

QUOTATION REQUEST

U.S. GOVERNMENT PRINTING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

WELCOME ABOARD PACKAGE

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

DLA Document Services

Single Award

CONTRACT TERM: The term of this contract is for the period beginning DOA and ending November 30, 2015, plus up to Four (4) optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO RANDY HALLFORD, (404)605-9160, EXT. 32709 OR E-MAIL rhallford@gpo.gov. NO COLLECT CALLS.

Note: This is a new contract. No previous abstract is available.

This is a Small Purchase Term Contract. Quotes may be submitted via fax (800-270-4758) or mailed to the Atlanta Regional Printing Procurement Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327. GPO 910 Form is NOT required. To submit a quote, contractor must return a completed "Schedule of Prices", which is included at the end of this specification. TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.

All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <http://www.contractorconnect.gpo.gov>.

To submit a quote, bidders must execute and submit the "Schedule of Prices" (pages 12 and 13).

Quotes due by 11:00 a.m., prevailing Atlanta, GA, time, on December 5, 2014.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Quotation Request will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01), available on the GPO website) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002), available on the GPO website).

DISPUTES CLAUSE: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This clause cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

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

- (a) Nondestructive 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>	<u>*Alternate Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs	Average Type Dimension/File Setup
P-9. Solid or Screen Tints Color Match	Approved Proofs	Pantone Matching System
P-10. Process Color Match	Approved Proofs	File Setup

*In the event that the Specified Standard is waived the Alternate Standard will serve as its replacement.

OPTION TO EXTEND THE CONTRACT TERM: 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 five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

EXTENSION OF CONTRACT TERM: 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 the beginning of the contract to November 30, 2015, 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 index "Commodities Less Food" under the Special Indexes category on "Table 2 –Consumer Price Index For All Urban Consumers (CPI-U): U.S. City Average, by expenditure category and commodity and service group" 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 3 months prior to the beginning of the contract, 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.

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 will 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.

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.

PAYMENT: Submit all billing to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401. (NOTE: GPO recommends using the Contractor Fax Billing System. Please visit the GPO web-site, <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>, for instructions.)

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 12 AND 13.

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 DOA through November 30, 2015, 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise 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 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, 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 within the time specified in the order, and the rights and obligations of the contractor 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 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.

REGULATIONS GOVERNING PROCUREMENT: The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION:

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of Commander's Letter (with variable data), Newsletter, and an Envelope (with variable data) which require such operations as prepress, proofing, printing, variable imaging, binding, collating, insertion and Presorted First Class mailing. Additionally, the contractor will be required to utilize their own mailing indicia.

NOTE: 1 SET = 1 Commander's Letter (with variable data) and 1 Newsletter inserted into 1 Envelope (with variable data).

NOTES:

1) Contractor must maintain proper control and handling at all times to prevent any information or materials required to produce the product under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

2) It is the contractor's responsibility to properly safeguard the distribution list and Commander's signature from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of information. Commander's signature is not to be used for any other purpose than to inset on Commander's Letter to fulfill contract requirements. Contractor is cautioned that no Government provided information shall be used for non-government business. Specifically, no Government information shall be used for the benefit of a third party.

3) Distribution file and PDF file containing the Commander's signature **MUST** be deleted from the contractor's hard drives upon completion of the contract.

TITLE: Welcome Aboard Package

Although this is an option year contract, all the estimates, averages, etc. are based upon one year's requirements.

All ranges/percentages/etc. herein are based on past requirements and/or anticipated requirements and are NOT be construed as a guarantee.

FREQUENCY OF ORDERS: Approximately 12 orders per year.

QUANTITY: While there are no guarantees, based upon past performance and anticipated future requirements, the orders will consist of approximately 300 to 2,000 sets per order with an average of 1,200 sets per order.

TRIM SIZE:

- Item #1, Commander's Letter – 8-1/2 x 11" (Exhibit 1).
- Item #2, Newsletter – 8-1/2 x 11" (Exhibit 2).
- Item #3, 8-3/4 x 11-1/2" -or- 9 x 12" (contractor's option).

EXHIBITS:

- Exhibit 1 is representative of the Commanders Letter (variable data not shown). Form prints type and solid matter via PMS 186 Red, PMS 110 Gold and Black ink. Contractor may convert Pantone Colors to 4-color process build of PMS 186 Red and PMS 110 Gold. Occasionally the signature, masthead, and/or body of letter will change.

- Exhibit 2 is representative of the Newsletter. Form prints type and solid matter via 4-Color Process.

