

# Quotation Request //

US Government Publishing Office

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

**JACKET:428-409 S R-2**

**Quotations are Due By:**  
**(Eastern Time)3:00 PM on 03/19/2024**

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

Jacket	Requisition #	BAC	Copies	Title
428-409	4-00107	9111-LF	202	UAS Cybersecurity Guidance Chinese UAS
428-413	4-00109	9111-LF	202	Responding to drone calls
428-475	4-00139	9111-LF	200	Drone and Sports
428-503	4-00108	9111-LF	200	Secure Your Drone QR Code Postcard

**TITLE:** UAS Cybersecurity Guidance Chinese UAS

**QUANTITY:** 202 Handouts on 428-409, 202 Handouts on 428-413, 200 Handouts on 428-475, and 200 Postcards on 428-503 plus one set of Digital Deliverables for each jacket.

R-1: Added 428-413

R-2: Added 428-475 and 428-503

**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 Tim Sankey, APS DC Team, at 202-512-0488 or email [tsankey@gpo.gov](mailto:tsankey@gpo.gov).

**TRIM SIZE:** 428-409: 17 x 11" flat, score and fold to 8-1/2 x 11"

428-413: 8-1/2 x 11"

428-475: 8-1/2 x 11"

428-503: 8-1/2 x 5-1/2"

**PAGES:** 428-409, 428-413, 428-475: Face and Back

428-503: Face only

**SCHEDULE:**

Furnished Material will be available for pickup by 03/21/2024

Deliver complete (to arrive at destination) by 04/01/2024

F.O.B. destination

**QUALITY LEVEL:** 3 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 jackets unless otherwise indicated.

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.

**PRINTING:** 428-409, 428-413, 428-475 print face and back (head to head) with type/rule matter, illustrations, fine detail agency logo, halftones, heavy solids in four-color process with some type reversing out to appear white. Bleeds all sides on 428-409, bleeds top, left, and right on 428-413 and 428-475. 428-503 prints face only with type/rule matter, QR code, illustrations, fine detailed agency logo, halftones, and solids in four-color process with some type reversing out to appear white, no bleeds. Artwork has a 1/4" white border all the way around that must be evenly maintained upon trimming.

**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 for each jacket.

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

One (1) Purchase Order.

One (1) PDF file for production for each jacket. Contractor to extend bleeds as necessary. Contractor must convert any spot colors to four-color process. 428-503: Artwork is currently 2-up. Contractor must adjust artwork as needed to maintain an even white border with the same 1/4" white space all the way around the edge of the card.

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 428-409, 428-413, 428-475:JCP Code\* A182, White, No. 2 Gloss-Coated Text, White, Basis Size 25 X 38" Basis Weight 70 lbs.

428-503: JCP Code\* L10, White, Gloss-Coated Cover, Basis Size 20 X 26" Basis Weight 100 lbs.

**COLOR OF INK:**

4-color process.

**PRINT PAGE:** See Above

**MARGINS:**

428-409, 428-413, 428-475: Inadequate gripper. 428-503: Adequate gripper. Follow electronic files.

**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: jeremy.full@cisa.dhs.gov, glenn.panaro@associates.cisa.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.

**BINDING:**

Trim 4-sides. 428-409: Score and Fold to 8-1/2 x 11". Cracks or wrinkles are not acceptable.

**PACKING:**

Shrink wrap 428-409, 428-413, and 428-503 separately and suitable. Shrink wrap 428-475 in units of 50. Pack in cartons. Pack suitably to ensure handouts are not damaged during shipment. Both jackets may deliver in same carton but must be easily distinguishable inside the carton.

**MARK CARTON WITH THE FOLLOWING INFORMATION:**

**JOB TITLE:** \_\_\_\_\_

**REQUISITION:** 4-00107 / 4-00109 / 4-00139 / 4-00108

**JACKET NO.:** 428-409s

**QUANTITY:** \_\_\_\_\_

**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, glenn.panaro@associates.cisa.dhs.gov, and tsankey@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 428-409s Req. # 4-00107/4-00109/4-00139/4-00108". Notice must provide all applicable tracking numbers, shipping method and title. The contractor must be able to provide copies of all delivery, mailing and shipping receipts upon request.

Deliver 200 copies of each jacket via traceable means to: Glenn Panaro, (202) 570-3917, 1310 N. Courthouse Rd, MS-0609, Arlington, VA 20598-0609.

Deliver one (1) copy of 428-409 and one (1) copy of 428-413 via traceable means to: BAC (By-Law) 1525-01, Library of Congress, U.S. Anglo Division, U.S. Government Documents Section, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276, Marked: Depository File Copies. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

Deliver one (1) copy of 428-409 and one (1) copy of 428-413 via traceable means to: BAC (C+I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H Street, NW, Loading Dock, Washington, DC 20401. Marked Item No: 0520K.

Deliver by email one (1) digital deliverable of the final, approved artwork for each jacket as a press-quality PDF with the subject line "Digital Deliverable for Jacket 428-409s, Req. #4-00107/4-00109/4-00139/4-00108" to jeremy.full@cisa.dhs.gov and tsankey@gpo.gov.

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:

ATTRIBUTE

SPECIFIED STANDARD

P-7. Type Quality and Uniformity

Ok'd Proof/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 sheets
- 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