

Program No.:		0574-S					
Title:		OPTICAL MARK FORMS					
Term:		Date of Award Ending January 31, 2024			SCANTRON Corporation Eagan, MN		
Item	Description			Basis of Award	Unit Rate	Cost	
<b>I. PREPRESS OPERATIONS</b>							
(a)	Composition..... per page			5	\$134.00	\$670.00	
(b)	System Timework..... per hour			3	\$89.33	\$267.99	
(c)	PDF soft proof..... per file			4	\$89.33	\$357.32	
(d)	Digital color content proofs (all sizes) ..... per page/trim-size unit			2	\$4.00	\$8.00	
(e)	Inkjet proofs (G7) (all sizes) ..... per page/trim-size unit			2	\$4.00	\$8.00	
(f)	Prior to Production Samples (all trim sizes) ..... per leaf/per 50 copies			2	\$599.12	\$1,198.24	
<b>II. PRINTING AND BINDING</b>							
(a)	Two-Page Form (5-1/2 x 8-1/2"): Printing in two ink colors, including binding.....per form.....						
	(1)	Makeready and/or Setup		2	\$153.33	\$306.66	
	(2)	Running per 1,000 copies		820	\$12.66	\$10,381.20	
(b)	Two-page Form (8-1/2 x 11" and 8-3/4 x 11"): Printing in two ink colors, including binding.....per form.....						
	(1)	Makeready and/or Setup		9	\$153.33	\$1,379.97	
	(2)	Running per 1,000 copies		2889	\$20.21	\$58,386.69	
(c)	Four-page Form (8-1/2 x 11" and 8-3/4 x 11"): Printing in two ink colors, including binding.....per form.....						
	(1)	Makeready and/or Setup		1	\$153.33	\$153.33	
	(2)	Running per 1,000 copies		250	\$60.78	\$15,195.00	
(d)	Additional Color (All Sizes): Printing in a third color in addition to the two ink colors charged for under line items II.(a), (b), and (c).....per color/per page.....						
	(1)	Makeready and/or Setup		2	\$68.88	\$137.76	
	(2)	Running per 1,000 copies		820	\$3.16	\$2,591.20	
<b>III. PAPER</b>							
(a)	White Optical Mark Reflex Paper (60-lb.) ..... per 1,000 leaves						
	(1)	5-1/2 X 8- 1/2"		68	\$6.82	\$463.76	
	(2)	8-1/2" x 11" and 8-3/4 x 11"		3374	\$18.73	\$63,195.02	
(b)	White Optical Mark Sense Scanner (OMSS) Paper (7pt.) ..... per 1,000 leaves						
	(1)	5-1/2 X 8- 1/2"		752	\$9.77	\$7,347.04	
	(2)	8-1/2" x 11" and 8-3/4 x 11"		15	\$21.44	\$321.60	
<b>IV. ADDITIONAL OPERATIONS</b>							
(a)	Identification Numbers: Machine-Readable (Non-Dropout) Ink						
	(1)	Two-Page Form ..... Per 1,000 copies		820	\$5.50	\$4,510.00	
	(2)	Four-Page Form ..... Per 1,000 copies		250	\$8.28	\$2,070.00	
(b)	Overprinting of Machine-Readable Elements: (slugging, names/addresses, and/or variable data) ..... per leaf/per 1,000 copies			5	\$61.95	\$309.75	
(c)	Shrink-film wrapping ..... per package			11163	\$0.57	\$6,362.91	
<b>V. PACKAGING AND DISTRIBUTION</b>							
(1)	Bulk shipments (other than by mail):						
	(a)	Packing and sealing shipping containers ..... per container		1504	\$3.84	\$5,775.36	
	(b)	Palletizing ..... per pallet		24	\$38.33	\$919.92	
(2)	Mailing						
	(a)	Single or multiple copies in kraft envelope (up to 200 leaves) ☐.. per envelope		5	\$3.84	\$19.20	
	(b)	Single or multiple copies over 200 leaves, up to 12 pounds, in cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight (14 pounds)☐..... per bag or bundle		5	\$3.84	\$19.20	
	(c)	Quantities over 12 pounds, up to 24 pounds, wrapped in shipping bundles, or packed in shipping containers, at contractor's option (maximum gross weight 27 pounds) ..... per bundle or container		5	\$3.84	\$19.20	
<b>CONTRACTOR TOTALS</b>						<b>\$182,374.32</b>	
<b>DISCOUNT</b>						<b>\$0.00</b>	
<b>DISCOUNTED TOTALS</b>						<b>\$182,374.32</b>	
Prepared By:	Pam Longshore						
Reviewed By:	Starr Thompson						

