

BID OPENING DATE: December 1, 2008.

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

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL CONNIE LINASSI @ 202-512-0258. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. NO COLLECT CALLS.

FACSIMILE BID SPECIFICATIONS  
 U.S. Government Printing Office (GPO)  
 Washington, D.C.

**TITLE: 2010 CENSUS ENUMERATOR, CONTINUATION, AND REINTERVIEW QUESTIONNAIRES**

**SCOPE:** These specifications cover the production of 8 single sheet questionnaires requiring such operations as printing in 2 colors, variable computerized imaging using a black permanent water resistant medium, folding, packing, and distribution.

Note: Questionnaires MUST be produced using the Offset Lithographic process. Variable Computerized Imaging (bar codes) must be ink jet, ion deposition, laser, or equivalent quality. If questionnaires are produced on a web press, it must be a heat set or equivalent web press.

Any operation or function that will be subcontracted for the performance of this contract must be disclosed prior to award. As part of the responsibility, the Government may evaluate the capability of any Subcontractor(s) to be utilized in the performance of this contract.

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## GENERAL TERMS AND CONDITIONS

**GPO Contract Terms:** Any contract, which results from, this Invitation for Bid will be subject to GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979, (Rev. 8-02)).

**Subcontracting:** The provisions of Article 6, "Subcontracts," of Contract Clauses in GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)), are modified to permit subcontracting of the printing of the variable computerized imaging. The Prime Contractor is responsible for monitoring and quality reviewing the work of all Subcontractors.

**Note:** Contractor is responsible for excess processing costs incurred for furnishing questionnaires that do not meet specifications.

**Language of Contractor (Subcontractor) Employees:** All Contractor employees shall either be literate in English or have a translator available at all times who can read, speak, and understand the language in order to ensure all operational, safety, health, security, and quality contract requirements are met. The Contractor shall ensure communications are provided at a level such that employees can understand instructions; operate, maintain, repair, or in some way interact with the equipment; and converse with the customer.

**Production and Quality Control (QC) Plans:** Within 5 days after award the contractor is required to furnish detailed written Production and QC Plans to the Contracting Officer. Production and QC Plans may be submitted electronically or in hard copy (6 copies). These plans must include QC Plans from all subcontractors, if any. **The proposed plans are subject to Government approval.** See minimum requirements to be included in the Production and QC Plans, page 17.

**Pre-Award Plant Survey:** A pre-award plant survey may be conducted by GPO and Census Bureau personnel to determine if the prospective contractor (and the subcontractor(s)) have adequate facilities and expertise to accomplish the requirements of these specifications. A subcontractor's representative is required to be present during the pre-award survey.

**Pre-Production Conference:** A pre-production conference may be held at the Contractor's plant at a date to be agreed upon after award. The purpose of the conference will be to discuss and review with production personnel all aspects of the Contractor's internal and external operations required to complete this contract. The Government will conduct this conference during which the Contractor's and subcontractor's previously approved Production and QC Plans will be reviewed in depth. Attending this meeting will be representatives from the GPO and Census Bureau to establish coordination of all required operations. A representative of all subcontractors must also be present, as well as representatives from each involved production department of the Primary Contractor.

**Quality Systems Audit:** Following the pre-production conference, and after review and approval of the contractor's written QC plan/procedures, the Government may conduct an in-depth audit of all Contractor's QC methods and quality system 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.

**Production Reports:** The Census Bureau will implement a web-based system to provide a vehicle for the reporting of near real-time information reporting during production. The Contractor shall utilize the "Web Portal" to communicate production information for each product and production line, daily. At a minimum the following information will be required: Production Date, Production Shift, Number Produced, and any descriptive information or incidents during the production process. In addition, the Contractor shall report any information regarding purges, such as: If a purge was performed during the production run, how many items were purged, how many were inspected, the reason for the purge, and any corrective actions taken to rectify the problem that caused the purge.

**Quality Reports:** During production periods, the Contractor shall electronically provide reporting on the quality metrics outlined in the Quality Assurance Requirements section. The Government will utilize a PC-based software tool that can gather quality metrics then communicate them to a Web Portal. At its option, the Contractor

may utilize the QC collection software tool in conjunction with the Web Portal to communicate the required quality metric information electronically. If this option is used, no additional programming is required, but the purchase of QC devices (computer(s) and bar code reader(s)) will be required.

**Resident Government Representatives:** One or more Government Representatives may be present at the Contractor's/Subcontractor(s)' production facilities to provide oversight and surveillance. These representatives shall have full and unrestricted access to all production areas where the Census work is being produced. Government 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.

**Disposal of Defective and Excess Material: Defective and excess material must be destroyed so that no portion of the questionnaire is usable.** Prior to destruction of any defective or unused (excess) questionnaires the Contractor shall notify the GPO, so that Government representative(s) may be present to witness the destruction if so desired. All costs incurred for off-site destruction shall be borne by the Contractor.

**PRODUCT DESCRIPTIONS, QUANTITIES, AND SPECIFICATIONS:** All the requirements of these specifications apply equally to all items unless otherwise indicated. Prior-to-Production samples (P-to-Ps), and First-offs (FOs) of final production copies are required and are indicated in Table 1. For the required amount of FO copies per item see Table 4.

The specifications of all paper furnished shall be in accordance with those listed herein, or listed for the corresponding Joint Committee on Printing (JCP) Code numbers in the "Government Paper Specifications Standards No.12" dated February 2008.

