

PROGRAM:	31-S					
TITLE:	Disability Earnings Survey Mailers					
AGENCY:	U.S. Office of Personnel Management					
TERM:	November 1, 2018 thru October 31, 2019				CURRENT CONTRACTOR	
			GRAY GRAPHICS		EU SERVICES	
		BASIS OF	Capitol Heights, MD		Rockville, MD	
		AWARD	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING, BINDING, AND CONSTRUCTION:					
(a)	Scan Forms (printing only) . . . per form					
(1)	Makeready and/or Setup-----	1	1,450.00	1,450.00	1,350.00	1,350.00
(2)	Running Per 1,000 Copies-----	70	32.00	2,240.00	30.00	2,100.00
(b)	Mail-out Envelope . . . per envelope					
(1)	Makeready and/or Setup-----	1	150.00	150.00	300.00	300.00
(2)	Running Per 1,000 Copies-----	68	40.00	2,720.00	26.00	1,768.00
(c)	Return Envelope . . . per envelope					
(1)	Makeready and/or Setup-----	1	150.00	150.00	300.00	300.00
(2)	Running Per 1,000 Copies-----	68	38.00	2,584.00	25.00	1,700.00
II.	ADDITIONAL OPERATIONS:					
	Imaging variable information on scan forms . . .					
	per 1,000 forms-----	68	28.00	1,904.00	38.00	2,584.00
III.	PACKING AND DISTRIBUTION:					
1.	<i>Bulk Shipments -</i>					
	Packing and sealing shipping containers,					
	including shrink-film wrapping . . .					
	per container-----	2	4.00	8.00	NC	0.00
2.	<i>Mailed Shipments -</i>					
	Inserting into mail-out envelopes . . .					
	per 1,000 envelopes-----	68	45.00	3,060.00	35.00	2,380.00
	CONTRACTOR TOTALS			\$14,266.00		\$12,482.00
	DISCOUNT		2.00%	\$285.32	0.25%	\$31.21
	DISCOUNTED TOTALS			\$13,980.68		\$12,450.79
			(A W A R D E D)			

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Disability Earnings Survey Mailers

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

U.S. Office of Personnel Management
(OPM)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning November 1, 2018 and ending October 31, 2019, plus up to four (4) optional 12-month extension period(s) 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 publicly opened at 11:00 a.m., prevailing Washington, DC time, on October 15, 2018.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

- GPO has issued a new GPO Publication 310.2, GPO Contract Terms – Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev. 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.
- The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of “SECTION 4. – SCHEDULE OF PRICES.”

Abstracts of contract prices are available at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Linda Giacomo at: lgiacomo@gpo.gov or (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. 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

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.pdf>.

SUBCONTRACTING: The predominant production function of this contract is the imaging (jet spray or laser/ion deposition) of data from electronically transmitted files and the printing of forms. Any bidder who cannot perform the imaging and printing portions of this contract will be declared non-responsible.

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

Product Quality Levels:

	<u>Forms</u>	<u>Envelopes</u>
(a) Printing Attributes (page related) –	Level II	Level III
(b) Finishing Attributes (item related) –	Level II	Level III

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

- (a) Non-destructive Tests – General Inspection Level I.
- (b) Destructive Tests – Special Inspection Level S-2.
- (c) Transparent, low-gloss, poly-type window material, covering the envelope window must pass a readability test with a rejection rate of less than 1/4% when run through a United States Postal Service (USPS) OCR Scanner.

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-10. Process 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. Test Samples; O.K. Proofs; Average Type Dimension; Electronic Media.

P-10. O.K. Proofs; Electronic Media.

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 this 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 November 1, 2018 to October 31, 2019, 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 (3) 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 July 31, 2018, 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.

