

PROGRAM TITLE	4572-S Term of Contract: Date of Award through June 30, 2018 Self Care Workbooks	BASIS OF AWARD	Evolution Creative Sol. Cincinnati, OH		Gray Graphics Capitol Heights, MD		WBC dba LithExcel Albuquerque, NM	
ITEM NO.	DESCRIPTION		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PRIOR-TO-PRODUCTION SAMPLES:							
(a)	"Managing Stress" title (includes CD and vinyl sleeve), English and/or Spanish...per sample	2	\$75.00	\$150.00	\$1,225.00	\$2,450.00	\$39.00	\$78.00
(b)	"Problem Solving and Effective Communication" title, English and/or Spanish...per sample	2	\$75.00	\$150.00	\$1,050.00	\$2,100.00	\$33.00	\$66.00
(c)	"Taking Care of Yourself" title, English or Spanish...per sample	2	\$75.00	\$150.00	\$1,000.00	\$2,000.00	\$40.00	\$80.00
(d)	"Utilizing Technology" title, English and/or Spanish...per sample	2	\$75.00	\$150.00	\$1,080.00	\$2,160.00	\$38.00	\$76.00
II.	PRINTING/IMAGING, STOCK/PAPER, CD DUPLICATION:							
(a)	Image Text Pages in Full color, each page...per 100 copies	1,513	\$195.00	\$295,035.00	\$10.00	\$15,130.00	\$35.00	\$52,955.00
(b)	Image Complete Cover in Full Color, each complete cover...per 100 copies	25	\$862.00	\$21,550.00	\$750.00	\$18,750.00	\$250.00	\$6,250.00
(c)	Duplicate CD (including imaging CD surface area, clear vinyl sleeve (including application to inside back cover), and inserting CD into sleeve)...per CD	625	\$2.97	\$1,856.25	\$6.00	\$3,750.00	\$5.00	\$3,125.00
CONTRACTORS TOTALS				\$319,041.25		\$46,340.00		\$62,630.00
PROMPT PAYMENT DISCOUNT				1.00%		\$0.00	2.00%	\$926.80
DISCOUNTED TOTALS				15 DAYS	\$319,041.25	20 DAYS	\$45,413.20	20 DAYS

AWARDED

Abstracted by: Teri Shoffstall 06/29/17

Verified by: Linda Price 06/30/17

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Self Care Workbooks

as requisitioned from the U.S. Government Publishing Office (GPO) by the

VAMC Memphis

Single Award

TERM OF CONTRACT: The term of this contract is for 1 year (base year period for Date of Award through June 30, 2018) and 4 option year periods (July 1, 2018 through June 30, 2019; July 1, 2019 through June 30, 2020; July 1, 2020 through June 30, 2021 and July 1, 2021 through June 30, 2022). Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend Term of Contract", and "Economic Price Adjustment."

MAIL OR TELEFAX REPLY REQUESTED: Please review these specifications and mail your reply to U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215 or telefax your reply to Columbus RPPO (614) 488-4577. **NO TELEPHONE OR E-MAIL QUOTES WILL BE ACCEPTED.**

QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time

June 29, 2017

QUOTES MUST BE RECEIVED BY ABOVE DATE AND TIME, LATE QUOTES WILL NOT BE CONSIDERED.

BIDDERS PLEASE NOTE: Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. This is a new contract. No abstract is available.

For information of a technical nature call Linda Price at (614) 488-4616, ext. 7 (No collect calls).

SECTION 1. – GENERAL TERMS AND CONDITIONS

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 Pub. 310.2, effective December 1, 1987 (Rev. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 08/02)).

- GPO Contract Terms (GPO Publication 310.2): <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>
- GPO QATAP (GPO Publication 310.1): <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>
- DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>.
- More GPO Publications can be found at: <http://www.gpo.gov/vendors/sfas.htm>.

SUBCONTRACTING: The predominant production function is the printing/imaging of Self Care Workbooks. Bidder who must subcontract this operation may be declared non-responsible.