**Table 1. Product Descriptions, Quantities, and Specifications**

Item No.	Form Number and Description	Quantity	Specifications
			<b>Stock</b> (All Forms): White Opacified Offset Book, basis weight: 50 lbs. Per 500 sheets, 25 x 38"; must meet the attributes of JCP Code A80. <b>Print:</b> 2-sides, head-to-head. Image consists of type, line matter, and flat tones. <b>Size/Folding:</b> 25-1/2 x 11" Single sheet. Folds to 9 x 11" using 2-parallel folds.
1	D-1(E), Enumerator Questionnaire	210,662,000 (includes 660,310 priors and FOs)	<b>Ink:</b> Black and Pantone Process Cyan. <b>Variable imaging:</b> Linking ID bar code and number in the bottom margin on the face of the form. (See Construction Dummy.)
2	D-1(E)SUPP, Enumerator Continuation Form	15,535,000 (includes FOs)	
3	D-1(E)(X1), Enumerator Questionnaire Experimental	47,000 (includes FOs)	
4	D-1(E)(X2), Enumerator Questionnaire Experimental	47,000 (includes FOs)	
5	D-1(E)PR(S), Enumerator Questionnaire—Puerto Rico	2,119,000 (includes FOs)	<b>Ink:</b> Black and Pantone 320 (Teal). <b>Variable imaging:</b> Linking ID bar code and number in the bottom margin on the face of the form. (See Construction Dummy.)
6	D-1(E)(SUPP)PR(S), Enumerator Continuation Form—Puerto Rico	175,000 (includes FOs)	
7	D-1(E)(RI), Reinterview Questionnaire	9,057,000 (includes FOs)	<b>Ink:</b> Black and Pantone 368 (Green). <b>Variable imaging:</b> Linking ID bar code and number in the bottom margin on the face of the form. (See Construction Dummy.)
8	D-1(E)(RI)PR(S), Reinterview Questionnaire—Puerto Rico	54,000 (Includes FOs)	

The Government reserves the right to increase or decrease quantities by up to 10%. Billing adjustment due to quantity change(s) will be made at the contractor's "additional" rate. See "OFFERS" on page 19 herein. **NO SHORTAGES ALLOWED.**

All items must have adequate gripper margins. Follow trim marks 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, carried on copy or film, must not print on finished product.

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 Plan.

**VARIABLE COMPUTERIZED IMAGING:** Variable computerized imaging (bar codes) must be ink jet, ion deposition, laser, or equivalent quality. For Items 1 thru 8, computerized imaging required for this contract consists of the application of Linking Identification (LID)/Human Readable Interpretation (HRI) bar codes.

Interleaved 2 of 5 bar codes shall conform to the following specification:

**LID Bar Codes:**

- Imaging:** No fewer than 240 dots per inch
- Nominal Element Width (X):**  $0.015" \leq X \leq 0.019"$
- Wide to Narrow Ratio (N):**  $2.2 \leq N \leq 3.0$
- Quiet Zone:** 10X minimum

**LID Bar Codes specifications:**

- Width:** Shall not exceed 2.25” (not including quiet zones)
- Bar Height:** 0.3"
- HRI:** The HRI shall appear below the bar codes shall match bar codes.

The LID bar codes shall comply with AIM X5-1 1993, “Uniform Symbology Specification Interleaved 2-of-5” and ANSI X3.182-1990, “American National Standards for Information Systems (ANSI) – Bar Code Print Quality – Guideline.” Symbol grades shall be at least C/10/660.

**LID Bar Code (Items 1 thru 8):** The Contractor shall produce a 12-digit LID bar code with HRI in 8 pt. sans serif font at 12 characters per inch. The makeup of the 12-digit character string for Items 1 thru 8 is as indicated in Table 2.

**Table 2. 12-Digit LID (Items 1 thru 8)**

Item No	Form No.	Digits 1-2 ID Type/Sub-type	Digits 3-10 Sequential number	Digits 11-12 MAD97 Check Digits
1	D-1(E)	31*	00000001-99999999 (Increases by increments of 1 starting with the 8th digit from the left)	Check Digits (Computed over preceding 10 characters**)
1	D-1(E)	32*		
1	D-1(E)	33*		
2	D-1(E)(SUPP)	35		
3	D-1(E)(X1)	23		
4	D-1(E)(X2)	24		
5	D-1(E)PR(S)	26		
6	D-1(E)(SUPP)PR(S)	29		
7	D-1(E)(RI)	27		
8	D-1(E)(RI)PR(S)	28		

\*To accommodate the large volume, Item 1 is segregated into 3 unique ID/Sub-types.

\*\*See the “Formula for MAD97 Check Digits,” herein.

The images created must be of a black, permanent (water resistant) medium, and must not “run”, “smear”, or “bleed”, when exposed to moisture (mist, rain, snow or other adverse weather conditions). Any strike-through (bleed-through) and barcode resistance to rub off must be within the tolerances listed under “Quality Assurance Requirements” on Page 12.

The bar code shall be located in the bottom margin of the face of each item perpendicular to the 25-1/2” dimension. The top edge of the bar code may abut, but not overlap, the blue, teal, or green image background. The position of the bar code, including a 1/2” clear space to the left and right of the bar code, and the HRI shall not overlap any printed page number/preprinted bar code, printed text, or folds in the margin. Gaps in the sequence are acceptable. Bar code recovery is not required. Duplicates are not allowed.

**Formula for MAD97 Check-Digits:** The MAD97 Algorithm will calculate check digits for any string of ASCII characters including numerics, alphabetic and special character. The ASCII character set has a decimal equivalent of 0 through 255. The MAD97 algorithm is similar to the MOD97 algorithm but can accommodate all of the ASCII character set. The decimal equivalent of the first character is multiplied by 1,000. The decimal equivalent of the second character is added to the above product. The result is divided by 97. The remainder from that division is multiplied by 1,000 and the decimal equivalent of the third character is added to that product. The result is divided by 97. And so on.

For example, for the ASCII character string “9876”:

The decimal equivalent of ASCII “9” is 57; Multiply 57 by 1,000 = 57,000

The decimal equivalent of ASCII “8” is 56; Add 56 and 57,000 = 57,056

Divide 57,056 by 97; the remainder is 20; Multiply 20 by 1,000 = 20,000

The decimal equivalent of ASCII “7” is 55; Add 55 and 20,000 = 20,055

Divide 20,055 by 97; the remainder is 73; Multiply 73 by 1,000 = 73,000

The decimal equivalent of ASCII “6” is 54; Add 54 and 73,000 = 73,054

Divide 73,054 by 97; the remainder is 13.

**GOVERNMENT TO FURNISH (GFM):** Items 1 thru 8 - Electronic media furnished on multiple CD-ROMS generated on XP Windows-based OneForm Designer Plus (Amgraf, Inc.) in Portable Document Format (PDF) generated by Adobe Acrobat 8.0. All printer and screen fonts will be embedded within the PDF file. Files for Items 1 thru 8 contain one or more of the following flat tones: 5%, 10%, 20%, 25%, 40%, 50%, and 65% to be printed using 150 lines per inch, 45 degree angle, elliptical dot halftone screen tints.

