

Jacket: 409-557 R-1
Title: 2020 Census Island Areas Enumerator and Group Quarters Questionnaires
Agency: Department of Commerce/Census
Bid Opening: September 27, 2019 at 11:00AM

Contractor Name	Bid	Terms		Discounted Total
Las Vegas Color Graphics	\$225,555.00	5.0%	20 days	\$214,277.25
Cenveo Worldwide Los Angeles	\$320,027.93	0.5%	20 days	\$318,427.79

BID OPENING: September 27, 2019

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL SHIRLEY FORSTER. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-0310. NO COLLECT CALLS.

FACSIMILE SPECIFICATIONS

U.S. Government Publishing Office (GPO)
Washington, D.C.

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 8-02)).

NOTE: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, all applicable pages.

SPECIFICATIONS WILL APPLY EQUALLY TO ALL ITEMS EXCEPT AS NOTED HEREIN.

PRODUCT: Questionnaires. These specifications cover the production of thirty-(30) different questionnaires. All questionnaires print in black and process cyan. Five questionnaires will require serialized bar codes on one side of each page, ten questionnaires will require a document ID on page 1 and serialized barcodes on one side of each page and fifteen questionnaires will have no variable imaging

TITLE: 2020 Census Island Areas Enumerator and Group Quarters Questionnaires.

QUANTITY: 308,280

Note: The quantities do not include spoilage from the manufacturing process. Contractor is expected to adjust quantities as needed to meet delivery. Quality control samples are also not included.

NO SHORTAGES ALLOWED; therefore, the Contractor is cautioned that they will be required to make up any shortages at no additional cost to the Government.

TRIM SIZE: Questionnaires – 9" x 11"

PRODUCT DESCRIPTIONS, QUANTITIES, AND SPECIFICATIONS

Note: The quantities in the table below do not include spoilage from the manufacturing process. Contractor is expected to adjust quantities as needed to meet delivery. Quality control samples are also not included.

Item No.	Description	Quantity	Specifications
Questionnaires			
1	D-Q-AS	18,520	Format: Finished size: 9"x11" 44-page Booklet. Prints head to head. Saddle-wire stitch in 2-places. Stock: White Opacified Offset Book, basis weight: 50 lbs. Per 500 sheets, 25 x 38"; must meet the attributes of JCP Code A80. Ink: Black and Cyan Variable Imaging: Serialized bar codes on one side of each page, on the outer signature.
2	D-Q-MI	34,020	
3	D-Q-GU	90,270	
4	D-Q-VI	91,520	
5	D-Q-VI(S)	11,270	
6	D-CQ-AS	8,270	Format: Finished size: 9"x11" 36-page Booklet. Prints head to head. Saddle-wire stitch in 2-places. Stock: White Opacified Offset Book, basis weight: 50 lbs. Per 500 sheets, 25 x 38"; must meet the attributes of JCP Code A80. Ink: Ink: Black and Cyan Variable Imaging: Document ID on page 1. Serialized bar codes on one side of each page
7	D-CQ-MI	3,770	
8	D-CQ-GU	10,270	
9	D-CQ-VI (St. Croix)	2,135	
	D-CQ-VI (St. Thomas)	2,135	
10	D-CQ-VI(S) (St. Croix)	1,135	
	D-CQ-VI(S) (St. Thomas)	1,135	
11	D-Q-GE-AS	2,300	
12	D-Q-GE-MI	2,770	
13	D-Q-GE-GU	10,270	
14	D-Q-GE-VI (St. Croix)	1,860	
	D-Q-GE-VI (St. Thomas)	1,860	
15	D-Q-GE-VI(S) (St. Croix)	635	
	D-Q-GE-VI(S) (St. Thomas)	635	
16	DI-Q-AS	1,100	Format: Finished size: 9"x11" 16-page Booklet. Prints head to head. Saddle-wire stitch in 2-places. Stock: White Opacified Offset Book, basis weight: 50 lbs. Per 500 sheets, 25 x 38"; must meet the attributes of JCP Code A80.
17	DI-Q-MI	1,100	
18	DI-Q-GU	2,100	
19	DI-Q-VI	2,100	

Item No.	Description	Quantity	Specifications
20	DI-Q-VI(S)	1,100	Ink: Black and Cyan (No Variable Imaging)
21	DI-CQ-AS	300	Format: Finished size: 9"x11" 12-page Booklet. Prints head to head. Saddle-wire stitch in 2-places. Stock: White Opacified Offset Book, basis weight: 50 lbs. Per 500 sheets, 25 x 38"; must meet the attributes of JCP Code A80. Ink: Ink: Black and Cyan (No Variable Imaging)
22	DI-CQ-MI	300	
23	DI-CQ-GU	300	
24	DI-CQ-VI	300	
25	DI-CQ-VI(S)	300	
26	DI-Q-GE-AS	600	
27	DI-Q-GE-MI	600	Format: Finished size: 9"x11" 8-page Booklet. Prints head to head. Saddle-wire stitch in 2-places. Stock: White Opacified Offset Book, basis weight: 50 lbs. Per 500 sheets, 25 x 38"; must meet the attributes of JCP Code A80. Ink: Ink: Black and Cyan (No Variable Imaging)
28	DI-Q-GE-GU	1,600	
29	DI-Q-GE-VI	1,100	
30	DI-Q-GE-VI(S)	600	

GOVERNMENT TO FURNISH (GFM):

Electronic Media (Print Files) will be furnished as follows:

Platform: Windows 7.

