

Program: 0220-S  
 Title: Editorial Services  
 Term: Date of Award to June 30, 2021

|          |                            |                | Alpha Graphics, Inc.<br>Baltimore, MD |             | Brittney A. Mención<br>Orlando, FL |             | CLO Enterprises, LLC<br>Suffolk, VA |             | Progressive Publishing<br>York, PA |             |
|----------|----------------------------|----------------|---------------------------------------|-------------|------------------------------------|-------------|-------------------------------------|-------------|------------------------------------|-------------|
| ITEM NO. | DESCRIPTION                | BASIS OF AWARD | UNIT RATE                             | COST        | UNIT RATE                          | COST        | UNIT RATE                           | COST        | UNIT RATE                          | COST        |
| I.       | <b>Editorial Services:</b> |                |                                       |             |                                    |             |                                     |             |                                    |             |
|          | Per hour.....              | 500            | 20.00                                 | 10,000.00   | 115.20                             | 57,600.00   | 78.00                               | 39,000.00   | 55.00                              | 27,500.00   |
|          | <b>CONTRACTOR TOTALS</b>   |                |                                       | \$10,000.00 |                                    | \$57,600.00 |                                     | \$39,000.00 |                                    | \$27,500.00 |
|          | <b>DISCOUNT</b>            |                | 0.00%                                 | \$0.00      | 5.00%                              | \$2,880.00  | 0.00%                               | \$0.00      | 0.00%                              | \$0.00      |
|          | <b>DISCOUNTED TOTALS</b>   |                |                                       | \$10,000.00 |                                    | \$54,720.00 |                                     | \$39,000.00 |                                    | \$27,500.00 |
|          |                            |                |                                       | Awarded     |                                    |             |                                     |             |                                    |             |

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|          |                            |                | Prolific Communications<br>Atlanta, GA |             | Schatz Publishing<br>Washington, DC |             | Vector Talent Resources<br>Lanham, MD |             | Current Contractor<br>Ictect, Inc.<br>Sturtevant, WI |             |
|----------|----------------------------|----------------|--|-------------|-------------------------------------|-------------|---------------------------------------|-------------|--|-------------|
| ITEM NO. | DESCRIPTION                | BASIS OF AWARD | UNIT RATE                              | COST        | UNIT RATE                           | COST        | UNIT RATE                             | COST        | UNIT RATE  | COST        |
| I.       | <b>Editorial Services:</b> |                |  |             |                                     |             |                                       |             |  |             |
|          | Per hour.....              | 500            | 115.20                                 | 57,600.00   | 49.00                               | 24,500.00   | 79.35                                 | 39,675.00   | 50.00  | 25,000.00   |
|          | <b>CONTRACTOR TOTALS</b>   |                |  | \$57,600.00 |                                     | \$24,500.00 |                                       | \$39,675.00 |  | \$25,000.00 |
|          | <b>DISCOUNT</b>            |                | 0.00%                                  | \$0.00      | 0.00%                               | \$0.00      | 0.00%                                 | \$0.00      | 0.00%  | \$0.00      |
|          | <b>DISCOUNTED TOTALS</b>   |                |  | \$57,600.00 |                                     | \$24,500.00 |                                       | \$39,675.00 |  | \$25,000.00 |

U.S. GOVERNMENT PUBLISHING OFFICE  
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*Editorial Services*

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

Library of Congress  
National Library Service for the Blind and Print Disabled

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending June 30, 2021, plus up to 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 opened at 11:00 a.m., prevailing Washington, DC Time, on July 2, 2020, at the Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

**BID SUBMISSION:** Due to the COVID-19 pandemic, the Government Publishing Office, Washington, DC, will NOT be open to the public. Based on this, bidders must submit email bids for this solicitation to: [bidsapsc@gpo.gov](mailto:bidsapsc@gpo.gov). No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. *Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for certification.* The program number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

Abstracts of contract prices are available at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature contact, **Shirley Forster** at (202) 512-0307, or email [sforster@gpo.gov](mailto:sforster@gpo.gov).

## 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. 1-18)).

**GPO Contract Terms** (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

**SUBCONTRACTING:** Subcontracting is not allowed.

**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 June 30, 2021, 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 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending March 31, 2020, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

**NOTE:** Economic price adjustments are not cumulative and are to be applied to original bid prices only.

**PREAWARD SURVEY:** In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**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 contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award. At the option of the Government, the postaward conference may be held via teleconference.

