

Program:	288-S			
Term:	Date of Award to May 31, 2021			
Title:	Passport Endsheets			
			BANKNOTE CORP.	
		BASIS OF	BROWNS SUMMIT, NC	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST
I.	PRINTING, BINDING, PACKING, AND DISTRIBUTION			
	Per 18 x 17-1/2" Leaf			
(1)	Makeready and/or Setup	12	\$1,000.00	\$12,000.00
(2)	Running Per 1,000 Copies	2,520	\$3,100.79	\$7,813,990.80
II.	PAPER			
	White Bond (24-lb.).....per 1,000 leaves	2,520	\$79.21	\$199,609.20
	CONTRACTOR TOTALS			\$8,025,600.00
	DISCOUNT		0.00%	\$0.00
	DISCOUNTED TOTALS			\$8,025,600.00

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Passport Endsheets

as requisitioned from the U.S. Government Publishing Office (GPO) by the

U.S. Government Publishing Office
Security and Intelligent Documents (SID)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending May 31, 2021, plus up to four (4) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

BID OPENING: Bids shall be opened at 11:00 a.m., prevailing Washington, DC time, on June 9, 2020, at the U.S. Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will not be a public bid opening.)

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will not be open to the public. Based on this, bidders must submit email bids for this solicitation to: bidsapsdc@gpo.gov. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. (Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.)

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: Due to the security requirements set forth in these specifications, all passport endsheets must be produced in the United States. Neither the U.S. Department of State nor the U.S. Government Publishing Office would be able to oversee and enforce these security requirements outside of the jurisdiction of the United States.

THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.

For information of a technical nature *prior to* certification, contact Mary Newton at mnewton@gpo.gov. For contact administration *after* certification, contact Jim Ballou at jballou@gpo.gov or at (202) 512-0307.

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

SUBCONTRACTING: No Subcontracting is allowed.

NOTE: Any reference to “subcontractor” used throughout these specifications refers to suppliers such as ink manufacturers, paper manufacturers, etc.

GPO IMPRINT REQUIREMENT: The GPO imprint requirement, GPO Contract Terms, Supplemental Specification, No. 9, is waived.

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

Product Quality Levels:

- (a) Printing Attributes (page related) – Level II.
- (b) Finishing Attributes (item related) – Level II.

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

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

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

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

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

- P-7. O.K. Proofs; Electronic Media.
- P-9. Pantone Matching System.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to May 31, 2021, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers – Commodities Less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly indexes from the 12-month interval ending three months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly indexes for the 12-month interval ending February 29, 2020, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with “Table 9 – Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows –

1. BLS code 0913-01 for *Offset and Text* will apply to all paper required under this contract.
2. The applicable index figures for the month of May 2020 will establish the base index.
3. There shall be no price adjustment for the first three (3) production months of the contract.

4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two (2) months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \underline{\quad\quad} \%$$

where X = the index for that month which is two (2) months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for line items under II. "PAPER" in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

DATA RIGHTS: All data and materials furnished and/or produced in the performance of this contract shall be the sole property of the Government. The contractor agrees not to assert rights or to establish any claim to such data/materials in whole or in part in any manner or form, or to authorize others to do so, without prior written consent of the Contracting Officer.

CONTRACTOR SECURITY REQUIREMENTS:

A. Security Plan and Identification of Critical Assets –

The contractor will identify and document all critical assets related to performance of contract work, including:

- Finished product(s) furnished by contract agreement
- Any raw materials or subcomponents identified as adding security value to the finished product, e.g. security features incorporated from sources outside the contractor's production processes
- Production waste material
- Design files, schematics, or specifications
- Customer information
- Training or informational materials furnished to the customer describing security features, or the application or interpretation of security features included in the product
- Communication of design criteria between contractor and customer or other parties

The above list is not intended to be comprehensive; it is the responsibility of the contractor to provide documentation of critical assets and the measures taken to adequately protect them. This documentation must be presented in a Security Plan, and is subject to validation by the GPO prior to contract award. The functional requirements to be addressed in the Security Plan are described in greater detail in Functional Requirements, below.

