

Program:	783-S							
Term:	Date of Award to October 31, 2023							
Title:	Information Dissemination for The Visually Impaired							<b>CURRENT CONTRACTOR</b>
			<b>ALABAMA INDUSTRIES</b>					ASSOCIATED SERVICES
			<b>FOR THE BLIND</b>		<b>SeeWriteHear, LLC</b>			FOR THE BLIND AND
		BASIS OF	Talladega, Al		Scottsdale, AZ			VISUALLY IMPAIRED, INC.
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>PROOFS:</b>							
(a)	Braille Proofs.....per volume.....	14	\$50.00	\$700.00	\$140.00	\$1,960.00		
(b)	Large Print Proofs.....per product.....	5	\$50.00	\$250.00	\$140.00	\$700.00		
								<b>Due to changes in specification, current contractor prices will not</b>
<b>II.</b>	<b>BRAILLE PUBLICATIONS-TRANSCRIPTION AND DUPLICATION:</b>							<b>be shown.</b>
(a)	Braille Products (other than Reprint).....per Braille page.....							
1.	<b>Braille Transcription Charge.....</b>	760	\$7.25	\$5,510.00	\$6.01	\$4,567.60		
2.	<b>Braille Duplication.....per 100 pages.....</b>	1530	\$14.50	\$22,185.00	\$7.03	\$10,755.90		
(b)	Braille Products (Reprints).....per Braille page.....							
1.	<b>Braille Transcription Charge.....</b>	XXX	XXX	\$0.00	XXX	\$0.00		
2.	<b>Braille Duplication.....per 100 pages.....</b>	580	\$14.50	\$8,410.00	\$11.50	\$6,670.00		
(c)	Braille Ready File (BRF).....							
1.	<b>Braille Transcription Charge.....</b>	200	\$7.25	\$1,450.00	\$6.01	\$1,202.00		
2.	<b>Braille Duplication.....per 100 pages.....</b>	XXX	XXX	\$0.00	XXX	\$0.00		
<b>III.</b>	<b>LARGE PRINT PUBLICATIONS - PRINTING:</b>							
(a)	Large Print Products including Reprints.....per 100 leaves.....							
1.	<b>One-Sided Printing.....</b>	300	\$17.50	\$5,250.00	\$12.66	\$3,798.00		
2.	<b>Two Sided Printing.....</b>	630	\$19.97	\$12,581.10	\$8.61	\$5,424.30		
<b>IV.</b>	<b>PRINTING COVER PAGE:</b>							
(a)	Printing Braille Cover 1 in the black ink and in Braille ( also referred to as " Spine Landing").....per cover page.....	3500	\$2.40	\$8,400.00	\$1.50	\$5,250.00		
(b)	Printing Large Print Cover 1 in black ink.....per cover page.....	1800	\$2.05	\$3,690.00	\$1.50	\$2,700.00		
	<b>CONTRACTOR TOTALS</b>			<b>\$68,426.10</b>		<b>\$43,027.80</b>		
	<b>DISCOUNT</b>		<b>1.00%</b>	\$684.26	<b>0.00%</b>	\$0.00		
	<b>DISCOUNTED TOTALS</b>			<b>\$67,741.84</b>		<b>\$43,027.80</b>		
								<b>AWARDED</b>

**U.S. GOVERNMENT PUBLISHING OFFICE**  
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Information Dissemination for the Visually Impaired***

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

**Social Security Administration (SSA)**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **Date of Award** and ending **October 31, 2023**, plus 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 opened at 11:00 a.m., prevailing Eastern Standard Time (EST), on **October 27, 2022** at the U.S. Government Publishing Office, APSDC. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

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

The Program 783-S and the bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

**NOTE TO BIDDER:** *This program was formerly 378-S.* These specifications have been extensively revised; therefore, all bidders are strongly encouraged to ask questions regarding the program requirements prior to bidding and are cautioned to familiarize themselves with all provisions of these specifications before bidding with particular attention to the following:

- R-1 – Removal of requirements for CD-ROM Publications (Audio) and Word Files (Large Print)
- Allow for subcontracting of Large Print Documents

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

For information of a technical nature, call **Starr Thompson** at (202) 512-2114 or email [sthompson@gpo.gov](mailto:sthompson@gpo.gov).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 9-19)).

**GPO Contract Terms** (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

**GPO QATAP** (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

**SUBCONTRACTING:** The predominant production function for this procurement is Braille transcription and Braille duplication. Any bidder who must subcontract these operations will be declared non-responsible.

Contractor may subcontract the printing of the Large Print Documents.