- Exhibit 3 is representative of the Envelope (variable data not shown). Envelope prints with variable data, indicia, type and rule on the side opposite the seams. Majority of orders print in Black ink only. Occasionally one or two lines of type may print in one specified PMS/pantone spot ink color with the balance in Black ink.

GOVERNMENT TO FURNISH:

- Color lasers of Items 1 & 2 for image, page layout and color guide, and one CD containing one PDF of signature and one PDF of Item #3 (Envelope).
- Electronic print files will be furnished (see "ELECTRONIC MEDIA" below).
- Print orders (GPO Form 2511).
- GPO Carton Labeling and Marking Specifications.
- Performance Records: A *Facsimile Transmission Sheet* will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed to Atlanta GPO (800-270-4758) on the day shipment is due.

ELECTRONIC MEDIA:

- PLATFORM: IBM or compatible using Windows
- STORAGE MEDIA: Email, CD-Rom, and/or contractor maintained FTP site.
- SOFTWARE: Electronic copy will be provided in one or more of the following formats: PDF, MicroSoft Word, Excel, and Power Point. Additional system time may be required. Contractor to create traps as necessary. No bleeds are required.

NOTE: All software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

- COLOR(s): May be identified as one or more of the following: RGB, CMYK, and/or Pantone/Spot colors. Contractor to convert all colors to:
 - Item 1: Pantone colors or 4-color process build of Black, PMS 186, and PMS 110 Gold
 - Item 2: CMYK
 - Item 3: Black and/or one specified PMS/pantone spot color.
- FONTS: No fonts will be furnished. Contractor is required to furnish all missing fonts. Contractor is to ensure text does not reflow.

SPECIAL SOFTWARE CONSIDERATION: Office Graphics files (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 acceptable 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 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 date, 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.

ADDITIONAL INFORMATION:

- Contractor must have the ability to edit PDF files (when furnished by the Government).
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.

- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
- Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.
- 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 YOUR CONTRACT ADMINISTRATOR.
- THE CONTRACTOR SHALL CREATE/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.
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files.

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.

Contractor must furnish their own Presort First-Class mailing indicia.

PROOFS: All orders will require PDF proofs. Occasionally, in addition to PDF proofs, Hardcopy proofs will be required. Type of proofs required will be indicated on individual print order.

Proofs will be withheld not longer than two (2) workdays from date of receipt by the Government to receipt in contractor's plant (approval via fax or email).

Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Contractor must not print prior to receipt of an "OK to print".

-PDF "SOFT" PROOFS: PDF proof must be ripped using the same Raster Image Processor (RIP) that will be used to produce the product. Proof MUST show color and contain all crop marks. THIS PROOF WILL NOT BE USED/APPROVED FOR COLOR MATCH OR RESOLUTION.

---Item #1: TEN (10) – FIFTEEN (15) PRESS QUALITY PDF proofs (for content only) to be emailed to agency, as indicated on the print order. Contractor to use ten (10) – fifteen (15) different individuals from provided distribution list and must include rank and name.

---Items #2 and #3: ONE (1) PRESS QUALITY PDF proof for each Item (for content only) to be emailed to agency, as indicated on the print order.

NOTE: Contractor must call recipient to confirm receipt.

When required, contractor is to provide hardcopy proofs as defined below:

IF PRINTING VIA OFFSET PRINTING:

-CONTENT PROOF. One complete digital CONTENT proof of Item 3, created using the same Raster Image Processor (RIP) that will be used to produce the product. Proof shall be collated with all elements in proper position (not pasted up), imaged face, and trimmed to the finished size/format of the product.

-CONTRACT PROOF. Digital one-piece composite color CONTRACT proofs of Items 1 & 2, on the actual production stock (i.e. Kodak Approval, Screen TrueRite, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi are required created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs must have all elements in proper position (indicate margins).

Proofs will be used for color match on the press and must show dot structure. Sublimation, inkjet, photographic, and overlay proofs are not acceptable.

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press' ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" 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.

--OR--

-INK JET PROOFS. At contractor's option, in lieu of contract proofs, 1 inkjet proof of each Item, that are G7 profiled and use pigment-based inks. A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meet or exceed industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 Wedge or P2P25 Target. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

IF PRINTING VIA WET INK DIGITAL PRINTING:

-ONE-OFF PROOF of all Items: One set of digital color one-off proofs on the actual production stock. Proofs must be created using the same output device that will be used to produce the final printed product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back (if applicable), and trimmed to the finished size/format of the product, as applicable. Proof will be used for color match on the press throughout the production run.

