

BID OPENING:

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME, ON September 26, 2019.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL BRIAN COLEMAN. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-0310. NO COLLECT CALLS.

FACSIMILE SPECIFICATIONS

U.S. Government Publishing Office (GPO)
Washington, D.C.

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 8-02)).

NOTE: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, all applicable pages.

SPECIFICATIONS WILL APPLY EQUALLY TO ALL ITEMS EXCEPT AS NOTED HEREIN.

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 presswork for envelope manufacturers and construction of envelopes for printing firms.

PRODUCT: Questionnaires, Letters, Inserts, Supplementary Mailer, and Envelopes. These specifications cover the production of 20 items: seven (7) versions of envelopes; nine (9) versions of letters printing face and back; one (1) 16-page saddle-stitched questionnaire; one (1) supplementary mailer, and two (2) versions of inserts. The envelopes print in black and Pantone 199 (red). The letters print in black and process Cyan and Pantone 368 (Green). The questionnaire prints in black and process Cyan and Pantone 368 (Green). The informational inserts print in black. The supplementary mailer prints in black and process Cyan. Additional operations include binding, assembly, and packing. The Government is seeking a Contractor that can provide, in addition to the printing, finishing, and assembly of packages, shipping to the National Processing Center (NPC) in Jeffersonville, IN.

PREDOMINANT FUNCTION: The predominant production function is the printing and/or the printing and packaging (collating of individual products in proper sequence, insertion into envelopes, and sealed in envelopes) as specified in these requirements. The printing, binding, and packaging processes are very CRITICAL to this program. The complex collation, packaging of completely accurate sets of packages MUST also be recognized as a CRITICAL and mandatory requirement of this program. The required printing and construction of envelopes may be subcontracted. Any bidder who cannot perform either of the predominant functions will be declared nonresponsive.

TITLE: 2020 Census Experiments (CPEX) – Questionnaires, Letters, Inserts, Supplementary Mailer, and Envelopes

QUANTITY: Approximately 113,200 envelopes, 152,400 letters, 52,200 inserts, 13,100 supplementary mailers, and 54,400 questionnaires.

NO SHORTAGES ALLOWED; therefore, the Contractor is cautioned that they will be required to make up any shortages at no additional cost to the Government.

It is anticipated that TOTAL overall quantities will be modified after award and prior to production. The adjustment will depend on final Census Bureau requirements and could result in a decrease OR increase of total quantities by approximately 25%. Adjustment to purchase order price will be made in accordance with contractor's supplied additional rates for the affected item(s). The government has the option to order additional materials as needed.

Quantities specified above do not account for necessary quality assurance copies (e.g., priors, blue label copies, etc.)

Note: The quantities do not include spoilage from the manufacturing process. Contractor is expected to adjust quantities as needed to meet delivery. Quality control samples are also not included in the quantity.

TRIM SIZE: Inserts – 5-1/2 x 8-1/2” and 8-1/2 x 11”; Letters – 8-1/2 x 11”, 5-5/8 x 9”; Envelopes – 5-11/16 x 9-7/16”, 4-1/8 x 9-1/2”, and 6-1/16 x 10-1/16; Supplementary Mailer – 5-1/2 x 8-1/2”; Questionnaires – 9 x 11”

PRODUCT DESCRIPTIONS, QUANTITIES, AND SPECIFICATIONS

Note: The quantities in the table below do not include spoilage from the manufacturing process. Contractor is expected to adjust quantities as needed to meet delivery. Quality control samples are also not included in the quantities.

Item Number	Form ID	Total Quantity	Number in Assembled Packages	Number Additional	Specifications
Inserts					
1	D-F-XE(E/S)	26,100	0	26,100	<p>Format: 5-1/2" x 8-1/2"; Single Sheet, Prints 2-sides head to head.</p> <p>Stock: White Offset Book, basis weight: 50 lbs per 500 sheets, 25" x 38", equal to JCP Code A60</p> <p>Ink: Black text</p>
2	D-LI-XE	26,100	0	26,100	<p>Format: 8-1/2" x 11"; Single Sheet</p> <p>Stock: White Offset Book, basis weight: 50 lbs per 500 sheets, 25" x 38", equal to JCP Code A60</p> <p>Ink: Black text</p>
Supplementary Mailer					
3	D-P-XH	13,100	0	13,100	<p>Format: 5-1/2" x 8-1/2"; Single Sheet</p> <p>Stock: Index, White, basis weight: 110 lbs per 500 sheets 25.5" x 30.5", equal to JCP Code K10</p> <p>Ink: Black text, Process Cyan</p>
Letters					
4	D-L1-XG(E/S)	15,200	15,200	0	<p>Format: 8-1/2" x 11"; Single Sheet</p> <p>Stock: Offset Book, basis weight: 50 lbs. per 500 sheets, 25" x 38", equal to JCP Code A60</p> <p>Ink: Black text</p>
5	D-L4-XG(E/S)	13,100	13,100	0	<p>Format: 5-5/8" x 9", Single Sheet,</p>

Item Number	Form ID	Total Quantity	Number in Assembled Packages	Number Additional	Specifications
					Prints 2-sides head to head Stock: Offset Book, basis weight: 50 lbs. per 500 sheets, 25" x 38", equal to JCP Code A60 Ink: Black text, Process Cyan
6	D-L1-XE(E/S)	15,200	0	15,200	Format: 8-1/2" x 11"; Single Sheet Stock: Offset Book, basis weight: 50 lbs. per 500 sheets, 25" x 38", equal to JCP Code A60 Ink: Black text, Process Cyan and Pantone 368 (Green)
7	D-L2-XE(E/S)	15,200	15,200	0	
8	D-L2-XG(E/S)	15,200	15,200	0	
9	D-L4-XA(E/S)	21,700	0	21,700	
10	D-L4-XE(E/S)	11,000	0	11,000	
11	D-LC1-XA(E/S)	15,100	0	15,100	
12	D-LC1-XC(E/S)	30,700	0	30,700	
Inbound Envelopes					
13	D-ER-AZ2-XG(E/S)	28,300	28,300	0	Format: 5-11/16" x 9-7/16" plus flap Stock: White Writing (or Wove) Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22, equal to JCP Code V20 Ink: Black text
Outbound Envelopes					
14	D-EO2-XE(ES)	15,200	15,200	0	Format: 4-1/8" x 9-1/2" plus flap Stock: White Writing (or Wove) Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22, equal to JCP Code V20 Ink: Black and Pantone 199 (Red) text
15	D-EO1-XG(ES)	15,200	15,200	0	
16	D-EO2-XG(ES)	15,200	15,200	0	Format: 6-1/16" x 10-1/16" plus flap Stock: White Writing (or Wove) Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22, equal to JCP Code V20 Ink: Black and Pantone 199 (Red) text
17	D-EO-C1-XE(ES)	15,200	0	15,200	
18	D-EO4-XE(ES)	11,000	0	11,000	
19	D-EO4-XG(ES)	13,100	13,100	0	
Questionnaires					
20	D-Q-XG(E/S)	54,400	28,300	26,100	Format: Finished size: 9" x 11" 16-page Booklet. Prints head to head. Saddle-wire stitch in 2-places. Finished size folds down to 9" x 5-1/2" using 2-parallel folds, 1-right angle fold (with page 1 (English) facing out). Stock: White Opacified Offset Book, basis weight: 50 lbs. per 500 sheets,

Item Number	Form ID	Total Quantity	Number in Assembled Packages	Number Additional	Specifications
					25x28", equal to JCP Code A80. Ink: Black text, Cyan and Pantone 368 (Green) Variable Imaging: Serialized barcodes

ASSEMBLY AND MAILING:

The 2020 CPEX mailing strategy requires the contractor to assemble printed materials to support the enumeration of the population. These mailings include questionnaire mailing packages and letters.

