

BID OPENING: Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on December 9, 2021 by the U.S. Government Publishing Office, in Washington, DC 20401. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

BID SUBMISSION: NOTE: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, vendors MUST submit e-mail bids to bidsapsdc@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket Number 417-745 and bid opening date must be specified in the subject line of the e-mailed bid submission. Bids received after 11:00 AM EST on the bid opening date specified above will not be considered for award.

For information regarding the solicitation requirements prior to award please email Steve Gaumer at sgaumer@gpo.gov. For contract administration after award, contact APS DC at 202-512-0307.

Additional e-mailed Bid Submission Provisions:

The Government will not be responsible for any failure attributable to the transmission or receipt of the e-mailed bid including, but not limited to, the following—

- (1) Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.*
- (2) The vendor's email provider may have different size limitations for sending e-mail, however vendors are advised not to exceed GPO's stated limit.*
- (3) Illegibility of bid.*
- (4) When the email bid is received by GPO it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the e-mailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the e-mail is received by GPO's email server as the official time stamp for bid receipt at the specified location.*

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 9-19)).

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)), is modified to permit subcontracting of the printing of the envelopes.

SCOPE: These specifications, for the 2022 Census of Agriculture, cover the production of 1 (one) 4 page questionnaire and 3 (three) 24 page questionnaires, three (3) 4 page instruction sheets, one (1) 2 page instruction sheet, seven (7) 2 page letters, 7 (seven) return envelopes and 14 (fourteen) outgoing envelopes assembled into 15 different mailing package configurations utilizing the items listed on pages 3-5 herein, requiring such operations as printing in one- and two-colors, envelope printing and construction, binding, gathering items into sets, inserting into outgoing envelopes, packing, and distribution. In addition, 10 (ten) envelopes are to be produced with no package assembly required.

GENERAL TERMS AND CONDITIONS

NOTE: After removal of the stitches, all questionnaires (no stitching on item 1C) must be guaranteed to function properly on IBML Trac 5 and Trac 6 Scanners. Contractor is responsible for excess processing costs incurred by furnishing questionnaires out of specifications.

PRODUCTION and QUALITY CONTROL (QC) PLANS: The low responsive, responsible bidder shall furnish detailed written Production and QC Plans (see minimum requirements to be included in the PRODUCTION AND QUALITY CONTROL PLANS herein, on page 24) within five (5) workdays after notification by the Government to the Contracting Officer (CO). The Production and QC Plans may be submitted electronically or in hard copy (six (6) copies). These plans must include Production and QC Plans from any and all subcontractors. Award **will not** be made prior to approval of same.

In the event that a change is required in the Production Plan and/or QC Plan of any item, the contractor shall submit a revised Production Plan and/or QC Plan to GPO, within three (3) workdays for Government review prior to the pre-award survey being scheduled.

PRE-AWARD PLANT SURVEY: A pre-award plant survey may be conducted by Government Publishing Office, Census Bureau, and Department of Agriculture personnel to determine if the prospective contractor (and the subcontractor(s)) have adequate facilities and expertise to accomplish the requirements of these specifications. This pre-award survey may include inspection of the equipment on which this product will be produced.

POST-AWARD CONFERENCE: A post-award conference will be held at the contractor's facility at a date and time to be determined. The purpose of the conference will be to discuss and review with production personnel all aspects of the contractor's and sub-contractor(s)' internal and external operations required to complete this contract. The contractor will conduct this conference during which the contractor's and sub-contractor(s)' previously approved Production and QC Plans will be reviewed in depth. Attending this meeting will be Government representatives to establish coordination of all required operations. A representative of all subcontractors involved must also be present, as well as representatives from each involved production area for the primary contractor.

QUALITY SYSTEMS AUDIT: Following the post-award conference, and after a review of the contractor's written quality system plan/procedures, the Government may conduct an in-depth audit of all contractor's quality control methods, quality systems and quality plans in a formal walk-through. This audit would require the contractor to plan, in advance, all quality related functions, which would be required to complete the contract. Should subcontractors be involved, a complete audit of their quality system may also be performed.

Failure to maintain the quality systems in accordance with the contractor's plan approved by the Government may result in the Government's termination of the contract for default. Performance of all elements and functions of the Quality Systems shall not relieve the contractor of responsibility for meeting all requirements in this contract.

GOVERNMENT ON-SITE REPRESENTATIVES: Two (2) or more Government representatives may be present at the contractor's/subcontractor(s)' production facility to provide oversight, surveillance, and coordination, for the duration of each shift, to monitor the production, reviewing quality, labeling of shipping containers, and packaging of containers.

These representatives do not have contractual authority and cannot make changes in the specifications or contract terms but are to bring any and all defects they see to the contractor's QC official. It is the responsibility of the contractor to identify points of contact for the Government Representatives. These representatives shall have full and unrestricted access to all production areas where the Census work is being produced. The contractor must provide office space with a desk, a telephone and unlimited access to a fax machine. The office must be an enclosed, secure area adjacent to the production operations.

NOTE: The Government Representatives may affix stickers to the cartons and /or pallets for internal Census 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 not apply to the acceptance of the materials on that pallet.

PRODUCT DESCRIPTIONS, QUANTITIES, AND SPECIFICATIONS

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

NOTE: 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 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

Item No.	Form Number	Quantity	Specifications
QUESTIONNAIRES			
1A	22-A100	7,660,389	Format: 8-1/2 x 11"; 24 page self-covered; prints head to head, face and back (no blanks). See instructions for folding under Folding Requirements herein, on. Inks: (1A & 1B) Black and Pantone 354 (Green)
1B	22-A101	30,125	Stock: White Opacified Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80. Binding: Saddle-wire stitch in two (2) places on 11" dimension and trim three (3) sides. Single leaves connected with lip (i.e., binding stub) to left or right side of stitches are not allowed. <i>NOTE: Contractor must stagger the saddle-stitches every other book to facilitate packing. Staggered stitches must not overlap. Stitches must be at least 1" from the head and foot of product.</i>
1C	22-A400	920,500	Format: 8-1/2 x 11; 4 page self-covered; prints head-to-head, face and back (no blanks). See instructions for folding under Folding Requirements herein, on page 6. Inks: (1C) Black and Pantone Process Cyan U Stock: White Opacified Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80.
1D	22-A101(PR)	48,300	Format: 8-1/2 x 11"; 24 page self-covered; prints head-to-head, face and back (no blanks). See instructions for folding under Folding Requirements herein, on. Inks: (1D) Black and Pantone 354 (Green) Stock: White Opacified Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80. Binding: Saddle-wire stitch in two (2) places on 11" dimension and trim three (3) sides. Single leaves connected with lip (i.e., binding stub) to left or right side of stitches are not allowed. <i>NOTE: Contractor must stagger the saddle-stitches every other book to facilitate packing. Staggered stitches must not overlap. Stitches must be at least 1" from the head and foot of product.</i>
INSTRUCTION SHEETS			
3A	22-A01(I)	7,626,121	Format: 17 x 14" (Item 3D: 8-1/2 x 14); Single sheet, Prints two (2)-sides, head-to-head. Folds to 8-1/2 x 4-2/3" Ink: Black
3B	22-A01(H)(I)	22,950	Stock: White Opacified Offset Book, basis weight: 40 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80.
3C	22-A01(PR)SP(I)	48,300	

3D	22-A400(I)	922,500	
LETTERS			
4A	22-A01(L1)	3,506,628	Format: 8-1/2 x 11"; Single sheet, Prints two (2)-sides, head to head. See instructions for folding under Folding Requirements herein, ¹ see pages 6-7 Ink: Black Stock: White Opacified Offset Book, basis weight: 40 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80.
4B	22-A01(L3)	2,167,986	
4C	22-A01(L4)	1,799,428	
4D	22-A01(L1A)	54,943	
4E	22-A01(L5)	922,500	
4F	22-A1(PR)L1	25,800	
4G	22-A1(PR)L3	20,500	
RETURN ENVELOPES			
5A	22-A8	7,576,104	Format: 9-1/4 x 5-7/8" plus flap. -Items 5A, 5B, 5C, 5D, 5E and 5G prints face and back before manufacture, Type and security tint inside envelope including on the inside, a message to show through the open window plus balance of inside (not to appear through open window) to have a scrambled pantograph of contractor's own design, before manufacture. -Item 5F prints one (1) side only on the back before manufacture, a message to show through the window (the message "Make sure the barcode shows..."). Ink: Black Stock: White Wove or Writing, basis weight: 24 lbs. per 500 sheets, 17 x 22" with a minimum bursting strength of 24 lbs. per square inch, equal to JCP Code V20. Open window: Die cut 7/8 x 4-1/2" with four (4) round corners. Location of the window, 1-3/8" from the right edge and 1-7/8" from the flap fold of the envelope. DO NOT COVER WINDOW.
5B	22-A8(H)	22,650	
5C	22-A8(S)	920,000	
5D	22-A8(PR)	46,300	
5E	22-A8(NML)	50,000	
5F	22-A8(BL)	80,000	
5G	22-A8(A)	50,000	
OUTGOING ENVELOPES			
6A	22-A7.1	3,231,771	Format: 6-1/16 x 10", plus flap. -Items 6A, 6D, 6E, 6G, and 6H: Print one (1) side only (outside of envelope prior to construction) in Black ink only . After manufacture, image appears on the side opposite the seams (front of envelope). -Items 6B, 6C, and 6I: Print one (1) side only (outside of envelope prior to construction) in Black and Pantone 199 (Red) (One (1) typeline prints in red ink). After manufacture, image appears on the side opposite the seams (front of envelope). -Item 6F - Blank. No printing required. Stock: White Wove or Writing, basis weight: 24 lbs. per 500 sheets, 17 x 22" with a minimum bursting strength of 24 lbs. per square inch, equal to JCP Code V20. Open window: Die cut 4-3/4 x 2-1/2" with four (4) round corners. Location of the window 1-3/8" from the right edge and 2-1/8" from the flap fold of the envelope. DO NOT COVER WINDOW.
6B	22-A7.2	2,003,251	
6C	22-A7.3	2,582,698	
6D	22-A7 (GR)	64,770	
6E	22-A7(NML)	50,000	
6F	22-A7(BL)	80,000	
6G	22-A7(UAA)	50,739	
6H	22-A7.1(PR)	25,500	
6I	22-A7.2(PR)	23,000	

