

PROGRAM:	417-S						
TITLE:	Statement of Annuity Paid Mailers and Statement of Survivor Annuity Paid Mailers						
AGENCY:	U.S. Office of Personnel Management						
TERM:	Date of Award thru August 31, 2024				CURRENT CONTRACTOR		
			SPECIALTY PRINT COMMUNICATIONS		QUAD GRAPHICS, INC.		
		BASIS OF	Niles, IL		Chalfont, PA		
		AWARD	UNIT RATE	COST	UNIT RATE	COST	
I.	PRINTING/IMAGING, CONSTRUCTION, AND DELIVERY TO U.S. POST OFFICE:						
(a)	Mailer 1 . . . per mailer						
(1)	Makeready and/or Setup-----	1	5,529.00	5,529.00	21,932.00	21,932.00	
(2)	Running Per 1,000 Copies-----	2,120	87.80	186,136.00	64.11	135,913.20	
(b)	Mailer 2 . . . per mailer						
(1)	Makeready and/or Setup-----	1	1,794.00	1,794.00	4,371.00	4,371.00	
(2)	Running Per 1,000 Copies-----	545	110.82	60,396.90	64.11	34,939.95	
	CONTRACTOR TOTALS			\$253,855.90		\$197,156.15	
	DISCOUNT		5.00%	\$12,692.80	0.00%	\$0.00	
	DISCOUNTED TOTALS			\$241,163.10		\$197,156.15	
			(A W A R D E D)				

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Statement of Annuity Paid Mailers
and
Statement of Survivor Annuity Paid 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 Date of Award and ending August 31, 2024, 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 opened at 11:00 a.m., prevailing Washington, DC time, on September 21, 2023, at the U.S. Government Publishing Office, Washington, DC.

BID SUBMISSION: Bidders must 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. This will not be a public bid opening.)*

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.

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) 512-2226.

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: The predominant production functions of this contract are 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:

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

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; Average Type Dimension; 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 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 Date of Award to August 31, 2024, 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 May 31, 2023, 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 personally identifiable information 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 personally identifiable information include, but are not limited to, the following:

- 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 U.S. Office of Personnel Management (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 the 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 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 ensure that each contractor employee with access to the 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 contractor's plant to review the contractor's documentation and in-house procedures for protection of confidential information.

DISPOSAL OF WASTE MATERIALS: The contractor is required to dispose of all waste materials used in the production of sensitive records – burning, pulping, shredding, macerating, or other suitable similar means. Sensitive records are records that are national security classified, or exempted from disclosure by statute, including the Privacy Act or regulation. 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.

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.

The contractor must dispose of all waste materials and destroy/shred all PII records and associated data within 30 calendar days of completion of distribution 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 at the contractor's/subcontractor'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)
- 7) Letter of commitment from any subcontractor

These 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.

If the Government deems it necessary to conduct the preaward survey, the evaluation will include a review of all subcontractors involved, including their specific functions, and the contractor's/subcontractor's plans for quality control, recovery of damaged/missing pieces and sequential numbering, mail, material handling and inventory control, personnel, production, security control, and backup facility – 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 proposed subcontractor is not approved by the Government, the contractor is required to submit, for approval, a new subcontractor, within two (2) workdays of notification by the Government.

PREAWARD PRODUCTION PLANS: As part of the preaward survey, the contractor (including any subcontractor) shall present, in writing, to the Contracting Officer, within three (3) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities. 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.

ALL PROPOSED PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT, AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF SAME. THE GOVERNMENT RESERVES THE RIGHT TO WAIVE SOME OR ALL OF THESE PLANS.

Quality Control Plan: The contractor shall provide and maintain, within the contractor's organization, an independent quality assurance system of sufficient size and expertise to monitor the operations performed under this contract and inspect the products of each operation to a degree and extent that will ensure the Government's quality control, inspection, and acceptance provisions herein are met. The contractor shall perform, or have performed, the process controls, inspections, and tests required to substantiate that the products produced under this contract conform to the specifications and contract requirements. The contractor shall describe, in detail, the contractor's quality control and recovery plans – including how, when, and by whom, the plans will be performed.

This plan must include the names of all quality control 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.

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

Mail Plan: This plan must 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 must explain how the contractor will use the most cost effective means available to accomplish the mailing under this contract.

Material Handling and Inventory Control Plan: This plan must 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 and/or delivery.

Personnel Plan: This plan must include a listing of all personnel who will be involved in the performance of this contract, including experience with the company and their specific role in the production of this contract. For any new employee(s), the plan must include the source and screening process of the new employee(s) and a description of the training programs the new employee(s) will be given to familiarize them with the requirements of this program.

Production Plan: This plan must 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 must also include how officials will execute the electronic transmission of data and must 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 term of the contract.

