

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Information Dissemination for the Visually Impaired

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

Social Security Administration (SSA)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **August 1, 2015** and ending **July 31, 2016**, plus four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on **July 13, 2015**

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-831, Stop: PPSB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to The GPO Bookstore at 710 North Capitol Street, NW, Washington, DC between the hours of 8:00 am and 4:00 pm on business days and follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is needed, call 202-512-0526.

PLEASE NOTE: These specifications have been extensively revised. Bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

- Deleted Audio Cassettes
- Significant revisions to Braille products
- Added Large Print products.

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Central>

For information of a technical nature call **David Love** (202) 512-0310 (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 Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

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 www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

CD-ROM DUPLICATION/REPLICATION - Several firms claim patent rights, which may be applicable to CD-ROM duplication/replication. For example, see <http://www.licensing.philips.com>. U.S. Philips Corporation and Sony Corporation claim to hold patents for certain technologies essential to the manufacture and duplication/replication of CD-ROMs and assert it is impossible to manufacture or duplicate/replicate a CD-ROM without infringing these patents. The patent claims cover, among other things, both the physical structure of and manner in which data is encoded on a CD-ROM. Other firms, including Discovision Associates, Irvine, CA, also claim similar patent rights.

Each bidder's attention is directed to the patent indemnification provisions of GPO Contract Terms (Pub. 310.2 (Rev. 6-01)) since the successful bidder will be responsible for compliance with all applicable patents, including any for CD-ROMs.

By submission of a bid, bidders certify that they hold a license under all patents applicable to their duplication/replication of CD-ROMs. If CD-ROM duplication/replication is subcontracted, contractor must certify that their subcontractor holds a license under all patents applicable to their duplication/replication of CD-ROMs.

Delivered CD-ROMs must conform to the International Organization for Standardization (ISO/International Electrotechnical Commission (IES) International Standard 10149, "Information Technical – Data Interchange on Read-Only 120 mm Optical Data Discs (CD-ROM)," and ISO International Standard 9660, "Information Processing – Volume and File Structure of CD-ROM for Information Interchange."

SUBCONTRACTING: The predominant production function for this procurement is Braille transcription and Braille duplication. Any bidder who must subcontract these operations will be declared non-responsible.

Contractor may subcontract the production of the Large Print Documents and CD-ROM duplication/replication

NOTE: The contractor shall be responsible for enforcing all contract requirements outsourced to a subcontractor.

If the contractor needs to add a subcontractor at any time after award, the subcontractor must be approved by the Government prior to production starting in that facility. If the subcontractor is not approved by the Government, then the contractor must submit new subcontractor's information to the Government for approval **30 calendar days** prior to the start of production at that facility.

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

Product Quality Levels (from GPO Publication 310.1):

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

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

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

Specified Standards: The specified standards (from GPO Publication 310.1) for the attributes requiring them shall be:

Attribute

Specified Standard

P-7. Type Quality and Uniformity

Average Type Dimension in Publication/
Camera Copy/Electronic Media/Manuscript Copy

QUALITY CONTROL DOCUMENTS - All current and future documents and publications set forth by the Braille Authority of North America (www.brailleauthority.org) shall apply. In the event of conflict between the documents and publications referenced herein and the content of this specification, the content of this specification shall be considered a superseding requirement.

- Braille Formats: Principles of Print-to-Braille Transcription (*2011 or most recent edition*)
- English Braille, American Edition (*2007 or most recent edition*)
- The Nemeth Braille Code for Mathematics and Science Notation (*most recent edition*)

QUALITY CONTROL PROCEDURES - The contractor shall prior to start-up, put into effect within their own organization and maintain throughout the life of this contract, a quality control program that will ensure the Government's quality assurance, inspection, and acceptance provisions herein are met or exceeded. The quality control program should include, but not be limited to, the following elements: incoming material inspection, in-process manufacturing inspection, and outgoing inspection of all finished products (including proofreading of all Braille materials to ensure accuracy of transcription, Large Print materials to ensure accuracy of conversion and printing, and CD-ROM materials to ensure accuracy and quality of duplication/replication). The program must provide for periodic sampling during the run and provide for backing up and rerunning in the event of an unsatisfactory quality sample.

On-Site Inspections: The Government has the right to inspect and test all supplies called for, to the extent practicable, at all places and times, including the period of manufacture (including bindery, packing, labeling, and/or distribution operations), and in any event before acceptance. The Government shall perform inspections and tests in a manner that will not unduly delay performance and assumes no contractual obligation to perform any inspection and test for the benefit of the contractor unless specifically set forth elsewhere. Reference GPO Contract Terms, Contract Clauses, Article 14, "Inspection and Tests".

Evaluation: All products will be evaluated for accuracy of content, technical specifications, printing, usage, construction, and quality. Braille products will also be evaluated for conformance with Braille codes; size and spacing of Braille dots, cells, and lines; quality and size of paper; margins; number of cells per line; number of lines per page; numbering; pages per volume; and binding and Large Print products for readability; typeface; font size; tracking/kerning; quality and size of paper including cover stock; margins; number of lines per page; numbering; and binding.

