

TITLE: FAFSA on the Web (FOTW) Worksheets and Direct Loan (DL) Forms										
TERM:	Date of Award to August 31, 2015	Page 01	P R O G R A M 0 8 7 6 - S							
	DEPARTMENT OF EDUCATION PROGRAM 0876-S	BASIS OF	Alcom Printing Harleysville, Pa		Gateway Press Louisville, Ky		Gray Graphics Capitol Heights, Md		Highland Computer Forms Hillsboro, Oh	
		AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I	ELECTRONIC PREPRESS:									
(a)	Trim/Page-size unit produced from..... camera copy (DL Forms only).....per page...	48	5.00	240.00	5.00	240.00	2.00	96.00	15.00	720.00
(b)	Trim/Page-size unit produced from..... electronic file (DL Forms only).....per page...	8	4.00	32.00	5.00	40.00	2.00	16.00	5.00	40.00
(c)	Digital color content proofs..... .....per trim/page-size unit...	28	2.00	56.00	5.00	140.00	2.00	56.00	8.00	224.00
(d)	Digital one-piece composite laminated..... .....per trim/page-size unit...	48	10.00	480.00	20.00	960.00	15.00	720.00	20.00	960.00
	PRINTING, BINDING, PACKING AND DISTRIBUTION:									
(a)	FOTW Worksheets - Printing in black and one Pantone color, including outputting from electronic files and binding.....per product...									
(1)	MAKEREADY/SETUP-----	2	600.00	1,200.00	900.00	1,800.00	400.00	800.00	500.00	1,000.00
(2)	RUNNING/1,000 COPIES-----	2,525	6.65	16,791.25	10.50	26,512.50	10.00	25,250.00	23.65	59,716.25
(b)	DL Two-Page Forms - Printing face only in black, including binding..... .....per product...									
(1)	MAKEREADY/SETUP-----	1	50.00	50.00	500.00	500.00	125.00	125.00	100.00	100.00
(2)	RUNNING/1,000 COPIES-----	50	21.00	1,050.00	15.00	750.00	3.00	150.00	6.40	320.00
(c)	DL Two-Page Forms - Printing face and back in black, including binding... .....per product...									
(1)	MAKEREADY/SETUP-----	14	400.00	5,600.00	500.00	7,000.00	150.00	2,100.00	150.00	2,100.00
(2)	RUNNING/1,000 COPIES-----	4,900	6.25	30,625.00	3.50	17,150.00	3.50	17,150.00	5.25	25,725.00
(d)	DL Four-Page Forms - Printing in black, including binding MAKEREADY/SETUP-----									
(1)	MAKEREADY/SETUP-----	1	600.00	600.00	700.00	700.00	200.00	200.00	350.00	350.00
(2)	RUNNING/1,000 COPIES-----	750	7.00	5,250.00	9.50	7,125.00	6.00	4,500.00	9.70	7,275.00
(e)	DL Eight-Page Forms - Printing in black ink, including binding.....per product...									
(1)	MAKEREADY/SETUP-----	3	375.00	1,125.00	1000.00	3,000.00	400.00	1,200.00	500.00	1,500.00
(2)	RUNNING/1,000 COPIES-----	1,500	8.00	12,000.00	16.00	24,000.00	10.00	15,000.00	39.50	59,250.00
(f)	DL Twelve-Page Forms- Printing in black ink, including binding.....per product...									
(1)	MAKEREADY/SETUP-----	1	1,325.00	1,325.00	1100.00	1,100.00	600.00	600.00	750.00	750.00
(2)	RUNNING/1,000 COPIES-----	1,000	22.61	22,610.00	24.00	24,000.00	14.00	14,000.00	53.50	53,500.00
III	PAPER Work/Form - Each page-size leaf White Offset Book (50 or 60-lbs., at contractor's option.....Per 1,000 leaves...									
		16,925	6.54	110,689.50	6.00	101,550.00	6.20	104,935.00	6.00	101,550.00
IV	PREMIUM PAYMENTS When authorized, apply to all items except, Item III Percentage increase.....									
	CONTRACTOR SUBTOTAL			\$209,723.75		\$216,567.50		\$186,898.00		\$315,080.25
	PAPER SUBTOTAL			\$110,689.50		\$101,550.00		\$104,935.00		\$101,550.00
	SUBTOTAL MINUS PAPER			\$99,034.25		\$115,017.50		\$81,963.00		\$213,530.25
	ACCELERATED SCHEDULE	25%		\$24,758.56		\$28,754.38		\$20,490.75		\$53,382.56
	PREMIUM PAYMENT		7.00%	\$1,733.10	10.00%	\$2,875.44	10.00%	\$2,049.08	8.00%	\$4,270.61
	SUBTOTAL PLUS PERCENTAGE INCREASE			\$211,456.85		\$219,442.94		\$188,947.08		\$319,350.86
	DISCOUNT			\$10,572.84		\$4,388.86		\$3,778.94		\$6,387.02
	DISCOUNTED TOTALS			\$200,884.01		\$215,054.08		\$185,168.14		\$312,963.84
	AWARDED									

