

ITEM NC	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
	National Aeronautics and Space Admin. (NASA) Program 541-M											
	GRAY GRAPHICS Gathersburg, MD											
	ICTECT, INC. Sturtevant, WI											
	Word Wizards Inc. Silver Spring, MD											
	GPO ESTIMATE PROGRAM 88-S											
1.	CREATION AND REMEDIATION: Creating 508 Compliant PDF Files (including scanning and recreating) -											
(a)	Text Matter-----per imaged page-----	3,000	25.00	75,000.00	4.00	12,000.00	11.50	34,500.00	6.35	19,050.00		
(b)	Table of Contents and/or Index Pages per imaged page-----	50	40.00	2,000.00	3.00	150.00	11.50	575.00	7.80	390.00		
(c)	Alternative Text (other than tables/charts) per alt text image-----	30	50.00	1,500.00	4.00	120.00	1.50	45.00	2.00	60.00		
(d)	Alternative Text Simple Table/Charts per table/chart-----	10	60.00	600.00	3.00	30.00	3.00	30.00	2.00	20.00		
(e)	Alternative Text Complex Table/Charts per table/chart-----	5	100.00	500.00	3.00	15.00	5.00	25.00	2.50	12.50		
2.	Creating 508 Compliant PDF Files conversion and clean-up) -											
(a)	Text Matter-----per imaged page-----	3,000	25.00	75,000.00	3.50	10,500.00	10.00	30,000.00	3.50	10,500.00		
(b)	Table of Contents and/or Index Pages per imaged page-----	50	40.00	2,000.00	3.00	150.00	11.50	575.00	4.55	227.50		
(c)	Alternative Text (other than tables/charts) per alt text image-----	30	50.00	1,500.00	4.00	120.00	1.50	45.00	2.00	60.00		
(d)	Alternative Text Simple Table/Charts per table/chart-----	10	60.00	600.00	3.00	30.00	3.00	30.00	2.00	20.00		
(e)	Alternative Text Complex Table/Charts per table/chart-----	5	100.00	500.00	3.00	15.00	5.00	25.00	2.50	12.50		
3.	Creating 508 PDF Files Untagged PDF Files											
(a)	Text Matter-----per imaged page-----	3,000	35.00	105,000.00	4.00	12,000.00	7.85	23,550.00	2.50	7,500.00		
(b)	Table of Contents and/or Index Pages per imaged page-----	50	50.00	2,500.00	4.00	200.00	9.00	450.00	3.00	150.00		
(c)	Alternative Text (other than tables/charts) per alt text image-----	30	60.00	1,800.00	4.00	120.00	1.50	45.00	2.00	60.00		
(d)	Alternative Text Simple Table/Charts per table/chart-----	10	75.00	750.00	3.00	30.00	3.00	30.00	2.00	20.00		
(e)	Alternative Text Complex Table/Charts per table/chart-----	5	115.00	575.00	4.00	20.00	5.00	25.00	2.50	12.50		
4.	Remediating 508 PDF from Tagged PDF Files											
(a)	Text Matter-----per imaged page-----	3,000	20.00	60,000.00	3.00	9,000.00	7.85	23,550.00	2.50	7,500.00		
(b)	Table of Contents and/or Index Pages per imaged page-----	50	30.00	1,500.00	3.00	150.00	9.00	450.00	3.00	150.00		
(c)	Alternative Text (other than tables/charts) per alt text image-----	30	40.00	1,200.00	4.00	120.00	1.50	45.00	2.00	60.00		
(d)	Alternative Text Simple Table/Charts per table/chart-----	10	52.00	520.00	3.60	36.00	3.00	30.00	2.00	20.00		
(c)	Alternative Text Complex Table/Charts per table/chart-----	5	94.00	470.00	4.00	20.00	5.00	25.00	3.00	15.00		
II.	ADDITIONAL OPERATIONS:											
(a)	Reading Order Review-----per file-----	100	200.00	20,000.00	75.00	7,500.00	150.00	15,000.00	39.00	3,900.00		
(b)	Alternative Text Review-----per file-----	100	200.00	20,000.00	15.00	1,500.00	150.00	15,000.00	29.25	2,925.00		
(c)	CD (including printing on disc, paper sleeve, packing, labeling)---per disc-----	3	50.00	150.00	75.00	225.00	50.00	150.00	6.50	19.50		
(d)	DVD (including printing on disc, paper sleeve, and cushioned shipping bags)---per disc-----	3	75.00	225.00	75.00	225.00	75.00	225.00	9.10	27.30		
III.	PREMIUM PAYMENTS:											
	Premium payments, when authorized, will apply to all items.											
	"Accelerated Schedule." PREMIUM PAYMENTS: (SEE % INCREASE).											
	CONTRACTOR SUBTOTALS			\$373,890.00		\$54,276.00		\$144,425.00		\$52,711.80		
	ACCELERATED SCHEDULE	10.00%		\$37,389.00		\$5,427.60		\$14,442.50		\$5,271.18		
	PERCENTAGE INCREASE	5.00%		\$1,869.45	20.00%	\$1,085.52	20.00%	\$2,888.50	30.00%	\$1,581.35		
	CONTRACTOR TOTALS PLUS PERCENTAGE INCREASE			\$375,759.45		\$55,361.52		\$147,313.50		\$54,293.15		
	DISCOUNT	2.00%		\$7,515.19		\$55,361.52		\$147,313.50		\$54,293.15		
	DISCOUNTED TOTALS			\$368,244.26		\$55,361.52		\$147,313.50		\$54,293.15		

