



Institute for Federal Printing & Electronic Publishing

U.S. Government Printing Office

*Printing & Electronic Publishing Training for the
Federal Government*

The following “Printing Procurement Glossary” is from the Institute’s class:
GPO Printing Procurement and Agency Administration.”

Information regarding this class (description, dates, cost, etc.) can be found at:

<http://www.gpo.gov/ifpep/tr-printpro10.html>

U.S. Government Printing Office
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PRINTING PROCUREMENT GLOSSARY

- The following glossary is provided for informational purposes only.
- It is designed to provide Federal agency personnel with information specific to GPO's printing procurement program.
- These explanations are not meant as legal definitions.

- 41 USC 5** A portion of the U.S. Code dealing with public contracts that authorizes procurement methods such as small purchase and sealed bid.
- 44 USC 502** A portion of the U.S. Code that authorizes the head of the U.S. Government Printing Office, (the Public Printer) to contract for printing.

A

- ABLS** See [Automated Bid List System](#).
- Abstract of Bids** A list of bidders and prices, in a sealed bid procurement.
- Abstracting** The process of listing bidders and prices.
In a procurement action with many line items and options, abstracting can be a lengthy and involved process.
- Acceptable Quality** The maximum number of quality defects per 100 items in a printed product that the Government will accept at the contract price.
- Acquisition** See [Procurement](#).
- Administrative Change** A unilateral contract change, in writing that does not affect the substantive rights of the parties (e.g., a change in the paying office or the appropriation data).
See also [Contract Modification](#).
- Administrative Law Judge** An attorney and member of the Board of Contract Appeals appointed to make final determinations of fact independently of the parties engaged in a dispute (contractor and contracting officer).

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| “Agency On-site Inspection Report” (GPO Form 2694a) | A report of the press sheet inspection results and problems, if any, completed by the attending Government Printing Office (GPO) inspector or agency representative. |
| Agency Representative | For purposes of a press sheet inspection on a printing project procured by the GPO, a government employee of the ordering organization who can speak for the government organization. Agency representatives are not authorized to negotiate contractual changes. |
| ALJ | See Administrative Law Judge . |
| Alternate Bid | A bid that offers to furnish a modification to the product from that which is specified. |
| Amendment | A change to a solicitation such as quantity, delivery schedule, correction of error or ambiguity, made before the bid opening date. |
| Apparent Low Bidder | The low bidder prior to a responsibility determination and other considerations of increased cost to the Government. |
| Appeal | A request made to a higher authority for reconsideration of the final decision (on a question of fact), made by the contracting officer. |
| Attributes | See Quality Attributes . |
| Authorized Person | Contracting officer or other individual empowered by the contracting officer. |
| Automated Bid List System (ABLS) | GPO's computerized system to select possible bidders in rotating order by product category. The companies selected automatically receive an invitation for bid (IFB). Other contractors can receive the IFB through other means, such as: being the prior contractor, agency request, posting, and bid services. |
| Award | A legally binding contract with a commercial firm for goods and/or services authorized through a purchase order signed by a contracting officer. |

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| BAC | See Billing Address Code . |
| Basis of Award | Price and other price related evaluation factors used in determining the award of a contract. |

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| Best and Final Offer | In negotiated contracts the contractor's revised proposal that includes cost or price, technical, and other changes which offerors want to make as a result of negotiating sessions. |
| BIC | See Bid Information Center . |
| Bid | An offer, which upon acceptance by the Government, within the allotted time, becomes a binding contract. See also Offer and also Proposal . |
| Bid Abstract | See Abstract of Bids . |
| Bid Information Center | GPO's dial-up computerized subscription service to provide contractors with a synopsis of proposed procurements. |
| Bid List | A list of prospective contractors who have expressed an interest in the kind of product being procured. |
| Bid Opening | The opening and public reading of all bids received, at the designated date and time, after which bids will no longer be considered. |
| Bid Opening Time | The specified time and date by which bids must be received at GPO in order to be considered. |
| Bid Protest | An offeror's challenge to a contracting officer's action or proposed action involving a contract award. |
| Bid Sample | An item that must accompany a bid to be responsive to the solicitation. |
| Bid Service | A commercial company that assists GPO contractors with a variety of services including screening upcoming procurement actions and providing prospective contractors with copies of IFB's that are applicable to their company. |
| Bid Subscription Service | A service provided by a private sector organization that distributes GPO solicitations to client's for a fee. |
| Bidder's Mailing List | A file information regarding commercial contractors who are eligible to bid on GPO printing procurement actions. |
| Bidder's Mailing List Application | See Solicitation Mailing List Application |
| Bilateral Agreement | A mutual understanding between contracting parties. |
| Bilateral Modification | See Supplemental Agreement . |