Storage Media: CD-ROM or email.

Software: Adobe Acrobat Professional 11.0 (or higher).

All platform system and software upgrades (for specific applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded.

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

Additional

Information: Files will be furnished in PDF format.

Laser composites of the furnished electronic files will be provided.

GPO Form 952 (Desktop Publishing - Disk Information).

GPO Form 892 (R. 8/95) Proofs

GPO Form 915 (Business Reply Label)

GPO Form 2686 QARC Random copies sampling & shipping instructions.

GPO Form 917 (Certificate of Selection).

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

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications. The Contractor shall be responsible for submitting proofs and hosting press sheet and binding inspections; before full-scale operations commence.

Government Representatives must be furnished the following:

- Office space with a desk and 2 (two) work tables, telephone capable of receiving and making outside telephone calls including long distance capability. The Contractor will be reimbursed for any charges for calls made by Government Representatives upon presentation of voucher and verifiable documentation. The office must be in an enclosed secured area adjacent to the production operation(s). Unlimited access to a nearby copier, fax machine, printer, and secure high-speed internet access (Wi-Fi at a minimum 10mbps or higher, preferred) in the area where quality assurance will be conducted.
- For PSIs, the Contractor shall make available a space with standard lighting conditions for the Government Representatives to review product samples (i.e., PIA/GATF 5000K).

ON SITE GOVERNMENT REPRESENTATIVES: Two (2) or more Government representatives may be present at the contractor's production facility, for the duration of each shift, to monitor the production, quality review of all items, plus labeling, packaging and palletizing of shipping containers.

For all production process for all items, the Census Bureau Quality Assurance team and the contractor's management team will establish a leader or point of contact for each shift on which Census Bureau work will be performed. These representatives do not have contractual authority. They are not authorized to make changes, or imply that changes be or can be made, in these specifications or contract.

Additionally, these Government representatives are not to provide support or disapproval of any concerns pertaining to any of the terms of this contract to the contractor's staff. However, these representatives are to bring any and all defects to the attention of the contractor's Quality Control (QC) Official.

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

The Government representatives may affix stickers to the cartons and/or pallets for internal Census Bureau purposes. The application of these stickers neither signifies nor implies, in any way, the acceptance of the job by the Government. The affixed stickers do apply to the acceptance of the materials on the pallet. Pallets cannot be shipped until the stickers have been applied to the pallets or written permission to ship has been provided by the Government. National Processing Center (NPC)/Document Services Branch staff will be on-site during printing/bindery.

PROOFS: Two (2) sets 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, and trimmed to the finished size of the product. Proofs will be held three (3) workdays from receipt until they are returned with O.K. to print or with other instructions.

Deliver proofs and all furnished material to: U.S. Census Bureau, ACSD/PSB/Printing Services, 4600 Silver Hill Road, Suitland, MD 20746, Attn: Deborah Mockabee, 301-763-9356.

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

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. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "O.K. TO PRINT."**

NOTE: PLEASE MARK ALL PROOFS "URGENT"

PAPER SAMPLES AND INK DRAWDOWNS: The contractor is required to submit no less than three (3) ink drawdown samples for each ink color used and no less than 50 blank 9" x 11" sheets of White Opacified Offset Book, JCP Code A80.

Submit paper samples and ink drawdowns to U.S. Government Publishing Office, Customer Services, 732 North Capitol Street, NW, Room C-838, Stop CSAPS, Washington, DC 20401, Attn: AST 1, Contract Administrator Jacket 409-557. The container and accompanying documentation shall be marked PAPER AND INK DRAWDOWN SAMPLES, and shall include the GPO Purchase Order and Jacket Numbers.

The Government will approve, conditionally approve, or disapprove these samples within seven (7) workdays of the receipt thereof. Approval or conditional approval shall not relieve the Contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the Contractor. A notice of disapproval shall state the reasons therefore.

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

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

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

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. 12" dated March 2011.

QUESTIONNAIRES: **JCP Code* A80, Opacified Offset Book, Basis Size 25 X 38" 50 lbs.