U.S. GOVERNMENT PUBLISHING OFFICE  
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*Optical Mark Forms*

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

Various Government Agencies

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending January 31, 2024, plus up to four (4) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be opened at 11:00 a.m., prevailing Washington, DC Time, on January 19, 2023, at the Government Publishing Office, Washington, DC. (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 [bidsapdc@gpo.gov](mailto:bidsapdc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. *Bids received after 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; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

For information of a technical nature, contact Pamela Longshore at [plongshore@gpo.gov](mailto:plongshore@gpo.gov) or (202) 512-0098.

## SECTION 1. – GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)); and, Guidelines for Specifying Quality and Determining Compliance of MICR, OCR, and OMR (GPO Publication 310.5, effective January 1993).

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

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

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

**SUBCONTRACTING:** Contract Clause 6, “Subcontracts,” of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)), is modified to permit subcontracting of the printing only.

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

Product Quality Levels:

- (a) Printing (page related) Attributes - Level III.
- (b) Finishing (item related) Attributes - Level III.
- (c) EXCEPTION: Trim size (Attribute F-1) – Margins must be maintained within plus or minus 1/32” or less. A variance in excess of plus or minus 1/32” will be considered a major defect.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Prior to Production Samples/O.K. Proof/ Average type dimension/Electronic media/ Camera copy/Manuscript copy/Samples
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award through January 31, 2024, 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 October 31, 2022, 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.

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

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)

- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

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

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

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

The furnished test materials must be picked up from and returned to: U.S. Government Publishing Office, APSDC, Attn: Pamela Longshore, Stop: CSAPS, Room C-843, 732 North Capitol Street, NW, Washington, DC 20401. (Telephone: (202) 512-0098)

***NOTE: An alternate address within the commercial zone of Washington, DC, may be provided for the pickup/return of furnished materials; or, test materials may be furnished via email or FTP. In the event of pickup at an alternate address, contractor is to notify GPO upon pickup/return of test materials.***

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

- Two-sided NCS mark reflex. Forty-seven channels. Mark position format: 0.166 inch. Single cut sheet, printed on both sides. Final trim size 8-1/2 x 11". All response positions in the grid shall contain a printed bubble. Response positions print in NCS Blue #89 ink, or equivalent (see Attachment 1).
- Two-sided Scantron. Forty-eight channels. Mark position format: 6 per inch/48 per line. Single cut sheet, printed on both sides. Final trim size 8-1/2 x 11". All response positions in the grid shall contain a printed bubble. Response positions print in Scantron Blue #390 ink, or equivalent (see Attachment 2).

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

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

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

Sample forms must be delivered to: U.S. Government Publishing Office, Publishing Support Operations, Stop: CSPS, Quality Control for Published Products, 732 North Capitol Street, NW, Washington, DC 20077-5496. ***NOTE: Each shipping container must be addressed properly (identifying the purchase and program numbers) and be marked as "Preaward Test Samples."***

Contractor must notify Pamela Longshore at: [plongshore@gpo.gov](mailto:plongshore@gpo.gov) when samples have been delivered.

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

If the test samples are disapproved by the Government, the Government, at its option, may require the contractor to submit an additional set of test samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government.