SECURITY REQUIREMENTS: Protection of Sensitive and Personally Identifiable Information (PII) –

It is the contractor’s responsibility to properly safeguard PII from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. Personally identifiable information is “any information that can be used to distinguish or trace an individual’s identity such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother’s maiden name, etc.” (Reference: OMB Memorandum 07-16.) Other specific examples of PII include but are not limited to:

- Personal identification numbers, such as passport number, driver’s license number, taxpayer identification number, or financial account or credit card number.
 - Address information, such as street address or personal email address.
 - Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, or facial geometry).
- (a) The contractor shall restrict access to all confidential information obtained from the OPM in the performance of this contract to those employees and officials who need it to perform the contract. Employees and officials who need access to confidential information for performance of this contract will be determined at the postaward conference between the Government and the responsible contractor representative.

- (b) The contractor shall process all confidential information obtained from OPM in the performance of this contract under the immediate supervision and control of authorized personnel and in a manner that will protect the confidentiality of the records in such a way that unauthorized persons cannot retrieve any such records.
- (c) The contractor shall inform all personnel with access to the confidential information obtained from OPM in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.
- (d) For knowingly disclosing information in violation of the Privacy Act, the contractor and the contractor's employees may be subject to the criminal penalties as set forth in 5 U.S.C Section 552a (i)(1) which is made applicable to contractors by 5 U.S.C. 552a (m)(1) to the same extent as employees of the OPM. For knowingly disclosing confidential information as described in 5 U.S.C. 552a (m)(1), the contractor and contractor's employees may also be subject to the criminal penalties as set forth in that provision.
- (e) The contractor shall assure that each contractor employee with access to confidential information knows the prescribed rules of conduct, and that each contractor employee is aware that he/she may be subject to criminal penalties for violations of the Privacy Act
- (f) All confidential information obtained from OPM for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.
- (g) Performance of this contract may involve access to tax return information as defined in 26 U.S.C. Section 6103(b) of the Internal Revenue Code (IRC). All such information shall be handled as confidential and may not be disclosed without the written permission of OPM. For willingly disclosing confidential tax return information in violation of the IRC, the contractor and contractor employees may be subject to the criminal penalties set forth in 26 U.S.C. Section 7213.
- (h) The Government reserves the right to conduct on-site visits to review the contractor's documentation and in-house procedures for protection of confidential information.

The contractor must destroy/shred all PII records and associated data within 90 days of completion of each order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey of all of the contractor's/subcontractor's computer, printing, and mailing equipment which will be used on this contract or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

If the Government considers it necessary to conduct the preaward survey, it will include a review of all subcontractors involved, along with their specific functions, and the contractor's/subcontractor's mail, material handling/inventory control, personnel, production, quality assurance, back-up facility, recovery, and security control plans as required by this specification.

If a subcontractor for these operations is added at any time after award, the subcontractor must be approved by the Government prior to production starting in that facility. If the subcontractor is not approved by the Government, the contractor has two (2) workdays to submit to the Government, for approval, a new subcontractor.

THE FOLLOWING PROPOSED PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF SAME.

Within three (3) workdays after Government request, the contractor (*and any subcontractor*) shall present in writing to the contracting officer detailed plans for each of the following –

Mail Plan: This plan should include sufficient detail as to how the contractor will comply with all applicable U.S. Postal Service (USPS) mailing requirements as listed in the USPS Domestic and International Mail Manuals in effect at the time of the mailing and other USPS instructional material. In addition, the plan will explain how the contractor will use the most cost effective means available to accomplish the mailing in this contract.

Material Handling and Inventory Control Plan: This plan should explain in detail how the following materials will be handled: incoming raw materials; work-in-progress materials; quality control inspection materials; USPS inspection materials; and all outgoing materials cleared for USPS pick-up/delivery.

Personnel Plan: This plan should include a listing of all personnel that will be involved with this contract. For any new employees, the plan should include the source of the new employees, and a description of the training programs the new employees will be given to familiarize them with the requirements of this program.

Production Plan: This plan should include items such as a projected commencement date and a detailed listing of all production equipment and equipment capacities to be utilized on this contract, as well as capacities currently being utilized. If new equipment is to be utilized, documentation of the source, delivery schedule, and installation dates are required. This plan should also include how officials will execute the electronic transmission of data and should list the current inventory of software/hardware available to the contractor to accomplish the required tasking. The contractor must provide the “validation certificate number or electronic encryption key certificate” of the encryption module/tool to be used during the contract term.