**The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this

contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

PRINTING:

QUESTIONNAIRES: Item 1 – Item 5: 44 Page Saddle Stitched Questionnaires - Print face and back, head to head in Cyan and Black ink without bleeds. Serialized barcodes on one side of each page on the outer signature. Serialized barcodes are only placed on the outer signature (8 or 16 pages).

Item 6 thru Item 10: 36 Page Saddle Stitched Questionnaires - Print face and back, head to head in Cyan and Black ink without bleeds. Document ID on page 1. Serialized barcodes on one side of each page on the outer signature. Serialized barcodes are only placed on the outer signature (8 or 16 pages).

Item 11 thru Item 15: 8 Page Saddle Stitched Questionnaires - Print face and back, head to head in Cyan and Black ink without bleeds. Document ID on page 1. Serialized barcodes on one side of each page.

Item 16 thru Item 20: 16 Page Saddle Stitched Questionnaires - Print face and back, head to head in Cyan and Black ink without bleeds. NO variable imaging.

Item 21 thru Item 25: 12 Page Saddle Stitched Questionnaires - Print face and back, head to head in Cyan and Black ink without bleeds. NO variable imaging.

Item 26 thru Item 30: 8 Page Saddle Stitched Questionnaires - Print face and back, head to head in Cyan and Black ink without bleeds. NO variable imaging.

NOTE: All questionnaires SHALL be produced using Offset Lithographic processes; Flexographic printing is NOT acceptable. If questionnaires are produced on a web press, it must be a heat set or equivalent process. The questionnaires must be printed on a press capable of printing two colors in a single pass through the press (minimum two printing units). The Pantone ink used for the questionnaires SHALL NOT contain any black pigment. In addition, the use of automated color/density QC on press (i.e., closed loop color control system) must be used for printing the questionnaires.

VARIABLE COMPUTERIZED IMAGING: (Questionnaires): Variable computerized imaging required for this contract consists of: the application of serialized barcodes and corresponding Human Readable Interpretation (HRI); an application of an identification number on the front of questionnaires.

Variable computerized imaging including barcodes, must be ink jet, ion deposition, laser, or equivalent quality.

Variable computerized images (barcodes, ID numbers, etc.) shall be of black, permanent (water resistant) medium, and shall not “run,” “smear,” or “bleed” when exposed to moisture (mist, rain, snow, or other adverse condition). The contractor shall avoid any unreasonable strike-through (bleed through) and barcode rub-off. The serialized barcode and HRI conform to specifications for variable image type quality, filled in characters, address voids, and other quality requirements.

Interleaved 2 of 5 barcodes shall conform to the following:

Imaging Addressability:	No fewer than 240 dots per inch Nominal Element
Width:	(X): 0.015” < X < 0.019”
Wide to Narrow Ratio:	(N): 2.2 < N < 3.0
Quiet Zone:	10X minimum

Barcodes shall comply with ISO/IEC 16390:2007- “Information technology - Automatic identification and data capture techniques - Interleaved 2 of 5 barcode symbology specification” ISO/IEC 15416:2000 - “Barcode Print Quality Test Specification - Linear Symbols.” Symbol grades shall be at least C/10/660.

QUESTIONNAIRE SERIALIZATION BARCODING: A set of Interleaved 2 of 5 serialized barcodes shall be produced and shall be unique to each printed copy of a questionnaire. Additionally, to the serialized barcode, there will be the equivalent HRI (Human Readable Interpretation). The placement of serialized barcodes on designated pages is

described below. All designated pages of each questionnaire printed shall display the same serialized barcode and HRI number.

The contractor shall not duplicate serialized barcoded numbers on various questionnaire types. The contractor shall use the same serial number (i.e., the serial number for that individual questionnaire) in the barcoded rendition of the serial number and the human readable rendition of the serial number on every designated page of the questionnaire. The serialized barcode number shall be 10 digits in length, consisting of a 9-digit sequential number and one check digit, calculated using the MOD10 Algorithm described herein.

The 10-digit serialized barcode shall have the following numerical format:

- Digits 1 through 9 shall represent the whole number of the serialized number.
- Digit 10 shall be the MOD10 check-digit.

The first serialized barcode shall be 0000000019. The whole number represented by digits 1 through 9 shall increase by increments of 1 for each new questionnaire (gaps in the sequence are acceptable). The 10-digit serialized number shall not be duplicated for or on any final questionnaire within the production of this contract.

The barcoded serial number shall have a height of at least 1/4" or at least 15% of the barcode width (excluding quiet zones - whichever is greater). The barcodes shall have a maximum width of 1-11/16" (excluding quiet zones). The bars shall be perpendicular to the 18" dimension of the page. A Human Readable Interpretation of the serial number shall be printed in a 10 point San Serif font.