6J	22-A7.1(P)	210,221	<p>Format: 9 x 11-3/4", plus flap.</p> <p>-Item 6J: Prints one (1) side only (outside of envelope prior to construction) in Black ink only. After manufacture, image appears on the side opposite the seams (front of envelope).</p> <p>-Item 6K: Prints one (1) side only (outside of envelope prior to construction) in Black and Pantone 199 (Red) (One (1) typeline prints in red ink). After manufacture, image appears on the side opposite the seams (front of envelope).</p> <p>-Item 6L: Blank. No printing required</p> <p>Stock: Kraft (bleached white) envelopes, basis weight: 24 lbs. per 500 sheets, 17 x 22" with a minimum bursting strength of 38 lbs. per square inch, equal to JCP Code V10.</p> <p>Covered windows: Die cut 4-1/2 x 2-3/4" with four (4) round corners. Location of the window 2" from the top and 1-3/8" from the right edge of envelope.</p>
6K	22-A7.2/3(P)	228,146	
6L	22-A7(BL)P	6,500	
6M	22-A7.1(MU)	15,000	<p>Format: 9-1/2 x 12", plus flap</p> <p>Stock: Kraft (bleached white) envelopes, basis weight: 28 lbs. per 500 sheets, 17 x 22" with a minimum bursting strength of 44 lbs. per square inch, equal to JCP Code V10.</p> <p>-Item 6M: Print one (1) side only (outside of envelope prior to construction) in Black ink only. After manufacture, image appears on the side opposite the seams (front of envelope).</p> <p>-Item 6N: Print one (1) side only (outside of envelope prior to construction) in Black and Pantone 199 (Red) (One (1) typeline prints in red ink). After manufacture, image appears on the side opposite the seams (front of envelope).</p> <p>No windows required.</p>
6N	22-A7.2/3(MU)	13,000	

*For each item - Plus 1%, Minus NONE - (Billing adjustment due to quantity change will be made at the contractor's "additional" rate. See "OFFERS" herein. Shortages WILL NOT be accepted; therefore, the contractor is cautioned that they will be required to make-up any shortages at no additional cost to the Government.) The above quantities are exclusive of all Prior to Production Samples and Census Quality Assurance Random Copies, which the contractor MUST produce

MARGINS: Follow trim marks provided in the furnished electronic media. 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, must not print on finished product.

PRINTING AND FINISHING REQUIREMENTS

Contamination of products with a material that is harmful, or may be perceived by recipients as harmful, poses a potentially significant risk to the success of the Census operations. Therefore, the use of any powders in printing and finishing processes is not permitted. The contractor also 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, and shall ensure all such measures are addressed in the contractor's Production and QC Plans.

BAR CODES (For Items 1A thru 1D (Questionnaires)): Each page will have a bar code on the bottom right side of the page (provided in the electronic files) The bar code will be an Interleaved 2 of 5 bar code with the CPI set at 9.5 at a ratio of 2.9:1. The bar code contains a 5- digit form number, 2-digit page number and a check digit. A text version of the information will appear on the **bottom** right side of the page adjacent to left side of the bar code.

FOLDING REQUIREMENTS

Items 1A, 1B and 1C (Questionnaires):

Item	Form No.	Quantity to be 8-1/2x11" (unfolded)	Quantity to be folded to 8-1/2x 5-1/2"*
1A	22-A100	444,589	7,215,801
1B	22-A101	2,982	27,143
1C	22-A400	0	922,500**
1D	22-A1(PR)SP	0	48,300

*After stitching, fold to 8-1/2x 5-1/2" using one parallel fold with Page 1 (title) out.

** Item 1C is not stitched

Items 3A, 3B, 3C, and 3D (Instruction Sheets):

Item	Form No.	Qty. to be 8-1/2 x 14" (unfolded)	Quantity to be folded to 8-1/2 x 4-2/3"*
3A	22-A01(I)		7,626,121
3B	22-A01(HI) I		27,143
3C	22-A1(PR)SP(I)		48,300
3D	22-A400(I)	2,500	920,000

*Fold to 8-1/2 x 14" using one parallel fold, then fold to 8-1/2 x 4-2/3" using two right-angle folds with the title out. 3D: Fold to 8-1/2 x 4-2/3 using two right-angle folds with the title out. Follow furnished dummy.

Items 4A thru 4D (Letters):

Item	Form No.	Quantity to be 8-1/2x11" (unfolded)	Quantity to be folded to 8-1/2 x 5-1/2"*
4A	22-A01(L1)	210,221	3,296,406
4B	22-A01(L3)	124,670	2,043,316
4C	22-A01(L4)	103,476	1,695,952
4D	22-A01(L1A)	4,204	50,739
4E	22-A01(L5)	0	920,000
4F	22-A1(PR)L1	0	25,800
4G	22-A1(PR)L3	0	20,500

*Fold to 8-1/2 x 5-1/2" using one parallel fold, letterhead printing out.

ENVELOPE PRINTING AND CONSTRUCTION

Items 5A, 5B, 5C, 5D, 5E, and 5G (Return Envelopes): All printing (e.g. print contrast ratio, Intelligent Mail

Barcodes (IMB), Facing Identification Marks (FIM), etc.) shall comply with all applicable USPS Regulations and Business Reply mail requirements and must qualify for High Volume Qualified Business Reply Mail (QBRM) mailing status. Refer to the latest version of the USPS Domestic Mail Manual; USPS Publication 25, Designing Letter and Reply Mail, November 2018; and the USPS Quick Service Guide 507a, Business Reply Mail Layout Guidelines (S507.9.8); and USPS Notice 67 USPS July 2009 (transparent template). Envelope printing shall be in accordance with the requirements for the style envelope ordered and shall conform to the mail piece design supplied by the Census Bureau and approved by the USPS. Text print quality shall conform to all USPS print quality requirements, for example reflectance, background print contrast ratio (PCR), character PCR, voids, and skew.

Security tint on all Return Envelopes shall not show through the envelope nor interfere with USPS equipment reading the postal and FIM/OCR/bar code read areas, but shall ensure complete opacity, and prevent show through of any material contained therein. The Contractor shall not print tint on the inside flap and in the area that falls directly behind the postal and FIM bar codes clear zone area after construction.

Items 5A thru 5G (Return Envelopes): Envelopes are to be open side, with side seams and sides of flap must angle a minimum of 20 degrees. Envelopes must be sufficiently high cut to prevent the flap adhesive from contacting the envelope contents, minimum flap depth 1-3/8", maximum flap depth 1-7/8".

Items 6A thru 6I (Outgoing Envelopes): Envelopes are to be open side, with high-cut diagonal seams and webbed pointed flap (preferred) or side seams with square flap having sides of flap angling a minimum of 20 degrees. Envelopes must be sufficiently high cut to prevent the flap adhesive from contacting the envelope contents, minimum flap depth 1-7/8", maximum 2-1/8".

Items 6J thru 6L (Outgoing Envelopes): Envelopes are to be open side, with side seams and fully gummed with a 1-3/4 x 2-1/8" flap. Sides of the flap must angle a minimum of 20 degrees. Flap to be located on the 1-3/4" right side.

Items 6M and 6N (Outgoing Envelopes): Envelopes are to be open end with center seam with a 1-3/4 x 2-1/8" flap. Side of flap must angle a minimum of 10 degrees. Extended scored flap to be located on the 9-1/8" right side. Back of flap to contain a pressure sensitive adhesive strip 1-1/4" deep, with a suitable protective liner, oversized for easy removal. Minimum flap depth of 3/8", maximum flap depth of 5/8".

Windows: For items, 5A thru 5G and 6A thru 6I, the long dimension of the windows shall be parallel to the long dimension of envelope. For items 6J thru 6L, the long dimension of window to be parallel to the short dimension of envelope. EXACT SIZE AND PLACEMENT IS CRITICAL TO THE TO THE LABELING AND BAR CODE SCANNING OPERATIONS.