Quality Assurance Plan: This plan should include the names of all quality assurance officials with a description of their duties. A detailed description of the number and types of inspections that will be performed as well as the records that will be maintained documenting these activities will be required.

Back-Up Facility Plan: The failure to deliver these mailers in accordance with the schedule specified under “SCHEDULE” would have major impact on the operation of the Office of Personnel Management. Therefore, if for any reason(s) (acts of God, labor disagreements, etc.) the contractor is unable to perform at the location specified in his bid papers for a period longer than five (5) workdays, the contractor must have a back-up facility with the capability of producing the mailers in accordance with the requirements specified in this contract. The back-up facility must be operated by the contractor. The back-up facility plans must include the location of the facility to be used, security at the facility, equipment available at the facility, and a timetable for the start of the production at that facility.

Recovery of Damaged and Missing Pieces and Sequential Numbering Plan: This plan should include sufficient detail to fulfill the contract requirements that there are no missing or duplicate pieces. An explanation of the contractor’s sequential numbering system is required to understand the required audit trail required for each and every piece.

Security Control Plan: This plan must address, at a minimum, the following –

Materials – The contractor must explain how all accountable materials will be handled throughout all phases of production. This plan shall also include the method of disposal of all production waste materials.

Production Area – The contractor must provide a secure area(s) dedicated to the processing and storage of data for the Statement of Annuity Paid Mailers and Statement of Survivor Annuity Paid Mailers (either a separate facility dedicated to this product or a walled-in limited access area within the contractor’s existing facility). Access to the area(s) shall be limited to security-trained employees involved in the production of these mailers.

DISPOSAL OF WASTE MATERIALS: The contractor is required to dispose of all waste materials used in the production of sensitive records (i.e., burning, pulping, shredding, macerating, or other suitable similar means). Electronic records must be definitively destroyed in a manner that prevents reconstruction. Definitively destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. Sensitive records are records that are national security classified or exempted from disclosure by statute, including the Privacy Act or regulation.

If the contractor selects shredding as a means of disposal, it is preferred that a cross cut shredder be used. If a strip shredder is used, the strips must not exceed one-quarter inch. The contractor must provide the location and method planned to dispose of the material. When a subcontractor is used, the same information is required, as well as how the material will be transported from the contractor’s plant to the subcontractor. The plan must include the names of all contract officials responsible for the plan and describe their duties in relationship to the waste material plan.

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 Government's option, postaward conference may take place via teleconference.)

NOTE: A representative from all subcontractors must be in attendance.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: 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 November 1, 2018 through October 31, 2019, 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 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.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

PRIVACY ACT

(a) The contractor agrees:

- (1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;
- (2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and
- (3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
- (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
- (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

PAYMENT: Prior to submitting billing invoice to GPO for payment, the contractor must submit an itemized statement of billing to the ordering agency for examination and certification as to the correctness of the billing. Contractor must submit billing to the OPM contact specified on the print order.

After ordering agency verification, contractor must submit signed, verified, billing invoice via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application to ensure fastest 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>.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of mailers consisting of scan forms, mail-out envelopes, and return envelopes requiring such operations as the receipt and processing of transmitted data; printing in four-color process; imaging of variable data; binding; construction; presorting; mailing; and distribution.

TITLE: Disability Earnings Survey Mailers.

FREQUENCY OF ORDERS: One (1) order per year.

QUANTITY:

Scan Form – Approximately 70,000 copies per order. (Approximately 68,000 of the printed scan forms will be imaged with the variable data. The balance will be printed only – no imaging.)

Mail-out Envelope – Approximately 68,000 copies per order.

Return Envelope – Approximately 68,000 copies per order.

The specified quantities are estimates only. The Government reserves the right to increase or decrease by up to 10% the total number of mailers ordered annually. Exact quantities will be determined by the contractor from the furnished data.

NUMBER OF PAGES:

Scan Form – Face and back.

Mail-out Envelope – Face and back.

Return Envelope – Face only.

TRIM SIZES:

Scan Form – 8-1/2 x 11”.