**NOTE:** Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

**PREAWARD TEST:** The contractor being considered for award may be required to demonstrate its 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 contractor being considered for award has the capability to successfully produce the items required.

For the preaward test, the Government will furnish approximately 15 manuscript and typeset pages making up a total of four (4) different products that are representative of the materials to be furnished under these specifications.

The prospective contractor must provide editorial services as specified herein including, but not limited to: editing and proofmarking manuscript and typeset pages of a variety of publications, cross-checking catalog entries against indices, order forms, and table of contents; reviewing statistical tables for anomalies, consistency, and legibility; and, typemarking manuscript and typeset pages according to the furnished specifications and/or samples.

**NOTE:** All editing and markups may be done directly on the furnished pages.

Preaward test samples will be inspected and tested for accuracy and conformance of materials to the furnished specifications, and must comply with the specifications stated herein.

Contractor must pick up furnished test materials and deliver preaward test pages to: U.S. Government Printing Office, Attn: Contracting Officer, AST 4, 732 North Capitol Street, NW, Washington, DC 20401.

Contractor must submit test pages within five (5) workdays of receipt of furnished test materials.

If the preaward test samples are disapproved by the Government, the contractor may be permitted, at the option of the Government, additional time to correct defects or to submit additional test samples if so notified by the Contracting Officer.

In the event the revised test samples are disapproved by the Government, the contractor 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.

Failure to deliver the completed test within the stated time period may disqualify the contractor from further consideration for award.

All operations necessary in the performance of this 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.

**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 June 30, 2021 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

Except as otherwise provided in this contract, the Government shall order from the contractor 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.

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the emailed bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**BILLING:** Upon completion of each order, the contractor shall submit an itemized statement for billing to the ordering agency for examination and certification as to the correctness of the billing. Submit billing to: Mark Schwartz at mschw@loc.gov.

After agency verification, the billing invoice and a copy of the modification must be submitted to the U.S. Government Printing Office for payment. Submit to: U.S. Government Printing 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.)

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

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

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover editorial services for various NLS publications and products requiring such operations as proofreading, copyediting, substantive editing, cross-checking, typemarking, and rewriting,

**TITLE:** Editorial Services.

**BACKGROUND:** The National Library Service for the Blind and Print Disabled (NLS) administers a free national library program, established by an Act of Congress in 1931 that provides braille and recorded materials for blind and physically handicapped persons. Under a special provision of the U.S. copyright law and with the permission of authors and publishers of works not covered by the provision, NLS selects and produces full-length books and magazines in braille and audio recorded formats. Reading materials are distributed to a cooperating network of regional and subregional libraries where they are circulated to eligible borrowers.

The NLS Communications and Outreach Section writes, edits, and reviews a wide variety of documents that support NLS objectives. High priority is accorded the production of the publications that readers use to select and order books and magazines. These include several publications that list the special format books and magazines and provide descriptive book announcements that help readers make book selections.

**FREQUENCY OF ORDERS:** Approximately 15 to 25 orders per year.

**NOTE:** Pages for up to three (3) different products may be ordered on the same print order requiring the same schedule.

**NUMBER OF PAGES:** Up to approximately 750 pages per order. (The majority of orders will be for 100 or less pages.)

**TRIM SIZE:** Furnished pages will be 8-1/2 x 11” or 11 x 17”.

**GOVERNMENT TO FURNISH:** Loose manuscript and typewritten pages and/or electronic files (Word, PDF, Excel via email) for various publications including, but not limited to: books, guides, magazines, reports, newsletters, catalogs, bibliographies, and directories.

NLS Style Sheet and other style documents supporting the style works to be edited.

**EXHIBITS:** The sample pages shown as Exhibits A through E are representative of the pages to be furnished for editorial services which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under “GOVERNMENT TO FURNISH” necessary to produce the product in accordance with these specifications.

The contractor must be able to send and receive files electronically via email, send and accept emails with attachments from the Government.

**MEETINGS:** The contractor is expected to work closely with the editors at the ordering agency on all orders.

All meetings will be conducted via telephone.

**EDITORIAL OPERATIONS AND FINAL DELIVERABLES:** All editorial operations for proofreading, copyediting, substantive editing, typemarking, and rewriting must be in accordance with the Chicago Manual of Style, NLS Style Guide, Merriam-Webster's Collegiate Dictionary, and occasionally, AP Stylebook.