All outgoing envelopes must be securely sealed prior to final delivery and must be capable of remaining sealed under normal mailing conditions. It is the contractor's responsibility to ensure that only one copy of each appropriate item required is inserted into the outgoing envelope and that only blank space for addressing is visible through the envelope window.

When required, questionnaires, letters, and inserts (as applicable to the package) fold separately.

Unless otherwise specified, the documents specified for printing should be gathered, assembled, and sealed into packages as described below in Table 1.

Pkg #	Package ID	Quantity	Outbound Envelope	Components		
1	E1 Bilingual Mailing 1	15,200	D-EO1-XG(ES) Item 15	D-L1-XG(E/S) Item 4		
2	E1 Bilingual Mailing 2	15,200	D-EO2-XG(ES) Item 16	D-L2-XG(E/S) Item 8	D-Q-XG(E/S) Item 20	D-ER-AZ2-XG(E/S) Item 13
3	E1 Bilingual Mailing 4	13,100	D-EO4-XG(ES) Item 19	D-L4-XG(E/S) Item 5	D-Q-XG(E/S) Item 20	D-ER-AZ2-XG(E/S) Item 13
4	E2 IF Bilingual Mailing 2	7,600	D-EO2-XE(ES) Item 14	D-L2-XE(E/S) Item 7		
5	E2 IC Bilingual Mailing 2	7,600	D-EO2-XE(ES) Item 14	D-L2-XE(E/S) Item 7		

Table 1: CPEX Statement of Work: Package Assembly

ASSEMBLY AND PACKAGE CONFIGURATIONS

- (1) CPEX Package 1: Gather folded letter (8-1/2 x 3-2/3") and insert into outgoing envelope (4-1/8 x 9-1/2").
- (2) CPEX Package 2: Gather folded 16-page questionnaire, folded letter (8-1/2 x 5-1/2"), and BRM envelope (flat), and insert into outgoing envelope (6-1/6 x 10-1/16").
- (3) CPEX Package 3: Gather folded 16-page questionnaire, flat letter (5-5/8 x 9"), and BRM envelope (flat), and insert into outgoing envelope (6-1/6 x 10-1/16").
- (4) CPEX Package 4: Gather folded letter (8-1/2 x 3-2/3") and insert into outgoing envelope (4-1/8 x 9-1/2").
- (5) CPEX Package 5: Gather folded letter (8-1/2 x 3-2/3") and insert into outgoing envelope (4-1/8 x 9-1/2").

GOVERNMENT TO FURNISH (GFM):

Electronic Media (Print Files) will be furnished as follows:

Platform: Windows 7.

Storage Media: CD-ROM or email.

Software: Adobe Acrobat Professional 11.0 (or higher).

All platform system and software upgrades (for specific applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: Files will be furnished in PDF format.
Laser composites of the furnished electronic files will be provided.
GPO Form 952 (Desktop Publishing - Disk Information).

GPO Form 892 (R. 8/95) Proofs
GPO Form 915 (Business Reply Label)
GPO Form 2686 QARC Random copies sampling & shipping instructions.
GPO Form 917 (Certificate of Selection).

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from www.gpo.gov, fill in appropriate blanks, and attach to shipping containers.

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.

Output must be generated on high resolution image processors with minimum 2540 dpi and minimum 150 line screen.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., must not print on finished product.

When required, the contractor shall return all final files via contractor-hosted FTP/SFTP, as specified.

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications. The Contractor shall be responsible for submitting proofs and hosting press sheet and binding inspections before full-scale operations commence.

ON SITE GOVERNMENT REPRESENTATIVES: One (1) or more Government representatives may be present at the Contractor's production facility to provide oversight, surveillance, and coordination, for the duration of each shift, to monitor the production, reviewing quality of products, reviewing labeling and configuration of mailing packages, etc. NPC/Document Services Branch staff will be on-site during printing/bindery.

For all production process for all items, the Census Bureau Quality Assurance team and the contractor's management team will establish a leader or point of contact for each shift on which Census Bureau work will be performed. These representatives do not have contractual authority. They are not authorized to make changes, or imply that changes be or can be made, in these specifications or contract.

Additionally, these Government representatives are not to provide support or disapproval of any concerns pertaining to any of the terms of this contract to the contractor's staff. However, these representatives are to bring any and all defects to the attention of the contractor's Quality Control (QC) Official.

The representatives will have full and unrestricted access to all production areas where Census Bureau work is being produced.

The Government representatives may affix stickers to the cartons and/or pallets for internal Census Bureau purposes. The application of these stickers neither signifies nor implies, in any way, the acceptance of the job by the Government. The affixed stickers do apply to the acceptance of the materials on the pallet. Pallets cannot be shipped until the stickers have been applied to the pallets or written permission to ship has been provided by the Government. National Processing Center (NPC)/Document Services Branch staff will be on-site during printing/bindery.

The on-site government representative will also measure the pallet(s), width, length, and height, confirm all cartons are labeled, confirm the start carton number and end carton number are correct, verify the pallet tag matches what is on the pallet, and weigh two cartons per pallet for counts to make sure there are no shortages.

Government Representatives must be furnished the following:

- Office space with a desk and 2 (two) work tables, telephone capable of receiving and making outside telephone calls including long distance capability. The Contractor will be reimbursed for any charges/to for calls made by Government Representatives upon presentation of voucher and verifiable documentation. The office must be in an enclosed secured area adjacent to the production operation(s).
- Unlimited access to a nearby copier, fax machine, printer, and high-speed internet access (secure Wi-Fi at a minimum 10mbs or higher, preferred) in the area where quality assurance will be conducted.
- For PSIs, the Contractor shall make available a space with standard lighting conditions for the Government Representatives to review product samples (i.e., PIA/GATF 5000K).

PROOFS: Two (2) sets of digital color content proofs for all items. 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, and trimmed to the finished size of the product.

Envelope Proofs must have all elements in proper position (i.e., flap to size, adhesive position indicated for flap and seams and security tint area indicated).

Proofs will be held three (3) workdays from receipt at the department to when they are made available for pickup at the department. If any Contractor's errors are serious enough in the opinion of the Government to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for these additional proofs. Such operations shall be accomplished within the original production schedule allotted in the specifications. All expenses incidental to submitting proofs must be borne by the Contractor.

