

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Optical Mark Forms

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

Various Government Agencies

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning May 1, 2026 and ending April 30, 2027, 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 opened virtually at 11:00 a.m., Eastern Time (ET) on February 18, 2026 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after the bid opening date and time specified above will not be considered for award.***

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

For information of a technical nature, contact Stacy Bindernagel at sbindernagel@gpo.gov or (202) 512-2103.

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. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)); and Guidelines for Specifying Quality and Determining Compliance of MICR, OCR, and OMR (GPO Publication 310.5, effective January 1993).

GPO Contract Terms (GPO Publication 310.2): <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1): <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

Guidelines for Specifying Quality and Determining Compliance of MICR, OCR, and OMR (GPO Publication 310.5): <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo-pub-310-5-guidelines-micr-ocr-omr.pdf>

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.
- (c) EXCEPTION: Trim size (Attribute F-1) – Margins must be maintained within plus or minus 1/32” or less. A variance in excess of plus or minus 1/32” will be considered a major defect.

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	Approved Prior to Production Samples; Average type dimension in publication
P-9. Solid and Screen Tint Color Match	Approved Prior to Production Samples; 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 May 1, 2026 through April 30, 2027, 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 January 31, 2026, 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 9 - 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 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of April 2026 will establish the base index.
3. There shall be no price adjustment for the first three (3) 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 price(s) for Item III. "PAPER" 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/subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractors' facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

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

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

PREAWARD TEST: The contractor being considered for award may be required to demonstrate their ability to produce the items required in these specifications at the requisite quality level by completing a preaward test. The Government reserves the right to waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

For the preaward test, the Government will furnish an electronic file(s) that is representative of the items that are to be produced under these specifications.

NOTE: Test materials will be furnished via email or FTP.

The contractor will be required to design and print 1,000 copies each (total of 2,000 copies) of the following forms:

- Two-sided NCS mark reflex. Forty-seven channels. Mark position format: 0.166 inch. Single cut sheet, printed on both sides. Final trim size 8-1/2 x 11". All response positions in the grid shall contain a printed bubble.

- Two-sided Scantron. Forty-eight channels. Mark position format: 6 per inch/48 per line. Single cut sheet, printed on both sides. Final trim size 8-1/2 x 11". All response positions in the grid shall contain a printed bubble.

These two (2) sets of sample forms shall meet all applicable specifications of this contract.

The contractor will be required to submit the two (2) sets (1,000 each) of preaward test samples (as specified above) and a set of the final production files(as specified under "COMPOSITION" in SECTION 2).

Preaward test samples must be packed and marked in a manner which readily indicates order of printing (i.e., first to last forms off press).

Sample forms must be delivered to: U.S. Government Publishing Office, Quality Control for Published Products, Mail Stop: CSPS, Room C-613, 732 North Capitol Street NW, Washington, DC 20401. ***NOTE: Each shipping container must be addressed properly (identifying the program number) and be marked as "Preaward Test Samples."***

Contractor must notify Stacy Bindernagel at sbindernagel@gpo.gov when samples have been delivered.

Samples must be submitted within five (5) workdays of notification of the preaward test.

If the test samples are disapproved by the Government, the Government, at its option, may require the contractor to submit an additional set of test 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.

In the event the revised test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

Failure to deliver the completed test within the stated time period may disqualify the contractor from further consideration for award.

All operations necessary in the performance of this test shall be performed at the facilities and on the equipment in which the contract production will be performed.

No charges will be allowed for costs incurred in the performance of this preaward test.

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 May 1, 2026 through April 30, 2027, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

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

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

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

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

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>

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

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of machine-readable forms requiring such operations as forms design and design verification, composition, electronic prepress, printing, binding, packing, and distribution.

TITLE: Optical Mark Forms.

The forms manufactured under these specifications will be processed on optical scanners.

NOTE: Some scanners may be equipped with ink read heads.

Optical scanner model(s) and any special features or configurations to be used will be specified on each print order.

