption, difficulties in image processing, and errors discovered during the preflight operations. It is estimated that preflight operations shall take no longer than three (3) hours to complete per electronic file.

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 all changes to the copy.

PROOFS: When ordered, proofs are required for each product ordered on a print order.

One (1) Adobe Acrobat (most current version) PDF soft proof showing all elements in press configuration. Proofs will be transferred to the agency via SFT or email. The PDF proof will be evaluated for text flow, image position and color breaks. Proofs will not be used for color match. Proofs must show all margins and indicate trim marks.

Revised proofs due to Author's Alterations (AAs) will consist of one (1) set of PDF files containing the changes. Revised proofs must be submitted via SFT or email.

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.

Contractor must not print prior to the receipt of an "O.K. to Print."

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

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

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 stock used for each product must be of a uniform shade.

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

Note Cards:

White Vellum-finish Cover, equal to JCP Code L20. EXCEPTION: Basis size: 130 lbs. per 500 sheets, 26 x 40".

White Vellum-bridol Cover, 22-1/2 x 28-1/2", equal to JCP Code L24. EXCEPTION: Basis size: 140 lbs. per 500 sheets.

Certificates (requiring printing, stamping/embossing):

White, Natural White, and Colored Imitation Parchment, Laser-finish (Archival Quality), basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code H30.

White and Colored Vellum-finish Cover, basis weight: 65 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

Business Cards:

White and Soft White Smooth and Fancy-finish Cover, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP L21.

PRINTING, STAMPING, EMBOSSING, AND ENGRAVING: Dies will be supplied by and are the property of the Government. Contractor MUST return all dies to the ordering agency at the end of the term of the contract.

When required, Quality Level II printing will be specified on the print order.

Match Pantone number as specified on the print order.

When required, the laminated foils are to be equal to:

Crown Roll Leaf 370 (Gold), 420 (Silver), 990 (Bronze)
API Foil 4062 (Gold), 1016 (Silver), 5192 (Bronze)

Stamping must have solid impressions – no picking, pinholes, or filled letters.

The GPO imprint must not print on the final product.

Note Cards: Print or thermographic print face only in a single ink color. Printing consists of text matter. Stamp and emboss agency seal in gold foil. Stamped/embossed image area is approximately 3/4” in diameter.

Certificates: Print face only in up to four ink colors. Certificates print both portrait and landscape layouts. Stamp and emboss in gold, silver, or bronze foil, as ordered. Stamped/embossed image areas range from 1” to 4” in diameter.

Business Cards: Print or thermographic print face only in up to three ink colors. An occasional order may require printing on back of card in one or two ink colors.

Occasionally, orders will be placed for the face of the card to be thermographic printed in two ink colors with knock outs and with bleeds on three or four sides.

Three different seals will be used for printing, embossing, engraving in gold ink , as a standard:

- *Commerce Department Seal* (approximately 5/16” in diameter)
- *Great Seal (Eagle)* (approximately 1/2” in diameter)
- *Commerce Special Agent Seal* (approximately 1/2” in diameter)

When requested, the contractor will thermographic print the seals in black or a color other than black.

An occasional order may be placed requiring engraved lettering.

MARGINS: Margins will be as indicated on the print order or furnished electronic files. Note cards may bleed all four sides. Business cards may bleed on three or four sides.

BINDING:

Note Cards: Trim four sides.

Certificates: Trim four sides.

Business Cards: Trim four sides.

PACKING:

Note Cards and Certificates: When ordered, shrink-film wrap in units of 25 or 100, as specified on print order. Each shrink-wrapped package is to have a piece of chipboard, newsboard, or equal back, approximately 0.020” thick, placed at bottom of each bundle and shrink wrapped with the product.

Business Cards: Box individual names in units as specified on the print order. Affix a copy of the appropriate card to the end panel of each box for identification.

Pack all products suitable in shipping containers not to exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during the delivery process.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

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 execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address specified on the print order.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

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

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to approximately four (4) addresses in the Washington, DC area.

Complete addresses and quantities will be furnished with the print orders.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 683-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Upon completion of each order, two (2) sample copies of each product ordered must be delivered to: U.S. Department of Commerce, Room 2846, 1401 Constitution Avenue, NW, Washington, DC 20230.