Rework: If a significant fault is found in the production units that can be traced to a lack of adequate production control of inspection, the necessary control or inspection shall be instituted without additional charge to the Social Security Administration. A significant fault is defined as an error that would prevent the user from deriving a completely correct answer or would impair the agency's commitment to quality and professionalism.

Recall: Braille products produced for the Social Security Administration shall be free of translation and/or embossing defects and are subject to recall. Repressing shall be at the expense of the contractor based on the above criteria. It shall be the prerogative of the Contracting Officer to initiate a recall at his/her discretion.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Pub. 310.2) is amended for this program to the effect that the warranty period is EXTENDED from 120 days to **one (1) calendar year** from the date the check is tendered as final payment. All other provisions remain the same.

OPTION TO EXTEND THE TERM OF THE 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 **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 adjustments(s).

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 **August 1, 2015** through **July 31, 2016**, 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 **April 30, 2015**, 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.

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.

POSTAWARD CONFERENCE: In order to ensure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives reserve the right to conduct a conference with the contractor's representatives at the Social Security Administration (SSA), 6401 Security Boulevard, Baltimore, MD 21235 immediately after award. Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" and various jacket numbers 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 **August 1, 2015** through **July 31, 2016**, 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.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of products for the visual impaired from three (3) identified workloads consisting of:

- 1) The transcribing and duplication from the furnished source into Braille Documents,
- 2) The converting and printing from the furnished source into Large Print Documents, and
- 3) CD-ROM duplication/replication from a digital file (Microsoft Word Document, PDF, JPEG, etc.), printed pages, or CD-ROM

The identified workloads above require operations such as Braille transcription (transcribing into Braille Grade II characters); Braille page duplication; Braille spine labeling (Cover 1); printing of Cover 1 (SSA Logo and Text) , large print products in black ink, duplication/replication of CD-ROM data files; printing of CD-ROM label art in up to three (3) colors; binding; packing; and distribution.

TITLE: Information Dissemination for the Visually Impaired.

FINISHED SIZE:

Braille Documents Shall not exceed 11-1/8" in height and 11-1/2" in width.

Large Print Documents 8-1/2" x 11"

NUMBER OF PAGES: The majority of orders placed will require transcribing from 1 up to 200 Government furnished pages.

QUANTITY: No Quantity Variations Allowed.

Braille Documents Up to 500 copies - usually 100 to 200 copies

Large Print Documents Up to 300 copies - usually 100 to 150 copies

CD-ROM Up to four (4) CD-ROMs per master set. Up to 600 sets for each master (2,400 total discs) for duplication/replication - usually 125 to 200 sets for each master (500 to 800 total discs).

FREQUENCY OF ORDERS: Approximately 23 orders per year including reprints.

Orders will be placed throughout the year. The majority of orders will be placed between February and April, and August through September. The following is anticipated:

<u>Product/ Workload</u>	<u>Frequency of Orders per Year</u>	<u>Average Government Furnished Pages</u>	<u>Average Number of CD's in Master Set</u>	<u>Average Quantity per Order</u>
Braille Documents	16	1 – 64	–	200 Copies
Large Print Documents	5	1 – 64	–	150 Copies
CD-ROM	2	–	4	200 Sets

NOTE: The Government reserves the right to increase the quantity of orders placed on this contract annually by 27%.

The projected frequency of orders and quantities stated above are based on historical data, projections, and trends and should not be construed as a guarantee of the volume of work, which may be ordered during the term of this contract. Contract requirements have been known to fluctuate greatly from year to year.

MULTIPLE VOLUMES: Some orders for Braille will require multiple volumes. Each finished Braille product is limited to 60 leaves (120 pages). Each Braille product with greater than 60 leaves of Braille will need to be divided into multiple volumes. A Table of Contents and Cover Page will be required for each volume. We do not anticipate multiple volumes for Large Print products. See **“Binding”** for specifications regarding volumes.

GOVERNMENT TO FURNISH:

Electronic files via e-mail or contractor maintained FTP site (minimum T-1 connection speed). Electronic files may include but are not limited to Text Pages (manuscript), SSA Logo Art, Cover Templates for Braille and Large Print products (Cover 1), CD-ROM Label Art, GPO Form 2511 (Print Order), GPO Rider Memorandum (when applicable), and Distribution.

SSA Logo Art and Cover Templates will be provided after award of the contract and when changes are made. Contractor is required to maintain the most current artwork and templates.

Printed Text Pages (when applicable) and CD-ROM Master Sets will be sent via small package common carrier at the contractor's expense.

Electronic Media as follows:

Platform: Macintosh and/or Windows XP operating system, as it becomes available.

Storage Media: Files furnished via e-mail, FTP, CD-R/RW or DVD-R/RW

Software: Adobe Creative Suite (InDesign, Photoshop, Illustrator, Acrobat); Adobe Acrobat, Microsoft Word, Microsoft Excel, Microsoft PowerPoint.;

All files will be created in current versions or near current versions of the above-mentioned programs. Files will be furnished in native application and postscript format, or as a PDF.

