

Quotation Request //

US Government Publishing Office

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

JACKET:429-072 R-1

Quotations are Due By:
(Eastern Time)10:00 AM on 08/14/2024

**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: Region 8 Order, July 2024

QUANTITY: 2475 Total copies; varying quantities of 23 different Items (see below), numbered 1 to 24 (skipping Item 4 as none are needed on this procurement). Multiple destinations.

R-1: Delivery date, Bid Opening date

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.

TRIM SIZE: Item 1, 2, 11, 12, 13, 14, 18, 20, 22, 23, 24: 8.5 x 11"

Item 3, 7: 4.25 x 3.31" flat, scored and folded to 2.125 x 3.31"

Item 5, 8, 10, 16, 19, 21: 17 x 11" flat, scored and folded to 8-1/2 x 11"

Item 6: 11 x 8.5"

Item 9: 8.5 x 19"

Item 15, 17: 17 x 11"

PAGES: Items 1, 7, 9, 14, 20, 22: (face only)

Items 2, 3, 5, 6, 8, 10, 11, 12, 13, 15, 16, 17, 18, 19, 21, 23, 24: (face & back)

SCHEDULE:

Furnished Material will be available for pickup by 10/08/2024

Deliver complete (to arrive at destination) by 10/31/2024

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 Items 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: All items print 4-color process type/rule matter, QR Codes, illustrations, fine detailed agency logos, halftones, and solids in four-color process with some type reversing out to appear white.

QTY

25 - Item 1: BMAP Program Factsheet
50 - Item 2: C-IED Training Awareness Program Factsheet
300 - Item 3: Active Shooter - Pocket Card Information
000 - Item 4: CISA Chemlock Program (qty - zero copies)
50 - Item 5: CSET Fact Sheet for Public Safety
150 - Item 6: Employee Vigilance Through the Power of Hello
225 - Item 7: Active Shooter - Pocket Card Information
80 - Item 8: Physical Security Checklist for Polling Stations
125 - Item 9: Cybersecurity Awareness Month
55 - Item 10: Election Mail Handling Procedures to Protect Against Hazardous Materials
80 - Item 11: Election Security Training and Exercise
100 - Item 12: Factsheet - Shields Ready Campaign
225 - Item 13: Insider Threats 101 What You Need to Know
130 - Item 14: Multi-Factor Authentication Fact Sheet
100 - Item 15: Preventing Workplace Violence - Security Awareness Considerations
30 - Item 16: #Protect2024 Bifold
100 - Item 17: Protecting Houses of Worship - Perimeter Security Considerations
100 - Item 18: Protecting Houses of Worship - Six Steps to Enhance Security Against Targeted Violence
50 - Item 19: Recourses for Cybersecurity Clinics
150 - Item 20: Security Assessment at First Entry
75 - Item 21: Swatting Prevention and Response Guidance for Election Workers and Law Enforcement
100 - Item 22: The Infrastructure Resilience Planning Framework
100 - Item 23: Vehicle Incident Prevention and Mitigation Security Guide overview
75 - Item 24: Cybersecurity Advisors

Item 1: Face only, bleeds at left
Item 2: Face & back (head to head), bleeds at left on face and bleeds at left on back
Item 3: Face & back (head to head), face bleeds 4 sides, back bleeds top, left, and right
Item 4: Not being printed at this time
Item 5: Face & back, all pages bleed top, left & right
Item 6: Face & back (head to head), full bleeds both sides
Item 7: Face & back (head to head), full bleed on face, back bleeds top, left & right
Item 8: Face & back, all pages bleed top, left & right
Item 9: Face only, bleeds top, left and right
Item 10: Face & back, all pages bleed top, left & right
Item 11: Face & back (head to head), bleeds top, left and right both sides
Item 12: Face & back (head to head), bleeds top, left and right both sides
Item 13: Face & back (head to head), bleeds top, left and right both sides
Item 14: Face only, bleeds top, left and right
Item 15: Face & back (head to head), bleeds top, left and right
Item 16: Face & back (head to head), bleeds all sides Face & back
Item 17: Face & back (head to head), bleeds top, left and right both sides
Item 18: Face & back (head to head), Face bleeds all sides, back bleeds left
Item 19: Face & back (head to head), bleeds top, left and right
Item 20: Face only, bleeds top, left and right

Item 21: Face & back (head to head), bleeds top, left and right

Item 22: Face only, bleeds top, left and right

Item 23: Face & back (head to head), bleeds top, left and right both sides

Item 24: Face & back (head to head), bleeds top, left and right both sides

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

One (1) Purchase Order.

Twenty-four (23) PDF files for production, one for each item. Contractor to extend bleeds as necessary.

Items 5, 8, 10, 16, 19, and 21 contractor must impose as a 4-pager and add blank page for page 4 on Items 5, 8, 10, 19, and 21.

One (1) Excel file to follow for distribution and quantity breakdowns - Redacted list attached.

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

All Items (except 3 & 7): JCP Code* A180, Gloss-Coated Text, Basis Size 25 X 38" Basis Weight 70 lb

Items 3 & 7: JCP Code* L10, Gloss-Coated Cover, White, Basis Size 20 X 26" Basis Weight 80 lb

COLOR OF INK:

4-color process.

MARGINS:

Follow electronic files.

PROOFS:

Proofs are not required. However, it is the responsibility of the contractor to ensure that the output matches the files provided.

BINDING:

All items: Trim 4 sides.

Items 3 & 7: Score and fold from flat size of 4.25 x 3.31" to 2.125 x 3.31", title panel out.

Items 5, 8, 10, 16, 19 and 21: Score and fold from flat size of 17 x 11" to 8-1/2 x 11", title panel out.

PACKING:

Shrink wrap each title separately with chip board as indicated on distribution list. Pack each destination separately in cartons and shipping containers. Items going to the same location may travel together in one carton. Pack suitably to ensure items are not damaged during shipment.

MARK CARTON WITH THE FOLLOWING INFORMATION:

JOB TITLE: Region 8 Order, July 2024

REQUISITION: 4-00384

JACKET NO.: 429-072

QUANTITY: _____

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to: allie.martin@associates.cisa.dhs.gov, kimberly.kuntz@cisa.dhs.gov and lhollingsworth@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 429-072, Req. #4-00384". 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 2475 total copies; varying quantities of each Item via traceable means as outlined on the distribution list to 9 different addresses.

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 low contractor 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 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=429072>