Satisfactory compliance with these specifications requires an in-depth technical understanding of the design and manufacture of optical scanner families of forms and their operation on the specified scanner sufficient to assure a successful scan rate of 99.35% or greater.

All forms must satisfy the following two (2) independent requirements:

1. Satisfactory performance on the specified scanner
2. Compliance with all additional specifications

FREQUENCY OF ORDERS: It is impossible to predetermine the number or frequency of orders which will be placed during the term of this contract. However, based on past performance, it is anticipated that approximately 10 to 15 orders per year will be placed.

More than one form may be ordered on the same print order requiring the same schedule.

NOTE: It is anticipated that approximately 70% of the orders will be for reprints, with either no changes or only minor revisions needed. An occasional order may require composition and proofs only.

QUANTITY: Approximately 21,000 to 1,000,000 copies per order. (NOTE: An occasional order may be placed for up to 2,000,000 copies.)

QUANTITY VARIATION ALLOWED: For each order, a variation in the quantity shipped more or less than the total quantity ordered will be accepted. Any such allowable variation in the quantity shipped on each order will be shipped to one specified consignee. The following quantities and percentages will be allowed:

Up to 5,000	plus or minus 5%
5,001 to 25,000	plus or minus 4%
25,001 to 50,000	plus or minus 3%
50,001, to 100,000	plus or minus 2%
Over 100,000	plus or minus 1%, not to exceed 25,000

NUMBER OF PAGES: 2 pages per form per order.

TRIM SIZES:

5-1/2 x 8-1/2"; 8-1/2 x 11"; 8-3/4 x 11".

GOVERNMENT TO FURNISH:

For all new orders or revised orders requiring significant changes, the Government shall provide one or more of the following: manuscript copy, electronic copy, mock-ups, dummies, and/or specifications with any special requirements.

For reprint orders and revised orders with minor changes, the Government shall provide reprint copy and/or electronic reprint copy.

Electronic copy shall consist of electronic files created using either NCS DesignExpert™ software or Scantron FLIPS, ScanSurvey, PulseSurvey, or PulseSurvey II software, as applicable for the specified scanner. These files may be provided via email or FTP. Various operating systems will be used to produce these files.

Distribution lists.

The Government may occasionally furnish preaddressed, pressure-sensitive labels. Labels may not be ZIP code sorted.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the furnished copy or electronic files, must not print on the 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.

The contractor must be able to accept files electronically via email or their contractor-hosted FTP site, or be able to download files from a Government-hosted FTP site. If contractor-hosted, appropriate log-on instructions and protocol must be provided by the contractor at the time the individual print order is issued. The contractor shall provide security, which at a minimum, shall require a unique user ID and password for access. If Government-hosted, appropriate log-on instructions and protocol shall be provided by the Government with the individual print order.

It is the responsibility of the contractor to immediately notify the ordering agency of any discrepancy that exists between the inks or paper to be used in combination with the scanner model to be used. Scanner model will be specified on the print order.

FORMS DESIGN AND DESIGN VERIFICATION: The ordering agency may require assistance in developing and optimizing the design of new forms. The ordering agency may provide rough design concepts and/or sketches or may provide manuscript copy and/or electronic copy.

The contractor will produce a comprehensive layout by adding instructions, examples, line art, shading, spine and page codes, timing tracks, response bubbles, and all other required elements.

The contractor shall work with the ordering agency to identify and address any special form requirements dictated by the scanner and application.

The contractor must verify the suitability of new and existing designs for satisfactory performance on the specified scanner. It is the responsibility of the contractor to notify the Government of actual or potential conflicts with a given design/scanner combination. The ordering agency shall have the final approval of the form design, including aesthetics, layout, and wording.

The ordering agency shall determine whether layouts will be transmitted as electronic copy.

COMPOSITION:

New Forms: Contractor must create mechanicals from furnished manuscript copy and/or electronic copy exactly as specified. Photographical reproduction of Government furnished copy is not permitted under any circumstances. The placement of all features which are response position related in Government furnished copy is given with accuracy sufficient only to identify row and column within the response grid.

