

**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Braille Transcription and Duplication Services***

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

**National Park Service (NPS)**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **November 1, 2020**, and ending **October 31, 2021**, 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 at 11:00 a.m., prevailing Eastern Standard Time (EST), on **October 27, 2020** at the U.S. Government Publishing Office, APSDC. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

**BID SUBMISSION:** Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The Program 880-S and the bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

**BIDDERS, PLEASE NOTE:** These specifications have been extensively revised. 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) 512-0307 or email [apsdc@gpo.gov](mailto:apsdc@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 1-18)) 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>

In addition, the following references shall apply:

- The current guidelines, codebooks, and principles of print-to-braille transcription by the Braille Authority of North America (BANA) at <http://www.brailleauthority.org/>;
- The most recent *Rules of Unified English Braille* (UEB) and *UEB Guidelines for Technical Material* at [www.iceb.org](http://www.iceb.org);
- The latest *Instruction Manual for Braille Transcribing* by the Library of Congress, National Library Service for the Blind and Physically Handicapped, available at <https://www.nfb.org>; and
- The current Harpers Ferry Center (HFC) *Braille Publication Guide* at <https://www.nps.gov/subjects/hfc/braille-guide.htm>.

In the event of a conflict between the documents and publications referenced herein and the content of these specifications, the content of this specification shall be considered a superseding requirement.

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

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

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

Product Quality Levels (from GPO Publication 310.1):

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

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

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

Specified Standards: The specified standards (from GPO Publication 310.1) for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average type dimension in publication/ Electronic media/Manuscript copy

*Digital Printing* – Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

**NOTE:** The Government will evaluate the contractor's conformance with UEB, HFC Braille, and other applicable braille transcription guidelines, content translation accuracy as compared against the government-furnished reference material (i.e., content files from the original printed Unigrid brochure), and the quality and technical consolidation of the contractor's electronic and printed products.

Factors in the evaluation of deliverables include the contractor's accuracy of content and meeting technical specifications; economy and accuracy in the size and spacing of Braille dots, cells, and lines, including the number of cells per line, the number of lines per page, and the number of pages per product as well as the accurate numbering of pages and referenced pages; quality and size of paper; and quality of binding.

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **November 1, 2020**, and end **October 31, 2021**, and the second and any succeeding period(s) will extend for twelve (12) months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **July 31, 2020**, 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.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

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

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

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

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **November 1, 2020**, through **October 31, 2021**, 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.

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

**NOTE:** The statement for billing must show a separate cost breakdown for NPS copies, which shall include all transcription and make-ready charges.

The contractor must submit billing attachments through <https://secure.nps.gov> (a.k.a. "Accellion KiteWorks") or another way, as specified. Please accompany the submission with a notification email (no attachments) to [Lisa\\_Sullivan@nps.gov](mailto:Lisa_Sullivan@nps.gov).

A copy of the invoice (signed/initialed by the appropriate NPS representative) will be returned to contractor within seven (7) workdays of receipt (by either facsimile or electronic mail) and submitted with remainder of documentation to GPO for payment (per GPO billing instructions).

The invoice shall include a working facsimile telephone number, appropriate electronic mail address for return of the initialed copy, and a designated approval authorization area/signature line.

**PAYMENT:** After completing the required agency verification as noted above, billing invoice and Agency verification must be submitted to GPO.

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

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

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

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <http://www.gpo.gov/finance/index.htm>.

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

### ***Additional Information:***

Through Braille editions of its Unigrid brochures, the National Park Service (NPS) aims to provide blind visitors a communications experience equivalent to that of sighted readers. Content communicated through a brochure may include interpretive text, photographs, artwork, diagrams, maps, image labels or captions, scientific concepts, natural history data and nomenclature, historical facts, official policy and vetted phrasing, and/or administrative and safety information.

These specifications cover the production of digital and print Braille editions based primarily on the text and content structure of NPS Unigrid brochures (or “brochure”). The general term “Braille edition” can be synonymous with “Braille version” and in Braille hard copy form as “Braille booklets.”

