

BID OPENING: Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on August 17, 2023 by the U.S. Government Publishing Office, in Washington, DC 20401.

BID SUBMISSION: Bidders must email bids to 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 Numbers 424-822, 424-823 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 at 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>.

****SPECIFICATIONS APPLY EQUALLY TO BOTH JACKETS UNLESS OTHERWISE SPECIFIED****

PRODUCT: 2 Different Flash Card sets inserted into custom tuck case

TITLE: Jacket 424-822: M-623 - USCIS Civics Flash Cards in Custom Tuck Cases – English
Jacket 424-823: M-623S - USCIS Civics Flash Cards in Custom Tuck Cases – Spanish

QUANTITY: Jacket 424-822 – 20,005
Jacket 424-823 – 15,005

FORM NO.: Jacket 424-822: M-623
Jacket 424-823: M-623S

PAGES: 204 pages (102 Cards) + Custom Tuck Case

TRIM SIZE: Flash Cards: 7 x 4-1/4" (rounded corners)
Custom Tuck Case: Approx. 11-1/2 x 11-1/2" (approx. size prior to construction) to 7 x 4-1/4 x 1- 1/16".
Contractor is to resize case if necessary to fit cards.

GOVERNMENT TO FURNISH: Via email/contractor's FTP after award.

One (1) Purchase order.

Two (2) Zip files. One for each jacket. Contractor MUST remove the "For Sale By Line and ISBN number" from page 2 of the cards for both jackets.

GPO Form 892 (R. 12/17) Proofs

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

GPO Form 917 (Certificate of Selection).

GPO Form 915 (Business Reply Label).

GPO Form 2686 QARC Random copies sampling & shipping instructions.

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

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

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

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

Minimum 175 line screens required.

PROOFS: One (1) set of digital color content proofs for each jacket. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

Plus

One (1) set of digital one-piece composite laminated halftone proofs for each jacket on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for entire publication for all Jackets.

At contractor's option, One (1) set 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: 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 specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/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.

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.

Submit proofs together with the furnished media (copy /electronic files) via traceable means to: Claudia Conlon, Washington, DC 20008, claudia.m.conlon@uscis.dhs.gov. Resident's complete address provided after award.

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.

Proofs will be withheld not more than 2 workdays from receipt in the department to when they are made available for pickup at the department.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019. https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_13..PDF.

Cards: JCP Code* L12, No. 2 Gloss-Coated Cover, White, Basis Size 20 X 26", 100 lbs.

Custom Tuck Case: JCP Code* L70, Coated One-Side Cover, White (C1S), 10 pt.

NOTE: All stock used must be uniform in shade.

PRINTING:

FLASH CARDS: Print face and back, head to head, in 4-Color Process and Pantone 187 Red in heavy coverage with full bleeds consisting of a solid Pantone background with process images or illustrations and type/ line/ rule matter reversing out to white or as process build on both sides, and a process built fine line departmental logo on face of each card. After printing, flood coat the entire surface of the face and back with gloss aqueous to prevent scratching and smearing.

CUSTOM TUCK CASE (before Construction): Prints one side only in 4-Color Process and Pantone 187 Red in heavy coverage with full bleeds consisting of type matter that reverses out solid Pantone background to appear white, small process built fine line departmental logo, and Bar Code with ISBN Number printing in black inside reversed out white area. Bar Code and ISBN number prints on **ALL** copies. Update ISBN number and bar code on artwork with revised files sent.

ISBN Barcode instructions: The ISBN barcode must be printed in black ink at the bottom-right corner or bottom-center of Cover 4. 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.

CONTRACTOR MUST REMOVE THE "For Sale By Line and ISBN number" from page 2 of the cards for both jackets.

INK: 4-color process + Pantone 187 (Red)

MARGINS: Inadequate gripper. Follow Electronic files. Bleeds All Sides

BINDING: Die cut all cards with round corners. Die cut, score, fold and glue to create Custom Tuck Case.

PACKING: Contractor to insert a sequential set of the 102 cards into each custom case to create a complete set.

Shrink wrap each individual set. Package 28 sets per carton. Pallets Are Required.

LABELING AND MARKING (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Label Instructions:

- Adobe Reader 7 minimum
- USCIS Shipping Label must be used
- CAPS LOCK ON when filling out PDF Shipping Label
- Date format MM/DDATYY

Barcodes:

- Title
- Form number
- Revision date
- Print Order Number
- Quantity
- Height inch
- USCIS is requesting a signed receipt from the contractor after delivery.

Addition Information:

- Department Requisition Number
- GPO Jacket Number
- Visible Packing Slip with Shipment – MUST

Pallets:

- 48x40" 4 way pallet
- Total height including cartons does not exceed 54"

QUALITY ASSURANCE STANDARDS: The following standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes – Level II
- (b) Finishing Attributes – Level II

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

- (a) Non-destructive Tests -- General Inspection Level 1.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	SPECIFIED STANDARD/ALTERNATE STANDARD
P-7. Type Quality and Uniformity	Approved Proofs/Electronic File
P-9. Solid or Screen Tints Color Match	Pantone Matching System
P-10 Process Color Match	Approved Proofs/Electronic File

QUALITY ASSURANCE RANDOM COPIES: QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to execute 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: Deliver F.O.B. DESTINATION.

Contractor must notify the ordering agency on the same day that the product ships/delivers, via e-mail to Matthew Gaines (matt.j.gaines@uscis.dhs.gov). The subject line of this message shall be "Distribution Notice for Jackets 424-822

and 424-823, Requisitions CIS-23-01281 and CIS-23-01282". 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

Deliver 20,000 (Jacket 424-822) and 15,000 (Jacket 424-823) finished/assembled sets (includes 125 blue label copies for each jacket) via traceable means to: USCIS Western Forms Center, 5160 Richton Street, Suite G, Montclair, CA 91763. Attn: Receiving (909-949-7131 or 909-949-7193).

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 5 copies of each jacket via traceable means to: Claudia Conlon, Washington, DC 20008. Resident's complete address provided after award.

SCHEDULE: The purchase order and GFM will be available via e-mail or contractor's FTP site on August 24, 2023.

Deliver complete by **September 29, 2023**.

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

OFFERS: Offers must include the cost of all materials and operations for each jacket listed in accordance with these specifications. Award will be based on the lowest total price for the jackets listed. Prices 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

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

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

JACKET NUMBER	BID PRICE:	ADDITIONAL/M
Jacket 424-822	\$ _____	_____
Jacket 424-823	\$ _____	_____
TOTAL COST	\$ _____	

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discount" of solicitation Provision in GPO Contract Terms (Publication 310.2).

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

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

NOTE: Failure to provide a 60 day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one 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)

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