Reprints: Most jobs will be for reprints which may or may not require minor revisions. If minor revisions are required, the contractor must make all necessary changes (e.g., updating electronic files). Reprints must satisfy all requirements as new forms.

Machine-Readable Elements: For the purpose of these specifications, “machine-readable elements” shall refer to all printed elements affecting form readability and scanner performance (e.g., timing marks, response bubbles, spine, skunk, and page codes).

Position of Machine-Readable and Other Precision Elements: The contractor is responsible for the correct placement of machine-readable elements and for the design and placement of targets, trim marks, and any other features needed for quality control during manufacturing and for testing and evaluation.

Portable Document Format (PDF) File: When requested by the ordering agency, contractor must furnish a PDF file (current or near current version) of the final production files.

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, 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 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. NOTE: The Government will accept PDF files as digital deliverables when furnished by the Government.

PROOFS:

When ordered, one (1) press quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

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 receipt of an “O.K. to Print.”

PRIOR TO PRODUCTION SAMPLES (When Ordered): When prior to production samples are required on any order, by any of the ordering agencies, it will be indicated on the print order (GPO Form 2511).

Prior to the commencement of production of the contract production quantity, the contractor shall submit not less than 50 printed copies. The container and accompanying documentation shall be marked “PREPRODUCTION SAMPLES” and shall include the GPO jacket, purchase order, program, and print order numbers.

Samples shall be printed and bound as specified herein and must be of the size, kind, and quality that the contractor will furnish. All samples must be printed on the specified paper in accordance with the paper specifications under “STOCK/PAPER.”

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials, quality of reproduction, and satisfactory processing on the machine indicated.

Samples will be tested for conformance of materials and will be tested for usage on the specified equipment.

Contractor to submit samples to the ordering agency at the address as specified on the print order.

Contractor must submit samples in accordance with the “SCHEDULE” as specified herein.

The Government will approve, conditionally approve, or disapprove the samples within two (2) to five (5) workdays (as specified) of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government at its option may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government 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 article 12 “Notice of Compliance With Schedules” of contract clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987, Rev. 01-18).

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 charged in accordance with the applicable line item in the “SCHEDULE OF PRICES.”

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

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No. 13” dated September 2019.

Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf

All stock used in each copy must be of a uniform shade.

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

NOTE: White Optical Mark Sense Scanner Form Paper specifications shall apply when reflective paper is required.

White Optical Character Recognition (OCR) Bond (24-lb.):

Stock: 100% bleached chemical pulp.

No fluorescent (optical) brighteners shall be added to the pulp or paper during manufacture. Fluorescence, due to residual white water, broke, or natural fibers, is permissible, provided the increase in reflectance measured with and without the ultraviolet component of a light source of 3100 Kelvin in combination with a C.I.E. (International Commission on Illumination) Z (blue) filter, does not exceed 2.0%

NOTE: Post-consumer fiber in any percentage is encouraged provided that the requirements of this Standard are met.

Grammage: Average (g/m²)..... 90
(Basis weight: 500 sheets, 25 x 38") (pounds)..... 60
A tolerance of ±5 pct shall be allowed.

Moisture Content: Average (percent) 4.5
A tolerance of ±1 percentage point shall be allowed.

Dimensional Stability: (based on pct change from 20 pct to 80 pct relative humidity):
Shall not exceed (percent) –
Machine direction 0.25
Cross direction. 0.75

Stiffness: Average each direction not less than –
(Gurley - milligrams) 100

Bursting strength: Average, not less than (kPa) 200
Equivalent (lb/in²)..... 30

Tearing Strength: Average each direction not less than
(grams) 50

Pick Resistance: Average, each side, not less than 15 Dennison wax number.