Contractor tasks toward the production of Braille edition products may include primarily simple transcription of provided text and occasional Grade 1 transcription of foreign language texts and shall include black ink-printing, braille embossing, plastic spiral comb-binding, secure packing that does not damage the braille booklet or cells, and distribution. The contractor may also receive occasional orders for only the production and shipment of Braille booklets, produced from existing files. The contractor is responsible for all proofreading and accuracy and can expect to perform minimal rephrasing or restructuring of a brochure’s original text and related content only when necessary for the braille edition; the government shall make all major revisions before sending working files to the contractor.

The contractor shall consider and use economy of space in all deliverables when such economy may lead to reduced materials, waste, print costs, shipping costs, or storage; nonetheless, the Braille edition shall retain the integrity of the original Unigrid brochure content and appropriately employ Braille system principles. Ultimately, through these deliverables, Braille readers shall have the opportunity to receive as accurate and equivalent an experience of the original brochure as possible.

**TITLE:** Braille Transcription and Duplication Services

**FREQUENCY OF ORDERS:** Approximately 75 orders per year

**QUANTITY:** Approximately 156 copies per order. Occasional orders may require up to approximately 181 copies.

Quantities and shipping will vary and will be specified on each print order. For Braille booklet quantities, unless otherwise specified, a typical print order may include at least 5 or up to 30 copies to a national park location, one (1) copy to Harpers Ferry Center (HFC), approximately 135 copies to the Government Publishing Office (GPO), and approximately 15 copies to the Library of Congress (LOC).

**NUMBER OF PAGES:** Text files are on average 7 to 9 manuscript pages, single spaced.

The Agency will provide an annotated text file. The annotated file will be provided with special instructions or agency notations. Occasionally dual language brochures are required with text files averaging 15 to 20 manuscript pages single spaced.

Each Braille booklet shall include one (1) front cover, ink-printed and embossed, and all embossed transcription pages of the Braille-edition text, comb-bound together. The number of transcribed pages varies per edition, based on the government-furnished text file, and may be affected by the contractor’s translated page-length and the transcriber’s use of Uncontracted (Grade I) Braille. The contractor shall consider and use economy of page length while retaining the integrity of the original brochure text and content structure.

**TRIM SIZE:** 8-1/2 x 11”

**GOVERNMENT TO FURNISH:** The agency will furnish print orders, source materials, and administrative communications electronically.

Electronic Media will be furnished as follows:

*Platform:* Macintosh OS 10.14 or later and Windows 10 or later.

*Storage Media:* The government shall furnish source materials to the contractor electronically using a government-furnished secure file transfer website at <https://secure.nps.gov> or another way, as specified. NOTE: Maximum single file upload size is 2 GB.

*Software:* Microsoft Word 2016 or later; Adobe Acrobat Pro DC version 20 or later.

File types include: Microsoft Word Document (.DOC), Portable Document Format (.PDF) and Braille Ready File (.BRF).

**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.**

**NOTE:** The government will notify the contractor of any changes to technological specifications.

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

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

*Additional Information:* Print orders and administrative communications shall be supplied via email KiteWorks or another way, as specified.

***For print orders of new Braille editions*** – The government shall furnish two (2) .PDFs of the original Unigrd brochure (named “Side 1” and “Side 2”) and one (1) .PDF cover page.

**NOTE:** The “Side 1” and “Side 2” .PDFs are considered “one brochure.” The cover page .PDF is in actual printing size with a four millimeter (4 mm) bleed and with all graphics and fonts embedded.

***For print orders of existing Braille editions*** – The government shall furnish the .BRF and one (1) .PDF cover page.

Distribution list will be furnished with print order.

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

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

The contractor shall furnish access to files (e.g., to view, upload, and download) using <https://secure.nps.gov> or another way, as specified. No other electronic system, including email, may be used for file transfer. Email shall be used for administrative communications and not for attaching files (e.g., ordering, project or billing queries, deliverable acceptance, etc.). The contractor should copy furnished files and make changes to the copy.