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| Bilateral Contract | A legal agreement that results from sealed bidding and then acceptance and award by the contracting officer. |
| Billing Address Code | A six-digit code that identifies the agency/bureau and the unit's mailing address for billing documents. |
| Bill of Lading | A commercial or Government document ordering the shipment of goods. |
| Black Jacket | A GPO control card used for in-house production. |
| Blue Label Copies | See Departmental Random Quality Copies . |
| Board of Contract Appeals | An organization established under the disputes provisions of <i>GPO Contract Terms</i> to hear appeals, on matters of fact, to the final decisions of a contracting officer. See also Administrative Law Judge . |
| Bond | A written instrument executed by a bidder or contractor (the “principal”) and a second party (the “surety” or “sureties”) to assure fulfillment of the principal's obligations to a third party (the “obligee” or “Government”) identified in the bond. If the principal's obligations are not met, the bond assures payment, to the extent stipulated, of any loss sustained by the obligee. See also Performance Bond . |
| Buy American Act | A law that provides that the Government gives preference to domestically produced end products. |

C

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| Cardinal Change | A change that is outside the scope of the contract. |
| CBD | See Commerce Business Daily . |
| “Certificate of Procurement Integrity” | A document completed by the contractor in which the contractor attests to the occurrence or nonoccurrence of actions related to the conduct of a GPO procurement. |
| “Certificate of Selection of Random Copies” | A legal document the contractor signs to attest to the fact that it has selected the accompanying departmental random copies or quality assurance random copies in accordance with required random sampling procedures (GPO Form 917.) |
| Certification | A series of procedures whereby a bid is analyzed according to regulations to determine a responsible contractor with the lowest responsive bid. |

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| Certifier | A printing specialist who certifies bids. This individual completes the necessary paperwork to recommend that the contracting officer make award to a responsible contractor with the lowest responsive bid. |
| Change Order | A unilateral written order, signed by the contracting officer, directing the contractor to make a change that the Changes Clause authorizes the contracting officer to order without the contractor's consent. <i>See also</i> Contract Modification . |
| Christian Doctrine | A doctrine (based on Christian & Associates vs. United States) which states that if a clause is required to be included in a contract, the contract will be read to include it even though it is not physically incorporated in the contract. |
| CICA | <i>See</i> Competition in Contracting Act . |
| Circular Letter No. 372 | Suggestions for agencies contracting for desktop publishing. One of a series of informational letters sent by GPO's Departmental Agency Representative Division to Federal Agency printing officers |
| Circular Letter No. 354 | Information regarding supplying GPO with computer disks from desktop publishing programs or systems. <i>See also</i> GPO Form 952 and <i>also</i> GPO Pub. 300.6 . |
| Circular Letter No. 420. | Information regarding requirements for the return or non-return of negatives in printing procurement and requirements for digital deliverables. <i>See</i> Digital Deliverable |
| Claim | A written demand or written assertion by the contractor seeking the payment of money, or written interpretation of contract terms, or other relief arising under to the contract. |
| C.O. | <i>See</i> Contracting Officer . |
| “Commerce Business Daily” | The Government’s periodical that provides summaries of many proposed procurements. |
| Competition in Contracting Act | A public law that contains numerous provisions dealing with the enhancement of competition and the restriction of noncompetitive procurement procedures. Commonly known as CICA. |
| Competitive Negotiation | Procurement accomplished through the issuance of a Request for Proposals (RFP), with offers solicited from the maximum number of qualified sources consistent with the requirement. |

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| Competitive Range | All proposals in a negotiated procurement that have a reasonable chance of being selected for award. |
| Competitive Range and Final Award Report | A document submitted to the Source Selection Authority recommending which offerors to conduct discussions with or to award the contract. |
| Competition Requirements | “Full and open competition,” when used with respect to a contract action, means that all responsible sources are permitted to compete. |
| Compliance | Conformance to contractual requirements. |
| Complaint | A notification by an agency to GPO of a possible contractual violation by the contractor. |
| Complaint Form | See “Notice of Quality Defects” . |
| Consideration | An equitable price reduction or something else of value provided by the supplier to the Government for its acceptance of non-conforming supplies or services. |
| Constructive Change | Work performed beyond that required in the contract, that is either ordered by the Government or caused by the Government. See <i>also</i> Contracting Officer's Technical Representative and <i>also</i> Ratification . |
| Contract | A mutually binding legal relationship generally obligating the seller to furnish supplies or services and the buyer to pay for them. |
| Contract Administration | All relationships between the Government and the contractor that grow out of contract performance. Administration encompasses all dealings between the parties from award to completion. |
| Contract Administrator | An individual who manages a contract after it is signed. This person may, or may not, be the same person who wrote the specifications. |
| Contract Appeal | See Appeal . |
| Contract Clause | A term or condition used in solicitations and contracts, generally applicable after contract award. |

