

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
(CONTINUED)**

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<p>SEE SCHEDULE</p>					

32a. QUANTITY IN COLUMN 21 HAS BEEN
 RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)	
	42b. RECEIVED AT (<i>Location</i>)	
	42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Weekly Civilian Enterprise Newspaper FFP Bi-Weekly Civilian Enterprise Newspaper to provide news and command information to personnel of Naval Air Station Corpus Christi and its tenant Naval Activities. Period of Performance: 1 February 2015 through 31 January 2016. FOB: Destination MILSTRIP: N0021615CENPCORPUS PURCHASE REQUEST NUMBER: N0021615CENPCORPUS SIGNAL CODE: A	12	Months		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001 OPTION	Weekly Civilian Enterprise Newspaper FFP Bi-Weekly Civilian Enterprise Newspaper to provide news and command information to personnel of Naval Air Station Corpus Christi and its tenant Naval Activities. 1 February 2016 through 31 January 2017. FOB: Destination MILSTRIP: N0021615CENPCORPUS PURCHASE REQUEST NUMBER: N0021615CENPCORPUS SIGNAL CODE: A	12	Months		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		12	Months		
OPTION	Weekly Civilian Enterprise Newspaper FFP Bi-Weekly Civilian Enterprise Newspaper to provide news and command information to personnel of Naval Air Station Corpus Christi and its tenant Naval Activities. 1 February 2017 through 31 January 2018. FOB: Destination MILSTRIP: N0021615CENPCORPUS SIGNAL CODE: A				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		12	Months		
OPTION	Weekly Enterprise Newspaper FFP Bi-Weekly Civilian Enterprise Newspaper to provide news and command information to personnel of Naval Air Station Corpus Christi and its tenant Naval Activities. 1 February 2018 through 31 January 2019. FOB: Destination MILSTRIP: N0021615CENPCORPUS SIGNAL CODE: A				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001		12	Months		
OPTION	Weekly Civilian Enterprise Newspaper FFP Bi-Weekly Civilian Enterprise Newspaper to provide news and command information to personnel of Naval Air Station Corpus Christi and its tenant Naval Activities. 1 February 2019 through 31 January 2020. FOB: Destination MILSTRIP: N0021615CENPCORPUS SIGNAL CODE: A				

NET AMT

NOTICE TO OFFERORS
NOTE TO OFFEROR

This is a No Cost Contract for a civilian enterprise (CE) newspaper, the “Wingspan”, shall be published and distributed aboard the Naval Air Station (NAS) Corpus Christi, TX. The terms of the contract will be for a base period with four-one year options. This contract is an exception to Government Printing and Binding Regulations under the provisions of Department of Defense (DOD) Instruction 5120.4, SECNAVINST 5720.44C other applicable regulations, and all implied conditions stated herein.

The CE Publisher sells advertising to cover the costs and secure earnings. The right to circulate the advertising in these publications to the DOD readership constitutes contractual consideration to pay for these DOD publications.

Submission Required for Evaluation:

A. GENERAL INSTRUCTIONS:

1. These instructions provide guidance to the offeror in preparing the quote and describe the approach for development of the proposed data in response to this solicitation.
2. The quote must comply fully with these instructions. **FAILURE TO DO SO MAY CAUSE FOR REJECTION.** The quote shall include all of the information requested in these instructions.
3. The offeror should clearly state how they intend to accomplish this contract. Mere acknowledgement or restatement of a requirement is not acceptable. Relevance to this acquisition effort is critical.
4. The information in the quote should be presented in a clear, coherent and concise manner. Vague statements such as “will comply”, “noted and understood”, etc. are not acceptable. The quote should be limited to the information that is necessary to convey a point and should not be overly elaborate.
5. Request that the Contractor Performance Evaluation Survey (Attachment 1) be submitted via (Fax/Email) by the Solicitation closing date.

B. DELIVERY INSTRUCTIONS:

Offerors shall submit one original quote. Clearly marked as the “original” of each volume. Each volume shall have a cover sheet marked with the Volume number, copy number (e.g. Copy 1 of 4), title, Request for Quote (RFQ) identification, and offeror’s name. Submission in loose leaf, three-ring binders is preferred. Volume (s) number, copy number and title must also be on the edge of the binder to allow rapid accountability when placed in a vertical position in a storage cabinet.

C. SPECIAL INSTRUCTIONS FOR PREPARATION OF QUOTES

Volume Content. Quotes shall be in one Volume with four tabs. Tabs shall clearly and completely describe the effort that the offeror is proposing to accomplish under the contract and contain all required documentation called for in the instructions for the particular volume.

Offerors shall submit four (4) copies of their quotes consisting of the following:

- Tab 1 – Services and / or Items offered-30 pages
- Tab 2 – Technical and Production Capability-30 pages
- Tab 3 – Management Approach-25 pages
- Tab 4 – Past Performance Record-15 pages

Each tab must be separate and contain sufficient information to permit a detailed evaluation.