**NOTE:** The contractor shall be responsible for enforcing all contract requirements outsourced to a subcontractor.

If the contractor needs to add a subcontractor at any time after award, the subcontractor must be approved by the Government prior to production starting in that facility. If the subcontractor is not approved by the Government, then the contractor must submit new subcontractor's information to the Government for approval **30 calendar days** prior to the start of production at that facility.

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

Product Quality Levels (from GPO Publication 310.1):

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

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 (from GPO Publication 310.1) for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimension in Publication/ Camera Copy/Electronic Media/Manuscript Copy

**QUALITY CONTROL DOCUMENTS** - All current and future documents and publications set forth by the Braille Authority of North America ([www.brailleauthority.org](http://www.brailleauthority.org)) shall apply. In the event of conflict between the documents and publications referenced herein and the content of this specification, the content of this specification shall be considered a superseding requirement.

- Unified English Braille (UEB), <http://www.brailleauthority.org/ueb.html>
- Rules of Unified English Braille (UEB), Second Edition (2013 or most recent edition)
- UEB Guidelines for Technical Material (2014 or most recent edition)
- Braille Formats: Principles of Print-to-Braille Transcription (2016 or most recent edition)
- Provisional Guidance for Transcribing Mathematics in UEB (2019 or most recent edition)
- Guidance for Transcription Using the Nemeth Code within UEB Contexts (2018 or most recent edition)

**QUALITY CONTROL PROCEDURES** - The contractor shall prior to start-up, put into effect within their own organization and maintain throughout the life of this contract, a quality control program that will ensure the Government's quality assurance, inspection, and acceptance provisions herein are met or exceeded. The quality control program should include, but not be limited to, the following elements: incoming material inspection, in-process manufacturing inspection, and outgoing inspection of all finished products (including proofreading of all Braille materials to ensure accuracy of transcription and Large Print materials to ensure accuracy of printing). The program must provide for periodic sampling during the run and provide for backing up and rerunning in the event of an unsatisfactory quality sample.

***On-Site Inspections*** – The Government has the right to inspect and test all supplies called for, to the extent practicable, at all places and times, including the period of manufacture (including bindery, packing, labeling, and/or distribution operations), and in any event before acceptance. The Government shall perform inspections and tests in a manner that will not unduly delay performance and assumes no contractual obligation to perform any inspection and test for the benefit of the contractor unless specifically set forth elsewhere. Reference GPO Contract Terms, Contract Clauses, Article 14, “Inspection and Tests”.

***Evaluation*** – All products will be evaluated for accuracy of content, technical specifications, printing, usage, construction, and quality. Braille products will also be evaluated for conformance with Braille codes; size and spacing of Braille dots, cells, and lines; quality and size of paper; margins; number of cells per line; number of lines per page; numbering; pages per volume; and binding and Large Print products for paper size including cover stock and binding.

***Rework*** – If a significant fault is found in the production units that can be traced to a lack of adequate production control of inspection, the necessary control or inspection shall be instituted without additional charge to the Social Security Administration. A significant fault is defined as an error that would prevent the user from deriving a completely correct answer or would impair the agency’s commitment to quality and professionalism.

***Recall*** – Braille products produced for the Social Security Administration shall be free of translation and/or embossing defects and are subject to recall. Repressing shall be at the expense of the contractor based on the above criteria. It shall be the prerogative of the Contracting Officer to initiate a recall at his/her discretion.

**WARRANTY:** Contract Clause 15, “Warranty”, of GPO Contract Terms (GPO Pub. 310.2) is amended for this program to the effect that the warranty period is EXTENDED from 120 days to one (1) calendar year from the date the check is tendered as final payment. All other provisions remain the same.

**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 periodic pricing adjustments(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** through **October 31, 2023** 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 **July 31, 2022** called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

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

**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 and/or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

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

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

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications may be reviewed by Government representatives with the contractor's representatives at the Social Security Administration, 6401 Security Boulevard, Baltimore, MD 21235 immediately after award. At the Government's option, the postaward conference may be held via teleconference.

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

**NOTE:** The Government reserves the right to waive the Preaward Survey and/or the Postaward Conference.

**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 **October 31, 2023**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

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

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

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

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

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:**

The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following –

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**PAYMENT:** Upon completion of each order, prior to submitting billing invoice to GPO for payment, the contractor shall submit an itemized statement for billing to the ordering agency for examination and certification as to the correctness of the billing. Unless otherwise specified, contractor to submit billing to Melissa Picone (email: [melissa.picone@ssa.gov](mailto:melissa.picone@ssa.gov)). After agency verification, contractor must submit the signed, verified billing invoice to the U.S. Government Publishing Office for payment.