Note: **All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.**

Additional Information supplied:

Text Pages (manuscript) for Braille and Large Print products

SSA Logo Art and Cover Templates for the ink printing of Cover 1

Construction samples for each of the three (3) identified workloads (See: SCOPE)

CD-ROM Label Art for CD-ROM duplication/replication containing Fonts, Adobe InDesign File, Color Separations, Print-Ready PDF, and GPO Form 952

CD-ROM Master Set for CD-ROM Duplication/Replication

GPO Form 2511, Print Order

GPO Rider Memorandum (when applicable)

One reproduction proof, Form 905 (R. 06/03), with labeling and marking specifications

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 finished product.

DISTRIBUTION DATA: SSA will supply distribution files meeting the following requirements:

- SSA will transmit all distribution data electronically.
- The compressed files can be opened using any modern Zip program.
- The distribution files will be Comma Separated Values (CSV) file format.
- The CVS file may include a summary.
- Distribution files will consist of address data and quantity requirements for each address.
- There will be separate files for domestic and international mail.
- Non-contiguous U.S. addresses are considered domestic mail.
- Tally of address quantities will be furnished with the print orders.

NOTE: It is the contractor's responsibility to write a program to produce labels from the supplied data files.

Pre-printed address labels – On occasion, SSA may provide pressure sensitive individually printed address labels.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the products 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 Melissa Picone at (410) 965-3350 (e-mail to: melissa.picone@ssa.gov). Contractor must notify SSA as soon as possible in order to comply with the required schedule.

When required by the Government, the contractor shall make all revisions to the furnished electronic files. Prior to making revisions, the contractor must copy the furnished file(s) and make all changes to the copy.

Braille Documents

TRANSCRIPTION AND DUPLICATION OF BRAILLE PRODUCTS - The contractor must provide the skill and expertise necessary for producing the highest quality transcribing and duplication.

The contractor will be required to transcribe pages from electronic files or furnished "printed" files to Contracted Braille previously designated as Grade II Braille as ordered. The furnished electronic files and "printed" files will consist of various formats throughout. Each transcribed page (including content page) must include the page number from the furnished files and corresponding Braille page number including the alpha characters that precede the page number. Contractor is responsible for performing all necessary proofreading to ensure conformity with copy submitted.

The Braille standard shall be the Braille Formats sponsored by the Braille Authority of North America including the transition to Unified English Braille (UEB).

Forms and Documents - Forms and documents will be presented in a narrative format. Mathematical format will be Nemeth code. A dash will be used to indicate space provided for a response. All numbered entries will begin at the left hand margin. All carry-over lines will begin at the third cell.

Tables and Charts - Contractor is to use appropriate formatting for tables and charts, including paragraph formatting.

Text Matter - When a single page within the "print" text repeats the title of the document and/or the section number and title, this shall be omitted from the Braille transcription. Running heads shall not be used.

Columns - When columns fit on one page, they will be separated, where space permits, by leader dots (dot 5) for easy tracing by the reader. But, if space does not permit, columns shall be separated by at least 2 spaces.

When material has too many columns to fit on one Braille page, the columns will be written in linear form and not on facing pages. Column I will begin at the margin followed by a colon, each succeeding column will be followed by a semicolon, and carryover lines will begin two spaces from the margin.

Column headings shall only be given on the first page of columnar material, not on succeeding pages, unless the headings change.

If there are lengthy phrases or sentences within a column, the material may be written in paragraph form, with any secondary or succeeding columns as subparagraphs.

Braille Placement - Braille shall be placed on both sides of the page with exception of the following: complex diagrams and charts, the inside front cover, back cover, or where formatting requirements dictate that a given item should start on a new odd page.

Pagination - The print page number shall be transcribed into Braille and be placed in the top right corner of the page. If the print page exceeds more than one Braille page, the additional pages shall be numbered using a combination of alpha and numeric characters. For example, if print page one equals 3 Braille pages, the first page will be 1, the second page will be a1, the third page will be b1, etc. Braille page numbers consistent to the Braille document should be placed at the bottom right corner of the page.

The contractor will be required to associate any page number referenced within the document to its corresponding Braille page number.

Braille Size and Margins/Spacing - See the *Size and Spacing of Braille Characters* fact sheet on the Braille Authority of North America's website (<http://www.brailleauthority.org>) for the standards for Braille embossed on paper.

- The margins at the top, bottom, and outside edges of the pages shall be at least 1/2".
- At the binding edge, the margin shall not be less than 3/4" after binding.
- There shall be a maximum of 40 cells per line beginning in cell one.
- There shall be no more than 25 lines per page for standard sized Braille pages.

Table of Contents - The contractor will be required to create a table of contents page for each volume including all major headings in the text. This must contain the "print" page number and corresponding Braille page number. If the product contains more than one volume, there must be a master table of contents in volume one. This deviates from the standards set forth in Braille Formats and takes precedence.

All subsequent volumes must contain an individual table of contents for that specific volume

If nothing has been omitted, the following statement shall be made at the end of the table of contents of the first volume or, if there is no table of contents, as the first item on the reverse side of the title page:

"This Braille edition contains the entire text of the print edition."

If material has been omitted, the following statement shall be made at the end of the table of contents of the first volume or, if there is no table of contents, as the first item on the reverse side of the title page, what parts of the text of the "print" have been omitted. This also includes copies of duplicate forms. The following statement shall be made in the case of omissions:

"This Braille edition contains the entire text of the print edition except..."