		Page 02									
DEPARTMENT OF EDUCATION		BASIS	McDonald & Eudy Printers Inc	MPE Business Forms, Inc		NPC, Inc		WBC Inc, d/b/a Lithexcel			
PROGRAM 0876-S		OF	Temple Hills, Md	Dekalb, Il		Claysburg, Pa		Albuquerque, NM			
	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST		
<b>I</b>	<b>ELECTRONIC PREPRESS:</b>										
(a)	Trim/Page-size unit produced from.....										
	camera copy (DL Forms only).....per page...										
	48	5.00	240.00	7.50	360.00	5.00	240.00	5.00	240.00		
(b)	Trim/Page-size unit produced from.....										
	electronic file (DL Forms only).....per page...										
	8	5.00	40.00	5.00	40.00	2.00	16.00	n/c	0.00		
(c)	Digital color content proofs.....										
	.....per trim/page-size unit...										
	28	3.50	98.00	2.50	70.00	1.00	28.00	3.50	98.00		
(d)	Digital one-piece composite laminated.....										
	.....per trim/page-size unit...										
	48	10.00	480.00	20.00	960.00	15.00	720.00	20.00	960.00		
<b>II</b>	<b>PRINTING, BINDING, PACKING AND DISTRIBUTION:</b>										
(a)	FOTW Worksheets -										
	Printing in black and one Pantone color, including outputting from electronic files and binding.....per product...										
(1)	2	350.00	700.00	308.00	616.00	1,100.00	2,200.00	48.00	96.00		
(2)	2,525	10.25	25,881.25	30.49	76,987.25	11.00	27,775.00	10.00	25,250.00		
(b)	DL Two-Page Forms -										
	Printing face only in black, including binding.....per product...										
(1)	1	300.00	300.00	96.00	96.00	152.00	152.00	48.00	48.00		
(2)	50	6.25	312.50	19.13	956.50	3.20	160.00	10.00	500.00		
(c)	DL Two-Page Forms -										
	Printing in black, including binding.....per product										
(1)	14	325.00	4,550.00	130.00	1,820.00	340.00	4,760.00	48.00	672.00		
(2)	4,900	4.00	19,600.00	16.88	82,712.00	3.45	16,905.00	15.00	73,500.00		
(d)	DL Four-Page Forms -										
	Printing face and back only in black, including binding										
(1)	1	275.00	275.00	162.00	162.00	1,025.00	1,025.00	48.00	48.00		
(2)	750	10.25	7,687.50	30.96	23,220.00	6.50	4,875.00	20.00	15,000.00		
(e)	DL Eight-Page Forms -										
	Printing in black ink, including binding.....per product...										
(1)	3	300.00	900.00	348.00	1,044.00	970.00	2,910.00	68.00	204.00		
(2)	1,500	14.00	21,000.00	40.51	60,765.00	9.55	14,325.00	30.00	45,000.00		
(f)	DL Twelve-Page Forms-										
	Printing in black ink, including binding.....per product...										
(1)	1	350.00	350.00	492.00	492.00	1945.00	1,945.00	96.00	96.00		
(2)	1,000	22.00	22,000.00	55.88	55,880.00	11.40	11,400.00	40.00	40,000.00		
<b>III</b>	<b>PAPER</b>										
	Work/Form - Each page-size leaf										
	White Offset Book (50 or 60-lbs., at contractor's option.....Per 1,000 leaves...										
	16,925	6.32	106,966.00	5.94	100,534.50	5.75	97,318.75	\$10.00	169,250.00		
<b>IV</b>	<b>PREMIUM PAYMENTS</b>										
	When authorized, apply to all items except, Item III										
	Percentage increase.....										
	<b>CONTRACTOR SUBTOTAL</b>		\$211,380.25		\$406,715.25		\$186,754.75		\$370,962.00		
	<b>PAPER SUBTOTAL</b>		\$106,966.00		\$100,534.50		\$97,318.75		\$169,250.00		
	<b>SUBTOTAL MINUS PAPER</b>		\$104,414.25		\$306,180.75		\$89,436.00		\$201,712.00		
	25%		\$26,103.56		\$76,545.19		\$22,359.00		\$50,428.00		
		5%	\$1,305.18	20%	\$15,309.04	10%	\$2,235.90	25%	\$12,607.00		
	<b>SUBTOTAL PLUS PERCENTAGE INCREASE</b>		\$212,685.43		\$422,024.29		\$188,990.65		\$383,569.00		
		1%	\$2,126.85	5%	\$21,101.21	0.25%	\$472.48	1%	\$3,835.69		
	<b>DISCOUNTED TOTALS</b>		\$210,558.58		\$400,923.08		\$188,518.17		\$379,733.31		