Prior to image processing, the contractor is responsible for performing a 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. The 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 2540 dpi and minimum 150 line screen, 45 degree angle, elliptical dot halftone screen tints.

Construction dummies of each item.

Laser color copies of PDF files.

PDF for special Census shipping container label, image size 8 x 5".

Form GPO 952, Desktop Publishing Disk Information; Hard copy of PDF file.

Print Sample QC software and access to the Census 2010 Printing Web Portal Quality Information for Successful Printing II (QUISP II) see Appendix A for system description. Devices and other hardware for the system will not be provided.

Shipping Document for QARC Samples.

**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.

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

- Access to a copier and fax machine.
- Telephone (with long distance capability required)
- 3 constant connections to high speed (T1 or Broadband) Internet.

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).

If Contractor chooses to use the Government provided QUISP II system for quality metric collection and reporting then the following equipment is required for each QC station:

- PC Hardware Configurations:
  - Intel P4 Processor
  - 2GB RAM
  - 80 GB Hard Drive
  - Four 4-pin USB 2.0 Compliant Connectors
  - Microsoft XP Operating System
- Measuring Equipment:
  - HHP 4600 Bar code Reader
- High-Speed Internet access for communication of data

Even if the Contractor opts **not** to use the above system, the Contractor shall still produce the 2-D Aztec Bar Code labels for QC sample pair pulls (see Quality Assurance Random Copies section herein).

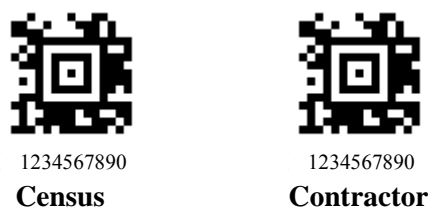
**QC Sample Aztec Bar Code Specifications:** The Contractor shall supply the QC bar code labels. The encoded barcode number shall be 8 digits in length, with an additional 2-digit MOD 97 check digit calculated using the method described in ISO/IEC 7064:2003(E). Therefore, the total encoded data string shall be 10 digits. The Census Bureau will designate a specific range of numbers to be used for the QC bar codes.

The bar code shall conform to the following specifications:

Symbology	Aztec Code as per ISO/IEC 24778:2008
Nominal element width (X)	$0.020'' \leq X \leq 0.030''$
Error Correction	At least 50%
Overall Symbology nominal size	$0.50'' \pm 1/8''$

A human readable text shall be printed below the bar code and shall be 8 point sans serif, normal font (no bold). The human readable shall include the 2-digit MOD97 check digit as well. Beneath the human readable text of the bar code, the Contractor shall print the word "Contractor" on one of the label pair, and the word "Census" on the other label (see Figure 1 below). This will help aide in the segregation of Contractor vs. Census sample pulls.

**Figure 1. Example QC label format (for information only - not to scale)**



The labels shall be self adhesive, white, and uncoated or matte paper stock, no larger in size than 1 x 1.5 inches. The bar code and human readable text shall be produced using Laser print technology (high resolution or equivalent). The printed text and bar codes shall be black, permanent (water resistant), shall not “run,” “smear,” or “bleed” when exposed to moisture (mist, rain, snow or other adverse conditions). The Contractor shall avoid any strike-through (bleed-through) and bar code rub-off. The Aztec bar code and text shall conform to specifications for variable image type quality, filled in characters, address voids, and other quality requirements listed in the Quality Assurance Section. Bar code print quality shall conform to ISO/IEC 24778:2008- Aztec Code.

The Contractor shall produce unique QC label pairings to sufficiently provide labels for all projected QC pulls required throughout all production operations. The Contractor shall ensure that each unique bar code pairing will **NOT** be duplicated and will only be used once in the identification of the QC samples as stated in these specifications.

Proofing and approval by the Government of bar codes will be required.

**Proofs:** The Contractor shall furnish 2 sets of digital color content proofs for items 1 thru 8 created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back and trimmed and folded to the finished size of the product. At Contractor’s option, film-based Dylux, or similar proofs may be furnished.

PLUS 2 sets of digital one-piece composite laminated color proofs of items 1 thru 8 on actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi are required. At the Contractor’s option, a film-based composite laminated color proof on the actual production stock may be submitted, provide direct-to-plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs. Pantone colors may be substituted with a similar color but may not be built.

These proofs must have all elements in proper position and must indicate margins. Proofs must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The 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, X-RITE/GRETAG, or RIT) must show areas consisting of minimum 3/16 x 3/16” solid color patches; tint patches of 25%, 50%, and 75%; dot gain scale; star target; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the press sheet (they can be on the gripper edge, tail edge or gutter of the press sheet).

PLUS 5 samples of the computerized imaging (LID bar codes) printed on the same stock to be used during production.

PLUS 5 samples of the 2-D Aztec bar codes that are to be applied to all QC sample pulls. These 2-D Aztec QC label bar code proofs are to be provided to the Government prior to the printing of QC labels.

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.

**Proof Submission and Approval:** The Contractor shall submit proofs together with the furnished media DIRECTLY to: U.S. Census Bureau, Attn: Deborah Mockabee, 301-763-4010, Gate 9 Remote Delivery Facilities (RDF), Room HQ-2H484C, 4600 Silver Hill Road, Suitland, MD 20746. The Contractor MUST call GPO Contract Compliance at 202-512-0520 when proofs have been delivered and when they are notified to pickup proofs from the agency.

The Contractor must not print prior to receipt of an “OK to print.”

**Paper Samples:** The Contractor must furnish 20 sheets of 8-1/2 x 11" white opacified offset which represents the stock the contractor will use in the actual production for Items 1 thru 8. This paper will be tested for conformance to the JCP Code A80 specifications.