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

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

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

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <http://www.gpo.gov/finance/index.htm>.

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

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of products for the visual impaired for the following three (3) identified workloads:

1. Braille Publications
2. Large Print Publications
3. BRF (Braille)

The identified workloads above require operations such as:

- Braille transcription into Contracted [Grade 2] Unified English Braille [UEB]
- Braille page duplication/embossing
- Braille spine labeling, and printing of cover 1 in black ink
- Large print printing in black ink (including cover 1)
- Proofreading
- Proofs
- Binding, packing, distribution
- Digital deliverables

**TITLE:** Information Dissemination for the Visually Impaired.

**FINISHED SIZE:**

Braille Publications 11" x 11-1/2"

Large Print Publications 8-1/2" x 11"

**NUMBER OF PAGES:** The majority of Braille orders will require transcription of approximately 1 to 20 Government furnished pages with an occasional order for up to 64 Government furnished pages. The majority of Large Print orders will require printing of approximately 1 to 50 Government furnished pages with an occasional order for 160 Government furnished pages.

**QUANTITY:** No Quantity Variations Allowed.

Braille Publications Up to 500 copies - average 300 copies per order.

Large Print Publications Up to 500 copies - average 300 copies per order.

BRF File (Braille) One file per order.

**FREQUENCY OF ORDERS:** Approximately 30 orders per year.

Orders will be placed throughout the year. The majority of orders will be placed between February and April, and August through September. The following is anticipated:

<b><u>Product/ Workload</u></b>	<b><u>Frequency of Orders per Year</u></b>	<b><u>Average Government Furnished Pages</u></b>
Braille Publications	16 orders annually (13 new orders and 3 reprints)	20
Large Print Publications	10 orders annually (5 new orders and 5 reprints)	50
BRF File (Braille)	4 orders annually	20



The projected frequency of orders and quantities stated above are based on historical data, projections, and trends and should not be construed as a guarantee of the volume of work, which may be ordered during the term of this contract. Contract requirements have been known to fluctuate greatly from year to year.

In addition, please note that the above quantities DO NOT INCLUDE GPO Rider Copies. A GPO Rider Memorandum will be included with each print order for Braille and Large Print Publications with the exception of reprints. GPO updates their rider quantities yearly and provides SSA with GPO Rider Memorandums in September of each year.

**NOTE:** The Government reserves the right to increase or decrease the quantity of orders placed on this contract annually by up to 30%.

**Reprints** - Reprints are defined as an order for additional copies of a previously produced product. When reprints are ordered, the Contractor will not be reimbursed for Braille Transcription charges as described in GPO Schedule of Prices.

**Volumes** - Some orders for Braille may require multiple volumes. Braille books are limited to 60 leaves (120 pages). Each item with greater than 60 leaves of Braille will need to be divided into multiple volumes. Each volume shall be separated by natural changes in the subject matter. A Table of Contents and Cover Page will be required for each volume. Contractor is required to produce as many volumes as necessary. We do not anticipate multiple volumes for Large Print products.

**GOVERNMENT TO FURNISH:** Electronic media via e-mail.

Electronic media may include but is not limited to:

- Text Pages (manuscript) for Braille Publications and BRF.
- Cover 1 and text pages converted to Large Print for use in Large Print Publications.
- Covers: SSA Logo Artwork and Cover Template for the ink printing of Cover 1. These files will be provided after award of the contract and when changes are made. Contractor is required to maintain the most current artwork and template.
- GPO Form 2511 (print order)
- GPO Rider Memorandum (when applicable)

Orders that contain printed text pages will be sent via small package common carrier at the contractor's expense.

Electronic Media will be furnished as follows:

*Platform:* Macintosh OSX; IBM (or compatible) with Windows

*Storage Media:* Files furnished via e-mail, CD-R/RW or DVD-R/RW

Files will be furnished in PostScript, Native application, or Portable Data Format (PDF).

*Furnished Sources:* Microsoft Word File, PDF, Printed Pages, Electronic/Digital File

*Software:* Adobe Creative Suite (InDesign, Photoshop, Illustrator); Adobe Acrobat, Microsoft Word, Microsoft Excel, Microsoft PowerPoint

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

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

*Fonts:* All printer and screen fonts will be furnished as applicable

The contractor is cautioned that furnished fonts are the property of the Government and/or its contractors. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

A construction sample of each product may or may not be furnished.

Distribution will be included on each print order.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the 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.

**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 Melissa Picone at (410) 965-3350 (e-mail to: [melissa.picone@ssa.gov](mailto:melissa.picone@ssa.gov)). Contractor must notify SSA as soon as possible in order to comply with the required schedule.

