

**Jacket:** 412-458  
**Title:** ECLS 202 Field Test Print Package 2  
**Agency:** Education  
**Bid Opening:** February 7, 2020 at 11:00 a.m.

Contractor Name	Bid	Terms		Discounted Total
NPC Inc.	\$85,551.00	2.0%	20 days	\$83,839.98
Gray Graphics Corp.	\$137,800.00	2.0%	20 days	\$135,044.00
Las Vegas Color Graphics	\$155,555.00	0.5%	20 days	\$154,777.23
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
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February 5, 2020

This is Amendment No. 1. The specifications in our invitation for bids on Jacket 412-458, scheduled for opening at 11am on February 07, 2020, are amended as follows:

On Page 3 of 21, the bottom table, under the QTY row .....

Delete

Item 23: 31,405 Saddle Stitch

Item 24: 31,405 Saddle Stitch

Replace with.....

Item 23: 31,405 Folded Forms

Item 24: 31,405 Folded Forms

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office  
Bid Section, Room C848, Stop CSPA  
732 North Capitol Street NW  
Washington, DC 20401-0001

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.  
Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

YVETTE VENABLE-BROOKS  
Contracting Officer



February 5, 2020

This is Amendment No. 2. The specifications in our invitation for bids on Jacket 412-458, scheduled for opening at 11am on February 07, 2020, are amended as follows:

On Page 10 of 21 under STOCK/PAPER

Delete

Item 1 thru 5: JCP Code\* V20, Writing Envelopes, White, Basis Size 17 X 22" - Basis Weight 28 lbs.  
Item 6 thru 26: JCP Code\* A60, Offset Book, Basis Size 25 X 38" - Basis Weight 28 lbs.  
Item 27, and 28: JCP Code\* A181, No. 1 Coated Text, Gloss-Finish, Basis Size 25 X 38" - Basis Weight 28 lbs.

Replace with.....

Item 1 thru 5: JCP Code\* V20, Writing Envelopes, White, Basis Size 17 X 22" - Basis Weight 24 lbs.  
Item 6 thru 26: JCP Code\* A60, Offset Book, Basis Size 25 X 38" - Basis Weight 60 lbs.  
Item 27, and 28: JCP Code\* A181, No. 1 Coated Text, Gloss-Finish, Basis Size 25 X 38" - Basis Weight 80 lbs.

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office  
Bid Section, Room C848, Stop CSPS  
732 North Capitol Street NW  
Washington, DC 20401-0001

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.

Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

YVETTE VENABLE-BROOKS  
Contracting Officer

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732 North Capitol Street NW, Washington, DC 20401-0001

<http://www.gpo.gov> | [www.facebook.com/USGPO](http://www.facebook.com/USGPO) | [twitter.com/USGPO](http://twitter.com/USGPO)

BID OPENING: February 7, 2020

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

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL REMON MANKOUROS. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-0307. NO COLLECT CALLS.

### FACSIMILE BID 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 Rev 9-19)).

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

**SUBCONTRACTING (Item 1 thru 5):** 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.

**SECURITY WARNING:** It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. (Ref.: OMB Memorandum 07-16.)

Other specific examples of PII include, but are not limited to: (a) Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;

(b) Address information, such as street address or personal email address; and,

(c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

**PRIVACY ACT NOTIFICATION:** This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

PRIVACY ACT

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

All the requirements of these specifications apply equally to all items unless otherwise indicated herein.

TITLE: ECLS 202 Field Test Print Package 2

PRODUCT: Forms, Envelopes and Pamphlets

Item 1	#1 ECLS-K:2023; Windowed Envelope w/ security tint.	Item 2	#4 ECLS-K:2023; Windowed Envelope; Return Service Requested
Item 3	#7 ECLS-K:2023; Windowed Envelope; Domestic indicia.	Item 4	#8 ECLS-K:2023; Windowed Envelope; Return Service Requested
Item 5	#9 ECLS-K:2023; Business Reply Mail.	Item 6	#10 ECLS-K:2023; A4 EN/SP Letters.
Item 7	#11 ECLS-K:2023; A5 EN/SP Letters.	Item 8	#12 ECLS-K:2023; A6 Letters. RSR*
Item 9	#13 ECLS-K:2023; A6-S Letters. RSR*	Item 10	#14 ECLS-K:2023; A7 Letters. RSR*
Item 11	#15 ECLS-K:2023; A7-S Letters. RSR*	Item 12	#16 ECLS-K:2023; A8 Letters. RSR*

Item 13	#17 ECLS-K:2023; A8-S Letters. RSR*	Item 14	#18 ECLS-K:2023; A9 Letters
Item 15	#19 ECLS-K:2023; A9-S Letters	Item 16	#20 ECLS-K:2023; A10 Letters. RSR*
Item 17	#21 ECLS-K:2023; A10-S Letters. RSR*	Item 18	#22 ECLS-K:2023; A11 Letters. RSR*
Item 19	#23 ECLS-K:2023; A11-S Letters. RSR*	Item 20	#24 ECLS-K:2023; A12 Letters.
Item 21	#25 ECLS-K:2023; A12-S Letters.	Item 22	#26 ECLS-K:2023; A26 Letters.
Item 23	#27 ECLS-K:2023; Folded Form	Item 24	#28 ECLS-K:2023; Folded Form.
Item 25	#29 ECLS-K:2023; Saddle Stitched Pamphlet	Item 26	#30 ECLS-K:2023; Saddle Stitched Pamphlet
Item 27	#31 ECLS-K:2023; Info Sheet Forms	Item 28	#32 ECLS-K:2023; Info Sheet Forms.