Within five (5) workdays of submitting billing invoice to GPO for payment, contractor to submit an electronic copy (in PDF format) via email to the printing specialist listed on the print order.

Within 10 workdays of completion of the contract, contractor must return all furnished dies to: U.S. Department of Commerce, Room 2866, 1401 Constitution Avenue, NW, Washington, DC 20230. (NOTE: Failure to return dies to the Government will result in charges to the contractor for replacement of the dies.

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

All print orders will be furnished via SFT. Furnished electronic files will be furnished either by email or SFT.

Furnished materials (dies and samples) must be picked up from and delivered to: U.S. Department of Commerce, Room 2846, 1401 Constitution Avenue, NW, Washington, DC 20230; OR to: U.S. Department of Commerce, NOAA/LMB, 1315 East-West Highway, SSMC3/3866, Silver Spring, MD 20910, as specified by the ordering agency.

No definite schedule for pickup of material can be predetermined.

The following schedules begin the workday after receipt of print order and electronic files via SFT or email. The workday after receipt of the print order and electronic files will be the first workday of the schedule.

Regular Schedule:

Note Cards and Business Cards: Contractor must complete production and distribution within two (2) workdays of receipt of the print order and furnished material.

Certificates: Contractor must complete production and distribution within five (5) workdays of receipt of the print order and furnished material.

Accelerated Schedule (All Products): Approximately 5% of all orders will require an accelerated schedule.

Contractor must complete production and distribution within one (1) workday of receipt of the print order and furnished material.

Proofs:

One (1) additional workday will be added to the schedule (regular or accelerated) when proofs are ordered.

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

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (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.

PREMIUM PAYMENTS: Orders requiring Quality Level II printing or an 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 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 for Quality Level II work and Accelerated Schedule orders, when authorized, will apply to all items in the "SCHEDULE OF PRICES."

NOTE: For orders placed with an accelerated schedule, failure of the contractor to deliver work at the time specified will result in disallowance of premium payments (for the Accelerated Schedule) that were anticipated and the contractor will not list such items on his billing invoice.

It is estimated that 2% of the orders placed on this contract will require Quality Level II printing, and 5% of all orders will require an accelerated schedule.

Premium payments for Quality Level II printing and Accelerated Schedule orders will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the Quality Level II printing (Item III.(a)) in the "SCHEDULE OF PRICES" to 2% of the total prices offered; and by applying the percentage increase, offered for the Accelerated Schedule (Item III.(b)), in the "SCHEDULE OF PRICES" to 5% of the total prices offered.

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

	(1)	(2)
I. (a) 1.	14	204
2.	2	15
(b) 1.	1	5
2.	1	2
(c) 1.	3	12
2.	2	15
(d) 1.	2	10
2.	1	2
(e) 1.	1	7
2.	2	10
(f) 1.	2	11
2.	2	10

	(1)	(2)
(g)	11	50
(h) 1.	296	1,070
2.	28	120
(i) 1.	32	220
2.	20	70
(j) 1.	4	20
2.	4	10
(k) 1.	8	20
2.	4	10
l) 1.	1	5
2.	1	5
(m)	4	10
(n)	4	20
(o)	4	10
II. (a)	52	
(b)	25	

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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 blank spaces or 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. Fractional parts of 100 will be prorated at the per-100 rate.

Contractor’s billing invoice must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production (including PDF soft proofs and paper) and distribution of the product listed in accordance with these specifications, except for items specified under II. “ADDITIONAL OPERATIONS.”

