

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Editorial Services

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

U.S. Department of Interior
National Park Service (NPS)
Denver Service Center

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award (for October 2025) and ending September 30, 2026, 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 September 16, 2025, 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: ***This is a new program. There is no abstract available. These specifications have been extensively revised.*** All bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding with particular attention to the following:

- TERM OF CONTRACT – specified on page 1.
- PREAWARD TEST – specified on page 3.
- NUMBER OF PAGES – specified on page 6.
- GOVERNMENT TO FURNISH – specified on page 6.
- EDITORIAL OPERATIONS AND FINAL DELIVERABLES – specified on pages 6 and 7.
- SCHEDULE – specified on page 8.

For information of a technical nature, contact Lucy Belden at lbelden@gpo.gov or (202) 512-1479.

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)).

GPO Contract Terms (GPO Publication 310.2) –

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

SUBCONTRACTING: Subcontracting is not allowed.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to September 30, 2026, 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 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 June 30, 2025, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

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

DATA RIGHTS: All data and materials furnished and produced in the performance of this contract shall be the sole property of the Government. The contractor agrees not to assert rights or to establish any claim to such data/materials in whole or in part in any manner or form, or to authorize others to do so, without prior written consent of the Contracting Officer.

Information contained in all source documents and other media provided by the Government is the sole property of the Government.

PREAWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's 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)

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 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 approximately 20 manuscript and typeset pages making up a total of four (4) different products (three (3) Word documents and one (1) PDF) that are representative of the materials to be furnished under these specifications.

Test documents will be furnished via email or Government-hosted Microsoft (MS) SharePoint or Government-hosted MS Teams site.

The prospective contractor must provide editorial services in accordance with the requirements under "EDITORIAL OPERATIONS AND FINAL DELIVERABLES" specified herein.

All editing and markups may be done directly on the furnished electronic pages.

The prospective contractor must submit the test documents in the same software as received (i.e., Word documents to be submitted as Word documents; PDF documents to be submitted as PDF documents). The Word documents must have all changes tracked and comments enabled. The PDF documents must contain all markups and comments. (NOTE: Contractor will not be required to tag or create a 508 compliant PDF file.)

Preaward test pages will be inspected and tested for accuracy and conformance of materials to the furnished specifications and must comply with the specifications stated herein.

The prospective contractor is to email the edited and marked-up preaward test pages to Philip Viray at philip_viray@nps.gov and Lucy Belden at lbelden@gpo.gov.

The prospective contractor must submit the test pages within three (3) workdays of receipt of furnished test materials.

If the preaward test pages are disapproved by the Government, the prospective contractor may be permitted, at the option of the Government, additional time to correct defects or to submit additional test pages if so notified by the Contracting Officer.

In the event the revised test pages are disapproved by the Government, the prospective 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 prospective contractor from further consideration for award.

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

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

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award. At the option of the Government, the postaward conference may be held via teleconference.

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

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through September 30, 2026 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 emailed 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: Prior to submitting a billing invoice to GPO for payment, the contractor must submit an itemized billing invoice (along with all supporting documentation) to Philip Viray at philip_viray@nps.gov, or to the agency contact as specified on the print order, for verification, approval, and signature.

After agency verification/approval, the contractor must submit the signed billing invoice and the print order to the U.S. Government Publishing Office.

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

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

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

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

All contractor billing invoices must be itemized in accordance with the items in the "SCHEDULE OF PRICES."

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover editorial services for various publications and products requiring such operations as proofreading, copyediting, substantive editing, and formatting services, including 508 compliance preparation.

TITLE: Editorial Services.

FREQUENCY OF ORDERS: Up to approximately 8 orders per month.

NOTE: More than one print order may be placed on the same day requiring the same schedule. There may be an occasional month when no orders are placed.

NUMBER OF PAGES: Approximately 1 to 300 total furnished pages per order.

NOTE: Majority of orders issued will be for less than 100 total furnished pages. More than one product may be furnished on the same print order; however, the total number of furnished pages for all the products will fall within the range specified above.