\*RSR stands for Return Service Requested. Please use the envelopes with this statement on them for any of the mailings noted with RSR. Items 24, 26, and 28 are Spanish forms.

#### OVERALL NOTES:

- All quantities are estimates. The numbers may vary based on sample size and response rates. A MOD will be issued based on additional rate with the actual quantity after the job is complete.
- All proposed dates given are estimates based on the current timeline. Any movement will affect the next mailing(s) in step. The printer must meet the timeline specified in this package and inform the government of their schedule so that observers may conduct their site visits for quality control (QC) purposes (see additional details below). The mailings must go out on the government-determined timeline.
- Materials will include variable data for address-based mailings, including household address, a participant ID number, and Personal Identification Numbers (PINs). List-sample mailings will include that information as well as additional personally identifiable information (PII). The only materials without variable data will be windowed envelopes, BREs, and InfoSheets.
- All mailings should be assembled so that all materials are face-up and with the English side of the letter facing toward the window and front of envelope. They should all be mailed USPS presorted First Class Mail except for the mailings which are noted as shipping with FedEx. However, any P.O. Box addresses must be mailed USPS Priority Mail if denoted as part of a FedEx mailing. NOTE: Contractor to use their permit for all USPS mailings (Reimbursable). Agency will provide their FedEx Acc. # for all FedEx shipping.
- Mailings will be sent directly to addresses included in file after final government acceptance of prior to production samples.
- Note: Some materials will include PII which must always be kept secured and may only be handled by staff with security clearances (please see additional information within the Security section).

#### QUANTITY/TRIM SIZE/PAGES:

Note: • All quantities are estimates. The numbers may vary based on sample size and response rates.

	QTY	TRIM SIZE	PAGES		QTY	TRIM SIZE	PAGES
Item 1	100 Envelopes	6 x 9" constructed	Face only (after construction)	Item 2	130 Envelopes	6 x 9" constructed	Face only (after construction)
Item 3	17,505 Envelopes	9 x 12" constructed	Face only (after construction)	Item 4	441 Envelopes	9 x 12" constructed	Face only (after construction)
Item 5	32,945 Envelopes	8-3/4 x 11-1/2" constructed	Face only (after construction)	Item 6	17,447 Forms	8-1/2 x 11"	Face & back
Item 7	15,000 Forms	8-1/2 x 11"	Face & back	Item 8	129 Forms	8-1/2 x 11"	Face only
Item 9	<129 Forms	8-1/2 x 11"	Face & back	Item 10	90 Forms	8-1/2 x 11"	Face only
Item 11	<90 Forms	8-1/2 x 11"	Face & back	Item 12	78 Forms	8-1/2 x 11"	Face only
Item 13	<78 Forms	8-1/2 x 11"	Face & back	Item 14	78 Forms	8-1/2 x 11"	Face only
Item 15	<78 Forms	8-1/2 x 11"	Face & back	Item 16	105 Forms	8-1/2 x 11"	Face only
Item 17	<105 Forms	8-1/2 x 11"	Face & back	Item 18	84 Forms	8-1/2 x 11"	Face only
Item 19	<84 Forms	8-1/2 x 11"	Face & back	Item 20	63 Forms	8-1/2 x 11"	Face only
Item 21	<63 Forms	8-1/2 x 11"	Face & back	Item 22	100 Forms	8-1/2 x 11"	Face and back
Item 23	31,405 Saddle Stitch	17 x 11" folded to 8-1/2 x 11"	Face & back (before folding)	Item 24	31,405 Saddle Stitch	17 x 11" folded to 8- 1/2 x 11"	Face & back (before folding)

Item 25	498 Saddle Stitch	8-1/2 x 11"	44, self-cover	Item 26	498 Saddle Stitch	8-1/2 x 11"	48, self-cover
Item 27	234 Forms	8-1/2 x 11"	Face & back	Item 28	234 Forms	8-1/2 x 11"	Face & back

NOTE: Contractor to insert the prints that require USPS priority mail, or FedEx shipment directly into USPS priory mail envelope or FedEx envelopes.

NOTE: Contractor is responsible to provide required FEDEX envelopes with inside dimensions of approx. 9-1/4 x 13-1/8", and USPS priority mail envelopes (12-1/2 x 9-1/2" size).

GOVERNMENT TO FURNISH:

GPO Form 952 Desktop Publishing – Disk Information  
 GPO Form 892c (R. 12/17) Proofs.

PDF files to be downloaded from Government Secure FTP site with the following:

- Letterhead art,
- Letter content,
- All letters to show final look and feel that the printed materials must obtain,
- Screener art,
- Survey art,
- InfoSheet art, and
- Item 1 thru 5 - Envelope art (including BREs, 9x12s, and 6x9s): Contractor to convert IES logo from 4-color process to black, and tints of Black.
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NOTE: All PDF files are created on a MAC using Adobe InDesign. Fonts and links are furnished except for the info sheets (Items 27, and 28).

These examples are print-ready, final pieces. The only portions that should be changed by the printer are the merge fields, the permit/ indicia information on the envelopes, the dates on the letters, and the location of the address block. The address block’s position in the envelope window may be adjusted to accommodate the IMb, endorsement line, and any other markers used for processing the mail. The .pdf templates included have placeholders in the indicia area as well as BRE permitting areas (including IMb).

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.

Description of Each File

File Name	Description
ECLSK 6x9 env 012120.pdf	6x9 envelope art without return services requested. Black box around window is for placement only.
ECLSK 6x9 env RSR 012120.pdf	6x9 envelope art with return services requested. Black box around window is for placement only.