Mail-out Envelope – No. 10 (4-1/8 x 9-1/2”) plus flap.

Return Envelope – 4 x 8-7/8” plus flap.

GOVERNMENT TO FURNISH:

Electronic media for the forms will be furnished as follows –

Platform: IBM (or compatible) using Windows 7.0

Storage Media: Email

Software: Adobe Acrobat Pro DC

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: All printer and screen fonts will be furnished/embedded.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor’s archive immediately after completion of the contract.

Additional Information: Files will be furnished in native application, PostScript, or PDF format.
Visual(s) of furnished files will be provided.
Visual(s) will show color breaks.
Color identification system used is CMYK.
GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Electronic transmission protocol for test data and production (variable) data will be furnished as follows –

The product(s) and/or tool(s) must leverage TLS 1.2 data encryption.

The method of encryption must be compliant with FIPS (Federal Information Process Standard) 140-2 and the acceptable cryptographic module must be running in FIPS mode.

Controlled Unclassified Information (CUI) shall be encrypted in transit and at rest using Federal Information Process Standard (FIPS) 140 and validated by the Cryptographic Module Validation Program (CMVP).

OPM will define the technology for the data exchange, and the contractor shall work with that OPM-approved standard technology for transmitting data (including sensitive data) electronically in compliance with OPM Security policy.

The contractor must provide the “validation certificate number or electronic encryption key certificate” of the encryption module/tool to be used during the life of this contract to the contracting officer or his/her representative for verification. This shall occur prior to award and upon any changes to the cryptographic module. This shall only occur for cryptographic modules.

The test and production data/address runs supplied will be in zip code sequence and are NCOA Certified. The NCOA certification will be furnished with production data. The contractor will be required to reformat data, if necessary, to suit his equipment.

A visual for the scan form, mail-out envelope, and return envelope will be furnished.

Test data contains approximately 100 sample addresses. The contractor will use test data to determine record layout and order of actual files for printing and sorting purposes.

Data containing addresses for production run: One (1) set for domestic and foreign mailing in the following format –

File Name:	BRMC26X1 – file name may change
Media:	Electronic Transmission
File Format:	Fixed Block
Block Size:	25,450
Record Size:	509
Sequence:	Zip Code
Label Records:	Standard IBM

The Government will supply the contractor with two test files and two production files. The test files and production files each consist of one domestic file and one foreign file.

All files provided by the Government or duplicates made by the contractor, or his/her representatives, and any resultant printouts, must be kept accountable and under reasonable security to prevent their release to any unauthorized persons. Files may not be duplicated in whole, or in part, for any other purpose than to create material to be used in the performance of this contract. All duplicate files, or resultant printouts, shall be destroyed by the contractor pursuant to subsequent directions of the contracting officer or his/her representative.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in electronic files, must not print on 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.

Digital Certification from a Government approved Certificate Authority is required.

All files will be electronically transmitted to the contractor. Any programming or other format changes necessitated due to the contractor method of production will be the full responsibility of the contractor and must be completed prior to each of Government validations.

NOTE: Files may not be duplicated in whole or in part for any other purpose than to create material to be used in the performance of this contract. All duplicate files, or resultant printouts, shall be destroyed by the contractor pursuant to subsequent directions of the contracting officer or his/her authorized representative.

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 immediately reported to: Cyrus Benson at: cyrus.benson@opm.gov or (202) 606-4808.

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.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished, unless otherwise specified. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept PDF files as digital deliverables when furnished by the Government.)

PROOFS:

Mail-out and Return Envelope –

Two (2) sets of digital color content proofs for each envelope. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product – as applicable.

Scan Form –

Two (2) sets of inkjet proofs that are G7 profiled and use pigment-based inks for each form. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum resolution of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" 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 consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

NOTE: The Government may require two (2) or more sets of revised proofs before rendering an "O.K. to Print".

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."

TEST SAMPLES: After receipt of "O.K. to Print" on proofs for the scan form but prior to the full production run, the contractor shall print and image/populate 75 copies of the scan form with data from the furnished test data for OPM approval. (No envelopes required.)

