

# Quotation Request //

US Government Publishing Office

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

**JACKET:432-157 R-2**

**Quotations are Due By:**  
**(Eastern Time)11:00 AM on 04/15/2025**

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

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**TITLE:** Health Benefits Election Form

**QUANTITY:** 8085 19-Part Carbonless Snap-out sets including a Writing Stop Insert.

REVISION 2: SCHEDULE CHANGE AND REVISED ARTWORK.

REVISION 1: SCHEDULE CHANGE.

**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 202-512-0078.

**TRIM SIZE:** See "Description" Below

**FORM NO:** OPM 2809(11/2024)

**PAGES:** See "Description" Below

**SCHEDULE:**

Furnished Material will be available for pickup by 04/21/2025

Deliver complete (to arrive at destination) by 05/21/2025

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 Not Acceptable.

REVISION 2: SCHEDULE CHANGE AND REVISED ARTWORK.

REVISION 1: SCHEDULE CHANGE.

**PRODUCT:** 19 part Carbonless Snap-out set printing in various colors with copy designation, stub perforation and 2-hole drilling Parts 5-13 only.

**PRINTING:** Parts 1 thru 5 each print face and back (head to foot) with type/rule matter, agency logo, and flat tone matter. Parts 6 thru 9, 11 thru-14, 16 thru 19 each print face only with type/rule, and flat tone matter (Flat tone areas are not suitable for flexographic printing). Parts 6 thru 9, 11 thru 14 and 16-19 have copy designations printing in Red ink. No Bleeds. NOTE: Contractor MUST strip in/update the GPO imprint line on Part 1 in Pantone' 340 Green (in the top margin, centered left and right). The link to the copy for the GPO imprint line is available on line at:

<https://www.gpo.gov/how-to-work-with-us/vendors/updates-and-notice>.

Parts 10 and 15 - INSERT: No Printing Required.

STUB: Sets are to be held together at the 8-1/2" top by a 1/2 to 1" internally glued or pasted, perforated stub. No stub perforation for Parts 1 thru 5.

STUB PERFORATIONS must be such as to guarantee easy perforation of all parts individually or in one operation but sufficient strength must be retained to prevent disengagement of any part under normal handling and shipping conditions.

DETACHED SIZE: 8-1/2 x 11" (Parts 6 thru 9, 11 thru 14 and 16 thru 19).

**COLOR OF INKS:**

Parts 1 thru 5, 9, 14, and 19: Pantone's 340 Green

Parts 6, 11 and 16: Black

Parts 7, 12, and 17: Pantone's 470 Brown

Parts 8, 13 and 18: Pantone's 286 Blue

Copy designations on Parts parts 6 thru 9, 11 thru 14 and 16 thru 19 print in Red ink.

Note: When forms are filled out, information from parts 6 thru 9 MUST NOT transfer to Parts 11 thru 14 or 16 thru 19.

DRILLING: On Parts 5-13 only, drill 2 round holes 1/4" in diameter 2-3/4" center to center; center on 8-1/2" dimension; center of holes 3/8" below the stub perforation. No drilling on Parts 1-4.

**MATERIAL FURNISHED:** Contractor to receive. .

Via email after award;

Purchase order.

One (1) PDF generated on IBM Win 2000 using Corel Ventura Version 7, Form Flow 2.1 and Adobe Acrobat 7. Fonts are furnished. Color Identification Systems uses CYMK. Contractor to convert for Pantone.

GPO Form 952 Desktop Publishing - Disk Information

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 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\* D10, Writing, Basis size 17 x 22", basis weight per 500 sheets  
Parts 1 thru 5: JCP Code D10 White C.W. Writing, 20 lbs., per 500 sheets. Basis size 17 x 22",

JCP Code\* O80, Carbonless Bond, Basis Size 17 X 22", basis weight per 500 sheets  
Parts 6, 11, and 16, : White Chemical Transfer CB, 13-15 lbs.  
Parts 7, 8, 12, 13, 17 and 18: White Chemical Transfer CFB, 14-17 lbs.  
Parts 9, 14 and 19 White chemical transfer CF, 13-15 lbs.

Parts 10 and 15 (Inserts): JCP Code\* P10, High-Finish Manila Tag, Basis Size 24 X 36", Basis Weight 125-150 lbs. NOTE: When forms are filled out, information from Parts 6 thru 9 MUST NOT transfer to Parts 11-14 or 16 thru 19.

**COLOR OF INK:**

Black, Pantone's 340 Green, 470 Brown, 286 Blue (all in single color application), plus Red copy designations.

**PRINT PAGE:** See Above

**MARGINS:** Adequate Gripper.

No bleeds. Parts 6 thru 9, 11 thru 14 and 16 thru 19 must register.

Follow electronic file

**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 [cyrus.benson@opm.gov](mailto:cyrus.benson@opm.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.

One (1) set(s) of digital color content proofs for entire product. 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

Send proofs together with the furnished media (copy, electronic files) directly to: OPM, Retirement Services, Publications Team, 1900 E Street, NW, Room 3316-L, Washington, DC 20415. (202-936-0401).

Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to [compliance@gpo.gov](mailto: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 2 workdays from receipt in the department to when they are made available for pickup at the department.

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

**BINDING:**

Trim 4-sides.

**DRILLING:** On Parts 5-13 only, drill 2 round holes 1/4" in diameter 2-3/4" center to center; center on 8-1/2" dimension; center of holes 3/8" below the stub perforation. No drilling on Parts 1-4.

**PACKING:**

Shrink film wrap in units of 100 sets and pack in suitable containers NTE 40 lbs.

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to cyrus.benson@opm.gov and deeverett@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacketv432-157/Requisition 5-00012. 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 8,000 copies via traceable means to: OPM, Retirement Services & Management Group, 1137 Branchton Road, Attn: Forms Supply/Req. #5-00012, Boyers, PA 16020. (Inside Delivery Required)

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>.

Follow special instructions: Retirement Services & Management Group Delivery Instructions. Delivery Hours: Monday through Friday from 8:00 a.m. to 3:00 p.m.

Miscellaneous Delivery Information:

Driver should inform security guard at gate of delivery; ATTN: Forms Supply\_(202-936-1203) Sarah Tarr. Driver should follow "ROC Delivery" directional signs to roll-up door.

Deliver 85 copies (includes 80 Departmental Random "Blue Label" Copies) via traceable means to: OPM, Attn.: Cyrus Benson/5-00012, 1900 E Street, NW, Room 3316-L, Washington, DC 20415. (Inside Delivery Required) Call 202-936-0401.

All expenses incidental to returning materials and submitting proofs 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	Approved Proofs/Furnished Electronic File
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**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