ECLSK 9x12 env 012120.pdf	9x12 envelope art without return services requested. Black box around window is for placement only.
ECLSK 9x12 env RSR 012120.pdf	9x12 envelope art with return services requested. Black box around window is for placement only.
ECLS BRE_87.5x115 012220.pdf	BRE envelope art.
ECLS LH 110719_FINAL.pdf	In-color letterhead and logo for printing shells if needed.
ECLS 2023 screener v10 (2955 – Activated, Traditional).pdf	English Screener art for digital merging and printing.
ECLS 2023 screener SP v5 (40628 – Activated, traditional) 011620.pdf	Spanish Screener art for digital merging and printing.
ECLS Parent v8 (19635 – Activated, Traditional) Complete.pdf	English Survey art for digital merging and printing.
ECLS Parent SP v7 (47846 – Activated, Traditional) complete.pdf	Spanish Survey art for digital merging and printing.
ECLS_Two pager_PrintReady.pdf	English InfoSheet insertion art for A6, A10, and A11 mailings.
ECLS_Two pager_Spanish_PrintReady.pdf	English InfoSheet insertion art for A6-S, A10-S, and A11-S mailings.
ECLS A4. Cover L Reminder and 1st Paper Screener 012120b.pdf	Letterhead and A4 letter text combined for digital merging and printing or to show final look and feel if shells are being used.
ECLS A4. Cover L Reminder and 1st Paper Screener Non-logo 020420.pdf	B+W text of A4 letter to be used for merging and printing onto shells, if needed.
ECLS A5. FedEx L Reminder and 2nd Paper Screener 012320a.pdf	Letterhead and A5 letter text combined for digital merging and printing or to show final look and feel if shells are being used.
ECLS A5. FedEx L Reminder and 2nd Paper Screener Non-logo 020420.pdf	B+W text of A5 letter to be used for merging and printing onto shells, if needed.
ECLS A6. L for Completed Web Screener Inv to Complete Web Parent Survey v2 ENG 012120.pdf	Letterhead and A6 letter text combined for digital merging and printing.
ECLS A6. L for Completed Web Screener Inv to Complete Web Parent Survey 012120a.pdf	Letterhead and A6-S letter text combined for digital merging and printing.
ECLS A7. Cover L for Completed Web Screener Reminder & 1st Paper Parent Survey ENG 012120a.pdf	Letterhead and A7 letter text combined for digital merging and printing.
ECLS A7. Cover L for Completed Web Screener Reminder & 1st Paper Parent Survey 012120a.pdf	Letterhead and A7-S letter text combined for digital merging and printing.
ECLS A8.Cover L for Completed Web Screener Reminder & 2nd Paper Parent Survey ENG 012320.pdf	Letterhead and A8 letter text combined for digital merging and printing.
ECLS A8.Cover L for Completed Web Screener Reminder & 2nd Paper Parent Survey 012420.pdf	Letterhead and A8-S letter text combined for digital merging and printing.
ECLS A9. FedEx Cover L for Completed	Letterhead and A9 letter text combined for digital merging and



Web Screener Final Reminder & 3rd Paper Parent Survey ENG 012320.pdf	printing.
ECLS A9. FedEx Cover L for Completed Web Screener Final Reminder & 3rd Paper Parent Survey 012320.pdf	Letterhead and A9-S letter text combined for digital merging and printing.
ECLS A10. Cover L for Completed Paper Screener Invitation to Complete Paper Parent Survey ENG 012320.pdf	Letterhead and A10 letter text combined for digital merging and printing.
ECLS A10. Cover L for Completed Paper Screener Invitation to Complete Paper Parent Survey 012420.pdf	Letterhead and A10-S letter text combined for digital merging and printing.
ECLS A11. Cover L for Completed Paper Screener Reminder and 2nd Paper Parent Survey ENG 012320.pdf	Letterhead and A11 letter text combined for digital merging and printing.
ECLS A11. Cover L for Completed Paper Screener Reminder and 2nd Paper Parent Survey 012320.pdf	Letterhead and A11-S letter text combined for digital merging and printing.
ECLS A12. FedEx Cover L for Completed Paper Screener Final Reminder & 3rd Paper Parent Survey ENG 012320.pdf	Letterhead and A12 letter text combined for digital merging and printing.
ECLS A12. FedEx Cover L for Completed Paper Screener Final Reminder & 3rd Paper Parent Survey 012320.pdf	Letterhead and A12-S letter text combined for digital merging and printing.
ECLS A26 Cover L for \$10 Thank You – Parent Survey 012320.pdf	Letterhead and A26 letter text combined for digital merging and printing.

#### Sample Data

Westat will provide a file in Excel format with the following variable data:

- unique ID in alphanumerical format,
- address information,
- respondent Personal Identification Number (PIN),
- language flag,
- parent name,
- child's name,
- child's school,
- child's age, and
- child's gender.
- school name,
- school address,
- school city,

Not all of this data will be used for each mailing. In particular, A4 and A5 are mailing to an address-based sample (ABS) and will not have any information relating to the child's PII. Westat will provide an address file to be used for A4 and A5 as well as a secondary file (a suppression file) containing IDs that should NOT be included in the mailing. The suppression files and the new address files for the batched mailings will be delivered up to 11 business days before their respective mail dates.

The file will be password protected, encrypted, and uploaded to an SFTP site. The password will be emailed separately to the vendor.

INCENTIVE: The printer will invoice Westat for the amount of incentive needed and then Westat will provide the print vendor with a check for the amount of incentives. The vendor will be responsible for obtaining monetary bills for the incentive, new bills if possible, and for keeping them secured both before and after insertion. Incentives will be placed behind the letter but in front of any other inserted materials. Vendor will provide audit logs for all mailings that have incentive inserted into envelopes.

