

BID OPENING: Bids shall be opened virtually at 11:00 AM, Eastern Time (ET), on July 24, 2024, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

ISSUE DATE: July 17, 2024

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS, CALL (214) 767-0451, EXT. 5 (JIM HUNT).

SPECIFICATIONS

U.S. Government Publishing Office (GPO) Southcentral Region

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. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

PRODUCT: Consists of proofing, printing, trimming, drilling, collating, set assembly, shrink-wrapping, packaging, and making distribution on the dates specified. Contractor must be prepared for delays at various stages and still meet the distribution deadlines (see quantities and dates as indicated under "SCHEDULE").

FORM NO/TITLE: Publication 11421 9-24 Medicare (Sept. 2024 to Dec. 2025 Calendar)

QUALITY LEVEL: III Quality Assurance Through Attributes (GPO Publication 310.1, effective May 1979 (Rev. 09-19)) applies.

QUANTITY: 125,177

PAGES: 32 text pages plus wraparound cover

TRIM SIZE: 11 x 10"

DESCRIPTION:

Covers 1 through 4 print in four color process with full bleeds on Covers 1 & 4 and uncommon bleed on the top & left margin of Cover 2. Cover 3 has no bleeds. After printing, flood coat Covers 1 & 4 with a clear, non-yellowing gloss aqueous coating. Prints head to foot.

Text prints in four color process with full bleeds on all edges of even folios. The balance (odd folios) do not bleed. Prints head to foot.

NOTE: Pamphlets must be printed via OFFSET printing on a minimum 4-color press with one single pass. Digital printing, direct imaging (toner), and inkjet printing are not acceptable.

GOVERNMENT TO FURNISH:

- Purchase Order and Excel distribution list will be emailed to the contractor upon award.

- Print file (see "ELECTRONIC MEDIA") will be uploaded to the contractor's secure FTP site at time of award.

ELECTRONIC MEDIA:

-PLATFORM: MAC

-SOFTWARE: One PDF file (approx. 93 MB) will be provided. NOTE: File contains circle for drill hole which is for placement only and does not print.

-COLORS: Identified as CMYK.

-FONTS: All fonts are Embedded and/or Embedded Subset.

-OUTPUT: High resolution (175-line screen) output required.

ADDITIONAL INFORMATION:

- Contractor must have the ability to edit PDF files (when furnished by the Government).

- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different format, the final output must be of the same or higher quality and at no additional cost to the Government.

- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

- Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.

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

- The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

- Upon completion of this order, the contractor must furnish final production native application files (digital deliverables) and one "press quality" PDF file with the furnished media. Storage media must be MAC/PC compatible. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, any proprietary file formats other than those supplied, unless specified by the Government.

STOCK: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the *Government Paper Specification Standards, No. 13*, dated September 2019.

Cover: JCP Code L10, White Gloss-Coated Cover, Basis Size 20 X 26", Basis Weight 80#

Text: JCP Code A182, White No. 2 Gloss-Coated Text, Basis Size 25 X 38", Basis Weight 80#

INK: Four-color process + clear, non-yellowing gloss aqueous on Covers 1 & 4

MARGINS: Follow file setup - full bleed on all edges of Covers 1 & 4; uncommon bleed on the top & left of Cover 2. Cover 3 does not bleed. Full bleeds on all edges of even text folios; no bleeds on the odd text folios. NOTE: Cover 3 is December 2025.

PROOFS: Deliver the following proofs (*) to the department via email on or before July 29, 2024.

All proofs will be withheld not longer than two (2) workdays from date of receipt by the Government** to date of proof approval and/or corrections from the ordering agency via email.

**NOTE: The date of receipt by the Government is NOT considered the first workday.

Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Contractor must not print prior to receipt of an "OK to print" via email from the agency.

(*) One "Press Quality" PDF Proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. Proof must show color and contain all crop marks. Note: This proof will not be used/approved for color match or resolution.

NOTE: Proof must show drill hole placement.

Email the PDF proofs to Clinton Howard (clinton.howard@cms.hhs.gov) and Jim Hunt (jhunt@gpo.gov). NOTE: Contractor must call Clint Howard (410-786-1962) to confirm receipt.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

BINDING: Saddle-stitch in 2 places on the 11" top dimension. Trim 3 sides. Paper Covers: wrap-around, stitch on, trim flush, grain must run parallel to spine, score on fold to prevent cracking.

Drill one (1) round hole, 3/16" in diameter, centered left/right on the 11" dimension with center of hole suitable distance from foot of pamphlet (see print file for placement). Contractor to ensure drilling does not result in loss of information.

PACKING/LABELING: Shrink-wrap in suitable quantities. Pack suitable per shipping container. NOTE: All carton labels MUST be completed and labeled with "Pub# 11421 R-9-24 and ICN# 902303".

