

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of

American Community Survey Questionnaires

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

Department of Commerce
Census Bureau

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **Date of Award** and ending **May 31, 2025**, plus up to four (4) optional 12 month extension period(s) that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

BID OPENING: Bids shall be opened virtually at 11:00 AM, Eastern Time (ET), on **May 22, 2024** 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 744-S 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 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, call **David Love** at (202) 512-0104 or email dlove@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 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)).

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

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

SUBCONTRACTING: Subcontracting will not be permitted.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Quality Level II
- (b) Finishing (item related) Attributes -- Quality Level II
- (c) Exception: Tolerances and Definitions. (See “TOLERANCES AND DEFINITIONS” below).

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

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

- P-7. O.K. Prior to Production Samples, O.K. Proofs, average type dimension, electronic media, furnished samples.
- P-9. Pantone Matching System.

DEFINITIONS AND TOLERANCES: Questionnaires will be used in high speed inserting equipment.

Questionnaires will be used in scanning equipment. The binding will be guillotined before inserting into scanning equipment. Questionnaires will be fed into the scanning equipment with the Lead Edge first. The Lead Edge shall be defined as the right side of any odd numbered page and the left side of any even page.

Margin Dimensions –

ALL pages – Top Margin =	0.365”
Bottom Margin =	0.350”
ODD pages – Left Margin =	0.625”
Right Margin =	0.625”
EVEN pages – Left Margin =	0.625”
Right Margin =	0.625”
Page Border – Line Thickness =	0.021”
Inside Form Dimensions –	
Left to Right =	7.208”
Bottom to Top =	10.243”

Printing Tolerances –

Printed Image Misplacement –	+/- 1/32”
Skewness –	Shall be no greater than 0.75 degrees.
Filled-in Characters –	There shall be no filled-in characters.

There shall be no filled in characters, smudges, roller marks, spots, hickies, extraneous marks, Newton Rings, lint marks, wrinkles, or other ink imperfections.

Finishing Tolerances –

Trim Size –	+/- 1/32”
Unfolded Skewness –	Shall be no greater than 0.75 degrees.
Fold Position –	+/- 1/16”
Folded size –	+/- 1/16”

There shall be no wrinkles, dog-ears, connected or torn pages, or damaged page edges, including untrimmed signatures or edges that are feathered, ragged, or burred.

Container shipping labels must display complete and accurate Form Number and Edition Date as indicated on finished product within each carton.

Nonconformance with the above tolerances shall be classified as a critical defect unless otherwise specified. The tighter requirement governs in all cases.

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 **May 31, 2025**, 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 **February 29, 2024**, 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.

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 0913-01 for Offset and Text will apply to all paper required under this contract.
2. The applicable index figures for the month of **May 2024**, will establish the base index.
3. There shall be no price adjustment for the first three production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month, which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

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

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

6. The Contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%
7. Adjustments under this clause will be applied to the contractor's bid price(s) for line item IV., "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, 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(s)
- 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 Production Plans – The contractor must present, in writing, to the Contracting Officer within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities. The workday after notification to submit will be the first day of the schedule. If the Government requests additional information after review of plans, the contractor must submit updated plans within two (2) workdays of request.

These proposed plans are subject to review and approval by the Government, and award will not be made prior to approval of same. The Government reserves the right to waive some or all of these plans.

Production Plan – The minimum requirements to be included in the Production Plan are:

1. A flow chart containing the proposed overall step-by-step methods of production; (i.e., expected delivery date of paper supply for each item; the number of machines to be used for each item; the dates, times, and shifts per day to be used for each item, including dates, times, and shifts of work performed on weekends; and, types of presses and machines used for each process of each item).

2. The proposed start-up dates of all phases of production for all items, which will demonstrate the operation (i.e., printing, folding, etc.), length of production period for each operation, anticipated quantity completion rate per production day, and operation for each item.
3. How the coordination will be handled from one production phase to the next.
4. The name and title of the person responsible for each production phase (i.e., Quality Control Officer).
5. How the final products will be staged/shipped including the name of the person responsible for this phase.
6. List of the steps the contractor will follow when purging defective items and when replacements will be provided.
7. Any other special requirements which the contractor deems necessary to successfully perform the contract.

