

Quotation Request //

US Government Publishing Office

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

JACKET:420-822 R-2

Quotations are Due By:
(Eastern Time)10:00 AM on 09/28/2022

**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: SES Commission Certificates

QUANTITY: 75 Certificates plus 31 Frames. Die & Typesetting Required.

R-1: Frame Hardware

R-2: Bid Opening Date/Time

****IMPORTANT NOTE**:** In the comments section, contractor must include pricing OPTIONS for:

A) One (1) Preproduction sample (i.e. press proof)

Pricing must include overnight shipping/delivery to the agency (zip 20588). Proof will not be returned to the contractor. No time extension will be granted for preproduction proof (proof held 2 days). Pricing on preproduction proof option will not be a factor for award. Preproduction proof option would be in lieu of PDF & Content proof (not in addition to). Preproduction proof would include one of the names of the 31 certificates printed, foil stamped, and inserted into the frame offered.

B) Please include price of the creation of a die as an itemized charge in the event the agency is able to locate die.

Prior to award, bidders must send a specification sheet within 2 hours after "Review and Confirm" call with a photo, or web link that clearly shows how the frames and matte colors offered complies with the features below (includes, size, material type ...etc.). Government to approve/disapprove within 2 workdays from receipt.

ATTACHMENTS: Attachments are critical and an important part of these specifications. Contractor must review attachments prior to bidding.

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 202-512-0488.

SUBCONTRACTING: Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev.1/18)), is modified to permit subcontracting of the frames/frame materials for printing firms.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual,

such as date and place of birth, mother's maiden name, etc. (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

a. Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number; b. Address information, such as street address or personal email address; c. Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

SECURITY CONTROL PLAN (contractor **MUST** submit within 2 hours after the review and confirm call): The contractor shall maintain in operation, an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands. Contractor is cautioned that no Government provided information shall be used for non government business. Specifically, no Government information shall be used for the benefit of a third party. The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

The plan shall contain at a minimum:

- (1) How Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
- (2) Explain how all accountable materials will be handled throughout all phases of production
- (3) How the disposal of waste materials will be handled;
- (4) How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

This proposed plan is subject to review and approval by the government and award will not be made prior to approval of same.

TRIM SIZE: Certificates: 12 x 16"

Frames: 20-1/2 x 25-1/2"

PAGES: Certificates: Face only

SCHEDULE:

Furnished Material will be available for pickup by 11/14/2022

Deliver complete (to arrive at destination) by 12/22/2022

F.O.B. destination

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

DESCRIPTION:

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.

STAMPING: All versions of the certificates stamp/emboss with type/rule matter, fine detailed department seals, and images in Gold Foil. Contractor to determine exact gold foil type based on previous sample and notify Tim Sankey at GPO with that information at tsankey@gpo.gov. Foil stamping color MUST match previous and be crisp. Stamping must have solid impressions, no picking, pinholes or filled letters. See attached PDFs for reference (all gold areas foil stamp in gold). Product must be able to run through a laser printer. All existing and new dies for GPO work become property property of the United States Government and the contractor acquires no ownership interest in the dies while such material is in the possession of the

contractor. The agency retains the right to demand a return of the die at any time.

DIGITAL PRINTING IS ACCEPTABLE ON PRINTING (NOT STAMPING).

At contractors option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 x 1 bit or 600 x 600 x 4 bit depth technology.

PRINTING: Certificates print face only with type/rule matter in black ink and a large screened eagle (watermarked) in black ink. Contractor must convert screened eagle from cmyk to grayscale. Contractor must format artwork for each name/date. Contractor **MUST** Match Density of Previous Printed Samples. Two versions of printing will occur.

Version 1: 31 of the certificates will also include variable information which includes a name and a date. Contractor must typeset/format names and dates using Old English and Helvetica Neue LTD Std fonts (fonts must be furnished/purchased by contractor) to match sample provided.

Version 2: 44 of the certificates will print with only the large screened eagle (watermarked), and the type: USCIS Deputy Director (bottom left) & USCIS Associate Director for Management (bottom right). The rest of the certificate will be left blank for future overprinting.