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 Z 1.4):

- (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	Approved Prior to Production Samples
P-8. Halftone Match	Approved Prior to Production Samples
P-10. Process Color Match	Approved Prior to Production Samples

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

OPTION TO EXTEND TERM OF CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years (**June 30, 2022**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Term of Contract” clause. See also “Economic Price Adjustment” clause for authorized pricing adjustment(s).

EXTENSION OF TERM OF CONTRACT: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment.

There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award through June 30, 2018**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers – Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **March 31, 2017**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted. If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

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.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order may be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award through June 30, 2018** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled “Ordering.” The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government’s requirements for the items set forth herein do not result in orders in the amounts or quantities described as “estimated”, it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor(s) all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor(s), requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the “Ordering” clause of this contract.

DELIVERY/SHIPPING STATUS 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 Columbus RO via e-mail to trackcolumbus@gpo.gov. Personnel receiving e-mail may be unable to respond to questions of a technical nature or transfer any inquiries.

PAYMENT: Anticipate some of the Print Orders (GPO Form 2511) will contain multiple items. Each item must be itemized in accordance with the Schedule of Prices and a grand total must be entered on the contractor’s invoice.

Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information for using this method can be found at <https://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/finance/index.htm>.

At time of invoicing, the contractor shall submit a copy of the print order, contractor’s invoice, a PDF of each title ordered on the print orders, and all mailing and/or delivery receipts via e-mail to infocolumbus@gpo.gov.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of books and pamphlets requiring such operations as electronic prepress, reproducibles, digital deliverables, full color printing/imaging, binding, duplicating audio CD-R's (including labeling and inserting into sleeve), packing, and delivery.

TITLE: Self Care Workbooks

There are currently four titles in the "Care Giver Guide" series: "Managing Stress", "Problem Solving and Effective Communication", "Taking Care of Yourself", and "Utilizing Technology" and all four titles may be ordered in English and/or Spanish. The "Managing Stress" title contains an audio CD-R also in English and/or Spanish. Additional titles may be added.

NUMBER OF ORDERS: Based on anticipated usage, approximately 25 orders per year, 1 to 8 items per order, anticipate 100 items. An item is a book/pamphlet title in either English or Spanish.

QUANTITY: 10 to 25 copies per item. The "Managing Stress" title will have a CD-R with each copy.

TRIM SIZE: Text Pages: 8-1/2 x 11"
Cover Pages: Front Cover: 9 x 11-1/8"
Back Cover: 9 x 11-1/8" finished (9-3/4 x 15-5/8" before construction)

Inside Back Cover includes 9 x 4-5/8" pocket with 3/4" construction tab folded under on right edge. Left 4-5/8" pocket dimension to be spiral bound with back cover and book. Sample furnished with first order to show construction.

The "Managing Stress" title includes an audio CD-R that is to be inserted into a self-adhesive clear vinyl sleeve of appropriate size and attached to inside back cover above the pocket.

PAGES/COVERS: Each book/pamphlet will have up to 100 text pages plus separate 2 piece covers with pocket on inside back cover. The following is anticipated:

"Managing Stress":	English Version – 48 text pages, 4 covers Spanish Version – 50 text pages, 4 covers
"Problem Solving and Effective Communication":	English Version – 56 text pages, 4 covers Spanish Version – 56 text pages, 4 covers
"Taking Care of Yourself":	English Version – 72 text pages, 4 covers Spanish Version – 72 text pages, 4 covers
"Utilizing Technology":	English Version – 66 pages, 4 covers Spanish Version – 66 pages, 4 covers

GOVERNMENT TO FURNISH: Files will be furnished via e-mail. The text and cover pages provided in MS Word (2010 or higher) created on Windows platform. Audio files furnished via e-mail in WMA file format. The CD-R artwork furnished via e-mail in PDF.

SPECIAL SOFTWARE CONSIDERATION: Office graphics (e.g., files from Presentation, Word Processing, or other non-publishing applications) are furnished for this procurement. Additional system work may be required to produce output as per specifications.