02/11/15

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Section 508 Compliant PDF Files

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

National Aeronautics and Space Administration (NASA)

Multiple Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending February 29, 2016 plus up to four (4) optional 12-month extension period(s) 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 March 4, 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: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Eastern Time, Monday through Friday. Contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

For information of a technical nature, call Bernice Mack at (202) 512-1239. (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)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

In addition, the following document shall also apply. (NOTE: In the event of a conflict between the document referenced herein and the content of this specification, the content of this specification shall be considered a superseding requirement.)

29 USC Section 508 Standards, available at – <http://www.section508.gov>.

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.

SUBCONTRACTING: The predominant production functions are creating and remediating Section 508 Compliant PDF files. Any bidder who cannot perform the predominant production functions will be declared non-responsible. NOTE: Subcontracting is allowed for the foreign language requirements.

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 authorized pricing adjustment(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 Date of Award to February 29, 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 November 30, 2014, 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.

QUALITY CONTROL DOCUMENTS: The following documents and publications 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.

29 USC Section 508 Standards available at <http://www.section508.gov>.

W3C's Web Content Accessibility Guidelines (WCAG) (most current version) available at <http://www.w3.org>.

W3C's Checklist of Checkpoints for Web Content Accessibility Guidelines (most current version) available at <http://www.w3.org>.

NOTE: In addition to the above documents, NASA Procedural Requirements NPR 2800.2 Electronic and Information Technology Accessibility provide additional guidance.

Contractor will be required to test all Section 508 Compliant PDF files for compatibility with the most recent versions of JAWS, Adobe Acrobat, Windows Eyes, and Dragon Naturally Speaking Voice Recognition software.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor(s) 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.

PREAWARD TEST: The contractors being considered for award will be required to demonstrate their ability to produce the items required in these specifications by completing a preaward test. The Government reserves the right to waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractors being considered for award have the capability to successfully produce the items required.

For the preaward test, the test materials will consist of a Native PDF publication, a Native PDF, a scanned PDF, and an Adobe LiveCycle form, and are representative of the items that are to be produced under these specifications. These publications may be untagged, manually tagged, and/or auto tagged.

The furnished test materials will be furnished on a CD.

The contractors shall make the files Section 508 Compliant in accordance with the "SECTION 2. - SPECIFICATION" and save the files to a CD or DVD (at contractor's option).

Contractors must submit test files (on CD or DVD) to: U.S. Government Publishing Office, Agency Publishing Services – DC Team 2, Stop: CSAPS, Room C-817, 27 G Street, NW, Washington, DC 20401.

The contractors must deliver the files (on CD or DVD) within three (3) workdays of notification of availability of test materials.

