

# Quotation Request //

## US Government Publishing Office

Agency Publishing Services  
732 North Capitol Street, NW  
Washington DC 20401-0001

**JACKET:032-486**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 11/14/2018**

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** Black Americans in Congress - ePub/eBook

**QUANTITY:** 2 e-files total - One (1) validated searchable epub file and One (1) validated searchable MOBI file Digital Delivery.

**BIDDERS, PLEASE NOTE:** GPO has issued a new GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/openjobs.aspx>). Fax, email, and phone quotes are not acceptable. Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to DC Team 1, 202-512-0310.

**TRIM SIZE:** Digital delivery

**PAGES:** 276 plus covers

**SCHEDULE:**

Furnished Material will be available for pickup by 12/31/2018

Deliver complete (to arrive at destination) by 01/18/2019

F.O.B. destination

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

**DESCRIPTION:**

**SUBCONTRACTING:** The contractor may make contracts for the furnishing of all or any part of the supplies or work specified. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1 18)), does not apply to this procurement.

These specifications cover the conversion of digital media to e-book formatted files 3.0.

Contractor to follow attached Style Guide.

File(s) will be EPUB friendly and readable on as many digital book readers, tablet devices, mobile phones, and computer platforms as possible, including MOBI smartphones, AZW Kindle and KF8 Kindle Fire format devices.

**NOTE:** Contractor to provide per page cost for conversion.

**MATERIAL FURNISHED:** Contractor to pickup at GPO. CD-ROMs or DVDs formatted for use on a Mac OS X, utilizing Adobe InDesign CS6. Will be supplied upon award

One (1) BAIC-e-book-Style Guide - See attached

One (1) Sample Essay from previous e-book Women in Congress - See attached

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
N/A

**COLOR OF INK:**

Black and opaque white (DVD only)

**MARGINS:**

N/A

**PROOFS:**

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to: U.S. Government Publishing Office SFTP site and supply recipient with link, login, and password needed to mdevinney@gpo.gov, dramey@gpo.gov, and jballou@gpo.gov. 1 e-pub and 1 Mobi sample will be tested for usage on the specified equipment and/or for construction. The documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 3 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with

Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured

Contractor must call GPO Contract Compliance Section at (202) 512-0520 or email [compliance@gpo.gov](mailto:compliance@gpo.gov) immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department.

**CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

**DISTRIBUTION:**

Deliver all furnished material to: US GPO, 732 N. Capitol St. NW, Washington DC 20401, Attn: Cathy Devinney, 202-512-0224 and Send (one epub and one MOBI) files by SFTP site and supply recipient with link, login, and password needed to [mdevinney@gpo.gov](mailto:mdevinney@gpo.gov), [dramey@gpo.gov](mailto:dramey@gpo.gov) and [mwhelan@gpo.gov](mailto:mwhelan@gpo.gov)

All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor

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

**DIGITAL CONVERSION ATTRIBUTES:**

Attribute	Specified Standard
Converted e-book files, per file 100% accuracy rate; with no valid errors.	EpubCheck 1.0.5 or later version.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) 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.

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>.

**Attachment(s):** Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

**Download Attachment(s):** <http://contractorconnection.gpo.gov/download.aspx?Jacket=032486>