

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Braille Transcription and Duplication Services

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

National Park Service (NPS)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **November 1, 2015** and ending **October 31, 2016**, plus up to **four (4)** optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC, time, on **October 9, 2015**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: PPSGB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

PLEASE NOTE: These specifications have been extensively revised. Bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

For information of a technical nature call **David Love** (202) 512-0310 (No collect calls).

SECTION 1. – GENERAL TERMS AND CONDITIONS

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

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

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

In addition, the following documents and publications shall also apply to all print orders issued prior to January 4, 2016. In the event of a conflict between the documents and publications referenced herein and the content of these specifications, the content of this specification shall be considered a superseding requirement.

Latest edition of *Braille Authority of North America (BANA) Codebook* English Braille, American Edition, 1994, Revised 2002, www.brailleauthority.org.

BANA Braille Codes Update 2007, Effective Date January 1, 2008. www.brailleauthority.org.

Principles of Print to Braille Transcription, 1997.

The Nemeth Braille Code for Mathematics and Science Notation, 1972.

Latest edition of the *Guidelines and Standards for Tactile Graphics*, 2010. Web version February 2012.

Latest edition of *Instruction Manual for Braille Transcribing*, Fifth Edition, 2009. National Library Service for the Blind and Physically Handicapped, Library of Congress.

Music Braille Code, 1997. (BANA)

Guidelines for Mathematical Diagrams, Braille Authority of North America (BANA).

HFC Braille Publication Guide, Publications Office, Harpers Ferry Center, National Park Service, (June 2015)

On January 4, 2016, the United States will implement the general use of Unified English Braille (UEB), per the Braille Authority of North America on November 9, 2014. The contractor shall begin using the following standards on January 4, 2016.

Latest edition of *The Rules of Unified English Braille*, Second Edition 2013, International Council on English Braille (ICEB), www.iceb.org

UEB Guidelines for Technical Materials, 2008 version updated August 2014, International Council on English Braille (ICEB), www.iceb.org

Errata for *UEB Guidelines for Technical Materials*, 2008 version updated August 2014, International Council on English Braille (ICEB), www.iceb.org

UEB Braille Symbols and Indicators List, www.brailleauthority.org/ueb/symbols_list.pdf

Provisional Guidance for Transcription Using the Nemeth Code within UEB Contexts, Approved November 2014 (BANA).

HFC Braille Publication Guide, Publications Office, Harpers Ferry Center, National Park Service, (June 2015)

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

PREDOMINANT FUNCTION: The predominant production function for this procurement is Braille transcription and Braille duplication. Bidders who must subcontract these operations will be declared non-responsible.

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

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

Product Quality Levels (from GPO Publication 310.1):

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

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/ Electronic media/Manuscript copy

NOTE: Braille publications will be evaluated for the following:

- accuracy of content
- conformance with Braille codes
- technical specifications
- 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
- binding

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 **November 1, 2015** through **October 31, 2016**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers – Commodities less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **July 31, 2015**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

PRE-AWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award 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 **November 1, 2015** through **October 31, 2016**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued", for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

AGENCY VERIFICATION OF BILLING: Immediately upon completion of a print order, the contractor shall submit an itemized statement for billing with all shipping receipts, for examination and certification purposes only.

NOTE: In addition, the statement for billing must show cost breakdown for just the NPS copies which will include all transcription and make-ready charges.

Submit billing to: Department of the Interior, National Park Service, Harpers Ferry Center, Publications, Attn: Ms. Trevor Bentz, Interpretive Design Center, 67 Mather Place, 3rd Floor, (or P.O. Box 50), Harpers Ferry, WV 25425.

The GPO Contracting Officer shall make conditional acceptance at the time of completion of distribution. Conditional acceptance shall in no way affect any rights or remedies of the Government, provided by law or provision of this contract, with respect to defective or nonconforming supplies or services.

Acceptance of all invoice items shall be made in writing, by the ordering agency within 10 calendar days of receipt. For the purpose of the Government eligibility for any discount for prompt payment, the time at which conditional acceptance occurs (i.e., the completion of distribution) shall constitute delivery of the supplies/services to the Government. Similarly, for the purpose of any interest that may become due to the contractor for late payments, conditional acceptance shall be construed to be acceptance. The National Park Service will return a signed copy of the invoice and an accompanying print order to submit with contractor's billing invoice.