If supplied by the Government, a color visual will be considered the color standard. Vendors should match the supplied color visual as closely as possible given the differences between inks, toners, and dyes. If no color visual is supplied, psychological reference colors (e.g., Green Grass, Blue Sky) will be used as the color standard. If supplied by the Government, a black and white visual will be used as the standard for page integrity. Contractor must ensure that the job outputs exactly as the furnished visual.

The contractor will not receive additional compensation, or time for common errors associated with the output of Office Graphics files. Common errors include, but are not limited to: 1) Color issues and Shifts (RGB color data, no spot colors, loss of Black plate), 2) Page Integrity (text reflow), 3) Missing prepress features (e.g., bleeds, trim marks), or 4) Loss of text characters from graphic elements.

Delivery/Shipping Status Report Form.

Form 905 (R. 3/90) "Labeling and Marking Specifications".

Blue Labels and Selection Certificates

Print Orders (GPO Form 2511).

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.

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 GPO Columbus Regional Office at (614) 488-4616.

The contractor shall create or alter 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.

DIGITAL DELIVERABLES: Upon completion of the contract, the contractor must furnish final production press-ready PDF files (digital deliverables) of all titles ordered throughout the term of the contract. The digital deliverables must be an exact representation of the final printed piece and, shall be sent to the Government with the original furnished files via e-mail. The Government will not accept, as digital deliverables, any proprietary file formats other than those supplied, unless specified by the Government.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

PRIOR TO PRODUCTION SAMPLES: When indicated on the individual print order, prior to production samples will be required. Anticipate this requirement each time a new title is introduced or when significant revisions are made to an existing title. An occasional order for an existing title without changes may require prior to production samples. Contractor will be reimbursed for prior to production samples in accordance with GPO "Schedule of Prices" hereafter.

The sample requirement for this contract is one or two printed construction samples for each title and in each language as indicated on the individual print order. The sample of "Managing Stress" title will also require an English CD-R with the English title and a Spanish CD-R with the Spanish title. Sample shall be printed and constructed and audio files save to CD-R (with artwork imaged onto CD-R) as specified and must be of the size, kind, and quality that the contractor will furnish.

Prior to the commencement of production of the contract production quantity, the contractor shall submit sample to Linda Nichols, VAMC (11-H), 1030 Jefferson Avenue, Memphis, TN 38104. Sample will be tested for conformance of material(s) and/or for construction and audio performance. 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. 6-01)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Sample 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.

STOCK/PAPER: The specifications of all stock/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.

Each color of stock/paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on stock/paper the color of which, in his opinion, materially differs from that of the color sample(s).

White Opacified Offset Book, basis size 25 x 38", 80 lbs. per 500 sheets, equal to JCP Code A80. Exception to A80: 80 lbs. weight.

White Coated Two-Side Cover (C2S), 12 pt. thickness, equal to JCP Code L70. Exception to L70: coated two sides.

PRINTING/IMAGING: At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi 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.

Text and cover pages print head-to-head in full color and consist of type, solids, screens, reverses, and line-art illustrations, heavy ink coverage. No blank text pages. Covers 2 and 3 are blank.

CONSTRUCTION: Contractor to create a pocket on inside back cover. Score and fold 9-3/4 x 15-5/8" flat sheet up from bottom to form a 4-1/2" pocket with a 3/4" glued construction tab at the right. The inside/left of the pocket must be bound within the spiral binding at the bind edge.

LAMINATING: After printing/imaging, contractor to laminate both sides of front and back covers and front and back of pocket on inside cover 3 with a clear gloss laminate, 3 to 4 mil total laminate thickness. Trim laminate flush.

MARGINS: Margins per file unless otherwise indicated on the print order. Text pages do not bleed. Cover 1 bleeds 4 sides, Covers 2 and 3 are blank, Cover 4 floodcoats all sides. Contractor to create bleeds.

BINDING: Plastic spiral bind with white plastic spiral coil of suitable size and pitch.

CD-R: When the "Managing Stress" title is ordered, contractor to save individual audio files onto a 12 cm disc and duplicate as necessary to complete the contract quantity ordered.