The contractor must disclose the source of all materials identified as adding security value to the product. These sources will be considered subcontractors and must comply with all of the security requirements under this contract.

B. Compliance and Validation –

Compliance with these security requirements is subject to validation by GPO’s Product Security Branch, which will conduct regular security assessments of all supplier sites involved in the design, manufacture, storage, and distribution (as applicable to these specifications) of product furnished under this contract. Security assessments will also be conducted at sub-contractor sites in keeping with the stated requirement to identify all security materials used in the product and the sources of those materials.

A preaward survey is required to validate the contractor’s security plan and the adequacy of security measures implemented to protect the identified critical assets. Approval of the contractor’s site(s) must be given prior to contract award; however the preaward survey may be waived at the Contracting Officer’s discretion if the contractor’s site(s) have been subject to prior review by the Product Security Branch, and there are no unresolved actions pending from a previous assessment.

After the initial preaward survey is complete and the contract is awarded, the Product Security Branch will conduct regularly scheduled assessments of all relevant contractor sites. The frequency of reviews is based on documented level of risk. The table below provides the scheduling framework.

Risk Rating Table				
Linguistic Value	Low	Medium	High	Critical
Numerical Rating	1 – 15	16 – 30	31 – 45	46 – 60

Frequency	Criteria
8 – 12 Months	Critical
12 – 18 Months	High
15 – 21 Months	Medium
18 – 24 Months	Low

COOP Locations

Frequency	Criteria
8 – 14 Months	Critical
15 – 26 Months	High
24 – 38 Months	Medium
34 – 48 Months	Low

Any changes affecting the security plan must be reported to the Product Security Branch as this will affect the assessment timeline. Major changes, such as renovation or relocation, require advance notice and approval.

C. Functional Requirements for Security –

These requirements must be addressed in the Security Plan and demonstrated during the regular security assessments. All of the eight (8) areas listed below must be addressed.

1. Security Management

- An individual within the company serves as the central point of contact and responsibility for oversight and management of security systems, policies, procedures, and activities.
- All security roles within the organization are defined and documented.
- Written policies and procedures are maintained within a Security Plan specific to the product supplied under this contract, addressing identification of critical assets and security measures implemented to provide adequate protection of those assets during production, storage, and transportation.
- The company has established a relationship with local law enforcement and emergency services and can validate response times to emergencies at the facility.
- Policies and procedures exist for recovery after a security incident or emergency, to include guidance for material accountability, business resumption, and customer notification.

2. Facility Physical Security

These requirements must be addressed for any facilities employed in the design, manufacturing, and storage (as applicable to these specifications) of the supplied product.

- Adequate intrusion detection and prevention measures are used throughout the facility.
- A surveillance system is utilized for monitoring and recording activities inside and outside the facility at all times, particularly in areas where secure materials are produced, handled, and stored.
- An access control system is utilized which is capable of restricting access to the facility and providing access to secure areas on an individual, personalized basis.
- There is a security center within or outside the facility used as a central point for managing, controlling, and auditing all security systems and associated activities.

Intrusion Detection System (IDS) – The contractor will maintain in operation an effective security system where the product covered by these specifications is manufactured and/or stored (awaiting shipment or disposal) to assure against theft and/or the product falling into unauthorized hands.

- An IDS will detect an unauthorized penetration into the secured area. An IDS will be installed when results of a documented risk assessment determine its use as a supplemental control is warranted. When used, all areas that reasonably afford access to the secured areas shall be protected by IDS unless continually occupied.
- Closed-Circuit Television will be used to ensure protection of product material while being manufactured and/or stored. CCTV will be maintained 24/7 and be backed up for a minimum of 30 calendar days thereafter.

Access Controls – The perimeter entrance to a secure area will be under control at all times during working hours to prevent entry by unauthorized personnel. This may be achieved by use of an automated entry control system. Uncleared persons are to be escorted within the facility by a cleared person who is familiar with the security procedures of the facility. Personnel entering or leaving an area shall be required to secure the entrance or exit point. Authorized personnel who permit another individual to enter the area are responsible for confirming their need to know and access.