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) <i>Note Card:</i> Printing face only in one ink color and foil stamping and embossing, including binding:		
1. White Vellum-finish Cover (130-lb.)per note card.....	\$ _____	\$ _____
2. White Vellum-bristol Cover (140-lb.)per note card.....	\$ _____	\$ _____
(b) <i>Note Card:</i> Thermographic printing face only in one ink color and foil stamping and embossing, including binding:		
1. White Vellum-finish Cover (130-lb.)per note card.....	\$ _____	\$ _____
2. White Vellum-bristol Cover (140-lb.)per note card.....	\$ _____	\$ _____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
<i>(c) Certificate (8-1/2 x 11"):</i>		
Printing in one ink color and foil stamping and embossing, including binding:		
1. White, Natural White, and Colored Imitation Parchment (24-lb.).....	per certificate \$ _____	\$ _____
2. White and Colored Vellum-finish Cover (65-lb.)	per certificate \$ _____	\$ _____
<i>(d) Certificate (8-1/2 x 14"):</i>		
Printing in one ink color and foil stamping and embossing, including binding:		
1. White, Natural White, and Colored Imitation Parchment (24-lb.).....	per certificate \$ _____	\$ _____
2. White and Colored Vellum-finish Cover (65-lb.)	per certificate \$ _____	\$ _____
<i>(e) Certificate (11 x 14"):</i>		
Printing in one ink color and foil stamping and embossing, including binding:		
1. White, Natural White, and Colored Imitation Parchment (24-lb.).....	per certificate \$ _____	\$ _____
2. White and Colored Vellum-finish Cover (65-lb.)	per certificate \$ _____	\$ _____
<i>(f) Certificate (14 x 16"):</i>		
Printing in one ink color and foil stamping and embossing, including binding:		
1. White, Natural White, and Colored Imitation Parchment (24-lb.).....	per certificate \$ _____	\$ _____
2. White and Colored Vellum-finish Cover (65-lb.)	per certificate \$ _____	\$ _____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(g) <i>Certificate</i> : Printing certificate in an additional color not charged for under line items I.(c) through (f) per color/per certificate..... \$ _____		\$ _____
(h) <i>Business Cards</i> : Thermographic printing in one ink color and engraving gold seal (Commerce Department, Great Seal (Eagle), or Commerce Special Agent), including binding:		
1. White Smooth and Fancy-finish Cover (100-lb.).....per card .. \$ _____		\$ _____
2. Soft White Smooth and Fancy-finish Cover (100-lb.)...per card .. \$ _____		\$ _____
(i) <i>Business Cards</i> : Engraving lettering and gold seal (Commerce Department, Great Seal (Eagle), or Commerce Special Agent), including binding:		
1. White Smooth and Fancy-finish Cover (100-lb.).....per card .. \$ _____		\$ _____
2. Soft White Smooth and Fancy-finish Cover (100-lb.)...per card .. \$ _____		\$ _____
(j) <i>Business Cards</i> : Thermographic printing in one ink color, including binding:		
1. White Smooth and Fancy-finish Cover (100-lb.).....per card .. \$ _____		\$ _____
2. Soft White Smooth and Fancy-finish Cover (100-lb.)...per card .. \$ _____		\$ _____
(k) <i>Business Cards</i> : Printing in one ink color, including binding:		
1. White Smooth and Fancy-finish Cover (100-lb.).....per card .. \$ _____		\$ _____
2. Soft White Smooth and Fancy-finish Cover (100-lb.)...per card .. \$ _____		\$ _____
(l) <i>Business Cards</i> : Printing in one ink color and Thermographic lettering in one ink color, including binding:		
1. White Smooth and Fancy-finish Cover (100-lb.).....per card .. \$ _____		\$ _____
2. Soft White Smooth and Fancy-finish Cover (100-lb.)...per card .. \$ _____		\$ _____
(m) <i>Business Cards</i> : Printing second side in one ink colorper card .. \$ _____		\$ _____

 (Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(n) <i>Business Cards</i> : Thermographic printing in an additional ink color not charged for under line items I.(h) and (j)..... per color/per card..... \$ _____		\$ _____
(o) <i>Business Cards</i> : Printing in an additional ink color not charged for under line item I.(k), (l), and (m) per color/per card .. \$ _____		\$ _____

II. ADDITIONAL OPERATIONS:

- (a) Shrink-film wrapping (including chipboard, newsboard, or equal)per 25 copies.....\$ _____
- (b) Shrink-film wrapping (including chipboard, newsboard, or equal)per 100 copies.....\$ _____

III. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items. Percentage increase, as applicable for Quality Level II or Accelerated Schedule, will be added to all orders which require Quality Level II work and/or an Accelerated Schedule.