***Paper Samples*** - Before contract production begins, the contractor shall submit to the government not less than 25 samples of paper to be used in the production of the contract requirements. The container and accompanying documentation shall be marked “PAPER SAMPLES” and shall include the GPO jacket number and purchase order number. (See “SCHEDULE”)

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

Samples must be submitted prior to commencement of production of the contract quantity. The container and accompanying documentation shall be marked “PAPER SAMPLES” and shall include the GPO jacket, purchase order, and program numbers. The samples must be submitted in accordance with the specified schedule.

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

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

In the event the government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with the procedures as indicated in Contract Clause 12, “Notice of Compliance With Schedules,” of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18))

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

***Deliverables:*** Before production of the first print order quantity begins, the contractor shall submit prior-to-production samples of the first print order.

For a typical print order, the contractor shall:

- Transcribe the government-furnished .DOC text to Braille;
- Deliver a prior-to-production interline .PDF (“proof”) and adjust as needed;
- Create and deliver a .BRF of the final Braille booklet; and
- Produce and ship Braille booklets, as specified on the print order, including the advance copy, and provide a tracking number for each shipment.

On occasion, the contractor shall produce and ship Braille booklets using existing files that do not require transcription, proofing, or a .BRF. For such orders, the contractor shall only produce and ship the Braille booklets as specified on the print order, including the advance copy, and provide a tracking number for each shipment.

The contractor shall use only the government-furnished source files as the basis of all work to be performed. The contractor shall submit digital deliverables only via the government-furnished secure file-transfer website, or another way as specified, and hard copies via mail.

**ELECTRONIC PRE-PRESS:** Prior to image processing, the contractor shall perform a basic check (pre-flight) of furnished files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Production Supervisor at (202) 685-4379. The contractor must notify the ordering agency as soon as possible in order to comply with the required schedule.



## **TRANSCRIPTION:**

The contractor shall use a transcriber certified in UEB and Contracted (Grade II) Braille by an authoritative body (e.g., the National Federation of the Blind, the Library of Congress/National Library Services, or a comparable program).

The transcriber shall use the text and information contained in provided files as the comprehensive reference for transcription.

Transcription must follow the sequence presented on the furnished files and include all text therein, allowing for only minor modifications when necessary for converting to braille. The transcription shall separate the following content, when it appears, with single line breaks: The phrase "SIDE ONE," the phrase "SIDE TWO," headings, subheadings, paragraphs, and lists. All booklet pages must be numbered sequentially in Braille. The contractor is responsible for all proofreading and accuracy.

**Foreign language transcription** – The government may occasionally furnish foreign language text. Special characters and diacritical marks shall be preserved in the transcription. Use of Uncontracted (Grade I) Braille may be necessary.

**Cover** – For the ink-printed cover, use the provided .PDF as-is. The cover layout is 8-1/2 x 11" with a 4-mm bleed. Print the cover at its actual size; do not enlarge or reduce. Print only in black ink. In the center of the cover page, transcribe and emboss the park name without its national designation; example: For "Acadia National Park," transcribe "Acadia" but not "National Park." Trim and bind the page so the inked content is centered on the cover.

**PRIOR-TO-PRODUCTION SAMPLES (First Print Order):** Before production of the first print order quantity begins, the contractor shall deliver to the government two (2) interline .PDFs and two (2) printed and Braille-embossed, comb-bound samples of the order (See "*SCHEDULE: PRIOR-TO-PRODUCTION SAMPLES (First Print Order)*").

The printed samples are to have, in order, the ink-printed, Braille-embossed cover and the sequential Braille-embossed transcription pages, all comb-bound together.

Each sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples plus the furnished government material to the address indicated on the Print Order. Samples will be tested for conformance of material(s). Samples will be tested for construction.

The container and accompanying documentation shall be marked "PREPRODUCTION SAMPLES" and shall include the GPO jacket, purchase order, and program numbers. 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 testing, in the time and under the terms and conditions specified in the notice of rejection. Such additional sample shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional sample required.