Large Print Documents

CONVERTING ELECTRONIC FILES INTO LARGE PRINT PRODUCTS - The contractor will be required to convert electronic files into Large Print products as ordered. The furnished electronic files will consist of various formats throughout. Contractor is responsible for performing all necessary proofreading to ensure conformity with copy submitted.

Typeface, Font Size, Margins, and Line Spacing -

- Text: Arial, 20 point
- Headings and Sub-Headings: Arial Bold, 20 point
- The use of Italics or underline is not acceptable.
- Change Italic or underlined text to Bold.
- Line spacing (leading) must be at least 1.5 to provide good readability
- Margins from the text to the top, bottom, right, and left edge shall be at least 1"
- Margin from the base of the page number to the bottom edge shall be at least 1/2"

Text Matter -

- Text prints on one-side (face only) of the page
- All text should align left, and remain unjustified on the right margin
- Titles and headings must contain both upper and lower case letters.
- Eliminate “windows” and “orphans” when continuing text from one page to the next
- When using bullets/bulleted lists, double-space between items
- Double space between paragraphs if necessary
- Allow an ample amount of white space (spacing, leading, kerning). This makes the page more readable.
- Avoid crowded text
- Avoid all caps

Tables And Charts - The same standards for readability and usability of text should be maintained for tables and charts.

Pagination - The page numbers shall be positioned in the bottom right corner of the page. The typeface and font size of the page number should match the document text.

The contractor will be required to associate any page number referenced within the document to its corresponding large print page number.

Table of Contents - The contractor will be required to create a table of contents page for each document including all major headings in the text. The table of contents must contain the corresponding large print page number.

CD-ROM - duplication/replication

Data Format Verification - Upon receipt of the input media, the contractor shall review the files for usability and completeness. The contractor shall verify compliance of each image with the requirements of IS 9660. The contractor shall immediately notify the Government of any problems with the furnished data files, including files which are damaged, unreadable, oversized, or not in compliance with IS 9660. Any delay by the contractor in notifying the Government of defective furnished material will not release the contractor from meeting the delivery and distribution schedule.

Data Capacity - The contractor shall be capable of producing CD-ROMs containing up to 80 minutes of user data, (i.e., 805,920,000 bytes of data in mode 2).

Stamper Marks - The contractor shall image the jacket and print order number on the inner buffer zone unless the contractor is permitted to image other identification marks necessary for production in the IBZ.

Manufacturing Specifications - Discs produced under this contract shall be 120 mm and 80 mm CD-ROMs as governed by the International Standards IEC 908 and Amendment, IS 9660, and IS 10149. All sectors containing user data shall have their Sector Mode Byte set to (01)H, and the sector content and layout shall be structured accordingly. Furthermore, discs MUST comply with the following requirements:

Metalizing: The reflective layer shall be completely sealed with lacquer on both the inner and outer edges of the disc.

Local Defects: The maximum allowable diameter of black spots, with or without increased birefringence, is 100 micrometers.

Modulation Amplitude: The relationship between I3 and Itop shall be: $0.35 \leq I3/Itop \leq 0.7$. The relationship between I11 and Itop shall be: $I11/Itop \geq 0.65$.

Signal Asymmetry: The absolute value of the asymmetry shall be lower than or equal to 15%.

Block Error Rate (BLER): Block Error Rate (BLER) may not exceed 80 when averaged over any one second interval; BLER may not exceed 25 when averaged over the entire User Data Area.

E22 Errors: E22 errors arising from the mastering and electroforming stages of manufacturing (i.e. present on the stamper) will not be permitted. An E22 error shall be considered to be on the stamper if the discs produced from the same stamper contain E22 errors in the same time location (minute:second). Discs may contain E22 errors arising from the replication stage of manufacturing, but the number must not exceed 1.0 percent of the total quantity, and no disc shall contain more than 3 E22 errors.

Storage Tests: Annex F of International Standard IS 10149 shall be treated as normative to the standard. Discs subjected to testing in accordance with Annex F shall remain in compliance with these specifications.

Jitter, Effect Length Deviation: In accordance with Compact Disc System specifications for jitter and effect length deviation, the following requirements shall apply:

1. For each run length of land and pit (3T, ..., 11T), jitter shall be less than 35ns.
2. Effect Length Deviation shall not exceed the following:

<u>Pit/Land Length</u>	<u>Maximum Deviation (+/-)</u>	<u>Nominal Length Pit</u>	<u>Nominal Length Land</u>
3T	40.0ns	660ns	675ns
4T	42.5ns	910ns	925ns
5T	45.0ns	1165ns	1165ns
6T	47.5ns	1400ns	1400ns
7T	50.0ns	1635ns	1635ns
8T	52.5ns	1875ns	1875ns
9T	55.0ns	2110ns	2110ns
10T	57.5ns	2340ns	2335ns
11T	60.0ns	2570ns	2560ns

All other Compact Disc System mandated requirements for jitter and effect length deviation shall apply.