Variable Data Merge

All variable data will be merged by the vendor into a print-ready PDF file provided by Westat. Merge fields will be clearly indicated in the print-ready files. Merged data should match the font, font size, and formatting as denoted in the PDF file.

- For letters, any address block information MUST be completely visible through the envelope window and any non-address block information should not show through the window.
- If the contact is mailed in a 9 x 12” envelope, the address must be merged as all-caps. Otherwise, the merged data should be formatted the same way the placeholder text was, including bolding and all-caps as needed.
- Up to 15 school names, school address, and school city names will be merged onto page 23 of the survey. These should be printed in the order provided in the sample file and the data columns should fall generally beneath the headers on the survey page. The School ID should not be merged into the survey. If a school’s information is too long for one line, the font size should be shrunk dynamically until it fits onto the single line.
- Salutation, BeginPhrase, AgePhrase, and GenderPhrase will have EN and SP versions of the phrase to merge for bilingual letters.
- The date of the mailing is included in the art for A4 and A5 based on the proposed drop dates. If the drop date changes, Westat will provide the updated date verbiage in both English and Spanish with which the printer will update the letter’s date field. English dates should be formatted Month Date, Year-- for example, “January 5, 2012.” For Spanish letters, the date should be written in Spanish using the following format: Day, Month, Year. For example, January 5, 2012 should be written as 5 de enero de 2012.
- For the batched mailings, the date to be merged will be provided with the sample file.

The next table lists the merge locations of Respondent ID. Calibri 11-point should be used for the human readable ID and IDAutomationC39XS 11-point for the barcodes.

• Table 4: Merge Locations of Respondent ID

Material	Respondent ID Format	Respondent ID Location
Letters	Barcode alongside human readable ID	Above the name and address. Barcode must be visible through envelope window.
FedEx Labels	Human readable ID	Above the name and address (top line of the label).
Priority Mail Labels	Human readable ID	Above the name and address (top line of the label).
Screeners	Human Readable and Barcode	Human readable numbers goes on the bottom left of every scan-able page in the readable zone. X/Y 1.008/10.335 - W/H 2.824/0.375. ID should be centered within this box. Barcode is on spine of back

		cover.
Surveys	Human Readable and Barcode	Human readable numbers goes on the bottom left of every scan-able page in the readable zone. X/Y 0.750/10.350 - W/H 2.000/0.350. ID should be centered within this box. Barcode is on spine of back cover.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**SECURITY:** The print vendor will need to sign Westat’s nondisclosure agreement before any files or materials are transferred. The print vendor must be able to access a secure FTP (SFTP) site provided by Westat. This site will be used to securely transfer sample files and other materials, such as template letters, to and from the vendor.

Westat will need email addresses from the print vendor for any vendor staff who need to access the SFTP site for file notification purposes.

The sample files will be password protected and encrypted prior to placement on the SFTP. The password will be emailed separately to the relevant print vendor staff.

Additionally, any vendor staff accessing PII in any capacity, including any sample file or printed materials, must be eQIP certified/ have government security clearances in order to work on that aspect of the project. Note that such work is being conducted throughout the period of this contract, and that the dates provided at this time are approximate. Because dates may change (e.g., based upon the approval dates of a proof), and cleared staff are required, the contractor must have cleared staff available throughout the duration of the contract so that the government’s printing and mailing schedules can be met. For example, if staff are not available during one week of the field period, it may not be possible for a printer to print a week early, as the sample file and PII to be merged into the materials may not already be known at that time.

**SECURITY CONTROL PLAN:** The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during this contract.

1. The plan shall contain at a minimum how government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,
4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

**NOTE:** Contractor will be required to submit the security control plan no later than 1 hour after the review and confirm call with GPO along with proof of eQIP certification.

**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 their secure FTP site, and email confirmation to Jill.McCarroll@ed.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.

PLUS (after approving email proofs).

Offset Printing:

**PRIOR TO PRODUCTION SAMPLES:** Prior to the commencement of production of the contract production quantity, the contractor shall submit five (5) samples of each Item, four (4) samples with any different names to: Westat, Trevor Angert (240-453-5612), RA 1181, 1600 Research Blvd, Rockville, MD 20850, and one (1) sample ( no names, addresses, PIN numbers, etc. filled in) to: National Center for Education Statistics, ATTN: Jill McCarroll (202-304-2920), 550 12th Street, SW, PCP-4001, Washington, DC 20202. Samples will be tested for conformance of material(s) and will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. 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 (2) 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 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

Digital Printing:

five (5) samples of each Item, four (4) samples with any different names of digital color one-off proofs created using the same output device/RIP that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed,

folded and bound to the finished size/format of the product, as applicable. Proof will be used for color match on the press during the production run.

NOTES: All proofs (including envelopes, letters, and postcards) will be generated using the exact processes (prior to production samples) used during the production run. The actual sample will be used to create the proofs. Within two business days of initial sample delivery, a soft proof of 25 entries will be provided by the contractor to Westat and NCES through the SFTP site. Contractor must ensure the proofs are representative of the data and include outliers such as the survey with the highest number of characters regarding school information and demonstrate both languages. Westat will notify NCES or the GPO liaison of any requested changes or with their approval by the close of the next business day. If there are changes that NCES and/or GPO would like to make to the printing in response to this review, NCES/GPO will inform the printer and the printer shall make the changes and resend the proofs by end of the following day. Upon NCES/GPO approval, hard proofs using the actual printing process will be generated and shipped overnight to Westat (one set) and NCES (second set), arriving two days following NCES/GPO approval of the soft proofs. Hard proofs need to be provided for the first mailing of each type and every time there is a screener or survey included. (A6 and A26 will only need one round of hard copy proofs, all other mailings need hard copy proofs every time they mail.) Westat's review of materials and any requested revisions will be conveyed to NCES/ GPO liaison within one workday, to allow for NCES/GPO to decide on any needed revisions to the materials, which will be conveyed by the government to the printer. Only after NCES's/GPO's approval of the hard proofs should production begin on the full run.