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

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

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

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

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

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through January 31, 2024, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## SECTION 2. – SPECIFICATIONS

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

**TITLE:** Optical Mark Forms.

The forms manufactured under these specifications will be processed on the following optical scanners:

***NCS Pearson:***

Model 2020	OpScan 2	OpScan 5	OpScan 21
Model 9101	OpScan 3	OpScan 6	OpScan 684XP
	OpScan 4	OpScan 7	OpScan5000I
	OpScan 4ES	OpScan 8	Precept
	OpScan 4U/18	OpScan 10	
	OpScan 4U/22	OpScan 15	

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

***Banctec:*** S Series 220 Scanner

***Optium Solutions Corp:*** FAQSS Data Capture System

***Scantron:***

Model 2000	Model 9000	ES 2260	iNSIGHT 30
Model 2500	Model 9200	iNSIGHT 2/4 Image	iNSIGHT 70
Model 2800	Scanmark 2500.40	iNSIGHT 2/4 OMR	iNSIGHT 150
Model 8000	Clarity 280	iNSIGHT 4 Selfscore	iNSIGHT 20+
Model 8400	Clarity 210	iNSIGHT 4 ES	Scantron Score
Model 8600	ES 2010	iNSIGHT 20	

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

***Cognitronics Ltd:*** Series 25

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

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

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

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



**FREQUENCY OF ORDERS:** It is impossible to predetermine the number or frequency of orders which will be placed during the term of this contract. However, based on past performance, it is anticipated that approximately 10 to 50 orders per year will be placed.

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

NOTE: It is anticipated that approximately 70 percent of the orders will be for reprints, with no changes or only minor revisions. An occasional order may require composition and proofs only. Orders may require overprinting of machine-readable elements, such as sequential numbering, overprint slugging, names and addresses, and/or other variable data.

**QUANTITY:** Approximately 100 to 1,000,000 copies per order. (NOTE: An occasional order may be placed for up to 3,000,000 copies.)

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

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

**EXCEPTION:** *NO variation in quantity will be allowed for forms with overprint information or variable data.*

**NUMBER OF PAGES:** 2 or 4 pages per form per order.

**TRIM SIZES:**

*Two-Page (Flat Cut) Forms:* 5-1/2 x 8-1/2"; 8-1/2 x 11"; 8-3/4 x 11".

*Four-Page (Folded) Forms:*

- 8-1/2 x 11" (folded down from 17 x 11").
- 8-3/4 x 11" (folded down from 17-1/2 x 11").

**GOVERNMENT TO FURNISH:**

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

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

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

When mailing is required, the Government may supply a USPS Mailing Permit number. The contractor is to create the copy for the mailing indicia.

Distribution lists.

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

Occasionally, an electronic file may be provided for overprint slugging, names and addresses, and/or other variable data.

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

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

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

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

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

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

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

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

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

#### **COMPOSITION:**

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

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

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

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

*Portable Document Format (PDF) File:* When requested by the ordering agency, contractor must furnish a PDF file (current or near current version) of the final production files. Electronic media furnished by the contractor is to be on CD-R discs written in and compliant with ISO 9660. The CD-R is to be labeled with the program number, print order number, title, and form number and delivered in a suitable case or sleeve.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency as specified on the print order.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, contractor shall copy the furnished files and make all changes to the copy.

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

## **PROOFS:**

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

*When ordered,* one (1) set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. 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.

*When ordered,* one (1) set of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

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

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Pantone colors must be simulated on proofs and must be proofed separately on a digital color content, overlay, or inkjet proof. Contractor to submit ink drawdowns on actual production stock of Pantone color(s) used to produce the product.

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

Contractor must not print prior to receipt of an "O.K. to Print."

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

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

Samples shall be printed and bound as specified herein and must be of the size, kind, and quality that the contractor will furnish. All samples must be printed on the specified paper in accordance with the paper specifications under "STOCK/PAPER." NOTE: Overprint slugging or other variable data will not be required on prior to production samples.