Submit original and three (3) copies to:

N68836-15-T-0011
NAVSUP Fleet Logistics Center (FLC) Jacksonville
Contracts Division Attn: Learie Holder
110 Yorktown Ave, 3rd Floor
Jacksonville, FL 32212-0097

Phone: 904 542-1060
Email: learie.holder@navy.mil
Fax: 904-542-1095

Complete Page 1, Blocks 17a and b; Blocks 30a – 30c, of the Standard Form 1449

Complete all the Representations and Certifications of FAR 52.212-3 or be registered in On-Line System for Award Management (SAM); and DFARS 252.212-7000

Include Tax ID Number; Cage Code Number, the county the offeror’s business is located in, and authorized negotiators on behalf of the offeror’s company

All pages of the contractor’s quote shall state: “Source Selection Information IAW FAR Part 2.101 and 3.104”.

Following are the minimum requirements which must be met by prospective contractors. Any service or support offered beyond these minimums will be evaluated on a competitive basis by the Source Selection Advisory Committee (SSAC) to determine which offer is in the best interest of the Government:

Tab 1 – Services and / or Items Offered:

- a. Offer of automation equipment and the quality and amount of equipment offered to the Public Affairs Office (e.g. desktop publishing systems, terminals / work stations, other equipment to be provided, and remote communication capability).

- b. The quality and amount of services offered (e.g. photography assistance, writing, reporting / editing assistance, and layout / design to enhance the newspaper)
- c. Usefulness of the services and/or items offered to the public affairs office in enhancing the newspaper.
- d. The impact of the services and/or items on other parts of the contract (e.g. contractor willingness to train editors and future editors in use of software and equipment)

Tab 2 – Technical and Production Capability:

- a. Level of automation (e.g. layout to the Navy, editorial copy and digital photos to the contractor)
- b. Compatibility of automation with existing Public Affairs Office (PAO) automation (unless other automation is provided)
- c. Printing capability (e.g. quality of paper stock, printing services, number of color pages).
- d. Production equipment.
- e. Physical plant (capabilities).
- f. Driving distance to plant or capability to utilize electronic submission methods.

Tab 3 – Management Approach:

- a. Interfacing with the PAO staff (include any major problems anticipated by the offer or how they will be resolved).
- b. Contractor's plan for controlling the quality and timeliness of the finished product (e.g. ability to make last-minute changes or utilize color photos).
- c. Contractor's plan for sale of ads of the type that enhances the newspaper's image in the community and the readership at large.
- d. Contractor's plan for ensuring contractor personnel are properly supervised and managed.

Tab 4 – Past Performance Record:

- a. Demonstrate ability to successfully produce a CE or similar publication (e.g. corporate experience in newspaper publishing, dates of previous contracts, contract number (if applicable), and references (with names and addresses)).
- b. Demonstrate printing ability (provide sample issues of other publications and / or a prototype printed by the offeror, if available).
- c. Demonstrate distribution ability and customer service responsiveness.
- d. Demonstrate capability to sell advertising and successful recouping of publication costs.

The Government reserves the right to contact previous customers, and to obtain additional past performance information as necessary to evaluate offeror's past performance.

By submission of an offer, the offeror certifies compliance with all requirements contained in the solicitation. Failure to provide the information above may result in your quote being rejected as unacceptable.

Quotes must be received no later than the offer due date and time specified in Block 8 of the solicitation to be considered.

Requests for clarifications or additional information shall be submitted in writing no later than 12 December 2014 at 11:00 A.M, Eastern Standard Time, via email to learie.holder@navy.mil. **NO PHONE CALLS WILL BE ACCEPTED.** If necessary, responses will be provided by amendment to the Request for Quote.

EVALUATION--COMMERCIAL ITEMS

A. The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government. The following factors shall be used to evaluate offers:

1. Services and/or Items Offered

(a) Offer of automation equipment and the quality and amount of equipment offered to the Public Affairs Office (e.g. desktop publishing systems, terminals/work stations, and other equipment to be provided and remote communication capacity).

(b) Quality and quantity of services offered. (e.g. Photography assistance, writing, reporting and editing assistance, layout and design, as well as conversion of paper to WWW)

(c) Usefulness of the services and/or items offered to the public affairs office in enhancing the newspaper.

(d) The impact of the services and/or items on other parts of the contract. (The offer of equipment or services not specifically related to producing the publication will not result in the assignment of a higher score.) [e.g. Contractor willingness to train editors and future editors in use of software and equipment.

2. Technical and Production Capability

(a) Level of automation for the following: layout to the Navy; editorial copy to the contractor; and digital photos to the contractor.

(b) Compatibility of automation with existing PAO automation (unless other automation is provided).

(c) Printing capability (e.g. quality of paper stock, quality of printing services, number of color pages, etc.)

(d) Production Equipment

(e) Physical plant (capabilities)

(f) Driving distance to plant or capability to utilize electronic submission methods.

3. Management Approach

(a) Interfacing with PAO staff (including any major problems anticipated by the offeror and how they will be resolved.)

(b) Contractor's plan for controlling the quality and timeliness of the finished product. (e.g., the ability to make last-minute changes or the ability to use color photos that are timely.)

(c) Contractor's plan for the sale of ads of a type that enhance the publication's image in the community and with the readership at large.

(d) Contractor's plan for ensuring that the contractor's personnel are properly supervised and managed.

4. Past Performance Record

(a) Demonstrated ability to successfully produce a CE or similar publication. (e.g. corporate experience in newspaper publishing, dates of previous contracts, contract numbers (if applicable), and names and addresses of references.

(b) Demonstrated printing ability (sample issues of other publications and/or a prototype printed by the offeror shall be provided, if available.)