Deliver one (1) set of proofs to: U.S. Census Bureau, Attn: Deborah Mockabee, (301) 763-9356, Gate 9, Remote Delivery Facilities (RDF), 4600 Silver Hill Road, Room HQ-3K420C, Suitland, MD 20746

Deliver one (1) set of proofs to: Paula Thompson, (812) 218-2201, 61-D, 1621 Dutch Lane, Jeffersonville, IN 47130.

Approval will come from the Suitland, MD address.

Contractor must call GPO Contract Compliance Section at (202) 512-0520 or email compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "O.K. TO PRINT".

NOTE: PLEASE MARK ALL PROOFS "URGENT."

PAPER SAMPLES AND INK DRAWDOWNS: The contractor is required to submit no less than three (3) ink drawdown samples for each ink color used and no less than 50 blank 8-1/2 x 11" sheets of White Opacified Offset Book, JCP Code A80.

For the ink drawdowns, the Contractor shall also furnish the manufacturer's CIELAB data from the lot of ink they are using on a cover sheet identifying the Purchase Order and Jacket Number.

For the paper samples, sampling shall be conducted in accordance with the current edition of the standard method described in TAPPI T-400, Sampling and Accepting a Single Lot of Paper, Paperboard, Containerboard, or Related Product.

A covering document shall accompany each sample set and must include the following information:

- A) The GPO Jacket Number;
- B) The mill or manufacturing run number;
- C) The manufacturer's test data obtained at regular intervals throughout the manufacturing run (for ALL properties in this specification including CIELAB measurements, a three-dimensional coloring measurement system);
- D) A description of the paper; and
- E) A statement certifying that sampling was conducted in accordance with TAPPI T-400. The cover document, which includes the information required for B, C, and E, requires a signature from the paper manufacturer's official who is responsible for sampling, quality control, and quality assurance.

Submit paper samples and ink drawdowns to U.S. Government Publishing Office, Customer Services, 732 North Capitol Street, NW, Room C-838, Stop CSAPS, Washington, DC 20401, Attn: AST 1, Contract Administrator Jacket 409-426. The container and accompanying documentation shall be marked PAPER AND INK DRAWDOWN SAMPLES, and shall include the GPO Purchase Order and Jacket Numbers.

The Government will approve, conditionally approve, or disapprove these samples within ten (10) workdays 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 therefore.

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 (CO) shall automatically extend the shipping schedule in accordance with the procedures as indicated in Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev.1-18)).

PRIOR TO PRODUCTION SAMPLES: Prior to the commencement of production of the contract production quantity, the contractor shall submit not less than 200 printed and finished prior to production samples of all items.

Of these, 150 samples of each item will be tested for usage on the specified equipment and/or for construction. The contractor shall submit these samples to: U.S. Census Bureau, ATTN: Quality Assurance Processing Section (DSB-QA), Bldg. 61D, 1621 Dutch Lane, Jeffersonville, Indiana 47132. (812-218-2018).

Deliver the remaining Prior to Production samples to: U.S. Census Bureau, Attn: Deborah Mockabee, (301) 763-9356, Gate 9, Remote Delivery Facilities (RDF), 4600 Silver Hill Road, Room HQ-3K420C, Suitland, MD 20746.

The Contractor shall use chipboard on the top and bottom of the samples packed in each container. Samples shall be packed securely in the containers ensuring that they will not shift or be damaged during the delivery process.

All samples shall be printed and finished as specified and must be of the size, kind, and quality that the Contractor will furnish per contract production quantities. Samples will be inspected and tested for conformance of materials and must comply with the specifications as to construction, kind, and quality of materials.

The Government will approve, conditionally approve, or disapprove the samples within five (5) workdays of the receipt thereof. Approval or conditional approval shall not relieve the Contractor from complying with the action required by the Contractor. A notice of disapproval shall state the reasons therefore.

If the Government disapproves of the samples, the Government may require the Contractor to submit additional samples for inspection under the time, 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 that the 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 article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product (for each specific order) prior to approval of the samples submitted is NOT allowed. 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 and on the equipment in which the contract production quantities are to be manufactured.

Prior to Production Samples must deliver via traceable means.

The Contractor must not print prior to receipt of an "OK TO PRINT."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

All stock used must be uniform in shade.

Items 1-2, 4-12: **JCP Code* A60, White Offset Book, Basis Size 25 X 38", 50 lbs.

Item 3: **JCP Code* K10, White Index, Basis Size 25.5 X 30.5", 110 lbs.

Item 20: **JCP Code* A80, Opacified Offset Book, Basis Size 25 X 38", 50 lbs.

Items 13-19: JCP Code* V20, Writing (or Wove) Envelopes, White, Basis Size 17 X 22", 24 lbs.

**The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

PRINTING:

Item 1 –FAQ Insert (D-F-XE(E/S)) – FAQ inserts print text/line matter in Black Only, No bleeds, 5-1/2 x 8-1/2", Head out.

Item 2 –Language Assistance Sheet (D-LI-XE) – Language Assistant Sheet prints text/line matter in Black Only, No bleeds, 8-1/2 x 11" Bi-folds to 8-1/2 x 5-1/2" Head out.

Item 3 – Supplementary Mailer (D-P-XH) – Every door direct mailer prints text-line matter in Process Cyan and Black, No bleeds, 5-1/2" x 8-1/2".

Item 4 –Advance Letter (D-L1-XG(E/S)) – Letter prints text/line matter in Black, No bleeds, 8-1/2 x 11" Tri-folds to 8-1/2 x 3-2/3" Letter text out.

Item 5–Reminder Letter (D-L4-XG(E/S)) – Letter prints text/line matter in Cyan and Black, No bleeds, 5-5/8 x 9", Letter text out.

Item 6–Cover Letter (D-L1-XE(E/S)) – Letter prints text/line matter in Cyan and Black (English Side) and Pantone 368 Green and Black (Spanish side), No bleeds, 8-1/2 x 11" Bi-folds to 8-1/2 x 5-1/2" English Head out.

Item 7– Reminder Letter (D-L2-XE(E/S)) – Letter prints text/line matter in Cyan and Black (English Side) and Pantone 368 Green and Black (Spanish side), No bleeds, 8-1/2 x 11" Tri-folds to 8-1/2 x 3-2/3" English Head out.

Item 8–Cover Letter (D-L2-XG(E/S)) – Letter prints text/line matter in Cyan and Black (English Side) and Pantone 368 Green and Black (Spanish side), No bleeds, 8-1/2 x 11" Bi-folds to 8-1/2 x 5-1/2" Letter text out.

Item 9–Reminder Letter (D-L4-XA(E/S)) – Letter prints text/line matter in Cyan and Black (English Side) and Pantone 368 Green and Black (Spanish side), No bleeds, 8-1/2 x 11" Bi-folds to 8-1/2 x 5-1/2" English Head out.

Item 10–Reminder Letter (D-L4-XE(E/S)) – Letter prints text/line matter in Cyan and Black (English Side) and Pantone 368 Green and Black (Spanish side), No bleeds, 8-1/2 x 11" Bi-folds to 8-1/2 x 5-1/2" English Head out.