PAYMENTS ON PRINT ORDERS: After completing the required agency verification, billing invoices must be submitted by Fax or mail to the U.S. GPO for the processing of vouchers for payment. Billing and payment instructions can be accessed on our website by the following hyperlinks:

<http://www.gpo.gov/vendors/billing.htm> and <http://www.gpo.gov/vendors/payment.htm>

If faxed, send the completed invoice to GPO utilizing the payment processing cover sheet. Access the following hyperlink for preparation instructions: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

NOTE: Facsimile transmission should only be used when no samples are required with your invoice, otherwise payment will be held up while the invoice is returned to you for the required sample(s).

If mailed, all voucher packages and envelopes **MUST** be mailed to: COMPTROLLER-FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, DC 20401

NOTE: Do not mail your invoice to any other GPO Procurement Office as this will delay payment.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of Braille editions for National Park Service (NPS) brochure content requiring such operations as transcription, ink-printed and minimally embossed cover page, proofreading, customer proof, embossing, binding, packing, and distribution.

The transcriptions shall be in Contracted (Grade II) Braille, and is expected to be primarily “*simple*” transcription. Sidebar text will be included if it is not interdependent on an accompanying graphic. NPS brochures do contain scientific concepts, natural history data and nomenclature, historical facts, official policy, administration and safety information. The transcription shall convey equal information in Braille to that which is provided via the Government-furnished digital manuscript. A variety of headings are used, such as: Park titles, logo lines, main text titles, primary section titles, subhead titles, and run-in or paragraph heads, which need to be kept in context. Occasional Foreign language texts will be included and be transcribed in uncontracted (Grade 1) Braille. Limited “*complex*” transcription may be required for charts of services at sites within a park, tables defining specific trail data, or time lines.

An electronic copy of the transcription, suitable for embossing future copies, and an interline pdf showing the roman letters and the Braille cells line-for-line will be required for each order placed.

NOTE: Transcriptions of graphic descriptions and tactile elements are not included in this scope of work. A modification to a print order will be issued if these services are required on a case-by-case basis. Subcontracting for tactile elements will be permitted.

TITLE: Braille Transcription and Duplication Services.

FREQUENCY OF ORDERS: Approximately 10 to 20 orders per year.

QUANTITY: Approximately 250-350 copies per order

NOTE: Each order will be shipped to multiple addresses including parks, Harpers Ferry Center, and the Library of Congress. Quantities and shipping will be specified in each order.

NUMBER OF PAGES: See *Additional Information* under GOVERNMENT TO FURNISH

TRIM SIZE: Braille editions shall follow an established 8-1/2 x 11” NPS standard format.

GOVERNMENT TO FURNISH: Agency will send the print order and furnished materials to the contractor electronically or using departmental shipping account.

Cover and text content for transcription will be furnished as an electronic file as follows –

Platform: Macintosh OS X (or latest version), Windows 7 (or latest version)

Storage Media: Files furnished by CD-R/RW; DVD-R/RW; E-mail; or contractor-hosted FTP server.

Software: Microsoft Word 2010 or later; Adobe Acrobat X or later.

Note: All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.

Fonts: Printer and screen fonts *may* be furnished/embedded. Contractor must have license to use the Frutiger typeface.

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:

The Agency will provide an annotated text file. Text files are an average of 7 manuscript pages (an average of 1900 words), with the longest file at about 12 pages and the shortest file about 3 pages. The annotated file will be provided with special instructions or agency notations.

A PDF file will be provided for the ink-printed cover. The file is print-quality with all graphics (arrowhead) and fonts (Frutiger) embedded. The file will be actual printing size including a 4mm bleed.

A copy of the brochure (either printed or PDF file) will be furnished to be used as a reference to supplement the transcriber's information.

Distribution list will be furnished with print order.

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

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 the Production Supervisor on (202) 685-4379. Contractor must notify the ordering agency as soon as possible in order to comply with the required schedule.

When required by the Government, the contractor shall make minor revisions to the furnished 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.

SIMPLE AND COMPLEX TRANSCRIPTION:

Simple transcription is defined as straightforward textual matter.

Complex transcription is defined as extensive editing of tables, charts, or forms for clarity. Complex matter is presented as tables and charts.

Transcribe for simple Braille duplication from a printed copy, electronic files, or audio-cassettes.

