

Quotation Request //

US Government Publishing Office

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

JACKET:409-859

Quotations are Due By:
(Eastern Time)11:00 AM on 03/20/2020

**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: TeamSTEPP 2.0 Instructor Guide

QUANTITY: 1200 Instructor Guide Binders.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>). 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

BIDDERS, PLEASE NOTE: GPO has issued a new Government Paper Specification Standards, No. 13, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards 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.

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TRIM SIZE: .

Front and Back Cover Insert: approx. 11 x 10"

Text: 8-1/2 x 11",

Tab dividers: 9 (includes a 1/2" tab) x 11".

Spine Insert: approx. 2-3/4 x 11"

Binder Size: Approximately 11-1/2" x 12"

PAGES: .

Text Pages: Approximately 486 Pages.

Tabs: 7 Tabs

Front and back Cover Inserts Plus Spine Insert:

SCHEDULE:

Furnished Material will be available for pickup by 04/10/2020

Ship partial 141 copies by 04/30/2020

Deliver complete (to arrive at destination) by 04/30/2020

F.O.B. destination

F.O.B. Destination:

Deliver 1,059 copies to approximately 150 different domestic locations By April 30, 2020.

Ship 141 copies to approximately 40 AP/AE addresses By April 30, 2020.

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

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

DESCRIPTION:

Front and Back Cover plus Spine Insert print type/rule matter, flat tone images, screens, and illustration matter throughout with some type matter reversing out to appear white in 4 color process. Covers 2 thru 4 are blank. Bleed all sides.

Text pages (approximately 486) print face and back type/rule matter, flat tone images, screens, tables/charts and illustration matter throughout with some type matter reversing out to appear white in BLACK INK ONLY. Bleeds and blanks scattered throughout .

Tab dividers print type matter face only in black ink on lip of tab dividers.

There will be 1 bank of 7 tab dividers with a 1/2 x 1-3/8" lip; Round corners on lip only.

ASSEMBLY: Contractor to collate tab dividers into text following furnished files, then into binder, and insert front and back cover and spine insert into appropriate clear pockets on outside of binder. Contractor to furnish binders (D Ring Pocketed Binder with suitable capacity).

BINDER: 3 to 3-1/2" spine, three D rings spaced 4-1/4" center to center and upright opening and closing levers at each end (levers must not extend beyond edges of binder).

Size: (Approximately) 11-1/2" (bind) by 12"

Material: White, virgin vinyl, approximately .014".

Construction: Cover and backbone board must be Number 1 quality binder boards .125" thick +/- .0025" with smooth edges and outer corners rounded. Grain of boards must be perpendicular to the hinge. The vinyl coverings must be electronically/dielectrically heat-sealed over the boards forming securely sealed edges all around the binder and on each side of the backbone as hinges. The metal looseleaf element must be securely riveted to the back cover, with no free play, by not less than two white metal rivets. All exposed metal parts must be nickel-plated and corrosion-resistant.

Pockets: Pocket must be heat-sealed at all closed edges. Clear vinyl pockets with openings at top for front cover, back cover, and spine; plus 4-1/4 to 4-1/2" and 7-1/4 to 7-1/2" clear vinyl pockets at bottom of covers 2 and 3.

Rivets: Exposed, white.

Metal Loose-leaf Element: Opening/closing levers must have a firm action with no free play. Heavy Duty Wide Flat Base Element. Must have spring back for uniform tension, alignment of rings, and smooth operation.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1)

GOVERNMENT CONTRACTORS.

PRIVACY ACT

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

MATERIAL FURNISHED: Contractor to pickup at GPO. One CD-Rom with one pdf file for production of publication, One (1) distribution list in Excel, contractor must follow distribution list plus instructions for distribution and delivery/ship dates.

NOTE: CONTRACTOR TO CONVERT ALL 4-COLOR PROCESS TEXT PAGES TO GRAY

SCALE/BLACK.

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 the contract administrator.

The contractor shall create or change 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.

GPO Form 952 Desktop Publishing - Disk Information
GPO Form 892c (R. 8/95) Proofs
GPO Form 2678 (departmental random copies-blue label).
GPO Form 917 (Certificate of Selection).

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
TABS: JCP Code* K10, Index, White and Colored, Basis Size 25.5 X 30.5" Basis Weight 80 lb
JCP Code* A180, Litho (Gloss) Coated Book, White, Basis Size 25 X 38" Basis Weight 70 lbs
All cover paper must have the grain parallel to the spine.

all text and cover paper must be of a uniform shade within each order.

COLOR OF INK:

Covers and Spine Inserts: 4-color Process

Text and Tabs: Black Ink

PRINT PAGE: Head to Head

MARGINS:

Uncommon Bleeds for Covers and Text Throughtout

PROOFS:

PRIOR TO PRODUCTION SAMPLES: Prior to the commencement of production of the contract production quantity, the contractor shall submit One (1) prior to production samples to: Defense Health Agency, 7700 Arlington Boulevard, Attention: Heidi B. King (703.681.0065), Program Manager, DoD Patient Safety Program Clinical Support Division Medical Affairs, Falls Church, Virginia 22042. One (1) sample will be tested for usage on the specified equipment and/or for construction tested for conformance of material(s). The container and accompanying 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 sample and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve or disapprove the samples with in (2) 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 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 samples submitted is at the contractor's risk. Samples will not be returned to the contractor. The cost 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 manufactured.

BINDING:

Paper Covers: Trim flush, Grain must run parallel to spine.

Trim 4 sides.

PACKING:

Pack suitably in shipping containers not to exceed 40 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery/shipping process.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Obediah.Arnold@dla.mil. The subject line of this message shall be Distribution Notice for Req 9-083259G, Jacket 409-859. 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.

F.O.B. Destination: SEE ATTACHED EXCEL DISTRIBUTION LIST

F.O.B. Destination:

Deliver 1,059 copies to approximately 150 different domestic locations By April 30, 2020.

Ship 141 copies to approximately 40 AP/AE addresses By April 30, 2020.

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

the contractor.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

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

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 STANDARD
P-7. Type Quality and Uniformity	Approved Proofs/Furnished Electronic Media
P-10. Process Color Match	Approved Proofs/Furnished Electronic Media

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 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 (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>.

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

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=409859>