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| Contract Modification | <p>Any written alteration or addition to the provisions of a contract.</p> <p>The alteration may take either of two forms: unilateral, whereby under the authority of the “change” clause the contracting officer requires the contractor to meet revised requirements without the consent of the contractor; or bilateral, whereby both parties mutually agree to meet revised requirements.</p> |
| Contract Review Board (CRB) | <p>A three-member panel, which provides a method of review, independent of significant proposed procurement actions, for the purposes of insuring compliance with established procurement procedures, and insuring that the action is in the best interest of the Government.</p> |
| Contract Terms Contracting | <p>See “GPO Contract Terms for Printing and Binding.”</p> <p>Purchasing, renting, leasing, or otherwise acquiring supplies or services from commercial sources.</p> <p>Contracting includes; description of supplies and services required, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration. It does not include making grants or cooperative agreements.</p> |
| Contracting Officer | <p>A person appointed with the authority to enter into, administer, and/or terminate contracts for the Federal Government and make related decisions.</p> |
| Contracting Officer's Technical Representative | <p>Government officials who are involved in contract performance but are not authorized to commit the Government to contract modifications—press sheet inspectors, printing specialists, printing officers, etc.</p> |
| Contractor | <p>A manufacturer of printing, binding, and related services for the Government.</p> |
| Contractor's Code | <p>A number used by GPO to identify a particular contractor. It is made of two parts, one that identifies the state and one the contractor.</p> |
| COR | <p>See Contracting Officer's Technical Representative.</p> |
| COTR | <p>See Contracting Officer's Technical Representative.</p> |
| Court of Claims | <p>See U.S. Court of Federal Claims.</p> |
| CRB | <p>See Contract Review Board.</p> |

Cure Notice A notice sent to a contractor stating that the contract is in jeopardy and requesting that the contractor reply documenting how the situation will be corrected.
See also [Show Cause Notice](#) and *also* [Default](#).

D

Debarment Exclusion of a contractor from taking part in the process of competing for contracts for a specified, reasonable period of time due to offenses of such a serious nature that they call into question the apparent ability of the firm to perform Government contracts.
See also [Suspension](#).

Default The contractor's failure to live up to the stated requirements in the contract.
Subject to the default clause in "GPO Contract Terms," the contract can be terminated in whole or in part by written notice of default.
See also [Termination for Default](#).

Delivery Date The date that the material is required to arrive at destination.
See also [Ship Date](#).

**Departmental
Random
Quality
Copies** Copies that are certified by the contractor as having been selected at random from the production lot. These copies are part of the agency's order. They are packed in a separate blue labeled box.
If there is a question of the order having met specifications, including QATAP requirements, this box of copies should be sent UNOPENED to GPO with the complaint.
See also [Quality Assurance Random Copies](#).

**Depository
Library** A library or other organizations that receives Government publications free and in return provides the public free access to these publications.

**Design Specifi-
cation** A detailed description of the required supplies or services including descriptions of raw materials and construction methods.
See also [Performance Specification](#).

**"Desktop
Publishing-
Disk
Information"
(GPO Form
952)** A GPO form used by agencies as an add-on to an SF-1 or print order to provide detailed information about the accompanying "electronic mechanical."
See also [GPO Publication No. 300.6](#).

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| Determination of Award | See Basis of Award . |
| Determination and Finding | A special form of written approval by an authorized official required by statute or regulation as a prerequisite to taking certain contracting actions. |
| Digital Deliverable | An electronic item to be supplied as a part of the contract by the contractor. For example, a document supplied in Adobe Acrobat or HTML file format. |
| Direct-Deal Contract | A contract established by GPO that allows the agency to place orders directly with the contractor rather than routing them through GPO for placement. GPO pays the contractor. |
| Direct-Deal/Direct Pay Contract | A contract established by GPO that allows the agency to place orders directly with the contractor rather than routing them through GPO for placement, and also authorizes payment directly to the contractor by the agency. |
| Discount | 1) In terms of payment, See Prompt Payment Discount . 2) In terms of GPO's quality assurance program (QATAP), an equitable reduction in the contract price for accepting products that do not meet the prescribed quality level. |
| Display Bid | A solicitation for a complex or time sensitive procurement that requires suppliers to inspect the Government-furnished material at the Government facility. |
| Dispute | A disagreement between the contractor and the contracting officer that uses a formal administrative procedure prescribed by the "Disputes Clause" in the publication "GPO Contract Terms" for resolution. |

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| Economic Price Adjustment | A contract clause that allows prices set forth in a contract to be increased or decreased based on specific labor or material cost standards or indices made applicable to the contract. |
| Equitable Adjustment | The difference between what it would have reasonably cost the contractor to perform work as required and what it reasonably cost to perform the work as changed. |
| Error in Bid | See Mistake in Bid |
| Exception Clause | A contractual clause or provision in a Government procurement that provides for the withholding of orders on multiple award contracts from contractors who are not complying with the terms and conditions of the contract. |
| Extended Terms | A multi-year procurement for term contracts. |

F

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| F.O.B. Contractor's City | A shipping term which means that all shipments made outside the contractually designated shipping point are made at Government expense. |
| F.O.B. Destination | A shipping term that means that all transportation costs incurred in the delivery of the finished product are made at the contractor's expense. |
| Fair and Reasonable Price | The amount to be paid for procured goods or services based on the contracting officer's expertise and judgment. |
| FAR | See "Federal Acquisition Regulation." |
| FAR 8.8 | The subpart of the "Federal Acquisition Regulation" relating to the procurement of printing and related supplies. |
| Faxed Bid | A bid that is transmitted by a contractor to, and received by, a commercial enterprise via facsimile and subsequently delivered to the Government. |
| "Federal Acquisition Regulation" | The primary regulation used by all Executive Agencies in their acquisition of supplies and services procured with appropriated funds. |
| Final Decision | The written position of a contracting officer on a matter of a contractual dispute. This position can become the first step in a litigation process. |
| Findings and Determinations | A form of approval or exercise of judgment required as a prerequisite to taking certain actions by procurement officials. |
| Forbearance | The decision not to terminate a contract immediately. The forbearance period allows time to investigate the facts and determine a course of action. |
| Form No. # | See "GPO Form No. #." |
| Formally Advertised Bid | See Sealed Bid . |
| Full and Open Competition | See Competition Requirements . |