**Ink Draw-Downs for Process Cyan, Pantones 368 and 320:** For each ink manufacturing run, the Contractor must furnish at least 5 ink draw-downs on 8-1/2 x 11" stock that the Contractor intends to use in the final production. The Contractor must furnish the manufacturer's densitometer data from the lot of ink used on that particular cover sheet, where the identifying GPO jacket and Purchase Order numbers appear. Submit Paper and Ink Samples to: U.S. Government Printing Office, Attn: Connie Linassi, 202-512-00258, 732 N. Capitol St., NW, Room C-815; Mail Stop CSAP, Washington, DC 20401. The container and accompanying documentation shall be marked "PAPER SAMPLES" or "INK SAMPLES" as applicable and shall include the GPO Jacket and Purchase Order numbers.

After approval of paper, ink and proofs, Contractor shall notify the Government at least 3 workdays prior to commencing production of the Prior-to-Production Sample print run.

**PRIOR TO PRODUCTION SAMPLES (P-to-Ps):** The Contractor shall provide P-to-Ps for items as listed in Table 2. All copies shall be printed, variable imaged, and constructed to be the size, kind, and quality that the Contractor will furnish for the finished product, and shall comply with these specifications. The samples shall be manufactured at the facilities, and on the equipment, where the contract production quantities are to be manufactured. The Contractor shall pull QC samples for any P-to-P runs according to these specifications. After approval of the run, the Contractor shall pull machine date and time stamped QC pulls every 20 minutes (see Quality Assurance Requirements Section for the Contractor QC sample and the Government QARC samples).

The Government will approve, conditionally approve or disapprove of the P-to-Ps within 12 workdays of receipt. 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 will state any further action required by the Contractor. A notice of disapproval will state the reasons. The Government will require Press Sheet, Variable Imaging, and Finishing Inspections on prior-to-production operations (See Press Sheet, Variable Imaging, and Finishing Inspections Section herein.)

If the Government disapproves of the samples, 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. Any additional samples as a result of failed specifications 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 same amount of time, specified above, to inspect and test any additional samples required.

In the event that additional samples are disapproved by the Government, the Contractor will be deemed to have failed to make delivery within the meaning of the default clause, in which event this contract will be subject to termination for default.

In the event the Government fails to approve or disapprove the samples within the time specified, the CO will automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance With Schedules" of contact clauses in GPO Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)).

P-to-Ps 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 quantities to be manufactured.

**PRESS SHEET, VARIABLE IMAGING, AND FINISHING INSPECTIONS:** Government representatives have the option to attend inspections for all production phases, including subcontractor operations. Prior to conducting press sheet, variable imaging, and finishing inspections, the Contractor shall provide the Government with at least 3 workdays' notice. The Contractor shall not begin printing, variable imaging, or finishing 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.



Press sheets must contain color control bars (such as, BRUNNER, GATF, GRETAG, or RIT) for each color of ink on the sheet. The control bars must show areas consisting of minimum 3/16 x 3/16" solid color patches; tint patches of 25%, 50% and 75%; dot gain scale; star target; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the press sheet (they can be on the gripper edge, tail edge, or gutter of the press sheet). Control bars must be placed parallel to the press's ink rollers. Color control bars shall remain intact on the press sheet throughout the color approval part of the PSI process.

Final make-ready items shall be inspected and approved at the Contractor's plant for quality conformance and for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute an approval of the entire run. Upon approval of the items, the Contractor shall maintain those standards throughout the run (within already specified QATAP tolerances when applicable). The Contractor shall also discard all make-ready items that preceded approval. For further details, see GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections), issued August 2002:  
[http://www.gpo.gov/printforms/pdf/contractors\\_holding\\_psi.pdf](http://www.gpo.gov/printforms/pdf/contractors_holding_psi.pdf).

**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, 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.

#### **PACKING/LABELING AND MARKING:**

**Packing:** Pack each item type suitably in shipping containers and uniquely identify with form type. Shipping containers must be made in accordance with ASTM D5118 and any amendments thereto and shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width. If pallets are: Wood pallets are required with unnotched solid stringers allowing entry only from the ends. Pallets shall not have deck boards that overhang from outside edge of stringer. Plastic or pressboard pallets are not acceptable. Pallets must measure 48" x 42. Stringer measurement shall be the 48' dimension. Full 2-sided entry on the 42" width dimension is required. The entire pallet shall be shrink wrapped (including top and bottom). The maximum height allowance (including pallet) must not exceed 48".

**Labeling and Marking:** Reproduce the shipping container label from furnished PDF, fill in appropriate blanks and attach to shipping containers. Include "2010 Census", Form Number, and Quantity Per Container on all shipping labels. For materials shipped to the Jeffersonville, IN include the words "Kit Prep" on shipping labels. **Do not mix form types within shipping containers. It is imperative that all shipping containers are marked as indicated.**

**DISTRIBUTION: Ship f.o.b. destination as follows (Inside Delivery to all the addresses below):**

**Table 3. Distribution of Prior-to-Production Samples**

<b>Quantity</b>	<b>Description</b>	<b>Ship to*</b>
660,000	Item 1	Lockheed Martin ATTN: Mario Hendricks, 301-313-2671 7833 Walker Dr., Suite 200 Greenbelt, MD 20770
100	Item 1	U.S. Census Bureau ATTN: Deborah Mockabee, 301-763-4010 Gate 9, Remote Delivery Facilities (RDF) 4600 Silver Hill Road, Room HQ-2H484C Suitland, MD 20746
100	Item 1	ADI, LLC ATTN: Craig Towne, 585-239-6068 200 Canal View Blvd., Suite 100 Rochester, NY 14623
100	Item 1	U.S. Census Bureau NPC Receiving ATTN: Linda McGarry, 812-218-2012 1201 East 10th Street, Building 60F Jeffersonville, IN 47132
10	Item 1	U.S. Government Printing Office ATTN: Connie Linassi, 202-512-0258 732 North Capitol Street, NW, Room C-815, Stop CSAP Washington, DC 20401

\*Containers and any accompanying documentation shall be marked "2010 CENSUS, ENUMERATOR QUESTIONNAIRE, PRIOR-TO-PRODUCTION SAMPLES."

**Table 4. Distribution of First-Offs**

The first copies of completed items (as specified in Table 1) with LID bar codes, as applicable, (printed, trimmed, and folded to size) shall be sent via next day freight to the following address.

