

Quotation Request //

US Government Publishing Office

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

JACKET:420-755 R-1

Quotations are Due By:
(Eastern Time)2:00 PM on 09/08/2022

**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: USCIS Vocabulary Flash Cards

QUANTITY: 10005 sets of flash cards. Includes 125 Department Random Blue label Copies. Plus 32 QARC'S.

R-1: Schedule

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 202-262-7722

TRIM SIZE: Flash Cards: 7 x 4-1/4" -

Custom Case: Approx. 11-1/2 x 11-1/2 - Flat 7-1/8 x 4-1/4 x 1/5/8", Contractor is to resize case if necessary to fit cards.

FORM NO: M-715 (Rev. 5/16)

PAGES: 150 Total Cards Face and Back.

SCHEDULE:

Furnished Material will be available for pickup by 09/15/2022

Deliver complete (to arrive at destination) by 10/25/2022

F.O.B. destination

QUALITY LEVEL: 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

Flash Cards: Print head to head in Black plus an additional PMS color, consisting of type/rule matter. Solids with type/rule matter reversing to white. Sixty-eight (68) cards print in Pantone 187 red and black. Seventy-nine (79) cards print in Pantone 2955 blue and black. Three (3) cards print in Black Only. Cards bleed on 3 sides. After printing, coat the entire face and back with a clear, non-yellowing gloss aqueous coating.

Custom Tuck Case: Before Construction: Prints one side only, with a fine line departmental logo and a bar code with a ISBN Number printing in black ink only.

MATERIAL FURNISHED: Contractor to pickup at GPO. One Purchase Order

Files are furnished in Native and PDF Formats. Fonts and bleeds are furnished with all graphics properly linked.

Files will be furnished via FTP after award.

One(1)GPO Form 952 - Desktop Publishing - Disk Information

One(1)GPO Form 892 - Proofs

One(1)GPO Form 905 - Labeling and Marking Specifications
One(1)GPO Form 917 - Certificate of Selection of Random Copies
One(1)GPO Form 2678 - Blue Label
One(1)GPO Form 2686 - Quality Assurance Random Copies - Sampling/Shipping Instructions
One(1)GPO Form 915 - Quality Assurance Random Copies - BRE Label

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
Flash Cards: JCP Code* L12, No. 2 Coated Cover, Gloss-Finish, White, Basis Size 20 X 26" Basis Weight 100 lb.

Case: JCP Code* L70, Coated One Side (C1S) Cover, White Basis Weight 18 pt.

COLOR OF INK:

Black plus pantone 2955 and Pantone 187. See description.

PRINT PAGE: Head to Head

MARGINS:

Cards bleed 3 sides. Case does not bleed.

PROOFS:

One digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press' ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50, and 75%; dot gain scale, slur targets; and gray balance patches for process color (if applicable). These areas must be repeated across the sheet. Proofs must show dot structure.

The make and model number of the proofing system shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

At contractor's option: 1 set of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meet or exceed industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2009 or later). Control bars must be placed parallel to the press' ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50, and 75%; dot gain scale, slur targets; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

Send proofs together with the furnished media (lasers and electronic file) using the furnished revised proof label (GPO Form 892-C) which must be filled in by the contractor and used on all proof packages.

MUST send proofs via FedEx directly to: Washington, DC 20008 (Full address will be provided after award)

Contractor must call GPO Contract Compliance Section at (202) 512-0520, or e-mail information to compliance@gpo.gov, immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department.

Proofs will be withheld not more than 2 workdays from receipt in the department until they are made available for pickup by the contractor.

Contractor must not print prior to receipt of an "OK TO PRINT"

BINDING:

Flash Cards: Die cut round corners on all cards.

Custom Tuck Case: Die Cut and Construct Case. Score on Folds.

PACKING:

Contractor to insert a sequential set of the 150 cards into each custom case to create a complete set, then shrink wrap each case individually. Cards should be collated as follows: Introduction Cards, Red Cards, Blue Cards.

Pack 23 box sets per carton.

Labeling/Marking: Contractor to Create Mailing Label and Packing Slip.

****Deliveries Via UPS and FEDEX: DO NOT place the UPS or FEDEX Label over the carton Label**.**

BAR CODE REQUIREMENTS: Include Title, Form Number, Revision Date, Dept. Requisition Number, GPO Jacket Number, Quantity per Container and Package utilizing the supplied (self-populating barcode) carton label. Height must be 1/2".

Revised Shipping Label file provided with barcode embedded for those fields where a barcode is warranted. When completing the label you must adhere to the following:

1. Have at least Adobe Reader 7.
2. The Keyboard CAPS must be on lock.
3. The date must be typed as MM/DD/YYYY.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: USCIS Vocabulary Flash Cards

FORM No.: M-715 (05/16)

STOCK No.: 027-002-00630-5

REQUISITION:CS-20-01170

JACKET NO.: 420-755

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 matt.j.gaines@uscis.dhs.gov. The subject line of this message shall be "Distribution Notice for Jacket 400-755, Requisition Number CIS-17-01170. 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 10,000 Sets to: USCIS Western Forms Center, 5160 Richton Street, Suite G, Montclair, CA 91763. Attn: Receiving, 909-949-7131 and 909-949-7193.

Deliver 5 Sets and furnished material to: Department of Homeland Security/USCIS, Office of Citizenship, Room 5200, 20 Massachusetts Avenue NW, Washington, DC 20529-2010. Attn: Claudia Conlon (202-272-8511). Inside Delivery Required.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to matt.j.gaines@uscis.dhs.gov. The subject line of this message shall be "Distribution Notice for Jacket 400-032, Requisition Number CIS-17-00500". 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.

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 Proofs
P-8. Halftone Match (Single and Double Impression)	OK Proofs
P-9. Solid or Screen Tints Color Match	Pantone Matching System
P-10. Process Color Match	OK Proofs

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. The purchase order/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and a copy from a different general area of each subplot. The contractor will be required to a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included.

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>.

Attachment(s): NONE