G - H

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| GAO | See General Accounting Office |
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| General Accounting Office | The Government agency, which provides a forum for the resolution of protests concerning the award of Federal, contracts. |
| General Services Board of Contract Appeals | A forum for protests of procurements for Federal information resources that are made under a delegation of authority from the General Services Administration. |
| General Terms and Conditions | A master solicitation document incorporated by reference in GPO procurements. It lists, clauses, provisions, certifications, representations, and supplemental specifications pertinent to GPO printing, binding, and related contracts. <i>See also</i> “GPO Contract Terms for Printing and Binding.” |
| General Usage Term Contracts | A series of all-encompassing term contracts (for books, cut forms, marginally punched forms, pamphlets, and snap-out forms) that GPO has set up to quickly award production of agency work without formal advertising. |
| Geographic Restriction | A limitation placed on a solicitation that allows bidders only within a certain mileage radius to compete on the requirement. The General Accounting Office has consistently ruled that geographic restrictions unnecessarily restrict competition. Only under very limited circumstances when the restriction meets an agency's mission needs is it not considered overly restrictive. <i>See also</i> Competition Requirements . |
| GFM | <i>See</i> Government-Furnished Material . |
| Government-Furnished Material | Reproducible materials (camera ready copy, electronic mechanicals, or negatives), furnished samples, and occasionally supplies, provided to the contractor by the Government for the purpose of performing the contract. |
| “Government Paper Specification Standards” | The Congressional Joint Committee on Printing's published specifications for printing papers to be used by Federal agencies and the methods for testing those papers. |
| “Government Printing & Binding Regulations” | The Congressional Joint Committee on Printing's rules and regulations regarding printing and binding and related services in the U.S. Government. |

- “GPO Agency Procedural Handbook for the Procurement of Commercial Printing Services With the U.S. Government Printing Office Regional Procurement Offices” (GPO Pub. 305.1)** A GPO publication that provides information and guidance on the completion of printing requisitions and procedures for their submission and processing.
This publication also discusses the services available from regional printing and procurement offices.
- “GPO Contract Terms For Printing & Binding” (GPO Pub. 310.2)** A GPO publication that provides solicitation provisions, supplemental specifications, and contract clauses.
These terms become a part of GPO contracts for procured printing and binding when so stated in the contract.
- “GPO Contract Terms — QATAP For Microforms” (GPO Pub 310.3)** A GPO publication that describes the Quality Assurance Through Attributes Program for Microforms.
These terms become part of GPO contracts for microfilm and microfiche when so stated in the contract.
- “GPO Contract Terms — QATAP For Printing & Binding” (GPO Pub 310.1)** A GPO Publication (310.1) that describes the Quality Assurance Through Attributes Program for Printing & Binding.
These terms become part of GPO contracts for procured printing and binding when so stated in the contract.
- GPO Form 907** See [“Non-Compliance/Change Report.”](#)
- GPO Form 917** See [“Certificate of Selection of Random Copies.”](#)

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| GPO Form 952 | See “Desktop Publishing–Disk Information.” |
| GPO Form 1026a | See “Print Order for Marginally Punched Continuous Forms.” |
| GPO Form 1815 | See “Notice of Quality Defects.” |
| GPO Form 2511 | See “Print Order.” |
| GPO Form 2524 | See “Solicitation Mailing List Application.” |
| GPO Form 2694a | See “Agency On-site Inspection Report.” |
| GPO Form 3868 | See “Notification of Intent to Publish.” |
| GPO Pub. 300.6 | See “Guidelines for Preparing and Submitting Electronic Design and Pre-Press Files” |
| GPO Pub. 305.1 | See “GPO Agency Procedural Handbook...” |
| GPO Pub 305.3 | See “Printing Procurement Regulation ” |
| GPO Pub. 310.1 | See “GPO Contract Terms—QATAP For Printing & Binding.” |
| GPO Pub. 310.2 | See “GPO Contract Terms For Printing & Binding.” |
| GPO Pub. 310.3 | See “GPO Contract Terms—QATAP For Microforms.” |
| GPO Pub. 315.2 | See “Guidelines for Agency Representatives Attending Press Sheet Inspections.” |
| GPO Waiver | Permission granted by GPO to a Federal agency to procure printing directly from a commercial printing source. See <i>also</i> JCP Authorization . |
| GSBCA | See General Services Board of Contract Appeals . |
| “Guidelines for Agency Representatives Attending Press Sheet Inspections” (GPO Pub 315.2) | A booklet that provides agency personnel attending press sheet inspections with administrative and basic technical advice on how to perform a press sheet inspection. |

“Guidelines for Preparing and Submitting Electronic Design and Prepress Files” (GPO Pub 300.6)

A GPO publication which provides recommendations for preparing, collecting, and submitting files when using desktop publishing programs. Made up of two parts in the same booklet; Part 1 Professional Graphics and Part 2 Office Graphics.