PAGE SIZE: Majority of furnished files will be for 8-1/2 x 11” products with an occasional furnished file for 24 x 36” or 36 x 48” products.

NOTE: It is estimated that each 8-1/2 x 11” size page will contain approximately 300 words per page.

GOVERNMENT TO FURNISH: Electronic files (consisting of Word, PDF, and/or Excel files) created using Windows (current or near current version) will be furnished via email or Government-hosted MS SharePoint or Government-hosted MS Teams site.

NOTE: Most PDF files have been exported from various software such as MS Word or Adobe InDesign; however, the source files will not be furnished. Only electronic files as specified above will be furnished.

EXHIBITS: The sample pages shown as Exhibit A1 through A5 are representative of the pages to be furnished for editorial services which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

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

The contractor must be able to send and receive files electronically via email or via Government-hosted MS SharePoint site or Government-hosted MS Teams site. Appropriate log-on instructions and protocol will be provided by the Government at time of award.

MEETINGS: The contractor is expected to work closely with the editors at the ordering agency on all orders.

The ordering agency may require ad hoc meetings with the contractor for certain orders. The ordering agency will notify the contractor when a meeting is needed.

All meetings will be conducted via telephone.

EDITORIAL OPERATIONS AND FINAL DELIVERABLES: All editorial operations for proofreading, copyediting, substantive editing, and formatting must be in accordance with the following: Denver Service Center (DSC) Editorial Style Guide, Harpers Ferry Center (HFC) Editorial Style Guide, The Chicago Manual of Style, Merriam-Webster’s Collegiate Dictionary, AP Stylebook.

Denver Service Center Editorial Style Guide –
https://www.nps.gov/orgs/1804/upload/DSC_EditingStyleGuide_2014_AF.pdf.

Harpers Ferry Center Editorial Style Guide –
[HFC Editorial Style Guide - Harpers Ferry Center \(U.S. National Park Service\)](#).

The contractor must provide editorial services as specified herein including, but not limited to:

- Editing services for a variety of publications/products, which may include mechanical editing, copy editing, substantive editing; proofreading; and/or cross-checking catalog entries against indices.
- Changes to layout and formatting in Microsoft Word files only (including generating table of contents.)
- Making significant text changes as requested by the ordering agency.
- When ordered, Section 508 compliance preparation consisting of running and remediating errors from the Microsoft Word Check Accessibility tool and correcting errors; writing alternative text for graphics; formatting table headers; formatting and ensuring overall document structure aligns with accessibility guidelines; and preparing the Word file that allows the ordering agency to complete the final Section 508 compliance remediation in PDF. (NOTE: Contractor will not be required to tag or create a 508 compliant PDF file.)
- Reviewing statistical tables for anomalies, consistency, and legibility; incorporating revisions (mechanical and substantive) from reviews.
- Writing (simplifying to plain language; correcting grammar; reworking sentences or paragraphs; etc.). (NOTE: No original writing will be required.)
- Improving overall quality, clarity, and consistency of content and other editorial style aspects as defined in the Style Guides/Manuals/Dictionary specified above for any decisions not covered.
- Some documents may also include appendixes, tables, and charts. Contractor may be required to cross-check catalog entries against indexes and/or table of contents.

NOTE: The majority of orders placed on this contract will be for editorial services only (i.e., no 508 compliance preparation required).

All editing and markups must be done directly on the furnished files.

If contractor is furnished a Word file, the following digital deliverables must be furnished:

- Word file with all track changes
- Word file with all track changes accepted (“CLEAN” Word file)
- Exported PDF file of the Word file

NOTE: If an order requires 508 compliance preparation, the required exported PDF file does NOT require preparing for 508 compliance.

If contractor is furnished a PDF file, the following digital deliverables must be furnished:

- PDF file containing edits as PDF comments

Contractor may use different industry-standard editorial tools available; however, all work must be in compliance with the style guides specified above, and the final files are to be Word or PDF files (as applicable) as specified above.

DISTRIBUTION: Files must be delivered to the ordering agency via email (address to be specified on print order) or via Government-hosted MS SharePoint or Government-hosted MS Teams, as specified.