Quality Systems Plan – The contractor shall implement (prior to start-up of production and maintain throughout the term of the contract) a Quality Systems Plan. The plan must demonstrate conformance to all requirements of this contract. The Quality System shall, at a minimum, include the following:

1. Appointment of an official who shall be responsible for the complete operation of the quality control system/department. This official shall be responsible for investigating and ascertaining the causes of deficiencies found and shall serve as the Government's single point of contact on all quality matters throughout the term of the contract.
2. Appointment of a lead Quality Control (QC) person who is directly involved in the day-to-day production of each item ordered. The QC person shall report directly to the designated official established in paragraph 1) above.
3. Details of where and by whom daily process controls and inspections will be performed to detect any defects during each phase of the Printing, folding, binding/stitch alignment, packing, and labeling and marking of shipping containers processes. The contractor shall state the number of people that shall be permanently assigned to this contract and give details about their individual assignments.
4. Procedures to be utilized to ensure that daily samples for inspection will be taken from all phases of production. All forms that the contractor will utilize in documenting daily sampling must also be included in the Quality Systems Plan.
5. Procedures for detecting any defective and/or incorrect items. Procedures MUST describe in detail the actions that will be taken if/when defects are discovered and how/when these defective/incorrect items will be replaced.
6. Description of how verification will be accomplished to ensure that the order has been processed in full.
7. Description of the procedures for retrieving and correcting any quantity of items shipped to Jeffersonville, IN, which do not meet specifications.

QUALITY SYSTEMS AUDIT: After review of the contractor's Quality Systems Plan, the Government may conduct an in-depth audit of all the contractor's quality control methods and quality systems in a formal walk-through.

Failure to maintain quality systems in accordance with the Quality Systems Plan approved by the Government may result in the Government's termination of the contractor for default.

ON-SITE GOVERNMENT REPRESENTATIVES: Two (2) or more Government representatives may be present at the contractor's production facility, for the duration of each shift, to monitor the production, quality review of all items, plus labeling, packaging and palletizing of shipping containers. For all production process for all items, the Census Quality Assurance team and the contractor's management team will establish a leader or point of contact for each shift on which Census work will be performed.

These representatives do not have contractual authority. They are not authorized to make changes or imply that changes be or can be made in these specifications or contract. Additionally, these Government representatives are not to provide support or disapproval of any concerns pertaining to any of the terms of this contract to the contractor's staff. However, these representatives are to bring any and all defects to the attention of the contractor's QC Officer.

These representatives will have full and unrestricted access to all production areas where Census work is being produced. The contractor must provide office space with a desk, a telephone, and unlimited access to a fax machine. The office must be in an enclosed, secured area adjacent to the production operations. The contractor will be reimbursed for any charges incurred for toll calls made by the Government representatives upon presentation of voucher and verifiable documentation.

These representatives may affix stickers to the cartons and/or pallets for internal Census purposes. The application of these stickers neither signifies nor implies, in any way, the acceptance of the job by the Government. The affixed stickers do apply to the acceptance of the materials on the pallet. Pallets cannot be shipped until the stickers have been applied to the pallets or written permission to ship has been provided by the Government.

Travel expenses and per diem to be incurred by the Government for Quality Control Monitoring of each print order will be a factor in determining award (see "SECTION 3. – DETERMINATION OF AWARD").

POSTAWARD / PREPRODUCTION CONFERENCE: Unless waived by the Contracting Officer, this postaward / preproduction conference will be conducted by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, within six (6) workdays after award.

In this conference the following topics will be addressed:

- (1) The total requirements of the program, as indicated in these specifications.
- (2) All aspects of the contractor's internal and external operations required to complete this contract.
- (3) The previously approved Production Plan and Quality Plan will be reviewed in depth. (See "PREAWARD SURVEY, Production and Quality Systems Plans.")

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 **May 31, 2025**, 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:

<https://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 accordance with the items in the "SCHEDULE OF PRICES."

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of self-covered questionnaires requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: American Community Survey Questionnaires.

FREQUENCY OF ORDERS: Approximately 15 to 20 orders per year.

QUANTITY: Approximately 1,500 to 1,000,000 copies per order.

NUMBER OF PAGES: 8 to 48

TRIM SIZE: 8-1/2 x 11”

No shortages will be allowed, and no overs will be accepted. The contractor is cautioned that they will be required to make up any shortages at no additional costs to the Government. Contractor is responsible for excess processing costs incurred for furnishing Questionnaires that do not meet specifications.

GOVERNMENT TO FURNISH: Electronic media will be furnished as follows –

Platform: Macintosh OSX; IBM or compatible using MS Windows.