In the event the additional 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 sample within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

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 costs, including the costs of all samples shall be included in the contract price for the production quantity.

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

**PRIOR-TO-PRODUCTION INTERLINE:** For orders after the first one, the contractor shall submit one (1) interline.PDF for review and approval before production of the contract quantity begins (*see "SCHEDULE: PRIOR-TO-PRODUCTION INTERLINE"*).

The container and accompanying documentation shall be marked "PRIOR-TO-PRODUCTION INTERLINE" and shall include the GPO jacket, purchase order, and program numbers. The samples must be submitted in accordance with the specified schedule. (See "SCHEDULE")

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

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

In the event the Government fails to approve, conditionally approve, or disapprove the 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. 01-18)).

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

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

Upon approval of the interline .PDF, the contractor shall proceed to production of a .BRF and the Braille booklets.

**.BRF:** The contractor shall deliver the .BRF of the final embossed product (the Braille booklet). As the final production file, the .BRF must be an exact representation of the final Braille booklet. The .BRF must be of suitable use for the embossing of future Braille copies and must open on standard Braille translator software.

**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](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

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

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

EXCEPTION: Paper must not contain any recycled content.

**PRINTING:**

At contractor’s option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 x 1 dpi or 600 x 600 x 4 bit depth technology.

Print Cover 1 in black ink only. Printing consists of text and line matter and agency logo (arrowhead)

**NOTE:** GPO imprint requirement is waived for this product. Except for the form number, and revision date carried in the electronic files, identification markings of any kind (e.g., register marks, commercial identification marks) must not print on finished product.

**BRAILLE DUPLICATION:**

On the cover page, all ink-printed text must lay out as it shows on the furnished .PDF. Ensure that both the embossed park name (without national designation) and the ink-printed park name (with national designation) are below the ink-printed title bar. For transcription pages, emboss one-side only for products with eight (8) transcribed pages or less, and emboss interpoint for products with nine (9) transcribed pages or more.

**Booklets** – Each Braille booklet shall include one (1) cover page printed in black ink, the sequential transcription pages, and a plain back cover page to protect embossing—all comb-bound together in that order. The contractor will emboss part of the cover page, as specified, and the entire content on the transcription pages, including added page numbers. The contractor shall follow the print order instructions for shipment.

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

**BINDING:** Gather the covers and all transcription pages in sequence and trim all four sides so that content is centered on each page. All copies must include a blank back cover.

Punch all pages with a suitable number of rectangular holes for binding with black plastic combs of suitable capacity. Holes must be 3/16” x 5/16” in size and 9/16” center-to-center.

Comb-binding must be suited to the thickness of the booklets and to the extent to which the books are anticipated to be handled. Comb-binding must safeguard the height of the Braille dots, must permit the pages to lie sufficiently flat for reading, and must protect the cover and pages from tearing out.

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

**LABELING AND MARKING:** Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on [www.GPO.gov](http://www.GPO.gov), fill in appropriate blanks, and attach to shipping containers.

**DISTRIBUTION:** Shipping of hard copy booklets varies per print order and will be made to multiple contacts. Typical requirements include copies to Harpers Ferry Center (Harpers Ferry, WV), and a National Park Service location, The Library of Congress (Washington, DC), and the Government Publishing Office Office (Washington, DC).

***Advance Copy***

Prior to distribution, the contractor must deliver to the forward operating base (f.o.b.) destination one (1) advance copy and the final .BRF. (See “SCHEDULE.”)

*Upon receipt of “OK TO DISTRIBUTE” on advance copy –*

***f.o.b. contractor’s city***

Send the specified quantity of booklets required for NPS to the addresses provided on the print order, as indicated.

The contractor shall use its own shipping account and supplier to ship these copies. For each shipment, the contractor shall provide shipping confirmation (i.e., a tracking number from the 3<sup>rd</sup> party shipping company).