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 must 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 production of mailers produced under this contract – either a separate facility dedicated to this product or a limited-access area within the contractor’s existing facility. Access to the area(s) shall be limited to cleared employees involved in the production of these mailers.

Backup Facility Plan: Failure to deliver these mailers in accordance with the contract schedule will have major impact on the operations of the U.S. Office of Personnel Management. Therefore, if for any reason(s) (acts of God, labor disagreements, pandemic, national emergency, etc.) the contractor is unable to perform at the location specified in his/her bid papers for a period longer than five (5) workdays, the contractor must have a backup facility with the capability of producing the mailers in accordance with the requirements specified in this contract. The backup facility must be operated by the contractor. The backup facility plan 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 the facility.

NOTE: During the term of the contract, if the contractor requires any modification to the above plan(s), the revised plan(s) must be submitted to the Government for approval prior to implementation.

ON-SITE GOVERNMENT REPRESENTATIVE: The Government may send a representative to the contractor’s plant to perform periodic quality control checks. The Government representative will stay on-site until assured that the contractor has a complete understanding of the requirements and adequate control processes in place.

The on-site representative will be performing quality control checks on the random samples by checking the imaged data against live data from his/her home duty station. (See RANDOM SAMPLING.)

The on-site representative may stay during the entire imaging process and will require a work area with a telephone line and wireless access or appropriate Internet connectivity that will be used to verify variable imaged data via a Government-issued laptop computer system.

The on-site representative will not have contractual authority and cannot make changes in the specifications or in contract terms but will bring any and all defects detected to the attention of the company Quality Control Officer. The representative must have full and unrestricted access to all production areas where work on this program is being performed.

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.)

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

A representative from all subcontractors 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 August 31, 2024, 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.

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 the U.S. Government Publishing Office (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 invoice to the OPM representative specified on the print order.

After ordering agency verification, contractor must submit signed, verified, billing invoice to the GPO for 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>.

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.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of two (2) separate mailers consisting of static information and variable data requiring such operations as the receipt and processing of transmitted data; electronic prepress; printing/variable imaging; USPS barcoding; construction; presorting; and mailing.

TITLE:

Mailer 1 – Statement of Annuity Paid Mailers.
Mailer 2 – Statement of Survivor Annuity Paid Mailers.

FREQUENCY OF ORDERS:

Mailer 1 – One order per year.
Mailer 2 – One order per year.

Both orders will be placed at the same time between the months of December and January of each contract year.

QUANTITY:

Mailer 1 – Approximately 1,900,000 to 2,200,000 self-mailers per order.
Mailer 2 – Approximately 500,000 to 700,000 self-mailers 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 from the live data furnished by the Government, via electronic transmission, prior to production.

Quantities specified above for both mailers include both domestic and foreign self-mailers. It is estimated that approximately one percent of the quantity specified for each mailer will be for foreign destinations. However, the exact numbers will be determined from the live data furnished by the Government, via electronic transmission, prior to production.

NUMBER OF PAGES: Two forms (leaves) per mailer.

TRIM SIZES: The following specifications apply to both Mailer 1 and Mailer 2 –

Form 1 (outer leaf) – At contractor’s option, 8-3/8 to 8-1/2” x 10 to 14” (flat) plus 1-1/8” sealing flap.

Form 2 (inner leaf) – At contractor’s option, 8-3/8 to 8-1/2” x 14” (flat).

The flat trim size (both forms) includes a 1/2” perforated edge on each side.

Mailers will fold as specified under “CONSTRUCTION.”

GOVERNMENT TO FURNISH: Electronic media for static information will be furnished as follows –

Platform: IBM (or compatible) using Windows 10.0

Storage Media: Email

Software: Adobe Acrobat Pro DC; Adobe LiveCycle Designer ES4

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 Pantone Matching System.
GPO Form 952 (Desktop Publishing Information) may be furnished.

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.

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

Electronic data files will be transmitted in accordance with the Government-approved preaward production plan.

The contractor shall encrypt all OPM data at rest and in transit. This includes on premises, virtual and cloud-based implementations, backup media, removable media, authentication channels and authenticators, information exchanges (e.g., interconnections), web portals, and remote access implementations. Encryption shall adhere to FIPS 140-3 standards.

The contractor shall enforce Transport Layer Security (TLS) encryption for all web-based content and enable Hyper Text Transfer Protocol Strict Transport Security (HSTS). TLS versions shall be evaluated periodically to support the more recent versions of TLS and disable weak or obsolete versions as identified by OPM.

For system and service perimeter protection mechanisms, the contractor shall implement a deny-by-default allow-by-exception configuration such that transitive trust is minimized where practicable. Micro and macro segmentation shall be implemented to the extent practicable. Resources intended for public accessibility are exempt from this requirement.