Covered windows: The contractor shall use transparent polystyrene or suitable transparent material, securely glued on all four (4) edges to the inside of the envelope.

Flap Adhesive (All Envelopes, except items 6M and 6N): (The flap adhesive must be in accordance with Commercial Item Description (CID) A-A1446C). All sealing flap adhesives shall be the water-activated types of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying. Adhesive shall be uniformly applied and have a minimum thickness of 0.0006" and shall be applied along the length of the flap, extending almost to the flap edge, with not more than 1/2" 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. 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 (All Envelopes): The seam adhesive shall extend almost the entire length of the seam, with not more than 1/2" unapplied space at the beginning of the top seam overlap and no more than 1/2" unapplied space at the bottom edge of the envelope. The width of the adhesive on the side-sealed seams must be no less than 3/16". The seam adhesive shall be applied so that it is continuous. All adhesive shall be clean and free from offensive odor and ingredients that would discolor the paper.

GOVERNMENT TO FURNISH (GFM): Items 1A, 1B, 1C and 1D (Questionnaires), **5A thru 5G and 6A thru 6E, 6G thru 6K, 6M, and 6N** (Envelopes) – File Transfer on Microsoft Office 365 - base OneForm Designer Plus (Amgraf, Inc.) Software 8.4 then saved and submitted using Adobe Acrobat XI in Portable Document Format (PDF) generated by Adobe Acrobat XI. **Items 3A thru 3C and 4A thru 4G** (Instruction Sheets and Letters) – PDF files created on Microsoft Word for Microsoft 365 MSO (16.0.13801.20772) 64-bit. All printer fonts will be embedded within the PDF files.

One (1) construction dummy of each mailing package type.

One (1) piece of line camera copy for special Census shipping container label, image size (8 x 5”).

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.

The contractor must have the following on hand:

- The latest version of the: USPS Domestic Mail Manual
- The latest version of the USPS Publication 25, Designing Letter and Reply Mail, November 2018
- The latest version of the USPS, Quick Service Guide 507a; Business Reply Mail Layout Guidelines (S507.9.8).
- The latest version of the USPS Notice 67 USPS July 2009 (transparent template)
- Gage-Line Optical Comparator 6x (Gage-Line Company) or equivalent.
- Hand Held Barcode Reader 4600G or equivalent, verify IMB on 5A, 5B, 5C, 5D , 5E and 5G
- Time/Date Stamp Machine

Government Representatives at every location where any production operations will occur, including all subcontractor locations, must be furnished the following:

- Office space with a desk and 2 (two) worktables, telephone capable of receiving and making outside telephone calls including long distance capability. The contractor will be reimbursed for any charges toll 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 Internet access or high- speed (T1, Broadband) Internet access and a printer.
- For Press Sheet Inspections, the contractor/subcontractor(s) shall make available a space with standard lighting conditions for the Government Representatives to review product samples (i.e., PIA/GATF 5000K).

Electronic Prepress: Prior to Image Processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, median damage to data corruption that might interfere with proper file imaging must be reported to the contract administrator. Contractor must notify the Government as soon as necessary in order to comply with the shipping schedule. In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level. Output must be generated on high-resolution image processors with minimum 2400 dpi & minimum 150-line screen.

NOTE: Unless waived by the Government, contractor will be required to print a small symbol within the trim area on each signature; which will be honed off after color standards are established and approved during the press sheet inspection.

PROOFS: All packages containing proofs must be marked “Attn: Leon Wilkins” and contain a brightly colored sticker stating “Proofs – Do Not Delay.”

All Items – Five (5) sets of digital color content proofs. Direct to plate must be used to produce the final product with a minimum of 2400x2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product. **NOTE:** Proofs for envelopes must indicate die- cutting, gum/adhesive areas, seams, windows, flaps and security tints. Proofs for envelopes must also show un- constructed outline of envelope, including flap.

AND

Items 1A, 1B 1C and 1D (Questionnaires) Only – Two (2) sets of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. Proofs must show dot structure and be in press configuration.
AND

Twenty-five (25) (8 1/2 x 11”) sheets of each type of paper stock for each item the contractor intends to use in the final production.

NOTE: Inkjet proofs will not be accepted.

Pantone colors may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors.

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press’s ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 1/8 x 1/8” solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins.

If any contractor’s errors are serious enough in the opinion of the GPO 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 must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an “O.K. to print.”

Proof Submission and Approval:

Submit two (2) sets of proofs along with the return shipping label to the U.S. Census Bureau, ACSD/PSB/Printing Services 4600 Silver Hill Rd. Suitland, MD 20746, Attn: Leon Wilkins 301-763-4479. Outside of package must be marked “PROOFS - URGENT DELIVERY” on a florescent label. Inside delivery required prior to 3:30 pm. Contractor must ship via traceable means. Furnished proof label must be filled in by the contractor and used on all proof packages.

Submit one (1) set of proofs and two (2) sheets of each type of paper stock samples to USDA/NASS Census Survey Division, Attn: Karie Nielson (202-690-8764), Fredericksburg, VA 22406 (Complete address furnished after award). Contractor must ship via traceable means. Furnished proof label must be filled in by the contractor and used on all proof packages.

Submit one (1) set of proofs and two (2) sheets of each type of paper stock samples to: US Census Bureau, NASS Office, Attn: Neil Collignon (812-218-2238), 1621 Dutch Lane, Bldg. 60B, Jeffersonville, IN 47130. Contractor must ship via traceable means. Furnished proof label must be filled in by the contractor and used on all proof packages.

Submit two (2) sets proofs and twenty-three (23) sheets of each type of paper stock samples together with copy to the U.S. Census Bureau, 1621 Dutch Lane, NPC Receiving Dock 60F, Jeffersonville, IN 47132. ATTN: Elena Coleman Turpin (Bldg. 61A; 812-218-2256). Inside delivery required prior to 3:30 pm. Contractor must ship via traceable means.

Furnished proof label must be filled in by the contractor and used on all proof packages.

Contractor SHALL call GPO Contract Compliance at 202-512-0520, or e-mail information to compliance@gpo.gov, immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. If any contractor’s errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time will be allowed for these additional proofs. Such operations must be accomplished within the original production schedule allotted in the specifications.

PAPER SAMPLES FOR QUESTIONNAIRES ONLY: Prior to commencement of any production of the contract production quantity and for each paper manufacturing run, the contractor shall submit to the Government, not less than 50 blank paper samples in original, unaltered condition to be used in the production of the contract requirements for Items 1A, 1B and 1C, and 1D (White Opacified Offset Book, basis weight 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80). Each sample shall be approximately 8-1/2 x 11" and must be of the kind and quality required by the specifications.

NOTE: 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 control, and quality assurance.

INK DRAW-DOWNS FOR PANTONE 354 (Green) Prior to commencement of any production of the contract production quantity and for each ink manufacturing run, the contractor shall furnish not less than five (5) ink draw-downs on the 8-1/2 x 11" paper stock required for Items 1A and 1B, and 1C (Questionnaires). 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.

INK DRAW-DOWNS FOR PANTONE Process Cyan U Prior to commencement of any production of the contract production quantity and for each ink manufacturing run, the contractor shall furnish not less than five (5) ink draw-downs on the 8-1/2 x 11" paper stock required for Item 1C (Questionnaires). 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.

SUBMIT PAPER AND INK DRAW-DOWNS SAMPLES TO: U.S. Government Publishing Office, QCP, Attn: John Carey 202-512-0542, Room C-848, Stop CSPA, 732 North Capitol Street, NW, Washington, DC 20401. The container and accompanying documentation shall be marked PAPER 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 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. 6-01)).

Manufacture of the prior to production samples and final product prior to approval of the samples 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.

Following approval of the paper, ink, and proofs, contractor must notify GPO at least three (3) workdays prior to press run of the prior to production samples. The contractor must not produce prior to production samples prior to receipt of an "OK to print for proofs, paper and ink samples."

PRIOR TO PRODUCTION SAMPLES: After approval of the paper and ink samples and proofs, the contractor shall submit not less than 960 printed samples each of Items 1A, 1B and 1D (saddle-wire stitched, trimmed, and folded to final size) PLUS 960 printed samples each of Items 5A thru 5E & 5G and 6A thru 6N (die-cut and constructed in accordance with the specifications). All samples must be printed and must be of the size, kind, and quality that the contractor will furnish, and must comply with these specifications. These samples **MUST** be produced on the exact equipment and in the facility proposed to be used for the final production run. Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials. In addition, samples of Items 1A, 1B, 1C and 1D will be tested on the specified scanner.