When required by the Government, the contractor shall make all revisions to the furnished electronic files. Prior to making revisions, the contractor must copy the furnished file(s) and make all changes to the copy.

**Digital Deliverables** – Upon completion of each Braille order (excluding reprints), the contractor must furnish a final production BRF File with the Government Furnished Materials (GFM). The digital deliverables must be an exact representation of the final printed product and returned via email to Melissa Picone at [melissa.picone@ssa.gov](mailto:melissa.picone@ssa.gov) within two (2) workdays after shipment. The file name must include the Print Order Number. The subject line of the email must include the Print Order Number, SSA Requisition Number, and Publication Title. The BRF File must be suitable for subsequent reprinting without reformatting. The file must be unlocked and must not contain any crop marks, specification bars, grayscales, slug lines, cross hairs, etc.

## **BRAILLE PUBLICATIONS**

### ***TRANSCRIPTION AND DUPLICATION***

The contractor must provide the skill and expertise necessary for producing the highest quality Braille products.

The contractor will be required to transcribe furnished pages into Contracted (Grade 2) Unified English Braille (UEB), and reproduce the transcribed Braille characters into face and back (Interpoint) pages, and/or BRF Files as ordered.

The Braille standard shall be the Braille Formats sponsored by the Braille Authority of North America (BANA), including Unified English Braille (UEB).

Each transcribed page (including content page) must include the page number from the furnished pages and corresponding Braille page number including the alpha characters that precede the page number.

Contractor is responsible for performing all necessary proofreading to ensure conformity with copy submitted.

All Braille number formatting shall be formatted in "Literary Style" or in accordance with Nemeth standards.

**Forms and Documents** – Forms and documents will be presented in a narrative format. Mathematical format will be Nemeth code. A dash will be used to indicate space provided for a response. Shaded areas will be indicated by the word "Shaded." All numbered entries will begin at the left hand margin. All carry-over lines will begin at the third cell.

**Tables and Charts** – Contractor is to use appropriate formatting for tables and charts, including paragraph formatting.

When tables are seven rows or less, tables shall be formatted by repeating the headings in front of each column entry for each row. When tables are 8 or more rows, tables shall be formatted by placing the column header information at the top of each Braille page and including a transcriber note before each table begins letting the Braille reader know that the column headers shall appear as such. The columns shall be written in linear form and not on facing pages. Column I shall begin at the margin followed by a colon, each succeeding column shall be followed by a semicolon, and carryover lines shall begin three spaces from the margin. The information in the rows following the header row shall be separated by semicolons indicating the next column. The stair-step method is not acceptable.

**Text Matter** – For the purpose of interpreting the BANA standards, the text matter to be transcribed should be described as "simple" when it contains straightforward composition (textual matter) and "complex" when it contains extensive editing (tables, charts, forms, and graphics, or a combination thereof).

When a single page within the "print" text repeats the title of the document and/or the section number and title, this shall be omitted from the Braille transcription. Running heads shall not be used.

**Columns** - When columns fit on one page, they will be separated, where space permits, by leader dots (dot 5) for easy tracing by the reader. However, if space does not permit, columns shall be separated by at least two spaces.

When material has too many columns to fit on one Braille page, the columns will be written in linear form and not on facing pages. Column I will begin at the margin followed by a colon, each succeeding column will be followed by a semicolon, and carryover lines will begin three spaces from the margin.

Column headings shall only be given on the first page of columnar material, not on succeeding pages, unless the headings change.

If there are lengthy phrases or sentences within a column, the material may be written in paragraph form, with any secondary or succeeding columns as subparagraphs.

**Pagination** – All print pagination should be referenced, retaining the print pagination of the original document. When material being transcribed references a page number (in the printed version) a print page indicator is inserted on the Braille page corresponding to the page being referenced. Braille page numbers should appear in the lower right hand corner of the Braille page and print page numbers should appear in the upper right hand corner of the Braille page.

If the print page exceeds more than one Braille page, the additional pages shall be numbered using a combination of alpha and numeric characters. For example, if print page one equals 3 Braille pages, the first page will be "1", the second page will be "a1", the third page will be "b1", etc. Braille page numbers consistent to the Braille document should be placed at the bottom right corner of the page.

The contractor will be required to associate any page number referenced within the document to its corresponding Braille page number.

**Braille Placement** – Braille shall be placed on both sides of the page with exception of the following: complex diagrams and charts, the inside front cover, back cover, or where formatting requirements dictate that a given item should start on a new odd page.

**Braille Size and Margins/Spacing** – See the *Size and Spacing of Braille Characters* fact sheet on the Braille Authority of North America's website (<http://www.brailleauthority.org>) for the standards for Braille embossed on paper.