I

IFB

See [Invitation For Bid](#).

Integrity Clause

A contractual clause or provision in a Government procurement that describes the ethical limits on certain activities and conduct of the contractor and the Government.

In contracts over \$100K the contractor, the contracting officer, and sometimes other GPO and agency procurement officials must certify in writing that they have no information concerning a violation of the Procurement Integrity Act.

See *also* [Procurement Integrity Act](#) and *also* [Procurement Official](#).

Invitation for Bid

A sealed bid solicitation and the necessary bid response papers.

See *also* [Request For Proposal](#).

J - K

JCP

See [Joint Committee on Printing](#).

JCP Code

A set of letters and numbers used to identify grades and types of paper used by the Federal Government.

JCP Authorization

A written authorization granted by the Joint Committee on Printing for a Federal Agency to deviate from JCP regulations.

JCP Paper

Paper that meets the Joint Committee on Printing’s paper specification standards.

JCP Paper

See [“Government Paper Specification Standards.”](#)

Jacket

A GPO project-control card.

GPO uses jackets printed with black ink for in-house work and red ink for contracted work.

- Jacket Number** An identifying number assigned by GPO to a printing, binding, or related request. Jacket and requisition numbers for term contracts change with the beginning of a new fiscal year.
- Joint Committee on Printing** The congressional committee that exercises oversight of public printing, binding, and related services for the Federal Government.

L

- Latent Defect** A defect that is not reasonably detectable in an inspection or test during the warranty period and which appears at a later date.
- Line Item** An item of supply or service specified in a solicitation, for which the bidder must bid a separate price.
- Liquidated Damages** A monetary remedy used in place of actual damages. Used when performance or time of delivery are so important to the Government that nonperformance or delinquency would cause damage to the Government, but the amount of such damage would be difficult or impossible to figure or prove. Liquidated damages are extensively used in construction contracts but rarely used in printing contracts. Most applications in printing contracts have been considered as penalties by the General Accounting Office and therefore unenforceable. See also [Performance Bond](#).

M

- “MIL-STD 105 — Sampling Procedures and Tables for inspection by Attributes”** A Department of Defense publication that provides the sampling plans by which most printing products are inspected for acceptance or rejection by GPO.
- Minor Informality** An immaterial or inconsequential defect or variation of a bid from the exact requirements of the solicitation.
- Mistake in Bid** An error in an offeror’s bid submission.
- Modification** The addition or deletion of work to a contract, or the extension of a contract, which requires a justification and approval. See also [Contract Modification](#) and also [Change Order](#).

Multiple Award Term Contract A term contract that has been awarded to several contractors.
Print orders are offered to the contractor who submitted the lowest abstracted price. If the contractor cannot meet the schedule the next lowest contractor is offered the work until the order is placed.

N

Negotiated Contract A method of procurement that uses the responding individual or firm's proposal with discussions to select the contractor and arrive at a contract.
This method does not use sealed bid procedures and permits an opportunity to revise offers prior to making contract award.

Negotiation After Advertising A procurement method of converting a sealed-bid procurement to a negotiated contract when the bid prices received were unreasonable, not independently reached, or no bids were received nor are likely to be received.

Negotiation For Public Exigency A procurement method of emergency purchase of printing that because of unusual and compelling urgency cannot be formally advertised and is thus accomplished using negotiation.

"Non/Compliance Change Report" (GPO Form 907) A form used by Federal agencies and GPO personnel to report lateness to the contract schedule on the part of the contractor or the Government (agencies included).
This form can be completed and sent to GPO electronically through GPO's Procurement Information and Control System (PICS).

Noncompetitive Procurement A method of procurement used when only one source of supply is available.
Commonly known as sole source procurement.

Nonresponsive Bid A bid that materially deviates from the terms, conditions, or specifications set forth in the invitation for bid (IFB).

Nonresponsibility Apparent inability of a bidder to successfully perform the contract.

"Notice of Quality Defects" (GPO Form 1815) A form used by Government agencies to transmit complaints to GPO regarding the quality of commercially procured printing.

**“Notification
of Intent
to Publish
(GPO Form
3868)**

A form used by agencies to notify the Superintendent of Documents of an upcoming publication so that copies can be ordered for public sales.

**Novation
Agreement**

A legal document executed by (a) the contractor (transferor), (b) the successor in interest (transferee), and (c) the Government by which, among other things, the transferor guarantees performance of the contract, the transferee assumes all obligations under the contract, and the Government recognizes the transfer of the contract and related assets.

O

Offer

A response to a solicitation that, if accepted, would bind the offeror to perform the resultant contract. Responses to invitations for bids in the sealed bid procurement method are offers called “bids” or “sealed bids.” Responses to requests for proposals in negotiated procurements are offers called “proposals.”