<b>Quantity</b>	<b>Description</b>	<b>Ship to*</b>
1,000	Item 1	Lockheed Martin ATTN: Mario Hendricks, 301-313-2671 7833 Walker Dr., Suite 200 Greenbelt, MD 20770
34,000	Item 2	
3,000 each	Items 3 and 4	
18,000	Item 5	
4,500	Item 6	
56,000	Item 7	
8,000	Item 8	

\*Containers and any accompanying documentation shall be marked "2010 CENSUS, ENUMERATOR QUESTIONNAIRE PRODUCTION COPIES – FIRST OFFS."

**Table 5. Distribution of Final Products for Shipping**

Quantity	Description	Ship to
210,000,590	Item 1	U.S. Census Bureau NPC Receiving ATTN: Linda McGarry, 812-218-2012 1201 East 10th Street, Building 60F Jeffersonville, IN 47132
15,500,900	Item 2	
43,900 each	Items 3 and 4	
2,100,900	Item 5	
170,400	Item 6	
9,000,900	Item 7	
45,900	Item 8	
100 each	Items 1 thru 8	

Return GFM via traceable means to U.S. Census Bureau, Attn: Deborah Rhode, 301-763-6319, Gate 9, Remote Delivery Facilities (RDF), 4600 Silver Hill Road, Room HQ-3J426C, Suitland, MD 20746.

All expenses incidental to returning materials and submitting proofs must be borne by the Contractor. Destroy all excess printed and/or imaged materials (see "Disposal of Defective and Excess Materials on Page 3).

**Table 6. Schedule**

DATE	EVENT
December 8, 2008	Award of contract (Purchase Order number will be furnished by telephone).
To be determined after award	Pre-Production Conference.
December 9, 2008	Electronic media print files for <b>Item 1</b> (for P-to-Ps) to be available for pick up at the U.S. Government Printing Office, 27 G St., NW, Washington, D.C. 20401.
Suitable date to comply with production schedule	Submit proofs as soon as the Contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld 10 workdays from receipt in the department until they are made available for pickup by the Contractor.
Suitable date to comply with production schedule	Submit paper and ink samples as soon as the Contractor deems necessary in order to comply with the shipping schedule. Samples will be withheld 10 workdays from receipt at the GPO until they are made available for pick up by the Contractor.
Inspection dates to comply with production schedule	The Contractor must notify the GPO of the date and time the press sheet, imaging and finishing inspections can be performed. In order for proper arrangements to be made, notification must be given at least 3 workday(s) prior to each inspection. Notify the GPO, Contract Management Division, Quality Control for Procured Printing Section (PPSQ), Washington, DC 20401, or telephone area code 202-512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time.
January 16, 2009	Contractor delivers P-to-Ps for <b>Item 1</b> to arrive at the destinations.
Within 12 workdays after receipt of P-to-Ps	The Government completes review of P-to-Ps.
February 26, 2009	Electronic media print files for <b>Items 1*, 2, and 5 thru 8</b> to be available for pick up at the U.S. Government Printing Office, 27 G St., NW, Washington, D.C. 20401.
June 1, 2009 to July 31, 2009	Contractor delivers <b>Items 1, 2, and 5 thru 8</b> to the destinations.
On or before June 4, 2009	Electronic media print files for <b>Items 3 and 4</b> to be available for pick up at the U.S. Government Printing Office, 27 G St., NW, Washington, D.C. 20401.
August 18, 2009	Contractor delivers <b>Items 3 and 4</b> to the destinations and returns all GFM.

\*If revised files are submitted for Item 1, new proofs are required and will be held 10 workdays from receipt at the Census Bureau. New prior-to-production samples will not be required.

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.

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free number is 1-800-424-9470 or 9471 and for calls originating in the Washington, D.C. area, 202-512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.

## 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) Exceptions as listed within.

For additional Quality Specifications for Color Match, Trim Size, Damaged Questionnaires, Image Position, Variable Computer Imaged Bar Code Resistance to Rub Off: See pages 13 through 15 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*

\*Note: There will only be one approved press sheet for each item.

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

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

### Acceptable Quality Levels for Questionnaires

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

The most restrictive attribute or tolerance shall govern in all cases.

## SPECIFICATIONS FOR COLOR MATCH

**Density measurements** shall be made with a spectral response ANSI status T, 0/45 geometry, 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.

Standard viewing conditions per ANSI PH2.30-1989; Color Prints, Transparencies, and Photomechanical Reproductions; Viewing Conditions, Part 1.

All density measurements shall be relative measurements (substrate excluded). All density measurements to determine conformance to specifications shall 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.

**Nominal Values – Solid Ink:** Nominal values for questionnaires shall be set by measurements of the specified standard (OK'd press sheet for items being produced). They shall be within the following ranges:

#### Solid Ink Nominal Values

	Process Cyan	Pantone 320U	Pantone 368U	Black
<b>L* (target)</b>	58.0	57.90	60.0	N/A
<b>a* (target)</b>	-22.0	-40.60	-38.0	N/A
<b>b* (target)</b>	-44.0	-17.90	31.0	N/A
<b>Maximum <math>\Delta E^*</math> (from target)</b>	6.0	6.0	6.0	N/A
<b>Cyan (red filter) Density</b>	0.70 to 0.90	0.80 to 1.00	N/A	N/A
<b>Yellow (blue filter) Density</b>	N/A	N/A	0.70 to 0.90	N/A
<b>Visual Density</b>	N/A	N/A	N/A	0.95 to 1.05

#### Flat Tone Nominal Values

	Pantone Process Cyan (Cyan or Red Filter Density)	Pantone 320U (Cyan or Red Filter Density)	Pantone 368U (Yellow or Blue Filter Density)
<b>20% (Highlighted Area)</b>	0.10 to 0.20	0.10 to 0.20	0.10 to 0.20
<b>10% (Background)</b>	0.05 to 0.15	0.05 to 0.15	0.05 to 0.15

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

#### Color Match Tolerances

CHARACTERISTIC	TOLERANCE
<b>Pantones Process Cyan, 320U, and 368U - Solid CIE L*a*b*</b>	Maximum $\Delta E^* = 6.0$
<b>Pantones Process Cyan, 320U, and 368U - Solid Density</b>	Shall conform to GPO Pub. 310.1, Attribute P-9
<b>Pantones Process Cyan, 320U, and 368U - Flat Tones</b>	Shall conform to GPO Pub. 310.1, Attribute P-9
<b>Black Solid Ink</b>	Shall conform to GPO Pub. 310.1, Attribute P-9

All color tolerances are from the nominal values.