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

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

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

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

The Government will approve, conditionally approve, or disapprove the samples within two (2) to five (5) workdays (as specified) of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons 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 samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance With Schedules" of contract clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987, Rev. 01-18).

Manufacture of the final product prior to approval of the samples submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be charged in accordance with the applicable line item in the "SCHEDULE OF PRICES."

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

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

Government Paper Specification Standards No. 13 – [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

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

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

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

***White Optical Mark Reflex Paper (60-lb.):***

*Stock:* 100 pct bleached chemical wood pulp, free from fabric fibers.

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

*NOTE: Post-consumer or recovered fiber in any percentage is encouraged, provided that the requirements of this Standard are met. Any deviation from this requirement shall be sufficient cause for rejection of this paper.*

*Grammage:* Average (g/m<sup>2</sup>)..... 90  
(Basis weight: 500 sheets, 25 x 38") (pounds) ..... 60  
A tolerance of ±5 pct shall be allowed.

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

*Dimensional*

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

*Stiffness:* Gurley, average, not less than –  
Machine direction (mg)..... 290  
Cross direction (mg) ..... 165  
OR  
Taber, average, not less than –  
Machine direction (units)..... 3.2  
Cross direction (units)..... 1.4

*Bursting strength:* Average, not less than (kPa) ..... 200  
Equivalent (lb/in<sup>2</sup>)..... 30

*Tearing Strength:* Average, each direction,  
Machine Direction (grams) ..... 57  
Cross Direction (grams)..... 66

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

*Opacity:* Average, not less than (percent)..... 91  
No Individual Specimen Average, not less than (percent)..... 89

*Thickness:* Equivalent (inch)..... 0.0047  
A tolerance of ±0.0002 inch (0.005 mm”) shall be allowed.  
Paper shall be uniform and shall not vary more than  
0.0004 inch (0.011 mm) from one edge to the other.

*Porosity:* Average, not less than (seconds)..... 15

*Smoothness:* Average, each side (units)..... 183

*Grain Direction:* Shall be as specified.

*General*

*Appearance:* Paper shall conform to the standard sample(s) established by the Government.

*Color:* Shall be uniform on both sides and the color variation shall not exceed DE (CIELAB) of 1.

*Brightness:* Average, each side, not less than (percent)..... 84

*Cleanliness:* Dirt content (all particles) average, each side,  
not to exceed (parts per million) ..... 10  
No sample sheet (600 to 650 cm<sup>2</sup> in size) shall contain more than  
one defect with an equivalent area of 0.25 mm<sup>2</sup> or greater.

*Testing:* Shall be conducted in accordance with the standards in Part 4 of the Government Paper Specification Standards, No. 13.

Acceptance Criteria, Part 4 of the Government Paper Specification Standards, No. 13, shall **NOT** apply.

**White Optical Mark Sense Scanner (OMSS) Paper (7 pt.):**

**Stock:** 100 pct bleached chemical pulp.

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

*NOTE: Post-consumer or recovered fiber in any percentage is encouraged, provided that the requirements of this Standard are met. Any deviation from this requirement shall be sufficient cause for rejection of this paper.*

