

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; proposals are being requested and a written solicitation will not be issued. The solicitation number is DAHA06-03-R-0006 and is issued as a Request for Proposals (RFP). The proposed contract is 100% set aside for small business concerns. The NAICS code is 511110, SIC code is 2711, with size standard of 500 employees. The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 01-09. Written proposals are requested from interested publishers who desire to compete for the opportunity to produce the *Connecticut Guardian* Newspaper for distribution through official channels at the Connecticut National Guard (CTNG), Headquarters, State Area Command (HQ STARC), Hartford and supporting areas. The terms of the agreement will be for a base of one year, with options for four (4) additional years. DoD Publications consist of DoD newspapers, guides and installation maps. They support command internal communications. The Adjutant General or his representative provides oversight and final approval authority for the news and editorial content of the publication. A DoD installation newspaper is published under written contract exclusively in the interest of personnel of the CTNG both active or retired. The Adjutant General or Public Affairs Office provides oversight and final approval authority for the news and editorial content of the paper. Authorized news and information sources include the Office of the Assistant to the Secretary of Defense for Public Affairs (OASD (PA)), AFIS, the Military Departments, their subordinate levels of command, and other Government Agencies. The HQ, STARC, Hartford, CT, is an element of the United States Government. The following are the minimum requirements that must be met by prospective publishers. This solicitation is for the publication and distribution of a monthly newspaper for CTNG personnel, CTNG retirees, state military department members supported by the CTNG, Hartford, CT, as a command information tool. As used in this solicitation, the term Adjutant General represents the person executing or administering this agreement on behalf of the Adjutant General, HQ STARC, Hartford, CT, or his successor or successors. The term Contractor represents the publishing firm awarded this license and any employee, agent, servant or representative of said firm. The name of the publication resulting from this agreement shall be called *Connecticut Guardian*. Said name shall remain the property of the Adjutant General and shall not be subject to registration as a trademark or copyright of the publisher. The use of said name on loan to the publisher shall be for his/her exclusive use and has no authority to permit or authorize other firms or individuals to use said name. The publisher further agrees not to contest ownership by the Government of the name or to make any use directly or indirectly of the name or a name confusingly similar to that name during or subsequent to the term of the contract. The CTNG Public Affairs Office, in conjunction with the CTNG Editorial Board shall provide oversight and final approval authority for news, information, photographs, editorials, and other materials to be used in this DoD publication. Commercial news and opinion sources, such as, AP, UPI, New York Times, etc., are not authorized for use in DoD newspapers except as stated in DoD Instruction 5120.4. The CTNG Public Affairs Office shall layout; provide oversight and final approving authority for layout of the *Connecticut Guardian*. The dateline for each issue of the *Connecticut Guardian* shall be the first Friday of each month, unless altered by the