Formula for Mod10 Check-Digit: The MOD10 algorithm will calculate a check digit for the serial number. The check digit is calculated using the LUHN's algorithm (MOD10 algorithm). The MOD10 check-digit is calculated as follows:

- 1) From the rightmost digit, which is the check digit, moving left, double the value of every second digit; if the product of this doubling operation is greater than 9 (e.g., $7 * 2 = 14$), then sum the digits of the products (e.g., $10: 1 + 0 = 1$, $14: 1 + 4 = 5$).
- 2) Take the sum of all the digits
- 3) If the total modulo 10 is equal to 0 (if the total ends in zero) then the number is valid according to the Luhn formula; else it is not valid.

Assume an example of a serial number "123456789" that will have a check digit added, making it of the form 123456789x:

- Double every other (starting with the first digit) 2 2 6 4 10 6 14 8 18
- Sum of resulting digits $2 + 2 + 6 + 4 + 1 + 6 + 5 + 8 + 9 = 43$

The check digit (x) is obtained by computing the sum of digits then computing 9 times that value modulo 10 (in equation form, $(43 * 9 \text{ mod } 10)$). In algorithm form:

- 1) Compute the sum of the digits (43).
- 2) Multiply by 9 (387).
- 3) The last digit, 7, is the check digit.

Alternative Method: The check digit (x) is obtained by computing the sum of digits then subtracting the units digit from 10 ($43 = \text{Units digit } 3; 10 - 3 = \text{check digit } 7$). In algorithm form:

- 1) Compute the sum of the digits (43).
- 2) Take the units digit (3).
- 3) Subtract the unit's digit from 10 (7).
- 4) The result, 7, is the check digit. In case the sum of digits ends in 0, 0 is the check digit.

For this example, the serial number with check digit is 1234567897.

PLACEMENT OF SERIALIZED BARCODES AND HRIs ON DESIGNATED PAGES:

For the 8-page questionnaires, the serialized Interleaved 2 of 5 barcodes and equivalent HRI, shall be unique to each questionnaire and shall be printed on one side of each numbered page of the finished product (i.e.: pg.1 or pg. 2, and pg. 3 or pg. 4, up to pg. 7 or pg. 8). The barcoded serial number, including quiet zone, and the HRI serial number shall not overlap any printed text or images.

For the 44-page and 36-page questionnaires, the serialization is limited to the outer 8-page or 16-page signature. The interleaved 2 of 5 barcodes and equivalent HRI, shall be unique to each questionnaire and shall be printed on one side of each numbered page of the finished product (i.e.: pg.1 or pg. 2, and pg. 3 or pg. 4, up to pg. 43 (35) or pg. 44 (36)). The barcoded serial number, including quiet zone, and the HRI serial number shall not overlap any printed text or images.

The serialized Interleaved 2 of 5 barcode shall be located in the BOTTOM margin of each odd or even page. The leading edge of this barcode shall measure 1-1/2" from the LEFT or the trailing edge of this barcode shall measure 1-1/2" from the RIGHT edge of the page. (The edge of the page is either the spine or finished edge). The vertical position shall be below the tint area but may overlap the printed border line. The barcode must meet minimum height requirements (15% of width) after trimming.

The HRI shall be positioned in the TOP margin of the same page containing the serialized barcode. The location of the HRI shall measure 1-1/2" from the LEFT or RIGHT edge of the page, centered vertically within the top margin (or centered in the space above any printed text in the top margin) of the page. Serialized barcodes and HRI's shall align horizontally within each page.

The location of variable image for the serial barcode and HRI shall be within 1/8" horizontally and 1/16" vertically from the specified position.

OTHER BARCODE IMAGING: On items 6-15 the contractor will be required to create an ID that meets format requirements as specified in the **Document ID Bar Code (Items 6 thru 15)** Table (8-Digit Document ID Table). The contractor shall produce an 8-digit Document ID bar code with HRI in 8 pt. sans serif font at 12 characters per inch. These ID's utilize the MAD97 Check Digit formula described herein. These ID's will be placed in a cutout in the lower left corner of page 1.

Document ID Bar Code (Items 6 thru 15) Table

Item No.	Form No.	Digits 1-2 Form Identifier	Digits 3-7 Sequential number	Digit 8 MAD97 Check Digits
6	D-CQ-AS	01	00000-89999 (Increases by increments of 1 starting with the 5th digit from the left)	Check Digit Computed over preceding 7 characters, using the Luhn Mod 10 algorithm. (The formula provided)
7	D-CQ-MI	11		
8	D-CQ-GU	21		
9	D-CQ-VI	31 St. Croix, 51 St. Thomas		
10	D-CQ-VI(S)	42 St. Croix, 62 St. Thomas		
11	D-Q-GE-AS	05		
12	D-Q-GE-MI	15		
13	D-Q-GE-GU	25		

Item No.	Form No.	Digits 1-2 Form Identifier	Digits 3-7 Sequential number	Digit 8 MAD97 Check Digits
14	D-Q-GE-VI	35 St. Croix, 55 St. Thomas		
15	D-Q-GE-VI(S)	45 St. Croix, 65 St. Thomas		

The Document ID bar code shall be located on the first page of Items 6 thru 15 in the lower left corner cutout within the border box. The top edge of the bar code may abut, but not overlap, the blue image background. The position of the bar code, including a 1/4" clear space to the left and right of the bar code, and the HRI shall not overlap any printed page number/preprinted bar code, printed text or folds in the margin. Gaps in the sequence are acceptable. Bar code recovery is not required. Duplicates are not allowed.