Upon completion of each order, contractor must notify the ordering agency (on the same day electronic file(s) are sent) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 425-S, Print Order XXXXX, Jacket Number XXX-XXX.”

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

Furnished materials and print orders will be furnished electronically via email, Government-hosted MS SharePoint, or Government-hosted MS Teams.

No definite schedule for placement of orders can be predetermined.

Editorial Services:

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

The below schedules are based on the total number of 8-1/2 x 11” *furnished* pages regardless of the number of products ordered or the various editorial services required on a print order.

- *Orders for 1 to 25 total pages:* Contractor must complete production and distribution within two (2) workdays of notification of the availability of print order and furnished material.
- *Orders for 26 to 50 total pages:* Contractor must complete production and distribution within three (3) workdays of notification of the availability of print order and furnished material.
- *Orders for 51 to 100 total pages:* Contractor must complete production and distribution within five (5) workdays of notification of the availability of print order and furnished material.
- *Orders for 101 or more total pages:* Contractor must complete production and distribution within seven (7) workdays of notification of the availability of print order and furnished material.
- *For any order that has 24 x 36” or 36 x 48” products,* the contractor is entitled to two (2) additional workdays in the schedule.
- *For any order that requires 508 compliance preparation only or with editorial services,* the contractor is entitled to two (2) additional workdays in the schedule.

For information purposes only, below is the typical amount of time usually required for 508 compliance preparation for MS Word files; however, when required, the contractor will be allowed the time as specified in the above schedule.

- Task/Level 1: Write alternative text, table summaries. Up to 5 minutes per image/figure/table.
- Task/Level 2: Formatting to ensure document structure and sections with heading styles. Up to 15 minutes for every 5 headers/sections.
- Task/Level 3: Ensure documents passes Microsoft Accessibility Checker tool by resolving errors and addressing warnings. Up to 15 minutes per error/warning.

Billing Invoices: Upon receipt of the submitted pages in accordance with the applicable schedule, the ordering agency will perform a cursory review to determine that the pages were edited as required. The ordering agency will respond within five (5) workdays of receipt thereof. Upon receipt of agency approval/signature, the contractor may submit their billing invoice (see “PAYMENT” for additional information). NOTE: If contractor errors are found after payment of an order, the contractor may be required to re-submit those pages having corrected the errors at no cost to the Government.

The ship/deliver date indicated on the print order is the date electronic files must be submitted to the ordering agency as specified under “DISTRIBUTION.”

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

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery. 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 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. 1,800
- 2. 96
- 3. 20

- (b) 1. 48
- 2. 8
- 3. 2

SECTION 4. - SCHEDULE OF PRICES

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.

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

I. EDITORIAL SERVICES AND 508 COMPLIANCE PREPARATION: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the products listed in accordance with these specifications.

(a) 8-1/2 x 11" Products:

1. Editorial Services Only per furnished page\$ _____
2. 508 Compliance Preparation Only per furnished page\$ _____
3. Combination Editorial Services
and 508 Compliance Preparation per furnished page\$ _____

(b) 24 x 36" and 36 x 48" Products:

1. Editorial Services Onlyper furnished product\$ _____
2. 508 Compliance Preparation Onlyper furnished product\$ _____
3. Combination Editorial Services
and 508 Compliance Preparationper furnished product\$ _____

(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. *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 Address) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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

EXHIBIT A1

Sample Pages for Editorial Services

NOTE: Exhibit pages are not at 100%.

Before Editing

Emmett Till and Mamie Till-Mobley

National Park Service
U.S. Department of the Interior

National Monument
Mississippi, Illinois





Emmett Till and Mamie Till-Mobley, ca. 1954. NAACP Records, Prints and Photographs Division, Library of Congress

Emmett Till and Mamie Till-Mobley National Monument Foundation Document

On July 25, 2023, Emmett Till and Mamie Till-Mobley National Monument was established by presidential proclamation. The monument includes three sites in Mississippi and Illinois. The proclamation directs the Secretary of the Interior, through the National Park Service, to manage the park to preserve the historic and cultural resources within its boundaries; to interpret the story of Emmett Till and Mamie Till-Mobley and their significance in the fight against racism and the dismantling of Jim Crow; and to commemorate the birth of the American Civil Rights Movement.