<b>Grammage:</b>	Average (g/m <sup>2</sup> ).....	135
	(Basis weight: 500 sheets, 25 by 38") (pounds) .....	91.5
	A tolerance of ±5 percent shall be allowed.	
<b>Acidity:</b>	pH value, shall average not less than .....	5.0
<b>Dimensional Stability:</b>	(based on pct change from 20 pct to 80 pct relative humidity):	
	Shall not exceed (percent) –	
	Machine direction .....	0.10
	Cross direction .....	0.25
<b>Stiffness:</b>	Gurley, average, not less than –	
	Machine direction (mg).....	770
	Cross direction (mg) .....	418
	OR	
	Taber, average, not less than –	
	Machine direction (units).....	10
	Cross direction (units).....	5
<b>Bursting strength:</b>	Average, not less than (kPa) .....	200
	Equivalent (lb/in <sup>2</sup> ).....	30
<b>Tearing strength:</b>	Average, each direction, not less than (mN).....	880
	Equivalent (grams).....	90
<b>Pick resistance:</b>	Average, each side, not less than 12-A Dennison wax number.	
<b>Opacity:</b>	Average, not less than (percent).....	97
	No Individual Specimen Average, not less than (percent).....	95
<b>Thickness:</b>	Average (mm) .....	0.019
	Equivalent (inch).....	0.0073
	A tolerance of ±0.0011 mm (0.0004") shall be allowed. Paper shall be uniform and shall not vary more than 0.011 mm from one edge to the other.	
<b>Smoothness:</b>	Average, each side (units).....	250

*General*

<i>Appearance:</i>	Paper shall conform to the standard sample(s) established by the Government.	
<i>Color:</i>	Shall be uniform on both sides and the color variation shall not exceed DE (CIELAB) of 1.	
<i>Brightness:</i>	Average, each side, not less than (percent).....	82
<i>Finish:</i>	Shall be uniform; to match the Government standard.	
<i>Cleanliness:</i>	Dirt content (all particles) average, each side, not to exceed (parts per million) ..... No sample sheet (600 to 650 cm <sup>2</sup> in size) shall contain more than one defect with an equivalent area of 0.25 mm <sup>2</sup> or greater.	10

*Use information:* This paragraph is informational only and is not exclusively definitive of the end use. For face and back offset printing. For use in NCS Pearson optical mark readers which use reflective light technology.

*Testing:* Shall be conducted in accordance with the standards in Part 4 of the Government Paper Specification Standards, No. 13.

Acceptance Criteria, Part 4 of the Government Paper Specification Standards, No. 13, shall **NOT** apply.

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

*Identification Numbers:* The contractor will place an identification number (up to seven (7) digits) on each leaf of the forms.

*Serial and Encoded Machine-Readable Data:* The contractor may be required to print encoded machine-readable data as indicated on the print order, ordering agency supplied instructions, or furnished copy/electronic files. Examples are spine, skunk, page codes, serialization, and overprint slugging. Serialization may also require that the human-readable equivalent information be imaged. Overprint slugging may not fall more than 0.005 inch outside the intended response position. Overprint slugging which is performed using an impact line or page printer must be double struck; nonimpact overprint slugging must be bold. The contractor shall determine the most effective method for printing variable and encoded data and must ensure that all scanner requirements are satisfied.

**INK REQUIREMENTS:**

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

*Colored (Background) Inks:* The contractor will be required to provide the inks as listed in Attachments 1 through 3 (for NCS Pearson scanners, Scantron scanners, and Cognitronics scanners respectively). All colored inks and colored printing (dropout) must be fully compatible with the specified scanners.

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



All color printing for Cognitronics forms must satisfy the requirements stated in Attachment 3.

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

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

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

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

*Two-Page (Flat Cut) Forms:* Trim four sides.

*Four-Page (Folded) Forms:* When specified on the print order –

- Fold from a flat size of 17 x 11" down to 8-1/2 x 11", face out. Trim three sides.
- Fold from a flat size of 17-1/2 x 11" down to 8-3/4 x 11", face out. Trim three sides.

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

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

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

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

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

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

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

*Bulk Shipments:*

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

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

*Mailed Shipments:*

Insert single or multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

**LABELING AND MARKING:**

*Bulk Shipments:* Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

*Mailed Shipments:* Create and affix a label to each shipment packaged in kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers. Unless otherwise specified, at contractor's option, the addresses may be imaged directly onto the kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers.