- (a) Quality Level II Percentage increase..... _____%
- (b) Accelerated Schedule Percentage Increase..... _____%

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)

EXHIBIT A
Sample of Business Card and Note Card



U.S. Department of Commerce
Office of the Secretary

Kevin A. Cofer
Printing Specialist

Room 2856
1401 Constitution Ave., N.W.
Washington, DC 20230

Tel: (202) 482-4013
Fax: (202) 482-0720
kcofer@doc.gov



ASSISTANT SECRETARY FOR GLOBAL MARKETS AND
DIRECTOR GENERAL OF U.S. & FOREIGN COMMERCIAL SERVICE

EXHIBIT B
Sample of Certificate

**UNITED STATES
DEPARTMENT
OF COMMERCE**



CERTIFICATE OF RECOGNITION
Presented to

EXHIBIT C
Sample of Certificate

United States Department of Commerce

CERTIFICATE OF TRAINING

IS HEREBY RECOGNIZED FOR SUCCESSFUL COMPLETION OF



EXHIBIT D
Sample of Certificate



Recognizing

for Thirty Years
of Service in the
Government of the
United States of America

EXHIBIT E
Sample of Certificate

UNITED STATES
DEPARTMENT OF COMMERCE

CERTIFICATE
OF APPRECIATION

Presented to



EXHIBIT F
Sample of Certificate

UNITED STATES DEPARTMENT OF COMMERCE



Certificate of Federal Service

Presented to:

Upon retirement from the Federal Government on

and in recognition of years of service
to the United States of America.



Secretary of Commerce

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Form I-797D

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

Department of Homeland Security
U.S. Citizenship and Immigration Services (USCIS)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning DATE OF AWARD and ending March 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 11:00 a.m., prevailing Washington, DC time, on **APRIL 4, 2014**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-161, Stop: PPSB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.

For information of a technical nature, call William (Bill) White at (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>.

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.

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level III
- (b) Finishing (item related) Attributes – Level III

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests – General Inspection Level I.
- (b) Destructive Tests – Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Prior to production samples/ O.K. Proof/Average type dimension/ Electronic media/Furnished sample
P-10. Process Color Match	O.K. Prior to production samples/ O.K. Proof

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 DATE OF AWARD to March 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 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 December 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.

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.

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 March 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.

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 a form requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: Form I-797D.

FREQUENCY OF ORDERS: Approximately 2 to 5 orders per year.

QUANTITY: Approximately 1,000,000 to 4,000,000 copies order.

NUMBER OF PAGES: Face only.

TRIM SIZES: 8-1/2 x 11”.

GOVERNMENT TO FURNISH: Electronic file (Adobe Acrobat PDF file (version 7.0)) furnished on a CD. Fonts are embedded. NOTE: The electronic file will be furnished with the first order. Contractor is to hold for use throughout the term of the contract.

Sample to be used as a visual and construction guide (furnished on first order only to be held for use throughout term of the contract).

Shipping label furnished on a CD (furnished on first order only to be held for use throughout term of the contract).

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

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried on the furnished copy or in the electronic files, must not print on finished product.

EXHIBITS: The facsimile of the sample page shown as EXHIBIT A is representative of the product which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

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.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and 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 as specified 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 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 all 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, unless otherwise specified. The Government will not accept, as digital deliverables, PostScript files or any proprietary file formats other than those supplied, unless specified by the Government.

PROOFS (First Order only): One Adobe Acrobat (version 7.0, or later) Press-ready PDF soft proof. Proofs will be transferred to the agency via email. The PDF proof will be evaluated for text flow, image position and color breaks. Proofs will not be used for color match.

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

The contractor must not print prior to receipt of an "O.K. to Print."

PRIOR TO PRODUCTION SAMPLES (All Orders): Prior to the commencement of production of the contract production quantity, the contractor shall submit not less than 1,500 samples of the form. The container and accompanying documentation shall be marked "URGENT: PRIOR TO PRODUCTION SAMPLES" and shall include the GPO Purchase Order, Jacket, Program, and Print Order Number.

All sample items shall be printed and bound, as specified herein, and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested for conformance of materials and must comply with the specifications as to construction, kind, and quality of materials. All samples must be printed on the required paper specified herein.