PRESS SHEET INSPECTION: Final make-ready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all make-ready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain one color bar for each color placed parallel to the press's ink rollers. The control bars must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (GATF, BRUNNER or GRETAG) and gray balance patches for process color; repeated across the entire press sheet. The density must be constant across the full width of the sheet with deviations not to exceed plus or minus 5%. For viewing of the press sheets, the contractor must provide a densitometer and controlled lighting using overhead viewing lights with 5000-degree Kelvin lamination.

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

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

Note: Contractor will be responsible for all additional costs related to delays when supplies are not ready at the time specified by the Contractor for inspections or tests, or an unreasonable amount of time is required to produce satisfactory press sheets (i.e., more than 2 hours).

All production items will be inspected at Contractor's plant for quality conformance. All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor

NOTE: A 48-hour notice of PSI is required

INK: Questionnaires: Black and Cyan

Target Ink Densities: The target nominal will be set at the press sheet inspection. For Pantone Matching System T density, run color to density to match PMS color, filter nominal value for Questionnaires shall be set by measurements of the specified standard (O.K. press sheet). Screen area dot plus gain should measure 37 to 42.

Target Ink Dot Area (for all colors except yellow): The target nominal will be set at the press sheet inspection. For Pantone Matching System T density, run color to density to match PMS color, filter nominal value for Questionnaires shall be set by measurements of the specified standard (O.K. press sheet). Screen dot area should measure 30 (plus or minus 3).

Target Ink Dot Area (for yellow): The target nominal will be set at the press sheet inspection. For Pantone Matching System T density, run color to density to match PMS color, filter nominal value for Questionnaires shall be set by measurements of the specified standard (O.K. press sheet). Screen dot area should measure 40 (plus or minus 3).

BINDING/CONSTRUCTION INSPECTION: All binding (trimming, folding, and stitching) and construction operations may be inspected and approved at the contractor's plant for quality conformance and for the purposes of establishing specific standards that are to be maintained throughout the run. Upon approval, the contractor is charged with maintaining those standards throughout the binding/construction processes (within QATAP tolerances, when applicable). The contractor is also charged with discarding all products that preceded approval.

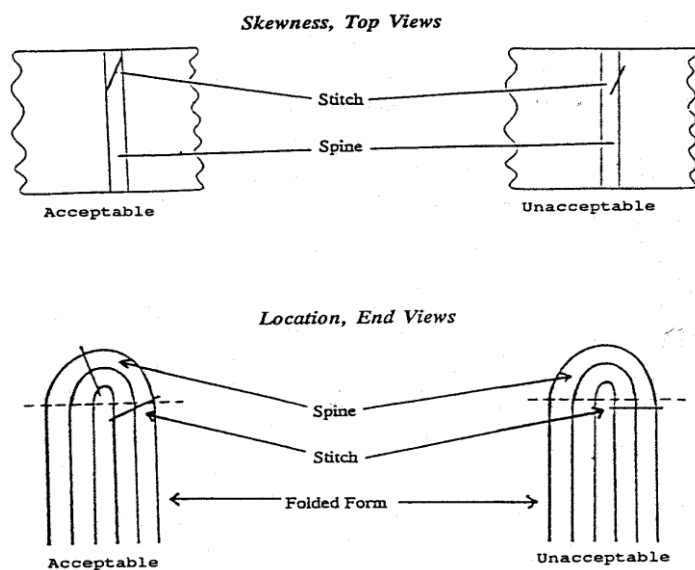
NOTE: A binding/construction inspection does not constitute a prior approval of the entire run. For questionnaires, the contractor must not perform stitching prior to receipt of an "O.K. to Fold."

The contractor must notify the GPO of the date and time the Bindery inspection can be performed. In order for proper arrangements to be made, notification must be given at least 2 workdays prior to the inspection. Notify the U.S. Government Publishing Office, Contract Management Division, Quality Control for Procured Printing Section (CSPS), Washington, DC 20401, on telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing Eastern Time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6 01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

MARGINS: Follow electronic Media/Inadequate Gripper

BINDING:

EXHIBIT A



STITCHING LOCATION DIAGRAM

*Please take care to assure trims are clean and accurate

STITCH ALIGNMENT: Spine/Saddle-stitch on the fold (11" dimension). Alignment of the stitches in the direction of the spine shall be such that both bends of the stitch fall within the fold of the spine as viewed from the outside of the form (See Exhibit A, Skewness, Top Views). This requirement does not imply that the point of emergence through the innermost sheet of the signature must lie within the fold of the spine as viewed from the outside of the form (See Exhibit A, Location, End Views). All stitches shall be crimped tightly enough so that the stitch may not be pulled away from the spine, but not so tightly as to break the surface of the spine.

