

BID OPENING: Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on October 2, 2020 by the U.S. Government Publishing Office, in Washington, DC 20401. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

BID SUBMISSION: NOTE: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, vendors MUST submit e-mail bids to bidapsdc@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket Number 413-313 and bid opening date must be specified in the subject line of the e-mailed bid submission. Bids received after 11:00 AM EST on the bid opening date specified above will not be considered for award.

Additional e-mailed Bid Submission Provisions:

The Government will not be responsible for any failure attributable to the transmission or receipt of the e-mailed bid including, but not limited to, the following—

- (1) Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.*
- (2) The vendor's email provider may have different size limitations for sending e-mail, however vendors are advised not to exceed GPO's stated limit.*
- (3) Illegibility of bid.*
- (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 e-mailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the e-mail is received by GPO's email server as the official time stamp for bid receipt at the specified location.*

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 (revised 9-19)).

Proof of delivery must be emailed to dapanaviciute@ftc.gov upon completion.

ALL THE REQUIREMENTS OF THESE SPECIFICATIONS APPLY EQUALLY TO ALL PACKAGES/ITEMS UNLESS OTHERWISE INDICATED HEREIN.

PRODUCT: Two Different white kraft envelopes (Packages 1, & 2). Each Envelope contains 23 inserts facing front of envelope; seal envelopes. Some sheets are double-sided.

TITLE:

831A Consumer.gov Educator's Sample Pack (English)
956A Consumer.gov Educator's Sample Pack (Spanish)

QUANTITY:

Agency copies

	Quantity	Cartons
Package 1: 831A Consumer.gov Educator's Sample Pack (English)	200,010 Packages	6,667
Package 2: 956A Consumer.gov Educator's Sample Pack (Spanish)	30,000 Packages	1,000

SUBDOC Copies:

	Quantity
Package 1: 831A Consumer.gov Educator's Sample Pack (English)	16 Packages
Package 2: 956A Consumer.gov Educator's Sample Pack (Spanish)	16 Packages

NOTE: Package 1: contains 23 inserts (single and double side) with a total of 38 pages.
 Package 2 contains 23 inserts (single and double side) with a total of 42 pages.

TRIM SIZE:

Package 1:

Item 1 (Envelope): 9 x 12" (after construction)

Items 2 thru 24 (Inserts): 8-1/2 x 11"

Package 2:

Item 25 (Envelope): 9 x 12" (after construction)

Items 26 thru 48 (Inserts): 8-1/2 x 11"

PAGES:

Package 1		Package 2	
File name		File name	
Item 1: consumer-gov-envelope	Face and back (after construction)	Item 25: consumer-gov-envelope-spanish	Face and back (after construction)
Item 2: 01-consumer-gov-flyer-2color	Face only	Item 26: 01-consumer-gov-flyer-2color-spanish	Face and back
Item 3: 832A_Making a Budget WTD	Face and back	Item 27: 850A_Making a Budget WTD_Sp	Face and back
Item 4: 873A_Make Budget Worksheet	Face and back	Item 28: 874A_Making a Budget Worksheet_Sp	Face and back
Item 5: 833A_Opening a Bank Account WTD	Face only	Item 29: 851A_Opening a Bank Account WTD_Sp	Face only
Item 6: 943A_Your Paycheck WTD_CMarks	Face only	Item 30: 945A_Your Paycheck WTD_Sp	Face and back
Item 7: 834A_Using Debit Cards WTD	Face and back	Item 31: 852A_Using Debit Cards WTD_Sp	Face and back
Item 8: 835A_Prepaid Cards WTD	Face and back	Item 32: 853A_Prepaid Cards WTD_Sp	Face and back
Item 9: 836A_Saving Money Shop WTD	Face only	Item 33: 854A_Saving Money When You Shop WTD_Sp	Face only
Item 10: 837A_Phone Cards WTD	Face and back	Item 34: 855A_Buying and Using Phone Cards WTD_Sp	Face and back
Item 11: 838A_Sending Money Overseas WTD	Face only	Item 35: 856A_Sending Money WTD_Sp	Face only
Item 12: 944A_Buying a Used Car WTD	Face and back	Item 36: 946A_Buying a Used Car WTD_Sp	Face and back
Item 13: 921A_Renting an Apartment House WTD	Face and back	Item 37: 922A_Renting an Apartment or House WTD_Sp	Face and back
Item 14: 962A_Your Education After High School WTD	Face and back	Item 38: 963A_Your Education After High School_Sp	Face and back
Item 15: 839A_Your Credit History WTD	Face and back	Item 39: 857A_Your Credit History WTD_Sp	Face and back
Item 16: 840A_Using Credit WTD	Face and back	Item 40: 858A_Using Credit WTD_Sp	Face and back
Item 17: 841A_Payday Loans WTD	Face only	Item 41: 859A_Payday Loans and Cash Advances WTD_Sp	Face and back
Item 18: 843A_Car Title Loans WTD	Face only	Item 42: 861A_Car Title Loans WTD_Sp	Face and back
Item 19: 844A_Managing Debt WTD	Face and back	Item 43: 862A_Managing Debt WTD_Sp	Face and back
Item 20: 849A_Imposter Scams WTD	Face and back	Item 44: 867A_Imposter Scams WTD_Sp	Face and back
Item 21: 845A_Avoid IDT WTD	Face and back	Item 45: 863A_Avoiding Identity Theft WTD_Sp	Face and back
Item 22: 846A_Recover IDT WTD	Face and back	Item 46: 864A_Recovering from Identity Theft WTD_Sp	Face and back
Item 23: 847A_Scams Against Immigrants WTD	Face and back	Item 47: 865A_Scams Against Immigrants WTD	Face and back
Item 24: 848A_Job Scams WTD	Face only	Item 48: 866A_Job Scams WTD_Sp	Face and back