The test samples will be inspected and tested and must comply with the specifications as to printing/imaging, construction, kind, and quality of materials.

Contractor must submit the printed, imaged/populated test samples to the following addresses:

- 50 Copies to: U.S. Office of Personnel Management, Attn: Matt Maccartee, (478-744-2261), 4685 Log Cabin Drive, Macon, GA 31204-6317.
- 25 Copies to: U.S. Office of Personnel Management, Attn: Cyrus Benson, (202-606-4808), Room 3316-L, 1900 E Street, NW, Washington, DC 20415-0001. (*Washington office will issue approval on test samples.*)

Test samples must be submitted within seven (7) workdays after receipt of test data and approval on proofs for the scan form.

The Government will approve, conditionally approve, or disapprove the copies within three (3) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the copies are disapproved by the Government, the Government, at its option, may require the contractor to submit additional copies for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional copies shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional copies required.

In the event that the copies are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the copies within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)).

Manufacture of the final product prior to approval of the test samples submitted is at the contractor's risk. Test samples will not be returned to the contractor. All costs, including the costs of all test samples, shall be included in the contract price for the production quantity.

All test samples shall be manufactured at the facilities (using the same production equipment) in which the contract production quantities are to be manufactured.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

Government Paper Specification Standards No. 12 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2.

All paper used in each order must be of a uniform shade.

Scan Form – White Optical Mark Sense Scanner (OMSS) Bond, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-27.

Mail-out Envelope – White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20; or, at contractor's option, White Wove, basis weight: 20 lbs. per 500 sheets, 17 x 22".

Return Envelope – Pink Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

PRINTING/IMAGING:

Scan Form – Print static text matter face and back, head-to-head, in four-color process. Image (on face only) all variable data in black ink only.

Contractor may convert 6-line addresses to a lesser number of lines provided the addresses are acceptable for mailing and include a delivery point barcode and mail sorting scheme line at the top of the address.

Mail-out Envelope – Print static text matter face and back (after manufacture) in black ink. Envelopes require a security tint (lining is acceptable) printed on the inside (back – before manufacture) in black ink. Contractor may use his own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

Return Envelope – Print static text matter face only (after manufacture) in black ink. Print barcode using electronic file provided. The barcode should be placed on the mailing piece according to the current U.S. Postal Service's Domestic Mail Manual, "Barcoded Mailpieces."

Printing of all envelopes shall be in accordance with the requirements for the style envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

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 print order or furnished media.

BINDING: Scan forms trim four sides. Fold from 8-1/2 x 11" down to 8-1/2 x 3-2/3" with wraparound fold with imaged name/address facing out.

CONSTRUCTION:

Mail-out Envelopes (No. 10 (4-1/8 x 9-1/2")) –

Envelopes must be open side, side seams, with gummed fold-over flap for sealing. Flap depth is at the contractor's option but must meet all USPS requirements. Flap must be coated with a suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope, and permit easy opening by the recipient. Face of envelope to contain one die cut mailing address window with rounded corners. The die cut window must be 1-1/2 x 4-1/4", located 5/8" from the bottom edge of the envelope, and 7/8" from the left edge of the envelope. The long dimension of the window is to be parallel to the long dimension of the envelope. Contractor has the option to adjust the size and position of the mailing address window opening (subject to Government approval) provided the visibility of the computer-generated mailing address and postnet barcode (if available) on the form is not obscured, and other extraneous information is not visible when material is inserted into the envelope. Windows are to be covered with a suitable poly-type transparent, low-gloss material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion.

Return Envelopes (4 x 8-7/8) –

Envelopes must be open side, diagonal seams, with gummed fold-over flap for sealing. Flap depth is at the contractor's option but must meet all USPS requirements. Flap must be coated with a suitable remoistenable glue that will securely seal the envelope for mailing. (Adhesive must not adhere to the contents of the envelope.)