- The margins at the top, bottom, and outside edges of the pages shall be at least 1/2". At the binding edge, the margin shall not be less than 3/4" after binding. The contractor is responsible for maintaining consistent and uniform margins throughout the document.
- There shall be a maximum of 40 cells per line beginning in cell one.
- There shall be no more than 25 lines per page for standard sized Braille pages.

**Table of Contents** – The contractor will be required to create a Table of Contents page(s) for each volume that includes all major headings in the text. This must contain the “print” page number and corresponding Braille page number. If the product contains more than one volume, there must be a master table of contents in volume one. This deviates from the standards set forth in Braille Formats and takes precedence. All subsequent volumes must contain an individual table of contents for that specific volume.

If nothing has been omitted, the following statement shall be made at the end of the table of contents of the first volume:

“This Braille edition contains the entire text of the print edition.”

If material has been omitted, the following statement shall be made at the end of the table of contents of the first volume, what parts of the text of the “print” have been omitted. This also includes copies of duplicate forms. The following statement shall be made in the case of omissions:

“This Braille edition contains the entire text of the print edition except...”

**Major Headings** – Major headings centered in the “print” text shall be centered in the Braille transcription and the line before and after the centered heading shall be blank.

**Formatting for Emphasis** – When the original furnished material has words or phrases underlined, Italicized or in bold for emphasis only, the following rule shall apply:

- For single words, the contractor shall use single italics to denote importance.
- For multiple words, phrases, or paragraphs, the contractor shall use double italics to denote importance.
- All URLs and other links are excluded from this rule.

**Check Boxes** - When there are check boxes, the following convention should be followed:

- If the check box is not checked or is blank, then it should be represented by three dashes.
- If the check box is selected, then the Braille document should include the words “(selected).”
- The location of the dashes or text should follow the order received in the remediated document.

## **LARGE PRINT PUBLICATIONS**

### ***PRINTING***

The contractor will be required to print the furnished Large Print pages as either one- or two-sided printing in black ink as ordered. One- or two-sided printing will be specified on the print order. See “PRINTING, LARGE PRINT PUBLICATIONS” for printing requirements.

**PROOFREADING:** The contractor is responsible for performing ALL necessary proofreading to ensure conformity with copy submitted. The contractor shall provide in-line quality assurance processes to ensure that 100% of the original text is not changed in the final product created by the contractor.

**PROOFS:**

After proofreading is complete and prior to commencement of production of the contract production quantity, the contractor must submit -

**Braille Publications** - One (1) Braille-embossed hardcopy proof. The proof must be printed and constructed as specified, and must be of size, kind, and quality that the contractor will furnish.

**Large Print Publications** - One (1) press quality Adobe Acrobat (most current version) PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Braille proofs are to be submitted to: SSA, Melissa Picone, DMIM, 6401 Security Boulevard, 3-B-10-F Annex Bldg., Baltimore, MD 21235, and Large Print PDF proofs to melissa.picone@ssa.gov.

If applicable, furnished manuscript or electronic media must be returned with the proofs.

For hardcopy proofs, the container and accompanying documentation shall be marked "PROOF" and shall include the GPO jacket, purchase order, and program numbers. The required proofs, plus the furnished government material must be submitted according to the requirements for the regular or accelerated schedule. See "SCHEDULE".

SSA reserves the right to make changes to all proofs. The Government may require one (1) or more sets of revised proofs before rendering an "O.K. to Print."

The contractor will be responsible for performing all necessary proofreading to ensure that the proofs are in conformity with the copy submitted.

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

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

All proofs must be manufactured at the facility in which the contract production quantities are to be manufactured. Manufacturing of the final product prior to approval of the proof submitted is at the contractor's risk. The proof will not be returned to the contractor. The Government will provide approval, conditionally approval, or disapproval to the contractor via email.

**NOTE: THE CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF AN "OK 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. 13" dated September 2019.

Government Paper Specification Standards No. 13 –

[https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf)

### **BRaille PUBLICATIONS**

**Text/Cover** – At contractor's option, white or light colored 100 lb. tag Braille paper suitable for producing Braille products. Braille paper must be neither so thin as to produce dots that are broken at the top, nor so thick as to cause low or uneven dots.

All paper used must be of a uniform thickness, color, weight and texture throughout each production run.

### **LARGE PRINT PUBLICATIONS**

**Text** – White Uncoated Text, basis weight: 50 or 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

**NOTE:** Paper must be opaque.

**Cover** – Colored Vellum-finish cover, basis weight: 65 lbs., per 500 sheets, 20 x 26", equal to JCP Code L20. Required colors: Vermillion, Canary Yellow, and Sand Gray

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

All text paper used for each order must be of a uniform shade. All cover paper must have the grain parallel to the spine.