NOTE: Samples will be tested on a Dynetics Intelli-Fold Mailer/Stuffer System.

Contractor must submit samples to: Corbin Production Facility, Attn: Rick Harris, 203 Allison Boulevard, Corbin, KY 40701. (Telephone: (606) 526-2810, extension 210)

Contractor must submit samples in sufficient time to allow Government testing of the samples and complete production and distribution in accordance with the contract schedule.

The Government will approve, conditionally approve, or disapprove the samples within five (5) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government. The Government will require the time specified above to inspect and test any additional samples required.

In the event that the samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities and on the equipment in which the contract production quantities

are to be manufactured.

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

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

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

PRINTING: Print form face only in four-color process. Printing consists of text matter and agency seal.

NOTE: GPO imprint must not print on the final product.

MARGINS: Margins will be as indicated on the print order or electronic media.

BINDING: Trim four sides. Micro-perforate horizontally across the entire 8-1/2” dimension, 5-1/2” down from top of form.

PACKING: Pack suitable in shipping containers in quantities of 2,500 per container. Insert a separator sheet between each 100 copies.

NOTE: All containers must include a packing slip.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery/shipping process.

Pallets required.

Containers must be stacked on 48 x 40” 4-way pallets. Containers must be stacked so that the total height of the pallet (including the pallet itself) does not exceed 54”.

LABELING AND MARKING: Contractor must use furnished electronic file to create shipping labels for all containers, including proofs, prior to production samples, and distribution.

Shipping labels must include title of product, form number, revision date, department, requisition number, jacket number, program/print order numbers, quantity per container, and quantity per package. Shipping labels will have bar code included.

NOTE: When completing the label, the contractor must have at least Adobe Reader 7, all information must be typed in capital letters, and the date must be in MM/DD/YYYY format.

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 execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: Department of Homeland Security/USCIS, Western Forms Center, Attn: Receiving, 5160 Richton Street, Suite G, Montclair, CA 91763. (Telephone: (909) 949-7131 or 7193)

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to U.S. Government Printing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to: Department of Homeland Security/USCIS, Western Forms Center, Attn: Receiving, 5160 Richton Street, Suite G, Montclair, CA 91763. (Telephone: (909) 949-7131 or 7193)

NOTE: On an occasional order, contractor may be required to deliver f.o.b. destination a portion of the quantity ordered to Corbin Production Facility, Attn: Rick Harris, 203 Allison Boulevard, Corbin, KY 40701. (Telephone: (606) 526-2810, extension 210). Quantity to be specified on the print order.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 680-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery method, and title of product.

Upon completion of each order, contractor must fax a copy of the signed delivery receipt to (202) 233-2890.

Upon completion of each order, contractor must deliver five (5) sample copies to: Department of Homeland Security/USCIS, DMD Program Management Branch, Attn: Vera Ballenger, Suite 200, 633 3rd Street, NW, Washington, DC 20529-2225. Inside delivery is required.

Upon completion of the contract, contractor must return all furnished materials and digital deliverables to: Department of Homeland Security/USCIS, DMD Program Management Branch, Attn: Vera Ballenger, Suite 200, 633 3rd Street, NW, Washington, DC 20529-2225. Inside delivery is required.

All expenses incidental to picking up and returning materials, submitting proofs and prior to production samples, 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: Department of Homeland Security/USCIS, DMD Program Management Branch, 633 3rd Street, NW, Washington, DC 20529-2225.

Proofs must be emailed to the email address specified on the print order.

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.

Contractor must complete production and distribution within 30 workdays of receipt of notification of the availability of print order and furnished material.

No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.

Proofs will be withheld no more than five (5) workdays from their receipt at the ordering agency until they are available for pickup by the contractor. (NOTE: The first workday after receipt of proofs at the ordering agency is day one of the hold time.)

No specific date is set for submission of prior to production samples. Samples must be submitted in sufficient time to allow for Government testing and revised samples if contractor's errors are judged serious enough to require them.

The Government will approve, conditionally approve, or disapprove the samples within five (5) workdays of the receipt thereof. (NOTE: The first workday after receipt of samples at the ordering agency is day one of the hold time.)