Some documents will contain indexes and order forms. Some documents may also include appendixes, tables, and charts. Contractor may be required to cross-check catalog entries against indexes, order forms, and/or table of contents; and/or, review statistical tables for anomalies, consistency, and legibility.

All editing and markups must be done directly on the furnished files and/or furnished pages.

Three (3) rounds of edited/marked up pages (manuscript, pages, and edited electronic pages) may be required.

**PACKING:** Pages must be packed suitable so as not to damage the pages during delivery.

**LABELING AND MARKING:** Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers.

**DISTRIBUTION:** Deliver f.o.b. destination if physical pages need to be sent back to: National Library Service for the Blind and Print Disabled, Communications and Outreach Section, 1291 Taylor Street, NW, Washington, DC 20542. *Inside delivery is required.*

Upon completion of each order, contractor must notify the ordering agency (on the same day the hard copy pages deliver) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 220-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery method, and title of publication. Contractor must be able to provide copies of all delivery receipts upon agency request.

All expenses incidental to picking up 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).

Within two (2) workdays of receiving an order, the contractor must provide the estimate expected in billable hours to NLS before beginning work on any project. A print order signed by the Government will be returned to the contractor as an acceptance of estimate, and the return of the signed print order will officially begin the work schedule for the contractor.

Furnished materials and print order will be furnished electronically via email on the majority of all orders issued.

When applicable, furnished materials must be picked up from: National Library Service for the Blind and Print Disabled, 1291 Taylor Street, NW, Washington, DC 20011.

When applicable, Documents delivered via courier/driver must be picked up from the 1291 Taylor Street, NW, Washington, DC 20011 address.

When applicable if hard proofs are required they should be delivered via small package carrier must be delivered to: NLS, Attn: COS, 1291 Taylor Street, NW, Washington, DC 20011. NOTE: Contractor must deliver materials electronically or through the guard at the front entrance. Contact information will be provided with the print order. Furnished materials must NOT be sent through the USPS.

No definite schedule for pickup of material/placement of orders can be predetermined at this time.



Contractor must submit edited pages within three (3) to five (5) workdays (as specified on the individual print order) of receipt of approved print order (with billable hours estimate) and furnished material or returned edited pages, as applicable.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified or the date electronic files must be submitted to the ordering agency via email.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery. Call (202) 512-0516 or 0520; callers outside the Washington, DC, area may call toll free 1-800-424-9470 or 9471.

### **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 determination of award estimates specified below are based on historical data. However, due to the current global pandemic, the contractor is put on notice that the estimated amounts of work anticipated on this contract may be significantly impacted during the first period of performance.*

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

I. 500

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**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

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

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

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

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

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

**I. EDITORIAL SERVICES:** Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

Per hour.....\$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

**SHIPMENTS:** Shipments will be made from: City \_\_\_\_\_ State \_\_\_\_\_.

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent \_\_\_\_\_ Calendar Days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_.

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications. *Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.*

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

Bidder \_\_\_\_\_  
(Contractor's Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number)

\_\_\_\_\_  
(Email Address) (Fax Number)

**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

\_\_\_\_\_

EXHIBIT A

# Library Resources for the Blind and Physically Handicapped

ISSN 0364-1236

2011

**A Directory with Budget, Staff, and Collections Information and  
FY 2009 and FY 2010 Statistics on Readership and Circulation**



**LIBRARY OF CONGRESS**

National Library Service  
for the Blind and  
Physically Handicapped

Washington 2011

## EXHIBIT B

# Contents

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### Libraries

|                                       |    |
|---------------------------------------|----|
| Network Libraries and Machine-Lending |    |
| Agencies .....                        | 1  |
| Affiliated Library Consortium .....   | 40 |
| Other Library Resources .....         | 41 |

### Appendixes

|   |    |
|---|----|
| I. Budget, Staff, Collections, FY 2010—   |    |
| NLS Network Libraries .....               | 45 |
| II. Readership and Circulation, FY 2009—  |    |
| NLS Network Libraries .....               | 50 |
| III. Readership and Circulation, FY 2010— |    |
| NLS Network Libraries .....               | 67 |

### National Library Service

A free national library service providing recorded and braille materials to blind and physically handicapped persons is administered by the National Library Service for the Blind and Physically Handicapped (NLS), Library of Congress. Under a special exemption of the U.S. copyright law and with the cooperation of authors and publishers who grant permission to use noncovered copyrighted works, NLS selects and produces full-length books and magazines in audio and braille format. The reading materials produced are then distributed to a cooperating network of regional and subregional libraries that circulate them to eligible borrowers by postage-free mail. Digital talking books and magazines are available for download via the Braille and Audio Reading Download (BARD) service. Braille books, magazines, and music materials are also available for download via Web-Braille. Network libraries also offer reference, readers' advisory, and other services.