If preaward test samples are disapproved by the Government, the contractor(s) may be permitted, at the option of the Government, additional time to correct defects and/or submit revised test samples if so notified by the Contracting Officer. NOTE: The time allowed to provide additional test material may differ depending upon the nature of the defects noted and will be specified when notification is given.

In the event the revised preaward test samples are disapproved by the Government, the contractor(s) shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

Approval will be based upon fulfilling all of the requirements of the specifications within the time specified. A single deviation from the contract specifications may result in declaring the contractor(s) nonresponsible.

Failure to deliver completed preaward test samples within the stated time period may disqualify the contractor(s) from further consideration for award.

All operations necessary in the complete performance of this preaward test shall be performed at the facilities in which the contract production will be performed.

No charges will be allowed for costs incurred in the performance of this preaward test.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractors' representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award.

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.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through February 29, 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 submitted via FTP or via email, or otherwise furnished to the contractor in conformance with the schedule.

QUANTITIES: This agreement is 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 agreement, 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 agreement.

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

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

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

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

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

Subject to any limitations elsewhere in this agreement, and pursuant to the section entitled "DETERMINATION OF AWARD," the low contractor and each successive low contractor shall furnish to the Government all items set forth herein which are called for by work orders issued in accordance with the "ORDERING" clause of this agreement, except when the shipping/delivery schedule cannot be met.

PAYMENT: Upon completion of each order, the contractor shall submit an itemized statement for billing (including all required backup documentation) to NASA for examination and certification as to the correctness of the billing. Submit billing to the NASA address specified on the print order.

After agency verification, billing invoices must be submitted to the U.S. Government Publishing Office for payment. Submit to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. (NOTE: GPO offers a Contractor Fax Billing System. Please visit the GPO website for more information.)

Contractor's billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the creation and remediation of Section 508 compliant PDF electronic files from legacy documents (hard copy) or electronic files, requiring such operations as creation, remediation, and distribution.

TITLE: Section 508 Compliant PDF Files.

FREQUENCY OF ORDERS:

Creation: Up to approximately 200 orders per year.

Remediation: Up to approximately 50 orders per year.

NOTE: Orders will be placed for English and languages other than English. Approximately 95% of orders will be for English, approximately 3% for Spanish, and the remaining 2% for other languages.

NUMBER OF PAGES: Up to approximately 100 pages per order.

NOTE: An occasional order may be placed for up to 500 pages. A rare order may be placed for up to 2,000 pages.

GOVERNMENT TO FURNISH: NOTE: Files will be furnished in English, Spanish, and other languages.

Legacy documents, source files, untagged PDF files, and tagged PDF files will be furnished, as follows:

Legacy Documents: Will consist of hard copy documents.

Source Files: Will consist of electronic files other than PDF files.

Untagged PDF Files: Will consist of PDF files that have not been tagged for Section 508 compliance.

Tagged PDF Files: Will consist of PDF files that have been tagged for Section 508 compliance.

NOTE: Majority of orders placed will be furnished as untagged or tagged PDF files.

Electronic files will be furnished via a contractor-hosted FTP site (see "CONTRACTOR TO FURNISH") or via email. An occasional order may be furnished on a CD. Electronic files will be created using Windows or Macintosh platform. Electronic files will be furnished in a fillable format. The Government will furnish hard copies for products that require the contractor to scan or create in PDF format. Hard copies may be looseleaf or bound products. (NOTE: Bound products may include, but are not limited to, perfect-bound, saddle-stitched, coil or comb-bound, or stapled products.)

Source files may be furnished as SGML/XML, Pager Composition System with Arbor Text Epic Editor, OneForm Designer Plus, OmniForm, Adobe LiveCycle Designer, Adobe CS (Illustrator, Photoshop, PageMaker, or InDesign), QuarkXPress, and/or Microsoft Office Suite files.

NOTE: Files in additional software may be furnished if the contractor can support the software. Contractor to provide most current version of the specified software and be backward/forward compatible.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

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.