ASSEMBLING OF MAILERS: Gather folded form and return envelope and insert into mail-out envelope with recipient's name and address on face of form facing out for visibility through window envelope. It is the contractor's responsibility to ensure that only the computer-generated address and postnet barcode on the form will be visible through the window in the envelope and that only one form is inserted into each envelope.

PACKING (NON-IMAGED FORMS): Shrink-film wrap printed, unfolded, non-imaged scan forms in units of 250.

Pack suitably in shipping containers not to exceed 40 pounds when fully packed.

LABELING AND MARKING (NON-IMAGED FORMS): Contractor to download GPO Form 905 (Rev. 7-15) – Labeling and Marking Specifications which can be located at GPO.gov, fill in appropriate blanks, and attach to shipping containers.

QUALITY CONTROL: The contractor must maintain a thorough quality assurance program to guarantee not more than 2/5 of 1% (.004) of the total quantity contains critical defects and that computerized printing is clear, legible, and that a copy of the finished product is mailed to all addresses contained in the Government furnished production data files.

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of 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 at GPO.gov. Copies will be paid for at the running rate offered in the contractor’s bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION:

- Deliver f.o.b. destination all printed, unfolded, non-imaged forms to: U.S. Office of Personnel Management, Attn: Cyrus Benson, Room 3316-L, 1900 E Street, NW, Washington, DC 20415-0001.
- Mail f.o.b. contractor’s city the balance of each order to both domestic (including Alaska and Hawaii) and foreign addresses.

All mailing shall be made at the First Class rate.

NOTE: Upon award of contract, contractor must coordinate with the U.S. Government Publishing Office, Administrative Services Division for instruction in using GPO’s permit imprint for mailing under this contract at: gpopostage@gpo.gov.

Contractor will mail using departmental mailing permit imprint; however, orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment.

The contractor is cautioned that mailing permit imprint may be used only for the purpose of mailing material produced under this contract.

When using permit imprint mail, the contractor must complete GPO Form 712 – Certificate of Conformance (Rev. 10-15) and the appropriate mailing statement(s) supplied by USPS. A fillable GPO Form 712 – Certificate of Conformance can be found at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for “Domestic Mail” or “International Mail” as applicable.

To maximize automation discounts, POSTNET bar coding and delivery address verification and placement are among the items that must comply with the USPS requirements for automation compatible-mail in effect at the time of the mailing.

The contractor will be required to reformat data, if necessary, to suit his equipment. The addresses of the furnished data will be in zip code sequence and are NCOA certified. The NCOA certification will be furnished with production data. The contractor must use Coding Accuracy Support system (CASS) and Carrier Route Information System (CRIS), or a certified software program licensed by the USPS, to correct addresses, add ZIP+4 to the addresses, add the Deliver Point Barcodes (11-digit barcodes) to the addresses, and add any required mail sorting schemes above the key line of the address label (optional endorsement line – OEL), so as to obtain maximum postage discount in accordance with the USPS’ latest First Class automated and non-automated mail discount structure: (a) Automation (carrier route); (b) Automation (5-digit); (c) Automation (3-digit); (d) Automation (basic); (e) Non-automation (presorted); and (f) Non-automation (single piece). On prebarcoded mail pieces, the barcode must be positioned in an area specified by the USPS as the address field. The contractor must not change any OPM provided city and state information.

NOTE: If any mail is rejected by the USPS, the contractor must notify OPM within 12 hours of rejection.

Mailing Statements – The contractor must complete GPO Form 712 and all appropriate USPS mailing statements. The contractor must submit two (2) copies of the appropriate USPS mailing statement (e.g. PS 3600, PS 3602-R, PS 3605-R, etc.) to the entry post office for each mailing which bears GPO’s assigned penalty permit imprint. In the upper right corner of the mailing statement, the contractor must include GPO identification number(s), such as the jacket number or program and print order numbers. The contractor must include copies of the verified mailing statement(s), containing postage computations, with billing invoice for payment.

Within 24 hours of receipt from the USPS, contractor must furnish a copy of GPO Form 712 and corresponding verified mailing statements (containing postage computations) to: U.S. Government Publishing Office, Administrative Services Division at: gpopostage@gpo.gov.

