

**ATTACHMENT B – SPECIFICATIONS**  
**RFx 3000020743 - HUNTING PAMPHLETS FOR LDWF**

**LOUISIANA DEPARTMENT OF WILDLIFE AND FISHERIES**  
*2023-2024 Recreational Hunting Regulations Pamphlet*

**I. SPECIFICATIONS**

The contract is for the production of the Louisiana Department of Wildlife and Fisheries (LDWF) 2023-2024 recreational hunting regulation pamphlets under the following terms and conditions.

Contractor must agree to publish, package and deliver 210,000 copies of the *Louisiana Recreational Hunting Regulations* pamphlet to one (1) specified location, as directed by the Department. Paper quality for both publications must meet the minimum requirements set forth in these specifications; however, the Contractor has the option to upgrade paper quality for the publication provided no additional cost is incurred by the Department.

Contractor will be allowed to generate revenue by the sale of advertisements in the pamphlet. The Contractor may utilize twelve (12) full pages (inside front cover, inside and outside back cover and seven (7) interior pages) for the sale and placement of advertising. Advertising revenues generated will be used to offset some of the cost of publishing the pamphlets. If the Contractor elects to include advertising, the total publishing cost including offset must be reflected in the proposal. The advertisement size and color shall be at the discretion of the Contractor but must not exceed the allotted twelve (12) pages.

*A. Louisiana Recreational Hunting Regulations:*

1. Quantity: Two hundred ten thousand (210,000), boxed one hundred (100) per box.
2. Size and binding: Publication trim size to eight inch by ten and one-half inch (8" x 10 ½"), saddle stitched; maximum of seventy-two (72) total pages. Maximum of sixty (60) editorial pages and twelve (12) pages of advertising (either in-house or publisher generated).
3. Paper quality: Cover – Fifty pound (50#) offset white; interior – thirty-four pound (34#) seventy (70) bright newsprint
4. Composition and printing: Include pricing for two (2) options:
  - a) Four (4)-color cover (for Department use) and four (4)-color interior pages
  - b) Four (4)-color cover (for Department use) and two (2)-color (cyan & black) for interior pages

*B. Over-runs and Under-runs*

1. The Department may approve an over-run or under-run not to exceed:
  - a) Up to 50,000 – 10 %
  - b) 50,001-100,000 – 8%
  - c) 100,101 – 300,000 – 4%

*C. Reprints*

In the event reprints for either pamphlet should become necessary after the initial run, cost will be based on the following quantities:

1. Cost per Five Thousand (5,000)
2. Cost per Ten Thousand (10,000)
3. Cost per Fifteen Thousand (15,000)

*D. Alterations*

Alterations requiring new negatives per the request of the Department will be based on a cost per page.

**II. PRODUCTION SCHEDULE**

Sportsmen and industry related businesses rely heavily on LDWF’s regulation pamphlets to understand and comply with current regulations. For this reason, these pamphlets must be received on the dates specified in the production schedule to accommodate and inform the public before opening seasons.

*A. Louisiana 2023-24 Recreational Hunting Regulations:*

- June 05, 2023 Camera-ready copy for all Department pages will be supplied to the Publisher.
- June 19, 2023 Publisher shall provide the Department with proofs.
- June 30, 2023 Proofs approved in writing by the Department and returned to the Publisher.
- August 3, 2023 Publisher shall deliver Two Hundred Ten Thousand (210,000) completed pamphlets as directed by the Department to one (1) central distribution location.

**III. DEPARTMENT PAGES**

Responsibility and authority for design and layout of interior editorial content and the design of the outside front cover, which may be printed in four (4)-color process, together with the Department’s regulation text, shall rest solely with the Department. All films, separations, electronic files and other documents or records produced in connection with the contract will remain the property of the Department and will be delivered by the publisher to the Department following delivery of the final pamphlet.

**IV. PUBLISHER PAGES**

The location of all advertising pages of the pamphlets, with the exception of the outside front cover, will be determined by mutual agreement between the Department and the Publisher.

The Publisher shall specifically agree to sell and include only advertising which is consistent with the goals, objectives and image of the Louisiana Department of Wildlife and Fisheries, which is outdoor recreation related, or which would be of interest to persons engaged in such activities. The Department shall have the authority to review all advertising prior to production and to reject any advertising, which may in the Department’s opinion, be in conflict with its’ mission.