Media: Email; CD-R/RW, DVD-R/RW, if needed.

Software: Adobe Creative Suite (InDesign, Photoshop, and Illustrator); One Form Designer Plus; Microsoft Publisher; Microsoft Word; Adobe Acrobat Professional.

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

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

Fonts: All screen and printer fonts will be furnished or imbedded, as applicable. For PDF Files, some orders will require contractor to embed fonts.

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

Additional Information: Files will be furnished in native application and/or PDF Format.

GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

A visual of the furnished electronic files will be provided.

Samples furnished are to be used as a guide only.

Exhibit A - Stitching Location Diagram.

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

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

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contact person noted on the GPO’s 952 Form and to the GPO.

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.

Files must be output on high-resolution image processors at a minimum of 2400 dpi and a 150-line screen.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Digital Deliverables: Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: Government will accept PDF files as digital deliverables when furnished by the Government.

PROOFS: Proofs will be required on all print orders.

Two (2) sets of digital color content proofs. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product, as applicable. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

OR

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.

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

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

The contractor must not print prior to receipt of an “O.K. to Print.”

PRIOR TO PRODUCTION SAMPLES (When required): The sample requirement for this contract is 200 printed samples (as indicated on print order). Each sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

All samples must be printed on the paper required for this item as specified herein.

Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials. All samples will be tested for conformance of materials. All samples will be tested for usage on the specified equipment and/or for construction.

If deemed necessary samples may be tested on inkjet printer(s).

After receipt of “O.K. to Print” on proofs but prior to the commencement of production of the contract production quantity, the contractor shall submit samples for the type of questionnaire ordered as follows:

- Submit 150 samples to: U.S. Census Bureau, Attn: Quality Assurance Analysis Section, 1621 Dutch Lane, Building 60F, Jeffersonville, IN 47130 (Telephone: (812) 218-2018). Mark container(s): “PRIORS – URGENT.”
- Submit 25 samples to: Government Publishing Office, Attn: Quality Control for Published Products (QCPP), Room C-613, Mail Stop CSCS, 732 North Capitol Street, NW Washington, DC 20401 (Telephone: (202) 512-0542).
- Submit 25 samples to: one address (as specified on the print order) located within the Washington, DC, Maryland, and Virginia metropolitan area. (It is a home address, and it periodically changes.)

NOTE: All Prior to Production samples must deliver via traceable means. Approval/disapproval of samples will come from GPO.

The samples must be submitted in accordance with the specified schedule. (See “SCHEDULE.”)

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

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 Contract Clause 12, “Notice of Compliance with Schedules,” of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor’s risk. Samples will not be returned to the contractor.

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.

White Opacified Text, basis weight: 50 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A80.

PRINTING: Print head-to-head in black ink plus one or two additional ink colors. Printing consists of type and line matter and flat tones (150-line 10%, 20%, 30%, 40%, and 50% tone). Match Pantone number as indicated on the print order.

Image an iCADE barcode on each page of the questionnaires (see below for more information on the iCADE barcodes).

NOTE: The questionnaires **MUST** be produced using Offset Lithographic process. If questionnaires are produced on a web press, it must be a heat-set, or equivalent, web press.

Target Ink Dot Area (for all colors except yellow): The target nominal will be set at the press sheet inspection. For Pantone Matching System T density, contractor to run color density to match Pantone color, and filter nominal value for Questionnaires shall be set by measurements of the specified standard (O.K. Press Sheet). Screen dot area should measure a density reading of 23 (plus or minus 3). A density reading of 20 to 26 is acceptable.

Target Ink Dot Area (for yellow): The target nominal will be set at the press sheet inspection. For Pantone Matching System T density, contractor to run color to density to match Pantone color, and filter nominal value for Questionnaires shall be set by measurements of the specified standard (O.K. Press Sheet). Screen dot area should measure a density reading of 24 (plus or minus 3). A density reading of 21 to 27 is acceptable.

INTEGRATED COMPUTER ASSISTED DATA ENTRY (iCADE) BARCODES: The iCADE is an imaging and data capture system developed by the Census Bureau. The iCADE system uses scanners to create digital images of respondent forms and applies form recognition technology to identify form pages for data capture by utilizing barcodes printed on each page. Once the form pages are identified by the system, they are matched to the appropriate data capture template, and then the responses are captured by a combination of Optical Mark Recognition (OMR), Optical Character Recognition (OCR), and Key From Image (KFI) along with the associated QA and analyst review phases that ensure data quality.

