

Quotation Request //

US Government Publishing Office

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

JACKET:428-408

Quotations are Due By:
(Eastern Time)10:00 AM on 04/26/2024

**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: Stop Ransomware Guide

QUANTITY: 500 Saddle-Stitched Pamphlets.

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 202-512-0007.

TRIM SIZE: 8-1/2 X 11"

PAGES: 32 pages - self cover

SCHEDULE:

Furnished Material will be available for pickup by 04/30/2024

Deliver partial (to arrive at destination) 100 copies by 05/17/2024.

Deliver complete (to arrive at destination) by 05/10/2024

F.O.B. destination

50 copies each to (2) addresses in Alaska at destination 5/17/2024.

50 copies each to (8) nationwide addresses at destination 5/10/2024.

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

DESCRIPTION:

DIGITAL PRINTING IS ACCEPTABLE.

At contractor's option, the product may be produced via conventional offset or digital printing provided Quality Level III standards are maintained. Final output must be a minimum of 150- line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4-bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. NOTE: Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

Cover 1 prints 4 color process with type/rule matter, illustrations, and agency logos with some type reversing out to white. Bleeds Left and Right. Balance prints 4 color process type/rule matter and illustrations with some type reversing out to appear white. No bleeds. Contractor to add blank page after page 31.

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

One (1) Purchase Order

One (1) PDF file for production. Contractor to extend bleeds as necessary.

One (1) PDF file with Distribution list.

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.

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* A181, No. 1 Gloss-Coated Text, White, Basis Size 25 X 38" Basis Weight 70 lbs.

COLOR OF INK:

4-color process.

PRINT PAGE: Head to Head

MARGINS:

Cover 1: Inadequate gripper.

Balance: Adequate gripper.

Follow electronic files.

PROOFS:

None required.

BINDING:

Saddle stitch in 2 places on 11 inch side.

Trim 3 sides.

Wrap around. Trim flush, Stitched on, Grain must run parallel to spine.

PACKING:

Pack suitable in cartons and shipping containers.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

TITLE: Stop Ransomware Guide booklet

REQUISITION NO.: 4-00106

JACKET NO.: 428-408

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 jeremy.full@cisa.dhs.gov and kimberly.kuntz@cisa.dhs.gov and sphillips@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 428-408, Requisition 4-00106. 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 50 copies each via traceable means to 10 nationwide residential addresses (provided after award)
PALMER, AK 99645

PALMER, AK 99645
BOISE, ID 83709
BOISE, ID 83704
LAKE OSWEGO, OR 97035
STAYTON, OR 97383
POULSBO, WA 98370
ROSALIA, WA 99170
EVERETT, WA 98208
SHELTON, WA 98584 (includes 50 departmental random blue label copies)

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>

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	Furnished Electronic File
P-10. Process Color Match	Furnished Electronic File

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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