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

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

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

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

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. Copies will be paid for at the running rate offered in the contractor's bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

#### **QUALITY ASSURANCE PROVISIONS:**

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

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

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

#### **DISTRIBUTION:**

- When specified, deliver f.o.b. destination to areas within the commercial zone of Washington, DC (which includes Alexandria, VA, Merrifield, VA, and Seabrook, MD).
- When specified, ship f.o.b. contractor's city for all destinations outside the commercial zone of Washington, DC.
- When specified, mail f.o.b. contractor's city to domestic addresses nationwide.

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

All mailing shall be made at the First Class Presort rate or Express mail (as indicated on the print order) unless otherwise specified.

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

Unless otherwise specified, all shipping and mailing is reimbursable. Contractor is responsible for all shipping costs and applying the appropriate postage for mailing. Contractor will be reimbursed for all shipping/ mailing costs by submitting shipping/ mailing receipts with billing invoice.

Ordering agency may furnish a "Postage and Fees Paid" mailing indicia. When furnished, the contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

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

When mailing is required, the contractor must return all U.S. Postal Service Forms 3602s, 3602Gs and 3601s within five (5) workdays after mailing is completed, identified with the purchase and print order numbers and the name, address, and zip code of the post office responsible for the mailing, to the ordering agency as indicated on the print order.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 10-15), and the appropriate mailing statement or statements supplied by USPS. A fillable GPO Form 712 Certificate of Conformance can be found at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

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

Within five (5) workdays of completion of each order, all furnished materials and digital deliverables must be returned (via traceable means) to the address specified on the print order.

All expenses incidental to picking up and returning materials (when applicable), submitting proofs and prior to production samples (when applicable), and furnishing sample copies must be borne by the contractor.

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

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

When required, the print orders and furnished material will be available for pickup at various agencies within the Washington, DC commercial area.

When ordered, hard copy proofs are to be delivered to and picked up from the ordering agency address as specified on the print order (various agencies within the Washington, DC commercial area). Proofs shall be sent via traceable means to ensure prompt and verified (signature) delivery. If applicable, all furnished materials are to be returned with the proofs.

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

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

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

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

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

New Orders:

	<u>Workdays After</u>
Contractor produces design and mock-up.....	5
Contractor produces a dummy .....	5
Contractor submits required proofs.....	7
Contractor submits revised proofs (if required) .....	5
Contractor completes production and distribution for first 100,000 copies after receipt of “O.K. to Print” on proofs from ordering agency .....	10*

\*Add one (1) additional workday for each additional 100,000 copies, or fraction thereof.

Reprint Orders:

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

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

For reprint orders requiring minor revisions, no proofs will be required.

- Contractor must complete production and distribution within 15 workdays for quantities up to and including 100,000 copies.
- Contractor will be allowed five (5) additional workdays for quantities over 100,000 copies.

When Ordered:

The following additional workdays will be added to any order (new orders and reprint orders) requiring the following operations:

	<u>Workdays After</u>
Prior to Production Samples .....	5
Overprint slugging, addressing, and/or other variable data for first 100,000 copies.....	5*

\*Add one (1) additional workday for each additional 50,000 copies, or fraction thereof.

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 products ordered for shipping/ mailing f.o.b. contractor's city must be picked up by the small package carrier or delivered to the USPS.

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, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov) or via telephone at (202) 512-0520. Personnel receiving the email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

**SECTION 3. – DETERMINATION OF AWARD**

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

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

- I. (a) 5
- (b) 3
- (c) 4
- (d) 2
- (e) 2
- (f) 2

- |         |     |       |
|---------|-----|-------|
|         | (1) | (2)   |
| II. (a) | 2   | 820   |
| (b)     | 9   | 2,889 |
| (c)     | 1   | 250   |
| (d)     | 2   | 820   |

- |          |     |       |
|----------|-----|-------|
|          | (1) | (2)   |
| III. (a) | 68  | 3,374 |
| (b)      | 752 | 15    |