#### Classification of Color Defects:

- Solid or screen tint Density: as per GPO Publication 310.1, Attribute P-9.
- Delta E\* of background color exceeding tolerance by less than 30%: Major.
- Delta E\* of background color exceeding tolerance by more than 30%: Critical.

#### ADDITIONAL TOLERANCES

**Damaged Questionnaires:** 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 questionnaires 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. Other wrinkles shall conform to GPO Pub. 310.1 GPO Pub. 310.1, Attribute F-8. Product Quality Level II.

#### Interleaved 2 of 5 (I 2/5) Bar Code Quality Tolerance

- A bar code with an ANSI grade of D or F shall be assigned a Major defect.
- Any noncompliance with bar code specifications listed on pages 4 and 5 is classified as a Major defect.
- An unreadable bar code shall be assigned a Critical defect.
- Any strike-through (bleed-through) resulting from the bar code shall be assigned a Critical defect.
- LID bar code placement: Nonconformance with the position requirements herein shall be classified as a Major defect.
- LID bar code position and skew:  $\pm 1/8$ " from the specified standard location.  $\pm 2^\circ$  with the top edge of the folded questionnaire. Both requirements are referenced to the offset image. Noncompliance with this requirement shall be classified as a Critical defect.

- Bar code placement and Skew: There shall be a minimum of  $\frac{1}{32}$ " white space at the top and bottom of the bar code in relation to any black image. Noncompliance with this requirement shall be classified as a Critical defect. The exception to this requirement is the page number.
- Voids: A bar code shall contain no more than a total of 6 unacceptable voids. An unacceptable void is one that is greater than 0.008" wide extending entirely across a bar code or greater than 0.10 square mm in area anywhere in a bar code. Nonconformance with this requirement shall be classified as a Major defect.

**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.

**Questionnaire Tolerances:**

Trim Size:  $\pm 1/8$ " from the reference perpendicular and datum

Printed Image Misplacement:  $\pm 1/16$ " from the datum and the reference perpendicular

Image Size: The printed image on any page shall not vary more than  $1/16$ " from the specified dimensions. Nonconformance with this requirement shall be classified as a critical defect

Unfolded Questionnaire Skewness: The angle between the lead edge and the reference perpendicular shall be no greater the  $0.75^\circ$

Unfolded Questionnaire Size:  $\pm 1/8$ " from the reference perpendicular and datum

Fold Position and Skewness:  $\pm 1/16$ ".  $\pm 2^\circ$

Variable Image Placement:  $\pm 1/8$ " from the specified position

Variable Image Skewness:  $\pm 2^\circ$  with the top edge of the questionnaire

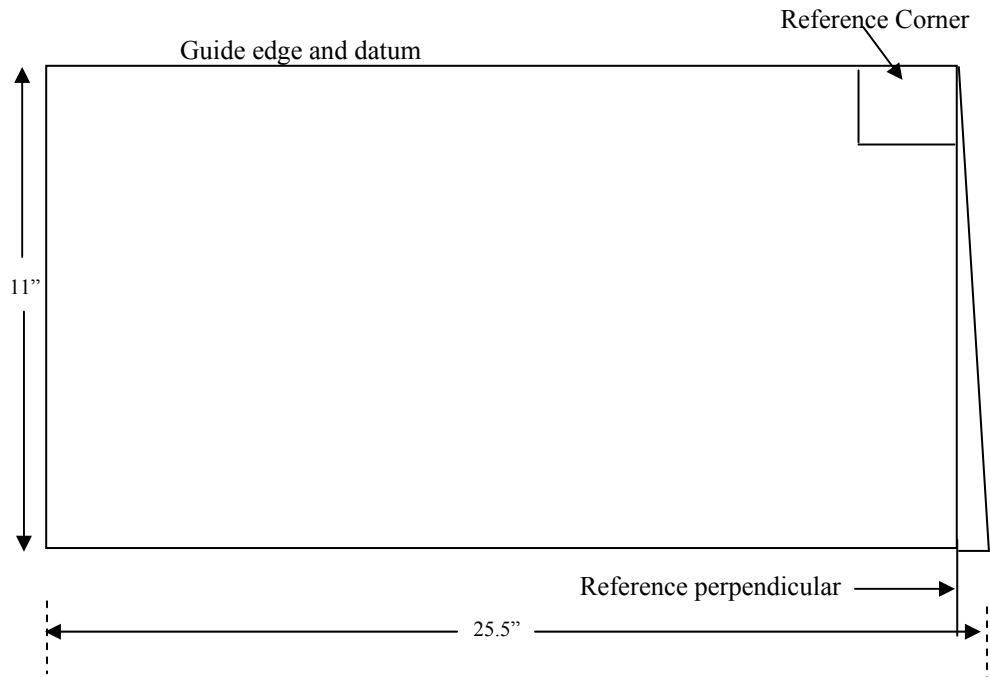
There shall be a minimum of  $1/32$ " white space at the top and bottom of the image on each side of the questionnaire. Noncompliance with this requirement shall be classified as a critical defect. Exception to this requirement is the page number numerals.

Any unspecified black image bleed shall be classified as a critical defect. Any other unspecified bleed shall be classified as a major defect.

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

**Image Position:** Image position measurements shall be made from the datum and reference perpendicular of the questionnaire (See Figure 2.).

- Reference corner: The upper right corner of the questionnaire sheet.
- Datum: The top edge of the questionnaire sheet.
- Lead Edge: The right edge of the questionnaire sheet with the reference corner in the upper right.
- Reference Perpendicular: A line constructed perpendicular to the datum at the reference corner. The reference perpendicular and the lead edge do not necessarily coincide.