The National Park Service is welcoming the new park by beginning the process of preparing a foundation document to guide future planning and management of Emmett Till and Mamie Till-Mobley National Monument. A foundation document identifies a national park unit's core purpose and significance, its most important resources and values, and the interpretive themes that tell its unique American story. All interested persons are invited to help the National Park Service and participate in this effort.

The preparation of a foundation document is the first step in planning for any new park. The document's intention is not to provide specific management actions

or development planning. Rather, the foundation document will guide future decision making by ensuring all efforts stem from a unified understanding of what is most important about the park.

As the foundation document process begins, we encourage public input about the new park, including what is most important about the story of Emmett Till and Mamie Till-Mobley, potential issues that could threaten park resources and commemoration, and opportunities for preservation or interpretation. Please consider providing your thoughts and ideas on Emmett Till and Mamie Till-Mobley National Monument by August 15, 2025, so that those comments can inform the foundation document's development. Information on how to submit comments online and via mail is included in this newsletter. You can also learn more about Emmett Till and Mamie Till-Mobley National Monument and the foundation document process via the project webpage: https://parkplanning.nps.gov/TILL_FD.

Thank you for taking the time to learn about and provide input on Emmett Till and Mamie Till-Mobley National Monument.

May 2025

After Editing

Emmett Till and Mamie Till-Mobley

National Park Service
U.S. Department of the Interior

National Monument
Mississippi, Illinois





Emmett Till and Mamie Till-Mobley, ca. 1954. NAACP Records, Prints and Photographs Division, Library of Congress

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Why are Foundation Documents Important?

The preparation of a foundation document is the first step in planning for any new park. The intention of a foundation document is not to provide specific management actions or development planning; rather, the foundation document will guide future decision making by ensuring all efforts stem from a unified understanding of what is most important about the park.

We Want Your Input!

As the foundation document process begins, we encourage public input about the new park, including what is most important about the story of Emmett Till and Mamie Till-Mobley, potential issues that could threaten park resources and commemoration, and opportunities for preservation or interpretation. Please consider providing your thoughts and ideas on Emmett Till and Mamie Till-Mobley National Monument by August 15, 2025, so that those comments can inform the foundation document's development. Information on how to submit comments online and via mail is included in this newsletter. You can also learn more about Emmett Till and Mamie Till-Mobley National Monument and the foundation document process via the project webpage: https://parkplanning.nps.gov/TILL_FD.

May 2025

EXHIBIT A2

Sample Pages for Editorial Services

NOTE: Exhibit pages are not at 100%.

Before Editing

CHAPTER 4: CONSULTATION AND COORDINATION

PUBLIC INVOLVEMENT

From April 2, 2024, through May 6, 2024, the NPS invited the public to provide input as part of a civic engagement process for the development of a coastal management plan for the park. The purpose of this civic engagement period was to obtain public feedback on preliminary management strategies to assist with the development of the plan. The comments received from this process informed the creation of preliminary strategies. The public was invited to submit written comments by mail, email, and on the project website at <https://parkplanning.nps.gov/LACLcoast>.

The National Park Service held two virtual public meetings to discuss the development of the coastal management plan and to answer questions about the project. During the virtual meetings, NPS staff described the planning process, showcased methods for public comment, and answered participants' questions. The National Park Service informed the public about the opportunity to provide feedback using printed and digital newsletters. By the close of this comment period, the National Park Service had received 63 correspondences on the project website. The public shared input on the draft strategies under consideration to address the issues of the plan. A summary of public and agency comments may be found on the project website at <https://parkplanning.nps.gov/LACLcoast>. Commenters most value the coast's recreational opportunities, natural landscapes, and unique habitats. Members of the public expressed support for the preliminary strategies related to aviation safety, best bear viewing practices, monitoring of cultural resources, use of indigenous place names, and provision of outhouses. While many commenters supported the strategies related to management of commercial operations, some expressed concern of increased costs. Commenters provided rationale for the NPS to dismiss the idea of a fishing platform at Silver Salmon Creek, provision of airstrips, and permanent closure of meadows. Commenters expressed a mix of mostly concern, with some support for preliminary strategies such as designating a minimum bear viewing distance, off-highway vehicle restrictions, and bear-viewing platforms.