Opacity: Average not less than
(percent) 85
No individual specimen shall average less than
(percent) 83

Thickness: Average
(mils) 4.8
A tolerance of ±0.0005 inch shall be allowed. Paper shall be uniform and shall not vary more than 0.0004 inch from edge to edge.

Porosity: Average, not less than
(seconds) 18

Smoothness: Average each side not to exceed
(Sheffield units) (applies to all weights) 100 to 190

Grain Direction: Shall be as specified.

General

<i>Appearance:</i>	Paper shall conform to the standard sample(s) established by the Government.
<i>Color:</i>	The paper in the order (or publication) shall be uniform and the color variation shall not exceed DE (CIELAB) =1.0.
<i>Brightness:</i>	Average each side not less than 88% or as specified.
<i>Cleanliness:</i>	The dirt count for each side of the paper shall not exceed 10 parts per million (ppm). No sample sheet (8-1/2 x 11" in size) shall contain more than one defect with equivalent area of 0.25 mm ² or greater.

Testing: Shall be conducted in accordance with methods in *Government Paper Specification Standards* Part 2. The acceptance criteria Part 4 does NOT apply.

White Optical Mark Sense Scanner (OMSS) Bond (24-lb.):

<i>Stock:</i>	100% bleached chemical pulp.						
	No fluorescent (optical) brighteners shall be added to the pulp or paper during manufacture. Fluorescence, due to residual white water, broke, or natural fibers, is permissible, provided the increase in reflectance, measured with and without the ultraviolet component of a light source of 3100 Kelvin in combination with a C.I.E. (International Commission on Illumination) Z (blue) filter, does not exceed 2.0%.						
	<i>NOTE: Post-consumer fiber in any percentage is encouraged provided that the requirements of this Standard are met.</i>						
<i>Grammage:</i>	<table> <tr> <td>Average (g/m²).....</td><td>135</td></tr> <tr> <td>(Basis weight: 500 sheets, 25 by 38") (pounds).....</td><td>91.5</td></tr> <tr> <td colspan="2">A tolerance of ±5 percent shall be allowed.</td></tr> </table>	Average (g/m ²).....	135	(Basis weight: 500 sheets, 25 by 38") (pounds).....	91.5	A tolerance of ±5 percent shall be allowed.	
Average (g/m ²).....	135						
(Basis weight: 500 sheets, 25 by 38") (pounds).....	91.5						
A tolerance of ±5 percent shall be allowed.							
<i>Acidity:</i>	<table> <tr> <td>pH value, shall average not less than</td><td>5.0</td></tr> </table>	pH value, shall average not less than	5.0				
pH value, shall average not less than	5.0						
<i>Dimensional Stability:</i>	<table> <tr> <td>Shall not exceed (percent change)</td><td></td></tr> <tr> <td>Machine direction</td><td>0.10</td></tr> <tr> <td>Cross direction</td><td>0.25</td></tr> </table>	Shall not exceed (percent change)		Machine direction	0.10	Cross direction	0.25
Shall not exceed (percent change)							
Machine direction	0.10						
Cross direction	0.25						
<i>Stiffness:</i>	<table> <tr> <td>Average each direction not less than</td><td></td></tr> <tr> <td>(Machine direction, Gurley milligrams)</td><td>200</td></tr> <tr> <td>(Cross direction, Gurley milligrams)</td><td>100</td></tr> </table>	Average each direction not less than		(Machine direction, Gurley milligrams)	200	(Cross direction, Gurley milligrams)	100
Average each direction not less than							
(Machine direction, Gurley milligrams)	200						
(Cross direction, Gurley milligrams)	100						
<i>Bursting strength:</i>	<table> <tr> <td>Average, not less than (lb./in²).....</td><td>19</td></tr> </table>	Average, not less than (lb./in ²).....	19				
Average, not less than (lb./in ²).....	19						
<i>Tearing strength:</i>	<table> <tr> <td>Average each direction not less than (grams).</td><td>65</td></tr> </table>	Average each direction not less than (grams).	65				
Average each direction not less than (grams).	65						
<i>Pick resistance:</i>	Average, each side, not less than 12-A Dennison wax number.						
<i>Opacity:</i>	<table> <tr> <td>Average, not less than (percent).....</td><td>90</td></tr> <tr> <td>No individual specimen shall average less than (percent).....</td><td>88</td></tr> </table>	Average, not less than (percent).....	90	No individual specimen shall average less than (percent).....	88		
Average, not less than (percent).....	90						
No individual specimen shall average less than (percent).....	88						

