

Quotation Request //

US Government Publishing Office

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

JACKET:417-646 R-1

Quotations are Due By:
(Eastern Time)2:00 PM on 09/14/2021

**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: DCPS Parent Curriculum Guides

QUANTITY: 1 Sets of Digital Deliverables (PDF + InDesign Files). Typesetting required. Translation Service Required (Spanish and Amharic) **NO PRINTING REQUIRED.**

**** R1 - See Schedule *****

- Item 1: Kindergarten
- Item 2: 1St Grade
- Item 3: 2nd Grade
- Item 4: 3rd Grade
- Item 5: 4th Grade
- Item 6: 5th Grade
- Item 7: 6th Grade
- Item 8: 7th Grade
- Item 9: 8th Grade

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 Team on 202-512-0307.

TRIM SIZE: 8-1/2 x 11"

PAGES: 8 pages each

SCHEDULE:

Furnished Material will be available for pickup by 09/16/2021

Deliver complete (to arrive at destination) by 09/27/2021

F.O.B. destination

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

DESCRIPTION:

All the requirements of these specifications apply equally to all items unless otherwise indicated herein.

No Printing Required.

TRANSLATION: Provided file contains tables, type/rule matter, photos, agency logo, and some type reversing out to appear white in 4-color process. (see attached sample). Contractor to make edits to files from provided Excel spreadsheets with content edits listed for each grade level. (see attached sample). Contractor to replace some photos with updated photos provided for each grade level. Contractor to translate 72 pages from English language into Spanish and Amharic. Contractor to provide translated

Digital Deliverables files in both PDF, and native InDesign Files formats maintaining same format and layout out of the provided file. NOTE: BIDS MUST INCLUDE ADDITIONAL RATE.

DIGITAL DELIVERABLES: the contractor must furnish final production native application files and final production files converted to a single simple Acrobat PDF file "Optimized for Press" with proper color mode with the furnished material.

MATERIAL FURNISHED: Contractor to receive. Via email after award.

One (1) Purchase Order.

Nine (9) Original files will be shared as PDFs and requested edits will be provided in the form of excel spreadsheets. Contractor will be expected to replace images and change text and flow. New images will be provided by DCPS. Two rounds of PDF proofs are expected and should be included in pricing.

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.

COLOR OF INK:

Follow electronic Media

MARGINS:

Inadequate margins.

PROOFS:

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs. Contractor to submit one "Press Quality PDF "soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at natalie.treadgold@k12.dc.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 (1) workday from receipt at the Department to receipt in the contractor's plant.

BINDING:

Deliverables to be burned to DVD. Keep Grades separate.

PACKING:

Pack All Items Separately

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: DCPS Parent Curriculum Guides

REQUISITION: 1-00016

JACKET NO.: 417-646

QUANTITY: _____

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to natalie.treadgold@k12.dc.gov. The subject line of this message shall be "Distribution Notice for Jacket 417-646, Requisition 1-00016". 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 Digital Deliverables via traceable means to: DCPS, Communications and Engagement office, Office of the Chief of Staff, District of Columbia Public Schools, 1200 First Street, NE., (12th Floor), Washington, DC 20002, Attn: Natalie Treadgold, 202-299-3335.

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:

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

Ok'd Proof/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 pre-award 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>.

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=417646>