

Quotation Request //

US Government Publishing Office

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

JACKET:428-587 R-2

Quotations are Due By:

(Eastern Time)12:00 PM on 05/29/2024

**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: ASC Newsletter, Vol. 31

QUANTITY: 1253 Newsletters with envelopes and mailing service.

R-1: Added perfect binding as option.

R-2: Removed perfect binding option.

****NOTE:** Contractors are required to enter a true 'Additional Rate'. This is the running rate, not a per item price of total cost. Quantities on this RFQ are approximate due to updating of excel mail list. A contract modification will be done after award once quantities are finalized.***

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 Carrie Guasto, APS DC, at 202-512-0866 or cguasto@gpo.gov.

PREDOMINANT PRODUCTION FUNCTION: The predominant production function for the procurement is presswork.

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 printing and/or construction of the envelopes.

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: Pamphlet: 8-1/2 x 11"

Envelopes: Suitable size to lay the pamphlets flat inside the envelope.

PAGES: 96 pages (self-cover)

SCHEDULE:

Furnished Material will be available for pickup by 05/31/2024

Deliver complete (to arrive at destination) by 06/28/2024

F.O.B. destination and F.O.B. contractor's city/origin - See Below

F.O.B. Contractors City:

Contractor to mail (by 06/28/2024) on agency permit approx. 739 copies to approx. 739 domestic locations in envelopes using presort marketing mail (Bulk). - DO NOT INCLUDE POSTAGE IN YOUR BID.

Contractor is responsible for passing the address file through (CASS) certification and through the National Change of Address (NCOA) service database to verify addresses are NCOA-certified, as required using a Licensed USPS Full Service Provider. All related costs to perform this operation must be included in the bid.

F.O.B. Destination:

Contractor to deliver (to arrive by 06/28/2024) approx. 362 copies labeled as "international mail copies" to Smithsonian, (Landover, MD 20785), see distribution. Each envelope to have return address and international recipient address, Smithsonian will put the correct international stamp. Pack envelopes in suitable boxes to prevent damage as it is critical that envelopes arrive without defects since they will mail internationally.

Contractor to deliver (to arrive by 06/28/2024) 299 bulk copies packed suitably to: Smithsonian (Washington DC), see distribution.

Deliver (to arrive by 06/28/2024) two (2) copies to two (2) Washington DC locations. See "Distribution" herein.

*Any fees that are incurred by the contractor from USPS for mailing, such as receipts, certificates of

mailing, etc, the contractor is responsible for these fees. The contractor will NOT be reimbursed for these fees and therefore must include any fees in initial bid price. Actual postage costs will be reimbursed.*

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.

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

DESCRIPTION:

****Overall combined weight of one (1) newsletter with one (1) mailing envelope should be under 1 lb. If not, contractor MUST immediately notify cguasto@gpo.gov prior to sending proofs and production.****

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.

PAMPHLETS: Self-cover Pamphlets print face and back (head to head) in black ink only with type/rule matter, photos, illustrations, agency seal, and QR code. No bleeds. While each page contains a header and footer that do not bleed, they must line up vertically from page to page.

ENVELOPES: Approx. 1,101 total envelopes (approx. 739 domestic, 362 foreign) print with type matter, and agency logo (return address top left and agency permit top right) in black ink only on the side opposite to the seam. Envelopes for foreign mailing must not contain agency permit information and only include agency return address and logo.

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

One (1) Purchase order.

One (1) PDF file for pamphlet. Contractor to convert various RGB black text throughout document to 100% black text. Contractor to convert any hyperlinks to 100% black text. Contractor must also remove permit information on the last page of each newsletter.

One (1) PDF file for envelope (contractor to resize as needed) - contractor must remove permit information for international mailings.

One (1) Excel sheet with two tabs (one for domestic and one for international)

GPO Form 892c (R. 12/17) Proofs

GPO Form 917 (Certificate of Selection).

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

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 is responsible for checking files contained on the furnished media

to ensure that such features such as bleeds, register marks and correct file output selection have been provided for so as to correctly generate output for publishing. The contractor must supply necessary trapping. The contractor must generate output on a high resolution image processor.

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
Pamphlets: JCP Code* A61, No. 1 Smooth-Finish Text, White, Basis Size 25 X 38", 50 lbs.

Envelopes: See ship/deliver comments. Envelopes must be strong enough for shipping and properly stuffed to prevent damage during mailing and properly sealed to prevent opening during mailing.

COLOR OF INK:

Black.