All proof, prior to production sample, and transit time is included in the 30-workday schedule.

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

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (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."

	(1)	(2)
I.	3	4,500

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 non-responsive.

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 non-responsive.

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.

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

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
Per Product.....	\$ _____	\$ _____

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)

EXHIBIT A



U.S. Citizenship and Immigration Services

Your Application Has Been Approved.

Here is your new card. The expiration date is shown on the front.

Please Check Your Card To Verify That the Information Is Correct.

If you find an error on it, please call us at the telephone number provided below.

Please Protect Your Card.

Please Read This Notice.

It has important information. We also recommend that you keep this notice for your records.

If you ever have questions about immigration benefits and procedures, or wish to have an application mailed to you, please call our USCIS National Customer Service Center at **1-800-375-5283**, or Check our website at <http://www.uscis.gov>.

USCIS has a guide for new Permanent Residents called *Welcome to the United States: A Guide for New Immigrants*. It has important information about your rights and responsibilities. The guide is available in English and 13 other languages at <http://www.uscis.gov/newimmigrants>

Additional Information About Your Card

USCIS issues several kinds of cards for different purposes. Please read how to use your card. Always carry your card in the United States and show it when you re-enter the United States. Please keep this information for your future reference.

Permanent Resident Card

Your card has an expiration date.

- If you are a conditional resident, you should apply to remove the conditions 90 days before your card expires.
- If you are a permanent resident, the expiration date does not affect your status, but you should use form I-90 to apply for a new card 90 days before this card expires.

As a resident you should be aware of other immigration services:

- If your card is lost, stolen, or becomes damaged, or your name or other information shown on your card changes, use Form I-90 to apply for a new card.
- If you are going to travel and believe you may be gone a year or more, you should apply for a reentry permit *before you leave* - see Form I-131 for information.
- You can sponsor the immigration of certain relatives - see Form I-130 for information.
- Permanent residents can become American citizens. Usually, you have to be a permanent resident for 5 years, but in some circumstances you can apply earlier - see Form N-400 for information.

Employment Authorization Card and Advance Parole Card

You are authorized to work consistent with any conditions shown on the card until it expires.

- If you apply for a job, you may show your card to the employer to show you are authorized to work while the card is *valid*.
- If you are already employed and this card extends your employment authorization, you may show this new card to your employer to show that your work authorization has been extended.

Your EAD card is also evidence of your status. Please see the enclosed important advisory.

Replacement Citizen Card

Use your card as evidence of your U.S. Citizenship.

(This replacement card is only issued to certain American Indians and persons from the Northern Mariana Islands who were previously issued this kind of card.) You do not need to carry your card while in the United States.

Student/Exchange Visitor Card

Use your card to show that you are a valid F, J, or M nonimmigrant student, exchange visitor, or dependent. This card does not grant employment authorization. To apply for employment authorization, use Form I-765.

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Form I-797D

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

Department of Homeland Security
U.S. Citizenship and Immigration Services (USCIS)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning DATE OF AWARD and ending March 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 11:00 a.m., prevailing Washington, DC time, on **APRIL 4, 2014**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-161, Stop: PPSB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.

For information of a technical nature, call William (Bill) White at (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>.

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.

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level III
- (b) Finishing (item related) Attributes – Level III

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests – General Inspection Level I.
- (b) Destructive Tests – Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Prior to production samples/ O.K. Proof/Average type dimension/ Electronic media/Furnished sample
P-10. Process Color Match	O.K. Prior to production samples/ O.K. Proof

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 DATE OF AWARD to March 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 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 December 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.

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.

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 March 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.

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 a form requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: Form I-797D.

FREQUENCY OF ORDERS: Approximately 2 to 5 orders per year.

QUANTITY: Approximately 1,000,000 to 4,000,000 copies order.

NUMBER OF PAGES: Face only.

TRIM SIZES: 8-1/2 x 11”.

GOVERNMENT TO FURNISH: Electronic file (Adobe Acrobat PDF file (version 7.0)) furnished on a CD. Fonts are embedded. NOTE: The electronic file will be furnished with the first order. Contractor is to hold for use throughout the term of the contract.

Sample to be used as a visual and construction guide (furnished on first order only to be held for use throughout term of the contract).

