

# Quotation Request //

## US Government Publishing Office

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

**JACKET:429-235 R-6**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 03/13/2025**

**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:** Financial Investigations Field Guide

**QUANTITY:** 16000 White plastic-coil bound booklets.

R-6 Change: Page count is adjusted to 18 pages, self cover.

**QUANTITY: FIXED PRICE - INDEFINITE QUANTITY CONTRACT**

**QUOTATIONS:** This is a fixed-price contract. The offeror submitting a response shall quote the maximum quantity, inclusive of all costs (including non-reimbursable mail or freight, if applicable), that shall be delivered to the Government per the specification requirements for a total of \$13,880.00.

Quotations shall include the cost of all materials and operations for the total quantity ordered. Quotations shall be prepared in conformance with the Schedule of Prices.

Potential offerors shall submit via Contractor Connect the fixed price of \$13,880.00, plus the quantity (indicate the quantity of copies in the "Comment field" for each Jacket) that their company will produce for the fixed price. Additionally, a cost must be submitted for each additional 1000 copies for each Jacket.

**DETERMINATION OF AWARD:** Award shall be made to the responsible offeror submitting a quotation, whose quotation specifies the most copies to be delivered to the Government for an all-inclusive, fixed-price total of \$13,880.00. Offerors submitting responses to this solicitation shall submit a total quantity - for the fixed price. In the event of a tie quantity, award shall be determined by the lowest, total per-unit price after application of prompt payment discount and Buy American Act factoring (if applicable). In the event there is still a tie, the contract will be awarded in accordance with the GPO Printing Procurement Regulations, Chapter XII. Additionally, the quotation shall include separate unit pricing for each additional 1000 copies.

If author's alterations are made during the proofing stage, the total quantity may be decreased in accordance with the contractor's submitted additional rate to offset the cost of the author's alterations.

### Schedule of Prices

#### Quantity

16,000 copies

A cost must be submitted for each additional 1000 copies of each item.

Additional rate per 1000 copies: \$826.88

**\*\*Contractors are required to enter a true 'Additional Rate'. This is the running rate (with make-ready/setup removed), not a per item price of total cost.\*\***

**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 Lisa Hollingsworth, APS DC Team, at [lhollingsworth@gpo.gov](mailto:lhollingsworth@gpo.gov) at 202-512-0220.

**TRIM SIZE:** .  
3-3/4 x 5-3/4"

**PAGES:** .  
18 pages (2nd and last pages are blank)

**SCHEDULE:**  
Furnished Material will be available for pickup by 03/18/2025  
Deliver complete (to arrive at destination) by 04/11/2025  
F.O.B. destination

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

**DESCRIPTION:**  
Digital Printing 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.

Booklets print 4-color process type/rule matter, screen tints, illustrations, gradients, fine detailed agency seals, and solids with some type revering out to appear white. Some pages contain solid header that must print and register across the pamphlet. After printing, flood coat the entire surface of all pages (face and back) with a clear non-yellowing gloss UV coating (or film at contractor's option) to prevent scratching and smearing.

Prints head to head, and binds on LEFT edge with WHITE coil. Self cover 1 bleeds all sides. There is a solid footer the bleeds left and right on all pages (except self covers 1, 2, & 4), and should register from page to page.

GPO imprint should NOT print.

**MATERIAL FURNISHED:** Contractor to pickup at GPO. Contractor to receive. Via email after award.  
Purchase order  
One (1) PDF file for production.

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 performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule.

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 JCP Code\* L12, No. 2 Coated Cover, White, Gloss-Finish, Basis Size 20 X 26" Basis Weight 80 lbs.

**COLOR OF INK:**

4-color process plus gloss uv coating.

**MARGINS:**

Inadequate 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 for entire booklet. 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 denis.hamel@usdoj.gov and cc: lhollingsworth@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 (1) workday from receipt at the Department to receipt in the contractor's plant.

PLUS After PDF Approval-

**PRIOR TO PRODUCTION SAMPLES**

Prior to the commencement of production of the contract production quantity, the contractor shall submit one (1) sample to: (residential address provided after award) Olney, MD 20832. Samples will be tested for conformance of materials and for construction. Each sample must be constructed as specified using the form, materials, equipment, and methods of production, which will be used in producing the final product. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Samples will be inspected and tested and must comply with the specifications in all respects. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, and purchase order. The samples must be submitted in sufficient time to allow Government

testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within (1) workday of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

**NOTE: AGENCY MUST APPROVE ELECTRONIC PROOF and PRIOR to PRODUCTION SAMPLES BEFORE GOING to FULL PRODUCTION.**

**BINDING:**

Punch suitably along the 5-3/4" left side, and insert appropriate sized white plastic coil binding.

**PACKING:**

Shrink wrap or band in sets of 50. Pack 300 per carton. Alternate books to prevent tangling of coils. Pack suitably in cartons and shipping containers to ensure booklets are not damaged during shipment.

**MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:**

**JOB TITLE:** Financial Investigations Field Guide

**REQUISITION:** 4-05054

**JACKET NO.:** 429-235

**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 denis.hamel@usdoj.gov and lhollingsworth@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 429-235, Req. No. 4-05054". 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 16,000 copies (includes 200 Departmental Random "Blue Label" copies of each Jacket) via traceable means to: U.S. Dept. of Justice Warehouse (LOC), 3601 Pennsy Dr., Landover, MD 20785, Attn: Harry Bharat, 301-583-7341 or 202-316-6430.

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 returning materials, submitting 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 priors/Furnished Electronic Files
P-10. Process Color Match	OK'd priors/Furnished Electronic Files

**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