Quality Control - Each delivered replicate must meet or exceed the requirements of these specifications. In addition to the contractor's existing quality control procedures, the following steps must be performed:

- Data Integrity:* For each stamper used, the contractor must:
1. Verify the integrity of all user data against the original government-furnished media.
 2. Verify the integrity of EDC/ECC (error detection and error correction coding) for each sector of the User Data Area.
 3. Verify the integrity and consistency of the Table of Contents and the sub-code data.
 4. Verify the absence of E22 errors.

Verification for 1, 2, and 3 above may be performed on a CD replicate. Replicates not meeting these specifications must be reproduced and redelivered at the contractor's expense and the contractor will be considered late.

Product Testing - The contractor will be required to test CD-ROM replicates for compliance to the specifications of this contract. The contractor is responsible for ensuring comparability of his test results with those of the Philips CD and Laserdisc System Evaluation Laboratory.

The following test results must be reported:

1. Exact diametric locations of the following parts of the spiral data track.
 - a) Starting diameter of the lead in zone
 - b) Starting diameter of the user data zone
 - c) Starting diameter of the lead out zone
2. Eccentricity
3. Average track pitch
4. Average scanning velocity
5. Push/pull
6. Crosstalk
7. High frequency and tracking signal properties. These must be read continuously along the spiral track. Minimum, maximum, and average values must be reported. Minima and maxima must be identified by A-Time.
 - a) Itop or reflectivity
 - b) Symmetry of I11 relative to Id
 - c) I3 normalized by reflectivity
 - d) I11 normalized by reflectivity
 - e) Radial noise.
8. Digital errors. The following errors and error rates must be measured continuously along the spiral track. Where applicable, minimum, maximum, and average values must be reported. Minima and maxima must be identified by A-Time.
 - a) One second moving averages for block error rate
 - b) One second counts of E22 errors
 - c) Burst error length
 - d) Errors in the table of contents
 - e) Errors in the sub-code data
9. Total playing time
10. Birefringence
11. Jitter and Effect Length Deviation
12. The following test results may be reported, at the option of the contractor:
 - a) Maximum vertical deviation from the clamping plane
 - b) Maximum angular light beam deflection from the clamping plane

PRIOR TO PRODUCTION SAMPLES:

Braille & Large Print Documents

NOTE: Contractor is responsible for ALL necessary proofreading to insure conformity with the copy submitted.

After proofreading is complete but prior to the commencement of production of the contract production quantity, the contractor must submit one (1) finished Braille or Large Print product sample, as specified on the print order. The sample must be printed and constructed as specified, and must be of size, kind, and quality that the contractor will furnish.

CD-ROM - Duplication/Replication

Prior to the commencement of production of the contract production quantity, the contractor must submit one (1) finished CD-ROM sample set, as specified on the print order. The sample must be printed and constructed as specified, and must be of size, kind, and quality that the contractor will furnish.

All samples will be inspected and tested and must comply with the specifications as to the printing, construction, kind, and quality of materials. All samples will be tested for usage and construction.

Samples must be submitted prior to commencement of production of the contract quantity. The contractor must fill in the furnished preaddressed revised label (GPO Form 892). The samples plus the furnished government material must be submitted according to schedule requirements, using the furnished label, to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

See page 18 of 22: SCHEDULE, PRIOR TO PRODUCTION SAMPLES

The Government will approve, conditionally approve, or disapprove the samples. 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 therefore.

If the sample is disapproved by the Government, the Government, at its option, may require the contractor to submit an additional sample for inspection and testing, in the time and under the terms and conditions specified in the notice of rejection. Such additional sample 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 sample required.

In the event the additional sample is 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 sample 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)).

All samples must be manufactured at the facilities in which the contract production quantities are to be manufactured. Manufacturing of the final product prior to approval of the sample submitted is at the contractor's risk. The sample will not be returned to the contractor. The Government will provide approval, conditionally approval, or disapproval to the contractor via email.

NOTE: THE CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF AN "OK TO PRINT."

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.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

Braille Documents

Text/Cover: At contractor's option, white or light colored Kraft material suitable for producing Braille products. Braille paper must be neither so thin as to produce dots that are broken at the top, nor so thick as to cause low or uneven dots.

All paper used must be of a uniform thickness, color, weight and texture throughout each production run.

Large Print Documents

Text: White Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Cover: Colored Vellum-finish cover, basis weight: 65 lbs., per 500 sheets, 20 x 26", equal to JCP Code L20.
Required colors: Vermillion, Canary Yellow, and Sand Gray

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

All text paper used in each order must be of a uniform shade.

The paper (both text and cover) to be used will be indicated on each print order. Cover colors are subject to change.

PRINTING:

Braille Documents

Front Cover: The front cover (cover page 1) shall consist of printing in black ink and a Braille spine label (*see "Front Cover/Spine Labeling"*). Cover pages 2, 3, and 4 are blank. It will be required that the volumes, when applicable, be separated by natural changes in the subject matter. This may produce different size volumes. No volume can be larger than 60 leaves (120 pages). A cover page is required for each volume.