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.

Item 1 thru 5: JCP Code\* V20, Writing Envelopes, White, Basis Size 17 X 22" - Basis Weight 28 lbs.

Item 6 thru 26: JCP Code\* A60, Offset Book, Basis Size 25 X 38" - Basis Weight 28 lbs.

Item 27, and 28: JCP Code\* A181, No. 1 Coated Text, Gloss-Finish, Basis Size 25 X 38" - Basis Weight 28 lbs.

Notes (JCP A181): *NOTE: Exception to Paper Specification Standards (March 2011, No. 12), under "Testing"- The acceptance criteria in Part 4 SHALL apply for Opacity ONLY.*

Notes (JCP A181, and A60): 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:

##### DIGITAL PRINTING ACCEPTABLE:

Items 1 thru 5: At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 x 1 bit or 600 x 600 x 4 bit depth technology.

Items 1, and 2: Envelopes print face only (after construction) with type/rule matter, fine detailed agency seal, IES logo, and indicia in Black ink on the opposite side of the seal with heads towards the top fold; no bleed.

Security Tint (Item 1): Print or tint envelopes on the inside (back before manufacture) in black ink (lining not acceptable). Contractor must use their own design and must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein. Include security tint as part of proof.

Items 3, and 4: Envelopes print face only (after construction) with type/rule matter, fine detailed agency seal, IES logo, and indicia in Black ink on the opposite side of the seal; no bleed.

Item 5: Envelopes print face only (after construction) with type/rule matter, IES logo, barcode, horizontal bars, FIM, and indicia in Black ink on the opposite side of the seal with heads towards the top fold; no bleed.

NOTE (Item 1 thru 4): Black/Blue box around window is for placement only. Contractor to convert IES logo from 4-color process to Black, and tints of Black.

**CONSTRUCTION**

Item 1, and 2 (Booklet Style): open side, diagonal or side seam, and gummed flap on the 9” dimension. Die-cut a 4-1/2 x 1-3/4" window on the face with four rounded corners, positioned 1-3/4" from the bottom edge and 7/8" from the left edge. Cover window with a suitable transparent material which is securely glued to the inside of the envelope.

Item 3, and 4 (Booklet Style): open side, diagonal or side seam, and gummed flap on the 12” dimension. Die-cut a 4-1/2 x 1-3/4" window on the face with four rounded corners, positioned 7-3/4" from the bottom edge and approx. 19/32" from the left edge. Cover window with a suitable transparent material which is securely glued to the inside of the envelope.

Item 5 (Booklet Style): open side, diagonal or side seam, and gummed flap on the 11-1/2” dimension.

NOTE (Items 1 thru 5): Envelopes must operate satisfactorily when processed on automated inserters. Address on letter MUST show from the window envelope after insertion.

Items 6 thru 28: At contractor’s option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 x 1 bit or 600 x 600 x 8 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.

Items 6, 7, 9, 11, 13, 15, 17, 19, 21, 22, 27, and 28: Forms print face and back with type/rule matter, tints, illustrations, and fine detailed agency seal in 4-color process. Items 27, and 28 Bleeds all sides, and no bleed on the rest.

Items 8, 10, 12, 14, 16, 18, and 20: Forms print face only with type/rule matter, tints, illustrations, and fine detailed agency seal in 4-color process; no bleed.

Items 23, and 24: Forms print head to head with type/rule matter, illustrations, tints, images, fine detailed agency seal, and solids in 4-color process; no bleed.

Items 25, and 26: Pamphlets print head to head with type/rule matter, illustrations, tints, images, fine detailed agency seal, and solids in 4-color process; no bleed

QUALITY CONTROL VISITS (Items 6, and 7 (A4, and A5)): Contractor must notify Jill McCarroll (202-304-2920 - [Jill.McCarroll@ed.gov](mailto:Jill.McCarroll@ed.gov)) of the date and time of printing A4, and A5. In order for proper arrangements to be made, notification must be given at least (2) workdays prior to the quality control visit.

**INK:**

Item 1 thru 5: Black

Item 6 thru 28: 4-color process.

MARGINS: Adequate gripper, follow electronic media.

**BINDING:**

Items 1 thru 22, 27, and 28: Trim 4 sides.

Items 23, and 24: Fold from 17 x 11” to 8-1/2 x 11”, title out.

Items 25, and 26: Saddle stitch in 2 places on 11 inch side. Trim 3 sides.

Paper Covers: Wrap around. Trim flush, Stitched on, Grain must run parallel to spine. Cracks/wrinkles are not acceptable

## Descriptions of the Mailings

### NCOA, CASS, and Presorted Mailing

All items are being mailed domestically; there are no mailings to international addresses. The vendor will check addresses provided for each mailing against the USPS database/ CASS Certification. The vendor will presort addresses in eligible mailings according to USPS requirements. The vendor will also check the address file against NCOA for mailings A6 through A26, UPDATE ADDRESSES and return any change of addresses as an excel sheet to Westat via the SFTP site to update to update the list for future mailings. The vendor must mail to any address provided. Some mailing that don't meet the threshold for pre-sorted mail, CASS/NCOA will not be needed, and addresses can be used as is.