Item 11 –Invitation Letter (D-LC1-XA(E/S)) – Letter prints text/line matter in Cyan and Black (English Side) and Pantone 368 Green and Black (Spanish side), No bleeds, 8-1/2 x 11" Bi-folds to 8-1/2 x 5-1/2" English Head out.

Item 12 –Invitation Letter (D-LC1-XC(E/S)) – Letter prints text/line matter in Cyan and Black (English Side) and Pantone 368 Green and Black (Spanish side), No bleeds, 8-1/2 x 11" Bi-folds to 8-1/2 x 5-1/2" English Head out.

Item 13 – Business Reply Return Envelope (D-ER-AZ2-XG(E/S)) - Envelope prints text/line matter on 2-sides including text matter (i.e., insertion instructions/thank you message) on the flap below the adhesive. Print inside of envelope with a security tint (lining is not acceptable) in black ink. Contractor may use their own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein. NOTE: The security tint must not appear in the window area. No Variable Imaging, No bleeds, 5-11/16" x 9-7/16."

Envelope must be open side, with gummed fold-over flap for sealing with high-cut side. Envelopes shall be sufficiently high cut as to prevent flap adhesive from contacting envelope content. Square-cut flap is NOT acceptable

Face of envelope to contain one (1) covered, die-cut window (8-3/8" x 3/4" (barcode window) and 1-1/8" (larger window)).

Height from left edge of window to 4" from left edge of window is 3/4". Height from 4" from left edge of window to the right edge of window is 1-1/8". The bottom edge of the window shall be located 2-3/8" from the bottom edge of the envelope. The right edge of the window shall be located 7/16" from the right edge of the envelope. Die-cut with 1/8" radius rounded corners. The flap must be 2-inches high with a 25-degree angle on the sides and must meet Gunther specifications (See Attachment 1).

Item 14 – Outgoing Letter Envelope (D-EO2-XE(E/S)) - Envelope prints text/line matter face only, in Black and Pantone 199 (Red) ink, No Variable Imaging, No bleeds, 4-1/8" x 9-1/2".

Envelope must be open side, with gummed fold-over flap for sealing with high-cut side. Envelopes shall be sufficiently high cut as to prevent flap adhesive from contacting envelope content. Square-cut flap is not acceptable

Face of envelope to contain one (1) open (uncovered), die-cut window (1-5/8" x 5" in size). The bottom edge of window shall be located 5/8" from the bottom edge of the envelope, and the left edge of the window shall be located 3/4" from the left edge of the envelope. Die-cut with 1/4" radius rounded corners. The flap must be 2-inches high with a 25-degree angle on the sides and must meet Gunther specifications (See Attachment 1).

Item 15 – Outgoing Letter Envelope (D-EO1-XG(E/S)) - Envelope prints text/line matter face only, in Black and Pantone 199 (Red) ink, No Variable Imaging, No bleeds, 4-1/8" x 9-1/2".

Envelope must be open side, with gummed fold-over flap for sealing with high-cut side. Envelopes shall be sufficiently high cut as to prevent flap adhesive from contacting envelope content. Square-cut flap is not acceptable

Face of envelope to contain one (1) open (uncovered), die-cut window (1-5/8" x 5" in size). The bottom edge of window shall be located 5/8" from the bottom edge of the envelope, and the left edge of the window shall be located 3/4" from the left edge of the envelope. Die-cut with 1/4" radius rounded corners. The flap must be 2-inches high with a 25-degree angle on the sides and must meet Gunther specifications (See Attachment 1).

Item 16 – Outgoing Package Envelope (D-EO2-XG(E/S)) - Envelope prints text/line matter face only, in Black and Pantone 199 (Red) ink, No Variable Imaging, No bleeds, 6-1/16" x 10-1/16".

Envelope must be open side, with gummed fold-over flap for sealing with high-cut side. Envelopes shall be sufficiently high cut as to prevent flap adhesive from contacting envelope content. Square-cut flap is NOT acceptable.

Face of envelope to contain one (1) open (uncovered), die-cut window (2-3/4" x 4-1/4" in size). The bottom edge of window shall be located 1" from the bottom edge of the envelope, and the right edge of the window shall be located 1" from the right edge of the envelope. Die-cut with 1/4" radius rounded corners. The flap must be 2-inches high with a 25-degree angle on the sides and must meet Gunther specifications (See Attachment 1).

Item 17 – Outgoing Package Envelope (D-EO-C1-XE(E/S)) - Envelope prints text/line matter face only, in Black and Pantone 199 (Red) ink, No Variable Imaging, No bleeds, 6-1/16" x 10-1/16".

Envelope must be open side, with gummed fold-over flap for sealing with high-cut side. Envelopes shall be sufficiently high cut as to prevent flap adhesive from contacting envelope content. Square-cut flap is NOT acceptable.

Face of envelope to contain one (1) open (uncovered), die-cut window (2-3/4 x 4-1/4" in size). The bottom edge of window shall be located 1" from the bottom edge of the envelope, and the right edge of the window shall be located 1" from the right edge of the envelope. Die-cut with 1/4" radius rounded corners. The flap must be 2-inches high with a 25-degree angle on the sides and must meet Gunther specifications (See Attachment 1).

Item 18 – Outgoing Package Envelope (D-EO4-XE(E/S)) - Envelope prints text/line face only, in Black and Pantone 199 (Red) ink, No Variable Imaging, No bleeds, 6-1/16" x 10-1/16".

Envelope must be open side, with gummed fold-over flap for sealing with high-cut side. Envelopes shall be sufficiently high cut as to prevent flap adhesive from contacting envelope content. Square-cut flap is NOT acceptable.

Face of envelope to contain one (1) open (uncovered), die-cut window (2-3/4 x 4-1/4" in size). The bottom edge of window shall be located 1" from the bottom edge of the envelope, and the right edge of the window shall be located 1" from the right edge of the envelope. Die-cut with 1/4" radius rounded corners. The flap must be 2-inches high with a 25-degree angle on the sides and must meet Gunther specifications (See Attachment 1).

Item 19 – Outgoing Package Envelope (D-EO4-XG(E/S)) - Envelope prints text/line matter face only, in Black and Pantone 199 (Red) ink, No Variable Imaging, No bleeds, 6-1/16" x 10-1/16."

Envelope must be open side, with gummed fold-over flap for sealing with high-cut side. Envelopes shall be sufficiently high cut as to prevent flap adhesive from contacting envelope content. Square-cut flap is NOT acceptable.

Face of envelope to contain one (1) open (uncovered), die-cut window (2-3/4 x 4-1/4" in size). The bottom edge of window shall be located 1" from the bottom edge of the envelope, and the right edge of the window shall be located 1" from the right edge of the envelope. Die-cut with 1/4" radius rounded corners. The flap must be 2-inches high with a 25-degree angle on the sides and must meet Gunther specifications (See Attachment 1).

Item 20 – 16 Page Saddle Stitched Questionnaires (D-Q-XG(E/S)) – Print head-to-head in black ink, Process Cyan (English Side) and Pantone 368 Green (Spanish Side) without bleeds. Each questionnaire is saddle-stitched and contains unique readable Barcode on each page of the form. Printing consists of type and line matter and flat tones printing must be generated on high resolution image processors with minimum 2540 dpi and minimum 150 line screen, 45 degree angle, elliptical dot halftone screen tints for the questionnaire, in 10%, 20%, 50% as indicated on the supplied PDF files.