Park staff met with State of Alaska representatives to discuss preliminary strategies and seek feedback on March 26, 2024. The State of Alaska asserts that the National Park Service is prohibited from managing eligible wilderness as designated wilderness per the Alaska National Interest Lands Conservation Act (ANILCA) section 1317(c), despite NPS policy directing the National Park Service to manage eligible wilderness as designated wilderness. The State requested that the park refer to the park purpose as written in ANILCA section 201(7)(a) and suggested specific changes to the NPS stated park purpose. The State requested examples of past and current conflicts related to the stated issue of increase in coastal visitors. The State requested that the plan recognizes the State's authority to manage, control, and regulate fish and wildlife populations, including for subsistence purposes, and to clarify in the plan that any potential issuance of concession permits under NPS authority would not indirectly allocate fish and wildlife nor detract from subsistence rights protected by the Federal Subsistence Management Program. The State recommended to coordinate with the Federal Aviation Administration regarding park overflights, as the National Park Service has no regulatory authority over air space. The State looks forward to continued coordination and ensuring that the plan is aligned with ANILCA provisions, specifically those related to access for subsistence and traditional activities. The

After Editing

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Commenters most value the coast's recreational opportunities, natural landscapes, and unique habitats. Members of the public expressed support for the preliminary strategies related to aviation safety, best bear-viewing practices, monitoring of cultural resources, use of indigenous place names, and provision of outhouses. While many commenters supported the strategies related to management of commercial operations, some expressed concern about increased costs. Commenters provided rationale for the National Park Service to dismiss the idea of a fishing platform at Silver Salmon Creek, provision of airstrips, and permanent closure of meadows. Commenters expressed a mix of mostly concern, with some support for preliminary strategies such as designating a minimum bear-viewing distance, off-highway vehicle restrictions, and bear-viewing platforms.

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EXHIBIT A3

Sample Pages for Editorial Services

NOTE: Exhibit pages are not at 100%.

Before Editing

APPENDIX A: IMPACT TOPICS DISMISSED FROM DETAILED ANALYSIS

The following impact topics are not analyzed because they do not exist in the project area; would not be affected by the proposal; the likelihood of impacts are not reasonably expected; through the application of mitigation measures there would be no potential for significant effects; and were not a subject of contention among the public and other agencies. Additionally, a detailed analysis of environmental impacts related to the issue was not necessary to make a reasoned choice between alternatives.

SPECIAL STATUS SPECIES

A variety of sources were referenced to determine the presence of threatened and endangered species within the project area, including US Fish and Wildlife Services Information for Planning and Consultation, and the park NPS species list (NPS 2024). The species considered in this document are provided in table X below.

Table 1. Federally Endangered, Threatened, and Candidate Species That May Occur in Lake Clark National Park and Preserve (as of May 2024)

Common Name	Scientific Name	Federal Status	Potential for Species or Habitat in Planning Area	Proposed or Designated Critical Habitat Present in Planning Area
Northern Sea Otter	<i>Enhydra lutris kenyoni</i>	CH	No	Yes
Short-tailed Albatross	<i>Phoebastria albatrus</i>	E	No	No
Steller's Eider	<i>Polysticta stelleri</i>	T	No	No

CH = Critical Habitat, T = Threatened, E = Endangered

At the time of this writing, both species from these reference sources have no potential to occur within the project area. The short-tailed albatross and Steller's eider are both found offshore, and to the park's knowledge, neither of these species have ever been close to the shoreline in the park. Further, if discovered within the shoreline, these species would not be impacted by the proposed action. The Steller's eider is present along the coast in winter months, and would not be affected by the proposed action which addresses visitation in the busy season. According to the US Fish and Wildlife Service (USFWS), there is final critical habitat for the northern sea otter within the park (USFWS 2024). None of the proposed actions would impact the viability of the northern sea otter's critical habitat because the proposed actions are land based.