The Contractor is responsible for obtaining the free FedEx Envelopes and notifying FedEx of any large mailings. Contractor is responsible to request FedEx to not return and destroy any non-deliverable mail so as not to incur return shipping fees. Westat's account number MUST be used for FedEx shipping ONLY. The printer is responsible for printing respondent's unique identifier, respondent information, return address, and shipping requirements on to the FedEx labels. The shipping should be 2-day with no signature required and the phone number to be used is 1-855-898-2018. Materials can be inserted into a 9 x 12" envelopes and then into the FedEx envelope. The estimated number of envelopes to be printed reflect this method. At contractor's option to insert directly into the FedEx envelope, in this case the printer should not print the additional envelopes needed to assemble in the indirect method. This information also applies to mailing with USPS Priority Mail (Contractor to use their USPS permit – reimbursable) for any P.O. Box addresses included in the address file that would otherwise mail FedEx (approximately 10% of the starting sample are P.O. boxes).

Two of the mailings, A4 and A5 (Items 6, and 7), are one-time mailings and all mail pieces will include both English and Spanish contents. The other mailings, A6-A26 are scheduled to drop weekly. The quantities for the batched mailings will be based on responses to survey instruments being monitored by Westat and therefore are unknown at this time, but are estimated to have total quantities under 200 each, split between the weeks they mail. Mailings A6 through A12 have subcomponents, denoted by a "-S" following the mailing name in Table below, which will receive both English and Spanish materials. The addresses that should receive this subcomponent of the mailing will be denoted by the language flag in the address file.

### Material Specifications and Total Quantities

All quantities and batch numbers are estimates, based on sample sizes and anticipated response rates. Suppression files, for A4 and A5, and new address files, for the other mailings, will be delivered to the printer up to 11 business days prior to their mail date. The quantities include all mailings within each survey sample and anticipated quantities for the batched mailings.

The order materials should be inserted are: letter with English side facing out toward the window; incentive; English InfoSheet; Spanish InfoSheet; English Screener/Survey; Spanish Screener/ Survey; BRE.

The Contractor is responsible for providing a print/ workback schedule based on the mail's drop dates. During the production of A4 and A5, every 250th item should be pulled and set aside for a QC. QC visits will be completed by Westat before and/or on the mail date on-site, but all findings will be conveyed to the government, who will then decide on any direction that will be conveyed to the contractor with further review of materials and reprints as needed. A Westat employee will be available onsite to observe the process of money insertion during the daytime shift. One to two Westat employees will be involved with the on-site QC, not including any NCES or GPO liaison present. Westat will be reviewing for print and merge quality as well as confirming packet contents. For the A6-A26 mailings, duplicates without incentive but otherwise made during the same process as the live pieces should be sent to both Westat and NCES on a daily basis as they are assembled prior to their mail date. The mailing should only be placed in the mail stream once the government directs the vendor to do so based on the final QC of these packets the morning of the mail date. Vendor will provide dupes equaling 10% of the total sample for that mailing.

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

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

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 prior/Furnished Electronic Media
P-10. Process Color Match	OK'd prior/Furnished Electronic Media

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

**DISTRIBUTION:** F.O.B. Contractor's City/Origin

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [jill.mccarroll@ed.gov](mailto:jill.mccarroll@ed.gov). The subject line of this message shall be "Distribution Notice for Jacket 412-458, Requisition 0-00004. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Contractor to follow furnished dist. list.

All expenses incidental to returning materials, submitting proofs, and furnishing samples must be borne by the contractor.

**SCHEDULE:** The Purchase Order will be sent to the contractor via email on 02/10/2020. The rest of GFM will be available to download from Government SFTP on 02/10/2020.

Transferring of Materials Schedule

Table 3: Transferring of Materials Schedule

Mailing #	Component	Est. Start Date	Est. End Date
-	Art for all print materials delivered to vendor	2/10/2020	-
A4	M1 Address Files Sent	2/17/20	-
A4	M1 Proofing Process	2/19/20	2/24/20
A4	M1 Production	2/25/20	3/2/20
A5	M1 Address Files Sent	3/18/20	-
A5	M1 Proofing Process	3/20/20	3/25/20
A5	M1 Production	3/26/20	4/1/20
A6	M1, M2, M3, M4, M5, M6, M7, M8, M9, M10, M11, M12, M13 Address Files Sent	M Weekly	-
A6	M1, M2, M3, M4, M5, M6, M7, M8, M9, M10, M11, M12, M13 Proofing Process	W Weekly	M1- M 2/24 Th Weekly