NOTE: All questionnaires SHALL be produced using Offset Lithographic processes; Flexographic printing is NOT acceptable. If questionnaires are produced on a web press, it must be a heat set or equivalent process. The questionnaires must be printed on a press capable of printing two colors in a single pass through the press (minimum two printing units). The Pantone ink used for the questionnaires SHALL NOT contain any black pigment. In addition, the use of automated color/density QC on press (i.e., closed loop color control system) must be used for printing the questionnaires.

NOTE: The data capture system being used for the questionnaires is a highly efficient system using scanned images of completed census questionnaires, and a combination of Optical Mark Recognition (OMR) and Optical Character Recognition (OCR) to tabulate entries. Questionnaires must be printed with strict adherence to specifications on size (no magnification nor reduction), color, halftone, and color-to-black registration, and serialization.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number, and revision date, carried on copy or film, shall not be printed on finished product.

Envelope Printing Specifications:

Envelope printing shall be produced in accordance with the requirements for the style envelope ordered, and shall conform to the mailpiece design supplied by the Census and approved by the USPS.

Tinting: Tint envelope on the inside (back before construction) in black ink, lining not acceptable. Contractor may use his own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

NOTE: For the purposes of optimizing inserting, gathering, and assembly operations only, and after approval from the Government, the Contractor may make adjustments to envelope style, size, window size, and window position. These adjustments must be made before the "Prior to Production" samples are produced.

CONSTRUCTION:

Flap/Seams: The Contractor shall produce envelopes with an open side with side seams and 2" gummed flap. The sides of the flap shall angle at least 25 degrees. Envelopes shall be sufficiently high cut as to prevent flap adhesive from contacting envelope contents. A square-cut flap is NOT acceptable.

Flap Adhesive: All sealing flap adhesive shall be the water-activated type of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying. Adhesive shall be uniformly applied, have a minimum thickness of 0.0006", and shall be applied along the entire length of the flap, extending almost to the envelope edge, with not more than ½" unapplied space at each end of the flap.

The flaps shall be capable of being quickly and securely sealed using fingertips after moistening the adhesive. When opened 15 to 20 seconds after sealing, the flap shall pull fibers from the body of the envelope from not less than 75% of the adhesive area. The flap adhesive must cover at least 60% of the area of the flap beyond the throat. All adhesive shall be clean and free from offensive odor and ingredients that would discolor the paper.

Seam Adhesive: The seam adhesive must extend almost the entire length of the seam, with not more than ½" unapplied space at the beginning of the top seam overlap and no more than ½" unapplied space at the bottom edge of the envelope. The width of the adhesive on the side seams must be no less than 3/16". Adhesive must be applied so that it is continuous. All adhesive shall be clean and free from offensive odor and ingredients that would discolor the paper.

BRE Window: BRE Window is to be covered with a suitable transparent, low-gloss, poly-type material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current U.S. Postal Service's (USPS) readability standard/requirements.

Envelope Construction: Envelope Construction for all items must be square. Contamination of final packages with a material that is harmful, or may be perceived by recipients as harmful, poses a potentially significant risk to the success of this census operation. The use of any powders in printing and finishing processes is not permitted. The Contractor shall minimize excess dust and paper fibers through the control of dust causing agents from dull slitters, dull cutter knives, etc. The Contractor shall change cutters and knives at regular intervals to ensure paper dust is not generated. Window material must meet the current U.S. Postal Service's (USPS) readability standards and requirements. The Contractor's plan for controlling contaminants or perceived contaminants shall be addressed in the Production and Security Plans.

VARIABLE COMPUTERIZED IMAGING: (Questionnaires Item 20):

For the 16-page questionnaires, a serialized Interleaved 2 of 5 barcodes and equivalent HRI, shall be unique to each questionnaire and shall be printed on one side of each numbered page of the finished product (i.e.: pg. 1 or pg. 2, and pg. 3 or pg. 4, up to pg. 15 or pg. 16). The barcoded serial number, including quiet zone, and the HRI serial number shall not overlap any printed text or images.

The serialized Interleaved 2 of 5 barcode shall be located in the BOTTOM margin of each odd or even page. The leading edge of this barcode shall measure 1-1/2" from the LEFT or the trailing edge of this barcode shall measure 1-1/2" from the RIGHT edge of the page. (The edge of the page is either the spine or finished edge.) The barcode must meet minimum height requirements (15% of width) after trimming.

The HRI shall be positioned in the TOP margin of the same page containing the serialized barcode. The location of the HRI shall measure 1-1/2" from the LEFT or RIGHT edge of the page, centered vertically within the top margin (or centered in the space above any printed text in the top margin) of the page. Serialized barcodes and HRI's shall align horizontally within each page.

The location of variable image for the serial barcode and HRI shall be within 1/8" horizontally and 1/16" vertically from the specified position.

Formula for Mod10 Check-Digit: The MOD10 algorithm will calculate a check digit for the serial number. The check digit is calculated using the LUHN's algorithm (MOD10 algorithm). The MOD10 check-digit is calculated as follows:

From the rightmost digit, which is the check digit, moving left, double the value of every second digit; if the product of this doubling operation is greater than 9 (e.g., $7 * 2 = 14$), then sum the digits of the products (e.g., 10: $1 + 0 = 1$, 14: $1 + 4 = 5$).

Take the sum of all the digits.

If the total module 10 is equal to 0 (if the total ends in zero) then the number is valid according to the Luhn formula; else it is not valid.

Assume an example of a serial number “123456789” that will have a check digit added, making it of the form 123456789x:

Double every other (starting with the first digit) 2 2 6 4 10 6 14 8 18

Sum of resulting digits

$$2 + 2 + 6 + 4 + 1 + 6 + 5 + 8 + 9 = 43$$

The check digit (x) is obtained by computing the sum of digits then computing 9 times that value modulo 10 (in equation form, $(43 * 9 \text{ mod } 10)$). In algorithm form:

Compute the sum of the digits (43).

Multiply by 9 (387).

The last digit, 7, is the check digit.

Alternative Method: The check digit (x) is obtained by computing the sum of digits then subtracting the units digit from 10 ($43 = \text{Units digit } 3; 10 - 3 = \text{check digit } 7$). In algorithm form:

Compute the sum of the digits (43).

Take the units digit (3).

Subtract the units digit from 10 (7).

The result, 7, is the check digit. In case the sum of digits ends in 0, 0 is the check digit.

For this example, the serial number with check digit is 1234567897.

BRE Window Postal Barcode:

a) The contractor shall print a static postal barcode that must show through to the left of the BRE window. The contents of the postal barcode will be provided after award.

PRESS SHEET INSPECTION: Final make-ready press sheets will be inspected and approved at the contractor’s plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all make-ready sheets that preceded approval. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN ‘O.K. TO PRINT.’** See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain one color bar for each color placed parallel to the press’s ink rollers. The control bars must show areas consisting of 1/8 x 1/8” minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (GATF, BRUNNER or GRETAG) and gray balance patches for process color; repeated across the entire press sheet. The density must be constant across the full width of the sheet with deviations not to exceed plus or minus 5%. For viewing of the press sheets, the contractor must provide a densitometer and controlled lighting using overhead viewing lights with 5000-degree Kelvin lumination.

