



**BID OPENING:** Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on August 7, 2023 by the U.S. Government Publishing Office, in Washington, DC 20401.

**BID SUBMISSION:** Bidders must email bids to [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after 11:00 AM on the bid opening date specified above will not be considered for award. This will not be a public bid opening.***

Note: The GPO 910 "BID" Form is no longer required; **bidders are to fill out, sign/initial, as applicable, and return page 6.**

The Jacket Number 424-764 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](mailto:sgaumer@gpo.gov). For contract administration after award, contact APS DC at 202-512-0446.

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

1. 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. The bidder's email provider may have different size limitations for sending email; however, bidders 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>.

**SUBCONTRACTING:** The contractor may make contracts for the furnishing of all or any part of the supplies or work specified. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)), does not apply to this procurement.

**NOTE:** Any operations or functions that will be subcontracted for the performance of this contract must be disclosed prior to award. As part of the responsibility, the Government may evaluate the capability of any subcontractor(s) to be utilized in the performance of this contract.

**BUY AMERICAN ACT - NOTE:** In compliance with Contract Terms 310.2 (Rev. 01-18), Contractor must state within quote submitted either that the end product is a Domestic end product or a Foreign end product as defined in Contract Clause 37 for the requested promotional item. Domestic end product or Foreign end product must be indicated in the comments field when submitting Quotes using Contractor Connect. The contractor shall indicate "product of unknown origin when it is unknown if the product offered is a domestic end product; in that instance, GPO will consider the quote as a Foreign end product, in accordance with Contract Terms, Certifications C-2 (Buy American Certification), that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States.

**WARRANTY:** Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is **EXTENDED** from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

**PRE-AWARD SAMPLES:** The low responsible bidder may be required within two (2) workdays after notification by the Government, to submit to the Contracting Officer samples demonstrating their and their subcontractor(s)' ability to meet the printing, binding, and stamping requirements as stated herein. The printing and binding samples must be of same type in specifications of bind and stock; similar thickness, size, and stamping as required. Bidders unable to furnish acceptable samples within the time specified; may be declared non-responsible.

**PRODUCT:** Cyber Board Game Kit (set).

**TITLE:** Cyber Ready Community Game.

**QUANTITY:** 500 Sets. Each set = ITEM A: Six (6) game boards; ITEM B: 150 Planning cards; ITEM C: 18 Special Planning cards; ITEM D: 24 Critical Business Service (CBS) cards; ITEM E: 72 inject cards; ITEM F: 24 CBS Inject; cards; ITEM G: 12 Wildcard Inject Cards; ITEM H: 12 Mitigation Cards; ITEM I: One (1) pad containing 120 Cyber Incident Report Forms per pad; ITEM J: One (1) pad containing 30 Score Sheets per pad; ITEM K: One (1) pad containing 30 Card Purchase tracking Sheets; ITEM L: Seven (7) Game Instructions; ITEM M: One (1) Facilitator Guide; ITEM N: Seven (7) Reference Guides; ITEM O: Eight (8) Wildcard Inserts; ITEM P: One (1) COVID-19 Notice; ITEM Q: Six (6) Tents; ITEMS R & S: Cancelled; ITEM T: Seven (7) Rubber Bands; Item u: One (1) Game Box.

**TRIM SIZE:** Item A: Each game board measures 24.25" x 24.25" then quad folded (see description)

Items B-H: Size: 2.25" x 3.5"

Items I-K: 8.5" x 11"

Items L-N: 11" x 17" flat, folds to 8.5" x 11"

Items O-P: 8.5" x 11"

Item Q: 11" x 8.5" flat, folds to 11" x 4.25"

Items R & S: Cancelled

Item T: size of rubber bands - Rubber Bands to hold the various card decks together. Size: Contractors option, must allow secure banding without having to twist the band for a second layer banding.

Item U: Roughly 12.4" x 12.4" x 4" deep.

**PAGES:** See description.

**GOVERNMENT TO FURNISH (GFM):** Receive via email;

One (1) Purchase order.

One (1) Zip file with InDesign and PDF files for Item A.

One (1) Zip file with InDesign and PDF files for Items B thru H.

On Items B-H, there is a contour cut layer that shows the round cornering.

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

GPO Form 917 (Certificate of Selection).

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

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

**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:**

Prior to production Samples:

Prior to the commencement of production of the contract production quantity, the contractor shall submit one sample of all items to the agency at the address below.

One (1) sample will be tested for conformance of material(s). One (1) sample will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within (3) 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 therefor.