PRINT PAGE: Head to Head

MARGINS:

Adequate gripper.

Follow electronic file.

PROOFS:

E-MAIL PROOFS (indicate margins): One (1) 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 SHOREYN@si.edu, fitzhugh@si.edu and cc: cguasto@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 (5) workdays from receipt at the Department to receipt in the contractor's plant.

PLUS

IF PRINTING OFFSET:

One (1) set of digital color content proofs of newsletter and envelope. 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. If content proof is not printed on exact paper as specified in this procurement, contractor must include five (5) sheets of 8-1/2 x 11 sample stock they will use for production.

IF PRINTING DIGITALLY:

One (1) set of digital color one-off proofs of newsletter and envelope created using the same output device/RIP that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded

to the finished size/format of the product. Proof will be used for color match on the press during the production run. It is expected that the proof will be produced on the same digital press using the same paper stock as the final product.

Place newsletter proof into an envelope that will be used on final production (either printed or blank, if blank, include content proof of envelope) and send proofs directly via traceable means to: Washington DC 20013-7012 (must contact cguasto@gpo.gov to confirm shipping address one (1) day prior to shipping proofs)

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 five (5) 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 SHOREYN@si.edu and cc: cguasto@gpo.gov. The subject line of this message shall be "PROOF Notice for Jacket 428-587, Requisition 4-00004".

*NOTE: PROOFS WILL NOT BE RETURNED TO THE CONTRACTOR.

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

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BINDING:

Saddle stitch in 2 places on 11" side. Trim 3 sides. Paper Covers: Wrap around. Trim flush, Grain must run parallel to spine. Cracks or wrinkles are not acceptable.

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PACKING:

Bulk Copies: Pack suitably per carton.

Any torn or damaged boxes will not be accepted by the agency.

Mailed Copies: Insert one (1) newsletter in a protective envelope (e.g., recycled-paper, tyvek, bubble-wrap); envelope must fit newsletter without folding or bending and must lay flat inside envelope. Ensure a secure seal/adhesive so contents are not lost during shipping. Contractor to inkjet the delivery address for domestic and international using the furnished distribution list.

On 739 envelopes (domestic addresses): The permit information (4 lines of type - top right) is to be printed on the domestic envelopes only. Smithsonian will put the correct international stamp for international mailing; therefore, pack international copies suitably per shipping container.

CONSTRUCTION: MUST meet USPS regulations.

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DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to SHOREYN@si.edu and cc: cguasto@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 428-587, Requisition 4-00004". 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.

F.O.B. Contractors City:

Contractor to mail F.O.B. Contractor City by 06/28/2024 approx. 739 copies to 739 domestic locations in sealed envelopes using presort standard (Bulk). Contractor to use agency permit for mailing.

F.O.B. Destination:

Contractor to deliver (to arrive by 06/28/2024) approx. 362 copies (international mail copies) via traceable means to: Smithsonian, 3400 Pennsy Drive, Landover, MD 20785. ATTN: Randy Peters (301-238-2043). Each envelope to have return address and international recipient address. Smithsonian will apply the correct international stamp and mail them out. **Reminder: These envelopes will not have agency permit on them.

Contractor to deliver (to arrive by 06/28/2024) 100 copies (includes 50 Departmental Random Blue Label Copies) via traceable means to: Nancy Shorey, Arctic Studies Center, Dept. of Anthropology, MRC# 112, National Museum of Natural History, Room 307, Smithsonian Institution, 10th and Constitution Ave NW, Washington DC 20013-7012.

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>

Contractor to deliver (to arrive by 06/28/2024) 50 copies via traceable means to: Nancy Shorey, Arctic Studies Center, Dept. of Anthropology, MRC# 112, National Museum of Natural History, Room 307, Smithsonian Institution, 10th and Constitution Ave NW, Washington DC 20013-7012. *Marked as 'Alaska Copies'*

Deliver 1 copy (to arrive by 06/28/2024) via traceable means to: Library of Congress, BAC (By-Law) 1525-01, U.S. Serials and Government Documents Section, U.S. Anglo Division, 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 1 copy (to arrive by 06/28/2024) via traceable means to: BAC (C+I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Office, Mail Stop: FDLP, 44 H Street, NW, Loading Dock, Washington, DC 20401. Both are marked Item No. 0921-A-06.

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

OK'd proof/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 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>.

NOTE: Vendors are expected to submit invoices within 30 days of job shipping/delivery.

Attachment(s): NONE