

BID OPENING: Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on October 7, 2022, by the U.S. Government Publishing Office, in Washington, DC 204,01. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

R1: RESTRICTION ON LOCATION OF PRODUCTION FACILITIES IS WAIVED, AND SCHEDULE

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 Jackets Number 420-902 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 rmankourous@gpo.gov.

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 tun.t.hla@nasa.gov upon completion.

PRODUCT: Saddle Stitch Pamphlets.

TITLE: 2023 NASA Planning Guide (English version).

QUANTITY: 56,500 Saddle Stitch Pamphlets plus 50 QARC's, and One (1) Set of Digital Deliverables.

TRIM SIZE: 14 x 11"

PAGES: 32 plus a separate wrap-around cover.

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

Purchase order.

One (1) PDF file. Contractor to extend bleed as necessary. NOTE: Agency requests to work with the winning contractor before sending the files to adjust profile settings to accommodate their press and processes to achieve the best color result on the press sheets. There will be no additional cost to the Government for this request; the contractor must include any costs for this process in his bid.

One (1) Excel Sheet to follow for distribution. Contractors to email rmankourous@gpo.gov with the subject line "dist. list for JKT# 420-902 request," and it will be emailed to them within 2 hrs.

One (1) PDF of the ISBN barcode, "For Sale By .." line, and 13 digit ISBN number

GPO Form 892c (R. 12/17) Proofs.

GPO Form 915 (Business Reply Label).

GPO Form 917 (Certificate of Selection).

GPO Form 2678 (departmental random copies-blue label).

GPO Form 2686 QARC Random copies sampling & shipping instructions.

Agency copies: 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.

Sales copies: Labeling and Marking Specifications" form (GPO Form 905, R. 7-15, 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.

Minimum 175-line screens required.

PROOFS:

One set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, folded, and bound to the finished size of the product. NOTE: Contractor MUST show on proof where drill hole will fall.

PLUS

One set(s) of digital one-piece composite laminated halftone proofs of covers, and text pages on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi.

At contractor's option, one set(s) of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be

utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found www.gpo.gov/gporestarget.pdf. NOTE: At any point during the term of this contract, if a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specification's.

See instructions at:

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-forvendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

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

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT**

Send proofs together with the furnished media (copy, electronic files) directly to: Deborah McLean, Savage, MD 20763 (Resident full address to be provided after award). 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 ".

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.

COVER: JCP Code* L11, No. 1 Gloss-Coated Cover, White, Basis Size 20 X 26" - 80 lbs.
TEXT: JCP Code* A181, No. 1 Gloss-Coated Text, White, Basis Size 25 X 38" - 100 lbs.

PRINTING:

Covers 1 thru 4 print in full bleed (heavy coverage) with type/rule matter, illustrations, tints, images and solids in 4-color process plus some type reversing out to appear white.

TEXT PAGES print in full bleed (heavy coverage) with type/rule matter, illustrations, tints, images and solids in 4-color process plus some type reversing out to appear white.

NOTES (COVER AND TEXT): After printing, UV gloss coat the entire pages of C1, and C4, and flood gloss aqueous coat the entire pages of C2, C3, and all text pages to prevent scratching and smearing. All pages (covers and text) print head to foot except for C3, and C4 print head to head.

(1,500) GPO "Sales" Copies Only: The ISBN barcode must be printed in black ink at the bottom of Cover 4 centered left to right. Contractor to create knock-out OR use suitable white adhesive label. The ISBN number must be printed in Human-Readable Interpretation and bar coded using 3 of 9 (code 39) Bar Code System, non-contact reading in accordance with ISO-2108:2005.

(1,500) GPO "Sales" Copies Only: Contractor to strip in the 13 digit ISBN Number (ISBN: 978-0-16-092810-9) and the GPO "For Sale By .." line, at the bottom of the second printed page in black ink on ALL copies.

PRESS SHEET INSPECTION: Final make-ready press sheets of Covers, and text pages 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 June 2003. 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 control bars for each color of ink on the sheet. Control bars must be placed parallel to the press 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 (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

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.

The contractor must notify the GPO of the date and time the press sheet 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 Published Products (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. 1-18)). 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.

NOTE: Press Sheet must be a Minimum 200 lpi

DIGITAL DELIVERABLES: The contractor shall make all revisions to the electronic files. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy. Upon completion of the order, the contractor must furnish final production native application files and final production files converted to a single simple Acrobat PDF file "Optimized for Press" with proper color mode with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished.

INK:

C1, and C4: 4-color process plus glossy UV coating.

C2, C3, and Text: 4-color process plus glossy aqueous coating.

MARGINS:

Inadequate gripper (bleeds all sides)

Follow Electronic File.

BINDING:

Saddle stitch in 2 places on 14" side.

Paper Covers: Wrap around. Trim flush, Stitched on, Grain must run parallel to spine.

After saddle stitch, drill 1 round hole, 1/4" diameter, 3/8" from bottom, 7" from center.

Score on all folds (cracks and wrinkles are not acceptable).

BINDERY INSPECTION (after first off): 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 Published Products 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. The contractor must not bind prior to receipt of an "OK TO BIND".

PACKING:

Box in units of 50s. Pack suitably per shipping container.

Additional Instructions

Sales copies (1,500 copies): Include Stock number 003-000-01400-7, and ISBN No. 978-0-16-092810-9 on the shipping label. Shipping cartons not to exceed 45 pounds. COMPLETE DELIVERY REQUIRED

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

Product Quality Levels:

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

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

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

Specified Standards: The specified standards 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-10. Process 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. OK Proofs, Electronic File
- P-10. OK proofs, Electronic File

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to sign a statement furnished by GPO certifying that copies were selected as directed. 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 tun.t.hla@nasa.gov. The subject line of this message shall be Distribution Notice for Jackets 420-902, Requisitions 22-20030. 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.

Agency Copies (F.O.B Destination).

Deliver 55,000 copies via traceable means to 281 different locations.

NOTE: Dist. list contains P.O Box that must to be mailed using USPS 1st class on or before 11/30/2021.

200 Departmental Random "Blue Label" Copies to be included with the delivery going to Tun@Washington, DC (Line 171 in the dist. list.)

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>.

Deliver One Set of Digital Deliverables via traceable means to: NASA Headquarters, 300 E Street SW, Suite CL78, Washington DC 20546

Sales Copies (F.O.B Destination):

Deliver 1,500 copies (sales copies) via traceable means to: Laurel Publications Distribution Center, c/o - Receiving - SALES- 033-000-01400-7, 8660 Cherry Lane, Ste #32, Laurel, MD 20707-4950. Open M-F (expect federal holidays) 7:30a - 3:00p

NOTE: Contractor to contact laurelpc2@gpo.gov (phone: 202.512.2010 x33401), and tmerrick@gpo.gov for SFTP information to transfer digital deliverables.

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

SCHEDULE: The Purchase Order and GFM will be available via e-mail or contractor's FTP site after award no later than October 13, 2022.

Submit proofs as soon as the contractor deems necessary in order to comply with the delivery schedule. Proofs will be withheld not more than (3) 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**

F.O.B. destination, delivery complete by 11/11/2022

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 1,000 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>.