The contractor will be required to print the iCADE barcode on each page of the questionnaires (both sides) in black. The barcode is to be located on the bottom left-side of each page.

NOTE: Contractor must maintain no less than 3/16" of space between the bottom of the barcode and the foot trim.

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015.

NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; slur targets; two-color overprint ink trapping targets and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

Viewing Light: Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; contractor must provide a densitometer and a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided

MARGINS: Margins and bleeds will be as indicated on the print order or furnished electronic files.

BINDING: See Exhibit A for stitching location diagram.

Saddle-wire stitch in two places and trim three sides to 8-1/2 x 11". Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. The top stitch must be located 1-3/4" from the top edge of the questionnaire. The bottom stitch must be 1-3/4" from the bottom edge of the questionnaire. Stitches must be centered.

After saddle-stitching, some questionnaires, re-fold to 8-1/2 x 5-1/2", with title page facing out.

All folded questionnaires must lie flat after folding for use on inkjet printers.

STITCH ALIGNMENT:

Spine – Saddle-stitch on the fold. The alignment of the stitches in the direction of the spine shall be such that both bends of the stitch fall within the fold of the spine as viewed from the outside of the form (see Exhibit A, "Skewness, Top Views"). This requirement does not imply that the point of emergence through the innermost sheet of the signature must lie within the fold of the spine as viewed from the inside of the form (see Exhibit A, "Location, End Views"). All stitches shall be crimped tightly enough so that the stitch may not be pulled away from the spine, but not so tightly as to break the surface of the spine.

Inside of Form – The gap between the ends of stitch legs shall not exceed 1/16", and the overlap shall not exceed 1/32". All stitches shall be crimped tightly enough so that no movement of the pages relative to each other is allowed. The ends of the stitches shall be tight against the paper. All stitches shall not be crimped so tightly as to break the surface of the paper. However, the ends of the stitches may penetrate the first sheet of paper. Inside sheets must be stitched no more than 1/16" from the fold.

BINDING INSPECTION: Binding operations (trimming, stitching, and folding) may be inspected and approved at the contractor's plant for quality conformance and for the purpose of establishing specific standards that are to be maintained throughout the entire run. Upon approval, the contractor is charged with maintaining those standards throughout the binding process (within QATAP tolerances, unless otherwise indicated). The contractor is also charged with discarding all products that preceded approval. When a binding inspection is required, it will be specified on the individual print order. NOTE: A binding inspection does not constitute a prior approval of the entire run. The contractor must not stitch or fold prior to receipt of an "O.K. to Stitch" or "O.K. to Fold."

PACKING: Pack and identify the questionnaires in suitable quantities, in shipping containers not to exceed 30 pounds when fully packed. Pack with chipboard on top.

NOTE: Pack in containers constructed with a minimum bursting strength of 275 pounds per square inch. Label must be securely fastened to the container.

Do NOT place rubber bands or shrink-wrap around the questionnaires.

Containers must be packed in such a way as to prevent crushing while in transit. The Government will NOT accept crushed containers. Crushed containers will be returned to the contractor for replacement, at the contractor's expense.

PALLETS/PALLETIZING: All orders shall be shipped on pallets. DO NOT MIX ITEMS ON PALLETS.

Wood pallets are required with un-notched solid stringers allowing entry only from the ends. Pallets shall not have deck boards that overhang from outside edge of stringer. Plastic or pressboard pallets are not acceptable.

Pallets must measure 48" x 42" (stringer measurement shall be the 48" dimension). Full two-sided entry on the 42" width dimension required. The entire pallet shall be shrink-wrapped (including top and bottom). Maximum height allowance (including pallet) must not exceed 48".

Containers must be fastened securely to the pallet in a manner that will prevent lateral movement but will permit removal without damage to the containers.

Containers shall be of the appropriate dimensions so as to be stacked on the pallets so that the length of each container runs in the opposite direction to the row of containers beneath/above (i.e., interlocking 90-degree palletizing scheme) with container labels facing out. Container dimensions shall allow for this interlocking 90-degree palletizing scheme. The interlocking 90-degree palletizing scheme must ensure that all rows on all pallets are of the same dimensions. Pallets with overhanging containers or rows will not be accepted.

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

For orders requiring more than one container, each container must be labeled to indicate what box of how many. (Example: 1 of 3, 2 of 3, and 3 of 3).

Container shipping labels must indicate correct and complete Form Number and Edition Date as indicated on finished product within each container.