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

In the event the 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 shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

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 be manufactured.

NOTE: Preproduction proof must be an exact replica of the finished product.

Send samples with the furnished media (visuals, electronic files) via traceable means directly to the agency: FEMA HQ, 500 C Street SW, Washington, DC 20475, Attn: Thomas Grant, 202-230-8001.

Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to [compliance@gpo.gov](mailto: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 (3) workdays from receipt in the department to when they are made available for (contractor provided) pickup. Additionally, contractor must notify the ordering agency/GPO with tracking information on the same day that the proof ships/delivers via e-mail sent to [Thomas.grant@fema.dhs.gov](mailto:Thomas.grant@fema.dhs.gov) and cc: [sgaumer@gpo.gov](mailto:sgaumer@gpo.gov). The subject line of this message shall be "PROOF Notice for Jacket 424-764, Requisition Numbers 3-02349".

**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-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf)

Item A: Printed Gameboard: JCP Code\* A260, Silk / Dull-Coated Text, White, Basis Size 25 X 38", 100#  
Item A: Cover Wrap: Should match the characteristics of Rainbow LX by Ecological Fibers, Buckram, in Black, or equivalent.

Item A: Cover Board: JCP Code\* R30, Book Cover Board, Basis Size 25.25 X 30.25", minimum 79 pt.

Item B-H: JCP Code\* L72, Coated Two-Side Cover (C2S), White, 12 pt.

Item I-K: JCP Code\* A60, Uncoated Text, White, Basis Size 25 X 38", 50#

Item J-P: JCP Code\* A60, Uncoated Text, White, Basis Size 25 X 38", 60#

Item Q: JCP Code\* L60, Silk / Dull-Coated Cover, White, Basis Size 20 X 26", 100#

Item R & S: Has been cancelled

Item T: See Trim Size

Item U: Printed Box: JCP Code\* A260, Silk / Dull-Coated Text, White, Basis Size 25 X 38", 100#

Item U: Game board box material: JCP Code\* R30, Book Cover Board, Basis Size 25.25 X 30.25", White, minimum 80 pt.

\*For Item U, Game board box material, in lieu of JCP Code\* R30, Book Cover Board, Basis Size 25.25 X 30.25", White, minimum 80 pt., contractor may use JCP Code\* R30, Paper Board (chipboard), Basis Size 25.25 X 30.25", White, minimum 80 pt.

Note: Item U, Game board box material, the interior of the box MUST be white. The 100# uncoated text must wrap (so no brown tape shows).

**PRINTING:**

DIGITAL PRINTING IS ACCEPTABLE.

All the requirements of these specifications apply equally to all items unless otherwise indicated herein.

At contractors option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 x 1 bit or 600 x 600 x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Each set consists of the following:

ITEM A: Six (6) game boards

Description: Each game board has a different design that will be printed on one side, while the other side is black. Gameboards print with type/rule matter, photos, illustrations, logo, tints and heavy solids. Bleeds all sides.

Printing: Four-color process on face only. After printing, laminates (see binding).

NOTE: Artwork for one (of the six) gameboards is provided as an attachment.

ITEM B: 150 Planning cards

Description: Each card has a unique design and prints type/rule matter, illustrations, logo, tints/solids. No bleeds.

Printing: Four-color process on face and back. After printing, apply a clear satin aqueous coating over the entire surface of both sides to prevent scratching and smearing.

ITEM C: 18 Special Planning cards

Description: Each card has a unique design and prints type/rule matter, illustrations, logo, tints/solids. No bleeds.

Printing: Four-color process on face and back. After printing, apply a clear satin aqueous coating over the entire surface of both sides to prevent scratching and smearing.

ITEM D: 24 Critical Business Service (CBS) cards

Description: Each card has a unique design and prints type/rule matter, illustrations, logo, tints/solids. No bleeds.

Printing: Four-color process on face and back. After printing, apply a clear satin aqueous coating over the entire surface of both sides to prevent scratching and smearing.

ITEM E: 72 inject cards

Description: Each card has a unique design and prints type/rule matter, illustrations, logo, tints/solids. Bleeds all sides.

Printing: Four-color process on face and back. After printing, apply a clear satin aqueous coating over the entire surface of both sides to prevent scratching and smearing.

**ITEM F: 24 CBS Inject Cards**

Description: Each card has a unique design and prints type/rule matter, illustrations, logo, tints/solids. Bleeds all sides.

Printing: Four-color process on face and back. After printing, apply a clear satin aqueous coating over the entire surface of both sides to prevent scratching and smearing.