NOTE: Paste on fold is NOT allowed.

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

For the 36-page and 44-page questionnaires, the vendor must account for binder's creep and maintain the outside margin. Method must not shrink the content of the page.

PACKING, LABELING, MARKING, AND PALLETIZING

Finished Products - The Contractor shall pack and identify materials separately and suitably in shipping containers, and uniquely identify the containers with package or form type. The Contractor shall follow GPO Contract Terms for the packing and labeling of materials.

Pallets are required to be single un-notched solid stringer allowing entry only from the ends. Pallets shall measure 48"x 42" (stringer measurement shall be the 48" dimension). Full two-sided entry on the 42" width dimension required. Pallets shall not have deck boards that overhang from outside edge of stringer. The entire pallet shall be shrink-wrapped (including top and bottom). Maximum pallet height (including pallet) shall not exceed 48".

Pallets shall not have deck boards that overhang from outside edge of stringer.

Cartons must be fastened securely to the pallet in a manner that will prevent lateral movement but will permit removal without damage to the cartons. Cartons shall be of the appropriate dimensions so as to be stacked on the pallets so that the length of each carton runs in the opposite direction to the row of cartons beneath/above (i.e. interlocking 90-degree palletizing scheme) with labels facing out. Carton dimensions shall allow for this interlocking 90-degree palletizing scheme. **DO NOT MIX ITEMS ON PALLETS.**

Shipping containers shall be plainly and substantially marked to show the Contractor's name, the Jacket number, and a brief description of the contents. Shipping costs shall be borne by the Contractor.

LABELING AND MARKING (package and/or container label): Container labels shall uniquely identify the container contents and quantity. Reproduce shipping container label from furnished PDF file, fill in appropriate blanks and attach to shipping containers. Include Package Type or Item Description, Form Number, and Quantity Per Container on all shipping labels. Each container must be labeled to indicate what box of how many... (Example: 1 of 3, 2 of 3, 3 of 3.) **Do not mix packages within shipping containers. It is imperative that all shipping containers are marked as indicated.**

CAUTION: Noncompliance with the labeling and marking specification may be cause for the Government to reject the shipment at destination and return it to the Contractor at the Contractor's expense. After giving notice of the deficiency the Government may, at its option, re-label and/or re-mark in accordance with these specifications and charge all costs to the Contractor. (See GPO Publications 310.2, as Rev. 01-18, Supplemental Specification, Labeling and Marking Specifications, Section 11)

CENSUS "FIRST-OFF" COPIES: Copies that ship to the Suitland, MD destination must be delivered on the same date as all other materials.

Return GFM via traceable means to U.S. Census Bureau, Attn: Deborah Mockabee, 301-763-9356, Gate 9, Remote Delivery Facilities (RDF), 4600 Silver Hill Rd., Room HQ-3K420C, Suitland, MD 20746.

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

Product Quality Levels (PQL): For each attribute, QATAP indicates either a specified standard or a nominal value along with tolerances that specify the range of acceptability. The following PQL was chosen based on the reliability of reproduction required, the desired aesthetic appearance, and the intended durability of the final usage of the product:

Product Quality Levels:

- (a) Printing Attributes -- Level II
- (b) Finishing Attributes -- Level II
- (c) Exception -- Exceptions as listed within.

Additional Quality Tolerances for Survey Forms, Envelopes, and Packages specified herein. Inspection Levels (from ANSI/ASQC Z1.4):

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

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

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

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

- P-7. O.K.'d Proofs.
- P-9. O.K.'d Proofs.

Questionnaires

Critical Defects – 0.10 defects per 100 items Total Defects --- 4.0 defects per 100 items

Other Items

Critical Defects – 1.0 defects per 100 items Total Defects --- 6.5 defects per 100 items

The most restrictive attribute or tolerance shall govern in all cases.
Information loss (e.g., a cut off page number) shall be assessed a critical defect.

In addition to the stated GPO quality levels and other quality requirements in this contract, the Contractor shall follow current industry practices for process control and quality control techniques of press and finishing lines, including all process steps. The most restrictive attribute or tolerance shall govern in all cases.