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***FAFSA on the Web (FOTW) Worksheets and Direct Loan (DL) Forms***

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

Department of Education  
Federal Student Aid (FSA)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending August 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 September 22, 2014.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-811, Stop: PPSB, 732 North Capitol St., 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.

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

For information of a technical nature, Kevin Hodges at (202) 512-1164. (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](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

- (a) 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. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Proofs; Average Type Dimension in Publication; Electronic Media; Camera Copy.
- P-9. 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 August 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 May 31, 2014, 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.

**PAPER PRICE ADJUSTMENT:** Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-01 for *Offset and Text* will apply to all paper required under this contract.
2. The applicable index figures for the month of August 2014 will establish the base index.
3. There shall be no price adjustment for the first three production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{ \_\_\_\_\_\_ } \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.

7. Adjustments under this clause will be applied to the contractor's bid prices for line item III. in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

**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 September 1, 2014 through August 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 worksheets and forms printing in English and Spanish requiring such operations as electronic prepress, proofs, printing, binding, packing, and distribution.

**TITLE:** “FAFSA on the Web (FOTW)” Worksheets and “Direct Loan (DL)” Forms.

### **FREQUENCY OF ORDERS:**

FOTW Worksheets: Approximately 2 to 4 orders per year.

DL Forms: Approximately 20 orders per year.

NOTE: English and Spanish versions of the FOTW will be placed on separate print orders.

### **QUANTITY:**

FOTW Worksheets:

English version – Approximately 500,000 to 2,000,000 copies per order. (One order may be placed for as low as 100,000 copies.)

Spanish version – Approximately 100,000 to 400,000 copies per order. (One order may be placed for as low as 25,000 copies.)

DL Forms:

English version – Approximately 25,000 to 1,000,000 copies per order. (An occasional order may be placed for as low as 15,000 copies.)

### **NUMBER OF PAGES:**

FOTW Worksheets: 4 pages per order.

DL Forms: 2, 4, 8, or 12 pages per order.

### **TRIM SIZE:**

FOTW Worksheet: 8-1/2 x 11” (folded down from 17 x 11”).

DL Form: 8-1/2 x 11”.

### **GOVERNMENT TO FURNISH:**

Camera copy for the DL Forms will be furnished. Camera copy consists of text and line matter to be reproduced same size or at various focuses. (NOTE: During the term of the contract, a Microsoft Word or Adobe Acrobat PDF file may be furnished for the DL Forms.)

Electronic media for the FOTW Worksheets will be furnished as follows –

Platform: IBM or compatible using Windows XP Professional.

Storage Media: CD-R.

Files will be furnished in native application format.

Software: Adobe InDesign CS4; Adobe Illustrator CS3.

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 screen and printer fonts are furnished.

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

Additional Information: Visuals of all files will be furnished. Visuals will show color breaks. Color identification system is Pantone. (Contractor may be required to convert from CMYK or RGB to Pantone colors.) GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Samples from a previous printing to be used as a guide.

Sample of shipping container to be used as a guide (FOTW orders only).

Camera copy for return address for top of container to be reproduced same size (FOTW orders only).

Camera copy for all four sides for containers of 50 and containers of 100 (FOTW orders only). Contractor to size to fit containers.

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., 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 product(s) 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 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. The Government will not

accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

NOTE: Contractor must also furnish final production files of the entire product in a web-optimized PDF file and a final production file of Page 1 only in a JPEG file. The PDF file and the JPEG file must be returned on a separate CD.

**PROOFS: *Proofs, as specified for each product, are required for both the English and Spanish versions.***

FOTW Worksheets – Proofs will be required on all orders placed for the FOTW Worksheets.

Two (2) set(s) of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8" x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; slur targets; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. Proofs must show dot structure. At contractor's option two (2) sets of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2009 or later).

