

BID OPENING: Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on February 2, 2022 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 bidsapsdc@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket Number 046-101 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.

For information regarding the solicitation requirements prior to award please email Steve Gaumer at sgaumer@gpo.gov. For contract administration after award, contact APS DC at 202-512-0307/.

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)).

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

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within the continental United States.

SUBCONTRACTING: Subcontracting will not be permitted.

PREAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives within 5 days via Teams meeting prior to award. Also, prior to award the contractor will be required to provide a link to a representative sample of similar contractor website they produced.

POST-AWARD CONFERENCE: A post-award conference will be held within 5 days via Teams meeting at a date and time to be determined. The purpose of the conference will be to discuss and review with production personnel all aspects of the contractor's internal and external operations required to complete this contract. Attending this meeting will be Government representatives to establish coordination of all required operations.

PRODUCT: Website Redesign

TITLE: Intranet Website Redesign Project

QUANTITY: 2 Web Pages

DESCRIPTION: SCCE and Web Technology seek design and development of a new website that is adaptable to multiple screen sizes, 508 compliant, and has a clean, modern, professional look. The site must have a responsive design that works on standard browsers and Web – Workspace One by VMWare. Proposed designs and concepts should include navigation recommendations for the 6 categories and up to 15 sub categories in the current site. These navigation recommendations must also be able to add more categories and subcategories to the site. The Senate is only requesting design and development for a homepage and secondary page's wrapper including navigation. The homepage and secondary page should have both mobile and print versions. The site will be password protected and hosted on internal servers.

The contractor will submit at least two or three concepts for the homepage and wrapper for the general content pages. The concepts will include renderings of the site's appearance on desktop monitors, mobile device screens, as well as a printer friendly version. First, the concepts will include wireframes which the Senate will work with the vendor to verify that all elements are accounted for. The vendor will then begin work on the concepts. The Senate will provide timely review and feedback of the provided concepts until a final concept is presented and approved by the Senate. The contractor does not need to be concerned with the content and the use of generic text for the design is requested.

SCCE staff, in conjunction with Web Technology staff, will be available to provide input on the desired look and feel of the site, user stories, and feedback on proposed designs and functionality. The Senate has provided a general overview of how the site is used and will be available to answer any questions the vendor has regarding the usage of the site as it pertains to the homepage and secondary page wrapper. The Senate will also provide timely feedback on any wireframes or concepts.

Contractor must use generic (Greek) placement text for content on the designs. For the design elements the contractor should find and provide imagery. All graphics should be provided to the Senate in PSD files so that they can edit as needed. If a contractor finds an image they would like to use in their design on the Senate's public central website, they are willing to provide a high resolution copy. JavaScript can be used, but is not required. Contractor cannot use a new CMS.

The design and code will be given to the Senate who will then implement it on their testing and production sites and will report back any issues to the contractor. Note: All content updates will be made by the Senate.

Current Intranet Website: SCCE maintains an internal password protected website for use by managers in offices and committees. It is hosted on internal servers. Based on analytical software running on the website the most visited areas of the site in order are: home page, samples and forms, on-line seminars, general office information.

The current website consists of HTML pages featuring pertinent information in assets like Word Documents, PDFs, MP4s, JPGs, and video files of past seminars. Text heavy website. The most common layout for pages is text with hyperlinks to related documents or web pages. Some lengthier pages have anchor links to content or subheadings. Some pages have a generic image, there may also be a generic image on the web page.

All pages have top navigation, a search box, and contact information. Alfresco is used when a content management system is necessary. Navigation consists of six main categories with dropdowns containing up to 15 subcategories. The design should be flexible enough to handle categories/subcategories.

Deliverables:

1. At least two or three concepts for the homepage and wrapper for general content pages. The concepts will include renderings of the site’s appearance on desktop monitors, mobile device screens, as well as a printer friendly version.
2. Approved pdf of designs for a new homepage and one secondary page to serve as a template for general content pages.
3. HTML, CSS, and JS code to realize the approved home page design and secondary page template.

A weekly status report will be required and contractor will be required to participate in calls and email as needed.

Customer will test the site in their environment and report any issues.

All deliverables must meet industry standards and the requirements set forth in contractual documentation. All deliverables must meet Federal Government Section 508 usability, privacy and IT security standards.

Contractor MUST incorporate all cost to complete required specs.

GOVERNMENT TO FURNISH:

One PDF file with current screen shots of website. See Page 7 herein.

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

PROOFS :

See Description.

Contractor must call GPO Contract Compliance Section at (202) 512-0520 or email compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department.

While no hard proofs are required, Contractor will email sforster@gpo.gov once the determined benchmarks are met so that they can be reviewed and approved.

PRINTING: None required.

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

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	Ok’d Proofs

DISTRIBUTION:

Contractor will email sforster@gpo.gov once the final benchmark is complete for final review and final signoff on project. The subject line of this message shall be "Distribution Notice for Jacket 046-101, Requisition 2-00196".

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the

contractor.

SCHEDULE:

Furnished material will be available on or before February 4, 2022.

Proofs will be withheld not more than 3 workdays from receipt at the Department to receipt in the contractor's plant.

Deliver on or before March 7, 2022.

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

OFFERS: Offers must include the cost of all materials and operations in accordance with these specifications.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the low contractor 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 a timely manner 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: _____

BID PRICE: _____

ADDITIONAL RATE: _____ **PER:** _____

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discount" of solicitation Provision 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 or mail, fill out and return one completed copy of current page(s).