The contractor must be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

PREPARATION OF FURNISHED MATERIAL: Contractor will be required to prepare legacy documents and source files before creating Section 508 Compliant PDF files.

Legacy Documents: At contractor's option, documents may be scanned to a PDF file or recreated in a PDF file. The contractor must ensure that there will be no loss of data or any distortion or alteration of original document. (NOTE: Contractor must inquire with the ordering agency if the binding can be removed in order to scan.)

Source Files: Contractor to save source files to PDF then tag the files in accordance with the requirements specified under "TAGGING" below.

Untagged and Tagged PDF Files: Additional preparation of untagged and tagged PDF files is not required.

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

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

Prior to making revisions, contractor shall copy the furnished files and make all changes to the copy.

DIGITAL DELIVERABLE: Contractor to provide final files as Section 508 Compliant PDF files via FTP or email, as specified on the print order. NOTE: Documents/files may be required to be broken into sections and Section 508 compliant files be provided for each section, as indicated on the print order.

On approximately 5% of all orders, the ordering agency will require the Section 508 Compliant PDF files be furnished on a CD or DVD (as specified on the print order), in addition to furnishing via email/FTP. CDs/DVDs must be ISO 9660 certified.

CREATION AND REMEDIATION: Contractor will be required to either create or remediate a Section 508 Compliant PDF file using Adobe Acrobat Capture (or other Government specified software).

Legacy documents, source files, untagged and tagged PDF files will be provided in English, Spanish, and other languages and will require creation/remediation properly formatted for the language in which the document/file was provided.

Creation – Contractor will be furnished legacy documents, source files, and PDF files that have not had any Section 508 Compliant tagging. Contractor will create a Section 508 Compliant PDF file in accordance with the requirements specified under "TAGGING" below. After tagging, the contractor will remediate the file in accordance with the requirements specified under "*Remediation*" below.

Remediation – Contractor will be furnished PDF files that have been made partially Section 508 Compliant. Contractor will perform document analysis to identify deficiencies and develop a report as described in "DOCUMENT ANALYSIS AND REPORTING", as specified herein. Contractor will remediate files using proper tagging procedures in accordance with the requirements specified under "TAGGING" below to make them fully Section 508 Compliant.

TAGGING: To create/remediate legacy documents, source files, and untagged and tagged PDF files, the contractor will be required to properly tag all documents/files with HTML and create Alternative Text (Alt Text) for all images, graphics, illustrations, tables/charts, signatures, and other non-text elements using Adobe Acrobat Capture or other Government specified software. Documents and files will need to be tagged

NOTE: Alt Text must describe, in words, any image, graphic, illustration, table/chart, signature or other non-text element. If the document/file provided is in English, the alt text must be in English. If the document/file provided is in a foreign language, the alt text must be in the provided foreign language.

Contractor will also be required to establish proper document structure, tab order and reading order, keyboard accessibility, and correct color contrast within the document/file.

Documents – Contractor must ensure that all files meet all applicable Section 508 Standards. Documents will require tagging of text, alt text, table of contents and index pages, and tables/charts (simple and complex).

Text – Includes tagging and reading order of headers, footers, headings, columns, and text matter. Table of Contents and Index Pages: Includes tagging and reading order of text matter.

Alternative Text (Alt Text) (other than tables/charts) – Includes tagging, writing alt text for images, graphics, logos, seals, illustrations, signatures, scanned images, screen shots, and other non text elements, and reading order, including but not limited to, meaningful description with context (i.e., what is the illustration or graphic relevance to the paragraph or subject matter).

Alt Text for Tables/Charts – Includes tagging, writing alt text, and tab and/or reading order for simple and complex tables/charts, as defined below –

- Simple Tables/Charts – Defined as a minimum of 3 columns and a combination of up to and including 21 columns and rows. Example: 3 columns and 4 rows or 5 columns and 3 rows or 3 columns and 7 rows.
- Complex Tables/Charts – Defined as a minimum of 3 columns and a combination of 22 or more columns and rows (for example, 3 rows and 8 columns or 10 columns and 3 rows or 4 columns and 6 rows).