Text and cover paper to be used will be specified on each print order. Cover colors are subject to change.

### **PRINTING:**

### **BRaille PUBLICATIONS**

**Cover Page** – The front cover (cover page 1) shall consist of printing in black ink and a Braille spine label. Cover pages 2, 3, and 4 are blank.

It will be required that the volumes, when applicable, be separated by natural changes in the subject matter. This may produce different size volumes. No volume can be larger than 60 leaves (120 pages). A cover page is required for each volume.

The front cover (cover 1) shall contain the following in black ink (follow cover template provided at time of award for layout):

Social Security Logo and Tagline

Title	e.g., 2019 Red Book
Subtitle (if applicable)	e.g., A Summary Guide to Employment Supports for Persons with Disabilities under the Social Security Disability Insurance and Supplemental Security Income Programs
Volume(s)	
Braille Pages	
Print Pages	
SSA Website	<a href="http://www.socialsecurity.gov">www.socialsecurity.gov</a>
Agency Name	Social Security Administration
SSA Publication #	e.g., SSA Publication No. 64-030
Revision Date	e.g., January 2019

The front cover (cover 1) (also referred to as “Spine Labeling”) must also contain the information imaged on the cover page transcribed into Braille, placed approximately 2” from and reading parallel with the bound edge. Each item should be placed on a different line in the following order:

Title	e.g., 2019 Red Book
Subtitle (if applicable)	e.g., A Summary Guide to Employment Supports for Persons with Disabilities under the Social Security Disability Insurance and Supplemental Security Income Programs
Volume(s)	
Braille Pages	
Print Pages	first and last print pages covered in volume
SSA Website	<a href="http://www.socialsecurity.gov">www.socialsecurity.gov</a>
Agency Name	Social Security Administration
SSA Publication #	e.g., SSA Publication No. 64-030
Revision Date	e.g., January 2019

### **LARGE PRINT PUBLICATIONS**

At contractor’s option, the product may be produced via conventional offset or digital printing provided that Quality Level IV standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology.

Products print face only (one-sided) or face and back (two-sided, head-to-head) in black ink. Publications will require a separate cover. One- or Two-Sided printing will be specified on the print order.

**Cover Page:** The front cover (cover page 1) shall consist of the following to be printed in black ink. Cover pages 2, 3, and 4 are blank.

#### Social Security Logo and Tagline

Title	e.g., 2019 Red Book
Subtitle (if applicable)	e.g., A Summary Guide to Employment Supports for Persons with Disabilities under the Social Security Disability Insurance and Supplemental Security Income Programs
SSA Website	<a href="http://www.socialsecurity.gov">www.socialsecurity.gov</a>
Agency Name	Social Security Administration
SSA Publication #	e.g., SSA Publication No. 64-030
Revision Date	e.g., January 2019

### **BINDING AND CONSTRUCTION:**

#### **BRILLE PUBLICATIONS**

Trim four sides, comb-bind on the 11” dimension with black plastic combs of suitable capacity or saddle-stitch in two places across the 11” dimension and trim three sides. When saddle-stitching, each product must contain complete 4-page signatures. Single leaves connected with a lip (i.e., binding stub) to either left or right side of stitches will not be allowed. Binding must not go through the printing or Braille.

**NOTE:** Some orders for Braille may require multiple volumes. No volume can be larger than 60 leaves (120 pages). The contractor will be required to separate volumes by natural changes in the subject matter. This may produce different size volumes. See “VOLUMES” for additional specifications.

## **LARGE PRINT PUBLICATIONS**

Trim four sides, comb-bind with black plastic combs of suitable capacity or side-stitch in two places on the 11” dimension. When side-stitching, the stitch must be inserted into the front cover, through the inside pages, and out the back cover, then pinched closed on the back side approximately 3/8” from and parallel to the left edge. Some products may require stitching over 3/4” in depth. Binding must not go through the printed text.

**NOTE:** We do not anticipate multiple volumes for Large Print products.

**PACKING:** The contractor is responsible for the proper packaging of all items shipped.

Braille: Pack suitable in shipping containers as not to crush the Braille or crease the pages. If multiple volumes, the contractor must collate the product volumes together so that all volumes of each product are packed together.

Large Print: Pack suitable per shipping container.

Shipping containers must not to exceed 25 lbs. when fully packed.