(c) Demonstrated success in contract performance in a timely and responsive manner. (demonstrated distribution ability and customer service responsiveness)

(d) Demonstrated capability to sell advertising and successfully recoup publication costs.

(e) Furnish past performance information. Offerors shall provide the past performance information requested in Past Performance Data Sheet or shall affirmatively state that it possesses no relevant past performance information for the same or similar efforts as that required by the solicitation. The government reserves the right to contact previous customers, and to obtain additional past performance information as necessary to evaluate offeror's past performance.

An "Unacceptable" rating of any subfactor will make the overall rating for that factor "Unacceptable."

B. Contract Award: The Government shall award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government. The criteria and the procedures the Government will use for evaluation of quotes and source selection are described in this solicitation. The Government may award a contract on the basis of initial offers received without discussions. Therefore, each initial offer should contain the publisher's best terms from the ability to meet the selection criteria and provide the Government the best possible service and product.

C. Options: Evaluation of options shall not obligate the Government to exercise the option(s).

D. A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

E. Selection Criteria: The selection board will review the written data responding to the request for quote. All evaluations will be conducted using the offeror(s) quote. No oral presentations will be entertained. An on-site visit of the contractor's plant may be conducted to determine the ability to perform. Since exchange of rights constitutes the consideration in a civilian enterprise publication contract, the best obtainable product and service in exchange for those rights shall be the primary criteria for selection.

Weighting Factors. Points will be assigned to the final score of each factor in a quote as determined by multiplying the score assigned (e.g., "1," "2," "3," "4," or "5,") by the relative weight of the individual criterion as indicated:

Factor	Criteria	Relative Weight	Maximum Points
1	Services and/or Items Offered	40%	200
2	Technical and Production Capability	30%	150
3	Management Approach	20%	100
4	Past Performance Record	10%	50

(EXAMPLE ONLY):

CRITERION 1 - Score 5 (5 x 40) Total Points 200

CRITERION 2 - Score 4 (4 x 30) Total Points 120

CRITERION 3 - Score 3 (3 x 20) Total Points 60

CRITERION 4 - Score 3 (3 x 10) Total Points 30

Total: 410

Note: Past Performance will be rated as either “1” Unacceptable or “3” Acceptable.

F. The above factors will be given a rating based on a review by the technical evaluation panel. The ratings are described as follows:

OUTSTANDING (5)	Overall quote: Very significantly exceeds most or all solicitation requirements and those excesses are beneficial to the Department of the Navy (DON). Response exceeds an “acceptable” rating. The offeror has clearly demonstrated an understanding of all aspects of the requirements to the extent that timely and highest quality performance is anticipated.
GOOD (4)	Overall quote: Fully meets all solicitation requirements and significantly exceeds many of the solicitation requirements. Response exceeds an “acceptable” rating. The areas in which the offeror exceeds the requirements is anticipated to result in a high level of efficiency, productivity or quality.
ACCEPTABLE (3)	Overall quote: Meets all solicitation requirements. Complete and comprehensive; exemplifies understanding of the scope and depth of the task requirements and the quoter’s understanding of the Government’s requirements.
MARGINAL (2)	Overall quote: Unacceptable, but susceptible to being made acceptable. Some deficiencies exist in the proposal. However, given the opportunity for discussions, the quote has a reasonable chance of becoming at least acceptable. (Areas of a quote which remain marginal after best and final offers shall not be subject to further discussion or revision.) If award is made on initial offers, there will not be an opportunity for discussions or a chance to become at least acceptable. Overall marginal rating will only be given if the total collective number of unacceptable factors and subfactors are susceptible to being made acceptable without completely revising the proposal.
UNACCEPTABLE (1)	Overall quote: Quote has many deficiencies and/or gross omissions; failure to provide a reasonable, logical approach to fulfilling much of the government’s requirements; failure to meet many of the minimum requirements. The quote must be so unacceptable that it would have to be completely revised in order to attempt to make it other than unacceptable.

G. A cost quote is not required. Therefore, price is not a factor in reference to the above factors.

H. Report of Findings and Recommendations. After the SSAC has completed final evaluation of quotes and all weighting has been completed, the committee will prepare a written report of its findings and recommendations, setting forth the consensus of the committee and its composite. The Chairperson will sign the report to confirm its accuracy and his agreement with the recommendation. All copies of quotes and evaluation worksheets will be returned to the contracting officer.

(End of clause)

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-FEB-2015 TO 31-JAN-2016	N/A	NAVAL AIR STATION CORPUS CHRISTI RODNEY HAFEMEISTER PUBLIC AFFAIRS OFFICER 1101 D STREET SUITE 101 CORPUS CHRISTI TX 78419-5021 361-961-3420 FOB: Destination	N00216
1001	POP 01-FEB-2016 TO 31-JAN-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	N00216
2001	POP 01-FEB-2017 TO 31-JAN-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	N00216
3001	POP 01-FEB-2018 TO 31-JAN-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	N00216
4001	POP 01-FEB-2019 TO 31-JAN-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	N00216

STATEMENT OF WORK
WINGSPAN” NAS CORPUS CHRISTI NEWSPAPER

1. General - To provide news and information of particular interest to military and civilian personnel of the U. S. Naval Air Station, Corpus Christi, TX and in consideration of the mutual promises made and the reciprocal benefits to be enjoyed by both parties, this agreement is hereby entered into between the Commanding Officer, U. S. Naval Air Station Corpus Christi, TX, and his successors, hereinafter referred to as the Commanding Officer, and (contractor), and its successors, hereinafter referred to as the Contractor. The Public Affairs Officer, or his/her representative, will conduct all business related to publication of the paper on behalf of the Commanding Officer.