Each container label must be numbered in numerical sequence of production and of each other.

CAUTION: Noncompliance with the labeling and marking specifications may be cause for the Government to reject the shipment at destination and return it to the contractor at the contractor’s expense. After giving notice of the deficiency and affording the contractor an opportunity and reasonable time to correct, the Government may, at its option, re-label and/or re-mark in accordance with these specifications and charge all costs to the contractor. (See GPO Publications 310.2, as revised 1-18, Supplemental Specification, Labeling and Marking Specifications, Section 11.)

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

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special 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 www.GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address receiving the largest consignment.

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 www.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 Program, Jacket, and Print Order numbers must be furnished with billing as evidence of mailing.

CENSUS QUALITY ASSURANCE RANDOM COPIES: After approval is received on the press sheet inspection and starting with the first day of printing, the contractor shall, during each day, randomly select one (1) sample, every 5,000 copies, of each type of press sheet produced that day. Each sample shall have: 1) the date and time, stamped by machine, when the sample is pulled, 2) the shift noted on the sample, and, 3) the press number noted on the sample.

The contractor shall develop a method for selecting the press sheet samples that is acceptable to the Government. For example, if the items are printed roll-to-roll, the samples may be selected from the tail of each output roll.

If binding is performed as a separate operation, one (1) random sample, every 3,000 copies, per day from each operation shall be selected.

If the operations are combined into one continuous operation, one (1) random sample every 3,000 copies per day from each operation shall be selected. Each sample shall have: 1) the date and time, stamped by machine, when the sample is pulled; 2) the shift noted on the sample; and, 3) the press number noted on the sample. The on-site Government representatives will inspect the Census Quality Assurance Random Copies indicated above. After inspection, the contractor shall ship these samples (marked “QUALITY SAMPLES”) overnight to the: U.S. Census Bureau, Quality Assurance Analysis Section, 1621 Dutch Lane, Building 60F, Jeffersonville, IN 47130 (Telephone: (812) 218-2018).

DISTRIBUTION: If On-Site Government Representatives are in-plant at the contractor’s facility for press and bindery inspections then the contractor shall not ship prior to receipt of an “OK to Ship” The OK to Ship will be coordinated through these On-Site Government Representatives.

Deliver f.o.b. destination to: U.S. Census Bureau, National Processing Center, 1621 Dutch Lane, Receiving Dock 60-F, Jeffersonville, IN 47130. ATTN: Receiving Office (812-218-4737)

Deliveries must be made between the hours of 8:30 a.m. and 3:00 p.m. (local time), Monday through Friday, excluding Government holidays. Contractor must provide 24-hour advance notice for all deliveries. Platform height is 48”.

All shipments must be made by traceable means with inside delivery to room number(s) specified. A signed receipt is required.

Verification of the number of copies that are guaranteed for on-time delivery must be communicated by email to NPCInventoryControlandShipping@Census.gov. The subject line of each email message must contain the words “Shipping Activity Report for Program 744-S, Print Order #” (as applicable). The message text must include:

- (1) The title
- (2) The required delivery date
- (3) The number of copies guaranteed for on-time delivery.

For print orders requiring delivery of multiple items, the title of each item shall be listed on a single separate line of the email text. For print orders requiring more than one scheduled delivery date (delivery of partial quantities), a separate email message must be provided in advance of each individual delivery date.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/ mails) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 744-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/ mailing methods, and title of product. Contractor must be able to provide copies of all delivery/ mailing receipts upon agency request.

Upon completion of each order, all furnished material (including electronic media) and digital deliverables must be returned, via traceable means, to: U.S. Census Bureau, Publications Receiving, Gate 9, FOB #4 Warehouse, 4401 Suitland Road, Suitland, MD 20746. (Telephone: (301) 763-4447)

- The furnished material must be clearly labeled "Government Furnished Material" and must include Jacket and Print Order numbers.
- The digital deliverables must be clearly labeled "Digital Deliverables" and must include the Jacket and Print Order numbers.

All expenses incidental to picking up and returning materials (if applicable), submitting proofs and prior to production samples, and furnishing samples 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).

No definite schedule for pickup of material/ placement of orders can be predetermined.

When required, prior to production samples must be delivered to and picked up from address(s) listed on the print order.