IT IS UNDERSTOOD THAT THE PROOFS SUPPLIED UNDER THIS CONTRACT WILL MATCH THE FINAL OUTPUT.

FILMS: Films are not required. If, at the contractor's option, films are used, the Government will not pay for new films due to Author's Alterations. The Government will pay for making digital corrections - not for new films. At the completion of the order, the contractor must provide the Government with storage media (same type of storage media as was originally furnished) containing corrected files in the same format as the original Government furnished material.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 12," dated March 2011, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 or available in PDF format on the GPO website.

Color of 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 paper the color of which, in his opinion, materially differs from that of the color sample(s).

---Items 1 & 2: White Opacified Offset Book, Basis Size 25 X 38", Basis Weight 60#, equal to JCP Code A80.

---Item 3: Light-Colored Brown (Kraft, Shade) Envelopes, Basis Size 17 X 22", Basis Weight 28-32#, equal to JCP Code V10.

PRINTING:

- Item 1 (Commander's Letter w/ variable data):

Form prints face only in Black, PMS 186 Red, and PMS 110 Gold. Variable data information (rank & name in the salutation*) prints in Black. Occasionally an additional face only form printed in Black ink may be needed due to length of the letter body.

*Example: Captain John E. Doe

- Item 2 (Newsletter):

Based on past performance, majority of orders prints head to head via 4-color process. Occasional order may print face only.

- Item 3 (Envelope w/ variable data):

Envelope prints return address, variable data (mailing address) information and contractor's indicia in Black on the side opposite the seams. Contractor's option to print the variable data directly onto the envelope or print and adhere individual address labels. Occasionally one or two additional lines of type may print in one specified PMS/pantone spot ink color with the balance in Black ink.

Construction: Open side, suitable seams, with a suitable gummed flap for mailing through the USPS.

NOTE: At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be WET INK (HP Indigo or equal), pigment-based with a minimum of 150 line screen. DRY INK/TONER AND INKJET* PRINTING ARE NOT ACCEPTABLE FOR THE BASE FORMS. Output must be at a minimum resolution of 2400 x 2400 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable. *Inkjet printing is only acceptable for the variable data.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: Margins will be as indicated on the print order or furnished copy. Follow file set up otherwise.

BINDING: Items 1 & 2: Trim 4 sides. Collate one copy of Commander's Letter (Item #1) on top of one copy of Newsletter (Item #2); then insert into corresponding addressed envelope (Item #3) and seal for mailing.

NOTE: Contractor's mail processing software must up-date addresses with the most current information from USPS databases. To provide the highest level of readability for the post office, the software must standardize abbreviations, fonts, and add ZIP+4, and Intelligent Mail Barcodes. Contractor's software must be CASS certified through NCOA at least three times per year. All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manual for Domestic Mail.

Any addresses that are determined to be undeliverable must be pulled from the file. Any "undeliverable address" copies and an undeliverable address file (on CD-Rom) must be returned to the agency as indicated under "DISTRIBUTION".

LABELING AND MARKING: At contractor's option, affix individual address labels to or print the furnished addresses directly onto the envelope.

DISTRIBUTION:

--PROOFS: Deliver proofs as indicated on individual print orders.

--F.O.B. CONTRACTOR'S CITY: Mail approximately 300 – 2000 sets to each address furnished by the agency via USPS reimbursable postage.

Mailing must be done at the most economical USPS "Bulk Service"/"Pre-Sorted Standard" rate using the contractor's indicia. Contractor to prepay required postage.

Contractor will be reimbursed for postage by submitting properly completed US Postal Service mailing statements (or equivalent) with invoice. In addition, contractor to email postal documentation to Dallas Reddick (dallas.reddick@dla.mil).

All copies mailed must be at the Standard rate and conform to the appropriate regulations in the U.S. Postal Service manual for Domestic Mail or International Mail as applicable.

--F.O.B. DESTINATION: Deliver balance of order to address listed on individual print order.

Upon completion of each order, one sample of each Item (without variable data), all Government furnished materials, any "undeliverable address" copies, and undeliverable address file (on CD-Rom) must be returned to the address listed on individual print order.

All expenses incidental to the pickup and return of furnished materials, proofs, and furnishing samples must be borne by the contractor.

INSPECTION SAMPLES: When required, the contractor shall submit one to two printed samples (without variable data), of each Item to the address specified on the print order.

RECEIPT FOR DELIVERY: Contractor must furnish their own 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 billing for payment.

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).

No definite schedule for pickup of material can be predetermined.

The following schedules begin upon notification of the availability of print order and furnished material.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule.