2. Trademark and Copyright - The name of the publication resulting from this agreement shall be “Wingspan,” and said name shall remain the property of the U.S. Navy and will not be subject to registration as a trademark by the Contractor. The use of said name is on loan to the Contractor for his exclusive use, and he has no authority to permit or authorize other firms or individuals to use said name.

3. Responsibilities

3.1. The Commanding Officer will:

3.1.1. Provide narrative copy for news and editorials, photographs, line art or other items, in sufficient quantity to permit publication of the civilian enterprise newspaper of the type and size hereinafter described.

3.1.2. Permit and facilitate the unrestricted distribution of the civilian enterprise newspaper, hereinafter described, on the U. S. Naval Air Station, Corpus Christi, TX.

3.2. The Contractor shall:

3.2.1. Prepare, produce and publish, at bi-weekly intervals, a civilian enterprise newspaper to be known as “Wingspan”. The newspaper will be printed at the Contractor’s facility. It is understood that the newspaper will comply with all applicable provisions of the Department of Defense Instruction governing Civilian Enterprise Publications (DODI 5120.4), SECNAVINST 5720.44C other applicable regulations, and all specific and implied conditions stated herein.

3.2.2. Furnish the Public Affairs Office, as requested, with layout sheets with classified ad space and display ads already blocked in by Tuesday noon the week prior to publication.

3.2.3. Ensure each issue of “Wingspan” shall consist of not less than 20 pages (16 with the consent of the Naval Air Station Corpus Christi, TX Public Affairs Officer) in a broadsheet format. Each page measuring approximately 11 inches by 21 inches.

3.2.4. Provide as many as needed: halftone screenings, scaling for photographs, line art, double burns, and box screens. The Contractor shall provide two additional colors other than black for special editions as may be requested by the Public Affairs Officer, not to exceed 27 per calendar year. Provide full color on the front page and the two center spread pages in each issue and five additional full color pages in a minimum of 5 issues per year.

3.2.5. Include in the newspaper such news items and editorials as furnished by the Public Affairs Officer or his designated representative, and such advertising as may be solicited by the Contractor in accordance with Paragraph 4.

3.2.6. Be responsible for the makeup of each page of the newspaper, and furnish galley proofs or camera ready copy of all news items, editorials and advertising, including illustrations, to be used in each issue, as requested by

the Public Affairs Officer or his designated representative. The Public Affairs Officer or his designated representative will assume responsibility for the review of all news items and editorial matter, and check for security violations and accuracy of content. Any changes or corrections shall be made promptly by the Contractor.

3.2.7. The Contractor shall agree to the use of his facilities as needed.

3.2.8. The Contractor shall agree that no advertising will appear on either page one (1) or page two (2) of any issue. He further agrees that advertising will not interfere with the historical placement of weekly standing columns already existing and features as may be included in future issues.

3.2.9. The Contractor shall provide the Public Affairs Officer with one CD ROM or bound publication of all publications in a calendar year during this agreement term.

3.2.10. The Contractor shall develop, publish and maintain a commercial website for "Wingspan" that may include advertising and archive capability. The Contractor shall develop the capability to submit free ads through the web site from military, retirees, civilian employees and family member for posting in the Fleet Market section of "Wingspan."

3.2.11. The Commanding Officer reserves the right to review the content of any issue of "Wingspan" prior to publication. If the content is inappropriate or prohibited by DoD instruction 5120.4 or any other DoD or Department of the Navy regulation, the Commanding Officer may prohibit the publication and distribution of that issue of Wingspan until such time as it meets the Commanding Officer's approval.

4. Advertising

4.1. Not more than 60 percent of total inches of each issue of the newspaper shall consist of advertisements. In no instance shall the advertising exceed an average of more than 60 percent annually. The proportion of news and editorial material in relation to advertising for special issues shall be as provided in paragraph 7. Special inserts are not to be included in the calculations for such a percentage.

4.2. Page 1 and 2 will be free of advertising. The back page and other color pages will contain no more than one full page of color advertising in each issue of the newspaper.

4.3. The Contractor shall provide to the Public Affairs Officer a quarterly report on the percentage of advertising placed in each edition; such report will be submitted no later than the 10th day of April, July, October and January. Also, by mutual agreement, self-standing inserts may be included, but no more than three in aggregate may be contained in any issue without the specific approval of the Public Affairs Officer. All supplements and inserts will be approved by the Public Affairs Officer or his representatives prior to publication.

4.4. All advertising shall be solicited by the Contractor. Neither the Contractor nor his organization shall solicit advertising in the name of the Commanding Officer; Naval Air Station, Corpus Christi, TX, the U.S. Navy, or any component of the Department of Defense. The Contractor shall conduct all business operations concerning the newspaper on an ethical basis and in a businesslike manner, dealing honestly and fairly with all advertisers and others concerned.