**Figure 2. Questionnaire (Items 1 thru 8) (Not to scale)**

**Variable Computer Imaged Bar Code Resistance to Rub Off:** Resistance to rub off and scuffing is the ability of the product to resist smearing, imaging pigment transfer, and/or density decay during handling, processing, etc.

#### **Instruments**

- Sutherland Rub Tester
- Bar Code Verifier
- Density measurements will be made using a densitometer with a spectral response ANSI status T, 0/45 geometry, following ANSI CGATS.4-1993 Graphic technology-Graphic arts reflection densitometry measurements-Terminology, equations, image elements and procedures. Following manufacturer's recommendations for calibration and operation of the instrument.
- Standard viewing conditions per ANSI PH2.30-1989; Color Prints, Transparencies, and Photomechanical Reproductions; Viewing Conditions, Part 1.

**Procedure:** The following procedure is used to test the I 2/5 bar codes.

From the form to be tested, select an unprinted area. Trim a 2 x 7" unprinted test strip and attach this to the 1 pound per square inch test weight. Trim a 2.5 x 7" printed test sample. This should include the area of maximum test information (e.g., an entire bar code). Mount the test sample securely, print side up and with maximum image exposure, onto the rubber pad of the base plate on the Sutherland Rub Tester. Connect the weight and test 30 cycles.

#### **Evaluation**

1. If a transfer of pigment is detected on the unprinted test specimen, visually select three locations of greatest scuff density. Using the densitometer, preset to density minus paper and measure and record the density at each location. If any density measurement exceeds 0.10, a major defect shall be assigned.
2. Use a bar code verifier to read the bar code specimen attached to the base plate. If the bar code does not read correctly in two valid attempts, a critical defect shall be assigned.

**CONTRACTOR QC SAMPLES and GOVERNMENT 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 Government QARCs.

The Contractor's quality control samples as well as the Government QARCs shall be supplied for each item and each manufacturing run based on the following requirements. If production operations are combined, 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 roll.

On-site Government representatives will inspect the Contractor QC samples. The Contractor's sample pulls must be provided to the Government upon request.

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 plans approved by the Government may result in the Government's termination of the contract for default. All QC samples shall be produced at no additional cost to the Government.

The Contractor shall select quality samples as specified in the following subsections. Distribution and delivery of one set of samples called QARCs will be to the Census Bureau National Processing Center (NPC) in Jeffersonville, IN. QARCs are to be pulled in conjunction with the Contractor's QC samples, however, the contractor is not to evaluate in any way, the QARC samples. Rather the Contractor is required to pull the sample, mark, label and ship to NPC, as instructed below.

The Contractor shall pull a set of directly consecutive samples for each QC pull. The Contractor shall provide the QC 2D label pairs to be affixed to each QC pull. Each label will have an ID, in both bar coded and eye readable form. The Contractor shall then apply 1 QC bar code label to each sample, ensuring that the bar codes applied to a sample pair are exact duplicates. One sample will be the Contractor's QC Sample; the matching sample will be the QARC, which will be sent to the NPC. While the Contractor shall use the Contractor's QC sample for its internal QC, that sample must also be provided, upon request and immediately, to the on-site independent Government Representative(s) for an independent analysis of the sample.

The QARCs must be gathered each day of production and shipped to the Census Bureau, NPC Receiving, Attn: Linda McGarry, 812-218-2012, 1201 East 10<sup>th</sup> Street, Building 60F, Jeffersonville, IN 47132. Each day's shipment shall be accompanied by a shipping document with the following information: 1) GPO Jacket Number; 2) Census Item designation (See Product Specifications list); 3) Phase of production the sample came from (i.e. Printing, Imaging, Binding etc); 4) Number of samples for each shift contained in the package; 5) Contractor Location; 6) Shipment date (not sample date). Census shall supply the shipping document. The Contractor must mark the exterior of the shipping box as "QUALITY SAMPLES". The contractor must utilize an overnight, traceable shipping method and must keep the tracking information available for Census at all times. (USPS Priority Overnight is not allowed.)

**Printing of all items:** After all approval of the proofs and, starting with the first day of production, the Contractor shall, during each day and each production run, randomly select a minimum of 50 sample pairs (1 for the Contractor's QC and 1 for the QARC) of each type of press sheet from each press line produced that day.

- Each sampling shall be distributed throughout the day and/or throughout the printing process.
- Each sample shall have: 1) machine date and time stamped when the sample is pulled; 2) shift noted on the sample; 3) press number noted on the sample; 4) pallet number and location identifier from which the sample was pulled (if applicable) and 5) 2-D Aztec bar code label.

**Finishing and Variable Imaging Samples:** After all approvals of the finishing and/or variable imaging, starting with the first day of production, the Contractor shall, during each day and each production run, randomly select a



minimum of 50 sample pairs (1 for the Contractor's QC and 1 for the QARC) of each type of product from each production line produced that day.

- Each sampling shall be distributed throughout the day and/or throughout the printing process.
- Each sample shall have: 1) machine date and time stamped when the sample is pulled; 2) shift noted on the sample; 3) press number noted on the sample; 4) pallet number and location identifier from which the sample was pulled (if applicable) and 5) 2-D Aztec bar code label.

## **CONTRACTOR'S PRODUCTION AND QUALITY CONTROL PLANS**

**Production Plan:** Minimum requirements to be included in the plan are: 1) A flow chart containing the proposed overall step-by-step methods of production, including sub-contractors; 2) The proposed scheduled start-up dates of all phases of production for all items which will show the operation (i.e., printing, computerized imaging, finishing, etc.), length of the production period for each operation, anticipated quantity completion rate per production day for each item and operation; 3) How the coordination will be handled from one production phase to the next; 4) The name and title of the person responsible for each production phase; 5) How are sub-contracting production phases coordinated and who (name and title) is responsible for these phases; 6) How the final products will be staged/shipped and who is responsible for this phase; 7) any other special requirements which the contractor deems necessary to successfully perform the contract.

**QC Plan:** The prime contractor shall write and initiate, prior to start-up and maintain throughout the life of this contract, a Quality System to assure conformance to all requirements of this contract. The Quality System shall be documented in a QC Plan. The plan should also address what actions will be initiated when defects are detected. The QC Plan shall assure the quality of components from subcontractors and subsidiary plants. The QC Plan shall encompass all phases of production for all items in the contract.