Upon completion of order, contractor must notify the ordering agency (on the same day the order delivers/mails) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 31-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery/ mailing method, and title of publication. Contractor must be able to provide copies of all delivery/ mailing receipts upon agency request.

Upon completion of order, contractor must furnish one (1) copy of the contractor’s billing invoice (including verified mailing statements with postage computations) to: U.S. Office of Personnel Management, Attn: Cyrus Benson, Room 3316-L, 1900 E Street, NW, Washington, DC 20415.

Upon termination of contract, all furnished material (as applicable) must be returned to: U.S. Office of Personnel Management, Attn: Cyrus Benson, Room 3316-L, 1900 E Street, NW, Washington, DC 20415-0001.

All expenses incidental to picking up and returning material (as applicable), submitting and returning proofs, and furnishing test and sample copies must be borne by the contractor.

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

Unless waived by the contracting officer, the postaward conference will be held within five (5) workdays of notification of award.

Furnished material (as applicable) and proofs must be picked up from and delivered to: U.S. Office of Personnel Management, Attn: Cyrus Benson, Room 3316-L, 1900 E Street, NW, Washington, DC 20415-0001.

Furnished electronic media must be returned with proofs – as applicable.

No definite schedule for placement of orders can be predetermined.

Proof Schedule –

The proof schedule begins 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.

- Contractor must submit proofs within seven (7) workdays of receipt of notification of availability of print order and furnished material.
- Proofs will be withheld no more than four (4) workdays from their receipt at the ordering agency until they are made available for pickup. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- If required, the contractor must submit revised proofs, due to author’s alterations, within three (3) workdays of notification.
- Revised proofs will be withheld no more than two (2) workdays from receipt thereof until they are made available for pickup.

Test Sample Schedule –

Immediately upon approval of proofs, the contractor must contact the Government to facilitate the electronic transfer of test data.

The test sample schedule begins the workday after receipt of test data; the workday after receipt will be the first workday of the schedule.

- Test samples must be submitted within seven (7) workdays of receipt of test data.
- Test samples will be withheld no more than three (3) workdays from their receipt at the ordering agency until approval/disapproval is given. (The first workday after receipt of samples at the ordering agency is day one (1) of the hold time.)

Production Schedule –

Immediately upon approval of test samples, the contractor must contact the Government to facilitate the electronic transfer of production data.

The production schedule begins the workday after receipt of production data; the workday after receipt will be the first workday of the schedule.

- Contractor must complete production and distribution within seven (7) workdays of receipt of production data.

The contractor must notify the U.S. GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401 at (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)). 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 destination(s) specified and products ordered for mailing f.o.b. contractor's city must be delivered to the U.S. Postal Service.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, and labels will be furnished with the 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 the 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 under this contract for a like period of time.

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

	(1)	(2)
I. (a)	1	70
(b)	1	68
(c)	1	68

II. 68

III. 1. 2

2. 68

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for all mailed shipments and f.o.b. destination for all other shipments.

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 are 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.

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

I. PRINTING, BINDING, AND CONSTRUCTION: Prices offered must include the cost of all materials and operations necessary (including proofs, test samples, and stock/paper) for the complete printing, binding, and construction of the products listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Scan Forms (printing only)per form.....	\$ _____	\$ _____
(b) Mail-out Envelope per envelope.....	\$ _____	\$ _____
(c) Return Envelope per envelope.....	\$ _____	\$ _____

II. ADDITIONAL OPERATIONS:

Imaging variable information on scan formsper 1,000 forms.....\$ _____

(Initials)

III. PACKING AND DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of packing; shipping containers; shrink-wrapping; all necessary wrapping and packing materials; labeling and marking; folding forms to required size; insertion of form and return envelope into mail-out envelope; and distribution (delivery/mailing) in accordance with these specifications.

1. *Bulk Shipments* –

Packing and sealing shipping containers,
including shrink-film wrapping per container\$ _____

2. *Mailed Shipments* –

Inserting into mail-out envelopes per 1,000 envelopes\$ _____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

(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.

NOTE: 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 fax or mail, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated.

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)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