Guard Force – The contractor must have armed guards 24/7/365 on site where product material is manufactured or stored.

NOTE: Armed guard force may be waived to ensure compliance with local/country laws or based on Supply Chain Risk Management Assessment.

Secure Carrier (Transportation of Materials between Specified Site Locations) –

- Exclusive use of vehicle will be required for transport of all materials referenced in these specifications in accordance with the following:
 - All deliveries must be transported in appropriate-size, high-security, armored, alarmed, padlocked, and sealed vehicles.
 - Delivery of finished units will require vehicle cab separate from the vehicle body.
 - An armed driver and one armed guard escort, will be required to transport all materials.
- All guards must have a current state-issued driver's license, be in uniform, trained in firearm safety, have current weapon qualifications, and must carry a photo identification card issued by the secured carrier.
- At least one guard must remain with the material at all times.
- In case of emergency, the guards must have two-way communication to the respective local law enforcement department and their dispatcher(s). The guards must communicate frequently with the dispatcher throughout the course of all trips.
- The driver is to be aware of all outside activity and must notify the dispatcher in the event of any incident.
- The guards must also be radio equipped with small walkie-talkie microphones clipped to their shoulders when they exit the truck to enable them to remain in constant communication with each other.

NOTE: Carrier must be bonded and insured; maintain storage, transfer, and accountability logs to assist if an audit trail is necessary on any particular delivery; conduct credit report checks to determine guards' financial status; check prior employment, former addresses, prior arrests and convictions, and have checked fingerprints of guards with an authority deemed to be appropriate by the Government.

3. Personnel Security

- All personnel working under this contract or having access to sensitive information about those programs must have undergone adequate pre-employment screening, to include background checks, employment and education verification, and credit history checks.
- Depending upon the nature of the work performed, some employees and officers of the company may be required to undergo background screening by the U.S. Government.
- Adequate security training is performed during on-boarding process and at regular intervals for all current employees.
- Policies and procedures exist for dismissal and termination and for removing access to secure areas, systems, and materials.
- Policies and procedures exist for escorted visitor access.
- All employees are provided with identification allowing them to be recognized as authorized individuals, both visually and by the access control system.
- Procedures exist for authorizing access to restricted areas, including an approval and notification process.

Counter-Intelligence Issues:

- Are personnel approached or contacted by ANY individual seeking unauthorized access to sensitive material.
- Do personnel become aware of anything regarding a colleague that could be a counter-intelligence concern.

Legal Issues:

- Are arrested; subject to criminal charges (including charges that are dismissed); receive citations, tickets, or summonses; or are detained by federal, state, or other law-enforcement authorities for violations of the law within or outside of the U.S. (*NOTE: Traffic citations/tickets/fines are reportable if they exceed \$150 and only when the fine is assessed, unless drugs or alcohol were involved. Court fees or other administrative costs associated with the traffic citation/ticket/fine should not be added to the final assessed amount.*)
- File for bankruptcy, regardless of whether it is for personal or business-related reasons.
- Have their wages garnished for any reason.
- Have their home foreclosed upon.
- Are named defendant in any civil lawsuit Citizenship Issues.
- Change citizenship or acquire dual citizenship Life Circumstances.
- Have legal action resulting in a name change, marry, or cohabit with a person. (*NOTE: A cohabitant is a person who lives with them in a spouse-like relationship or with a similar bond of affection or obligation, but is not their legal spouse, child, or other relative.*)
- Are hospitalized for mental health reasons.
- Are treated for drug or alcohol abuse.
- Use an illegal drug or a legal drug in a manner that deviates from approved medical direction.
- Self-report any situations in which they receive a large amount of cash (e.g., inheritance, gambling winnings, etc.).