Established by an act of Congress in 1931 to serve blind adults, the program was expanded in 1952 to include children, and again in 1966 by Public Law 89-522 to include individuals with physical impairments that prevent the reading of standard print. Fifty-six regional and forty-five subregional libraries are currently part of the network, serving all parts of the United States, Puerto Rico, the U.S. Virgin Islands, and Guam.

Playback equipment is loaned free for use with books and magazines recorded in digital format on flash-memory cartridges or on cassette at 1-7/8 and 15/16 ips. Accessories supplied upon request for the digital talking-book machine include an adapter to facilitate the use of commercial USB flash drives, an adapter for using NLS headphones, and a pillow speaker. Accessories available for the cassette machines include a breath switch, an extension lever, a pillow speaker, and a remote-control unit. Libraries and other

designated machine-lending agencies serve as distribution points for playback equipment and accessories.

Applications for library service from eligible persons or institutions such as hospitals and nursing homes are made directly to the network library or machine-lending agency serving a particular geographic area. Application forms, demonstration equipment, and sample reading materials are available in many local public libraries.

U.S. citizens living abroad receive service directly from NLS and should apply to the Network Services Section. Direct service is not extended to individuals outside the United States and its territories and possessions who are not U.S. citizens; however, international interlibrary loans with foreign agencies or libraries serving blind or physically handicapped users may be arranged with NLS.

Music services are provided by the NLS Music Section, which has an extensive collection of music scores, books, and instructional materials in braille, large print, and recorded media. Through its Reference Section, NLS serves as a national information resource on various aspects of disability.

The second section of this directory includes the libraries that are part of the Affiliated Library Consortium. These libraries offer books that are produced following or approximating current NLS standards, submit cooperative cataloging on the titles they are willing to lend for inclusion in the *NLS Union Catalog*, work with NLS and its network to provide service to blind and physically handicapped residents of the United States, produce books in audio and braille and other appropriate formats for use by eligible readers, and make materials available free of charge to eligible readers. Eligible readers are defined as those individuals eligible for library services coordinated by NLS.

Section three includes a number of not-for-profit organizations and volunteer groups that are not part of the NLS network but also provide reading materials in special media on loan to print-handicapped individuals. Criteria for inclusion of these organizations in this directory are: services offered nationwide; a book collection sufficiently broad in subject matter to be of general interest; a minimum of two hundred titles available on loan; and circulation on the basis of free loan or for a minimal fee to cover basic costs. As additional organizations meeting these criteria become known, they will be included in future editions of this directory.

### How to use the directory

NLS network libraries and machine-lending agencies are arranged alphabetically by state. Within each state, the re-

## EXHIBIT C

# Libraries Alabama

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## Alabama

### *Regional Library*

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**Alabama Regional Library for the Blind and Physically Handicapped**  
**6030 Monticello Drive**  
**Montgomery, AL 36130-6000**

*Telephone:* (334) 213-3921 or (334) 213-3906

*Toll-free:* 800-392-5671

*Fax:* (334) 213-3993 or (334) 213-3960

*E-mail:* revans@apls.state.al.us

*Website:* [http://statelibrary.alabama.gov/Content/APLSSer\\_Blind.aspx](http://statelibrary.alabama.gov/Content/APLSSer_Blind.aspx)

*Serves:* Alabama (62 of 67 counties); braille readers receive service from Utah

*Librarian:* Ruth D. Evans

*Machine agency contact:* Ruth D. Evans

*Library code:* AL1A

*Hours:* 8:00–5:00 M–F

*Book collection:* Audiocassette, digital audiobook

*Special collections:* Braille, local subjects and authors, print reference collection

*Assistive devices:* Braille embosser (computer-driven), braillewriter (manual), closed-circuit TV (Optelec, etc.), hardware-software for hard-copy large print, optical character reader, screen-enlarging software, speech input or output

*Special services:* Braille on request, children's summer reading program, volunteer services