READING ORDER AND ALT TEXT REVIEW: When indicated on the individual print order, the contractor may be required to submit the file for reading order and alt text review. After tagging is completed but before the document analysis is conducted, the contractor will e-mail the file to the designated Government representative. The Government representative will review reading order and alt text and, if required, collaborate with the contractor to revise these elements.

DOCUMENT ANALYSIS AND REPORTING: The contractor will be required to perform a quality assurance review to verify compliance of created and remediated files with current Section 508 accessibility requirements.

The contractor will be required to test all 508 compliant files for compatibility with the latest version of JAWS, Adobe Acrobat, and Dragon Naturally Speaking Voice Recognition software. The contractor must ensure that the files meet all applicable Section 508 standards for PDF forms. The contractor must also ensure that the creation or remediation of all PDF forms use the Accessibility Standards set forth by the ordering agency.

The contractor will be required to run a document analysis and develop an “Assessment Report” detailing Section 508 deficiencies and remediations conducted. The document analysis standard is NetCentric’s CommonLook plug-in.

The Assessment Report must contain a list of 508 deficiencies each mapped specifically to a technical standard as promulgated by the U.S. Access Board and to the page on which the error(s) resides. The Report should be provided in a spreadsheet format using Microsoft Excel, version 2003, with the following field headings: “Description of Error,” “Applicable Technical Standard,” “Page Number” (physical page where error resides or utilize document page numbering when available), and “Correction” (with subheadings, “Full,” “Partial,” or “None”).

Contractor shall ensure that the following minimum checkpoints are completed when performing remediation on any file:

- All text elements must be available to Assistive Technologies (AT).
- Reasonable and sufficient Alt-Tag descriptions for non-text elements.
- Scanned images of significant text (i.e., more than 10 words) such as formal letters should be optimized through OCR to render verbatim text to an AT user. Wet signatures should remain images with description “XXXXXX signature.”

- Data tables should be properly alt-tagged so that an AT user is able to determine corresponding column and row headers, including nested tables with multiple row and column headers per data cell.
- Document structure tags (i.e., headings, paragraphs, sections, tables, and other page elements) must be included to allow AT users to efficiently navigate the document and for the file to be reflowed correctly when viewed on mobile devices.
- Any interactive forms must be properly tagged and ordered to allow an AT user to tab through the form and efficiently enter information.
- Document language is appropriately specified – English, unless otherwise specified.

NOTE: English or foreign language files will be remediated and created as indicated on each individual print order. It is anticipated that the majority of all orders will be in English.

The contractor must immediately correct deficiencies identified in the document analysis. The contractor must return the file along with the Assessment Report via the FTP site or via e-mail to the ordering agency.

CD AND DVD PRINTING: When required, print text and graphics (furnished by the Government) directly onto the CD or DVD (no labels). All printing on the disc shall comply with the requirements set forth in the International Standards IEC 908 and Amendment ISO 9660, and ISO 10149. Inks used for the disc shall not damage the lacquer layer.

PACKING: When required, insert CD or DVD into protective paper sleeve. Insert CD or DVD (in the paper sleeve) into a cushioned shipping bag.

LABELING AND MARKING: Create and affix a recipient address label to each unit of mail packaged in cushioned shipping bags. At contractor's option, addresses may be directly imaged onto cushioned shipping bags.

DISTRIBUTION:

Electronic Dissemination: The contractor will email or furnish via FTP the Section 508 Compliant PDF file, along with the Assessment Report, to the ordering agency as specified on the print order.

Hard Copy Dissemination: When required, mail/ship f.o.b. contractor's city the CD or DVD, as ordered, to one address as specified on the print order. (NOTE: The CD/DVD will be for one address per print order; however, the addresses are nationwide and may include American Territories.)

All mailing/shipping shall be made at the most economical rate – *reimbursable*.

Contractor is required to apply the appropriate postage to each mailing or ship by reimbursable small package carrier, whichever method is most economical to the Government. Contractor will be reimbursed for postage/shipping costs by submitting a properly completed postal service form (or equivalent) and/or shipping receipts with billing invoice for payment.