Sensitive Information Access/Foreign Travel –

- Have business-related travel to a sensitive or non-sensitive country. (Use common sense as to what constitutes a “sensitive country” and/or consult internal agency publications.).
- Have substantive contact with any foreign national not related to them and previously self-reported.
- Are employed by, represent, or have other business-related associations with a foreign or foreign-owned interest, or with a non-U.S. citizen or other individual who is both a U.S. citizen and a citizen of a foreign country.
- Have an immediate family member who assumes residence in a sensitive country, and when that living situation changes; e.g., their family member returns to the U.S. or moves to another country, sensitive or non-sensitive.
- Undertake a foreign adoption or propose to host a foreign exchange student.

4. Operations Security

- Policies and procedures exist for handling sensitive documents, data, and information, including classification, control, and destruction.
- Policies and procedures exist pertaining to information disclosure, including publicly available information on company activities.
- Disclosure of activities under this contract or pertaining to any other GPO program publicly or privately to a third party are prohibited without prior consent.

- Screening of incoming and outgoing communications for sensitive data may be required.
- Regularly scheduled security awareness training is conducted for employees detailing the policies and procedures for operations security.

5. IT Security

- Intrusion prevention measures are employed to prevent access from the Internet to the company's internal network.
- Internal network controls are provided to segregate common resources from secure, restricted resources used to design and/or produce materials under this contract.
- Remote access to company network is encrypted and secured via IPSec or other accepted technology, and direct remote access to secure network segment is disallowed.
- Encryption is employed for data deemed sensitive to GPO programs while at rest in production or data storage systems.
- Encryption is used for data in transit when such data is considered sensitive, e.g., design files or shipment details sent via email or other transmission method.
- Vulnerability assessment and testing are performed regularly.
- Backups of critical systems are performed regularly and adequately safeguarded.
- Change management policies and procedures are implemented.

6. Material Security

- All secure materials are stored in dedicated, separate storage areas with access limited to a small number of authorized employees.
- Critical production activities are performed only by authorized employees in secure, access-controlled areas.
- Movement and handling of materials is performed strictly under two-person control at all times.
- Material outside of dedicated storage areas is under two-person control at all times.
- Materials are accounted for by physical or other means during all phases of production and storage, and this accounting method is audited and reconciled throughout the production process to final shipment.
- Materials produced under this contract are adequately segregated, secured, and accounted for, including waste material.
- Waste material is identified and disposed of in a manner adequate to ensure its complete destruction, rendering it useless for purposes of identification, re-use, or reverse engineering.
- An inventory control system is utilized to ensure accountability of product and all materials used in manufacturing.

7. Shipping and Receiving

- All incoming shipments of security materials are inspected and verified prior to acceptance, and any discrepancies are reported to the shipper and supplier.
- All outgoing shipments are inspected and verified prior to loading.
- A manifest is produced for all shipments, validated at outgoing inspection, and transmitted to the customer according to an accepted procedure.
- Procedures exist for customer notification of pending shipment, including anticipated delivery time and secure shipment details, e.g., carrier, drivers, and seal numbers.
- All shipments are delivered via an accepted secure shipper.
- Shipments are packaged in plain outer packaging, with no external indication of the contents. Internal packaging must have tamper-evident seal closures (when possible).
- Shipping methods and routes must be documented in the security plan, including subcontractors/suppliers of identified security raw materials and subcomponents.
- Track and trace is employed on all secure shipments.

8. Business Continuity and Disaster Recovery

Business continuity may be addressed in a separate document, but referenced in the Security Plan, and must address the following requirements:

- Identification of greatest risks to business continuity at the production site(s).
- A plan for continuing consistent and timely delivery of ordered materials adequate to compensate for any foreseeable impact generated by the identified risks.
- A plan for recovery of business functions in the event of a prolonged outage, with estimated timeline.
- Identify redundant/alternate facility to address loss of facility and/or equipment.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

POSTAWARD PRODUCTION PLANS: Within five (5) workdays of notification of award, the contractor must present, in writing, to the Contracting Officer detailed plans for each of the following activities (see below). The workday after notification to submit will be the first day of the schedule. If the Government requests additional information after review of plans, the contractor must submit updated plans within two (2) workdays of request.