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

NOTE: If the contractor furnishes digital one-piece composite laminated color proofs or film-based proofs, the Pantone colors (with the exception of process yellow) may be substituted with a similar color, but may not be built out of the four process colors.

DL Forms –

When ordered, two (2) sets of digital color content proofs in book form (when applicable). At contractor's option, a film-based composite blueline may be submitted. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product.

**NOTE: The Government may require two (2) or more sets of revised proofs for both the FOTW Worksheets and the DL Forms before rendering an "O.K. to print".**

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](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).  
All text paper used in each copy must be of a uniform shade.

White Offset Book, basis weight: 50 or 60 lbs. per 500 sheets (at contractor's option), 25 x 38", equal to JCP Code A60.

**PRINTING:**

FOTW Worksheet – Print head-to-head in black and one Pantone color. Printing consists of type and line matter and flat tone areas on all pages. Match Pantone number as indicated on the print order.

DL Forms – Print face only or head-to-head in black ink only. Printing consists of type and line matter and flat tone areas on all pages.

FOTW Worksheets must be printed on a press capable of printing two colors in a single pass through the press (minimum two printing units).

**PRESS SHEET INSPECTION:** Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) dated June 2003. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as, BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

**MARGINS:** Margins are as specified on the print order or furnished copy.

**BINDING:** Various binding styles will be ordered as follows –

FOTW Worksheets – Fold from 17 x 11" down to 8-1/2 x 11", title out. Trim three sides.

DL Two-Page Forms – Trim four sides.

DL Four-Page Forms – Fold from 17 x 11" down to 8-1/2 x 11", title out. Trim three sides.

DL Eight-Page and Twelve-Page Forms – Saddle-wire stitch in two places and trim three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to the left or right side of stitches will not be allowed.

NOTE: In lieu of saddle-stitching, contractor may paste on fold.

**PACKING:**

FOTW Worksheets and DL Forms (English version) – Pack in kraft/tan containers.

FOTW Worksheets (Spanish version) – Pack in bleach kraft/white containers.

FOTW Worksheets (English and Spanish) –

Pack in units of 50 or 100 copies, as specified on the print order, not to exceed 45 pounds when fully packed.

All shipping containers should be constructed for quantities of 50's and 100's, as required, so there should be little to

no empty space requiring fill materials. All containers must be packaged 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 are required.

DL Forms (English only) –

Shrink-film wrap in units of 100 or 200 copies, as specified on the print order. Pack suitable 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 delivery/shipping process.

Pallets are required.

NOTE: Pallets for EDPubs-NTIS Warehouse must be 40 x 48” with a four-way entry. Pallets must be banded with plastic strapping – no metal bands or shrink wrap. Maximum height of packed pallet (including pallet) is not to exceed 48”. No overhang. Pallet weight must not exceed 1,800 pounds each. NO GAYLORD CONTAINERS.

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

For FOTW orders only, the contractor must print on all four sides of the containers and on the top of container in one Pantone color. Use furnished camera copy. Match Pantone number as indicated on the print order.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to 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 (GPO Form 2678), affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: ED Pubs –NTIS, Attn: Jay Hanchey, 7900 Cedarville Road, Docks 40-46, Brandywine, MD 20613. NOTE: Contractor must give 24 hour notice prior to delivery. Call (703) 605-6248. Deliveries must be made between the hours of 7:00 a.m. and 4:00 p.m., Monday through Friday.

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 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 Program, Jacket, and Print Order number(s), must be furnished with billing as evidence of mailing.

**DISTRIBUTION:**

FOTW Worksheets –

- Deliver f.o.b. destination approximately 7,500 copies (approximately 6,000 English copies and approximately 1,500 Spanish copies) to: Federal Student Aid Information Center (FSAIC), Mailing Services, Inc., Attn: Joe Corpstein, 950 Capitol Drive, SW, Cedar Rapids, IA 52404. (Telephone: (319) 848-4444.)
- Deliver f.o.b. destination the balance of each order to: ED Pubs – NTIS, Attn: Jay Hanchey, 7900 Cedarville Road, Docks 40-46, Brandywine, MD 20613. NOTE: Contractor must give 24 hour notice prior to delivery. Call (703) 605-6248. Deliveries must be made between the hours of 7:00 a.m. and 4:00 p.m., Monday through Friday.
- Deliver f.o.b. destination approximately 15 to 20 copies (Depository and File copies) to approximately two addresses in the Washington, DC area.