4.5. The Contractor shall accept for publication in the newspaper only those advertisements, which conform to generally accepted standards of propriety and good taste and are not of such a nature as to reflect adversely on the naval establishment, and do not contain sexually oriented material or language offensive to the readership. Further, the Commanding Officer or his representative reserves the right to review all proposed advertisements deemed objectionable or adverse to the interests of the Navy and command, and to deny publication of ads as appropriate.

4.6. The Contractor shall not solicit or publish in "Wingspan" any advertisements that imply discrimination toward any person because of race, religion, sex or national origin. The Contractor agrees that advertisements will not be accepted from advertisers practicing discrimination as cited above and ensure that advertisements do not

imply it. The Contractor further agrees that each issue of the “Wingspan” will notify its readers and advertisers of the above requirements by including the notice included in paragraph 9.1 of this document.

4.7. The Contractor shall agree that commercial businesses soliciting military personnel through advertising appearing in the “Wingspan” will be required to be ethical in describing goods, services and commodities, and the terms of sale (including guarantees, warranties, etc.). The Contractor agrees that if any credit terms are offered in above cited advertisements, a clear statement of the total cash price, as well as the total costs of credit, including APRs, all charges, payments, the amount of each, and the time period, will also be shown in order that the reader can easily compute the dollar costs of the loan or credit.

4.8 The Contractor shall not include advertisements for bingo or other types of lottery, other than the Texas Lottery.

4.9. The Contractor shall not include advertisements for any establishment declared “off limits” by the command. The Commanding Officer will furnish a current list of individuals within the area who practice any form of discrimination based on race, religion, national origin, or sex, or whose business or premises have been placed “off limits” to military personnel by competent authority.

4.10. The Contractor shall print free listings of personal items and services for sale by active duty personnel, military retirees, and civilian employees, provided such items and services represent an incidental exchange between personnel of the naval establishment and not business operations. Real estate ads will be exempt if the member is in receipt of permanent change of station orders. Such listings will be provided to the Publisher by the Public Affairs Office. These listings will not be counted as advertising when computing the percentage of advertisements referred to in paragraph 4.1.

4.11. The Contractor shall print public service Navy-related advertising as provided by the Public Affairs Officer or his representative. This includes special events such as Combined Federal Campaign, Special Olympics, Scouting events, etc. Said announcements will not be counted as advertising when computing the percentage of advertisements referred to in paragraph, they will be counted as editorial content.

4.12. The Contractor shall not enter into exclusive advertising agreements with any firm, broker or individual for the purpose of selling advertising associated with this publication.

5.0. Publication and Distribution Schedule

5.1. The newspaper shall be published on Thursday every other week, with the exception of certain holidays when the publishing schedule may be adjusted as mutually agreed to by the Contractor and the Commanding Officer's designated representative.

5.2. The Contractor shall provide 26 to 27 issues per year on a weekly basis. Distribution shall be only on Thursday of any distribution week, except that distribution shall be on the Wednesday of any distribution week when the Thursday of the week falls on a holiday.

5.3. The Contractor shall deliver to the agreed upon locations all copies of the “Wingspan.” The Public Affairs Officer shall also indicate to the Contractor the specific buildings and locations where deliveries shall be made, and the number of papers per location. Mutually acceptable spaces for delivery of the newspapers will be established. Once the Contractor delivers the newspapers to designated delivery points, the ownership of the newspaper will transfer to the Public Affairs Officer or the intended reader.

5.4. The “Wingspan” shall be the only Civilian Enterprise Newspaper as described in Navy Printing and Publications Regulations distributed aboard the Naval Air Station, Corpus Christi, TX.

5.5. The number of copies to be distributed will be specified by written notification of the Public Affairs Officer, up to 10,000 copies. The minimum number to be printed and distributed shall be derived as the Contractor

monitors customer demand and changes to the distribution count will be adjusted accordingly by mutual agreement of the Public Affairs Officer and the Contractor.

5.6. Production deadline schedules governing advertisements, editorial, layout and copy editing, as well as data transmission procedures shall be mutually agreed upon by the Contractor and the Naval Air Station, Corpus Christi, TX Public Affairs Officer. This will be based on methods and times that will best ensure maximum efficiency and cost-effectiveness for both parties. This schedule shall be agreed to in writing by both parties prior to the beginning of the contract term. Long-term changes to this deadline and procedural agreement shall require a written amendment mutually agreed to by both parties. Minor adjustments may be permitted on individual bi-weekly issues if agreed to verbally by the NAS Corpus Christi, TX Public Affairs Officer and the Contractor's representative. If changes to the layout/data transmission procedures involve a change of equipment or software, the Contractor shall provide said items and training to editorial staff prior to implementing the changes.

5.7. A "Style Guide" shall be provided to the newspaper editor outlining layout guidelines governing such things as font sizes used for headlines, body text, captions, etc. All rules governing the appearance of the newspaper are at the discretion the NAS Corpus Christi Public Affairs Officer. This "Style Guide" will be used by the Contractor's layout staff to ensure continuity, quality and efficient production even in the event of personnel changes. It shall be detailed enough for the editorial staff to use as a guide for making corrections and adjustments to the layout during the proofing process.

5.8. The Contractor shall not state or imply, either in copies of the newspaper or in his stationery, forms, billboards, signs, or any other manner, that the "Wingspan" is an official service newspaper.