- |           |        |
|-----------|--------|
| IV. (a)1. | 820    |
| 2.        | 250    |
| (b)       | 5      |
| (c)       | 11,163 |

- |           |       |
|-----------|-------|
| V. 1. (a) | 1,504 |
| (b)       | 24    |
| 2. (a)    | 5     |
| (b)       | 5     |
| (c)       | 5     |

**SECTION 4. – SCHEDULE OF PRICES**

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

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

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

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

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

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

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

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

Contractor’s billing invoice must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

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

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

**I. PREPRESS OPERATIONS:**

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

(a) Composition ..... per page .....\$ \_\_\_\_\_

(b) System Timework.....per hour .....\$ \_\_\_\_\_

Electronic prepress operations which cannot be properly classified under any other item shall be charged as “System Timework.” Any charge made under “System Timework” must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under line item I.(b).

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



- (c) PDF soft proof.....per file.....\$\_\_\_\_\_
- (d) Digital color content proofs (all sizes) ..... per page/trim-size unit.....\$\_\_\_\_\_
- (e) Inkjet proofs (G7) (all sizes)..... per page/trim-size unit.....\$\_\_\_\_\_
- (f) Prior to Production Samples (all trim sizes).....per leaf/per 50 copies.....\$\_\_\_\_\_

**II. PRINTING AND BINDING:** Prices offered shall include the cost of all required materials and operations (excluding paper) necessary for the printing and binding of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Two-Page Form (5-1/2 x 8-1/2"): Printing in two ink colors, including binding.....per form.....	\$_____	\$_____
(b) Two-page Form (8-1/2 x 11" and 8-3/4 x 11"): Printing in two ink colors, including binding.....per form.....	\$_____	\$_____
(c) Four-page Form (8-1/2 x 11" and 8-3/4 x 11"): Printing in two ink colors, including binding.....per form.....	\$_____	\$_____
(d) Additional Color (All Sizes): Printing in a third color in addition to the two ink colors charged for under line items II.(a), (b), and (c) ..... per color/per page.....	\$_____	\$_____

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

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

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

	<u>Per 1,000 Leaves</u>	
	<u>5-1/2 x 8-1/2"</u> (1)	<u>8-1/2" x 11" and 8-3/4 x 11"</u> (2)
(a) White Optical Mark Reflex Paper (60-lb.).....	\$_____	\$_____
(b) White Optical Mark Sense Scanner (OMSS) Paper (7pt.) .....	\$_____	\$_____

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

**IV. ADDITIONAL OPERATIONS:**

(a) Identification Numbers:

Machine-Readable (Non-Dropout) Ink

1. Two-Page Form .....per 1,000 copies .....\$ \_\_\_\_\_

2. Four-Page Form .....per 1,000 copies .....\$ \_\_\_\_\_

(b) Overprinting of Machine-Readable Elements:

(slugging, names/addresses, and/or variable data) .....per leaf/per 1,000 copies .....\$ \_\_\_\_\_

(c) Shrink-film wrapping .....per package .....\$ \_\_\_\_\_

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

1. Bulk shipments (other than by mail):

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

(b) Palletizing ..... per pallet .....\$ \_\_\_\_\_

2. Mailing:

(a) Single or multiple copies in kraft envelope (up to 200 leaves).....per envelope .....\$ \_\_\_\_\_

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

(c) Quantities over 12 pounds, up to 24 pounds,  
wrapped in shipping bundles, or packed in  
shipping containers, at contractor's option  
(maximum gross weight 27 pounds)..... per bundle or container .....\$ \_\_\_\_\_

**LOCATION OF POST OFFICE:** All mailing will be made from the \_\_\_\_\_

Post Office located at Street Address \_\_\_\_\_,

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_.

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

**SHIPMENTS:** Shipments will be made from: City \_\_\_\_\_ State \_\_\_\_\_.

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

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

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_.