**ITEM G: 12 Wildcard Inject Cards**

Description: Of the 12 cards there are 6 different designs (with 2 of each design). Cards print type/rule matter, illustrations, logo, tints/solids. Bleeds all sides.

Printing: Four-color process on face and back. After printing, apply a clear satin aqueous coating over the entire surface of both sides to prevent scratching and smearing.

**ITEM H: 12 Mitigation Cards**

Description: Of the 12 cards there are 3 different designs (with 4 of each design). Cards prints face and back with type/rule matter, illustrations, logo, tints/solids. No bleeds.

Printing: Four-color process on face and back. After printing, apply a clear satin aqueous coating over the entire surface of both sides to prevent scratching and smearing.

**ITEM I: One (1) pad containing 120 Cyber Incident Report Forms per pad (120 one-side only sheets = 240 pages)**

Description: Prints type/rule matter, illustrations, logo, tints/solids. Bleeds all sides.

Printing: Four-color process on face only.

**ITEM J: One (1) pad containing 30 Score Sheets per pad (30 one-side only sheets = 60 pages)**

Description: Prints type/rule matter, illustrations, logo, tints/solids. Bleeds all sides.

Printing: Four-color process on face only.

**ITEM K: One (1) pad containing 30 Card Purchase Tracking Sheets per pad (30 one-side only sheets = 60 pages)**

Description: Prints type/rule matter, illustrations, logo, tints/solids. Bleeds all sides.

Printing: Four-color process on face only.

**ITEM L: Seven (7) Game Instructions**

Description: Prints type/rule matter, illustrations, logo, tints/solids. Bleeds all sides.

Printing: Four-color process on face and back.

**ITEM M: One (1) Facilitator Guide**

Description: Prints type/rule matter, illustrations, logo, tints/solids. Bleeds all sides.

Printing: Four-color process on face and back.

**ITEM N: Seven (7) Reference Guides**

Description: Prints type/rule matter, illustrations, logo, tints/solids. Bleeds all sides.

Printing: Four-color process on face and back.

**ITEM O: Eight (8) Wildcard Inserts**

Description: Prints type/rule matter, illustrations, logo, tints/solids. Bleeds all sides.

Printing: Four-color process on face only

**ITEM P: One (1) COVID-19 Notice**

Description: Prints type/rule matter. No bleeds.

Printing: Black ink on face only

ITEM Q: Six (6) Tents

Description: Prints type/rule matter, illustrations, logo, tints and heavy solids. Bleeds all sides.

Printing: Four-color process on face only

ITEM R: Has been cancelled

ITEM S: Has been cancelled

ITEM T: Seven (7) Rubber Bands to hold the various card decks together.

Size: Contractors option, must allow secure banding without having to twist the band for a second layer banding.

Color: Standard beige/neutral.

ITEM U: One (1) Game Box

Description: Game box should be sturdy enough to be reused multiple times. The game box should be large enough to contain all game materials, including all six (6) quad folded game boards. True size to be determined by contractor and adjustments made for correct fit. Contractor to adjust file size and contents as needed.

Prints with type/rule matter, photos, illustrations, logo, tints and heavy solids. Bleeds all sides.

Printing: Four-color process on face only. After printing, laminates (see binding).

NOTE: Artwork for the game box is provided as an attachment.

**INK:** See "Printing".

### **CONSTRUCTION/ BINDING:**

Item A: Printed sheet is 24" x 24". After printing securely glue each printed sheet to 4 - 12.125" x 12.125" sheets of a minimum 79 mil thick book cover board backing over the entire back, set up to wrap around edges. Allow room for folding to 12.125" x 12.125". Do not cut printed sheets in half. Mounted products must have no distortion of printed matter and must remain clear and legible. Reinforce hinge and outside borders with Rainbow LX by Ecological Fibers, Buckram, in Black, or equivalent. Matte/Satin laminate the entire printed surface, after printing, on the printed side, with non-yellowing 1.5 mil with polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate. The laminate on the product must be evenly applied with no trapped foreign particles or air bubbles, have no distortion of the printed matter and must remain clear and legible. Laminate must not extend beyond the trim size.

Game board should have the look of a commercial board game. (Monopoly style).

Item B: Trim 4 sides. Round all four corners. Shrink wrap as two, 75-card decks.

Item C: Trim 4 sides. Round all four corners. Shrink wrap as one, 18-card deck.

Item D: Trim 4 sides. Round all four corners. Shrink wrap as one, 24-card deck.