5.9. The following notice shall be printed in the masthead located on page two of each copy of each issue of the newspaper in type not smaller than 6 point: The names of the Commanding Officer and Public Affairs Officer; the name, rate and rating (if military) and the editorial position on the newspaper staff of all personnel assigned the duty of preparing the newspaper under the heading Naval Air Station, Corpus Christi Editorial Staff.

5.10. In addition the masthead shall contain the following. "The editorial content of this newspaper is edited and approved by the public affairs office of the Naval Air Station, Corpus Christi, TX."

5.11. In addition, the editorial masthead of each issue shall carry the following disclaimer and elements in type no smaller than 6 point:

1. "Published by Contractor's name, a private firm in no way connected with the U.S. Navy under exclusive written contract with the Naval Air Station, Corpus Christi, TX.

2. The "Wingspan" is an authorized publication for members of the military services, civilian personnel and their families. Its contents do not necessarily reflect the official views of the U.S. Government, the Department of Defense, the Department of the Navy, and do not imply endorsement thereof."

3. "The appearance of advertising in the newspaper, including inserts or supplements, does not constitute endorsement by the Department of Defense, the Department of the Navy, Naval Air Station, Corpus Christi, TX or the contractor, of the products advertised."

4. "Everything advertised in this newspaper shall be made available for purchase, use, or patronage without regard to race, color, religion, gender, national origin, age, marital status, physical handicap, political affiliation, or any other non-merit factor of the purchaser, user or patron. If a violation or refraction of this equal opportunity policy by an advertiser is confirmed, the contractor shall refuse to print advertising from that source until the violation is corrected."

5.12. When economically feasible, the use of recycled paper shall be used for this CE publication.

5.13. At a minimum, the Contractor shall provide color photographic reproduction on the front and back pages and the centerfold or two additional pages.

5.14. Public Affairs personnel assigned responsibility for liaison with the Contractor shall not be permitted to accept off-duty employment with the Contractor.

5.15. The Contractor shall conduct newspaper business operations on an ethical basis and in an honest, fair and business-like manner.

5.16. Any changes to the Statement of Work or other terms and conditions of the contract shall be made by written contract modification signed by both parties.

5.17. The Public Affairs Officer is responsible for rendering a decision on any question or item not covered specifically by the agreement. The Commanding Officer will make the final decision on any item that cannot be resolved by both parties. Except as otherwise provided in this agreement, any dispute or claim concerning this agreement which is not disposed of by this agreement shall be decided by the Commanding Officer.

6. Financial Details

6.1. All proceeds for the sale of advertising for the newspaper shall go to the Contractor, who agrees to look exclusively thereto for all costs, expenses and profits.

6.2. The Contractor shall bear all costs and expenses incurred in preparing, producing, publishing and distributing the newspaper, except for official mailings made by the Public Affairs Office, and including taxes and fees arising from publication thereof.

6.3. It is expressly agreed and understood that neither the Commanding Officer, his successors, representatives, nor any component of the naval establishment shall be held liable for any expense or obligation incurred in the publication of the newspaper.

7. **Special Issues** - By mutual agreement of both parties hereto, special issues of the newspaper may be published from time to time, either in addition to or in lieu of the regular issues described in paragraph 5. The size and content of such special issues shall be subject to the mutual agreement of the parties hereto, but is expressly agreed and understood that all the terms of this agreement shall apply to all such special issues, except that the percentage of advertising content may be no more than 60 percent for special issues regardless of size.

8. Political Considerations

8.1. Political campaign cartoons, news, and editorial content will not be carried in "Wingspan."

8.2. The Contractor shall not solicit or accept requests for paid political advertisements. No opinion poll, survey or straw vote on political campaigns, candidates or issues will be conducted by the Contractor or Commanding Officer for inclusion in the "Wingspan."

8.3. The Contractor shall during an election year carry voter registration and absentee voting information for the applicable state, territory, or possession encouraging Department of the Navy members to register and exercise their right to vote.

9. Miscellaneous Provisions

9.1. The Contractor shall not state or imply, either in copies of the newspaper or in his stationery, forms, billboards, signs or in any other manner, that the "Wingspan" is an official service newspaper.

9.2. The newspaper shall not be distributed as a supplement, insert, coincidentally with or as part of any privately produced commercial newspaper or periodical.

9.3. The Public Affairs Officer is responsible for rendering a decision on any question or item not covered specifically by this agreement. The Commanding Officer will make the final decision on any item that cannot be resolved by both parties. Except as otherwise provided in this agreement, any dispute or claim concerning this agreement which is not disposed of by this agreement shall be decided by the Commanding Officer.

10. Amendments

10.1. This agreement is subject to regulations promulgated by the Department of Defense and Department of the Navy and is intended to conform in all respects with the principles and policies of the Department of the Navy or its agencies. When such agreement is in conflict with such regulations, principles, and policies, this agreement is to be amended to conform therewith. Adjustments may be made in this agreement if mutually agreed upon by the Contractor and the Commanding Officer or his/her representative.

11. Terms of Contract.

11.1. The Contractor shall hold harmless and defend the Commanding Officer, or his/her representative, in his/her individual and Navy capacity, from and against any and all actions at law or suits in equity, including, private, but not limited to, actions for libel, and actions for property damage and/or bodily injury brought against said party, or in which said party may be joined as a party defendant arising out of any action or conduct on the part of the Contractor or any of his employees or agents, or arising out of any matter published by the Contractor in said newspaper, except for editorial copy submitted for publication by the editor, and to defend at his/her own expense any and all such actions or suits, and to pay, satisfy and wholly discharge any and all judgments against the Commanding Officer or his/her representative that may be obtained or entered by reason of such suits or actions.