Submit 940 samples each of Items 1A, 1B, 1C and 1D, 5A thru 5G, and 6A thru 6N to: U.S. Census Bureau, ATTN: Jennifer Bowers (812-218-2276), 1621 Dutch Lane, NPC Receiving Section, Bldg. 60F, Jeffersonville, IN 47132

Submit five (5) samples each of Items 1A, 1B, 1C and 1D, 5A thru 5G, and 6A thru 6N to: USDA/NASS Census Survey Division, Attn: Karie Nielson (202-690-8764), Fredericksburg, VA 22406 (Complete address provided after award)

Submit five (5) samples each of Items 1A, 1B, 1C and 1D, 5A thru 5G, and 6A thru 6N to: US Census Bureau, NASS Office, Attn: Neil Collignon (812-218-2238), 1621 Dutch Lane, Bldg 60B, Jeffersonville, IN 47130

Submit five (5) samples each of Items 1A, 1B, 1C and 1D, 5A thru 5G, and 6A thru 6N to: U.S. Census Bureau, ACSD/PSB/Printing Services 4600 Silver Hill Rd. Suitland, MD 20746 ATTN: Leon Wilkins 301-763-4479. Outside of package must be marked "PROOFS - URGENT DELIVERY" on a florescent label.

Submit ten (10) samples each of Items 1A, 1B, 1C and 1D, 5A thru 5G, and 6A thru 6N to: U.S. Government Publishing Office, QCPP, John Carey 202-512-0542, Room C-848, Stop CSPS, 732 North Capitol Street, NW, Washington, DC 20401.

The containers and accompanying documentation are to be marked "**PRIOR TO PRODUCTION SAMPLES**" and are to include the GPO Purchase Order and Jacket Numbers. The samples must be submitted in sufficient time to allow seven (7) workdays for Government testing of the samples, followed by production and shipment in accordance with the shipping schedule.

NOTE: The contractor is to deliver all samples via traceable means.

The Government will approve, conditionally approve, or disapprove these samples within ten (10) workdays. Approval or conditional approval will not relieve the contractor from complying with the specifications, and all of the other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval will 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 CO 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 prior to approval of the samples 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.

PRESS SHEET INSPECTIONS (Prior to Production Samples for Items 1A, 1B, 1C and 1D (Questionnaires), 5A thru 5G, 6A thru 6N (Envelopes), AND Final Production of ALL items): Final make ready press sheets may 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. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued June 2003. 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 control bars for each color of ink on the sheet. Control bars must be placed parallel to the press' 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 (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

BINDING INSPECTIONS (Prior to Production Samples for Items 1A, 1B, 1C, 1D AND Final Production of ALL items): Binding operations (trimming, stitching, and folding,) will be inspected and approved at contractor's plant for quality conformance.

CONVERSION/CONSTRUCTION OF ENVELOPE INSPECTION (For Prior to Production Samples AND

Final Production of ALL items: The conversion/construction of the envelopes will be inspected at the contractor's (or subcontractor's) plant to ensure that the envelopes are in conformance with these specifications.

GATHERING/ASSEMBLY AND INSERTION INSPECTION: The gathering, assembly, and insertion of ALL mailing packages will be inspected at the contractor's (or subcontractor's) plant to ensure that the envelopes are in conformance with these specifications.

PRESS SHEET, BINDING, ENVELOPE CONVERSION/CONSTRUCTION, AND GATHERING/

ASSEMBLY, AND INSERTING INSPECTIONS: Government representatives have the option to attend inspections for all production phases, including subcontractor operations. Prior to conducting press sheet, binding, envelope conversion/construction, and gathering/assembly/inserting inspections, the contractor shall provide the Government with at least three (3) workdays (between the hours 8:30 a.m. and 3:30 p.m., prevailing Eastern Time, Monday through Friday). The contractor shall not begin printing, finishing, envelope conversion or assembly inspections, without an OK'd Sheet/Form for each item, unless otherwise agreed upon before the production run. The contractor shall not begin any new phase of production until the Government inspects and gives approval. The Government reserves the right to waive any inspection.

NOTE: When these supplies are not ready at the time specified by the contractor for inspection or test, or an unreasonable amount of time, is taken to produce satisfactory press sheets, imaged sheets, finished products, etc. (i.e., more than 2 hours) the CO will charge the contractor for any additional cost of the inspection or test. The CO will also charge the contractor for any additional cost of the inspection or test when prior inspection makes re-inspection or retest necessary.

GATHERING/ASSEMBLING AND INSERTING SEQUENCE: Strict attention is required when gathering individual component items, taking care that the specified items are inserted in the appropriate package type. The top half of page 1 of the questionnaire must face the open window and be visible through the window of the outgoing envelopes. Items must be gathered in sequence indicated below, with the 8-1/2" folded edge of the letter, the instruction sheet, the questionnaire and the flap fold of the return envelope inserted adjacent to the bottom fold of the outgoing envelope. Top half of the letter must face the seam side (back after construction) of the outgoing envelope. The folded edge of the return envelope should be placed toward the bottom of the outgoing envelope. Form number on questionnaire address area must show through the window of the outgoing envelope. All items inserted into envelopes must be jogged to the bottom and right side of the envelope. Follow furnished package dummies.

NOTE: Sealing of the outgoing envelopes must not affect the adhesive on the return envelopes nor cause damage to the inserted items (e.g., rippling due to excessive moisture).

PACKAGE ASSEMBLY:

INITIAL MAILOUT PACKAGES (2 different package types). SEAL ALL

Package Designation	Components				Inserted into	Quantity Sealed
22-A100	22-A100 (Item 1A)	22-A01 (I) (Item 3A)	22-A8 (Item 5A)	22-A01(L1) (Item 4A)	22-A7.1 (Item 6A)	3,222,758
22-A101	22-A101 (Item 1B)	22-A01(HI) I (Item 3B)	22-A8(H) (Item 5B)	22-A01(L1) (Item 4A)	22-A7.1 (Item 6A)	9,013

1st FOLLOW-UP MAILING PACKAGES (2 different package types). SEAL ALL

Package Designation	Components				Inserted into	Quantity Sealed
22-A100	22-A100 (Item 1A)	22-A01(I) (Item 3A)	22-A8 (Item 5A)	22-A01(L3) (Item 4B)	22-A7.2 (Item 6B)	1,998,110
22-A101	22-A101 (Item 1B)	22-A01(HI) I (Item 3B)	22-A8(H) (Item 5B)	22-A01(L3) (Item 4B)	22-A7.2 (Item 6B)	5,141

2nd FOLLOW-UP MAILING PACKAGES (2 different package types). SEAL ALL

Package Designation	Components				Inserted into	Quantity Sealed
22-A100	22-A100 (Item 1A)	22-A01(I) (Item 3A)	22-A8 (Item 5A)	22-A01(L4) (Item 4C)	22-A7.3 (Item 6C)	1,658,431
22-A101	22-A101 (Item 1B)	22-A01(H)(I) (Item 3B)	22-A8(H) (Item 5B)	22-A01(L4) (Item 4C)	22-A7.3 (Item 6C)	4,267

3rd FOLLOW-UP MAILING PACKAGES (1 package type). SEAL ALL

Package Designation	Components				Inserted into	Quantity Sealed
22-A400	22-A400 (Item 1C)	22-A400(I) (Item 3D)	22-A8(S) (Item 5C)	22-A01(L5) (Item 4E)	22-A7.3 (Item 6C)	920,000

UAA MAILING PACKAGES (2 different package types). SEAL ALL

Package Designation	Components				Inserted into	Quantity Sealed
22-A100	22-A100 (Item 1A)	22-A01(I) (Item 3A)	22-A8 (Item 5A)	22-A01(L1A) (Item 4D)	22-A7(UAA) (Item 6G)	49,182
22-A101	22-A101 (Item 1B)	22-A01(HI) I (Item 3B)	22-A8(H) (Item 5B)	22-A01(L1A) (Item 4D)	22-A7(UAA) (Item 6G)	562

GENERAL REQUEST (2 different package types). DO NOT SEAL

Package Designation	Components			Inserted into Item	Quantity Unsealed
22-A100	22-A100 (Item 1A)	22-A01(I) (Item 3A)	22-A8 (Item 5A)	22-A7(GR) (Item 6D)	63,200
22-A101	22-A101 (Item 1B)	22-A01(HI) I (Item 3B)	22-A8(H) (Item 5B)	22-A7(GR) (Item 6D)	300

INITIAL PUERTO RICO MAILING PACKAGES (1 package type).

Package Designation	Components				Inserted into Item	Quantity Sealed	Quantity Unsealed
22-A101(PR)	22-A101(PR) (Item 1D)	22-A1(PR)SP(I) (Item 3C)	22-A1(PR)L1 (Item 4F)	22-A8(PR)	22-A7.1(PR) (Item 6H)	25,300	500

1ST FOLLOW-UP PUERTO RICO MAILING PACKAGES (1 package type).

Package Designation	Components				Inserted into Item	Quantity Sealed	Quantity Unsealed
22-A101(PR)	22-A101(PR) (Item 1D)	22-A1(PR)SP(I) (Item 3C)	22-A1(PR)L3 (Item 4G)	22-A8(PR)	22-A7.2(PR) (Item 6I)	20,000	500

PACKING: Contractor is to ship the prior to production samples to each destination using chipboard on top and bottom of products packed into each carton. Secure products within the carton, keeping them from shifting in transport and ensuring no damage in shipping.