Item E: Trim 4 sides. Round all four corners. Shrink wrap as one, 72-card deck.

Item F: Trim 4 sides. Round all four corners. Shrink wrap as one, 24-card deck.

Item G: Trim 4 sides. Round all four corners. Shrink wrap as one, 12-card deck.

Item H: Trim 4 sides. Round all four corners. Shrink wrap as one, 12-card deck.

Item I: Trim 4 sides. Pad (120) forms on the 8.5" top side using suitable padding adhesive (agency does not want chipboard or rigid backer).

Item J: Trim 4 sides. Pad (30) forms on the 8.5" top side using suitable padding adhesive (agency does not want chipboard or rigid backer).

Item K: Trim 4 sides. Pad (30) forms on the 8.5" top side using suitable padding adhesive (agency does not want chipboard or rigid backer).

Item L: Trim 4 sides. Fold from 11" x 17" to 8.5" x 11", title panel out.

Item M: Trim 4 sides. Fold from 11" x 17" to 8.5" x 11", title panel out.

Item N: Trim 4 sides. Fold from 11" x 17" to 8.5" x 11", title panel out.



Item O: Trim 4 sides. Insert one insert into Item L (into each Game Instruction sheet) and one insert into Item M (Facilitator Guide).

Item P: Trim 4 sides.

Item Q: Matte/Satin laminate the entire surface, after printing, on both sides, with non-yellowing 1.2-1.5 mil (each side) with polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate. The laminate on the product must be evenly applied with no trapped foreign particles or air bubbles, have no distortion of the printed matter and must remain clear and legible. Laminate must not extend beyond the trim size. After laminating, trim 4 sides, and fold from 11" x 8.5" (flat) to 11" x 4.25" (folded). Score on fold.

Items R-T: See "Printing".

Item U: After printing securely glue each printed sheet to the specified board material. Mounted products must have no distortion of printed matter and must remain clear and legible. \*In lieu of printing and mounting, contractor has the option of printing directly onto the coverboard/paperboard.

Matte/Satin laminate the entire printed surface, after printing, on the printed side, with non-yellowing 1.2-1.5 mil with polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate. The laminate on the product must be evenly applied with no trapped foreign particles or air bubbles, have no distortion of the printed matter and must remain clear and legible. Laminate must not extend beyond the trim size. Die-cut, score, and glue as needed where the boxes will be folded to create gameboard box.

NOTE: For Items B-H, at contractor's option, in lieu of the satin coating, contractor may laminate both sides with matte/satin lamination (same specifications as lamination in Item U).

**MARGINS:** See "Printing".

**PACKING:** Each copy of the game should be packaged in Item U.

Order of assembly (top to bottom) should be:

- 1) Item P (COVID-19 Notice)
- 2) Items B-H and Items R-T (Cards/Rubber Bands, Rubber Bands to be loose)
- 3) Items I-K (Pads)
- 4) Items L-O, Q (Remaining Documents)
- 5) Item A (Boards)

Once each game is assembled, the game box should be shrink wrapped.

Use only new corrugated or solid fiberboard containers with a minimum bursting strength of 275 psi. Containers NTE: 45 lbs. when fully packed. Pack suitably in shipping containers.

**MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:**

JOB TITLE: Cyber Ready Community Game

REQUISITION: 3-02349

JACKET NO.: 424-764

QUANTITY: \_\_\_\_\_

**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:

Attribute

Specified Standard

P-7. Type Quality and Uniformity  
P-10. Process Color Match

Ok'd priors/Furnished Electronic Files  
Ok'd priors/Furnished Electronic Files

**DISTRIBUTION:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Thomas.grant@fema.dhs.gov and cc: sgaumer@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 424-764, Requisition 3-02349". This 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.

Deliver 500 sets (includes 50 Departmental Random "Blue Label" copies) via traceable means to: Pueblo Distribution Center, Attn: Warehouse Supervisor, 31451 United Avenue, Pueblo, CO 81001, Hours of Operation: 6:30 am - 2:30 pm, 719-295-2676. The sets sent to the Pueblo Distribution Center should be packed into cartons and palletized for shipment.

**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>.

**SCHEDULE:** The Purchase Order and GFM will be available via e-mail or contractor's FTP site after award no later than August 29, 2023.

F.O.B. destination, **delivery complete by 11/27/2023.**

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](mailto: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. 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>.

**ATTACHMENT:** Attachment(s) is/are integral part of the specifications, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications. **Download Attachment(s):** <https://www.gpo.gov/docs/default-source/contracts/424175.zip>