11.2. This agreement shall remain in effect for one year from the date shown hereon, with the Commanding Officer having annual options for renewal, based on satisfactory performance, for up to four years, unless terminated as hereinafter provided.

11.3. Upon determination that an emergency exists or that the exigencies of the service demand such action, the Commanding Officer, upon giving written notice to the Contractor, may notify the contracting officer to temporarily suspend or terminate this agreement immediately.

A. Naval Air Station, Corpus Christi, TX is an element of the United States Government. This agreement is a United States Government contract authorized under the provisions of Department of Defense Instruction 5120.4 as an exception to the Government Printing and Binding Regulations published by the Congressional Joint Committee on Printing. (DFARS), FAR clauses useful in protecting the interests of the Government and implementing those legal provisions required by law are included in this contract.

B. OPTION CLAUSE. The Government may extend the term of this contract by written notice to the contractor within 30 days; provided that the Government shall give the contractor a preliminary written notice of its intent to exercise the option at least 60 days before the contract expires. The preliminary notice does not commit the Government to exercise the option. In the case of base closure or realignment, the contractor has the right to request a renegotiation of the contract. If the Government exercises this option, the extended contract shall be considered to include this option provision. The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

C. DEFAULT CLAUSE.

1. The Government may, by written notice of default to the contractor, terminate this contract in whole or in part if the contractor fails to:

(a) Deliver the CE publication in the quantities required or fails to perform the services within the time specified in this contract or any extension.

(b) Make progress, so as to endanger performance of this contract.

(c) Perform any of the other provisions of this contract.

2. If the Government terminates this contract in whole or in part, it may acquire, under the terms and in the manner the Contracting Officer considers appropriate, supplies and services similar to those terminated. However, the contractor shall continue the work not terminated.

3. The rights and remedies of the Government in this clause are in addition to any other rights and remedies provided by law or under this contract.

D. TERMINATION FOR CONVENIENCE OF THE GOVERNMENT.

The contracting officer, by written notice, may terminate this contract, in whole or in part if the services contracted for are no longer required by the Government, or when it is in the Government's interest, such as with installation closures. Any such termination shall be at no cost to the Government. The Government will use its best efforts to mitigate financial hardship on the Contractor.

PERFORMANCE EVALUATION SURVEY
PERFORMANCE EVALUATION SURVEY
PAST PERFORMANCE INFORMATION FORM

1. Complete Name of Government agency, Commercial Firm, or other organization	
2. Complete Address	
3. Contract number or other reference	4. Date of Contract
5. Date work began	6. Date work was completed
7. Initial contract price, estimated cost and fee, or target cost and profit or fee	8. Final amount invoiced or amount invoiced to date
9a. Technical point of contact (name, title, address, telephone no., and email address)	9b. Contracting or purchasing point of contact (name, title, address, telephone no., and email address)

10. Location of work (country, state or province, county, city)	
11. Description of contract work. Describe nature and scope of this work. Provide a detailed explanation demonstrating the relevance of the contract to the requirements of the solicitation. (Attach an explanation of any performance problems or other conflicts with the customer. Describe any litigation, pending, on-going, or completed. Use a continuation sheet, if necessary.)	
11a. Name(s) of subcontractor(s) used, if any, and a description of the extent of work performed by the subcontractor(s).	
11b. Address compliance with requirements of the clauses at FAR 52.219-8, "Utilization of Small Business Concerns," and 52.219-9, "Small Business Subcontracting Plan."	
12. Current status of contract (choose one):	
<input type="checkbox"/> Work continuing, on schedule convenience	<input type="checkbox"/> Terminated for
<input type="checkbox"/> Work continuing, behind schedule	<input type="checkbox"/> Terminated for default
<input type="checkbox"/> Work completed, no further action pending or underway	<input type="checkbox"/> Other (explain)
<input type="checkbox"/> Work completed, routine administrative action pending or underway	
<input type="checkbox"/> Work completed, claims negotiations pending or underway	
<input type="checkbox"/> Work completed, litigation pending or underway	

Instructions for Completing the Past Performance Information Form

- Item 1 Insert the complete name of the customer, including parent organization. Do not use acronyms.
- Item 2 Insert the customer's complete address, including both post office box and street address, if possible.
- Item 3 Insert any contract number or other contract reference used by the customer.
- Item 4 Insert the date on which the contract came into existence.
- Item 5 Insert the date on which the contract came into existence.
- Item 6 Insert the date on which the customer agreed that the work was satisfactorily completed (including substantial completion), aside from any pending or on-going administrative actions, claims negotiations, or litigation.
- Item 7 Insert the price, estimated cost and fee, or target cost and profit or fee as it appeared in the original contract. If the contract included multiple, separately-priced items, add the individual item amounts and insert the total price, estimated cost and fee, or target cost and profit or fee.
- Item 8 Insert the final sum of all invoices, or the sum of all invoices to date, including agreed upon and disputed amounts, paid and awaiting payment.
- Item 9a Insert the name, title, address, telephone number, and email address (if available) of the program or project manager, quality assurance representative, or other customer technical representative who is most familiar with the quality of your work under the contract.
- Item 9b Insert the name, title, address, telephone number, and email address (if available) of the contracting