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

NOTE: In accordance with United States Postal Service (USPS) regulations, contractor will be required to run the distribution address on each order through the National Change of Address (NCOA) service database to verify the address is NCOA certified, as required. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order mails/ships, if applicable) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 541-M, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, mailing/shipping methods, and title of product. Contractor must be able to provide copies of all mailing/shipping receipts upon agency request.

Upon completion of each order, all furnished hard copy material must be returned to the address provided on the individual print order. These materials must be packaged and properly labeled, and returned via Registered Mail or any other traceable means (reimbursable). For orders where CDs/DVDs are required, the furnished materials must be returned separately from the CDs/DVDs. 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 (if applicable) must be borne by the contractor.

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).

Furnished materials and print order will be furnished via the FTP site or via email on the majority of orders placed.

When hard copy materials are furnished, the furnished materials and print order must be picked up from one of the below NASA addresses:

- National Aeronautics and Space Administration, NASA Headquarters, Attn: Tun Hla, 300 E Street, SW, Mail Suite CL-78, Washington, DC 20546 (Telephone: (202) 350-0614).
- National Aeronautics and Space Administration, NASA Marshall Space Flight Center, Attn: Becky Caneer, Building 4200, Room G32, Huntsville, AL 35812 (Telephone: (256) 544-4505).
- National Aeronautics and Space Administration, NASA Glenn Research Center, Attn: Ellen Carson, 21000 Brookpark Road, MS 21-8, Cleveland, Ohio 44135 (Telephone: (216) 433-8941).
- National Aeronautics and Space Administration, NASA Kennedy Space Center, Attn: Jan Mayers, Building M6-0399, Room 1321, Mail Code IT-E1-A, Kennedy Space Center, FL 32899 (Telephone: (321) 867-8510).
- National Aeronautics and Space Administration, NASA Johnson Space Center, Attn: Kathy Padgett, Building 228, Room 18a, Mail Stop IC444, 2101 NASA Parkway, Houston, TX, 77058.

No definite schedule for pickup of material can be predetermined.

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

Regular Schedule –

Contractor must complete production and distribution within six (6) to 10 workdays (as specified on the print order) of receipt of print order and furnished materials.

Accelerated Schedule – Approximately 10% of all orders placed will require an accelerated schedule.

Contractor must complete production and distribution within five (5) workdays of receipt of print order and furnished materials.

The ship/deliver date indicated on the print order is the date the PDF files MUST be furnished via email or FTP to the electronic destination(s) specified, and products ordered mailing/shipping f.o.b. contractor's city must be delivered to the U.S. Postal Service or picked up by small package carrier.

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.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at compliance@gpo.gov, via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3. – DETERMINATION OF AWARD AND PLACEMENT OF WORK

The Government will make multiple awards under this solicitation since it is anticipated that one firm may not be able to meet all of the requirements.

In order to make multiple awards and to determine the sequence of bidders, the Government will apply the prices offered by each bidder 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.

In placing work, the Government will first communicate with the low contractor to determine whether or not at that time one or more orders for specified quantities can be accepted for shipment within the time required by the Government. The Government will be obligated to place each order with the low contractor first, the next low contractor second, and so on until the order has been accepted. Placement of orders shall be made only with those contractors whose prices are determined to be fair and reasonable. The low contractor and each successive next low contractor shall be obligated to accept the order except when the shipping schedule cannot be met. Contractors refusing to accept orders with the requested ship date shall be required to provide the best date that can be met. When the contractor accepts, a formal print order will be issued.

Due to the urgency of the work, orders will be placed by telephone and the contractor must reply within 30 minutes whether or not the order can be accepted.

Any contractor’s position in the sequence of awards may be jeopardized by consistently refusing work of one type and accepting work of another. When such an instance is found, the contractor involved will be notified and unless prompt adjustment in order acceptance is made to maintain the lowest cost to the Government, the contractor may be disqualified from further participation under this contract.

Notwithstanding any sequence of contractors established as a result of the DETERMINATION OF AWARD, the Government reserves the right, without limitation, to establish a specific sequence of contractors for any or all print orders to be issued under this contract, by abstracting the contract prices of each contractor against actual print orders to be issued and adding any applicable costs to the Government for transportation of the finished product to all destinations. In the event a specific sequence is established, such sequence of contractors shall control the order in which the print order(s) is offered. The determination to establish a specific sequence or sequences shall not be cause for an adjustment in the contract price or any other term or condition of the contract.