Offeror

An individual or firm that responds affirmatively to a solicitation.

**On-Site
Evaluation
Team**

A group of GPO personnel sent by a contracting officer to a contractor's site to observe, question, and report the facts about a bidder's responsibility.

Agency representatives, frequently participate in this process.

**On-Site
Preaward
Survey**

See [Preaward Survey](#).

OneTime Bid

A sealed bid that is not a term contract.

**One-Time
Jacket**

A GPO control card for a one-time bid.

Open Jacket

An active but uncompleted, internal or commercially procured GPO order, for a series of like items over an extended period of time.

**Open
Requisition**

An active SF-1 submitted for the purchase of a series of like items, or a purchase made up of several distinct segments, over a period of time such as a fiscal year.

P

PCCS

See [Printing Cost Calculating System](#).

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| Penalty for False Statements | <p>Title 18, of the U.S. Code, Section 1001, prohibits fraud or making false statements in a Government matter.</p> <p>This section of the code is cited (among other places) on GPO Form 1815, "Notice of Quality Defects" in relation to agency personnel selecting random samples for complaint purposes. The penalty provided is a maximum of \$10,000 fine, five years imprisonment, or both.</p> |
| Performance Bond | <p>A bond executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.</p> <p>In case of performance failure the proceeds can be used to compensate the Government for loss or to repro cure the requirement.</p> <p>Generally performance bonds are used only in construction contracts. GPO occasionally uses this bond when it furnishes valuable Government property to the contractor for his use in performing the contract (e.g., restoration work on the binding of a valuable publication.)</p> <p>See also Liquidated Damages.</p> |
| Performance Specification | <p>A description of the required supplies in terms of the tasks they are meant to fulfill, thus permitting latitude in the choice of materials and construction.</p> <p>See also Design Specification.</p> |
| PICS | <p>See Procurement Information and Control System.</p> |
| Placement Log Post Award Conference | <p>See Print Order Placement Log.</p> <p>A meeting composed of personnel from GPO, the agency, and the contractor, held after contract award, but prior to production.</p> <p>The purpose of this meeting is to discuss aspects of the contract in order to avert possible problems.</p> <p>See also Pre-Bid Conference.</p> |
| Posting | <p>Displaying solicitations in the contracting office or other public place.</p> |
| PPR | <p>See "Printing Procurement Regulation."</p> |
| Preaward History Screen | <p>A computerized record of the contractor's compliance with quality requirements and delivery schedules, used to determine the contractor's apparent ability to perform the contract.</p> |
| Pre-Bid Conference | <p>A meeting to brief prospective bidders and explain complicated specifications and requirements to them as early as possible after the solicitation has been issued and before receipt of offers.</p> <p>See also Post Award Conference.</p> |

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| Pre-Production Samples | See Prior-to-Production Samples . |
| Preaward Survey | An evaluation of a prospective contractor's ability to perform under the terms of a proposed contract. This evaluation can be done by the use of data-at-hand or/and an on-site inspection of the proposed contractor's facilities. <i>See also On-site Evaluation Team.</i> |
| Predominant Production Function | The designation in a contract of the major type of work which the contractor must perform and cannot subcontract. |
| Price Price Analysis | The contractor's cost plus anticipated profit. The process of examining and evaluating a proposed price without evaluating cost elements and proposed profit. |
| Prime Contract | A contract or contractual action entered into by the Government for the purpose of obtaining supplies, materials, equipment, or services of any kind. |
| “Print Order” (GPO Form 2511) | A document that informs the contractor of the specific requirements of an individual request for goods or services under a term contract. |
| “Print Order for Marginally Punched Continuous Forms”(GPO Form 1026a) | A form used by agencies to order marginally punched continuous forms from GPO. |
| Print Order Numbers | A block of numbers assigned by GPO to requisitions from an agency under a term contract. The agency in turn assigns a consecutive number from the block of numbers to each print order. |
| Print Order Placement Log | A register kept by an agency to record contractor's acceptance and rejection of print orders under a direct-deal contract. |
| “Printing & Binding Requisition” (SF-1) | The Government's standard form used by agencies to order general printing and binding from GPO. |

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| “Printing and Binding Requisition for Specialty Items” (SF-1C) | The Government’s standard form used by agencies to order forms from the GPO. |
| Printing Cost Calculating System (PCCS) | A GPO automated system used to determine the sequence in which work is offered on a multiple award term contract. |
| “Printing Procurement Regulation” (PPR) | A GPO document that provides the procurement policies and procedures that guides GPO's procurement of printing and related products. (GPO Pub. 305.3). |
| Prior-to-Production Conference | See Post Award Conference . |
| Prior-to-Production Samples | A limited number of copies of the product, made before manufacture of the order, which are made as an exact standard for the final product. The ordering agency will examine these items and GPO will verify their compliance with specifications before the contractor starts actual production. |
| Procurement | The acquisition, by contract, of supplies or services, by and for the use of the Federal Government through purchase or lease. Procurement begins at the point when agency needs are established and includes the description of requirements, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract. |
| Procurement Information and Control System (PICS) | GPO’s electronic system that provides agency access to the status of orders and provides a means for development of a cost estimate for multiple-award term contracts. |