- officer, purchasing agent, or other customer contracting or purchasing representative who is most familiar with your work under the contract.
- Item 10 Insert the location(s) where the work was performed, including the country (if other than the United States) and the state or province, county (if applicable), and city.
- Item 11 Describe the nature and scope of the work. The objective is to shown how the work that you did or are doing is similar in nature and scope to the work that is to be performed under the contract contemplated by the request for proposals. Describe any unusual circumstances of performance or problems that may be relevant to the work that is to be performed. Tell your side of the story of any conflicts with the customer concerning which they may make adverse remarks about your performance. Describe any actions that you have taken or plan to take to correct any shortcomings in your performance. Describe any pending, on-going, or completed litigation.
- Item 11a Insert the name, address, telephone number, and email address (if available) of the subcontractor(s) used, if any, and a description of the extent of work performed by the subcontractor(s).
- Item 11b Address your compliance with requirements of the clauses at FAR 52.219-8, "Utilization of Small Business Concerns," and 52.219-9, "Small Business Subcontracting Plan" in performance of the contract, if applicable. If these requirements were not in the contract, state "Not applicable."
- Item 12 Insert an "X" in the block next to the choice which best describes the current status of the contract. If you select the "Other" block, provide a brief explanation.

CONTRACTOR PERFORMANCE EVALUATION SURVEY

**COVER SHEET
For N68836-15-T-0011**

Name and address of offeror questionnaire is being completed for:

.....
Name of company completing questionnaire: _____
Contract Number: _____
Contract Type: _____
Contract Amount: _____
Contract Period of Performance _____
(Including all options)
Product/Service Description: _____

Name, title and phone number of person completing questionnaire:

Length of time your firm has been involved with this company: _____

**Submit completed Cover Sheet and Survey via facsimile or e-mail to:
Fleet Logistics Center Jacksonville
Contract Department Attn: Learie Holder
Phone: (904) 542-1060 Fax: (904) 542-1095
e-mail: learie.holder@navy.mil**

Request return by COB on: xx December 2014

CONTRACTOR PERFORMANCE EVALUATION SURVEY RATING SHEET

RATING SCALE

Please use the following ratings to answer the questions. If you are unable to rate an item because it was not a requirement, never an issue, or you have no knowledge of the item in question, then you should mark "NA".

EVALUATION CRITERIA

Acceptable - The company's performance was satisfactory and you would consider doing business with them again. There were minor performance problems which were satisfactorily corrected

Unacceptable- The Company's performance was entirely unsatisfactory and you would not do business with them again under any circumstances. There was serious performance issues with the contractor for which the contractor's corrective actions were ineffective.

NOTE: For statements indicating “Unacceptable”, please provide an explanation in the comments section of the survey.

CONTRACTOR PERFORMANCE EVALUATION SURVEY

For Solicitation: N68836-15-T-0011

A. QUALITY OF PRODUCT OR SERVICE:

- (1) The Contractor provided a product or service that conformed to contract requirements, specifications, and standards of good workmanship.
- (2) The Contractor submitted accurate reports.
- (3) The Contractor utilized personnel that were appropriate to the effort performed.

UNACCEPTABLE	ACCEPTABLE

B. COST CONTROL:

- (1) The Contractor performed the effort within the estimated cost/price.
- (2) The Contractor submitted accurate invoices on a timely basis.
- (3) The Contractor demonstrated cost efficiencies in performing the required effort.
- (4) The actual costs/rates realized closely reflected the negotiated costs/rates.

C. SCHEDULE:

- (1) The tasks required under this effort were performed in a timely manner and in accordance with the period of performance of the contract.
- (2) The Contractor was responsive to technical and/or contractual direction.

D. BUSINESS RELATIONSHIPS:

- (1) The Contractor demonstrated effective management over the effort performed.
- (2) The Contractor maintained an open line of communication so that the Contracting Officer’s Representative (COR) and/or Alternate Contracting Officer’s Representative (ACOR) were apprised of technical, cost, and schedule issues.

(3) The Contractor presented information and correspondence in a clear, concise, and businesslike manner.

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(4) The Contractor promptly notified the COR, TPOC, and/or Contracting Officer in a timely manner regarding urgent issues.

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(5) The Contractor cooperated with the Government in providing flexible, proactive, and effective recommended solutions to critical program issues.

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(6) The Contractor made timely award to, and demonstrated effective management of, its subcontractors.

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(7) The Contractor demonstrated an effective small/small disadvantaged business subcontracting program.

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E. CUSTOMER SATISFACTION:

(1) The products/services provided adequately met the needs of the program.

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(2) The Contractor was able to perform with minimal or no direction from the COR or the ACOR.

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(3) I am satisfied with the performance of the Contractor Under this effort.

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F. KEY PERSONNEL:

(1) The labor turnover in key personnel labor categories was minimal and did not adversely affect Contractor performance.

UNACCEPTABLE	ACCEPTABLE
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(2) The Contractor proposed qualified personnel to fulfill the requirements of the contract.

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G. OTHER:

(1) Would you award this firm another contract? () Yes () No If you answered "No" provide an explanation. _____

(2) Was the contract terminated for default? () Yes () No If you answered "Yes", provide an explanation. _____

COMMENTS: (Required for ALL Unacceptable Ratings)