FRAMES: Contractor must provide 31 cherry frames that are a close match to the frame attached. Frames are 20-1/2 x 25-1/2" in overall size to hold a 12 x 16" certificate. Frame has non-glare glass, is double matted, with top matte off-white in color and the trim matte gold in color. Contractor must insert one certificate into each frame and ensure the certificate is neatly centered, not skewed, and won't slip or slide off-center. Contractor must provide hanging hardware for frames (R-1).

DISTRIBUTION: Contractor to ship 31 certificates inserted into 31 frames to 15 different destinations per the attached distribution list. 14 of the destinations are residential. All pricing for shipping must be included in bid.

DIGITAL DELIVERABLE: Upon completion, the contractor must furnish an email to agency (see distribution) with final production files converted to a single simple Acrobat PDF file "Optimized for Press" with proper color mode.

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

One (1) Purchase Order

Two (2) PDF files for Production, Adobe InDesign CS4. One file for Version 1 of artwork (see redacted version attached), second file for Version 2 of artwork (see attached)

One (1) Excel list with complete distribution information (see redacted version attached)

One (1) JPEG for reference on frame (see attached)

One (1) USCIS Shipping Label (PDF)

One (1) Previously printed sample. Contractor must provide prepaid shipping label to pickup from agency zip code 20588.

If die is located, contractor must provide prepaid shipping label to pickup from agency zip code 20588

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

Contractor can 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.

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.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code* L21, Smooth Cover; Colors, Basis Size 20 X 26", 65 lbs.

*Must match shade, brightness, texture and finish of Mohawk Skytone Natural Cover, 65 lbs.

COLOR OF INK:

Black and Gold Foil (see description).

PRINT PAGE: One Side Only

MARGINS:

Adequate Gripper.

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 to include flap position, 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 matt.j.gaines@uscis.dhs.gov, david.f.hamilton@uscis.dhs.gov, iris.e.smith@uscis.dhs.gov and cc: tsankey@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.

AFTER EMAIL PROOF APPROVAL:

1 set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

AND

At the same time as submission of the proofs, submit a swatch of the gold foil to be used in the production of the contract requirements. Each sample must be of the kind and quality required by the specifications. The Government will rely on the samples only as a reference to the general appearance of the stock that will

be provided by the contractor in conformance to the specifications. The Government assumes no contractual obligation to perform any inspection and test for the benefit of the contractor. The Government's failure to inspect and accept or reject the paper samples shall not relieve the contractor from responsibility, nor impose liability on the Government, for nonconforming paper.

Send proof and swatch sample together with the furnished media (copy, electronic files) via traceable means directly to: DHS/USCIS/HR Resources, 5900 Capital Gateway Drive, Mailstop 2070, Camp Springs, MD 20588, Attn: iris.e.smith@uscis.dhs.gov, 202-381-8846. 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 to when they are made available for pickup at the department.

Contractor must also notify the ordering agency/GPO with tracking information on the same day that the proof ships/delivers via e-mail sent to iris.e.smith@uscis.dhs.gov and cc: tsankey@gpo.gov. The subject line of this message shall be "PROOF Notice for Jacket 420-822/Requisition CIS-22-01176".

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

PACKING:

Shrink wrap the 44 certificates. Pack suitably per carton. Pack suitably in shipping containers. Pack containers not to exceed 45 pounds when fully packed. Do Not Double Stack. **CONTRACTOR MUST ENSURE PROPER PACKAGING TO AVOID DAMAGE/GLASS BREAKING IN TRANSIT!**

Label Instructions:

SES Commission Certificates

Adobe Reader 7 minimum

CAPS required

Date format MM/DD/YYYY

Barcodes

Title

Form number

Revision date

Print Order Number

Quantity

Height 1/2 inch

Please follow example provided

USCIS is requesting a signed receipt from the contractor after delivery.

Additional Information:

Department Requisition Number

GPO Jacket Number

Visible Packing Slip with Shipment - **MUST**

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 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=420822>