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| “Procurement Instruction 305.2A” | A GPO document that prescribes the composition, function and operation of the Contract Review Board. |
| “Procurement Instruction 316.1” | A GPO document that outlines the procedures for negotiated procurements. |
| Procurement Integrity Act | Title 41, Section 27 of the U.S. Code that describes the ethical limits on certain activities and conduct of the contractor, and GPO and requesting agency procurement officials. <i>See also Integrity Clause and also Procurement Official.</i> |
| Procurement Official | Under the Procurement Integrity Act “procurement official” means any GPO or civilian or military official or employee of an agency who has participated personally and substantially in the conduct of the GPO procurement concerned, including all officials and employees who are responsible for reviewing or approving the procurement. |
| Product Quality Level (PQL) | A ranking of the degree of reproduction fidelity required in the final product. Under GPO's quality assurance program (QATAP), products can be purchased under five product quality levels, from Level I, the highest, to Level V, the lowest. |
| Program | <i>See Term Contract.</i> |
| Program Number | An identifying number assigned to a term contract by GPO. |
| Program Operator | A printing specialist who administers a term contract. |
| Prompt Payment Discount | An amount of money that an offeror will deduct from the contract price for punctual payment at contract conclusion. |
| Proposal | An offeror's submission on a negotiated procurement. <i>See also Offer and also Bid.</i> |
| Protest | A complaint by the contractor that certain Government procurement actions allegedly violate applicable rules and regulations. |
| Protest to GAO | A complaint (protest) by the contractor to the General Accounting Office. Another forum where a complaint regarding a procurement may be lodged is the contracting officer. |
| Public Exigency | <i>See Negotiation for Public Exigency.</i> |

**Publication
No. #
Purchase
Order**

See [“GPO Publication No. #.”](#)

An offer or award notice used by GPO to buy certain supplies or non-personal services from commercial sources, upon specified terms and conditions.

Q

QATAP

See [Quality Assurance Through Attributes Program](#).

**Quality
Assurance
Random
Copies**

Copies of the product requested on the purchase order that are shipped to the Quality Assurance Section (or regional office) for a QATAP inspection.

See also [Departmental Random Quality Copies](#).

**Quality
Assurance
Through
Attributes
Program
(QATAP)**

The Government Printing Office's quality assurance program for specifying and evaluating the quality of printing, binding, and related services. See also [GPO Publication 310.1](#)

**Quality
Attributes**

Measurable properties, including tolerances, of a printed piece which define its compliance with requirements.

**Quality Level
Quotation**

See [Product Quality Level](#).

In small purchases, a contractor's volunteered response to a request for price or other information.

A quotation is not an offer and cannot be accepted by the Government to form a binding contract. In small purchase procurements a contract is not formed until the contractor accepts the order in writing or through substantial performance.

R

Ratification

The subsequent authorization of an unauthorized act (a non-binding agreement) made by a Government representative who lacked the authority to enter into that agreement on behalf of the Government, by an official who has the authority to do so.

Not all unauthorized changes are ratified. If work placed by an official who does not have the authority to do so is not ratified (for example an agency representative on a press sheet inspection), the official who placed the order can be held personally liable for the charges.

See also [Contracting Officer's Technical Representative](#).

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| Red Jacket | GPO's job control card, identified by a six-digit number, used for commercial procurements. <i>See also</i> Black Jacket . |
| Rejection | In terms of GPO's quality assurance program, a refusal to accept a lot of supplies that does not meet quality requirements. The Government has the option of having the lot replaced or corrected if possible, or accepting the lot with an equitable reduction in the contract price. |
| Representations and Certifications | Certain solicitation provisions that an offeror must attest to or acknowledge when he/she signs the bid papers or certificates. |
| Request for Proposal (RFP) | In a negotiated procurement, the solicitation document that requests complete proposals for both technical information and cost items. <i>See also</i> Invitation For Bid (IFB) . |
| Requisition Number | A number assigned by a Federal agency to a request to the Public Printer for printing, binding, or related services. The format of a portion of this number is established by the GPO. |
| Responsibility | The apparent ability of a bidder to properly perform the contract work. <i>See also</i> Responsiveness . |
| Responsibility Determination | A decision made by the contracting officer concerning whether or not a bidder has the apparent ability to perform the contract. |
| Responsible Bidder | A bidder with a responsive bid who has the apparent ability to produce the required product. |
| Responsive Bid | A bid that meets all bidding requirements. |
| Responsiveness | In sealed bidding; a bid that does not materially deviate from the terms, conditions, or specifications set forth in the invitation for bid (IFB). <i>See also</i> Responsibility . |
| Responsiveness Determination | A decision made by the contracting officer that a bid is responsive. <i>See also</i> Responsibility . |
| RFP | <i>See</i> Request For Proposal . |
| Rider Order | A Federal agency's request for printing, binding and related services that is in addition to the initial order by another Federal agency. |

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Schedule of Prices

The section of a term contract solicitation that describes line item pricing.