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

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

Bidder \_\_\_\_\_  
(Contractor's Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

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

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number)

\_\_\_\_\_  
(Email) (Fax Number)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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**ATTACHMENT 1**

**NCS PEARSON INKS**

<b>Name</b>	<b>NCS Pearson Number</b>	<b>Pantone Number</b>	<b>Minimum Visual PCS</b>	<b>Maximum IR PCS</b>	<b>Ink Read Head</b>	<b>Transoptic</b>
Magenta	2	2395	70	7	N	Y
Pink	4	218	55	5	Y	N
Pink	6	232	55	4	Y	N
Purple	7	527	80	20	N	Y
Blue	12	285	75	25	N	Y
Brown	14	464	60	15	N	Y
Brown	16	487	55	4	Y	N
Purple	18	248	75	10	N	Y
Green	22	349	75	30	N	Y
Orange	24	157	55	5	Y	Y
Orange	28	178	60	5	Y	N
Red	30	191	60	4	Y	N
Maroon	31	221	70	15	N	N
Green	52	327	60	30	N	N
Green	53	347	65	25	N	N
Orange	55	173	65	10	N	Y
Green	56	355	70	30	N	Y
Tan	67	138	50	5	N	N
Brown	69	147	65	15	N	N
Blue	72	306	60	30	N	Y
Brown	74	153	65	10	N	N
Charcoal	75	11	75	25	N	N
Green	76	377	65	15	N	Y
Grey	77	425	75	30	N	N
Orange	78	158	40	30	Y	N
Orange	79	144	45	5	Y	N
Orange	80	1635	50	5	Y	N
Ice	81	305	30	20	N	N
Aqua	82	3245	20	25	N	N
Blue	83	541	75	25	N	N
Blue	84	286	75	20	N	N
Red	85	199	60	3	Y	Y
Red	88	200	65	10	N	Y
Blue	89	300	70	30	N	N
Blue	90	314	65	30	N	N
Red	91	507	70	10	N	Y
Grey	96	534	80	25	N	Y
Aqua	98	3285	65	30	N	Y

**ATTACHMENT 2**

**SCANTRON INKS**

<b>Name</b>	<b>Scantron Number</b>	<b>Pantone Number</b>	<b>Minimum Visual PCS</b>	<b>Maximum IR PCS</b>	<b>Ink Read Head</b>	<b>Screen Only</b>
Pink	110	709	50	3	Y	N
Yellow	120	603	3	3	N	Y
Yellow	130	114	15	6	Y	Y
Orange	140	143	45	3	Y	N
Orange	150	716	50	3	Y	N
Orange	160	164	50	3	Y	N
Magenta	170	225	55	3	Y	N
Magenta	180	2395	65	5	Y	N
Red	190	507	65	15	N	N
Red	200	710	60	2	N	N
Magenta	210	219	60	2	N	N
Red	220	1785	55	2	Y	N
Magenta	230	219	60	2	Y	N
Grey	240	436	60	22	N	N
Green	250	377	50	20	N	N
Green	260	555	65	12	N	N
Brown	270	464	65	16	N	N
Brown	280	153	65	13	N	N
Green	290	347	55	15	N	N
Purple	300	258	70	27	N	N
Purple	310	2587	75	22	N	N
Purple	320	258	75	11	N	N
Purple	330	246	65	27	Y	N
Green	340	326	55	28	N	N
Blue	350	534	80	27	N	N
Blue	360	2995	60	27	N	N
Blue	370	285	70	28	N	N
Blue	380	311	45	25	N	N
Blue	390	2728	80	30	N	N
Black	400	412	85	85	N	N

### ATTACHMENT 3

#### COGNITRONICS INKS

Name	Flint Ink No.
Red	J-19410
Brown	J-30497
Dark Green	J-30496
Dark Blue	J-31862
Purple	J-31860
Orange	J-24882

Dropout inks used for Cognitronics format forms should be at least 60% reflective relative to magnesium oxide in IR portion of the spectrum (at approximately 950 nm).