Pack and palletize the sealed and unsealed package variations separately and identify with Package Type. No internal wrapping or packaging. Pack suitable, uniform quantities in new shipping containers with a minimum of 275 lbs. per inch bursting strength or a minimum edge crush test (ECT) of 44 pounds per inch width. All containers that are only partially complete must have sufficient filler material to guarantee that packages remain flat and straight. Pack packages standing up, in only one layer, with top edge (flap fold) of sealed outgoing envelopes up, and the windows facing the same direction. Contractor to pack in such a way as to guard against crushing packages/shipping containers in transit. **Packed shipping containers must not exceed 30 pounds when fully packed.**

Shipping containers must be labeled with the identity and quantity of their contents.

Contractor to pack in such a way as to guard against crushing packages/shipping containers in transit.

Pack excess items separately and identify with Item Number and Form Number. No internal wrapping or packaging. Pack suitable, uniform quantities in shipping containers. Place a full piece of chipboard between stacks in each shipping container. **Packed shipping containers must not exceed 30 pounds when fully**

packed.

Wood pallets are required **with single stringer**. Plastic or pressboard pallets are NOT acceptable. Pallets must be L 48 x W 42". Full-two-sided entry on the 42" width. Strict adherence to these dimensions is necessary to accommodate storage requirements. Pallets to have no more than eight (8) cartons per layer, with carton labels facing out, and packed no more than six (6) layers high. Cartons must be stacked on the pallets so that the length of the cartons run in the opposite direction to the row of cartons beneath (i.e., interlocking, 90-degree palletizing scheme). All cartons labels MUST face out and must be secured on the pallet by shrink- or stretch-wrapping the entire pallet (including top and bottom). Maximum height allowed, including pallet, is 48". **DO NOT MIX PACKAGE TYPES AND ITEMS ON PALLETS.**

LABELING AND MARKING: Reproduce shipping container label from furnished camera copy, fill in appropriate blanks and attach to shipping containers. Reproduce shipping container labels for all packages, reproduce on colored stock as follows: 22-A100 and 22-A101 Initial Mailing Packages – Green; 1st Follow-up Mailing Packages – Blue; 2nd Follow-up Mailing Packages – Pink; 3rd Follow-up Mailing Packages – Violet; UAA Mailing Packages – Yellow; General Request Mailing Packages – Orange – and Puerto Rico (22-A101(PR) Packages – Red; 22-A101(PR) 1st FU mailing packages – Teal.

For orders requiring more than one container, each container must be labeled to indicate what box of how many. (Example: 1 of 3, 2 of 3, 3 of 3.)

NOTE: Carton shipping labels must indicate correct and complete Form Number and Edition Date as indicated on finished product within each carton.

Each container label must be numbered in numerical sequence of production and of each other.

Pallets must have tags labeling the identity of the item, package type (Initial, 1st Follow-up, etc) and pallet number (such as 1 of 50, 2 of 50 etc). Produce pallet tags on colored stock to match mailing package carton labels above.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders 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 execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Questionnaires/Booklets	
Quantity Ordered	Number of Sublots
500 – 3,200	50
3,201 – 10,000	80
10,001 – 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the voucher sent to the U.S. Government Published Office, Financial Management Service for payment. Failure to furnish the certificate may result

in delay in processing the voucher.

CAUTION: Noncompliance with the labeling and marking specifications may be cause for the Government to reject the shipment at destination and return it to the contractor at contractor's expense. After giving notice of the deficiency and affording the contractor an opportunity and reasonable time to correct, the Government may, at its option, re-label and/or remark in accordance with these specifications and charge all costs to the contractor. (SEE GPO Publications 310.2, as revised 6-01. (Supplemental Specification, Labeling and Marking Specifications, Section 11.)

DISTRIBUTION: Ship f.o.b. destination. All expenses incidental to returning materials and submitting proofs must be borne by the contractor.

Ship ten (10) copies of each package type plus 50 folded (8-1/2 x 5-1/2") copies each of Items 1A, 1B 1C and 1D plus 50 copies each of Items 3A thru 3C; 4A, 4B, 4D thru 4G; 5A, 5B, 5D thru 5G; and 6A thru 6N, to: USDA/NASS Census Survey Division, Attn: Karie Nielson (202-690-8764), Census Planning Branch, 1400 Independence Avenue, SW, Room 6351A, Washington, DC 20250.

Ship the balance of all packages and excess items, which are not used for package assembly to: U.S. Census Bureau, Attn: Steve Molnar (812-218-4737), Receiving Dock 60F, 1621 Dutch Lane, Jeffersonville, IN 47132. **Deliveries must be made between the hours of 8:30 a.m. and 3:00 p.m. (Eastern Time), Monday through Friday, excluding Federal holidays.**

NOTE: Contractor must notify Steve Molnar (812-218-4734) to inform him that shipment has been made and expected delivery date and an e-mail notification of same istvan.molnar.jr@census.gov and leon.wilkins@census.gov

Ship the furnished material to U.S. Census Bureau, Attn: Leon Wilkins 301-763-4479, ACSD/PSB/Printing Services 4600 Silver Hill Rd. Suitland, MD 20746.

SCHEDULE

DATE	EVENT
Within five (5) workdays after notification by the Contracting Officer	Provide Production and Quality Control Plans due to the Government
By December 15, 2021	Award of Contract - GFM for all items will be available for pickup at the U.S. Government Publishing Office, 27G Street, NW, Washington, DC 20401.
To be determined after award	Post-Award Conference to be held at the contractor's facility.
Suitable date to comply with production schedule	Submit proofs for all items as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld ten (10) workdays from receipt in the Census Bureau until the contractor makes them available for pick up.
Suitable date to comply with production schedule	Submit Paper and Ink samples for Questionnaires only as soon as the contractor deems necessary in order to comply with the shipping schedule. Samples will be withheld ten (10) workdays from receipt at the U.S. Government Publishing Office (GPO)
Inspection dates to comply with production schedule	The contractor must notify the GPO of the date and time the press sheet, binding, and assembly inspections can be performed. In order for proper arrangements to be made, notification must be given at least 3(three) workdays prior to each inspection. Notify the U.S. Government Publishing Office, (GPO will provide details).
Suitable date to comply with	Delivery of Prior to Production Samples of all items.

Within seven (7) workdays after receipt of Prior to Production Samples by the Government	Approval, conditional approval, or disapproval of prior to production samples.
To arrive at destination by August 18, 2022	Contractor must deliver all Initial Mailout copies of Packages 22-A100, 22-A101, 22-A101(PR)
To arrive at destination by November 3, 2022	Contractor must deliver 22-A100 and 22-A101 1st, 2 nd , UAA, Gen Request mail packages; 22-A400 (3 rd request) mail packages, 22-A101(PR) 1 st FU mail packages and any other remaining copies.
To arrive at destination by November 15, 2022	Ship excess materials and return Government-furnished materials complete to arrive at destinations.

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.

QUALITY ASSURANCE REQUIREMENTS

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

Product Quality Levels:

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

Additional Quality Tolerances for Questionnaires, Envelopes, and Packages specified herein.

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 the Government waives inspection of press sheets, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Furnished electronic media
- P-9. Pantone Matching System color

Acceptable Quality Levels:

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.

FORM PRINTING TOLERANCES:

Printed Image Misplaced: +/- 1/32"
 Skewness: Shall be no greater than 0.75 degrees
 Filled-in Characters: There shall be no filled-in characters

There shall be no filled in characters, smudges, roller marks, spots, hickies, extraneous marks, Newton Rings, lint marks, wrinkles or other ink imperfections.

Finishing Tolerances:

Trim Size: +/- 1/32"
 Unfolded Skewness: Shall be no greater than 0.75 degrees
 Fold Position: +/- 1/16"
 Fold Size: +/- 1/16"

There shall be no wrinkles, Dog-ears, connected or torn pages, or damaged page edges (including untrimmed signature or edges that are feathered, ragged or burred.)

Carton shipping labels must display complete and accurate Form Number and Edition Date as indicated on finished product within each carton.

Nonconformance with the above tolerances shall be classified as a critical defect unless otherwise specified. The tighter requirement governs in all cases.

LETTER PRINTING TOLERANCES:

Size: +/- 1/32"
 Skewness: +/- 0.75 degrees
 Filled-in Characters: There shall be no filled-in characters

SPECIFICATIONS FOR COLOR MATCH ON QUESTIONNAIRES: The color match for both the Pantone 354 (Green) and Pantone Process Cyan U inks are termed a "dropout color" for questionnaires only. The dropout ink shall not contain any black pigment.

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: The Pantone 354 (Green) (Items 1A, 1B, and 1C) and Pantone Process Cyan U (Item 1C) ink status T density, cyan filter nominal value for the questionnaires shall be set by measurements of the specified standard (O.K. press sheet). The target nominals will be set at the PSI.

The black solid status T density, visual filter, nominal value for the questionnaires shall be set by measurements of the specified standard (O.K. press sheet). Solid black target nominals will be set at the PSI.

ADDITIONAL TOLERANCES AND DEFINITIONS**Questionnaire Tolerances:**

Color 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 ± 0.05 for the densitometer.