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

## **LABELING AND MARKING:**

### ***Bulk Shipments –***

Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on [www.GPO.gov](http://www.GPO.gov), fill in appropriate blanks, and attach to shipping containers

### ***Mailed Shipments –***

When mailing via USPS “Free Matter”, the contractor must place the words “FREE MATTER FOR THE BLIND” in the upper right corner of the address side of each shipping container where the postage would normally be placed. These words may be printed, rubber stamped, or handwritten on the shipping container. The contractor must affix a recipient address label (created by the contractor) to each shipping container. Contractor is responsible for duplicating labels as needed. The following information should be included on the outside of each shipping container:

- Program Number
- Print Order Number
- Form/Publication Title
- Form/Publication Number
- Quantity per Container
- Package Number/Total Number of Packages (i.e., 1 of 3, 2 of 3, 3 of 3)

**DISTRIBUTION:** Deliver f.o.b. contractor’s city within the commercial zone of Baltimore, MD and Washington, DC. Complete addresses and quantities will be furnished with each print order.

Entrance to the receiving platform for the one (1) delivery destination at the Social Security Administration has a maximum height clearance. It is the responsibility of the contractor to provide shipment to this platform as follows:

- 6301 Security Boulevard, Baltimore, MD 21235 – 13’6”

Inside delivery to room number specified is required.



***SSA Copies –***

Contractor is to ship Braille product delivering to SSA at the “FREE MATTER FOR THE BLIND” rate, unless otherwise specified on the print order. The contractor is cautioned that “FREE MATTER FOR THE BLIND” labeling may be used only for the purpose of mailing material produced under this contract. The contractor is responsible for all costs incurred in transporting product to the post office.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for “Domestic Mail” and “International Mail” as applicable.

Contractor is to ship Large Print products delivering to SSA using SSA’s small package common carrier (SPCC) shipping account unless otherwise specified on the print order. The contractor will be responsible for providing the carrier with all packages addressed and sorted to meet the requirements of the SPCC. Contractor must create the shipping manifest if required by the SPCC.

***GPO Rider Copies –***

All GPO Rider Copies shall be delivered by traceable means: Registered Mail or Signature Service if by freight. No deviations from shipping instructions will be permitted. Contractor will be reimbursed for all postage costs or freight by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

The ship/delivery date indicated on the print order is the date products ordered for delivery f.o.b. contractor’s city must be delivered to the USPS or picked up by the SPCC.

**RETURN OF GOVERNMENT FURNISHED MATERIALS:** Upon completion of each order, all Government furnished material, and digital deliverables, must be returned to: SSA, Melissa Picone, DMIM, 3-B-10-F Annex Bldg., Baltimore, MD 21235, unless otherwise specified on print order. Inside delivery is required.

These materials must be packaged, properly labeled, and returned separate from the entire job via Registered Mail or any other traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

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

**MAILING / SHIPPING DOCUMENTATION:** Within 72 hours of completion of each print order, the contractor must submit a copy of all supporting delivery documentation (i.e. shipping receipts and/or mailing documentation) for each print order via e-mail to [melissa.picone@ssa.gov](mailto:melissa.picone@ssa.gov). Supporting delivery documentation is required for all product mailed/shipped against this contract.

**NOTE:** Contractor must identify the Program and Print Order number in the subject line of all emails.

Upon completion of each order, the contractor must notify the ordering agency on the same day that the product ships via email to the address specified on the print order. The subject line of the email shall be “Distribution Notice for Program 783-S, P.O. XXXXX, Jacket XXX-XXX, Print Order XXXXX.” The notice must provide all applicable tracking numbers, delivery method, and title. Contractor must be able to provide copies of all delivery receipts upon agency request.

**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) together with the furnished material.

Furnished material and proofs must be picked up from and delivered to: SSA, Melissa Picone, DMIM, 6401 Security Boulevard, 3-B-10-F Annex Bldg., Baltimore, MD 21235. Inside delivery required.

No definite schedule for pickup of material can be predetermined.

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

**Regular Schedule:**

Braille Publications –

Contractor to submit all required proofs within seven (7) workdays of receipt of the print order and furnished material.

Proofs will be withheld no more than seven (7) workdays from their receipt at the ordering agency until they are made available for pickup (hard copy proofs) or until changes/corrections/“O.K. to Print” are provided via email. (The first workday after receipt of proofs at the ordering agency is day one of the hold time.)

<u>Number of Furnished Pages (Before Transcription)</u>	<u>Number of Workdays for Complete Production and Distribution (after receipt of an “O.K. to Print”)</u>
1 – 200 Pages	25 Workdays

Large Print Publications –

Contractor to submit PDF soft proof within five (5) workdays of receipt of the print order and furnished material.