*Publications:* Patron newsletter, subject bibliographies

*Librarian:* Emily Myers

*Library code:* AL1D

*Hours:* 9:00–9:00 M, T, Th; 9:00–6:00 W, F; 9:00–5:00

Sat; 1:00–5:00 Sun

*Book collection:* Audiocassette, digital audiobook

*Special collections:* Print reference collection, videotapes on disabilities

*Assistive devices:* Braillewriter (manual), closed-circuit TV (Optelec, etc.), magnifier, speech input or output

*Special services:* Book discussion group, children's story hour, children's summer reading program, volunteer services

*Publications:* Patron newsletter

**Huntsville Subregional Library for the Blind and Physically Handicapped**

**PO Box 443**

**Huntsville, AL 35804**

**Bulk mail: 915 Monroe Street SW**

**Huntsville, AL 35801**

*Telephone:* (256) 532-5980 or (256) 532-5981

*Fax:* (256) 532-5994

*E-mail:* blipscomb@hmcpl.org or bphdept@hmcpl.org

*Website:* <http://hmcpl.org/departments>

*Serves:* Madison County

*Librarian:* Bobby R. Lipscomb

*Library code:* AL1E

*Hours:* 9:00–4:30 M–F

*Book collection:* Audiocassette, digital audiobook

*Special collections:* Braille, print/braille books, tactile maps

*Assistive devices:* Braille embosser (computer-driven), braille notetaker, braillewriter (manual), closed-circuit TV (Optelec, etc.), hardware-software for hard-copy large print, magnifier, optical character reader, page turner, paperless braille display, screen-enlarging software, speech input or output

*Special services:* Dial-up news or book services, radio reading service, volunteer services

*Publications:* Patron newsletter

### *Subregional Libraries*

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**Department for the Blind and Physically Handicapped**

**Houston-Love Memorial Library**

**PO Box 1369**

**Dothan, AL 36302**

**Bulk mail: 212 West Burdeshaw Street**

**Dothan, AL 36302**

*Telephone:* (334) 793-9767

*TDD:* (334) 793-9767

*Fax:* (334) 793-6645

*E-mail:* myers\_e14@yahoo.com

*Serves:* Houston County



**EXHIBIT D**

**BUDGET, STAFF, COLLECTIONS — FY 2010**  
**APPENDIX I**  
**Network Libraries for Blind and Physically Handicapped Individuals**  
**National Library Services for the Blind and Physically Handicapped, Library of Congress**