These proposed plans are subject to review and approval by the Government. The Government reserves the right to waive some or all of these plans. NOTE: The Government anticipates issuing the first order prior to approval of the contractor's production plans. Beginning production of any kind on the first order prior to approval of the production plans does not relieve the contractor from complying with all requirements of the contract.

If the contractor intends to change processes described in the production plans during the term of the contract, they must provide updated plans to GPO for review and approval prior to implementing any changes.

Option Years - For each option year that may be exercised, the contractor will be required to review their production plans and re-submit in writing the above plans detailing any changes and/or revisions that may have occurred. The revised plans are subject to Government approval. The revised plans must be submitted to the Contracting Officer within five (5) workdays of notification of the option year being exercised.

If there are no changes/revisions, the contractor will be required to submit to the Contracting Officer or his/her representative a statement confirming that the current plans are still in effect.

Continuity of Operations (COOP) Plan: The failure to deliver the passport endsheets in a timely manner would have a profoundly negative impact on the Government and the general public. Therefore, if for any reason(s) (Act of God, labor disagreements, national pandemic, national emergency, etc.), the contractor is unable to perform at said location, the contractor must have two (2) months' worth of endsheets (safety supply) ready to ship upon receipt of a print order in the event the production equipment is not available for any reason. This 2-month safety supply will be based on the monthly production requirement at GPO and will be determined by the SID Inventory Managers in conjunction with the contractor. This volume will be determined before the third monthly order. This safety supply must be stored securely as finished goods or work in process at the production facility or a suitably secure location. NOTE: If the safety supply is stored at a location other than the contractor's facility, all security requirements specified herein will apply to that location as well.

NOTE: Due to the time sensitive nature of the product produced on this contract, the contractor must maintain the original schedule set forth in this contract.

Security Plan: Implementation of the approved Security Plan must be completed within 15 calendar days of notification of award. If the contractor cannot demonstrate that they will have all security requirements in place within 15 calendar days of contract notification, they may be declared non-responsible.

The contractor's security shall encompass the entire production facility and surrounding areas as well as the supply chain and movement of all materials.

The following shall be included in the Security Plan, at a minimum:

1. Address all of the requirements described in "CONTRACTOR SECURITY REQUIREMENTS."
2. Furnish a floorplan for all areas involved in staging, producing, preparing, and storage of the product for shipment.

Quality Control Plan: The contractor shall specify the details of their Quality Control Program describing how, when, where, and by whom the process controls and inspections will be performed.

Material Handling and Inventory Control Plan – This plan should explain in detail the accountability of plates, negatives, electronic files, etc.

Disposal of Waste Material/Electronic Media Plan: The contractor is required to demonstrate how all waste materials used in the production of the endsheets will be definitively destroyed (ex., burning, pulping, shredding, macerating, or other suitable similar means). Additionally, electronic media must be definitively destroyed in a manner that prevents reconstruction. Definitively destroying the waste material/media means the material/media cannot be reassembled and used in an inappropriate manner in violation of law and regulations.

If the contractor selects shredding as a means of destruction for the waste material, it must be a cross-cut shredder with a maximum size of 5/32 x 1-1/2" cross-cut particles. Strip shredding is not acceptable.

Destruction of waste must occur inside the contractor's secure production facility.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award. (At the option of the Government, the postaward conference may be conducted via teleconference.)

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

ASSIGNMENT OF JACKET, PURCHASE ORDER, AND PRINT ORDER NUMBERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through May 31, 2021, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “issued” upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled “ORDERING.” The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government’s requirements for the items set forth herein do not result in orders in the amounts or quantities described as “estimated,” it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the “ORDERING” clause of this contract.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.
4. When the emailed bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO’s email server as the official time stamp for bid receipt at the specified location.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

Contractor's billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of passport endsheets requiring such operations as electronic prepress, offset and intaglio platemaking, printing in multiple inks, binding, packing, and distribution.

TITLE: Passport Endsheets.

FREQUENCY OF ORDERS: Monthly.

QUANTITY: Approximately 200,000 to 500,000 copies per order.

NUMBER OF PAGES: One leaf (face only).