Adjutant General due to holidays. The contractor agrees to publish for and distribute to the CTNG, 12 issues of the *Connecticut Guardian* per year. Each month's paper will consist of not less than 16 pages and not more than 40 pages per month. Each monthly issue will consist of front and back pages of color and center spread. The *Connecticut Guardian* is prohibited from carrying any statement, which implies that it is an authorized publication of the Department of Defense. Subordinate departments and commands will not be used in flags, mastheads or advertisements. The *Connecticut Guardian's* masthead shall include the name of the Adjutant General and shall list all regular contributing writers as well as civilian staff members employed by the contractor. The masthead will appear on the inside front cover each month. The masthead of each issue shall contain the following statements: "The editorial content of this publication is the responsibility of the CTNG Hartford Public Affairs Office." "This newspaper is an authorized publication for personnel of the Department of Defense and their families. Contents of the *Connecticut Guardian* are not necessarily the official views of, or endorsed by, the U.S. Government, the Department of Defense, and the Department of the Army or the Department of the Air Force." This statement shall not appear in type smaller than 6 point. "Published by _____, a private firm in no way connected with the Department of Defense or the U.S. Army. This license is subject to regulations promulgated by the Department of the Army and is intended to conform to all aspects with the principles and policies of the Department of the Army or its agencies. When such license is in conflict with such regulations, principles and policies, this license is to be amended to conform therewith. Any changes to this Statement of Work or other terms and conditions of the contract shall be made by written contract modification signed by both parties. All editorial content of this publication is the responsibility of the CTNG Hartford Public Affairs Office and the CTNG Editorial Board. Since the *Connecticut Guardian* is a DoD Newspaper, advertising is prohibited in the *Connecticut Guardian* Newspaper. The contractor shall distribute not less than 7,000 but not more than 10,000 copies as mutually agreed upon by the Adjutant General and the contractor, to CTNG Army and Air facilities and by mail to specified individuals. The contractor will mail the *Connecticut Guardian* to all addresses provided by the CTNG under the provisions in DoD Instruction 5120.4. Mailing lists will be provided to the contractor on a monthly basis. All mailing lists are the property of the CTNG and may not be given or sold to any other party or person(s). The *Connecticut Guardian* official mailing list will be updated and maintained by the CTNG. The contractor shall label and mail a copy of each month's newspaper to all members of the National Guard community as specified by the Adjutant General. The contractor will inkjet on-site, all labels to the newspaper for mailing. The contractor shall distribute the newspaper on the morning, the day of which the *Connecticut Guardian* is dated. All mailed copies shall be delivered to the post office at that time. The contractor shall deliver 500 copies of the *Connecticut Guardian* to the Hartford Armory, 360 Broad Street, Hartford, CT 06105-3779, each month after publication. The contractor shall provide a work area for the *Connecticut Guardian* Managing Editor and Editor to layout and design the newspaper during the entire term of the contract. The contractor shall provide an editor skilled in layout and design to assist in the final layout and design of the newspaper prior to each publication for the entire term of the contract. The use of recycled paper for publications covered under DoD Instruction 5120.4 is a consideration in awarding this contract. Award will be made to

the offeror whose proposal represents the best value to the Government. The best value award will be based on the evaluation of proposals for technical capability, location, past performance and price. Technical capability, location and past performance are significantly more important than price. Past Performance must include persons of contact on the last three contracts for similar services. The provision of FAR 52.212-3, Offeror Representations and Certifications -- Commercial Items, applies to this RFP. A completed and signed copy of this provision shall be submitted with all offers. The following Federal Acquisition Regulations (FAR) and its supplements DFAR and AFAR provisions and clauses apply to this acquisition; 52.212-1, Instructions to Offerors -- Commercial Items; 52.212-2, Evaluation -- Commercial Items; 52.212-4, Contract Terms and Conditions -- Commercial Items; 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders -- Commercial Items; 52.222-21, Prohibition of Segregated Facilities; 52.222-22, Previous Contracts and compliance Reports; 52.222-26, Equal Opportunity; 52.232-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans; 52.222-36, Affirmative Action for Workers with Disabilities; 52.222.37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans; 52.222-19, Child Labor—Cooperation with Authorities and Remedies; 52.222-41, Service Contract Act Of 1965, As Amended; 52.222-43, Fair Labor Standards Act And Service Contract Act-- Price Adjustment (Multiple Year And Option Contracts); 52.232-18; Availability Of Funds; 52.232-19, Availability Of Funds For The Next Fiscal Year; 52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration; 252.212-7001, Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to Defense Acquisitions of Commercial Items; 252.225-7001, Buy American Act and Balance of Payments Program; 252.204-7004, Required Central Contractor Registration. You can visit the website at www.arnet.gov/far for the provisions and clauses needed for this synopsis/solicitation. Central Contractor Registration (CCR) can be found at <http://www.ccr.gov/>. Oral communication is not acceptable in response to this solicitation. Offers must be submitted to the USPFO for Connecticut, Purchasing and Contracting Division, ATTN: Diana Marini, 360 Broad Street Hartford, Connecticut 06105-3779 or via fax (860)524-4874 or e-mail diana.marini@ct.ngb.army.mil, Not Later Than 2:00 PM, 20 December 2002. Solicitations may be viewed or downloaded from the USPFO for Connecticut website at <http://www.ct.ngb.army.mil/ebs/advertisedsolicitations.asp>