Format all orders consistently on the 8-1/2 x 11" page.

Transcribe for complex Braille duplication selected content from tables, charts, forms, or timelines that require extensive editing.

Contractor must provide all transcriptions in a Braille-ready files (BRF) (see "DIGITAL DELIVERABLES"). On occasion, the Government may require major revisions to this file. The Government will furnish any major revisions in a revised, annotated text file.

DIGITAL DELIVERABLES: Upon completion of each order, one (1) electronic copy of the transcription Braille-ready files (BRF), suitable for embossing future copies, and one (1) final Interline PDF file is required. The final production files (digital deliverables) must be an exact representation of the final embossed product. Digital deliverables may be provided electronically (e-mail, FTP or CD-R/RW).

NOTE: The Braille-ready files must open on any of the standard Braille translation software.

PAPER SAMPLES: Prior to the commencement of contract production, the contractor shall submit to the Government, not less than 25 samples of paper to be used in the production of the contract requirements. The container and accompanying documentation shall be marked "PAPER SAMPLES," and shall include the GPO jacket number and purchase order number.

See page 11 of 16: SCHEDULE; PAPER SAMPLES

Each sample shall be approximately 8-1/2 x 11” and must be of the kind and quality required by the specifications. Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials.

Samples must be submitted prior to commencement of production of the contract quantity. The contractor must fill in the furnished preaddressed revised label (GPO Form 892). The container and accompanying documentation shall be marked “PAPER SAMPLES” and shall include the GPO jacket, purchase order, and program number.

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

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

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

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

PROOFREADING: Contractor is responsible for ALL necessary proofreading.

PRIOR-TO-PRODUCTION SAMPLES (First Print Order): After the proofreading is completed but prior to the commencement of production of the print order quantity, the contractor shall submit to the Government, two (2) Interline PDF files and two (2) printed and Braille-embossed, bound samples for the first print order.

The samples are to consist of the ink-printed cover and all embossed transcription pages. Contractor is to add a blank back cover to protect the last Braille embossed page.

Each sample must be constructed as specified using the form, materials, equipment, and methods of production, which will be used in producing the final product. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

The samples will be inspected and tested and must comply with the specifications as to the kind and quality of materials and for printing, Braille embossing, and binding.

Samples must be submitted prior to commencement of production of the contract quantity. The contractor must fill in the furnished preaddressed revised label (GPO Form 892). The container and accompanying documentation shall be marked “PRIOR TO PRODUCTION SAMPLES” and shall include the GPO jacket, purchase order, and program number.

See page 12 of 16: SCHEDULE; PRIOR TO PRODUCTION SAMPLES

If the sample is disapproved by the Government, the Government, at its option, may require the contractor to submit an additional sample for inspection and testing, in the time and under the terms and conditions specified in the notice of rejection.

Such additional sample shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional sample required.

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

In the event the Government fails to approve, conditionally approve, or disapprove the sample within the time specified, 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)).

Manufacture of the final product prior to approval of the samples submitted is at the contractor's risk. Samples may not be returned to the contractor. The cost of all samples shall be included in the contract price for the production quantity.

PRIOR-TO-PRODUCTION INTERLINE PDF: For print orders following the approval of the first print order.

The contractor shall submit one (1) Interline PDF sample for review and approval unless the print order specifically calls for a printed and Braille-embossed, bound prior-to-production sample.

Samples must be submitted prior to commencement of production of the contract quantity. The contractor must fill in the furnished preaddressed revised label (GPO Form 892). The container and accompanying documentation shall be marked "PRIOR-TO-PRODUCTION INTERLINE PDF" and shall include the GPO jacket, purchase order, and program number.

See page 12 of 16: SCHEDULE; PRIOR-TO-PRODUCTION INTERLINE PDF

If the sample is disapproved by the Government, the Government, at its option, may require the contractor to submit an additional PDF sample for review, in the time and under the terms and conditions specified in the notice of rejection. Such additional sample shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional sample required.

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

In the event the Government fails to approve, conditionally approve, or disapprove the PDF sample within the time specified, 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)).

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

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.

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

White Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP K10.
OR Bright White Opaque Book paper 100 lbs. per 500 sheets 25 x 38".

Exception: Paper must not contain any recycled content

PRINTING: Print Cover 1 in black ink only. Printing consists of text and line matter and agency logo (arrowhead). Digital printing is acceptable.