Characteristic	Tolerance
Solid Pantone 354 (Green) ink Density: Cyan Filter	+/- 0.05
Solid Pantone Process Cyan U Ink Density	+/- 0.05
Black Solid Density (Visual Filter)	+/- 0.05

Classification of Defects

Defect	Class of Defect
Exceeding tolerance for Solid Pantone 354 (Green) Ink Measurements: Cyan Density by less than 30% Cyan Density equal to or more than 30%	Major Critical
Exceeding tolerance for Solid Pantone Process Cyan U Ink Measurements: Cyan Density by less than 30% Cyan Density equal to or more than 30%	Major Critical
Exceeding tolerance for black solid on questionnaire	Major
A visible density shift in a flat tone of Pantone 354 (Green) on questionnaires (viewed under standard viewing)	Major
A visible density shift in a flat tone of Pantone Process Cyan U on questionnaires (viewed under standard viewing)	Major

Spots and Extraneous Marks Tolerances:

Check Boxes (including 1/32" outside of the perimeter of check boxes) – Cumulative area of spots and extraneous marks shall not exceed 0.20 mm^2 in size. Any nonconformance with this requirement = Major Defect.

Write-In Areas (including 1/16" outside of the perimeter of write-in areas) – Cumulative area of spots and extraneous marks shall not exceed 0.20 mm^2 in size. Any nonconformance with this requirement = Major Defect.

Black spots and Extraneous Marks outside the designated regions indicated above for check boxes and write-in areas shall not exceed 0.20 mm^2 in size. Any nonconformance with this requirement = Major Defect.

Other Defects:

Any single spot or extraneous mark greater than 5 mm^2 = Major Defect.

Any foreign matter (e.g., oil) at any location on a questionnaire = Major Defect.

Any break greater than 1.5 mm in length in the perimeter of a check box = Major Defect.

White, Pantone 354 (Green) and Pantone Process Cyan U ink spots and extraneous marks at any location on a questionnaire shall conform to GPO Pub. 310.1, Attributes P-1 and P-2, Product Quality Level II, with the exception that the samples for Category 2 extraneous marks are changed as follows:

Light Marks – Less than 5.0 mm^2

Medium Marks – 5.0 up to and including 9.0 mm^2

Heavy Marks – Greater than 9.0 mm²

Strike-Through (bleed through) shall be evaluated as spots and extraneous marks. When evaluating strike-through, the questionnaire shall be placed on a black backing (per ANSICGATS.4-1993) with the strike-through up and measured under standard viewing conditions.

BAR CODE QUALITY: A bar code with an ANSI grade of D or F shall be assigned a major defect. An unreadable bar code shall be assigned a critical defect.

SIZE AND TEXT & ILLUSTRATION IMAGE POSITION - DEFINITIONS AND TOLERANCES:

PROCESSING SIGNATURE: A processing signature consists of a two (2)-page trimmed leaf from a disassembled questionnaire that is processed flat. Prior to processing through the specified scanner, the binding edge and stitches will be removed by chop-cutting on a guillotine-type cutter. Size of the processing signature is 8-7/16 x 11". The lowest page number on the sheet identifies the processing signature.

Reference Corner: Items 1A, 1B, 1C and 1D - The upper right (northeast) corner of a processing signature with the lowest page number. (See Figure 1.)

Datum: The top edge of the processing signature. (See Figure 1.)

Lead Edge: The right edge of the processing signature with the reference corner in the upper right. (See Figure 1.)

Reference Perpendicular: A line constructed perpendicular to the datum at the reference corner. The reference perpendicular and the lead edge do not necessarily coincide. (See Figure 1.)

Printed Image Misplacement: ± 3/32" from the datum.
± 1/8" from the reference perpendicular.

Processing Signature Trim Skew: The angle between the lead edge and the reference perpendicular shall be no greater than 0.75°. (See Figure 1.)

When a "V" (upright or inverted) occurs, the distance from the datum to the apex of the "V" shall not exceed 5/32". (See Figure 2 herein.) Please note that the depth of the "V" was correctly limited by the ±2/32" in tolerance on image position. The increase to ± 3/32" necessitates a separate requirement.

There shall be a minimum of 1/32" white space at the top and bottom of each processing signature. Noncompliance with these requirements shall be classified as a critical defect. Exception to this requirement is the page number numerals; however, any condition that causes an unspecified image bleed shall be classified as a critical defect.

The tolerance for the distance between the fold on a 4-page signature (See Figure 2 herein) and the edge of the adjacent image is ± 3/32". A critical defect will be assessed if the misplacement exceeds 3/16". A major defect will be assessed if the misplacement is between 3/32" and 3/16". The gutter shall not be changed in order to keep the outer margins constant in size.

Note: The Printed Image Placement tolerance from the reference perpendicular includes the variation due to shingling of the processing signatures so it will apply to all lead margins.

Each non-conformance with these requirements shall be assessed a major defect unless otherwise specified. A single questionnaire may have multiple defects. Note that the tighter tolerance governs in all cases.

Reference corner

Datum

Page 1

Reference perpendicular

8-1/2"

FIGURE 1 - Questionnaire (Items 1A, 1B, 1C and 1D)

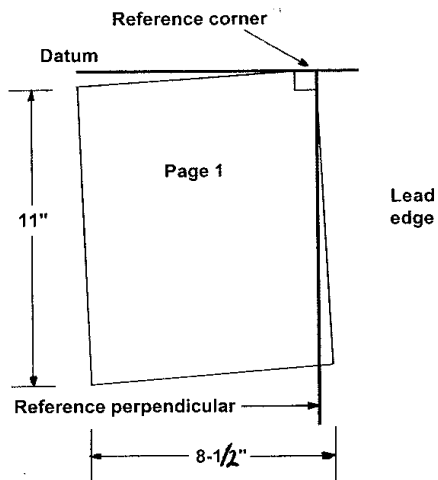
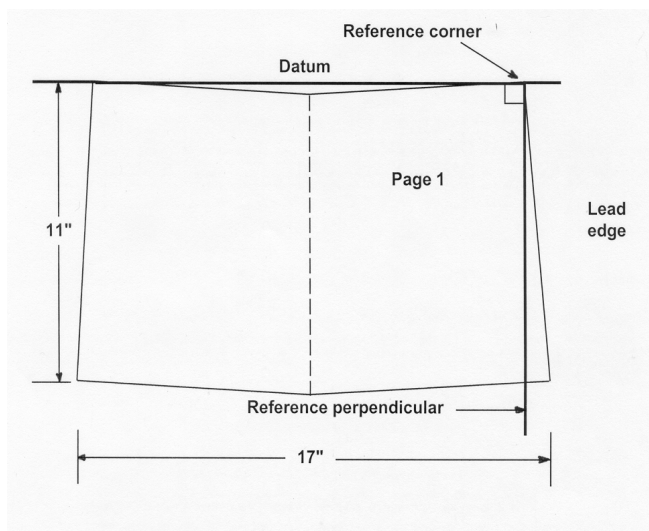


FIGURE 2 - Questionnaire (Items 1A, 1B, 1C and 1D)



DAMAGED PAGES ON QUESTIONNAIRE: There shall be no tears longer than 1/32", no dog-ears, and no creased or folded over wrinkles on the questionnaires. There shall be no wrinkles displacing the lead edge of the processing signature more than 1/8" from a flat surface on which an unfolded sheet is laid. Nonconformance with this requirement shall be classified as a major defect. Contractor is to follow GPO Pub. 310.1, Attribute F-8 for other wrinkles.

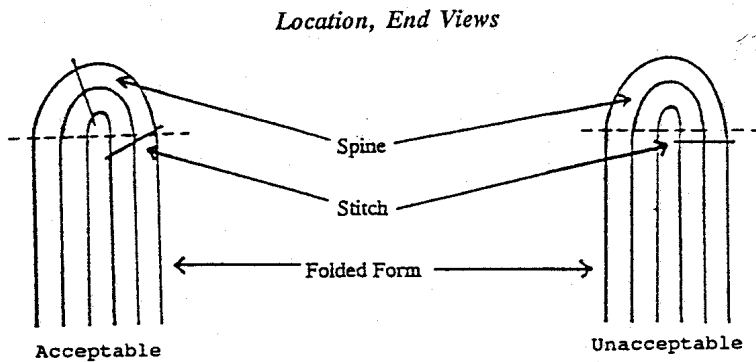
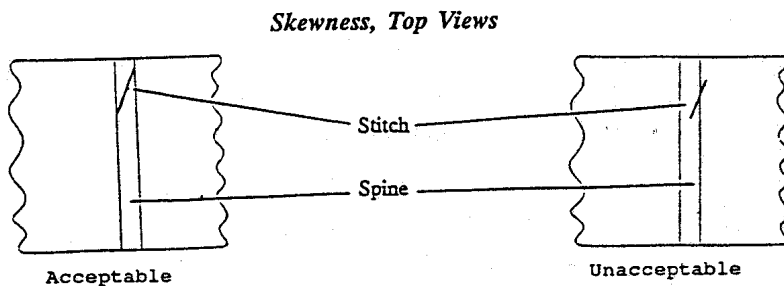
STITCH ALIGNMENT

Spine - The 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 "Skewness, Top Views" below). 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 inside of the form (see "Location, End Views" below). All stitches shall be crimped tightly enough so that the stitch may not be pulled away from the spine. All stitches shall not be crimped so tightly as to break the surface of the spine.