***f.o.b. destination***

Deliver approximately 150 copies to two (2) locations in the Washington, DC, area, as specified on the order

The contractor shall use its own shipping account and supplier to deliver these copies. For each delivery, the contractor shall provide shipping confirmation (i.e., a tracking number from the 3<sup>rd</sup> party shipping company).

**SHIPPING DOCUMENTATION:** On the same day the product ships, the contractor must notify the ordering agency of the shipment via email to [Lisa.Sullivan@nps.gov](mailto:Lisa.Sullivan@nps.gov). The subject line of this message shall be “Distribution Notice for Program 880-S, Purchase order XXXXX, Jacket: \_\_\_\_\_, Print Order XXXXX, Title: Braille Transcription/Duplication”. The email must provide all applicable tracking numbers, shipping methods, and the project title.

**NOTE:** Upon agency request, the contractor must provide copies of any and all delivery, mailing, and shipping receipts. The contractor shall bear all expenses incidental to returning materials, submitting paper samples, and submitting Prior-to-Production samples.

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

***Paper Samples***

Samples must be submitted within 10 workdays of contract award.

Submit samples to: U.S. Government Publishing Office, Agency Publishing Services, 732 North Capitol Street, NW, Mailstop: CSAP, Washington, DC 20401. Attn: Contracting Officer

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

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

No definite schedule for pick-up of material can be predetermined.

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

***Prior-To-Production Samples (First Print Order)***

Samples must be submitted within 15 workdays of receipt of first print order and furnished material.

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

***Prior-To-Production Interline***

For each order (unless otherwise specified on the order), the contractor shall submit a interline .PDF sample (“proof”) through <https://secure.nps.gov> or another way, as specified, within 15 workdays of receipt of the print order and furnished material.

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

Submit one (1) Prior-to-Production sample and one (1) corresponding interline .PDF to:  
NPS / HFC / Publications, 67 Mather Place, Harpers Ferry, WV 25425. Attn: Lisa Sullivan (304-535-6234)

Submit one (1) Prior-to-Production sample and one (1) corresponding interline .PDF to:  
Library of Congress, National Library Service for the Blind and Physically Handicapped, 101 Independence Ave SE, Washington, DC 20542. Attn: Judith M. Dixon, Consumer Relations Officer

This sample shall be packaged to prevent damage during heavy inspection and irradiation.

***Advance Copy***

The contractor must complete production and submit one (1) bound advance copy and the final .BRF within 15 workdays of receipt of approval of the interline.PDF. Submit advance copy and .BRF to:  
NPS / HFC / Publications, 67 Mather Place, Harpers Ferry, WV 25425. Attn: Lisa Sullivan (304-535-6234)

The government will give an “OK to Distribute” on the advance copy within three (3) workdays of receipt thereof.

**The contractor must complete distribution within 10 workdays of receipt of an “OK to Distribute” on the advance copy.**

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

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

For compliance reporting purposes, the contractor is to 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](mailto:compliance@gpo.gov). Personnel receiving email will be unable to respond to questions of a technical nature or to transfer any inquiries.

**SECTION 3. – DETERMINATION OF AWARD**

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

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

I. (a) 1  
(b) 75

II. (a) (1) 1,662 (2) 2,618

III. (a) (1) 75 (2) 118

IV. (a) 118

V. (a) 375

**SECTION 4. – SCHEDULE OF PRICES**

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

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

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

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

Bids submitted with NB (No Bid), 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 will be prorated at the per-100 rate.

**I. PRIOR TO PRODUCTION SAMPLES:**

- (a) Prior to Production Sample (first order only)..... per copy .....\$ \_\_\_\_\_
- (b) Prior to Production Interline Sample with .BRF ..... per copy .....\$ \_\_\_\_\_

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

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

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

	<u>Makeready and/or Setup</u>	<u>Running Per 100 Copies</u>
	(1)	(2)
(a) <i>Front Cover Page</i> – Print in black ink only ..... per cover page.....\$ _____	\$ _____	\$ _____

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

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

(a) Comb-binding.....per 100 copies .....\$ \_\_\_\_\_

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

(a) *Bulk Shipments* –

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