Contractor must print the originating office's name and address, the print-media brochure's imprint number, and the level of Braille used for transcription on Cover 1 as provided on the furnished file.

NOTE: GPO imprint is waived and must not print on the finished product.

BRAILLE DUPLICATION: Transcribe for simple and complex Braille duplication into Contracted (Grade II) Braille. Transcription shall be in the sequence presented on the furnished printed copy or in the furnished electronic files.

Cover 1 shall have the park title and designation only embossed below the printed title bar unit.

Emboss one-side only for products with eight (8) transcribed pages or less. Back cover is blank.

Emboss interpoint for products nine (9) transcribed pages or more. Back cover is blank.

Contractor must emboss the originating office's name and address, the print-media brochure's imprint number, and the level of Braille used for transcription on the first embossed title page as furnished on the furnished copy or in the furnished files.

MARGINS: Format all orders consistently on the 8-1/2 x 11" page using established Braille presentation spacing, margins, and alignments.

BINDING: Gather in sequence and trim four sides. Punch with suitable number of rectangular holes and bind with black plastic combs of suitable capacity. Holes must be 3/16 x 5/16" in size, and 9/16" center-to-center. Comb-binding must be suited to the thickness of the volumes, to the extent to which the books will be used, and to safeguarding the height of the Braille dots. Binding must permit the pages to lie sufficiently flat for reading, and must protect the pages from tearing out.

All copies must include a blank back cover.

PACKING: Pack suitably in shipping containers to avoid damage to finished product during transit.

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

DISTRIBUTION:

ADVANCE COPIES – Prior to the distribution, the contractor must deliver f.o.b. destination three (3) *ADVANCE COPIES*.

See page 12 of 16: SCHEDULE; ADVANCE COPIES

UPON RECEIPT OF "OK TO DISTRIBUTE" ON ADVANCE COPY –

F.O.B. CONTRACTORS CITY

Send approximately 30 copies of each book to the indicated park address provided on the print order.

All mailing to parks for exclusive use by the blind shall be made at the "Free Matter for the Blind" rate.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail", as applicable.

F.O.B. DESTINATION

Deliver copies to two (2) locations in the Washington, DC area:

U.S. Government Printing Office, Federal Depository Library Program, Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986. Marked as: "Depository Copies, Item No. 0648-A-35"

Library of Congress, U.S./Anglo Division, U.S. Government Documents Section, 101 Independence Ave., SE, Washington, DC 20540-4274. Marked as: Depository File Copies.

Deliver Government furnished material to NPS/HFC/Publications, 67 Mather Place, Harpers Ferry, WV 25425, Attn: Betsy Ehrlich

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to betsy_ehrlich@nps.gov. The subject line of this message shall be "Distribution Notice for Jacket _____ (Braille Transcription/Duplication); Purchase Order _____". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

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

On same day as the delivery/ mailing date, all furnished material, digital deliverables, and three (3) samples copies must be returned to: Department of the Interior, National Park Service, Harpers Ferry Center, Publications, Attn: Ms. Jamie Marker, Interpretive Design Center, 67 Mather Place, 3rd Floor, (or P.O. Box 50), Harpers Ferry, WV 25425.

All expenses incidental to returning materials, submitting paper samples, Prior to Production samples, PDF samples and furnishing sample copies must be borne by the contractor.

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

NOTE: Agency will send the print order and furnished materials to the contractor electronically or using departmental shipping account.

Furnished material must be delivered to: Department of the Interior, National Park Service, Harpers Ferry Center, Publications, Attn: Ms. Jamie Marker, Interpretive Design Center, 67 Mather Place, 3rd Floor, (or P.O. Box 50), Harpers Ferry Center, Harpers Ferry, WV 25425.

No definite schedule for pickup of material can be predetermined.

PAPER SAMPLES

Samples must be submitted within **ten (10) workdays** of contract award.

Submit samples to: U.S. Government Printing Office, Agency Publishing Services, Contracting Officer, DCT 1, 732 North Capitol Street, NW, Washington, DC 20401.

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

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

PRIOR-TO-PRODUCTION SAMPLES (First Print Order)

The samples must be submitted within **15 workdays** of receipt of first print order and furnished material.