Inside of Form - The gap between the ends of 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 first sheet of paper. No inside sheet shall be stitched more the 1/16" from the fold. Saddle-wire stitch in two (2) places on 11" dimension and trim three (3) sides. Single leaves connected with lip (i.e., binding stub) to left or right side of stitches are not allowed.

NOTE: Contractor must stagger the saddle-stitches every other book to facilitate packing. Staggered stitches must not overlap. Stitches must be at least 1" from the head and foot of product.

Nonconformance with any of these requirements shall be classified as a major defect.



One missing stitch shall be assessed a major defect. Two missing stitches shall be assessed a

ENVELOPE TOLERANCES :

- Envelope Size: $\pm 1/16"$
- Window Size: $\pm 1/32"$
- Window Location: $\pm 1/16"$
- Damaged Envelopes: There shall be no cuts or tears greater than 1/32", and no creased or folded-over wrinkles on envelopes. Nonconformance with this requirement shall be classified as a major defect.

All applicable image position tolerances shall meet USPS requirements. The return envelopes shall meet the USPS Domestic Mail Manual High Volume Qualified Business Reply Mail (QBRM) requirements in all respects.

Nonconformance with USPS requirements shall be classified as a critical defect.

Other image position tolerances shall conform to GPO 310.1, Product Quality Level II. Nonconformance with other tolerances shall be classified as a major defect unless otherwise stated.

NOTE: The contractor shall reimburse the Government for any loss of postal discount for products produced out of USPS specifications.

MAIL PACKAGE TOLERANCES:

- A critical defect shall be assigned if an item is missing from a mailing package or if an incorrect item is in the mailing package.
- A major defect shall be assigned if a mailing package contains duplicate, out of sequence, or incorrect orientation of items in a mailing package.
- A critical defect shall be assigned if the entire designated address area and the form number on the questionnaire does not show through the window of the outgoing envelope.

The most restrictive attribute or tolerance shall govern in all cases. Nonconformance with the above tolerances for forms and envelopes shall be classified as a critical defect unless otherwise specified. The tighter requirement governs in all cases.

CENSUS QUALITY ASSURANCE RANDOM COPIES (QARCs): The contractor shall select random samples for QC testing which meet the Government quality requirements. In addition to this QC pull, the contractor shall select Census QARCs for review by the Government independent of their own QC samples. All samples pulled for Census quality assurance will not be considered part of the delivered quantity. The contractor shall devise a plan for selecting QC samples that works within the constraints of the process, but which also satisfies the appropriate number of samples to meet Government quality expectations. For example, if the items are printed roll-to-roll, the samples may be selected from the tail of each output. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The samples shall be made immediately available for inspection by on-site government representatives.

If no government representatives are present on-site, each day at the end of the last shift, the contractor shall segregate the day's samples by shift and ship them via overnight express service to the address below. Each day's shipment shall be accompanied by a shipping document with the following information: 1) GPO Jacket number 2) Census form number (e.g., 22-A100); 3) Number of samples for each shift; 4) Shipment date (not sample date). For Items 3A thru 3D, 4A thru 4G, 5A thru 5G, and 6A thru 6N (Instruction Sheets, Letters, and Envelopes). After approval of all proofs and press sheet inspection (if required) and starting with the first day of production, the contractor shall randomly select fifty (50) copies of each item per machine per 24-hour production day. Do not choose copies from the same general area in each subplot. Each sample shall be: 1) Date and time stamped by machine when the sample is pulled; 2) A name or number that can be used to identify which machine produced the item and 3) For items requiring no further finishing, the Carton number from which the sample was pulled; for items requiring additional finishing, Quantity of items produced or remaining for production (at discretion of contractor, but must remain consistent throughout a run).

After approval is received on the press sheet inspection for printing and binding starting with the first day of printing and binding, the contractor shall randomly select one (1) copy every 20 minutes of each type of complete questionnaire produced. Each sample shall be: 1) Date and time stamped by machine when sample is pulled; 2) Assembly line number from which the sample was pulled; 3) Carton number from which the sample was pulled; 4) Shipment date (not sample date); 5) the shift noted on the sample and 6) the press (machine) number noted on the sample.

After approval is received on the press sheet inspection or by given an OK for assemble items and starting with the first day of package assembly, during each production day for each machine, the contractor shall randomly select one (1) **sample mailing package** of each package type every 20 minutes. Each sample package shall have the following noted thereon: 1) Date and time stamped by machine when sample is pulled; 2) Assembly line number from which the sample was pulled; 3) Carton number from which the sample was pulled; 4) Shipment date (not sample date) and 5) the shift noted on the sample.

Ship all samples marked "QUALITY SAMPLES" via overnight express service to Bureau of the Census, NPC Receiving, Attn: (Name to be provided after award), Bldg 61D, 1621 Dutch Lane, NPC Receiving Dock 60F, Jeffersonville, IN 47132.

The contractor shall ship the Census quality assurance random samples to the Government after the Government completes its inspections. The contractor shall have the option of shipping the samples via traceable means or by segregating the samples into their own cartons and shipping the cartons as a part of a regular shipment of finished product to the Government. The cartons shall be labeled "QUALITY SAMPLES ATTN: QA". The cartons shall be shipped to: U.S. Census Bureau, Attn: (Name to be provided after award), QA, Bldg. 61, 1621 Dutch Lane, NPC Receiving Dock 60F, Jeffersonville, IN 47132.

All QC samples shall be produced at no additional cost to the Government. The right of the Government to make general or specialized tests and inspections DOES NOT RELIEVE THE CONTRACTOR OF ANY RESPONSIBILITY. Performance of all elements and functions of the quality systems shall not relieve the contractor for meeting all requirements of the contract.

Failure to maintain the quality systems in accordance with the contractor's plans approved by the Government may result in the Government's termination of the contract for default.

CONTRACTOR'S PRODUCTION AND QUALITY CONTROL PLANS

The minimum requirements to be included in the Production and QC Plan are as follows:

Production Plan: The prime contractor shall submit a Production Plan, which shall include such items as a detailed listing of all production equipment to be utilized on this program. If new equipment is to be utilized, documentation of sources, delivery schedule, and installation dates are required. A production plan for each subcontractor shall be submitted as part of the overall production plan. Minimum requirements to be included, but not limited to, are –

- A flow chart containing the proposed overall, step-by-step methods of production, including sub-contractors;
- Purchase and delivery dates for paper and ink supplies.
- The number and types of equipment for production of each item/package, including the net operating capacity of each piece of equipment.
- The proposed scheduled startup dates of all phases of production (i.e., printing, folding, assembly, etc.); length of the production period for each operation; anticipated hourly completion rates per each equipment; quantity completion rate per production day for each item and operation; and number of days and work shifts.
- How the coordination will be handled from one production phase to the next.
- The name and title of the person responsible for each production phase (i.e., QC Officer).
- How subcontracting production phases are coordinated and who (name and title) is responsible for these phases.
- Transportation and storage of each product, including the storage of final product until final shipment is made and who is responsible for this phase;
- How contractor will replace spoiled/destroyed items and when will contractor add and then ship the replacements;
- Specific production flow charts for all sub-contractors;
- How are sub-contracting production phases coordinated and who (name and title) is responsible for these phases;
- Any other special requirements which the contractor deems necessary to successfully perform the contract.

QC Plan: The contractor and subcontractor(s) shall provide and maintain, within his/her own organization, an independent quality assurance organization of sufficient size and expertise to monitor the operations performed and inspect the products of each operation to a degree and extent that will insure the Government's quality assurance, inspection, and acceptance provisions herein are met. The plan must provide for periodic sampling during the run and rerunning in the event of an unsatisfactory quality sample.

The QC Plan shall encompass all phases of production for all items in the contract and contain the following at a minimum: 1) Explain how, when, where, and by whom, the process controls and inspections will be performed; 2) State what procedures you will have in place to insure that samples will be taken from all phases of production; 3) Explain how you will perform independent random inspections during the printing process of printed stock and during binding process of the binding products for conformance to the standards; 4) Process controls, number and types of inspections, and tests during all phases of production; 5) What actions will be initiated when defects are detected.

The Quality System shall be documented in a Quality System Plan.

QC Elements shall include: 1) Evaluation of Government-furnished material; 2) Assurance that materials (e.g., paper and ink) meet requirements; 3) Assurance that components from different sources (subcontractors and subsidiary plants) will be compatible BEFORE the start of production; 4) Process controls, inspections, and tests; 5) Quality information including records of process controls, inspections, and tests, management reports, and problem cause elimination procedures. Records of process controls, inspections, and tests shall be maintained, dated and time stamped, and made available to the Government until six months after the expiration of the warranty period of this contract. Copies of the forms used to record the inspections and test results shall be submitted with the plan.

The written plan shall contain an outline description of how, where, and when in the production process each system element will be performed. The plan shall consist of five (5) sections in accordance with the five (5) elements described above.