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

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

(Street Address)

(City – State – Zip Code)

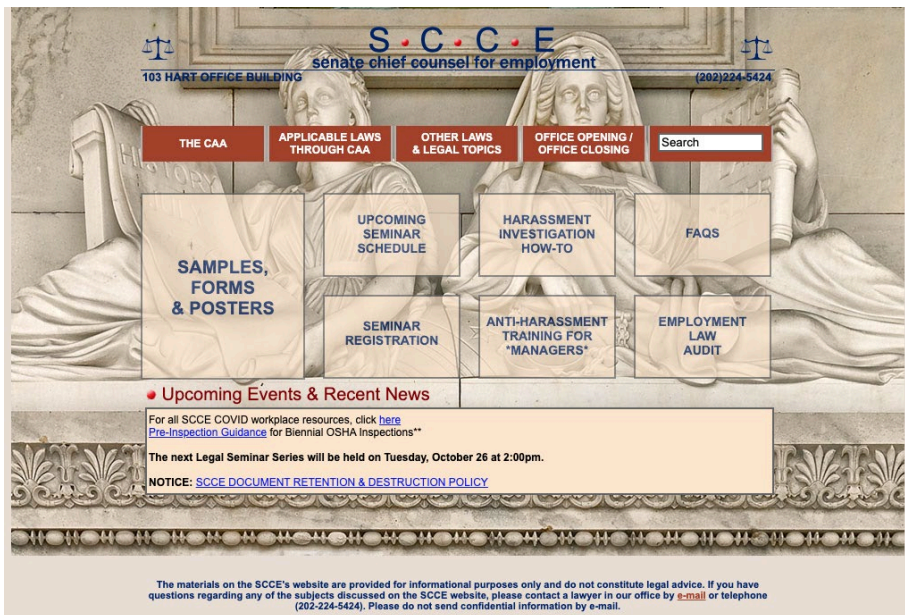
By _____
(Printed Name, and Title of Person Authorized to Sign this Bid)

(Signature) (Date)

(Telephone Number) (Email)

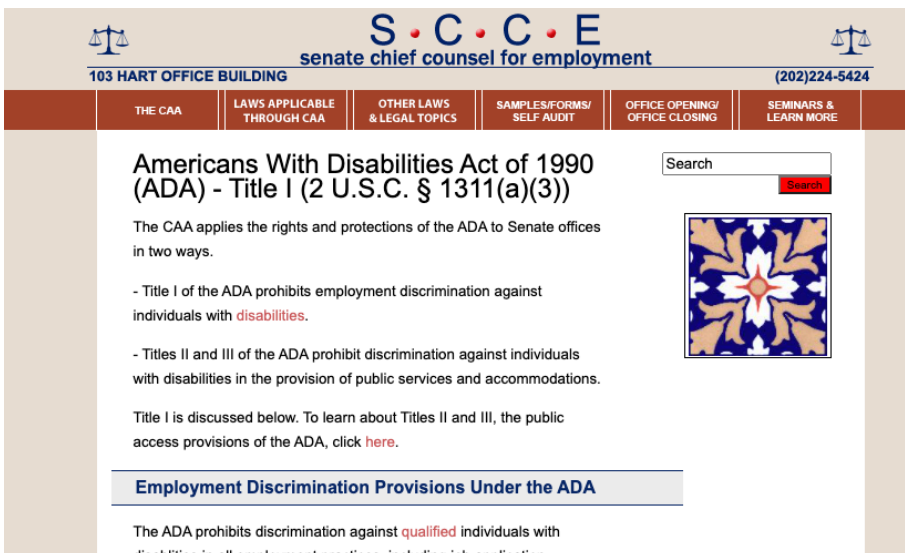
Contracting Officer Review: _____ Date: _____ Certifier: _____ Date: _____
(Initials) (Initials)

Home Page:



The screenshot shows the SCCE (Senate Chief Counsel for Employment) website home page. At the top, the logo "S.C.C.E" is displayed with the text "senate chief counsel for employment" below it. Contact information includes "103 HART OFFICE BUILDING" and the phone number "(202)224-5424". A navigation bar contains links for "THE CAA", "APPLICABLE LAWS THROUGH CAA", "OTHER LAWS & LEGAL TOPICS", "OFFICE OPENING / OFFICE CLOSING", and a "Search" box. Below the navigation bar are several content boxes: "SAMPLES, FORMS & POSTERS", "UPCOMING SEMINAR SCHEDULE", "HARASSMENT INVESTIGATION HOW-TO", "FAQS", "SEMINAR REGISTRATION", "ANTI-HARASSMENT TRAINING FOR 'MANAGERS'", and "EMPLOYMENT LAW AUDIT". A section titled "Upcoming Events & Recent News" contains a link for COVID resources, a notice about a seminar on October 26, and a notice regarding document retention and destruction policy. A disclaimer at the bottom states that the materials are for informational purposes only and do not constitute legal advice.

Secondary Page:



The screenshot shows a secondary page on the SCCE website. The header is identical to the home page. The navigation bar includes links for "THE CAA", "LAWS APPLICABLE THROUGH CAA", "OTHER LAWS & LEGAL TOPICS", "SAMPLES/FORMS/ SELF AUDIT", "OFFICE OPENING/ OFFICE CLOSING", and "SEMINARS & LEARN MORE". The main content area features the title "Americans With Disabilities Act of 1990 (ADA) - Title I (2 U.S.C. § 1311(a)(3))". Below the title, it explains that the CAA applies the rights and protections of the ADA to Senate offices in two ways. A list of points follows: Title I prohibits employment discrimination against individuals with disabilities; Titles II and III prohibit discrimination against individuals with disabilities in the provision of public services and accommodations. A link is provided to learn more about Titles II and III. A decorative graphic is positioned to the right of the text. A section titled "Employment Discrimination Provisions Under the ADA" is highlighted with a blue border. The text below this section states that the ADA prohibits discrimination against qualified individuals with disabilities in all employment practices, including job application.