- Any unspecified black, process cyan, ink image bleed shall be classified as a Critical defect.
- Image size: The printed image on any page shall not vary more than 1/16” from the specified dimensions. Nonconformance with this requirement shall be classified as a critical defect.
- Damaged Questionnaires (Items 1 thru 30): There shall be no tears longer than 1/32”, no dog-ears, and no creased or folded over wrinkles. There shall be no wrinkles displacing the lead edge of the Questionnaires (Items 1 thru 30) more than 1/16” from a flat surface on which an unfolded sheet is laid. Nonconformance with this requirement shall be classified as a Major defect. Other wrinkles shall conform to GPO Publication 310.1, Attribute F-8. Product Quality Level II.
- Spots and Extraneous marks on (Items 1 thru 30) shall not exceed 0.20 square mm in size within the inside of variable content areas (check boxes and answer zones) and shall not exceed 0.40 square mm in size anywhere else on the item. This requirement does not supersede the barcode specification. Nonconformance with this requirement shall be classified as a Major defect. Strike-through (bleed-through) shall be evaluated as spots or extraneous marks. When evaluating strike-through, Questionnaires (Items 1 thru 5) shall be placed printed side down on a black backing per ANSI CGATS.4-1993 and measured under standard viewing conditions.

NOTE: The Contractor is responsible for excess processing costs incurred for furnishing products that do not meet specifications.

NOTE: Spots and extraneous marks shall conform to GPO Publication 310.0, Attributes P- 1 and P-2 with the exception that Category 2 extraneous marks shall be no larger than 5.00 square mm in total area. Nonconformance with this requirement shall be classified as a Major defect.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

CENSUS QUALITY ASSURANCE RANDOM COPIES: After approval is received on the press sheet inspection and starting with the first day of printing, the contractor shall, during each day, randomly select one (1) sample, every 10,000 copies, of each type of press sheet produced that day. Each sample shall have: 1) the date and time, stamped by machine, when the sample is pulled, 2) the shift noted on the sample, and, 3) the press number noted on the sample.

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

If binding is performed as a separate operation, one (1) random sample, 6,000 copies, per day from each operation shall be selected. If the operations are combined into one continuous operation, one (1) random sample every 6,000 copies per day shall be selected. Each sample shall have: 1) the date and time, stamped by machine, when the sample is pulled; 2) the shift noted on the sample; and, 3) the press number noted on the sample. The on-site Government coordinators will inspect the Census Quality Assurance Random Copies indicated above. After inspection, the contractor shall place these samples on a pallet and ship back to NPC with the shipment of items upon completion of the job.

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 specifications. 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 execute a statement furnished by GPO certifying that copies were selected as directed. 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 purchase order/specifications must be included.

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 Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to deborah.d.mockabee@census.gov and acsd.printing.services@census.gov. The subject line of this message shall be "Distribution Notice for Jacket 409-557, Requisition 9-00240". The 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.

Please distribute to Jeffersonville, IN (Logistics and Main Campus), and Suitland, MD as outlined below:
U.S. Census Bureau Attn: Decennial Logistics 100 Logistics Ave. Jeffersonville, IN 47130.

Item No.	Description	Quantity
Questionnaires		
1	D-Q-AS	18,250
2	D-Q-MI	33,750
3	D-Q-GU	90,000

Item No.	Description	Quantity
4	D-Q-VI	91,250
5	D-Q-VI(S)	11,000
6	D-CQ-AS	8,000
7	D-CQ-MI	3,500
8	D-CQ-GU	10,000
9	D-CQ-VI (St. Croix)	2,000
	D-CQ-VI (St. Thomas)	2,000
10	D-CQ-VI(S) (St. Croix)	1,000
	D-CQ-VI(S) (St. Thomas)	1,000
11	D-Q-GE-AS	2,030
12	D-Q-GE-MI	2,500
13	D-Q-GE-GU	10,000
14	D-Q-GE-VI (St. Croix)	1,725
	D-Q-GE-VI (St. Thomas)	1,725
15	D-Q-GE-VI(S) (St. Croix)	500
	D-Q-GE-VI(S) (St. Thomas)	500
16	DI-Q-AS	1,000
17	DI-Q-MI	1,000
18	DI-Q-GU	2,000
19	DI-Q-VI	2,000
20	DI-Q-VI(S)	1,000
21	DI-CQ-AS	200
22	DI-CQ-MI	200
23	DI-CQ-GU	200
24	DI-CQ-VI	200
25	DI-CQ-VI(S)	200
26	DI-Q-GE-AS	500
27	DI-Q-GE-MI	500
28	DI-Q-GE-GU	1,500
29	DI-Q-GE-VI	1,000

Item No.	Description	Quantity
30	DI-Q-GE-VI(S)	500
TOTAL	Questionnaires to Jeffersonville (Logistics)	302,730

U.S. Census Bureau Attn: Jennifer Simpson NPC Building 63F2 Receiving 60F 1621 Dutch Lane Jeffersonville, IN 47132.