Shipping label furnished on a CD (furnished on first order only to be held for use throughout term of the contract).

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

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried on the furnished copy or in the electronic files, must not print on finished product.

EXHIBITS: The facsimile of the sample page shown as EXHIBIT A is representative of the product which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

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.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and 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 as specified 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 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 all 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, unless otherwise specified. The Government will not accept, as digital deliverables, PostScript files or any proprietary file formats other than those supplied, unless specified by the Government.

PROOFS (First Order only): One Adobe Acrobat (version 7.0, or later) Press-ready PDF soft proof. Proofs will be transferred to the agency via email. The PDF proof will be evaluated for text flow, image position and color breaks. Proofs will not be used for color match.

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

The contractor must not print prior to receipt of an "O.K. to Print."

PRIOR TO PRODUCTION SAMPLES (All Orders): Prior to the commencement of production of the contract production quantity, the contractor shall submit not less than 1,500 samples of the form. The container and accompanying documentation shall be marked "URGENT: PRIOR TO PRODUCTION SAMPLES" and shall include the GPO Purchase Order, Jacket, Program, and Print Order Number.

All sample items shall be printed and bound, as specified herein, and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested for conformance of materials and must comply with the specifications as to construction, kind, and quality of materials. All samples must be printed on the required paper specified herein.

NOTE: Samples will be tested on a Dynetics Intelli-Fold Mailer/Stuffer System.

Contractor must submit samples to: Corbin Production Facility, Attn: Rick Harris, 203 Allison Boulevard, Corbin, KY 40701. (Telephone: (606) 526-2810, extension 210)

Contractor must submit samples in sufficient time to allow Government testing of the samples and complete production and distribution in accordance with the contract schedule.

The Government will approve, conditionally approve, or disapprove the samples within five (5) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government. The Government will require the time specified above to inspect and test any additional samples required.

In the event that the samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities and on the equipment in which the contract production quantities

are to be manufactured.

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

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

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

PRINTING: Print form face only in four-color process. Printing consists of text matter and agency seal.

NOTE: GPO imprint must not print on the final product.

MARGINS: Margins will be as indicated on the print order or electronic media.

BINDING: Trim four sides. Micro-perforate horizontally across the entire 8-1/2” dimension, 5-1/2” down from top of form.

PACKING: Pack suitable in shipping containers in quantities of 2,500 per container. Insert a separator sheet between each 100 copies.

NOTE: All containers must include a packing slip.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery/shipping process.

Pallets required.

Containers must be stacked on 48 x 40” 4-way pallets. Containers must be stacked so that the total height of the pallet (including the pallet itself) does not exceed 54”.

LABELING AND MARKING: Contractor must use furnished electronic file to create shipping labels for all containers, including proofs, prior to production samples, and distribution.

Shipping labels must include title of product, form number, revision date, department, requisition number, jacket number, program/print order numbers, quantity per container, and quantity per package. Shipping labels will have bar code included.

NOTE: When completing the label, the contractor must have at least Adobe Reader 7, all information must be typed in capital letters, and the date must be in MM/DD/YYYY format.

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 execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: Department of Homeland Security/USCIS, Western Forms Center, Attn: Receiving, 5160 Richton Street, Suite G, Montclair, CA 91763. (Telephone: (909) 949-7131 or 7193)

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to U.S. Government Printing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to: Department of Homeland Security/USCIS, Western Forms Center, Attn: Receiving, 5160 Richton Street, Suite G, Montclair, CA 91763. (Telephone: (909) 949-7131 or 7193)

NOTE: On an occasional order, contractor may be required to deliver f.o.b. destination a portion of the quantity ordered to Corbin Production Facility, Attn: Rick Harris, 203 Allison Boulevard, Corbin, KY 40701. (Telephone: (606) 526-2810, extension 210). Quantity to be specified on the print order.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 680-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery method, and title of product.

Upon completion of each order, contractor must fax a copy of the signed delivery receipt to (202) 233-2890.

Upon completion of each order, contractor must deliver five (5) sample copies to: Department of Homeland Security/USCIS, DMD Program Management Branch, Attn: Vera Ballenger, Suite 200, 633 3rd Street, NW, Washington, DC 20529-2225. Inside delivery is required.