A6	M1, M2, M3, M4, M5, M6, M7, M8, M9, M10, M11, M12, M13 Production	M1- T 2/25; F Weekly	M1-2/26; M Weekly
A7	M1, M2, M3, M4, M5, M6, M7, M8, M9, M10, M11, M12 Address Files Sent	M1- 3/5; T Weekly	-
A7	M1, M2, M3, M4, M5, M6, M7, M8, M9, M10, M11, M12 Proofing Process	M1-3/9; Th Weekly	M1-3/13 M12- 5/28 W Weekly
A7	M1, M2, M3, M4, M5, M6, M7, M8, M9, M10, M11, M12 Production	M1- 3/16; M12-5/29; Th Weekly	M1- 3/17; M12-6/1; F Weekly
A8	M1, M2, M3, M4, M5, M6, M7, M8, M9, M10, M11 Address Files Sent	M1- 4/1; M2 thru M8- M weekly; M9 thru M11- T Weekly	-
A8	M1, M2, M3, M4, M5, M6, M7, M8, M9, M10, M11 Proofing Process	M1- 4/3; M2 thru M8- W Weekly; M9&M11- Th Weekly	M1- 4/9; M2 thru M7-T Weekly; M8 thru M11- W Weekly
A8	M1, M2, M3, M4, M5, M6, M7, M8, M9, M10, M11 Production	M1-4/10; M2 thru M7- W Weekly; M8 thru M11- Th Weekly	M1- 4/13; M2 thru 7- Th Weekly; M8 thru M11- F Weekly
A9	M1, M2, M3, M4, M5, M6, M7, M8, M9, M10 Address Files Sent	M1- 4/28; M2 thru M5- F; M6 thru M10-M	-
A9	M1, M2, M3, M4, M5, M6, M7, M8, M9, M10 Proofing Process	M1- 4/30; M2 thru M4- T; M5 thru M10 - W	M1- 5/6; M2 thru M3- M; M4 thru M9- T, M10-7/8
A9	M1, M2, M3, M4, M5, M6, M7, M8, M9, M10 Production	M1- 5/7; M2 thru M3- T; M4 thru M9- W; M10- 7/9	M1- 5/8; M2 thru M3- W; M4 thru M9- Th; M10- 7/10
A10	M1, M2, M3, M4, M5 Address Files Sent	T Weekly	-
A10	M1, M2, M3, M4, M5 Proofing Process	Th Weekly	W Weekly
A10	M1, M2, M3, M4, M5 Production	Th Weekly	F Weekly
A11	M1, M2, M3, M4, M5 Address Files Sent	M	-
A11	M1, M2, M3, M4, M5 Proofing Process	W	T
A11	M1, M2, M3, M4, M5 Production	W	Th
A12	M1, M2, M3, M4, M5 Address Files Sent	M1 thru M3- F; M4&M5- M	-

A12	M1, M2, M3, M4, M5 Proofing Process	M1&2- T; M3 thru M5- W	M1- 5/18; M2 thru M5-T
A12	M1, M2, M3, M4, M5 Production	M1-5/19; M2 thru M5- W	M1- 5/20; M2 thru M5- Th
A26	M1, M2, M3, M4, M5, M6, M7, M8, M9, M10, M11, M12, M13, M14, M15, M16 Address Files Sent	M15- 5/26; M16- 7/2; M Weekly	-
A26	M1, M2, M3, M4, M5, M6, M7, M8, M9, M10, M11, M12, M13, M14, M15, M16 Proofing Process	M15- 5/28; M16- 7/7; W Weekly	M15- 5/29; M16- 7/8; Th Weekly
A26	M1, M2, M3, M4, M5, M6, M7, M8, M9, M10, M11, M12, M13, M14, M15, M16 Production	M14- 5/22; M15- 6/1; M16- 7/9; F Weekly	M14- 5/26; M15- 6/2; M16- 7/13; M Weekly

If a specific date is listed, that date takes preference over the generalized weekly drop days.

Submit proofs as outlined in the schedule below. Proofs will be withheld (2) workdays from receipt in the GPO until they are made available for pickup by the contractor.

PROOFS:

Schedule

Material Type	Soft Proof Delivery Date	Hard Proof Delivery Date
Item 1:	2/12/2020	2/18/2020
Item 2	2/12/2020	2/18/2020
Item 3	2/12/2020	2/18/2020
Item 4	2/12/2020	2/18/2020
Item 5	2/12/2020	2/18/2020
Item 6	2/19/2020	2/20/2020
Item 7	3/20/2020	3/23/2020
<b>The below mail multiple times.</b>		

Item 8	Wednesdays	2/20/2020 Only
Item 9	Wednesdays	2/20/2020 Only
Item 10	M1- 3/9; Thursdays	M1-3/11; M12- 5/26; all others on Mondays
Item 11	M1- 3/9; Thursdays	M1-3/11; M12- 5/26; all others on Mondays
Item 12	M1- 4/3; M2 thru M8- W; M9 thru M11- Th	M1- 4/7; M2 thru M8- F; M9 thru M11- M
Item 13	M1- 4/3; M2 thru M8- W; M9 thru M11- Th	M1- 4/7; M2 thru M8- F; M9 thru M11- M
Item 14	M1- 4/30; M2 thru M4- T; M5 thru M9- W; M10- 7/1	M1-5/4; M2 thru M4-Th; M5 thru M9- F; M10- 7/6
Item 15	M1- 4/30; M2 thru M4- T; M5 thru M9- W; M10- 7/1	M1-5/4; M2 thru M4-Th; M5 thru M9- F; M10- 7/6
Item 16	Th Weekly	M Weekly
Item 17	Th Weekly	M Weekly
Item 18	W Weekly	F Weekly
Item 19	W Weekly	F Weekly
Item 20	M1 thru M2- T; M3 thru M5-W	M1 thru M2- Th; M3 thru M5- F
Item 21	M1 thru M2- T; M3 thru M5-W	M1 thru M2- Th; M3 thru M5- F
Item 22	M15- 6/12; W Weekly	2/21/2020 Only
Item 23	2/19/2020, 3/20/2020	2/20/2020, 3/23/2020

Item 24	2/19/2020, 3/20/2020	2/20/2020, 3/23/2020
Item 25	See dates for A7-A12	See dates for A7- A12
Item 26	See dates for A7-A12	See dates for A7- A12
Item 27	See dates for A6, A10-A12	See dates for A6, A10-A12
Item 28	See dates for A6, A10-A12	See dates for A6, A10-A12
161,484	TOTAL TO BE PRINTED ( <b>estimated</b> )	

The contractor MUST not start mailings earlier than provided in our schedule.