Exception: Noncompliance with the shipping and/or delivery schedule, or any other term, condition, or specification of this contract will be cause, and the GPO reserves the right, to withhold further orders until the contractor is judged by the Government to have established adequate procedures to fulfill the requirements.

PREMIUM PAYMENTS: Orders requiring the “Accelerated Schedule” 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 “Regular Schedule” and paid for at the basic prices offered.

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 items in the “SCHEDULE OF PRICES.”

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 billing invoice.

NOTE: This additional cost will be included in the total prices offered and will be used to determine the lowest offer.

It is estimated that 10% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "SCHEDULE OF PRICES," (Item III.), to all items.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES."

I. 1. (a) 3,000
(b) 50
(c) 30
(d) 10
(e) 5

2. (a) 3,000
(b) 50
(c) 30
(d) 10
(e) 5

3. (a) 3,000
(b) 50
(c) 30
(d) 10
(e) 5

4. (a) 3,000
(b) 50
(c) 30
(d) 10
(e) 5

II. (a) 100
(b) 100
(c) 3
(d) 3

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for all mailing/shipping of the CDs/DVDs, when ordered.

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

Contractor’s billing invoices must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

I. CREATION AND REMEDIATION: Prices offered must be all-inclusive and shall include the cost of all required materials and operations necessary for creation and remediation listed in accordance with these specifications.

Prices must include Document Analysis and Reporting.

1. Creating 508 Compliant PDF Files from Furnished Legacy Documents (including scanning and recreating) –

- (a) Text Matter..... per imaged page \$ _____
- (b) Table of Contents and/or Index Pages..... per imaged page \$ _____
- (c) Alternative Text (other than tables/charts)..... per alt text image \$ _____
- (d) Alternative Text Simple Tables/Charts per table/chart \$ _____
- (e) Alternative Text Complex Tables/Charts..... per table/chart \$ _____

(Initials)

2. *Creating 508 Compliant PDF Files from Furnished Source Files (including file conversion and clean-up) –*

- (a) Text Matter..... per imaged page \$ _____
- (b) Table of Contents and/or Index Pages..... per imaged page \$ _____
- (c) Alternative Text (other than tables/charts)..... per alt text image \$ _____
- (d) Alternative Text Simple Tables/Charts per table/chart \$ _____
- (e) Alternative Text Complex Tables/Charts..... per table/chart \$ _____

3. *Creating 508 Compliant PDF Files from Furnished Untagged PDF Files –*

- (a) Text Matter..... per imaged page \$ _____
- (b) Table of Contents and/or Index Pages..... per imaged page \$ _____
- (c) Alternative Text (other than tables/charts)..... per alt text image \$ _____
- (d) Alternative Text Simple Tables/Charts per table/chart \$ _____
- (e) Alternative Text Complex Tables/Charts..... per table/chart \$ _____

4. *Remediating 508 Compliant PDF Files from Furnished Tagged PDF Files –*

- (a) Text Matter..... per imaged page \$ _____
- (b) Table of Contents and/or Index Pages..... per imaged page \$ _____
- (c) Alternative Text (other than tables/charts)..... per alt text image \$ _____
- (d) Alternative Text Simple Tables/Charts per table/chart \$ _____
- (e) Alternative Text Complex Tables/Charts..... per table/chart \$ _____

(Initials)

II. ADDITIONAL OPERATIONS:

- (a) Reading Order Review..... per file \$ _____
- (b) Alternative Text Review..... per file \$ _____
- (c) CD (including printing on disc, paper sleeve,
packing, labeling and marking, and cushioned shipping bags)..... per disc \$ _____
- (d) DVD (including printing on disc, paper sleeve,
packing, labeling and marking, and cushioned shipping bags)..... per disc \$ _____

III. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items. Percentage increase will be added to all orders which require the "Accelerated Schedule."

Percentage increase %

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)