Upon completion of the contract, contractor must return all furnished materials and digital deliverables to: Department of Homeland Security/USCIS, DMD Program Management Branch, Attn: Vera Ballenger, Suite 200, 633 3rd Street, NW, Washington, DC 20529-2225. Inside delivery is required.

All expenses incidental to picking up and returning materials, submitting proofs and prior to production samples, 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: Department of Homeland Security/USCIS, DMD Program Management Branch, 633 3rd Street, NW, Washington, DC 20529-2225.

Proofs must be emailed to the email address specified on the print order.

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.

Contractor must complete production and distribution within 30 workdays of receipt of notification of the availability of print order and furnished material.

No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.

Proofs will be withheld no more than five (5) workdays from their receipt at the ordering agency until they are available for pickup by the contractor. (NOTE: The first workday after receipt of proofs at the ordering agency is day one of the hold time.)

No specific date is set for submission of prior to production samples. Samples must be submitted in sufficient time to allow for Government testing and revised samples if contractor's errors are judged serious enough to require them.

The Government will approve, conditionally approve, or disapprove the samples within five (5) workdays of the receipt thereof. (NOTE: The first workday after receipt of samples at the ordering agency is day one of the hold time.)

All proof, prior to production sample, and transit time is included in the 30-workday schedule.

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

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (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."

	(1)	(2)
I.	3	4,500

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 non-responsive.

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 non-responsive.

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.

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

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
Per Product.....	\$ _____	\$ _____

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)

EXHIBIT A



U.S. Citizenship and Immigration Services

Your Application Has Been Approved.

Here is your new card. The expiration date is shown on the front.

Please Check Your Card To Verify That the Information Is Correct.

If you find an error on it, please call us at the telephone number provided below.

Please Protect Your Card.

Please Read This Notice.

It has important information. We also recommend that you keep this notice for your records.

If you ever have questions about immigration benefits and procedures, or wish to have an application mailed to you, please call our USCIS National Customer Service Center at **1-800-375-5283**, or Check our website at <http://www.uscis.gov>.

USCIS has a guide for new Permanent Residents called *Welcome to the United States: A Guide for New Immigrants*. It has important information about your rights and responsibilities. The guide is available in English and 13 other languages at <http://www.uscis.gov/newimmigrants>

Additional Information About Your Card

USCIS issues several kinds of cards for different purposes. Please read how to use your card. Always carry your card in the United States and show it when you re-enter the United States. Please keep this information for your future reference.

Permanent Resident Card

Your card has an expiration date.

- If you are a conditional resident, you should apply to remove the conditions 90 days before your card expires.
- If you are a permanent resident, the expiration date does not affect your status, but you should use form I-90 to apply for a new card 90 days before this card expires.

As a resident you should be aware of other immigration services:

- If your card is lost, stolen, or becomes damaged, or your name or other information shown on your card changes, use Form I-90 to apply for a new card.
- If you are going to travel and believe you may be gone a year or more, you should apply for a reentry permit *before you leave* - see Form I-131 for information.
- You can sponsor the immigration of certain relatives - see Form I-130 for information.
- Permanent residents can become American citizens. Usually, you have to be a permanent resident for 5 years, but in some circumstances you can apply earlier - see Form N-400 for information.

Employment Authorization Card and Advance Parole Card

You are authorized to work consistent with any conditions shown on the card until it expires.

- If you apply for a job, you may show your card to the employer to show you are authorized to work while the card is *valid*.
- If you are already employed and this card extends your employment authorization, you may show this new card to your employer to show that your work authorization has been extended.

Your EAD card is also evidence of your status. Please see the enclosed important advisory.

Replacement Citizen Card

Use your card as evidence of your U.S. Citizenship.

(This replacement card is only issued to certain American Indians and persons from the Northern Mariana Islands who were previously issued this kind of card.) You do not need to carry your card while in the United States.

Student/Exchange Visitor Card

Use your card to show that you are a valid F, J, or M nonimmigrant student, exchange visitor, or dependent. This card does not grant employment authorization. To apply for employment authorization, use Form I-765.