

BID OPENING: January 2, 2009

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

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL (202) 512-1164. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-1164. NO COLLECT CALLS.

FACSIMILE BID SPECIFICATIONS

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

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

PRODUCT: 8-page saddle wire stitch or paste on the back fold pamphlet

TITLE: FAFSA on the Web Worksheet, 2009-10 English

QUANTITY: 8,500,019 copies, plus one corrected Digital Deliverable, two corrected PDF files, one JPEG file of front page, plus 50 QARC's.

TRIM SIZE: Between 8-3/8 to 8-1/2 x 10-7/8 to 11", bind on 10-7/8 to 11" dimension.

GOVERNMENT TO FURNISH:

One CD-ROM generated on an IBM system, Windows XP Professional, using Adobe LiveCycle Developer 8.0 (source is a PDF), and Adobe Illustrator CS3. Files are furnished in Native Format with all fonts included on the disk.

One (1) color visual and three (3) samples from a previous printing and one sample of the mailing carton to be used as a general guide. Same size camera copy for carton return address (top of carton). One piece of camera copy for identification on all four sides of carton of 50 copies (size to fit as necessary).

Prior to image processing, the contractor is responsible for checking files contained on the furnished media to ensure that such features such as bleeds, register marks and correct file output selection have been provided for so as to correctly generate output for publishing. The contractor must supply necessary trapping. The contractor must generate output on a high resolution image processor.

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.

GPO Form 892 proof label.

One reproduction proof, Form 905 with labeling and marking specifications.

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

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.

DIGITAL DELIVERABLES: After receipt of an "OK to Print", the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files or any proprietary file formats other than those supplied, unless specified by the Government. Also, the contractor is to provide two corrected PDF files and one JPEG file of the front page.

PROOFS: One set of Digital color content proofs for pamphlet. At contractor's option, a film-based composite blueline may be submitted. 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.

One set of SWOP certified digital off-press proof for pamphlet. At contractor's option, a film-based composite laminated color proof may be submitted. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product.

For list of certified systems go to: www.swop.org/certmfg.html

Submit proofs together with the furnished media (copy/electronic files) to the U.S. Government Printing Office, Contract Management Division, Contract Compliance Section (PPSC), Washington, D.C. 20401. Furnished proof label must be filled in by the contractor and used on all proof packages. Proofs will be withheld not more than 2 workdays from receipt in GPO until they are made available for pickup by the contractor.

The contractor must not print prior to receipt of an "OK to print".

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008.

White Offset Book, basis weight: 50lbs per 500 sheets, 25 x 38", equal to JCP Code A60.

PRINTING: Pamphlet prints head to head. Pages 1, 4, 5, and 8 print type/line matter, and flattones in PMS 267 Purple and Black. Pages 2, 3, 6, and 7 print type/line matter, and flattones in Black.

Contractor to match the final OK'd proofs or press sheets.

Must be printed on a press capable of printing two colors in a single pass through the press (minimum two printing units).

Containers print identical text on all sides and print return address on top, in PMS 354 Green.

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. 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's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" 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.

MARGINS: Adequate gripper - follow furnished electronic media.

BINDING: Saddle wire stitch in 2 places or paste on the 10-7/8 to 11” dimension and trim flush 3 sides.

NOTE: If pasted, the paste must run the full 10-7/8 to 11” dimension.

PACKING: For 4,250,000 copies – pack 100 copies per shipping container; 4,250,000 copies – pack 50 copies per shipping container; and for balance (19 copies) pack suitable per shipping container.

Pallets are required – see under “Distribution”.

LABELING AND MARKING (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Note: In addition, the contractor is to print RETURN ADDRESS on top of each shipping container and ED/FSA information (contractor to produce from furnished camera copy) to 4 sides of each shipping container for each type of packing for each item.

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

Product Quality Levels:

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

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

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

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

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

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. The purchase order/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included.

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

DISTRIBUTION: Ship f.o.b. destination.