**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 5 sections in accordance with the 5 elements described above.

The Prime Contractor shall designate a QC official who shall monitor and coordinate the quality system. This official shall serve as the Government's single point of contact on quality matters during the life of the contract. The name of the official shall be provided in the plan along with title, position, and telephone number.

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

**Special Characteristics:** The following include a minimum number of characteristics, contractor may add more as necessary: 1) Variable image (LID) position and readability; 2) Color, solid Process Cyan, Pantone 368 (green), and Pantone 320 (teal). 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.

**Variable Data Control:** The plan shall contain procedures for assuring that the LID bar codes and HRIs are correct. These procedures shall include the methods to be used to assure that variable data is correct on all

affected questionnaires. Explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable imaging occurs (e.g., due to equipment malfunction).

**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.

**Paper Quality Assurance:** The plan shall contain methods for assuring that paper conforms to specifications. One acceptable method is for the prime contractor to require test data covering all JCP paper specifications for each manufacturing run from the paper supplier.

**Defect Purging – All Items:** The Contractor shall identify spoilage and/or incorrectly printed or constructed items, 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 is found, the Contractor shall inspect 20 items before and 20 items after the defective item. If a 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 are found in each direction.

The Contractor shall report the results of all defect purging on the Government provided production reporting system (QUISP), including:

- The defect initiating the purge
- Date and time the initial defect was found
- Type of inspection during which the defect was found (i.e., contractor process control, contractor quality data inspection, Government inspection)
- All defects found in the purge
- Number of items inspected, in addition to the defect-free items required to terminate the purge
- Actions taken to eliminate the cause of the defect
- Action to replace purged materials

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

**OFFERS (BIDS)**

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 1,000 copies for each item. 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. Award will be based on the lowest responsible offer that is determined to be fair and reasonable to the Government.

Total Price for total quantity ordered ..... \$ \_\_\_\_\_

Prices for Quantity Changes

(A price MUST be submitted for each applicable line)

		“Additional Rates”
Item 1	D-1(E)—Enumerator Questionnaire (English).....	per 1,000 _____
Item 2	D-1(E)SUPP—Enumerator Continuation Form (English).....	per 1,000 _____
Item 3	D-1(E)(X1)—Enumerator Questionnaire Experimental.....	per 1,000 _____
Item 4	D-1(E)(X2)—Enumerator Questionnaire Experimental.....	per 1,000 _____
Item 5	D-1(E)PR(S)—Enumerator Questionnaire, Puerto Rico (Spanish).....	per 1,000 _____
Item 6	D-1(E)(SUPP)PR(S)—Enumerator Continuation Form, PR (Spanish).....	per 1,000 _____
Item 7	D-1(E)(RI)—Reinterview Questionnaire (English).....	per 1,000 _____
Item 8	D-1(E)(RI)PR(S)—Reinterview Questionnaire Puerto Rico (Spanish).....	per 1,000 _____

SUBMIT BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 36 H Street NW, Room C-161, Washington, D.C. 20401. **FACSIMILE BIDS are permitted. Submit TWO copies of each facsimile bid to FAX No. 202-512-1782, one bid per facsimile.** Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Paragraph 6.

## APPENDIX A

**Overview: The U.S. Census Bureau Quality Information for Successful Printing II (QUISP II)**

The Census Bureau will be conducting the Census of Population in 2010. A critical aspect of conducting the census is the printing operations, as this is the primary means of getting Census forms into the hands of U.S. residents. In support of the Decennial 2010 operations the Census Bureau has developed quality control (QC) efforts that will assist in validating that form printing/finishing requirements are met, and that timely and appropriate responses and corrections are made when requirements are not met.

QUISP II is a system that consists of an Internet Web Portal supported by a local (i.e., field) inspection application called Print Sample. The Web Portal portion of the application provides for web-based management of QC data, contract administration, and production information, to include progress against baseline schedules, as well as analysis and review of QC results. The Print Sample application is a software tool used to measure, collect, and disseminate QC data from vendor sites as well as the Census Bureau's independent quality monitoring at their National Processing Center in Jeffersonville, IN. Print Sample will allow the Government to monitor and quantify the quality of the 2010 Census questionnaires, envelopes, letters, and other printed materials. The measurements obtained from Print Sample are fed back to Census management on a daily basis through the Web Portal for close to near real-time progress reports.

Starting in January 2009, the Census Bureau will utilize this tool in the field to validate that its printing requirements are met. While the Government Printing Office (GPO) will still be the means for validating contractual compliance, this tool will allow more timely identification and correction of printing/finishing issues. Census and GPO are offering this tool to printers, manufacturers, and finishers for its use on Census-related work. In order to utilize the system the Contractor would be required to obtain PCs or laptops, and other peripheral devices (as listed in the Contractor to Furnish section). While the use of the QUISP II system is strongly advised by the Government, it is not required. However, near-real time electronic reporting of quality metrics is required. In addition, the vendor is also required to post production information using the Web Portal.

**For more information on QUISP II or the planned quality assurance procedures for Census 2010 contracts, contact: Teresa Caldaro or Jim Marsden at 301-763-4010.**

# EXHIBIT 1

## Dimensions for Items 1 through 8

(with suggested LID bar code location)

FACE

25.5"

The diagram shows the front side of the questionnaire with the following dimensions and features:

- Overall width: 25.5"
- Overall height: 11"
- Section 1 (H1) width: 7.5"
- Section 2 (H2) width: 9"
- Section 3 (H3) width: 9"
- Section 4 (H4) width: 7.5"
- Fold lines are indicated between the 7.5" and 9" sections.
- A LID bar code is located at the bottom center with the number 123456789000.
- Text 'FACE' is on the left side.

BACK

25.5"

The diagram shows the back side of the questionnaire with the following dimensions and features:

- Overall width: 25.5"
- Overall height: 11"
- Section 1 (I) width: 9"
- Section 2 (II) width: 9"
- Section 3 (III) width: 7.5"
- Fold lines are indicated between the 9" and 7.5" sections.
- A LID bar code is located at the bottom center with the number 123456789000.
- Text 'BACK' is on the left side.