| LIBRARY                     | Library Code | Budget Total | ADMINISTRATION       |                        |                      |                       |             | SIZE OF COLLECTION* |        |         |        |           |                       |     |   |   |   |
|-----------------------------|--------------|--------------|----------------------|------------------------|----------------------|-----------------------|-------------|---------------------|--------|---------|--------|-----------|-----------------------|-----|---|---|---|
|                             |              |              | Federal              | State                  | Local                | Other                 | Staff (FTE) | Area (sq. ft.)      | DB     | RD      | RC     | BR        | Commercial Recordings |     |   |   |   |
| <b>Alabama</b>              |              |              |                      |                        |                      |                       |             |                     |        |         |        |           |                       |     |   |   |   |
| Montgomery                  | AL1A         | \$280,184    | \$15,881             | \$264,303              | —                    | —                     | —           | 7.0                 | 40,732 | 8,347   | —      | 442,543   | 3,464                 | —   | — | — | — |
| Dothan                      | AL1D         | 18,063       | —                    | \$14,163               | \$3,900 <sup>b</sup> | —                     | —           | 0.0                 | 3,040  | 1,696   | —      | 28,500    | —                     | —   | — | — | — |
| Huntsville                  | AL1E         | 41,043       | —                    | 41,043                 | —                    | —                     | —           | 1.0                 | 1,740  | 7,116   | —      | 16,823    | —                     | —   | — | — | — |
| Talladega                   | AL1I         | 578,964      | 3,000                | 500,964                | 75,000 <sup>b</sup>  | —                     | —           | 1.0                 | 1,900  | 4,868   | —      | 58,502    | 10,470                | 800 | — | — | — |
| Tuscaloosa                  | AL1H         | <sup>c</sup> | —                    | —                      | —                    | —                     | —           | 1.0                 | 1,464  | —       | —      | —         | —                     | —   | — | — | — |
| <b>Alaska</b>               |              |              |                      |                        |                      |                       |             |                     |        |         |        |           |                       |     |   |   |   |
| Anchorage                   | AK1A         | 153,965      | —                    | 153,965                | —                    | —                     | —           | 2.0                 | 8,000  | 6,816   | —      | 59,414    | —                     | —   | — | — | — |
| <b>Arizona</b>              |              |              |                      |                        |                      |                       |             |                     |        |         |        |           |                       |     |   |   |   |
| Phoenix                     | AZ1A         | 1,214,708    | 87,210               | 914,655                | —                    | 212,843 <sup>bd</sup> | —           | 18.0                | 21,000 | 39,373  | —      | 471,016   | —                     | —   | — | — | — |
| <b>Arkansas</b>             |              |              |                      |                        |                      |                       |             |                     |        |         |        |           |                       |     |   |   |   |
| Little Rock                 | AR1A         | 620,772      | 202,158 <sup>d</sup> | 418,614                | —                    | —                     | —           | 9.0                 | 12,500 | 19,858  | —      | 148,756   | 29,298                | —   | — | — | — |
| <b>California</b>           |              |              |                      |                        |                      |                       |             |                     |        |         |        |           |                       |     |   |   |   |
| Los Angeles                 | CA2A         | 3,085,000    | —                    | 442,000                | 2,643,000            | —                     | —           | 30.0                | 64,106 | 81,529  | 18,887 | 1,343,605 | 54,048                | —   | — | — | — |
| Sacramento                  | CA1A         | 2,179,236    | 2,104,236            | —                      | 75,000 <sup>b</sup>  | —                     | —           | 15.0                | 27,000 | 76,536  | —      | 1,034,934 | 46,839                | —   | — | — | — |
| Fresno                      | CA1B         | <sup>e</sup> | —                    | —                      | —                    | —                     | —           | 3.0                 | 2,640  | 4,169   | —      | 17,118    | —                     | —   | — | — | — |
| San Francisco               | CA1C         | 372,206      | —                    | 364,806                | 7,400 <sup>b</sup>   | —                     | —           | 4.0                 | 2,500  | 4,845   | —      | 15,684    | —                     | —   | — | — | — |
| <b>Colorado</b>             |              |              |                      |                        |                      |                       |             |                     |        |         |        |           |                       |     |   |   |   |
| Denver                      | CO1A         | 700,290      | 159,861              | 372,705                | —                    | 167,724 <sup>b</sup>  | —           | 13.0                | 26,000 | 140,487 | —      | 390,021   | 12,371                | —   | — | — | — |
| <b>Connecticut</b>          |              |              |                      |                        |                      |                       |             |                     |        |         |        |           |                       |     |   |   |   |
| Rocky Hill                  | CT1A         | 1,188,245    | 604,879              | 330,670                | —                    | 252,696               | —           | 8.8                 | 15,000 | —       | —      | —         | —                     | —   | — | — | — |
| <b>Delaware</b>             |              |              |                      |                        |                      |                       |             |                     |        |         |        |           |                       |     |   |   |   |
| Dover                       | DE1A         | <sup>e</sup> | —                    | —                      | —                    | —                     | —           | 4.0                 | 3,483  | —       | —      | —         | —                     | —   | — | — | — |
| <b>District of Columbia</b> |              |              |                      |                        |                      |                       |             |                     |        |         |        |           |                       |     |   |   |   |
| Washington                  | DC1A         | <sup>e</sup> | —                    | —                      | —                    | —                     | —           | 8.0                 | 15,700 | 20,351  | —      | 58,119    | 1,190                 | —   | — | — | — |
| <b>Florida</b>              |              |              |                      |                        |                      |                       |             |                     |        |         |        |           |                       |     |   |   |   |
| Daytona Beach               | FL1A         | 1,229,603    | 80,000 <sup>d</sup>  | 1,123,255 <sup>d</sup> | —                    | 26,348 <sup>b</sup>   | —           | 27.0                | 89,160 | 71,339  | —      | 2,531,601 | 142,645               | —   | — | — | — |
| Cape Coral                  | FL1J         | 188,678      | —                    | 188,678                | —                    | —                     | —           | 2.0                 | 2,160  | 10,343  | —      | 33,174    | —                     | —   | — | — | — |
| Clearwater                  | FL1M         | 247,700      | —                    | 245,276                | 2,424 <sup>b</sup>   | —                     | —           | 3.0                 | 6,500  | 8,576   | —      | 59,221    | —                     | —   | — | — | — |
| Cocoa                       | FL1K         | 70,702       | —                    | 68,756                 | 1,946 <sup>b</sup>   | —                     | —           | 1.0                 | 2,909  | 9,266   | —      | 44,464    | 285                   | 538 | — | — | — |
| Ft. Lauderdale              | FL1H         | <sup>e</sup> | —                    | —                      | —                    | —                     | —           | 5.0                 | 2,235  | 8,900   | —      | 3,280     | —                     | —   | — | — | — |
| Jacksonville                | FL1B         | 3,326        | —                    | 3,326                  | —                    | —                     | —           | 3.0                 | 1,350  | 12,708  | —      | 71,973    | —                     | —   | — | — | — |
| Lake Worth                  | FL1G         | 33,000       | —                    | 33,000                 | —                    | —                     | —           | 4.0                 | 8,000  | 12,577  | —      | 40,948    | —                     | —   | — | — | — |
| Miami                       | FL1C         | <sup>e</sup> | —                    | —                      | —                    | —                     | —           | 4.0                 | 1,600  | 24,172  | —      | 81,639    | 284                   | —   | — | — | — |
| Orlando                     | FL1D         | <sup>e</sup> | —                    | —                      | —                    | —                     | —           | 0.6                 | 1,000  | 7,105   | —      | 19,005    | —                     | —   | — | — | — |
| Pensacola                   | FL1L         | 83,900       | —                    | 83,900                 | —                    | —                     | —           | 1.0                 | 1,225  | 6,408   | —      | 28,796    | —                     | —   | — | — | — |