Deliver furnished material, corrected Digital Deliverables, two PDF files and one JPEG file of the front page to: Department of Education, 400 Maryland Ave., SW, Room 5C108, Attn: John Woods (202) 401-3606, Washington, DC 20202. ***INSIDE DELIVERY REQUIRED***

Deliver 8,485,000 copies (includes 200 Random Blue Label copies) to: ED Pubs, Attn: Receiving Department (301) 519-5230, 8242 Sandy Court, Jessup, MD 20794. Request 24 hour notice of incoming shipments, deliver between 8:00 a.m. - 4:00 p.m., Monday thru Friday with points of contact Carol Mahon (301) 519-6476 or Michael Goodwin (301) 519-5777.

Pallets are to be 40 x 48" with a four way entry. Pallets must be band with plastic strapping, no metal bands or shrink wrap. **NO GAYLORD CONTAINERS**

Deliver 1 copy to: ERIC Project, c/o CSC, 655 15th St., NW, Suite 500, Attn: Paula Bruce (202) 741-4298, Washington, DC 20005.

Deliver 15,000 copies to (**pack in units of 100**): Vangent/Pearson, Federal Student Aid Information Center, 9200 Earhart Lane, Attn: Louis Lipscomb (319) 354-9200 ext. 4742, Cedar Rapids, IA 52404.

Pallets are to be 36 x 48" with a four way entry. Pallets must be band with plastic strapping, no metal bands or shrink wrap. **NO GAYLORD CONTAINERS** Follow attached pallet specifications of packing/layers per skid.

Deliver the following copies to the Department of Education, 400 Maryland Ave., SW, Washington, DC 20202, to be distributed as listed below: ***INSIDE DELIVERY REQUIRED***

5 copies to: John Woods, Room 5C108 FB 6, (202) 401-3606.

2 copies to: Government Documents Librarian, Room BE-101, FB 6, (202) 205-5019.

2 copies to: Marilyn Joyner, Room 5C118, FB 6, (202) 401-1669.

5 copies to: Pat Treichel, Room 31G4 Union Center Plaza, (202) 377-3223 (USPS only).

NOTE: For FEDEX, UPS, AirBorne Express or truck deliveries, please use this address for Pat Treichel: US Department of Education, 830 First St., NE, Room 31G4, Union Center Plaza, Washington, DC 20002.

2 copies to: Jennifer Douglas, Room 32E4, Union Center Plaza, (202) 377-3201. (USPS only).

NOTE: For FEDEX, UPS, AirBorne Express or truck deliveries, please use this address for Jennifer Douglas: US Department of Education, 830 First St., NE, Room 32E4, Union Center Plaza, Washington, DC 20002.

2 copies to: Joe Aiello, Room 114H4 Union Center Plaza, (202) 377-4002.

NOTE: For FEDEX, UPS, AirBorne Express or truck deliveries, please use this address for Joe Aiello: US Department of Education, 830 First St., NE, Room 114H4, Union Center Plaza, Washington, DC 20002.

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

SCHEDULE: Furnished material will be available for pick up at the U.S. Government Printing Office, 27 G St., NW, Washington, D.C. 20401, on January 5, 2009.

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld 2 workdays from receipt in the GPO until they are made available for pickup by the contractor.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 3 workday(s) prior to the inspection. Notify the U.S. Government Printing Office, Contract Management Division, Quality Assurance 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. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Ship partial of 5,485,000 copies (3,485,000 in units of 100 and 2,000,000 in units of 50) to ED Pubs to arrive at destination on or before January 21, 2009. Warehouse will be closed January 19 and 20, 2009.

Ship 15,000 copies, in units of 100, to Vangent/Pearson, Federal Student Aid Information Center to arrive at destination on or before January 21, 2009.

Ship balance to arrive at destinations on or before January 30, 2009.

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.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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.

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 1,000 copies. 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.

SUBMIT BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 36 H Street NW, Room C-161, Washington, D.C. 20404. **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.