Sealed Bid

A closed offer to a formally advertised requirement which is publicly opened, read, and recorded at a time and place designated in the solicitation.

Sealed Bidding

A contracting method where award is made to the responsible bidder whose bid conforms to the invitation to bid and will be the most advantageous to the Government considering only price and price related factors.

Sequence of Award

In a multiple award contract, a list in price order (after abstracting) of the successful contractors.

The lowest price bidder must be given the first opportunity to produce the product within the time constraints. If he/she cannot, then the second lowest is next. Others must follow in sequence until a contractor can meet the required time frame.

SF-1

See [Printing & Binding Requisition](#).

Show Cause Notice

A notice sent to a contractor by the Contracting Officer (after the delivery date) requiring explanation of why the delivery schedule has not been met.

See also [Cure Notice](#) and also [Default](#).

Ship Date

The date material leaves the contractor's facility.

See also [Delivery Date](#).

Single Award Term Contract

A term contract awarded to one contractor.

See also [Multiple Award Term Contract](#).

Small Purchase

A simplified informal procedure for procuring requirements under \$25,000, that is exempt from sealed bidding procedures.

Sole Source Solicitation

See [Non-Competitive Procurement](#).

The specifications and other terms and conditions that describe the work on which the contractor is bidding or submitting a proposal.

Solicitation Mailing List Application

An application form completed by vendors who wish to be included in GPO's Automated Bid List System to receive solicitations.

Solicitation Provision

A term or condition used in solicitations and contracts generally applicable before contract award.

See also [General Terms and Conditions](#).

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| Source Selection | The process of evaluating and selecting a vendor in a negotiated procurement. <i>See also</i> Source Selection Plan . |
| Source Selection Authority | The Government official designated to direct the source selection process and make the source selection decision. This title is most often used when the selection process is formal and the official is someone other than the contracting officer. |
| Source Selection Evaluation Board | A group of Government personnel responsible for the evaluation of proposals and reporting of the board's finding. |
| Source Selection Plan | In a negotiated procurement, a plan prepared by the Source Selection Evaluation Board, for the approval of the Source Selection Authority, for organizing and conducting the evaluation and analysis of proposals and selection of the contractor. |
| Specifications | A description of the technical requirements for a material, product, or service that includes the criteria for determining whether these requirements are met. Specifications shall state only the Government's actual minimum needs and be designed to promote full and open competition, with due regard to the nature of the supplies or services to be acquired. <i>See also</i> Design Specification and also Performance Specification |
| Statement of Work | The portion of a negotiated procurement describing requirements. |
| SSA | <i>See</i> Source Selection Authority . |
| Standard Form One | <i>See</i> Printing and Binding Requisition . |
| Standard Forms | A series of Government-wide forms issued by the General Services Administration. |
| Subcontractor | Any person, other than the prime contractor, who offers to furnish or furnishes any supplies, materials, equipment, or services of any kind under a prime contract or a subcontract, entered into in connection with such prime contract. |
| Subscription Service | <i>See</i> Bid Subscription Service . |
| Successful Bidder | The bidder who is awarded the contract. <i>See also</i> Apparent Low Bidder . |
| Supplemental Agreement | A change to the original contract mutually agreed to by the contracting parties. |

Suspension

A temporary exclusion that prevents a firm from competing on Government contracts pending the results of an investigation or legal proceeding.

See also [Debarment](#).

T**Technical Report No. 31**

A GPO report that provides and explains technical considerations for preparing publications using desktop publishing programs or systems. Superseded by GPO Pub. 300.6

See also [GPO Publication 300.6](#) and also [GPO Form 952](#).

Term Contract

A contract for known printing requirements over an extended period of time.

Most term contracts are in force for one year.

See also [Single Award Term Contract](#), also [Multiple Award Term Contract](#), and also [Direct Deal Term Contract](#).

Termination for Default

A contractual right of the Government to end a contract, in whole, or in part, by reason of the contractor's failure to perform its obligation.

Termination for the Convenience of the Government

A contractual right of the Government—when done in good faith— to end a contract without cause.

It is a right to be exercised in the best interest of the Government. It usually occurs when need or funding no longer exists for a requirement or the procurement has drastically changed and requires a new solicitation.

Time of Offer

In a sealed bid procurement, the date and time that the sealed bids are publicly opened, read, and recorded.

Title 44

The provisions of the U.S. Code that relate to public printing, and binding.

U**U.S.C.**

See [U.S. Code](#).

U.S. Code

The general and permanent laws of the United States.

U.S. Court of Federal Claims

One of two forums where contractors can litigate the contracting officer's final decision, the other being the Board of Contract Appeals.

Unauthorized Act

See [Ratification](#).

Unilateral Change

See [Change Order](#).

V

Voucher

A contractor's billing document.

W - Z

Waiver

See [GPO Waiver](#) and *also* [JCP Authorization](#).

**Warranty
Period**

A 120-day period from the time the contractor is paid, during which GPO can perform a QATAP inspection, and if appropriate, reject the product.

Workdays

In terms of GPO printing procurement contracts, Monday through Friday exclusive of Federal holidays.

Revised (6/23/98)