GOVERNMENT TO FURNISH (GFM): Receive via email after award.

Purchase order.

One (1) PDF file of each Item. Contractor to extend bleed as necessary for Items 1, and 25 (Envelopes). Contractor

to convert Black text from 4-color process to 100% process Black. Contractor to convert Blue from 4-color process to Pantone 321C, Green from 4-color process to Pantone 369C, and Orange from 4-color process to Pantone 159C.

GPO Form 892c, Proof Label. (12/17)

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

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

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

The contractor shall create or change 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.

PROOFS: E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs. Contractor to submit one "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.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at dapanaviciute@ftc.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (3) workdays from receipt at the Department to receipt in the contractor's plant.

PLUS (after approving electronic proof).

One (1) set of digital color content proofs for all Items. 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.

Send proofs together with the furnished media (copy, electronic files) directly to: Daniele Apanaviciute (202-651-1866), 5624 Pioneer Dr., Baltimore, MD 21214. Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than (2) workdays from receipt in the department to when they are made available for pickup at the department. CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".

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. https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_13..PDF.

Items 1, and 25: JCP Code* V10, White Kraft Envelope, Basis Size 17 X 22" – 28 lbs.

Items 2 thru 24, and 26 thru 48: JCP Code* A61, No. 1 Smooth-Finish Text, Basis Size 25 X 38 " – 70 lbs.

PRINTING:

Items 1, and 25 (Envelopes):

PRINTING: Envelopes print face of envelope and flap (after construction) with type matter, illustrations and solids with heads towards top fold in process Black and Pantone 321C plus some type reversing out. After printing and construction, Top front of envelope should bleed to the top fold, and left and right edge.

CONSTRUCTION: Open Side with 9 x 1-3/4" standard gummed flap on the 9" top side.

Items 2 thru 24, and 26 thru 48: print with type/rule matter, illustrations and solids plus some type reversing out; no bleed. Some Items print face only and some Items print face and back (head to head).

NOTE (All Items): GPO Imprint line MUST not show on the final product.

ASSEMBLE (Packages 1, and 2): Collate and insert 23 sheets in envelopes, with inserts facing front of envelope; seal envelopes. Collate in order listed above (Items 2 thru 24 for Package 1, and Items 26 thru 48 for package 2).

INK: Each Item print in Black ink plus the below Pantone color:

Package 1		Package 2	
File name	Pantone	File name	Pantone
Item 1: consumer-gov-envelope	Pantone 321	Item 25: consumer-gov-envelope-spanish	Pantone 321
Item 2: 01-consumer-gov-flyer-2color	Pantone 321	Item 26: 01-consumer-gov-flyer-2color-spanish	Pantone 321
Item 3: 832A_Making a Budget WTD	Pantone 321	Item 27: 850A_Making a Budget WTD_Sp	Pantone 321
Item 4: 873A_Make Budget Worksheet	Pantone 321	Item 28: 874A_Making a Budget Worksheet_Sp	Pantone 321
Item 5: 833A_Opening a Bank Account WTD	Pantone 321	Item 29: 851A_Opening a Bank Account WTD_Sp	Pantone 321
Item 6: 943A_Your Paycheck WTD_CMarks	Pantone 321	Item 30: 945A_Your Paycheck WTD_Sp	Pantone 321
Item 7: 834A_Using Debit Cards WTD	Pantone 321	Item 31: 852A_Using Debit Cards WTD_Sp	Pantone 321
Item 8: 835A_Prepaid Cards WTD	Pantone 321	Item 32: 853A_Prepaid Cards WTD_Sp	Pantone 321
Item 9: 836A_Saving Money Shop WTD	Pantone 321	Item 33: 854A_Saving Money When You Shop WTD_Sp	Pantone 321
Item 10: 837A_Phone Cards WTD	Pantone 321	Item 34: 855A_Buying and Using Phone Cards WTD_Sp	Pantone 321
Item 11: 838A_Sending Money Overseas WTD	Pantone 321	Item 35: 856A_Sending Money WTD_Sp	Pantone 321
Item 12: 944A_Buying a Used Car WTD	Pantone 321	Item 36: 946A_Buying a Used Car WTD_Sp	Pantone 321
Item 13: 921A_Renting an Apartment House WTD	Pantone 321	Item 37: 922A_Renting an Apartment or House WTD_Sp	Pantone 321
Item 14: 962A_Your Education After High School WTD	Pantone 321	Item 38: 963A_Your Education After High School_Sp	Pantone 321
Item 15: 839A_Your Credit History WTD	Pantone 369	Item 39: 857A_Your Credit History WTD_Sp	Pantone 369
Item 16: 840A_Using Credit WTD	Pantone 369	Item 40: 858A_Using Credit WTD_Sp	Pantone 369
Item 17: 841A_Payday Loans WTD	Pantone 369	Item 41: 859A_Payday Loans and Cash Advances WTD_Sp	Pantone 369
Item 18: 843A_Car Title Loans WTD	Pantone 369	Item 42: 861A_Car Title Loans WTD_Sp	Pantone 369
Item 19: 844A_Managing Debt WTD	Pantone 369	Item 43: 862A_Managing Debt WTD_Sp	Pantone 369
Item 20: 849A_Imposter Scams WTD	Pantone 159	Item 44: 867A_Imposter Scams WTD_Sp	Pantone 159
Item 21: 845A_Avoid IDT WTD	Pantone 159	Item 45: 863A_Avoiding Identity Theft WTD_Sp	Pantone 159
Item 22: 846A_Recover IDT WTD	Pantone 159	Item 46: 864A_Recovering from Identity Theft WTD_Sp	Pantone 159
Item 23: 847A_Scams Against Immigrants WTD	Pantone 159	Item 47: 865A_Scams Against Immigrants WTD	Pantone 159
Item 24: 848A_Job Scams WTD	Pantone 159	Item 48: 866A_Job Scams WTD_Sp	Pantone 159

MARGINS:

Items 1, and 25: Face bleeds top, left and right (after construction).

Items 2 thru 24, and 26 thru 48: Adequate Gripper; no bleed.

Follow electronic media.

PACKING:

Agency Copies: Shrink wrap collated envelopes in groups of 15.

Pack 30 collated envelopes per carton.

Total sets: 230,010.

NOTE: Cartons no taller than 10" and labeled with full title (including code) and quantity. Cartons to be securely sealed and cross-taped at least once.

Cartons to be packed on wooden pallets.

***** DO NOT MIX TITLES IN CARTONS, DO NOT MIX TITLES ON PALLETS. *****

Pallets must be in good condition and 48"x40" with opening for fork lift on the 48" side.

Pallets to be stacked no more than 42" high and must include corrugated cardboard corner protectors.

Delivery truck must be able to reach a standard loading dock. Delivery will be refused if pallets are not the correct condition or size.

SUBDOC Copies: Pack in individual mailing cartons with the title only on the spine of each carton. Pack suitably per shipping container. 16 Copies of each package.

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.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Proof/Furnished Electronic File
P-9. Solid or Screen Tints Color Match	Pantone Matching System

DISTRIBUTION: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to dapanaviciute@ftc.gov. The subject line of this message shall be "Distribution Notice for Jackets 413-313, Requisitions 0-00014 notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Agency Copies (F.O.B Destination).

Deliver 200,010 copies of package 1, and 30,000 copies of package 2 "7,667 cartons via traceable means to: Public Document Distribution Center, Attn: Receiving, (719-295-2680), 31451 United Avenue, Pueblo, CO 81001.

NOTE: Driver to contact Kimberly Schmitz (Warehouse manager) @ 719-295-2679, at least 24 hours in advance upon delivery and about 1 hour when arriving to the destination.