Proofs will be withheld no more than five (5) workdays from their receipt at the ordering agency until changes/corrections/“O.K. to Print” are provided via email. (The first workday after receipt of proofs at the ordering agency is day one of the hold time.)

<u>Number of Furnished Pages</u>	<u>Number of Workdays for Complete Production and Distribution (after receipt of an “O.K. to Print”)</u>
1 – 100 Pages	15 Workdays
101 – 200 Pages	25 Workdays

Reprints –

Upon receipt of the print order, the contractor to complete production and distribution of the braille or large print publication. as specified on the order, as follows:

<u>Braille Pages</u>	<u>Large Print Pages</u>	<u>Number of Workdays for Complete Production and Distribution</u>
	1 – 50 Pages	5 Workdays
1 – 100 Pages	51 – 100 Pages	10 Workdays
101 – 300 Pages	101 – 150 Pages	15 Workdays
301 – 400 Pages	151 – 200 Pages	20 Workdays

*Braille-Ready File (.BRF)* –

Contractor is to submit the braille-ready file (.BRF), via email to [melissa.picone@ssa.gov](mailto:melissa.picone@ssa.gov), within seven (7) workdays of receipt of the print order and furnished material.

The ship/delivery date indicated on the print order is the date products ordered for delivery f.o.b. contractor's city must be delivered to the USPS or picked up by the SPCC and the date the braille-ready file is to be emailed to the ordering agency.

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

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

### SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production, which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- |      |     |       |       |
|------|-----|-------|-------|
| I.   | (a) | 14    |       |
|      | (b) | 5     |       |
|      |     | (1)   | (2)   |
| II.  | (a) | 760   | 1,530 |
|      | (b) | xxx   | 580   |
|      | (c) | 200   | xxx   |
|      |     | (1)   | (2)   |
| III. | (a) | 300   | 630   |
| IV.  | (a) | 3,500 |       |
|      | (b) | 1,800 |       |

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**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor’s city for mailed shipments and f.o.b. destination for deliveries within the commercial zones of Baltimore, MD and Washington, DC.

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), NA (Not Applicable), 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 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. PROOFS:**

- (a) Braille Proofs ..... per volume.....\$ \_\_\_\_\_
- (b) Large Print Proof ..... per product .....\$ \_\_\_\_\_

**II. BRAILLE PUBLICATIONS - TRANSCRIPTION AND DUPLICATION:** Prices offered must be all-inclusive in accordance with these specifications; and shall include the cost of all required materials and operations necessary, including stock/paper, transcription, duplication, binding, packing, shipping materials, and digital deliverables for the complete production and distribution of product.

When “Reprint” BRF file is furnished by the Government, a Braille Transcription Charge will not be allowed.

When a BRF is ordered by the Government, a Braille Duplication charge will not be allowed.

UEB Transcription and Page Duplication includes BRF file.

	Braille Transcription <u>Charge</u> (1)	Braille Duplication <u>per 100 pages</u> (2)
(a) Braille Products (other than “Reprints”) ..... per Braille page .....	\$ _____	\$ _____
(b) Braille Products (Reprints) ..... per Braille page .....	\$ <u>XXX</u>	\$ _____
(c) Braille Ready File (BRF) ..... per Braille page .....	\$ _____	\$ <u>XXX</u>

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

**III. LARGE PRINT PUBLICATIONS - PRINTING:** Prices offered must be all-inclusive in accordance with these specifications and shall include the cost of all required materials and operations necessary, including stock/paper, printing in black ink, binding, packing, and shipping materials for the complete production and distribution of product.

	<u>One-Sided Printing</u> (1)	<u>Two-Sided Printing</u> (2)
(a) Large Print Products including Reprints .....per 100 leaves .....	\$ _____	\$ _____

**IV. PRINTING COVER PAGE:** Prices offered must include the cost of all required materials and operations necessary for printing Cover 1 in black ink and in Braille (also referred to as “Spine Labeling”) in accordance with these specifications.

- (a) Printing Braille Cover 1 in black ink  
and in Braille (also referred to as “Spine Labeling”) ..... per cover page .....\$ \_\_\_\_\_
- (b) Printing Large Print Cover 1 in black ink ..... per cover page .....\$ \_\_\_\_\_

**LOCATION OF POST OFFICE:** All mailing will be made from the \_\_\_\_\_

Post Office located at Street Address \_\_\_\_\_,

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_.

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

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

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

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

Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one (1) copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

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

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)  
\_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City – State – Zip Code)

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

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

\*\*\*\*\*

THIS SECTION FOR GPO USE ONLY

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

\*\*\*\*\*