WD After

Contractor to submit proofs	2
Government give OK on proofs	2
Contractor must make complete production and delivery	6

NOTE: Occasional last minute changes may be required.

The ship/deliver date indicated on the print order is the date products ordered f.o.b. destination must be delivered to the destination(s) specified, and products ordered f.o.b. contractor's city must be delivered to the U. S. Postal Service for mailing.

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.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest quote by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one 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 during the term of the contract.

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

I.		(1)	(2)
	(A)		
		(1)	10 12000
		(2)	2 2400
	(B)		
		(1)	8 9600
		(2)	4 4800
	(C)		
		(1)	11 13200
		(2)	1 1200

II.	
	(A) 14400
	(B) 12

III.	
	(A) 12
	(B) 1

SECTION 4.- SCHEDULE OF PRICES

GPO Facsimile Number: (800)270-4758

Quotes due by: 11:00 a.m. / Date: December 5, 2014

CONTRACTORS NAME AND SIGNATURE: Fill out and return* of all the pages in "Section 4.- Schedule of Prices", initial each in the space provided.

Contractor _____

(Address) (City) (State) (Zip)

(Person to be contacted) (Telephone Number) (Date) (State Code/Contractor's Code)

(E-mail address) (ftp site)

***You may FAX the Schedule of Prices pages to the above number, or you may mail to: Atlanta Regional Printing Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327.**

(NOTE: TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.)

PAYMENT TERMS:

Discounts are offered for payment as follows: _____ percent, _____ calendar days. See Article 9 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)

Quotes offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for all other shipments.

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

Contractor must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if contractor intends to furnish individual items at no charge to the Government.

Quotes submitted with NQ (No Quote) or blank spaces for an item may be declared nonresponsive.

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

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.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations (including the initial proofs) necessary for the complete production and distribution of the product listed in accordance with these specifications except for Items II & III.

	Make-ready and/or Setup (1)	Running Per Copy (2)
(A) Commander's Letter (including variable data)		
(1) 2 page, face only form.....	\$ _____	\$ _____
(2) 4 page, face only forms	\$ _____	\$ _____
(B) Newsletter		
(1) Face Only	\$ _____	\$ _____
(2) Head to Head.....	\$ _____	\$ _____
(C) Envelope (including variable data)		
(1) Black ink only	\$ _____	\$ _____
(2) Black ink + one add'l PMS/spot color	\$ _____	\$ _____

II. ADDITIONAL OPERATIONS:

- (A) Collate, Insert and Seal for Mailing.....per set.....\$ _____
- (B) CD of undeliverable addresses.....per CD.....\$ _____

III. PROOFS:

- (A) PDF per order \$ _____
- (B) Hard Copy (Content, Contract/Inkjet, or One off proof).... per order \$ _____

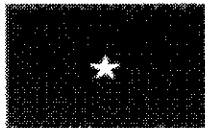
LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

 (Initials)

EXHIBIT 1



Marine,

Welcome aboard! You have been assigned to the Individual Ready Reserve (IRR). The Marine Corps Individual Support Activity (MCIRSA) is a subordinate command of the Force Headquarters Group and provides support and administration for all Individual Ready Reserve (IRR) Marines.

The IRR is composed of former Active Duty or Reserve component personnel who have not completed their Military Service Obligation (MSO), or have completed their MSO and are in the Ready Reserve by voluntary agreement. Marines in the IRR are required to contact MCIRSA and submit any changes to their current address, e-mail address, and phone number(s). Enclosed in the packet are all of the contact numbers for MCIRSA.

There are five Readiness Support Programs (RSPs) divided across the country that are staffed with reserve Marines that will contact you while you are in the IRR. They will keep you posted on any mandatory IRR Musters in your local areas, and can be used as a conduit for reserve information focused on the local Veterans Administration, employment, and educational opportunities. Additionally, there are also opportunities to serve on active duty as part of Reserve Counterpart Training.

Again, welcome aboard! Thank you and your family for your service, and if there are any questions or issues don't hesitate to ask. The MCIRSA and RSP team is committed to assist you while you are in the IRR. Sergeant Major Sprague and I look forward to hopefully meeting you at an upcoming IRR Muster in your local area.