The prime contractor shall –

- Appoint a QC official who shall monitor and coordinate the complete operation of the QC system/department, and investigate and ascertain the causes of deficiencies found. This official shall serve as the Government's single point of contact on quality matters throughout the term of the contract. The name of the official shall be provided in the plan along with title, position, and telephone number.
- Appoint a lead QC person who is directly involved in the day-to-day production of each item ordered. The QC person shall report directly to the designated QC official established in paragraph one of this section, above.
- Provide details of where, and by whom, daily process controls and inspections will be performed to detect defects during printing, binding, and package assembly. Contractor shall state the number of people that shall be permanently assigned to this program and give details about their individual assignments.
- Provide procedures for detecting any missing, defective, duplicate and/or incorrect pieces in the completed packages. Procedures MUST describe in detail the actions that will be taken if/when defects are discovered and how/when these defective/incorrect items and/or packages will be replaced.
- Description of how verification will be accomplished to insure that all orders have been processed in full.
- Description of the procedure for retrieving and correcting any quantity of incorrect packages inadvertently shipped to Jeffersonville, IN.

Inspection by the Government: Performance of all elements and functions of the QC Plan and the right of the Government to make general or specialized tests and inspections DOES NOT RELIEVE THE CONTRACTOR OF ANY RESPONSIBILITY FOR MEETING ALL REQUIREMENTS IN THIS CONTRACT.

Special Characteristics: The plan shall describe, for each of the Special Characteristics listed below for the questionnaires only, the method to be used for process control, inspection, or test. Continuous process control systems (e.g., an on-press densitometer) are preferable.

The following list is a minimum number of special characteristics. The contractor may add more as necessary: 1) Damaged questionnaires; 2) Offset image position; 3) Spots and extraneous marks; 4) Flat processing signature skew; 5) Color, Tone of Pantone ink.

For each special characteristic, the plan shall include: 1) How and with what equipment the process control, inspection, or test will be performed; 2) Where, when, how often, and on how many items in the production process, the process control, inspection, or test will be performed; 3) The title of the person(s) who will perform the process control, inspection, or test.

Dust and Paper Fibers on Questionnaires: The plan shall contain methods for controlling dust and loose paper fibers on questionnaires due to causes such as dull slitter or cutter knives.

Package Assembly Control: The plan shall contain methods for assuring that packages are complete and that the contents match the requirements and in the specified order.

Paper Quality Assurance: The plan shall contain methods for assuring that paper conforms to specifications. One

(1) Acceptable method is for the prime contractor to require test data covering all JCP paper specifications for each manufacturing run from the paper supplier.

Ink Quality Assurance: The plan shall contain methods for assuring that the densitometer values of the ink on the specified paper are within tolerance. One (1) acceptable method is requiring densitometer values from ink supplier. Density tests of ink shall conform to the requirements of the "Specification of Color Match" herein.

Defect Purging (ALL Items): The prime contractor and subcontractor(s) shall identify spoilage and/or incorrectly printed or constructed items and assembled packages, as well as perform a purge and replacement of purged pieces.

- All items containing one or more critical and/or major defect shall be classified as defective and shall not knowingly be delivered.
- If a defective item/package is found, the contractor shall inspect 20 items/packages before and 20 items/packages after the defective item/package. If a critical/major defect is found in any of these 40 items, the contractor shall inspect all items in production sequence before and after the defective item until 20 successive defect-free items/packages are found in each direction.

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

The contractor shall record the type of defect found and the number of defective items found in the purge. The contractor shall also briefly note the actions taken to eliminate the cause of the defect.

DEFECT PURGING: The contractor shall report the results of all defect purging including: 1) The defect initiating the purge; 2) Date and time the initial defect was found; 3) The type of inspection during which the defect was found (i.e., contractor process control or Government inspection); 4) All defects found in the purge; 5) The number of items inspected in addition to the 40 defect-free items required to terminate the purge.

CONTRACT ADMINISTRATION: All QC samples shall be produced at no additional cost to the Government.

Failure to maintain the quality systems in accordance with the contractor plans approved by the Government may result in the Government's termination of the contract for default.

CONTRACTOR'S RECORDS: The contractor shall keep daily log records of all quality control and inspection work done by contractor's and sub-contractor(s)' personnel, and maintain records of all inspection and tests performed on the supplies provided under the contract. The contractor shall save and preserve all records of these inspections and tests for the duration of the contract and make these records available for inspection by the Government during the performance of this contract.

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 sheets
- 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>.

JACKET NUMBER: 417-745:

	PRICE	ADDITIONAL/M
Item 1A: QUESTIONNAIRES: 24pg. self cover	\$ _____	\$ _____
Item 1B: QUESTIONNAIRES: 24pg. self cover	\$ _____	\$ _____
Item 1C: QUESTIONNAIRES: 4pg. self cover	\$ _____	\$ _____
Item 1D: QUESTIONNAIRES: 24pg. self cover	\$ _____	\$ _____
Item 3A: INSTRUCTION SHEET: 17x14,Fold 8-1/2x4-2/3	\$ _____	\$ _____
Item 3B: INSTRUCTION SHEET: 17x14,Fold 8-1/2x4-2/3	\$ _____	\$ _____
Item 3C: INSTRUCTION SHEET: 17x14,Fold 8-1/2x4-2/3	\$ _____	\$ _____
Item 3D: INSTRUCTION SHEET: 8-1/2x14, Fold 8-1/2x4-2/3	\$ _____	\$ _____
Item 4A: LETTERS: 8-1/2x11,Fold 8-1/2x5-1/2 / Flat	\$ _____	\$ _____
Item 4B: LETTERS: 8-1/2x11,Fold 8-1/2x5-1/2 / Flat	\$ _____	\$ _____
Item 4C: LETTERS: 8-1/2x11,Fold 8-1/2x5-1/2 / Flat	\$ _____	\$ _____
Item 4D: LETTERS: 8-1/2x11,Fold 8-1/2x5-1/2 / Flat	\$ _____	\$ _____
Item 4E: LETTERS: 8-1/2x11,Fold 8-1/2x5-1/2	\$ _____	\$ _____
Item 4F: LETTERS: 8-1/2x11,Fold 8-1/2x5-1/2	\$ _____	\$ _____
Item 4G: LETTERS: 8-1/2x11,Fold 8-1/2x5-1/2	\$ _____	\$ _____
Item 5A: RETURN ENVELOPES: 9-1/4x5-7/8 Plus Flap	\$ _____	\$ _____
Item 5B: RETURN ENVELOPES: 9-1/4x5-7/8 Plus Flap	\$ _____	\$ _____
Item 5C: RETURN ENVELOPES: 9-1/4x5-7/8 Plus Flap	\$ _____	\$ _____
Item 5D: RETURN ENVELOPES: 9-1/4x5-7/8 Plus Flap	\$ _____	\$ _____
Item 5E: RETURN ENVELOPES: 9-1/4x5-7/8 Plus Flap	\$ _____	\$ _____
Item 5F: RETURN ENVELOPES: 9-1/4x5-7/8 Plus Flap	\$ _____	\$ _____
Item 5G: RETURN ENVELOPES: 9-1/4x5-7/8 Plus Flap	\$ _____	\$ _____
Item 6A: OUTGOING ENVELOPES: 6-1/12x10 Plus Flap	\$ _____	\$ _____
Item 6B: OUTGOING ENVELOPES: 6-1/12x10 Plus Flap	\$ _____	\$ _____
Item 6C: OUTGOING ENVELOPES: 6-1/12x10 Plus Flap	\$ _____	\$ _____
Item 6D: OUTGOING ENVELOPES: 6-1/12x10 Plus Flap	\$ _____	\$ _____
Item 6E: OUTGOING ENVELOPES: 6-1/12x10 Plus Flap	\$ _____	\$ _____
Item 6F: OUTGOING ENVELOPES: 6-1/12x10 Plus Flap	\$ _____	\$ _____
Item 6G: OUTGOING ENVELOPES: 6-1/12x10 Plus Flap	\$ _____	\$ _____
Item 6H: OUTGOING ENVELOPES: 6-1/12x10 Plus Flap	\$ _____	\$ _____
Item 6I: OUTGOING ENVELOPES: 6-1/12x10 Plus Flap	\$ _____	\$ _____
Item 6J: OUTGOING ENVELOPES: 9x11-3/4 Plus Flap	\$ _____	\$ _____
Item 6K: OUTGOING ENVELOPES: 9x11-3/4 Plus Flap	\$ _____	\$ _____
Item 6L: OUTGOING ENVELOPES: 9x11-3/4 Plus Flap	\$ _____	\$ _____
Item 6M: OUTGOING ENVELOPES: 9-1/2x12 Plus Flap	\$ _____	\$ _____
Item 6N: OUTGOING ENVELOPES: 9-1/2x12 Plus Flap	\$ _____	\$ _____
Item 6O: OUTGOING ENVELOPES: 9-1/2x4-1/8 Plus Flap	\$ _____	\$ _____

TOTAL PRICE: \$ _____ \$ _____
(per/m sets)

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: _____
(Initial)