\* See footnotes at the end of this appendix.

## DAISY Consortium Board focuses on making e-books mainstream

DAISY is going mainstream.

That was one of the takeaways from the June 6–7, 2012, semi-annual board meeting of the DAISY Consortium, held at the Library of Congress. And for this meeting, the 20 members of the DAISY board were outnumbered by observers—25 of them, from Asia, Europe, and the United States.

“The Library of Congress was delighted to host the DAISY Board,” said Michael Katzmann, chief of the NLS Materials Development Division and the NLS representative to DAISY. “The keen interest in the activities of DAISY is evidenced by the large number of observers.”

Formed by worldwide talking-book libraries in 1996 to lead the transition from analog to digital talking books, the international consortium develops, maintains, and promotes open international Digital Accessible Information System (DAISY) standards. The consortium’s vision is that all published information be available in an accessible, feature-rich, navigable format at the same time as print—and at no greater cost.

High on the board’s agenda was a discussion of the growing retail support for the International Digital Publishing Forum’s EPUB 3 standard for electronic books (e-books), which includes accessible features found in DAISY books.

“DAISY is now bringing its technical expertise in e-books to the mainstream world by participating in formation of the latest EPUB standard,” Katzmann said. “Our hope is that mainstream e-books can be created by the publishers in an accessible form rather than having to be converted by libraries such as NLS.”

Board members also received updates on ongoing projects, including the push by Raising the Floor–International—an organization based in Geneva, Switzerland, whose members include consumers, developers, researchers, vendors, and

manufacturers of mainstream and assistive technology—to have accessibility software available “on the cloud,” where it can be downloaded and customized by anyone, anywhere. Members agreed to keep supporting efforts to develop low-cost refreshable braille displays, with the ultimate goal of making it as easy to get a book in braille as it is in DAISY audio. Katzmann reported that NLS had signed on to the Trusted Intermediary Global Accessible Resources (TIGAR) pilot project, a close collaboration between the World Intellectual Property Organization (WIPO) and organizations representing visually impaired persons, authors, and publishers, including the DAISY Consortium, that is studying ways to make copyrighted books more easily available to blind readers across international borders.

Public relations efforts also were reviewed at the meeting. In a memo presented during the meeting, DAISY president Stephen King of England’s Royal National Institute of Blind People discussed DAISY’s goal, which he summarized as

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Our hope is that mainstream e-books can be created by the publishers in an accessible form rather than having to be converted by libraries such as NLS.

Michael Katzmann, chief,  
NLS Materials and Development Division

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improving the quantity and quality of accessible publications, and improving the quality and timeliness—but reducing the need for—specially enhanced publications for blind readers. He proposed a redesign of DAISY’s website “to simplify how we tell our story.”

The DAISY board’s next meeting will be in Bangkok, Thailand, in November 2012.