CD-R must be clear sounding and error free and meet IEC 60908 standards for audio CD's. Audio files provided in WMA file format and must be converted to file format that is compatible with and must play on standard audio CD players.

CD-R IMAGING: CD-R surface area is to be imaged on the non-reflective side with white underlay, floodcoat and overprint artwork (provided in PDF) in full color. Full coverage, reverse imaging, and close registration is required. Screen printing is the preferred method of printing but printing and imaging methods other than screen printing will be acceptable provided that all applicable quality, performance, and durability standards will be met, however, laser printing on discs or printing on separate labels applied to discs are not acceptable.

After printing of book and assembly of the inside back cover pocket, the "Managing Stress" title will require the contractor to attach a clear, top-loading clear vinyl CD holder with self-adhesive backing to the inside back cover and insert the duplicated CD-R into the sleeve. CD holder to be placed in a position that does not obstruct the use of the inside back cover pocket.

PACKING: All packing materials shall be furnished by the contractor and must be of sufficient strength to guarantee delivery of the finished product at destination in a satisfactory and usable condition.

NOTE: "Managing Stress" title to be packaged in a manner that CD-R is not damaged during transit.

LABELING AND MARKING: Refer to Contract Terms and furnished form 905.

INSPECTION SAMPLES: When indicated on the print order, or otherwise requested, two samples shall be sent for inspection to the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DISTRIBUTION: Deliver f.o.b. contractor's city to the address indicated on the individual print order. Anticipate deliveries to all 50 States, the District of Columbia, and Puerto Rico.

Shipment to be made by Government small package courier. Individual print order will indicate shipment method and rate classification.

Inside delivery is required. Inside delivery is defined as delivery into a Government controlled space as directed.

All orders must deliver via traceable means with tracking information e-mailed to the address indicated on the individual print order and to trackcolumbus@gpo.gov. Proof of shipment must be submitted along with the contractor's invoice.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) and furnished material.

Furnished material and print order will be e-mailed to the contractor. Contractor must confirm receipt of the print order and material via phone within 60 minutes of receipt of e-mail.

Complete production and shipment must be made within 5 workdays of receipt of 2511 and material. When prior-to-production samples are ordered, complete production and shipment must be made within 5 workdays of prior-to-production sample approval.

The ship/delivery date indicated on the print order is the date products must be shipped.

RECEIPT FOR DELIVERY: Contractor must furnish receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each 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.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must deliver all material furnished by the Government, along with any digital deliverables, to the address indicated under "DISTRIBUTION".

These materials must be packaged, properly labeled, and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to pickup/return of materials (including e-mail) must be borne by the contractor.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce 1 year’s orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the “Schedule of Prices”.

- I. (a) 2
- (b) 2
- (c) 2
- (d) 2

- II. (a) 1,513
- (b) 25
- (c) 625

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city to all 50 States, the District of Columbia, and Puerto Rico.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

I. PRIOR-TO-PRODUCTION SAMPLES: Prices offered shall include the cost of all required materials and operations necessary to produce prior-to-production samples, including stock/paper, laminating, spiral binding, packaging, and delivery.

- (a) “Managing Stress” title (includes CD and vinyl sleeve),
English and/or Spanish per sample \$ _____
- (b) “Problem Solving and Effective Communication” title,
English and/or Spanish per sample \$ _____
- (c) “Taking Care of Yourself” title, English and/or Spanish per sample \$ _____
- (d) “Utilizing Technology” title, English and/or Spanish per sample \$ _____

II. PRINTING/IMAGING, STOCK/PAPER, CD DUPLICATION: Prices offered shall include the cost of all required materials and operations necessary for the complete production, including stock/paper, laminating, spiral binding, packaging, and delivery.

- (a) Image Text Pages in Full Color, each page per 100 copies \$ _____
- (b) Image Complete Cover in Full Color, each complete cover per 100 copies \$ _____
- (c) Duplicate CD (including imaging CD surface area, clear vinyl sleeve (including application to inside back cover), and inserting CD into sleeve) per CD \$ _____

(Initials)

RETURN THIS PAGE TO GPO – COLUMBUS, OH REGIONAL OFFICE