Semper Fidelis,



P.K. LEBIDINE
Brigadier General, U.S. Marine Corps
Commanding General,
Force Headquarters Group
Marine Forces Reserve

EXHIBIT 2



MCIRSA IRR WELCOME ABOARD

JUNE 2014



Welcome from the Director, MCIRSA



JAMES E. FOX JR.
COLONEL
DIRECTOR, MCIRSA

Welcome to the Individual Ready Reserve (IRR) and your new "unit," the Marine Corps Individual Reserve Support Activity (MCIRSA-1). I know you have multiple questions regarding the IRR and MCIRSA and this welcome letter will provide you with a few "rounds" for your clip as you navigate your transition from AD to civilian life and a possible career in the Reserves. Thank you for your service and the sacrifices of your families in support of your service to our Country. MCIRSA is looking forward to providing you outstanding customer service and support during your time in the IRR. Semper Paratus, Colonel Fox.

Here are frequently asked questions to help you understand "what now" and assist you in transition from Active Duty to the IRR.

I received my DD-214 from the IPAC and separated from Active Duty...am I "out?"

All Marines are obligated for 8 Years of Service. You have completed your Active Duty service according to your contract...and now you have "time" on your contract left, 8 years of service minus time on Active Duty equals time in IRR or Selected Marine Corps Reserve. So you are "out" of the Corps, but still have a Military Service Obligation to fulfill.

I'm in the IRR now, Ok, is there a "unit" associated with the IRR?

Actually yes, you are now "administratively" attached to the Force Headquarters Group, a subordinate command of Marine Forces Reserve. The "unit" that will handle your administrative needs is MCIRSA. They are basically your new IPAC and will assist with any needs you have while in the IRR. Their mission is the engagement, management, and administrative and mobilization readiness of the IRR.

What is the IRR actually?

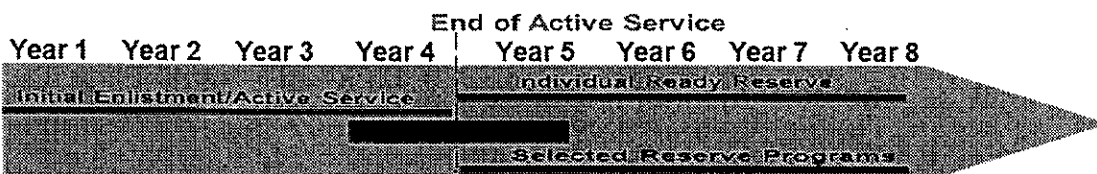
A trained manpower pool of Ready Reserve Marines who are not in the Selected Reserve (in a Reserve Unit). The IRR consists of: (1) Marines who have had training and served previously in the Active Component (AC) or in a Selected Marine Corps Reserve (SMCR) unit and have some period of Military Service Obligation (MSO) remaining and, (2) Marines who have completed their MSO and are in the IRR by choice. You can volunteer for RCT orders and open billets on www.marforres.marines.mil/About/ReserveCareerBillets.aspx.

What are my requirements now that I'm in the IRR and "still on contract?"

Maintain uniforms, keep your contact information (address, telephone number, email, etc.) up to date, and notify MCIRSA of any changes in health, marital status, dependents, or employment. Please call and update any information since moving from the barracks, base, or station to your new residence. (800) 255-5082 or mcirsa_muster@nmc.usmc.mil.

I received orders to an IRR Administrative Muster. What's the uniform? Do I have to get a haircut?

What will the next 4 years look like? Timeline: Life cycle of an IRR Marine. 1st 6 months usually spent transitioning/acclimating to civilian life. Will receive "Welcome Aboard" letter from CG FLAG/Flyer from Director MCIRSA. Possible "soft" query from a Prior Service Recruiter (PSR) regarding local Reserve opportunities. Between 6 months to 2 years in the IRR, should receive orders to a Muster if not joined an SMCR Unit. MCIRSA Career Retention Specialist will also contact regarding retention in the IRR once reaching 7 year service obligation. Continually notify MCIRSA with updates to contact information and status as a civilian.



Find us on
facebook
www.facebook.com/MARINESIRR

MCIRSA
2000 Opelousas Avenue
Building 1, Suite 1E5300
New Orleans, LA 70114

PHONE
(800) 255-5082 (MFR CSC)
(504) 697-5082 (FAX)

E-MAIL
mcirsa_muster@nmc.usmc.mil

RESOURCES

- [IRR Website](#)
bit.ly/1ehFwzU
- [Mental Health](#)
www.veteranscrisisline.net
- [Hero-2-Hire](#)
www.H2H.jobs
- [Military One Source](#)
www.militaryonesource.mil
- [Veteran Affairs](#)
www.va.gov
- [Wounded Warriors](#)
www.woundedwarriorproject.org
- [Marine for Life](#)

EXHIBIT 3
(reduced)

UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVE
NEW ORLEANS, LA 70146
OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE \$300