DL Forms –

- Deliver f.o.b. destination to one address in Brandywine, MD, and approximately three (3) addresses in Washington, DC.
- Deliver f.o.b. destination approximately 15 to 20 copies (Depository and File copies) to approximately two addresses in the Washington, DC area.

Complete addresses and quantities will be furnished with each print order.

Upon completion of each order, 2 to 5 sample copies each must be delivered to six (6) addresses within the commercial zone of Washington, DC. Inside delivery is required. Complete addresses and quantities will be furnished with each print order.

Upon completion of each order, all furnished materials, digital deliverables, and five (5) sample copies must be returned to: U.S. Department of Education, Attn: John Smith, Room 5C118 LBJ, 400 Maryland Avenue, SW, Washington, DC 20202. (Telephone: (202) 401-3606) Inside delivery required.

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

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material and proofs must be picked up from and delivered to: Department of Education, Attn: John Smith, 5C118 LBJ, 400 Maryland Avenue, SW, Washington, DC 20202. (Telephone: (202) 401-3606)

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.

Regular Schedule –

Contractor must complete production and distribution within 20 workdays.

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 three (3) workdays from their receipt at the ordering agency until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

All proof and transit time is included in the 20-workday schedule.

Accelerated Schedule – Approximately 25% of all orders placed will require the accelerated schedule.

Contractor must complete production and distribution within 10 workdays.

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 three (3) workdays from their receipt at the ordering agency until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

All proof and transit time is included in the 10-workday schedule.

NOTE: Press sheet inspections will not be required on orders with the accelerated schedule.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to the inspection. Notify the U.S. Government Printing Office, Quality Control for Procured Printing, Washington, DC 20401, or telephone (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Standard Time, Monday through Friday. Note: See Contract Clause 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

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

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.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0520; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

### 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 the "Accelerated Schedule" will be paid for at the premium rate in accordance with the contractor's offered percentage in the "SCHEDULE OF PRICES."

All other orders will be placed with the required schedule and paid for at the basic prices offered.

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

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

It is estimated that 25% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "SCHEDULE OF PRICES," (Item IV.), to all items except Item III., "PAPER."

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

- I. (a) 48
- (b) 8
- (c) 28
- (d) 48

- II. (a) (1) 2           (2) 2,525
- (b) 1           50
- (c) 14          4,900
- (d) 1           750
- (e) 3           1,500
- (f) 1           1,000

- III. 16,925

**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.

Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text for saddle-stitched products.

**I. ELECTRONIC PREPRESS:**

- (a) Trim/Page-size unit produced from camera copy (DL Forms only) ..... per page.....\$\_\_\_\_\_
- (b) Trim/Page-size unit produced from electronic file (DL Forms only)..... per page.....\$\_\_\_\_\_
- (c) Digital color content proofs..... per trim/page-size unit.....\$\_\_\_\_\_
- (d) Digital one-piece composite laminated color proofs..... per trim/page-size unit.....\$\_\_\_\_\_

**II. PRINTING, BINDING, PACKING, AND DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations necessary (including digital deliverables) for the printing, binding, packing, 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)
(a) <i>FOTW Worksheets</i> – Printing in black and one Pantone color, including outputting from electronic files and binding ..... per product.....	\$ _____	\$ _____
(b) <i>DL Two-Page Forms</i> – Printing face only in black, including binding ..... per product.....	\$ _____	\$ _____
(c) <i>DL Two-Page Forms</i> – Printing face and back in black, including binding ..... per product.....	\$ _____	\$ _____
(d) <i>DL Four-Page Forms</i> – Printing in black ink, including binding..... per product.....	\$ _____	\$ _____
(e) <i>DL Eight-Page Forms</i> – Printing in black ink, including binding..... per product.....	\$ _____	\$ _____
(f) <i>DL Twelve-Page Forms</i> – Printing in black ink, including binding..... per product.....	\$ _____	\$ _____

**III. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Worksheet/Form - Each page-size leaf.

Per 1,000 leaves

White Offset Book (50 or 60-lbs., at contractor’s option).....\$ \_\_\_\_\_

**IV. PREMIUM PAYMENTS:** Premium payments, when authorized, will apply to all items except Item III, “PAPER.” Percentage increase will be added to all orders which require the “Accelerated Schedule.”

Percentage increase ..... %

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



**INSTRUCTIONS FOR BID SUBMISSION:** Fill out “SECTION 4. – SCHEDULE OF PRICES,” initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the “SCHEDULE OF PRICES” with two copies of the GPO Form 910 “BID” form. Do not enter bid prices on GPO Form 910; prices entered in the “SCHEDULE OF PRICES” will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_

(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)