<i>Thickness:</i>	Average (mils) 4.4 A tolerance of ± 0.0005 inch shall be allowed. Paper shall be uniform and shall not vary more than 0.0004 inch from edge to edge.
<i>Smoothness:</i>	Average each side not to exceed (Sheffield units) 100 to 200
<i>General Appearance:</i>	Paper shall conform to the standard sample(s) established by the Government.
<i>Color:</i>	The paper in the order (or publication) shall be uniform and the color variation shall not exceed DE (CIELAB) =1.0.
<i>Brightness:</i>	Shall target not less than 81% or as specified. The reflectance in the 700 to 1,000 nanometer region shall average not less than 70% when measured with a print contrast meter.
<i>Finish:</i>	Shall be uniform; to match the Government standard.
<i>Cleanliness:</i>	The dirt count for each side of the paper shall not exceed 10 parts per million (ppm). No sample sheet (8-1/2 x 11" in size) shall contain more than one defect with equivalent area of 0.25 mm ² or greater.

Use information: This paragraph is informational only and is not exclusively definitive of the end use. For face and back offset printing. To be used on specified optical scanners.

Testing: Shall be conducted in accordance with methods in *Government Paper Specification Standards* Part 2. The acceptance criteria, Part 4 shall apply.

PRINTING: Print face and back or head-to-head in black ink plus one (1) or two (2) additional colors. Match Pantone colors as specified on individual print orders or furnished copy/electronic file.

Identification Numbers: The contractor will place an identification number (up to eight (8) digits) on each leaf of the forms.

INK REQUIREMENTS:

Black Ink: All machine-readable printing (non-dropout) shall print in black ink. Black ink density and/or print contrast signal must satisfy all read ink requirements of optical scanners. Black printing must have sharp edges. Excessive voids, bridging, smearing, ghosting, or scumming of black printing shall render a form defective. The maximum allowable size of a void in machine-readable black printing is 0.000016 square inches.

Colored (Background) Inks: The contractor will be required to use inks compatible with the usage of optical scanners. All colored inks and colored printing (dropout) must be fully compatible with the specified scanners.

All colored printing for optical mark forms must satisfy the specified minimum visual print contrast signal (PCS) and maximum infrared print contrast signal (IR PCS). Any form which fails to satisfy the minimum and maximum PCS requirements shall be considered defective.

The total range of variation of the IR PCS of any dropout ink shall not exceed ± 0.05 .

CAUTION: All forms manufactured on this contract will be read on scanners utilizing standard read heads unless specifically indicated on the print order that an ink read head is to be used. When ink read head is indicated on the print order, only the dropout inks designated as ink read head safe are to be used. It is the responsibility of the contractor to immediately notify the ordering agency of any ink read head incompatible color or screen-only color that is incorrectly specified.

Laser Compatible Ink: Laser compatible ink, when specified on the print order, will be required to withstand laser processing heat on forms that require subsequent laser slugging and identification. These inks must meet the specifications of laser printer manufacturers and must be tested by the contractor.

BINDING: Registration edges must be trimmed to within ± 0.005 inches of nominal. The contractor shall provide printed trim targets along the reference edge(s) which serve as a go/no-go gauge.

Trim four sides.

PERFORMANCE: The forms shall read continuously on the specified scanner. The reject rate due to manufacturing deficiencies shall not exceed 0.65% of the items when run on the specified equipment. A form is a reject when it cannot be correctly processed on the first pass through the specified reading equipment. Acceptability of the lot for readability shall be based on the number of rejected items in a sample of the size specified in ANSI/ASQC Z 1.4, Sampling Procedures and Tables for Inspection by Attributes, with AQL equal to 0.65%.