Submit one Prior to Production sample and one interline PDF and to: Department of the Interior, National Park Service, Harpers Ferry Center, Publications, Attn: Ms. Betsy Ehrlich, Interpretive Design Center, 67 Mather Place, 3rd Floor, (or P.O. Box 50), Harpers Ferry, WV 25425.

Submit one Prior to Production sample and one interline PDF and to: National Library Service for the Blind and Physically Handicapped, Attn: Judith M. Dixon, Consumer Relations Officer, 101 Independence Ave SE, Library of Congress, Washington, DC 20542. This sample shall be packaged to prevent damage during heavy inspection and irradiation.

The Government will approve, conditionally approve, or disapprove the samples within **14 workdays** of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

PRIOR-TO-PRODUCTION INTERLINE PDF

The PDF sample must be submitted within **15 workdays** of receipt of print order and furnished material.

Submit the PDF sample to: Department of the Interior, National Park Service, Harpers Ferry Center, Publications, Attn: Ms. Betsy Ehrlich, Interpretive Design Center, 67 Mather Place, 3rd Floor, (or P.O. Box 50), Harpers Ferry, WV 25425.

The Government will approve, conditionally approve, or disapprove the sample within **14 workdays** of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

ADVANCE COPIES:

Contractor must complete production and submit THREE (3) bound advance copies within **15 workdays** of receipt of approval on the prior to production sample.

Send advance copies to: Department of the Interior, National Park Service, Harpers Ferry Center, Publications, Attn: Ms. Betsy Ehrlich, Interpretive Design Center, 67 Mather Place, 3rd Floor, (or P.O. Box 50), Harpers Ferry, WV 25425.

The Government will give an “OK to Distribute” on the “ADVANCE COPY” within three (3) workdays of receipt thereof.

NOTE: Contractor must complete distribution within 10 workdays of receipt of an “OK to Distribute” on the advance copies.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified and the date all products ordered mailed f.o.b. contractor’s city must be delivered to the U.S. Postal Service.

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

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

SECTION 3. – DETERMINATION OF AWARD

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

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

I. (a) 2
(b) 16

II. (a) (1) 285 (2) 761

III. (a) (1) 15 (2) 4,005

IV. (a) 4,005

V. (a) 15
(b) (1) 5
(2) 44
(3) 18
(4) 31

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for all mailing and f.o.b. destination for all other shipments.

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 100 will be prorated at the per-100 rate.

I. PRIOR TO PRODUCTION SAMPLES:

- (a) Prior to Production Sample (1st order only)..... per copy \$ _____
- (b) Prior to Production Interline Sample per copy \$ _____

II. BRAILLE TRANSCRIPTION AND BRAILLE PAGE DUPLICATION: Prices offered shall include the cost of all required materials and operations necessary (including digital deliverables and all paper) for the Braille transcription and duplication of the product listed in accordance with these specifications

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) <i>Braille Page Duplication –</i> Transcribing from electronic filesper Braille page.....	\$ _____	\$ _____

III. PRINTING: Prices offered shall include the cost of all required materials and operations necessary for the printing of Cover 1 in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per Each Copy</u> (2)
(a) Cover 1 - Printing in black ink onlyper cover page.....	\$ _____	\$ _____

(Initials)

IV. BINDING: Prices offered shall include the cost of all required materials and operations necessary for the binding of the product listed in accordance with these specifications.

(a) Comb-binding per copy \$ _____

V. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of packing; padded envelopes, shipping bags, shipping bundles, and shipping containers; all necessary wrapping and packing materials; labeling and marking; and complete distribution, in accordance with these specifications.

(a) *Bulk Shipments* –

(1) Packing and sealing shipping containers.....per container \$ _____

(b) *Mailed Shipments* –

(1) Single or multiple copies in padded envelopes
(up to 200 leaves) per envelope \$ _____

(2) Single or multiple copies over 200 leaves,
up to 12 pounds, packaged in cushioned
shipping bags or wrapped in shipping
bundles (maximum gross weight 14 pounds).....per bag or bundle \$ _____

(3) Quantities over 12 pounds, up to 24 pounds,
wrapped in shipping bundles or packed in
shipping containers (maximum gross
weight 27 pounds) per bundle or container \$ _____

(4) Quantities over 24 pounds, up to 36 pounds,
packed in shipping containers
(maximum gross weight 40 pounds) per container \$ _____

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)