The below table shows the makeup of each mailing as well as estimated quantities and drop dates. Estimated dates are used as we do not yet know the final drop dates. Drop dates could move due to a change dictated by NCES/GPO.

Table 2: Descriptions of the Mailings

Mailing	Envelope	Color	Materials Included	Week	Mail Drop Date	Est. Quant
<b>A4</b>	9x12	Color	2-sided EN/SP Letter, EN Screener, SP Screener, BRE	4	3/3/2020	17,447
<b>A5</b>	FedEx/ Priority	Color	2-sided EN/SP Letter, EN Screener, SP Screener, BRE	6	4/2/2020	15,000
<b>A6</b>	6x9 RSR*	Color	1-sided EN/SP Letter, EN InfoSheet	3-15	2/27-5/19/2020	129
<b>A6-S</b>	6x9 RSR*	Color	2-sided EN/SP Letter, EN InfoSheet, SP InfoSheet	3-15	2/27-5/19/2020	<129
<b>A7</b>	9x12RSR*	Color	1-sided EN/SP Letter, \$10, EN Survey, BRE	4-15	3/18-6/2/2020	90
<b>A7-S</b>	9x12 RSR*	Color	2-sided EN/SP Letter, \$10, EN Survey, SP Survey, BRE	4-15	3/18-6/2/2020	<90
<b>A8</b>	9x12 RSR*	Color	1-sided EN/SP Letter, EN Survey, BRE	5-15	4/14-6/22/2020	78
<b>A8-S</b>	9x12 RSR*	Color	2-sided EN/SP Letter, EN Survey, SP Survey, BRE	5-15	4/14-6/22/2020	<78
<b>A9</b>	FedEx/ Priority	Color	1-sided EN/SP Letter, EN Survey, BRE	6-15	5/11-7/13/2020	78
<b>A9-S</b>	FedEx/ Priority	Color	2-sided EN/SP Letter, EN Survey, SP Survey, BRE	6-15	5/11-7/13/2020	<78
<b>A10</b>	9x12 RSR*	Color	1-sided EN/SP Letter, \$10, EN InfoSheet, EN Survey, BRE	5-9	3/30-4/27/2020	105
<b>A10-S</b>	9x12 RSR*	Color	1-sided EN/SP Letter, \$10, EN InfoSheet, SP InfoSheet, EN Survey, SP Survey, BRE	5-9	3/30-4/27/2020	<105

<b>A11</b>	9x12RSR*	Color	1-sided EN/SP Letter, EN InfoSheet, EN Survey, BRE	8-12	4/24-5/22/2020	84
<b>A11-S</b>	9x12 RSR*	Color	1-sided EN/SP Letter, EN InfoSheet, SP InfoSheet, EN Survey, SP Survey, BRE	8-12	4/24-5/22/2020	<84
<b>A12</b>	FedEx/ Priority	Color	1-sided EN/SP Letter, EN InfoSheet, EN Survey, BRE	11-15	5/21-6/19/2020	63
<b>A12-S</b>	FedEx/ Priority	Color	1-sided EN/SP Letter, EN InfoSheet, SP InfoSheet, EN Survey, SP Survey, BRE	11-15	5/21-6/19/2020	<63
<b>A26</b>	6x9	Color	2-sided letter, \$10	1-15	2/28-7/13/2020	100

\*RSR stands for Return Service Requested. Please use the envelopes with this statement on them for any of the mailings noted with RSR.

Ship complete on or before 07/13/2020.

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.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via e-mail at [compliance@gpo.gov](mailto:compliance@gpo.gov) or via telephone at (202) 512-0520 or via facsimile at (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.

**OFFERS:** Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1000 copies of each version. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

**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>.

**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: CSPPS, 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.

**JACKET NUMBER** 412-458      **BID PRICE:** \_\_\_\_\_

**ADDITIONAL/M**

Item 1: Additional Rate: \_\_\_\_\_

Item 2: Additional Rate: \_\_\_\_\_

Item 3: Additional Rate: \_\_\_\_\_

Item 4: Additional Rate: \_\_\_\_\_

Item 5: Additional Rate: \_\_\_\_\_

Item 6: Additional Rate: \_\_\_\_\_

Item 7: Additional Rate: \_\_\_\_\_

Item 8: Additional Rate: \_\_\_\_\_

Item 9: Additional Rate: \_\_\_\_\_

Item 10: Additional Rate: \_\_\_\_\_

Item 11: Additional Rate: \_\_\_\_\_

Item 12: Additional Rate: \_\_\_\_\_

Item 13: Additional Rate: \_\_\_\_\_

Item 14: Additional Rate: \_\_\_\_\_

Item 15: Additional Rate: \_\_\_\_\_

Item 16: Additional Rate: \_\_\_\_\_

Item 17: Additional Rate: \_\_\_\_\_

Item 18: Additional Rate: \_\_\_\_\_

Item 19: Additional Rate: \_\_\_\_\_

Item 20: Additional Rate: \_\_\_\_\_

Item 21: Additional Rate: \_\_\_\_\_

Item 22: Additional Rate: \_\_\_\_\_

Item 23: Additional Rate: \_\_\_\_\_

\_\_\_\_\_  
Initials

Item 24: Additional Rate: \_\_\_\_\_

Item 25: Additional Rate: \_\_\_\_\_

Item 26: Additional Rate: \_\_\_\_\_

Item 27: Additional Rate: \_\_\_\_\_

Item 28: Additional Rate: \_\_\_\_\_

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discount" of solicitation Provision 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)

Contracting Officer Review: \_\_\_\_\_ Date: \_\_\_\_\_ Certifier: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)