For evaluation of readability, the sampling unit of product shall be an individual form. Readability tests are independent of tests and evaluations of all other product characteristics. At the Government's option, the sample may consist of sequential items from one or more portions of the lot rather than a random sample.

FORM RELATED CRITICAL DEFECTS: The following defects shall be considered critical:

1. Deviation of position of machine-readable elements by more than ± 0.010 " from the specified standard in either horizontal or vertical direction.
2. Variation in the trim of registration edge by more than ± 0.005 " from the nominal. This shall be immediately evident from the trim marks.
3. Any single measurement of infrared print contrast of the dropout ink greater than the maximum infrared print contrast signal for the specified ink, if applicable.
4. Average of at least three (3) readings of visual print contrast of the dropout ink less than the minimum visual print contrast signal for the specified ink, if applicable.
5. Greater than ± 0.05 infrared print contrast signal on any form.
6. Ink density less than minimum specified, if applicable.

The number of page-related critical defects shall not exceed 0.65%. Acceptability of the lot for critical defects shall be based on the number of rejected items in a sample of the size specified in ANSI/ASQC Z1.4, Sampling Procedures and Tables for Inspection by Attributes, with AQL equal to 0.65%. The sampling unit of product shall be an individual form. Critical defect evaluation is independent of performance. At the Government's option, the sample may consist of sequential items from one or more portions of the lot rather than a random sample.

PACKING: Forms shall be shrink wrapped in units of 25, 50, 75, 100, 250, 300, or 500, as specified on the print order.

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

Unless otherwise specified, pack suitable in shipping containers not to exceed 45 pounds when fully packed.

Pallets, when required, must be wrapped to protect the boxes from water damage.

LABELING AND MARKING:

Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy form must be selected from each subplot. A form represents one (1) sample item. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917 - Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Number of Forms in Order</u>	<u>Sample Size</u>
Fewer than 3,200	125
3,201 - 35,000	315
35,001 - 500,000	800
500,001 or more	1,250

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to the address specified on the print order.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, 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 certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. 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. A copy of the print order must be included with the samples.

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

QUALITY ASSURANCE PROVISIONS:

Responsibility for Test and Inspection: The contractor is responsible for any inspections and tests required to ensure that the supplies provided under the contract conform to the specifications and contract requirements listed herein. The right of the Government to perform inspections and tests does not relieve the contractor from this responsibility.

Inspection shall be made by the contractor of a representative sample of finished items to determine compliance with specifications. The sampling and inspection may be performed during the course of the production run.

Contractor's Records: The contractor shall maintain records of all inspections and tests performed on the supplies provided under the contract. The contractor shall save and preserve all records of these inspections and tests for a minimum of 90 calendar days after completion of distribution or until they are released by the Government. The contractor agrees to make available for inspection by the Government, all records of these inspections and tests.

DISTRIBUTION: Ship f.o.b. contractor's city for all destinations.

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

If quantities are ordered for foreign destinations, detailed instructions will be provided with the individual print order.

Unless otherwise specified, all shipping is reimbursable. Contractor is responsible for all shipping costs. Contractor will be reimbursed for all shipping costs by submitting shipping receipts with billing invoice.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 574-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping methods, and title of product. Contractor must be able to provide copies of all shipping receipts upon agency request.

Within five (5) workdays of completion of each order, all digital deliverables must be returned to the email address specified on the print order.

All expenses incidental to submitting proofs and prior to production samples (when applicable) 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).

At the Government's option, print order and furnished materials may be furnished via email or FTP.

When ordered, PDF soft proofs must be emailed to the email address specified on the print order.

No definite schedule for placement of orders can be predetermined.

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

The numbers under the column headed "Workdays After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

NOTE: The ordering agency will require 2 to 5 workdays (as specified on the print order) to review/revise mock-ups, proofs, and prior to production samples, as applicable.