SOUNDSCAPES

National Park Service Management Policies 2006 and Director's Order 47: Soundscape Preservation and Noise states that the preservation of natural soundscapes associated with national park units is an important component of the NPS mission. The development of a coastal management plan would not contribute to long-term impacts on the acoustic environment and soundscapes at the park for several reasons. First, the current soundscape already has numerous human influences in highly visited areas of the park. Second, constructing new ranger cabins would likely have temporary impacts on the soundscape while construction activities occur, such as human-caused sounds from equipment and vehicular traffic. Any construction associated with the implementation of the preliminary alternatives evaluated could result in dissonant sounds, but such sounds would be localized and of short duration, typically less than a couple of weeks in any given spot. After the completion of construction, ranger use of the cabins would begin. The presence of NPS

After Editing

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SPECIAL STATUS SPECIES

A variety of sources were referenced to determine the presence of threatened and endangered species within the project area, including USFWS information for planning and consultation, and the park NPS species list (NPS 2024). The species considered in this document are provided in table A-1 below.

Table A-1. Federally endangered, threatened, and candidate species that may occur in Lake Clark National Park and Preserve (as of May 2024)

Common Name	Scientific Name	Federal Status	Potential for Species or Habitat in Planning Area	Proposed or Designated Critical Habitat Present in Planning Area
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Steller's eider	<i>Polysticta stelleri</i>	T	No	No

CH = Critical habitat, T = Threatened, E = Endangered

At the time of this writing, both species from these reference sources have no potential to occur within the project area. The short-tailed albatross and Steller's eider are both found offshore, and to the park's knowledge, neither of these species has ever been close to the shoreline in the park. Further, if discovered along the shoreline, these species would not be impacted by the proposed action. The Steller's eider is present along the coast in winter months and would not be affected by the proposed action, which addresses visitation in the busy season. According to the US Fish and Wildlife Service, there is final critical habitat for the northern sea otter within the park (USFWS 2024). None of the proposed actions would impact the viability of the northern sea otter's critical habitat because they are land-based.

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EXHIBIT A4

Sample Pages for Editorial Services

NOTE: Exhibit pages are not at 100%.

Before Editing

CLIMATE STRESSORS

Whiskeytown National Recreation Area has already experienced rapid increases in temperatures, and the park is in a region where heavy precipitation events are increasing. These and other important climate changes are summarized here and reported more completely in the NPS Climate Futures Summary (CCRP 2024).

The average annual temperature at WHIS increased at the rate of 1.5°F per century from 1895 to 2022, and since the acceleration of climate changes around 1970, temperatures have increased at the very rapid rate of 6.2°F per century (3.4°C per century; figure 2). Annual precipitation has not changed significantly, but high variability in precipitation makes it difficult to detect a statistical trend. The National Climate Assessment found that evidence for historical changes in heavy precipitation the region around Whiskeytown National Recreation Area was equivocal (Marvel et al. 2023).

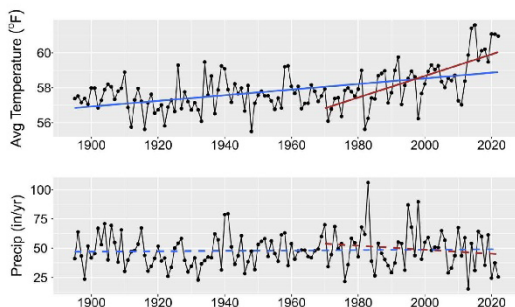


FIGURE 2. HISTORICAL TRENDS IN AVERAGE ANNUAL TEMPERATURE AND ANNUAL PRECIPITATION SHOWING VERY RAPID INCREASE IN TEMPERATURE. PRECIPITATION IS HIGHLY VARIABLE BUT HAS NO TREND TOWARD MORE OR LESS PRECIPITATION. SOLID LINES INDICATE A STATISTICALLY SIGNIFICANT ($P < 0.05$) TREND.