When digital color content proofs are required, all Government furnished material and one set of proofs must be picked up from and delivered to: U.S. Census Bureau, 1621 Dutch Lane, Receiving Building 60F, Jeffersonville, IN 47130 (Telephone: (812) 218-2018). Mark container(s): "PROOFS – URGENT."

The second set of proofs must be delivered to one address (as specified on the print order) located within the Washington, DC, Maryland, and Virginia metropolitan area. (It is a home address, and it periodically changes.)

When required, PDF soft proofs must be sent to the email address listed on the print order, unless otherwise directed.

All priors and/or proofs must deliver via traceable means. Approval/disapproval of priors and/or proofs will come from GPO. When applicable, all furnished electronic media must be returned with proofs.

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

- Contractor must complete production and distribution within 18 workdays.
- Proofs will be withheld no more than five (5) workdays from their receipt at the U.S. Census Bureau until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the U.S. Census Bureau is day one of the hold time.)
- All proof and transit time is included in the 18-workday schedule.
- If a press sheet and/or bindery inspection are required, an additional three (3) workdays will be added to the schedule.

- If prior to production samples and a press sheet and/or bindery inspection is required, an additional seven (7) workdays will be added to the schedule. The Government will approve, conditionally approve, or disapprove the prior to production samples within four (4) workdays of receipt thereof.

Press Sheet and/or Bindery Inspection

The contractor must notify the GPO of the date and time the Press Sheet Inspection and/or Binding Inspection can be performed. In order for proper arrangements to be made, notification must be given at least 3 workdays prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401 at (202) 512-1162 or (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. See contract clauses, paragraph 14(e) (1), Inspections and Tests in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev 1-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection

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

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

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at compliance@gpo.gov 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 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.

Travel expenses and per diem to be incurred by the Government for press sheet inspections, binding inspections, and Quality Control Monitoring (See “ON-SITE GOVERNMENT REPRESENTATIVES”) will be a factor in determining award. This will be based on the following:

- Sending one (1) Government representative from the Washington, DC, area for the press sheet and binding inspections on approximately 75% of all orders issued, lasting approximately one (1) workday each.
- Sending two (2) On-Site Government Representatives from the Jeffersonville, IN, area for Quality Control Monitoring on all orders for approximately 15 workdays per print order.

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

I. (a) 768
(b) 12

II. (a) (1) 20 (2) 40

III. (a) (1) 704 (2) 166,793
(b) 48 3,236

IV. (a) 83,396

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

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

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 nonresponsive.

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

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

Fractional parts of 100 and 1,000 will be prorated at the per-100 and 1,000 rate.

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

A charge will be allowed for each page of product, whether printed or blank. For questionnaires printing in three colors, a charge under "Each Additional Color" will be allowed only for pages actually printed with the third color.

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

I. PROOFS:

(a) Digital Color Content Proofs..... per trim/page-size unit.....\$ _____

(b) PDF Soft Proofs..... per file.....\$ _____

II. PRIOR TO PRODUCTION SAMPLES:

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) 200 prior to production samples per set.....	\$ _____	\$ _____

(Initials)

III. PRINTING, BINDING, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations 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) Printing in two ink colors, including imaging iCADE barcode on each page and binding.....	per page..... \$ _____	\$ _____
(b) Each Additional Color: Printing in a third color in addition to the two colors charged for under line item III.(a)	per color/per page..... \$ _____	\$ _____

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

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

Text - Each page-size leaf.

Per 1,000 leaves

(a) White Opacified Text (50-lb.) \$ _____

(Initials)

SHIPMENT(S): Shipments will be made from: City _____, State _____

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

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

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

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

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

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated.

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

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

(Street Address)

(City - State - Zip Code)

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

(Printed Name) (Telephone Number)

(Email) (Fax Number)

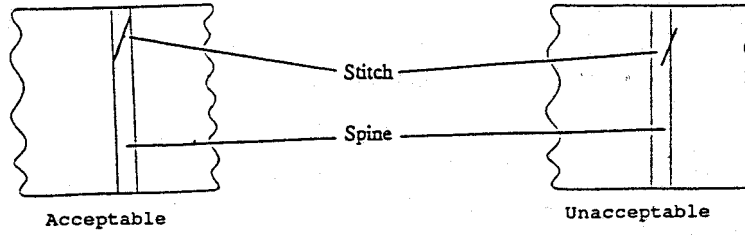
THIS SECTION FOR GPO USE ONLY

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

EXHIBIT A

STITCHING LOCATION DIAGRAM

Skewness, Top Views



Location, End Views