Viewing Light: Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Note: Contractor will be responsible for all additional costs related to delays when supplies are not ready at the time specified by the Contractor for inspections or tests, or an unreasonable amount of time is required to produce satisfactory press sheets (i.e., more than 2 hours).

All production items will be inspected at Contractor's plant for quality conformance.

NOTE: Three workdays notice of PSI is required

INK: Black, Cyan, Pantone 368 (Green), Pantone 199 (Red)

Target Ink Densities: The target nominal will be set at the press sheet inspection. For Pantone Matching System T density, run color to density to match PMS color. Filter nominal value for Questionnaires shall be set by measurements of the specified standard (O.K. press sheet). Screen area dot plus gain should measure 37 to 42.

Target Ink Dot Area (for all colors except yellow): The target nominal will be set at the press sheet inspection. For Pantone Matching System T density, run color to density to match PMS color. Filter nominal value for Questionnaires shall be set by measurements of the specified standard (O.K. press sheet). Screen dot area should measure 30 (plus or minus 3).

Target Ink Dot Area (for yellow): The target nominal will be set at the press sheet inspection. For Pantone Matching System T density, run color to density to match PMS color. Filter nominal value for Questionnaires shall be set by measurements of the specified standard (O.K. press sheet). Screen dot area should measure 40 (plus or minus 3).

MARGINS: Follow electronic media.

BINDING/CONSTRUCTION INSPECTION: All binding (trimming, folding, and stitching) and construction operations may be inspected and approved at the contractor's plant for quality conformance and for the purposes of establishing specific standards that are to be maintained throughout the run. Upon approval, the contractor is charged with maintaining those standards throughout the binding/construction processes (within QATAP tolerances, when applicable). The contractor is also charged with discarding all products that preceded approval. NOTE: A binding/construction inspection does not constitute a prior approval of the entire run. For questionnaires, the contractor must not perform stitching and folding prior to receipt of an "O.K. to Proceed."

The contractor must notify the GPO of the date and time the Bindery inspection can be performed. In order for proper arrangements to be made, notification must be given at least 3 workdays prior to the inspection. Notify the U.S. Government Publishing Office, Contract Management Division, Quality Control for Procured Printing Section (CSPS), Washington, DC 20401, on telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing Eastern Time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6 01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

BINDING:

Items 1 through 12 – All products trim four sides. Letters either bi-fold from 8-1/2" x 11" down to 8-1/2" x 5-1/2" or trifold down to 8-1/2" x 3-11/16" (as applicable for the outgoing envelope) for insertion into envelopes, as follows: for Bilingual letters, fold with English out.

When required in mailing packages, inserts (8-1/2" x 11" flat) fold down to 8-1/2" x 5-1/2" for insertion into envelopes.

Item 20 – Saddle-wire stitch in two places on the 11" dimension and trim three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

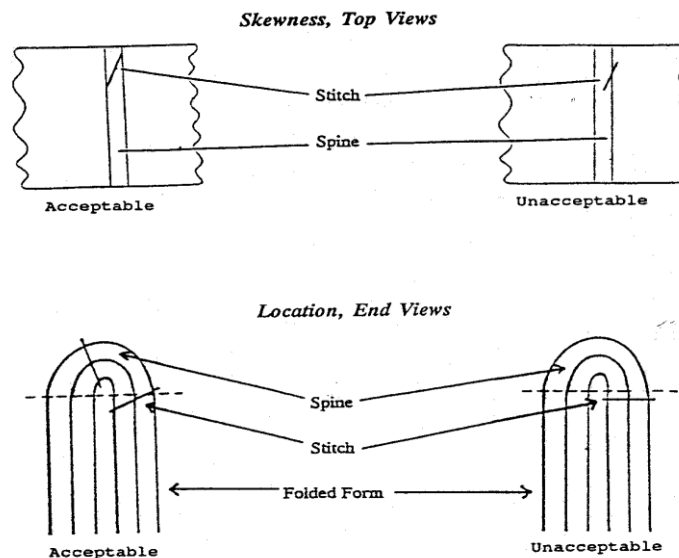
When saddle-stitching, the contractor must stagger the physical location of the stitches on approximately 50% of every questionnaire version to reduce the bulk of the stitched area when stacked during processing of the returned questionnaires by the Census Bureau. Staggered stitches must not overlap. Stitches must be at least 1" from the head and foot of product.

STITCH ALIGNMENT: Spine/Saddle-stitch on the fold (11" dimension). Alignment of the stitches in the direction of the spine shall be such that both bends of the stitch fall within the fold of the spine as viewed from the outside of the form (See Exhibit A, Skewness, Top Views). This requirement does not imply that the point of emergence through the innermost sheet of the signature must lie within the fold of the spine as viewed from the outside of the form (See Exhibit A, Location, End Views). All stitches shall be crimped tightly enough so that the stitch may not be pulled away from the spine, but not so tightly as to break the surface of the spine.

Inside the Questionnaire: The gap between the ends of the stitch legs shall not exceed 1/16" and the overlap shall not exceed 1/32". All stitches shall be crimped tightly enough so that no movement of the pages relative to each other is allowed. The ends of the stitches shall be tight against the paper. All stitches shall not be crimped so tightly as to break the surface of the paper. However, the ends of the stitches may penetrate the innermost sheet of the signature. Inside sheets must be stitched no more than 1/16" from the fold.

AFTER PRINTING AND BINDING, FOLD FROM 9 X 11" TO 9 X 5-1/2" (PAGE 1 (English) OUT) FOR INSERTION INTO OUTGOING ENVELOPES.

EXHIBIT A



STITCHING LOCATION DIAGRAM

NOTE: Paste on fold is NOT allowed.

PACKING, LABELING, MARKING, AND PALLETIZING

Finished Products - The Contractor shall pack and identify materials separately and suitably in shipping containers, and uniquely identify the containers with package or form type. The Contractor shall follow GPO Contract Terms for the packing and labeling of materials.

Pallets are required to be single un-notched solid stringer allowing entry only from the ends. Pallets shall measure 48" x 42" (stringer measurement shall be the 48" dimension). Full two-sided entry on the 42" width dimension required. Pallets shall not have deck boards that overhang from outside edge of stringer. The entire pallet shall be shrink-wrapped (including top and bottom). Maximum pallet height (including pallet) shall not exceed 48".

Pallets shall not have deck boards that overhang from outside edge of stringer.

Cartons must be fastened securely to the pallet in a manner that will prevent lateral movement but will permit removal without damage to the cartons. Cartons shall be of the appropriate dimensions so as to be stacked on the pallets so that the length of each carton runs in the opposite direction to the row of cartons beneath/above (i.e. interlocking 90-degree palletizing scheme) with labels facing out. Carton dimensions shall allow for this interlocking 90-degree palletizing scheme. **DO NOT MIX ITEMS ON PALLETS.**

Shipping containers shall be plainly and substantially marked to show the Contractor's name, the Jacket number, and a brief description of the contents. Shipping costs shall be borne by the Contractor.