NOTE: One leaf equals one copy.

TRIM SIZE: 18 x 17-1/2”.

GOVERNMENT TO FURNISH: The furnished electronic media will be provided once at the beginning of the contract to be held for reuse throughout the term of the contract. If any change is made to the product, the Government will furnish a new file to be used.

Electronic media will be furnished as follows –

Platform: Jura Security Software.

Storage Media: Super Disk; encrypted DVD. (NOTE: Furnished materials will be hand-delivered to the contractor.)

Software: Jura.

All platform system and software upgrades (for specified applications) that may occur during the term of the contract must be supported by the contractor.

Fonts: No fonts are used in the furnished files. No fonts are required.

Additional

Information: Files will be furnished in a TIFF file.

Visuals of all pages and illustrations will be furnished with the electronic media.

High Security Requirements Document will be available after award.

Pantone Matching System will be used for color identification.

GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, must not print on the finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the products in accordance with these specifications.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the agency contact specified on the print order.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

If required, the Government will make all major revisions and provide a revised file.

PLATES: Due to the high security nature of this product, the offset and intaglio plates must be made and stored securely, in accordance with aforementioned physical security requirements, on site at the contractor's production facility located in the U.S.

The line work on this product was designed to be output on a computer to Intaglio Plate System with an output resolution of no less than 9600 dpi. The output resolution of the plate making system must be 9600 dpi or higher.

The contractor will be required to make five (5) offset plates and one (1) intaglio plate (all intaglio inks print from one plate).

PROOFS: Proofs will be required on the first order only, and the approved proof will be the standard for the balance of orders. If a change is made to the product, a new proof will be required, and that approved proof will become the new standard for the remainder of the orders.

One (1) set of progressive proofs each for *both the offset inks and the intaglio inks*. The top sheet on the progressive proofs must be ruled to show trim-out and margins.

The progressive proofs must be imposed exactly like the production run signatures on the stock and in the inks to be used during production. Proofs must be produced on the actual equipment that will be used to print the final product. They must contain control bars for each color placed parallel to the proofer's ink rollers. The control bars (GATF, BRUNNER, or GRETAG) must show areas consisting of 1/8 x 1/8" (minimum) solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable), all repeated across entire press sheet. Density must be constant across full width of sheet with deviations not to exceed $\pm 0.05\%$. Light and heavy inking not acceptable. Progressive proofs must show each color separately and in progressive combination.

Top sheets on the progressive proofs must show the proofing information as follows:

Ink rotation

used: 1st down _____ 2nd down _____ 3rd down _____ 4th down _____, etc. _____

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "O.K. to Print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein.

Paper Source: Due to requirements of adhering to the Conte Amendment Pub. L. 100-440, title VI, § 617(b), Sept. 22, 1988, 102 Stat. 1755 & 22 U.S.C. § 211, the paper used in execution of this contract must be made and sourced from a U.S. corporation.

Stock: Bond.

Color: White

- a. L – 93.5
- b. a – 0.2
- c. b – 1.6

Basis Weight (Tappi T-410): 17 x 22 inches
500 sheets (pounds) (90 gsm).....24

UV Dull – Maximum Fluorescence (Tappi T-452):1

Sheffield Smoothness (Tappi T-538): Average, each side
(Sheffield Units)160

Opacity (Tappi T-425): Minimum, not less than (percent)91

Caliper (Tappi T-411): Average, millimeters..... 0.117 to 0.133

Brightness (Tappi T-452): Minimum, not less than (percent).....82

Watermark: None

Security Fibers: Paper shall contain a blend of at least two or more fibers with at least one being visible in full spectrum light and one being visible in Ultra Violet 365nm. The particular combination of fibers must be held exclusive to this product by the paper manufacturer. Documentation of specific fiber colors/functions and the commitment of exclusivity will be required and kept on file.

PRINTING: Print face only in five offset colors and four intaglio colors. Contractor to match Pantone colors specified in the restricted production requirement document furnished after award.