NOTE: All shipping cartons require a carton label. Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers. Noncompliance with the labeling and marking specifications on this order may be cause for the Government to reject the shipment at destination and return it to the contractor at his/her expense. The Government may, at its option, relabel and/or remark in accordance with the specifications and charge all costs to the contractor. There will be a minimum charge of \$50.00 per order (per Jacket) for all labeling and marking corrections that are made by the Government due to the contractor's failure to label/mark all cartons per specifications and Contract Terms.

SCHEDULE:

Purchase Order will be emailed to the contractor on or before **July 26, 2024**.

Print files will be available for download on or before **July 26, 2024**.

Deliver proofs via email on or before **July 29, 2024**.

F.O.B. Destination:

- Deliver a total of 14,650 advance copies to multiple addresses on or before **August 12, 2024**.

- Deliver balance (110,527 copies) on or before **August 23, 2024**

See "DISTRIBUTION" for quantity breakdowns and address information.

DISTRIBUTION:

Advance copies:

Deliver 10,000 copies on or before August 12, 2024, to: CMS, Attn: Receiving Clerk (410-786-2948), 7500 Security Blvd, Baltimore, MD 21244-1850.

Deliver* 1,000 copies on or before August 12, 2024, to: CMS, Dallas, TX 75202.

Deliver* 50 copies on or before August 12, 2024, to: CMS, Philadelphia, PA 19107-3134.

Deliver* 1,000 copies on or before August 12, 2024, to: CMS, San Francisco, CA 94103.

Deliver* 750 copies on or before August 12, 2024, to: CMS, Seattle, WA 98422.

Deliver* 50 copies on or before August 12, 2024, to: CMS, Denver, CO 80294.

Deliver* 300 copies on or before August 12, 2024, to: CMS, Boston, MA 02203.

Deliver* 100 copies on or before August 12, 2024, to: CMS, Atlanta, GA 30303.

Deliver* 1,000 copies on or before August 12, 2024, to: CMS, New York, NY 10278.

Deliver* 200 copies on or before August 12, 2024, to: CMS, San Juan, PR 00918.

Deliver* 200 copies on or before August 12, 2024, to: CMS, Chicago, IL 60601.

Deliver the following no later than August 23, 2024:

Deliver 110,000 copies on or before August 23, 2024, to: CMS, Attn: Receiving Clerk (410-786-2948), 7500 Security Blvd, Baltimore, MD 21244-1850.

Deliver* 500 copies on or before August 23, 2024, to: Novak Birch, Baltimore, MD 21225.

Deliver* 25 copies on or before August 23, 2024, to: Steve Smith, Baltimore, MD 21208.

Deliver 2 copies on or before August 23, 2024, to: CMS, Attn: Clinton Howard SL-11-17 (410-786-1962), 7500 Security Blvd, Baltimore, MD 21244.

*Complete addresses will be provided on the Excel spreadsheet furnished upon award.

COMPLIANCE REPORTING: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Clinton Howard (clinton.howard@cms.hhs.gov), Jim Hunt (jhunt@gpo.gov) and compliance@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 547-585, Req 4-00110. The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

NOTIFICATION OF SHIPMENT: Immediately after the order has been shipped, the contractor MUST furnish shipping information to Agency. Include the order title, GPO jacket number, requisition number, date of shipment, quantity (copies, # of cartons, etc.), and tracking information for deliveries. Email clinton.howard@cms.hhs.gov, infosouthcentral@gpo.gov and jhunt@gpo.gov.

QUALITY ASSURANCE THROUGH ATTRIBUTES: The bidder agrees that any contract resulting from bidder's offer under these specifications shall be subject to the terms and conditions of GPO Pub. 310.1 "Quality Assurance Through Attributes – Contract Terms" in effect on the date of issuance of the invitation for bid.

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

Product Quality Levels:

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

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

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

Specified Standards: The specified standards for the attributes requiring them shall be:

Attribute Specified	Specified Standard
P-7 Type Quality and Uniformity	Electronic Media
P-10 Process Color Match	File Output

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for additional copies (per each, per hundred, or per thousand). The price of the additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will NOT be a factor for determination of award.

BID SUBMISSION: Bidders MUST submit email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket number (547-585) and bid opening date (July 24, 2024) must be specified in the subject line of the emailed bid submission. Bids received after the bid opening time/date specified above will not be considered for award.

NOTE: Bidders are to fill out, sign/initial, and return pages 7-8.

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 email 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.

PRE-AWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. 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)
- 7) Letter of commitment from any subcontractor

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.

PAYMENT: Submitting invoices for payment via the GPO fax gateway utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

NOTE: Vendors are encouraged to submit invoices within 30 days of job shipping/delivery.

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/vendors/how-to-get-paid>.

CONTRACTOR: _____

SHIPMENT(S): 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.

Bid Amount: _____

Additional rate: _____ *Per* _____

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

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 points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

(Contractor's Initials)

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 completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder’s Name and Signature, including 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 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)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Contracting Officer: _____
(Initials and Date) (Initials and Date)

(COMPLETE AND SUBMIT THIS PAGE WITH BID)