LABELING AND MARKING (package and/or container label): Container labels shall uniquely identify the container contents and quantity. Reproduce shipping container label from furnished PDF file, fill in appropriate blanks and attach to shipping containers. Include Package Type or Item Description, Form Number, and Quantity Per Container on all shipping labels. Each container must be labeled to indicate what box of how many... (Example: 1 of 3, 2 of 3, 3 of 3.) **Do not mix packages within shipping containers. It is imperative that all shipping containers are marked as indicated.**

CAUTION: Noncompliance with the labeling and marking specification may be cause for the Government to reject the shipment at destination and return it to the Contractor at the Contractor's expense. After giving notice of the deficiency the Government may, at its option, re-label and/or re-mark in accordance with these specifications and charge all costs to the Contractor. (See GPO Publications 310.2, as Rev. 01-18, Supplemental Specification, Labeling and Marking Specifications, Section 11)

Return GFM via traceable means to U.S. Census Bureau, Attn: Deborah Mockabee, 301-763-9356, Gate 9, Remote Delivery Facilities (RDF), 4600 Silver Hill Rd., Room HQ-3K420C, Suitland, MD 20746.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels (PQL): For each attribute, QATAP indicates either a specified standard or a nominal value along with tolerances that specify the range of acceptability. The following PQL was chosen based on the reliability of reproduction required, the desired aesthetic appearance, and the intended durability of the final usage of the product:

Product Quality Levels:

- (a) Printing Attributes -- Level II
- (b) Finishing Attributes -- Level II
- (c) Exception -- Exceptions as listed within.

Additional Quality Tolerances for Survey Forms, Envelopes, and Packages specified herein. 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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. O.K. Proofs.
- P-9. Pantone Matching System

Questionnaires

Critical Defects – 0.10 defects per 100 items Total Defects --- 4.0 defects per 100 items

Other Items

Critical Defects – 1.0 defects per 100 items Total Defects --- 6.5 defects per 100 items

The most restrictive attribute or tolerance shall govern in all cases.
Information loss (e.g., a cut off page number) shall be assessed a critical defect.

In addition to the stated GPO quality levels and other quality requirements in this contract, the Contractor shall follow current industry practices for process control and quality control techniques of press and finishing lines, including all process steps. The most restrictive attribute or tolerance shall govern in all cases.

- Any unspecified black, Pantone 199 Red, Process Cyan, Pantone 368, ink image bleed shall be classified as a Critical defect.
- Image size: The printed image on any page shall not vary more than 1/16” from the specified dimensions. Nonconformance with this requirement shall be classified as a critical defect.
- Damaged Questionnaires (Item 20) and other items (Items 1 through 19): There shall be no tears longer than 1/32”, no dog-ears, and no creased or folded over wrinkles. There shall be no wrinkles displacing the lead edge of the Questionnaires (Item 20) more than 1/16” from a flat surface on which an unfolded sheet is laid. Nonconformance with this requirement shall be classified as a Major defect. Other wrinkles shall conform to GPO Publication 310.1, Attribute F-8. Product Quality Level II.
- Spots and Extraneous marks on (Item 20) shall not exceed 0.20 square mm in size within the inside of variable content areas (check boxes and answer zones) and shall not exceed 0.40 square mm in size anywhere else on the item. This requirement does not supersede the barcode specification. Nonconformance with this requirement shall be classified as a Major defect. Strike-through (bleed- through) shall be evaluated as spots or extraneous marks. When evaluating strike-through, Questionnaires (Item 20) shall be placed printed side down on a black backing per ANSI CGATS.4-1993 and measured under standard viewing conditions.

NOTE: The Contractor is responsible for excess processing costs incurred for furnishing products that do not meet specifications.

NOTE: Spots and extraneous marks on (Items 1 through 19) shall conform to GPO Publication 310.0, Attributes P- 1 and P-2 with the exception that Category 2 extraneous marks shall be no larger than 5.00 square mm in total area. Nonconformance with this requirement shall be classified as a Major defect.

DEFECT PURGING (ALL ITEMS): The contractor shall identify spoilage and/or incorrectly printed or constructed products, as well as perform a purge and replacement of purged pieces.

All products containing one or more Critical and/or Major defect shall be classified as defective and shall not knowingly be delivered

If a defective product is found, the contractor shall inspect 20 copies before and 20 copies after the defective product. If a Critical/Major defect is found in any of these 40 copies, the contractor shall inspect all copies in production sequence before and after the defective product until 20 successive defect-free copies are found in each direction.

In no case shall the performance of defect purging relieve the contractor of their responsibility for conforming to the specified “Acceptable Quality Levels.”

The contractor will be required to inspect and record inspection results for each item. Comprehensive quality control records for all acceptance sampling that is performed must include machine stamped dates and times of exact time of when sampling was done. All QC samples are to be filed. At a minimum, the contractor shall inspect for:

Printing Attributes:

- Type quality and uniformity
- Solid and screen tint color match
- Image position
- Extraneous marks in the check boxes and answer zones

Finishing Attributes:

- Trim Size
- Missing, duplicate, or blank pages

The Government has the option of either: 1) having the contractor forward copies of the completed QC records to the appropriate Government office; or, 2) requiring the contractor to allow appropriate Government representatives to review these records during visits to the contractor's site.

Specifications for Color Match:

(Items 4 through 12 and 20) - The color match for Process Cyan and Pantone 368 (Green) ink is a specifically identifiable color termed a "dropout color" for these items only. The dropout ink shall not contain any black pigment.

The data capture system being used for the questionnaires is a highly efficient system using scanned images of completed census questionnaires, and a combination of Optical Mark Recognition (OMR) and Optical Character Recognition (OCR) to tabulate entries. Questionnaires (Item 20) must be printed with strict adherence to specifications on color, halftone, and color-to-black registration.

Density measurements shall be made with a spectral response ISO/ANSI Status T, D50 illumination, following ANSI CGATS.4-1993 Graphic technology-Graphic arts reflection densitometry measurements-Terminology, equations, image elements and procedures, and following manufacturer's recommendations for calibration and operation of the instrument.

All density measurements shall be relative measurements (substrate excluded). All density measurements to determine conformance to specifications must be made to dry ink film. When measurements relative to wet ink films are made (e.g., for process controls), the correlation between wet and dry shall be established.

Target Ink Densities:

Process Cyan and Pantone 368 (Green) ink status T density or cyan filter nominal value for Questionnaires (Item 20) and letters (Items 4 through 12) shall be set by measurements of the specified standard (O.K. press sheet). The target nominals will be set at the press sheet inspection.

The black solid status T density, visual filter, nominal value for Questionnaires (Item 20) and letters (Items 4 through 12) shall be set by measurements of the specified standard (O.K. press sheet). Solid black target nominals will be set at the press sheet inspection.

ADDITIONAL QUALITY TOLERANCES**Questionnaire and Letter Tolerances**

Solid and Halftone Density Match: All tolerances are from the nominal values. The following tolerances apply after the nominal values have been established at the press sheet inspection. These tolerances include equipment variation of ± 0.02 for the densitometer.