The front cover (cover 1) shall contain the following in black ink:

Social Security Logo

Title	e.g., 2014 Red Book
Subtitle (if applicable)	e.g., A Summary Guide to Employment Supports for Persons with Disabilities under the Social Security Disability Insurance and Supplemental Security Income Programs

Volume(s)

Braille Pages

Print Pages

SSA Website www.socialsecurity.gov

Agency Name Social Security Administration

SSA Publication # e.g., SSA Publication No. 64-030

Revision Date e.g., January 2014

NOTE: At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level IV standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 x 1 dpi or 600 x 600 x 4 bit depth technology.

Front Cover/ Spine Labeling: The front cover (cover 1) (also referred to as "Spine Labeling") must contain the following in Braille, approximately 2" from and reading parallel with the bound edge.

Each item should be placed on a different line in the following order:

Title	e.g., 2014 Red Book
Subtitle (if applicable)	e.g., A Summary Guide to Employment Supports for Persons with Disabilities under the Social Security Disability Insurance and Supplemental Security Income Programs

Volume(s)

Braille Pages

Print Pages	first and last print pages covered in volume
SSA Website	www.socialsecurity.gov
Agency Name	Social Security Administration
SSA Publication #	e.g., SSA Publication No. 64-030
Revision Date	e.g., January 2014

Also See: Page 8 of 22 under ELECTRONIC PREPRESS; Braille Documents

Large Print Documents

NOTE: At contractor's option, product may be produced via conventional offset or digital printing provided that Quality Level IV standards are maintained. Final output must be a minimum of 150 line screen

Front Cover: The front cover (cover page 1) shall consist of printing in black ink. Cover pages 2, 3, and 4 are blank.

The front cover (cover 1) shall contain the following in black ink:

Social Security Logo

Title	e.g., 2014 Red Book
Subtitle (if applicable)	e.g., A Summary Guide to Employment Supports for Persons with Disabilities under the Social Security Disability Insurance and Supplemental Security Income Programs

SSA's Website	www.socialsecurity.gov
Agency Name	Social Security Administration
SSA Publication #	e.g., SSA Publication No. 64-030
Revision Date	e.g., January 2014

Text Pages: The text pages shall consist of printing on one side (face only) in black ink.

Typeface/Font Size: Headings/Sub-Headings: Arial Bold, 20 point. Text: Arial, 20 point

Leading/Kerning: Leading/kerning must be suitable for Large Print products. The contractor is responsible for maintaining consistent and uniform leading/kerning throughout the document.

NOTE: No underline or Italic allowed. Change underlined or Italic text to Bold.

Also See: Page 9 of 22 under ELECTRONIC PREPRESS; Large Print Documents

CD-ROM Duplication/Replication

CD-ROM Label Art: Title and artwork print directly on top of disc (no labels) in up to three (3) colors consisting of a white opaque background and up to two (2) additional Pantone colors with type/line matter reversing out to appear white.

MARGINS: Margins must be suitable for Braille and Large Print products. The contractor is responsible for maintaining consistent and uniform margins throughout the document.

BINDING:

Braille Documents

Saddle-wire stitch in two places across the 11-1/8" dimension and trim three sides. Each product must contain complete 4-page signatures. Single leaves connected with a lip (i.e., binding stub) to either left or right side of stitches will not be allowed.

Additional binding requirements for braille documents:

- Binding must not go through printing or Braille
- Each finished Braille product is limited to 60 leaves (120 pages).
- Each Braille product with greater than 60 leaves of Braille will need to be divided into multiple volumes.
- Each volume shall be separated by natural changes in the subject matter.
- No volume can be larger than 60 leaves (120 pages).
- A Table of Contents and Cover Page will be required for each volume.
- Contractor is required to produce as many volumes as necessary.

Large Print Documents

Side-wire stitch in two places near the left edge of the 11-1/2" dimension and trim four sides. The stitch must be inserted into the front cover, through the inside pages, and out the back cover, then pinched closed on the back side approximately 3/8" from and parallel to the left edge. Staples must not go through the printed text. Some products may require stitching over 3/4" in depth.

We do not anticipate multiple volumes for Large Print products.

CONSTRUCTION: Insert each individual CD-ROM into a white Tyvek® sleeve (or equivalent). CD sleeve should consist of a glassine window and flap with no gum.

PACKING: The contractor is responsible for proper packaging of all items shipped.

Braille Documents: Pack materials in shipping containers as not to crush the Braille or crease the pages.

Large Print Documents: Pack suitable per shipping container.

CD-ROM: Pack suitable per shipping container. If the final product contains a CD-ROM set of two (2) or more discs, pack each specific disc number together (e.g., pack Disc 1 together, Disc 2 together, etc.).

Bulk Shipments

Pack suitable in shipping containers not to exceed 40 lbs. when fully packed.

Pallets are required for shipments to GPO only.

All shipments that fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner that will guarantee that the product will not be damaged and the package will not open nor split when processed through USPS or a small package carrier delivery system.

Mailed Shipments

Insert single or multiple copies (up to 200 leaves) into padded envelopes.

Quantities over 200 leaves, up to 12 lbs., must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 lbs.). A fiber-filled padded bag or any bag that will produce a powdery substance when torn during shipment or opening must not be used.