SUBDOC Copies (F.O.B Destination):

Deliver 1 copies of each Package via traceable means to: U.S. Government Publishing Office, Federal Depository Library Office, Mail Stop: FDLP, 44 H Street, NW, Loading Dock, Washington, DC 20401. Marked Item No. 0535.

Deliver 15 copies of each Package via traceable means to: Library of Congress, BAC (By-Law) 1525-01, U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Avenue, SE, Stop 4276,

Washington, DC 20540-4276, Marked: Depository File Copies. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

SCHEDULE: The Purchase Order and GFM will be available via e-mail or contractor's FTP site after award no later than October 12, 2020.

Submit proofs as soon as the contractor deems necessary in order to comply with the delivery schedule.

F.O.B. destination, delivery complete by 12/1/2020.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to compliance@gpo.gov or by calling (202) 512-0520 or faxing (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 100 copies of each package. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

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 pre-award 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.

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 invoicing.

Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

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

JACKET NUMBER

Jacket 413-313

BID PRICE:

\$ _____

ADDITIONAL/M

Package 1		Package 2	
Item 1: consumer-gov-envelope	\$	Item 25: consumer-gov-envelope-spanish	\$
Item 2: 01-consumer-gov-flyer-2color	\$	Item 26: 01-consumer-gov-flyer-2color-spanish	\$
Item 3: 832A_Making a Budget WTD	\$	Item 27: 850A_Making a Budget WTD_Sp	\$
Item 4: 873A_Make Budget Worksheet	\$	Item 28: 874A_Making a Budget Worksheet_Sp	\$
Item 5: 833A_Opening a Bank Account WTD	\$	Item 29: 851A_Opening a Bank Account WTD_Sp	\$
Item 6: 943A_Your Paycheck WTD_CMarks	\$	Item 30: 945A_Your Paycheck WTD_Sp	\$
Item 7: 834A_Using Debit Cards WTD	\$	Item 31: 852A_Using Debit Cards WTD_Sp	\$
Item 8: 835A_Prepaid Cards WTD	\$	Item 32: 853A_Prepaid Cards WTD_Sp	\$
Item 9: 836A_Saving Money Shop WTD	\$	Item 33: 854A_Saving Money When You Shop WTD_Sp	\$
Item 10: 837A_Phone Cards WTD	\$	Item 34: 855A_Buying and Using Phone Cards WTD_Sp	\$
Item 11: 838A_Sending Money Overseas WTD	\$	Item 35: 856A_Sending Money WTD_Sp	\$
Item 12: 944A_Buying a Used Car WTD	\$	Item 36: 946A_Buying a Used Car WTD_Sp	\$
Item 13: 921A_Renting an Apartment House WTD	\$	Item 37: 922A_Renting an Apartment or House WTD_Sp	\$
Item 14: 962A_Your Education After High School WTD	\$	Item 38: 963A_Your Education After High School_Sp	\$
Item 15: 839A_Your Credit History WTD	\$	Item 39: 857A_Your Credit History WTD_Sp	\$
Item 16: 840A_Using Credit WTD	\$	Item 40: 858A_Using Credit WTD_Sp	\$
Item 17: 841A_Payday Loans WTD	\$	Item 41: 859A_Payday Loans and Cash Advances WTD_Sp	\$
Item 18: 843A_Car Title Loans WTD	\$	Item 42: 861A_Car Title Loans WTD_Sp	\$
Item 19: 844A_Managing Debt WTD	\$	Item 43: 862A_Managing Debt WTD_Sp	\$
Item 20: 849A_Imposter Scams WTD	\$	Item 44: 867A_Imposter Scams WTD_Sp	\$
Item 21: 845A_Avoid IDT WTD	\$	Item 45: 863A_Avoiding Identity Theft WTD_Sp	\$
Item 22: 846A_Recover IDT WTD	\$	Item 46: 864A_Recovering from Identity Theft WTD_Sp	\$
Item 23: 847A_Scams Against Immigrants WTD	\$	Item 47: 865A_Scams Against Immigrants WTD	\$
Item 24: 848A_Job Scams WTD	\$	Item 48: 866A_Job Scams WTD_Sp	\$

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

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

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

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 fax, fill out and return one copy.

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

(Street Address)

(City – State – Zip Code)

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

(Signature) (Date)

(Telephone Number) (Email Address)

Contracting Officer Review: _____ Date: _____ Certifier: _____ Date: _____
(Initials) (Initials)