Item No.	Description	Quantity
Questionnaires		
1	D-Q-AS	50
2	D-Q-MI	50
3	D-Q-GU	50
4	D-Q-VI	50
5	D-Q-VI(S)	50
6	D-CQ-AS	50
7	D-CQ-MI	50
8	D-CQ-GU	50
9	D-CQ-VI (St. Croix)	25
	D-CQ-VI (St. Thomas)	25
10	D-CQ-VI(S) (St. Croix)	25
	D-CQ-VI(S) (St. Thomas)	25
11	D-Q-GE-AS	50
12	D-Q-GE-MI	50
13	D-Q-GE-GU	50
14	D-Q-GE-VI (St. Croix)	25
	D-Q-GE-VI (St. Thomas)	25
15	D-Q-GE-VI(S) (St. Croix)	25
	D-Q-GE-VI(S) (St. Thomas)	25
TOTAL	Questionnaires to Jeffersonville (Main Campus)	750

US Census Bureau 4600 Silver Hill Rd., Remote Delivery Facility (RDF) Suitland, MD 20746.

Item No.	Description	Quantity
Questionnaires		
1	D-Q-AS	220
2	D-Q-MI	220
3	D-Q-GU	220
4	D-Q-VI	220
5	D-Q-VI(S)	220
6	D-CQ-AS	220
7	D-CQ-MI	220
8	D-CQ-GU	220
9	D-CQ-VI (St. Croix)	110
	D-CQ-VI (St. Thomas)	110
10	D-CQ-VI(S) (St. Croix)	110
	D-CQ-VI(S) (St. Thomas)	110
11	D-Q-GE-AS	220
12	D-Q-GE-MI	220
13	D-Q-GE-GU	220
14	D-Q-GE-VI (St. Croix)	110
	D-Q-GE-VI (St. Thomas)	110
15	D-Q-GE-VI(S) (St. Croix)	110
	D-Q-GE-VI(S) (St. Thomas)	110
16	DI-Q-AS	100
17	DI-Q-MI	100

Item No.	Description	Quantity
18	DI-Q-GU	100
19	DI-Q-VI	100
20	DI-Q-VI(S)	100
21	DI-CQ-AS	100
22	DI-CQ-MI	100
23	DI-CQ-GU	100
24	DI-CQ-VI	100
25	DI-CQ-VI(S)	100
26	DI-Q-GE-AS	100
27	DI-Q-GE-MI	100
28	DI-Q-GE-GU	100
29	DI-Q-GE-VI	100
30	DI-Q-GE-VI(S)	100
TOTAL	Questionnaires to Suitland	4,800

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

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

SCHEDULE: The Purchase Order will be available for pick up, or will be e-mailed, at the U.S. Government Publishing Office, Washington, D.C. 20401, No later than **October 2, 2019**. Furnished Material will be supplied directly to the contractor by the agency via contractor FTP site upon award and issuance of Purchase Order.

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

F.O.B DESTINATION Deliver complete by **October 30, 2019**

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.

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.

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>

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 within (2) days of notification to submit:

- 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.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The Jacket number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the submission instructions posted in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

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

JACKET NUMBER 409-557: BID PRICE \$ _____

Item No.	DESCRIPTION	QUANTITY	ADDITIONAL/M
Questionnaires			
1	D-Q-AS	18,520	
2	D-Q-MI	34,020	
3	D-Q-GU	90,270	
4	D-Q-VI	91,520	
5	D-Q-VI(S)	11,270	
6	D-CQ-AS	8,270	
7	D-CQ-MI	3,770	
8	D-CQ-GU	10,270	
9	D-CQ-VI (St. Croix)	2,135	
	D-CQ-VI (St. Thomas)	2,135	
10	D-CQ-VI(S) (St. Croix)	1,135	
	D-CQ-VI(S) (St. Thomas)	1,135	
11	D-Q-GE-AS	2,300	
12	D-Q-GE-MI	2,770	
13	D-Q-GE-GU	10,270	
14	D-Q-GE-VI (St. Croix)	1,860	
	D-Q-GE-VI (St. Thomas)	1,860	
15	D-Q-GE-VI(S) (St. Croix)	635	

Item No.	DESCRIPTION	QUANTITY	ADDITIONAL/M
	D-Q-GE-VI(S) (St. Thomas)	635	
16	DI-Q-AS	1,100	
17	DI-Q-MI	1,100	
18	DI-Q-GU	2,100	
19	DI-Q-VI	2,100	
20	DI-Q-VI(S)	1,100	
21	DI-CQ-AS	300	
22	DI-CQ-MI	300	
23	DI-CQ-GU	300	
24	DI-CQ-VI	300	
25	DI-CQ-VI(S)	300	
26	DI-Q-GE-AS	600	
27	DI-Q-GE-MI	600	
28	DI-Q-GE-GU	1,600	
29	DI-Q-GE-VI	1,100	
30	DI-Q-GE-VI(S)	600	

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

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

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

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

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

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 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)