The NPS Climate Change Response Program¹ produced two plausible, divergent climate futures ("Warm Wet" and "Hot Dry") to capture relevant variation across climate models and greenhouse gas emissions scenarios. All 40 climate models evaluated by NPS project significant warming. Increases by 2050 under the Warm Wet climate future are considerable (+2.8°F), and increases under the Hot Dry climate future are extreme (+4.8°F; figure 3). In the near future, the "average" year will consist of temperatures that were historically considered

¹ For detailed methods, see Runyon, A. N., J. E. Gross, G. W. Schuurman, D. J. Lawrence, and J. H. Reynolds. 2024. *Methods for assessing climate change exposure for national park planning*. Park Resource Report PRR—2024/02, National Park Service, Fort Collins, Colorado.

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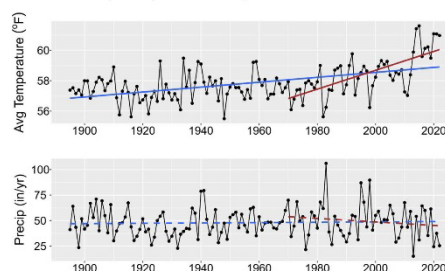


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1. For detailed methods, see Runyon et al. (2024).

EXHIBIT A5

Sample Pages for Editorial Services

NOTE: Exhibit pages are not at 100%.

Before Editing

APPENDIX B: RELATIONSHIP TO OTHER NPS PLANNING AND GUIDANCE

This document is part of Lake Clark's planning portfolio. A park planning portfolio is the collection of planning documents that guides decision making and satisfies law and policy. These unique planning portfolios create a logical, trackable guide for park management actions.

The National Parks and Recreation Act of 1978 (54 USC 100502) requires the preparation and timely revision of general management plans for each unit of the national park system. At a minimum, pursuant to Director's Order 2: *Park Planning*, each park must have a plan or series of plans that address the following four statutory requirements identified in 54 USC 100502:

- measures for the preservation of the area's resources;
- indications of types and general intensities of development (including visitor circulation and transportation patterns, systems, and modes) associated with public enjoyment and use of the area, including general locations, timing of implementation, and anticipated costs;
- identification of an implementation commitment for visitor carrying capacities for all areas of the unit; and
- indications of potential modifications to the external boundaries of the unit and the reasons therefore.

Lake Clark's existing general management planning documents continue to provide relevant guidance, which may be supplemented through development of additional planning documents, such as this coastal management plan. Other documents within Lake Clark's planning portfolio directly related to this planning effort include the following:

- **Lake Clark National Park and Preserve:** 2014 General Management Plan; 2019 Wilderness Character Assessment; 2017 Resource Stewardship Plan; 2009 Foundation Statement; 2011 Draft Alaska Federal Lands Long Range Transportation Plan; 2010 Lake Clark National Park and Preserve Long-Range Interpretive Plan; 1999 Lake Clark National Park and Preserve Resources Management Plan

This coastal management plan is a component of the park's planning portfolio and fulfills a park planning priority for long-term direction related to resource preservation and visitor access in Lake Clark National Park & Preserve.

This plan is consistent with the general guidance of the 2014 general management plan, and the 2019 Wilderness Character Assessment. It helps the park to better meet the general management plan statutory requirements of 54 USC 100502 and policy requirements of Director's Order 2, specifically the requirement to address visitor carrying capacities and identify measures for preserving Lake Clark's resources.

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- (1) measures for the preservation of the area's resources;
- (2) indications of types and general intensities of development (including visitor circulation and transportation patterns, systems, and modes) associated with public enjoyment and use of the area, including general locations, timing of implementation, and anticipated costs;
- (3) identification of and implementation commitment for visitor carrying capacities for all areas of the System unit; and
- (4) indications of potential modifications to the external boundaries of the System unit, and the reasons for the modifications.

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