Ink Nominal Values Solid

	Process Cyan	Pantone 368U	Black
Cyan (red filter) Density	0.70 to 0.90	N/A	N/A
Yellow (blue filter) Density	N/A	0.70 to 0.90	N/A
Magenta (green filter) Density	N/A	N/A	N/A
Visual Density	N/A	N/A	0.95 to 1.05

Flat Tone Nominal Value

	Process Cyan (Cyan or Red Filter Density)	Pantone 368U (Yellow or Blue Filter Density)
20% (Highlighted Area)	0.10 to 0.20	0.10 to 0.20
10% (Background)	0.05 to 0.15	0.05 to 0.15

For Information Only: the densities are intended to be consistent with the *Specification of Web Offset Publication (SWOP)* Tone Value increase (Total Dot Gain) target value of 20%.

Characteristic	Tolerance
Solid Process Cyan ink Density: Cyan Filter	+ 0.05 - 0.08
Solid Pantone 368 ink Density: Yellow Filter	+ 0.05 - 0.08
Black Solid Density (Visual Filter)	± 0.06

Classification of Defects:

Defect	Class of Defect
Exceeding tolerance for Solid Process Cyan and Pantone 368 (Green) ink Measurements: Cyan, Yellow or Blue Density by less than 30%	Major
Exceeding tolerance for Solid Process Cyan and Pantone 368 (Green) ink Measurements: Cyan, Yellow or Blue Density equal to or more than 30%	Critical
Exceeding tolerance for black solid on Questionnaires (Item 20)	Major
A visible density shift in a flat tone of Process Cyan or Pantone 368 (Green) ink on Questionnaires (Item 20)	Major

NOTE: The Contractor is responsible for excess processing costs incurred for furnishing products that do not meet specifications.

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>

CENSUS QUALITY ASSURANCE RANDOM COPIES: After approval is received on the press sheet inspection and starting with the first day of printing, the contractor shall, during each day, randomly select one (1) sample, every 5,000 copies, of each type of press sheet produced that day. Each sample shall have: 1) the date and time, stamped by machine, when the sample is pulled; 2) the shift noted on the sample; and, 3) the press number noted on the sample.

The contractor shall develop a method for selecting the press sheet samples that is acceptable to the Government. For example, if the items are printed roll-to-roll, the samples may be selected from the tail of each output roll.

If binding is performed as a separate operation, one (1) random sample for every 3,000 copies per day from each operation shall be selected. If the operations are combined into one continuous operation, one (1) random sample every 3,000 copies per day from each operation shall be selected.

Each sample shall have: 1) The date and time, stamped by machine, when the sample was pulled; 2) The shift noted on the sample; and 3) The press number noted on the sample.

The On-Site Government Coordinators will inspect the Census Quality Assurance Random Copies indicated above. After inspection, the Contractor shall ship these samples (marked "Quality Samples") overnight to the: US Census Bureau, NPC Quality Assurance Materials Section, Attn: Karen Evans, Building 61D, 1201 East Tenth Street, Jeffersonville, IN 47130. Tel. (812)218-3757.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All items must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packaged separately and identified by a special label (GPO Form 2678- Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the "Distribution" requirements of this contract.

A copy of the purchase order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot.

The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to deborah.d.mockabee@census.gov. The subject line of this message shall be "Distribution Notice for Jacket 409-426, Requisition 9-00224". 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 f.o.b. destination.

Please distribute to Jeffersonville, IN (Logistics), and Suitland, MD as outlined below:

Quantity	Description	Ship to
Specified in SOW	All Items	U.S. Census Bureau, National Processing Center, 1621 Dutch Lane, Receiving Dock – 60F, Jeffersonville, IN 47132, Attn: CPEX
50 each	All Items	U.S. Census Bureau, Attn: Deborah Mockabee, (301) 763-9356, Gate 9, Remote Delivery Facilities (RDF), Room HQ-3K420C, 4600 Silver Hill Road, Suitland, MD 20746

Shipping containers shall be plainly and substantially marked to show the Contractor's name, the Jacket number, and a brief description of the contents. Shipping costs shall be borne by the Contractor.

NOTE: The first 50 copies of each item printed, trimmed, and bound to final size are to be shipped (via next day delivery) to the Suitland, MD destination. An additional 250 copies are to be shipped to Jeffersonville, IN destination – see distribution).

Return GFM via traceable means to U.S. Census Bureau, Attn: Deborah Mockabee, 301-763-9356, Gate 9, Remote Delivery Facilities (RDF), 4600 Silver Hill Rd., Room HQ-3K420C, Suitland, MD 20746.

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 sample copies must be borne by the contractor.

SCHEDULE:

The Purchase Order will be available for pick up, or will be e-mailed, at the U.S. Government Publishing Office, Washington, D.C. 20401, no later than **October 3, 2019**. Furnished Material will be supplied directly to the contractor by the agency via contractor FTP site upon award and issuance of Purchase Order.

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Deliver f.o.b. destination as follows:

DATE	EVENT
October 24, 2019	Electronic media draft production files for Prior to Production version for Items 1 through 20 (draft) to be transmitted to the Contractor.
November 1, 2019	Electronic media production files for Items 1 through 20 to be transmitted to the Contractor.
December 2, 2019	Delivery of Items 1, 2, 3, 6, 9, 10, 11, 12, 17, and 18
December 16, 2019	Delivery of remaining items

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to compliance@gpo.gov or by calling (202) 512-0520 or faxing (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

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>

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 low contractor may be required to provide one or more of the following financial documents within (2) days of notification to submit:

- 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.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The Jacket number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the submission instructions posted in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications.

JACKET NUMBER 409-426 BID PRICE \$ _____

Item Number	Form ID	Total Quantity	Addl M Price
1	D-F-XE(E/S)	26,100	
2	D-LI-XE	26,100	
3	D-P-XH	13,100	
4	D-L1-XG(E/S)	15,200	
5	D-L4-XG(E/S)	13,100	
6	D-L1-XE(E/S)	15,200	
7	D-L2-XE(E/S)	15,200	
8	D-L2-XG(E/S)	15,200	
9	D-L4-XA(E/S)	21,700	
10	D-L4-XE(E/S)	11,000	
11	D-LC1-XA(E/S)	15,100	
12	D-LC1-XC(E/S)	30,700	
13	D-ER-AZ2-XG(E/S)	28,300	
14	D-EO2-XE(ES)	15,200	
15	D-EO1-XG(ES)	15,200	
16	D-EO2-XG(ES)	15,200	
17	D-EO-C1-XE(ES)	15,200	
18	D-EO4-XE(ES)	11,000	
19	D-EO4-XG(ES)	13,100	
20	D-Q-XG(E/S)	54,400	

Initials

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy.

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City - State - Zip Code)

By _____
(Printed Name, and Title of Person Authorized to Sign this Bid)

(Signature) (Date)

(Telephone Number) (Email Address)

Contracting Officer Review: _____ Date: _____ Certifier: _____ Date: _____
(Initials) (Initials)

