

Quotation Request //

US Government Publishing Office

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

JACKET:041-915

Quotations are Due By:
(Eastern Time)1:00 PM on 11/30/2020

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

TITLE: Women in Congress: E-Publication Version

QUANTITY: 4 DVD's Total = Two (2) DVDs with a validated searchable E-Pub file format and Two (2) DVDs with a validated searchable MOBI/KF8 file format.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC on 202-512-0307.

TRIM SIZE: DVD 120mm

PAGES: Approx. 1,173-Pages Plus Cover.

SCHEDULE:

Furnished Material will be available for pickup by 12/11/2020

Deliver complete (to arrive at destination) by 12/23/2020

F.O.B. destination

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

Contractor to convert approx. 1,173 pages plus cover publication using Adobe Acrobat (5.0 or later) to a validated searchable eBook file in the EPUB 2.0 format suitable for eBook dissemination and a validated searchable MOBI/KF8 file readable on as many digital book readers, tablet devices, mobile phones, and computer platforms as possible, to include MOBI smartphones, AZW Kindle and KF8 Kindle Fire format devices.

NOTE: The customer agency (end user) will view the EPUB in iBooks.

File conversion: Contractor to also submit a per page price to include the cost of all required operations necessary for the complete file conversion to an EPUB 2.0 plus a per page price for conversion to a MOBI file in accordance with these specifications.

Metadata: Contractor to define the following metadata points within each file format:

1. Title (match cover)
2. Author
3. Description
4. Subject
5. Language
6. Rights

Thumbnail: Contractor to create a thumbnail of cover image and provide JPEG file of it for agency to post online with each file. Must be provided with each DVD.

NOTE: Publication contains illustrations, photos, text, charts and tables that must be searchable, please see attached PDF file of the sample pages from similar publication.

User Group: Files will be used by the ordering agency.

These tests shall include, at a minimum, that the delivered file will provide accurate readability with most recent versions of JAWS and Adobe Acrobat. If further remediation is required, the contractor must provide prior to final delivery, within the schedule as specified, and at no additional cost to the Government. The failure to provide complete and accurate accessibility requirements in accordance with the specifications may result in additional remediation work and/or rejection of work performed. At a minimum, the furnished document must consist of the following elements:

Form Field Pages

Text Matter Pages

Table of Contents and Index/Appendix Pages

Hyperlinks (include Footnotes, Acronyms, TOC and Index/Appendix Pages

Alternative Text (Alt Text) Tags for images(to include hyperlink, tables, charts, and graphs)

Simple Tables, Charts, and Graphs

(single level column/row headers)

Complex Tables, Charts, and Graphs

(multiple level column/row headers)

MORE SPECIFIC DETAILED REQUIREMENTS: Women in Congress eBook image vs live text pages;

1. Cover will be image only.
2. Front matter
 - a. Image only pages: I, II, III, and V
 - b. Live text only pages: VII and IX
3. All essays and Member profiles, including endnotes, will be live text with opening photos at the start of each essay and profile, and remaining photos to be included at the end of each section within the essays (see APA eBook layout for guidance).
4. Appendices
 - a. All tables, charts, and graphs will be images; while all headers to appendices and endnotes will be live text.
 - b. Image plus live text pages: 1070, 1108, 1117, 1118, 1120, 1121, 1135, 1138, 1139, 1140, 1142, and 1143-1145.
 - c. Image only pages: 1071-1104, 1109-1116, 1119, 1122-1133, 1136-1137, and 1141.
 - d. Live text only pages: 1105-1107 and 1134.

5. Index is all live text.

Pages not needed at all in Women in Congress eBook:

IV, VI, VIII, X-XV, 16-17, 123, 253, 849, 850-852, 1067-1069, and 1146-1147

Placement of ISBN Numbers for the eBook to be determined after award.

978-1-7355193-2-6 Women in Congress, 1917-2020 epub

978-1-7355193-3-3 Women in Congress, 1917-2020 MOBI

PRINTING: The DVD will have a solid white opaque background with the title and format printed on the face of the disk in black (e.g., ePUB OR KF8). All printing on the disk must comply with the requirements set forth in the ISO, IEC 908 and any amendments, and ISO 10149. Inks must not damage the lacquer layer.

The contractor will insert the disk into a standard or slim-line clear plastic jewel case, face up. Outside packaging must be secure to avoid damage to the hard plastic jewel case.

MATERIAL FURNISHED: Contractor to receive. .

Via e-mail After Award;

PDF files of Text pages and Covers.

Purchase Order

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.

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)

PRINT PAGE: Head to Head

MARGINS:

N/A

PROOFS:

E-MAIL CHECK DISC: CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". Contractor must produce one set of Electronic files in the EPUB 2.0 and MOBI format, containing the digital book to be evaluated for accuracy in searchability and text flow for Government inspection prior to duplication/replication of the ordered quantity. Although the Check Disc will not be required to be printed, it must show identification thereon and must be placed in a the e-mail.

E-Mail Electronic Proof Files AND FINAL FILE in the EPUB 2.0 and MOBI format and (marked with Jacket/Requisition Number plus return name and E-Mail address) directly to: sforster@gpo.gov and kdethomasis@gpo.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (2) workdays from receipt at the Department to receipt in the contractor's plant.

Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon sending/delivering check disc and immediately upon receiving notification that the check disc is available

for pickup at the Department. Check Disc will be withheld not more than (2) workdays from receipt at the department until they are made available for pickup by the contractor.

PACKING:

Pack suitably.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to sforster@gpo.gov and kdethomasis@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 041-915, Req. No.1-16201595". 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.

Deliver four (4) DVD's to: Government Publishing Office, 732 North Capitol Street, Washington DC. Attention: Ken DeThomasis / Shirley Forster (202.512.0224).

One File Set (epub and MOBI) e-mailed to apsd@gpo.gov.

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

DIGITAL CONVERSION ATTRIBUTES:

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

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site 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 low contractor 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 a timely manner may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid.

The information for using this method can be found at the following web address:
<https://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/finance/index.htm>.

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=041915>