The printing will consist of a 2-page spread printed 6-up to a leaf (each leaf has two columns - each column has three 2-page spreads). (NOTE: One 18 x 17-1/2” leaf equals one copy.)

PRESS SHEET INSPECTION: Final makeready press sheets *may* be inspected and approved at the contractor’s plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press’s ink rollers. The control bars (such as BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8” minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

Viewing Light: Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009. A viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

MARGINS: Margins will be as indicated on the print order or furnished media.

BINDING: Trim four sides.

PACKING: Pack suitable in two stacks of 4,000 sheets on a pallet. Pallets must have corner protectors and top cap skid protection.

Pallets shall be 30 x 30". Stringers shall be 3-3/4" high and clearance between the two stringers must be at least 27". Two-way entry is sufficient. At contractor's option, the top board may be solid.

The entire pallet must be wrapped in plastic and must contain two steel bands, both in the same direction.

Double stacking of pallets is not allowed.

LABELING AND MARKING: Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to outside of pallet.

Pallets must be marked with property number and program/print order number. NOTE: No reference to the title of product or description of product must be anywhere on the pallets or pallet labels.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity <u>Ordered</u>	Number of <u>Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to: Government Publishing Office, Security and Intelligent Documents, Attn: SID Quality Officer, Washington, DC 20401.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

DISTRIBUTION:

- Deliver f.o.b. destination approximately 2/3 of the ordered quantity to: GPO, Building D Loading Dock, First and G Streets, NE, Washington, DC 20002.
- Deliver f.o.b. destination approximately 1/3 of the ordered quantity to: GPO, Stennis Space Center, Building 9101, Leonard Kimble Road, MS 39529.

Complete addresses, quantities, and other shipping instructions will be furnished with each order.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to 288-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Upon completion of the contract, all furnished materials must be destroyed in accordance with the approved "Disposal of Waste Material/Electronic Media Plan," and all data must be deleted from the contractor's system.

All expenses incidental to destroying furnished material, submitting and picking up proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished materials will be hand-delivered to the contractor. Print orders will be furnished via email.

Hard copy proofs will be picked up from and returned to the contractor by a GPO representative. NOTE: At the Government's option, proofs may be reviewed on site at the contractor's facility.

No definite schedule for pickup of material/placement of orders can be predetermined; however, the Government anticipates issuing the first order immediately upon award. (NOTE: The first order will be issued prior to approval of the contractor's postaward production plans.)

The following schedules begin the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

First Order Only:

The Government anticipates issuing the first order on or around June 15, 2020.

- Contractor must make complete production and distribution on or before August 15, 2020.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than one (1) workday from their receipt at the ordering agency until they are available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof and transit time is included in the schedule (if applicable).

Balance of Orders:

- Contractor must make complete production and distribution within 30 workdays of notification of availability of print order and furnished material.

The contractor must notify the GPO of the date and time the press sheet and production inspection can be performed. In order for proper arrangements to be made, notification must be given at least two (2) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401, or telephone area code (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, prevailing Eastern Time. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one (1) year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The determination of award estimates specified below are based on historical data. However, due to the current global pandemic, the contractor is put on notice that the estimated amounts of work anticipated on this contract may be significantly impacted during the first period of performance.

The following item designations correspond to those listed in the “SCHEDULE OF PRICES.”

	(1)	(2)
I.	12	2,520

II. 2,520

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that is inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 1,000 will be prorated at the per-1,000 rate.

Cost of all required paper must be charged under “II. PAPER.”

Contractor’s billing invoices must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

I. PRINTING, BINDING, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations (including proofs; excluding paper) necessary for the complete printing, binding, packing, and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
Per Endsheets.....	\$ _____	\$ _____

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered

Computation of the net number of leaves will be based on the following: Each page-size leaf.

	<u>Per 1,000 Leaves</u>
White Bond (24-lb.).....	\$ _____

(Initials)

SHIPMENTS: Shipments will be made from: City _____ State _____.

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent _____ Calendar Days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____.

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications. *Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.*

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

Bidder _____
(Contractor's Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number)

(Email Address) (Fax Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)