NOTE: Cushioned shipping bags must be made with an exterior ply of at least 60 pounds basis weight and must be sealed with heavy duty steel stitches spaced no more than 2-1/2 inches apart and not more than 1-1/4 inches from the end of the bag. Heavy duty filament reinforced cloth or plastic backed pressure sensitive tape that will remain sealed at below freezing temperatures may be used instead of steel stitching provided the tape seals the sack securely.

Quantities over 12 lbs., up to 24 lbs., must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 lbs.).

Quantities over 24 lbs., up to 36 lbs., must be packed in shipping containers (maximum gross weight 40 lbs.).

LABELING AND MARKING:

Bulk Shipments

Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

Containers/packages must be marked to indicate number of containers/packages to a destination when more than one container/package is necessary for a single destination, i.e., 1 of 3, 2 of 3. etc.

Mailed Shipments

The contractor must label each package "*Free Matter for the Blind*" and affix a recipient address label (either furnished or created by the contractor) to each envelope, cushioned shipping bag, shipping bundle, or container. Contractor is responsible for duplicating labels for each destination as needed.

DISTRIBUTION: Deliver f.o.b. destination within the commercial zone of Baltimore, MD and Washington, DC. Inside delivery to room number specified is required.

Entrance to the receiving platform for the one (1) delivery destination at the Social Security Administration has a maximum height clearance. It is the responsibility of the contractor to provide shipment to this platform as follows:

- 6301 Security Boulevard, Baltimore, MD 21235 – 13' 6"

When required, mail balance f.o.b. contractor's city. Complete addresses and quantities will be furnished with the print orders.

All mailing shall be made at the "*Free Matter for the Blind*" rate. The contractor is cautioned that "*Free Matter for the Blind*" labeling may be used only for the purpose of mailing material produced under this contract.

All copies mailed must conform to the appropriate regulations in the USPS manuals for "Domestic Mail" or "International Mail" as applicable.

Upon completion of each order, all furnished material must be returned to the address listed under "**Return of Government Furnished Property.**"

All expenses incidental to picking up and returning materials, submitting pre-production samples/proofs, and furnishing sample copies, must be borne by the contractor.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must return all material furnished by the Social Security Administration to: Social Security Administration, Division of Printing Management, ATTN: Melissa Picone, 6401 Security Boulevard, 1354 Annex Bldg., Baltimore, MD 21235.

These materials must be packaged, properly labeled, and returned separate from the entire job via Registered Mail or any other traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to picking up and returning materials, submitting pre-production samples/proofs, and furnishing sample copies, must be borne by the contractor.

PAYMENTS ON PURCHASE ORDER: Billing invoices must be submitted by Fax or mail to the U.S. GPO for the processing of vouchers for payment. Billing and payment instructions can be accessed on our website by the following hyperlinks:

<http://www.gpo.gov/vendors/billing.htm> and <http://www.gpo.gov/vendors/payment.htm>

FAX the completed invoice to GPO utilizing the payment processing cover sheet. Access the following hyperlink for preparation instructions: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

Facsimile transmission should only be used when no samples are required with your invoice, otherwise payment will be held up while the invoice is returned to you for the required sample(s).

If mailed, all voucher packages and envelopes **MUST** be mailed to: COMPTROLLER-FMCE, Office of Financial Management, U.S. Government Publishing Office, Washington, DC 20401

NOTE: Do not mail your invoice to any other GPO Procurement Office as this will delay payment.

INVOICING/MAIL DOCUMENTION: Within **ten (10) workdays** following the completion of the print order (ship/del date), the contractor must submit one (1) copy of the print order, billing invoice, and all mailing and/or delivery receipts via e-mail to melissa.picone@ssa.gov. The original voucher will be sent to the COMPTROLLER-FMCE, U.S. Government Publishing Office.

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) together with the furnished material.

Furnished material and proofs must be picked up from and delivered to: Social Security Administration, Division of Printing Management, ATTN: Melissa Picone, 6401 Security Boulevard, 1354 Annex Bldg., Baltimore, MD 21235. Inside delivery required.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after receipt of the print order and furnished material; the workday after receipt of the print order and furnished material will be the first workday of the schedule.

PRIOR TO PRODUCTION SAMPLES

Samples are to be submitted to: Social Security Administration, Division of Printing Management, ATTN: Melissa Picone, 6401 Security Boulevard, 1354 Annex Bldg., Baltimore, MD 21235. The container and accompanying documentation must be marked “**Pre-Production Sample**” and include the GPO jacket, purchase order, and program number.

The required Prior to Production sample(s) must be submitted according to the regular or accelerated schedule below. The Government will approve, conditionally approve, or disapprove the samples.

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.

REGULAR SCHEDULE

Braille and Large Print Documents

Contractor to submit the pre-production sample(s) within **five (5) workdays** of receipt of the print order and furnished material

The Government will approve, conditionally approve, or disapprove the samples within **four (4) workdays** of the receipt thereof.