New Orders:

- Contractor to produce design and mock-up within five (5) workdays
- Contractor to produce a dummy within five (5) workdays.
- Contractor to submit proofs within seven (7) workdays.
- Contractor to submit revised proofs (*if required*) within five (5) workdays.
- Contractor completes production and distribution for first 100,000 copies after receipt of “O.K. to Print” on proofs from ordering agency within ten (10*) workdays.
- *Add one (1) additional workday for each additional 100,000 copies, or fraction thereof.

Reprint Orders:

For straight reprint orders (no revisions), no proofs will be required.

- Contractor must complete production and distribution within 10 workdays for quantities up to and including 100,000 copies.
- Contractor will be allowed five (5) additional workdays for quantities over 100,000 copies.

For reprint orders requiring minor revisions, PDF proofs may be required.

- If proofs are not required, contractor must complete production and distribution within fifteen (15) workdays for quantities up to and including 100,000 copies.
- If proofs are required, contractor must complete production and distribution within fifteen (15) workdays of receipt of an “O.K. to Print” on proofs.
- Contractor will be allowed five (5) additional workdays for quantities over 100,000 copies.

When Ordered:

- Five (5) additional workdays will be added to any order (new orders and reprint orders) requiring Prior to Production Samples.

The ship/deliver date indicated on the print order is the date products ordered for shipping f.o.b. contractor’s city must be picked up by the small package carrier.

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, the contractor is to notify the U.S. Government Publishing Office of the date of shipment, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov or via telephone at (202) 512-0520. Personnel receiving the email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one (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)	1	
	(b)	1	
	(c)	1	
		(1)	(2)
II.	(a)	2	713
	(b)	11	4,994
	(c)	2	713
III.	(a)	4,994	
	(b)	713	
IV.	(a)	713	
	(b)	12,365	

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production.

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

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

For products printing in three (3) ink colors, a charge under Item II. (c) "Additional Color (All Sizes)" will be allowed only for pages actually printed with the additional third ink color.

Cost of all required paper must be charged under Item III. "PAPER."

I. PREPRESS OPERATIONS:

NOTE: Price submitted for line item I.(a) is per page, regardless of the number of inks per page.

- (a) Composition per page\$ _____
- (b) PDF soft proof.....per file\$ _____
- (c) Prior to Production Samples (all trim sizes).....per leaf/per 50 copies\$ _____

(Initials)

II. PRINTING, BINDING, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations (excluding paper) necessary 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) Two-Page Form (5-1/2 x 8-1/2"): Printing in two ink colors, including bindingper form.....	\$ _____	\$ _____
(b) Two-page Form (8-1/2 x 11" and 8-3/4 x 11"): Printing in two ink colors, including bindingper form.....	\$ _____	\$ _____
(c) Additional Color (All Sizes): Printing in a third color in addition to the two ink colors charged for under line items II. (a) and (b)..... per color/per page.....	\$ _____	\$ _____

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 products 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:

Forms: Each page-size leaf for the applicable trim size.

Per 1,000 Leaves

- | | |
|---|----------|
| (a) 5-1/2 x 8-1/2":
White Optical Character Recognition (OCR) Bond (24-lb.) | \$ _____ |
| (b) 8-1/2 x 11" and 8-3/4 x 11":
White Optical Mark Sense Scanner (OMSS) Bond (24-lb.) | \$ _____ |

IV. ADDITIONAL OPERATIONS:

- | | |
|---|-------------------------------|
| (a) Identification Numbers:
Machine-Readable (Non-Dropout) Ink | per 1,000 copies.....\$ _____ |
| (b) Shrink-film wrapping | per package.....\$ _____ |

(Initials)

SHIPMENTS: Shipments will be made from: City _____ State _____.

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

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent _____ Calendar Days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____.

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications. NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

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

Bidder _____
(Contractor's Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

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

(Person to be Contacted) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)
