

Quotation Request //

US Government Publishing Office

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

JACKET:424-818

Quotations are Due By:
(Eastern Time)10:00 AM on 09/11/2023

**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: Spanish Translation of OL Book & NPS All Employee Operational Leadership Course
QUANTITY: 1 Translation service of one (1) PDF document and one (1) PowerPoint document into Spanish Language and 508 Compliant. No Printing Required.

Item 1: 77 page PDF

Item 2: 261 page PowerPoint

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 202-512-0743.

TRIM SIZE: See "description" herein.

SCHEDULE:

Furnished Material will be available for pickup by 09/13/2023

Deliver complete (to arrive at destination) by 10/02/2023

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

DESCRIPTION:

NO PRINTING REQUIRED.

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

PRODUCT:

Item 1: One (1) PDF document of 77 pages in English Language to be translated into Spanish language and provide a PDF that is 508 compliant. Contractor to provide compliancy report.

TRANSLATION: Contractor to translate a 77 page document into Spanish language. Contractor is responsible for translation accuracy. Contractor **MUST** follow furnished file for layout.

Item 2: One (1) PowerPoint document of 261 pages in English Language to be translated into Spanish language and provide a PowerPoint that is 508 compliant. Contractor to provide compliancy report.

TRANSLATION: Contractor to translate a 261 page document into Spanish language. Contractor is responsible for translation accuracy. Contractor **MUST** follow furnished file for layout.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is

EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

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

Purchase order.

One (1) PDF file 77 pages in English Version to be used for translation and to follow for layout, and margins and make 508 compliant.

One (1) PowerPoint file 261 pages in English Version to be used for translation and to follow for layout, and margins and make 508 compliant.

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.

COLOR OF INK:

No printing required.

PRINT PAGE: See Above

MARGINS:

Follow furnished files.

PROOFS:

No proofs required.

BINDING:

See "description" herein.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to debra_melton@nps.gov and cduncan@gpo.gov. The subject line of this message shall be Distribution Notice for Req. 3-02711, Jacket 424-818. 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.

Email final translated 508 Compliant PDF file and final translated 508 Compliant PowerPoint file to: Ashley Hines, ashley_hines@nps.gov. The email MUST have the subject as Jacket 424-818, Req.# 3-02711, Title: Spanish Translation of OL Book & NPS All Employee Operational Leadership Course 508.

NOTE: Contractor is responsible to provide a revised file at no cost to the Government if agency determined any translation errors.

All expenses incidental to returning materials, submitting/returning proofs, and furnishing samples 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

Furnish Electronic File

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): NONE