<u>Number of Furnished Pages (Before Transcription/Conversion)</u>	<u>Number of Workdays for Complete Production and Distribution (after receipt of an “OK to Print”)</u>
1 – 200 Pages	15 Workdays
Over 200 – 500 Pages	30 Workdays
Over 500 – 1,000 Pages	60 Workdays

CD-ROM - Duplication/Replication

Contractor to submit the pre-production sample(s) within **three (3) workdays** of receipt of the print order and furnished material

The Government will approve, conditionally approve, or disapprove the samples within **four (4) workdays** of the receipt thereof.

Contractor must complete production and distribution within **ten (10) workdays** after receipt of an “OK to Print”

ACCELERATED SCHEDULE

Premium payment will be authorized on all orders requiring an “Accelerated Schedule.” The print order will specify “Accelerated Scheduled”.

Braille and Large Print Documents

Contractor to submit the pre-production sample(s) within **three (3) workdays** of receipt of the print order and furnished material

The Government will approve, conditionally approve, or disapprove the samples within **two (2) workdays** of the receipt thereof.

<u>Number of Furnished Pages (Before Transcription/Conversion)</u>	<u>Number of Workdays for Complete Production and Distribution (after receipt of an “OK to Print”)</u>
1 – 200 Pages	5 Workdays
Over 200 – 500 Pages	10 Workdays
Over 500 – 1,000 Pages	20 Workdays

CD-ROM - Duplication/Replication

Contractor to submit the pre-production sample(s) within **two (2) workdays** of receipt of the print order and furnished material

The Government will approve, conditionally approve, or disapprove the samples within **two (2) workdays** of the receipt thereof.

Contractor must complete production and distribution within **five (5) workdays** after receipt of an “OK to Print”

PREMIUM PAYMENTS: Orders requiring an accelerated schedule in order to meet delivery requirements will be paid for at the premium rate in accordance with the contractor's offered percentage in the “Schedule of Prices”. All other orders will be placed with the required schedule and paid for at the basic prices offered.

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all required items in the "Schedule of Prices".

It is estimated that 2% of the orders placed on this contract will be for the accelerated schedule. Therefore, premium payments will enter into the “Determination of Award” by applying the percentage increase offered for the accelerated schedule in the “**Schedule of Prices**” (Item VI) to 2% of the total price offered for all items. This additional cost will be included in the total bid and will be used to determine the lowest bid.

The ship/delivery date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified, and all products ordered for mailing f.o.b. contractor’s city must be delivered to the post office.

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.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to compliance@gpo.gov or by calling (202) 512-0520 or faxing to (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries

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 one (1) year's production 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) 21

- II. (a) (1) 7 (2) 35
(b) 376 1,306
(c) 166 911

- III. (a) (1) 24 (2) 46
(b) 101 159
(c) 146 279

- IV. (a) 6
(b) 32

- V (a) 7,263

- VI (a) 2%

SECTION 4. - SCHEDULE OF PRICES

Bids offered are F.O.B. Contractor’s City for mailed shipments and F.O.B. Destination for deliveries within the commercial zones of Baltimore, MD and Washington, DC.

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 non-responsive.

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 non-responsive.

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.

Fractional parts of 100 will be prorated at the per 100 rate.

I. PRIOR TO PRODUCTION SAMPLES:

(a) Prior to Production Samples per copy \$ _____

II. BRAILLE DOCUMENTS - TRANSCRIPTION AND DUPLICATION: Prices offered shall include the cost of all required materials and operations necessary, including all required paper, transcription, Braille page duplication for the production of Braille **documents**, in accordance with these specifications.

	<u>Make-ready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Transcribing from printed pagesper Braille page.....\$ _____	\$ _____	\$ _____
(b) Transcribing from electronic fileper Braille page.....\$ _____	\$ _____	\$ _____
(c) Transcribing from disc/CD-ROM.....per Braille page.....\$ _____	\$ _____	\$ _____

III. LARGE PRINT DOCUMENTS - CONVERSION: Prices offered must be all-inclusive for the production and delivery of Large Print products in accordance with the term of these specifications; and must include the cost of all required material and operations including stock/paper, page conversion, printing in black ink, binding, packing and shipping materials for the complete production and distribution.

	<u>Make-ready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Converting from printed pages per large print page.....\$ _____	\$ _____	\$ _____
(b) Converting from electronic file..... per large print page.....\$ _____	\$ _____	\$ _____
(c) Converting from disc/CD-ROM..... per large print page.....\$ _____	\$ _____	\$ _____

 (Initials)

IV. CD-ROM - DUPLICATION/REPLICATION: Prices offered must be all-inclusive for the production and delivery of CD-ROMs in accordance with the term of these specifications; and must include the cost of all required material and operations including the printing of CD-ROMs. Only one mastering charge will be allowed per disc regardless of the number of replications produced.

- (a) Mastering per master disc \$ _____
- b) Duplication / Replication per 100 discs \$ _____

V. PRINTING COVER PAGE: Prices offered must include the cost of all required materials and operations necessary for printing cover 1 in black ink in accordance with these specifications. Prices offered are not to include the cost of paper. Paper will be charged for under II for Braille products and III for Large Print products.

- (a) Printing cover page 1 in black ink only per cover page \$ _____

VI. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items except reimbursable mail/freight. Percentage increase will be added to all orders that require the **“Accelerated Schedule.”**

- (a) Percentage increase %

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

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4.-SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

By _____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)