Data integrity and validation controls shall be implemented on all components of the contractor's solution.

Authentication designs shall be implemented in such a way that accounts uniquely identify all users (e.g., firstname.lastname) and are not default or generic. Authentication designs shall be implemented in such a way that accounts uniquely identify system processes identification and authentication mechanisms for the contractor's solution used by OPM users and shall be designed and implemented to leverage the PIV-based authentication, federated Single Sign On (SSO) capabilities, or other phishing-resistant authentication mechanism.

Identification and authentication mechanisms for the contractor's solution used by non-OPM users (e.g., public users) shall be designed and implemented to offer phishing-resistant, multifactor authentication to the greatest degree possible.

The contractor's solution shall utilize multifactor authentication for all access. Phishing-resistant, multifactor authentication shall be enforced for OPM users and made available to public users. Corresponding passphrases shall align to OPM cybersecurity policy requirements.

The contractor shall configure the system or service to automatically terminate access connections and Internet-accessible application sessions after 30 minutes of inactivity.

Supply chain risk management techniques shall be implemented by the contractor for the inspection of components, determination of component authenticity, and change controls for component repair or service in alignment with guidance from OPM.

The contractor shall immediately notify OPM upon confirmation of compromised components that are supplied to OPM.

The contractor's solution shall be securely configured, be running supported versions of firmware and software, and be patched with the most recent available updates before being put into operation and while in operation. Implemented configuration settings should be documented and enforced in all subsystems of the information system.

All components (e.g., on premises, contractor operated, cloud-based) shall be configured consistent with OPM security configuration baselines, implementation instructions, or other guidance. For technologies where no OPM baselines/instructions/guidance is available, the most current versions of Defense Information Systems Agency (DISA) Security Technical Implementation Guides (STIGs) Center for Internet Security (CIS) benchmarks or National Institutes of Standards and Technology (NIST) guidelines shall be used. If none of the above is available, manufacturer provided recommendations may be used with the approval of OPM. The standard installation, operation, maintenance, updates, and/or patching of software must not alter the configuration settings from an approved OPM defined configuration baseline.

The contractor shall implement only commercial software that is approved by OPM and is licensed and registered for OPM use. Software determined by OPM to have demonstrative supply chain risk (e.g., concerns due to Foreign Ownership, Control, and Influence (FOCI)) shall not be approved for OPM use.

The contractor shall at no time store or process PII in non-production environments for the purpose of test, development, modeling, training, or research. Sanitized or simulated PII may be used per review and approval by OPM.

PII shall be stored on network drives and/or in application databases with access controls and shall be made available only to those individuals with a business need to know.

Split tunneling on any contractor end point used in the electronic transmission of OPM data shall be disabled.

NOTE: Currently-approved data exchange platforms at OPM include IBM's Connect:Direct (this platform requires the contractor to acquire a client if one is not already established) and BOX (this platform requires the contractor to sign up for a free account). Any other recommended exchange process/platforms, as stated above, will require OPM IT security approval and must meet all other secure data requirements prior to approval and use.

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 contractor's equipment.

Two (2) visuals for each mailer 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 and to complete the validation test. (See VALIDATION TEST.)

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 furnish the contractor six (6) test files and six (6) production files. The test and production files are as follows: Mailer 1 (one domestic file and one foreign file) and Mailer 2 (one domestic file, one lump sum domestic file, one foreign file, and one lump sum foreign file).

All files furnished by the Government or duplicates made by the contractor or his/her representative and any resultant printouts must be kept accountable and under reasonable security to prevent release to any unauthorized persons.

ATTACHMENTS: The facsimiles of sample pages shown as ATTACHMENTS A through D are representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these attachments.

ATTACHMENT A represents an example of the print file format. ATTACHMENT B represents the strike positions for variable data display on Mailers 1 and 2. ATTACHMENTS C and D represent mapping of the variable data to the forms on Mailers 1 and 2.

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 the 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) 936-0401.

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: Two (2) sets of digital color content proofs for each mailer. Direct to plate must be used to produce the final product with a minimum 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. (NOTE: Proofs must show perforations.)

Two (2) sets of inkjet proofs that are G7 profiled and use pigment-based inks for each mailer. 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."

VALIDATION TEST: The contractor shall use the furnished test data to provide an "image proof" showing the variable data in the exact position the data will be imaged on the final printed mailers. No printing required.

Government will furnish approximately 100 different records. Contractor must submit 100 different image proofs.

At contractor's option, an Adobe Acrobat PDF file may be submitted for the image proofs.

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. 13" dated September 2019. (Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.)

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

White High Quality Xerographic Copier, Laser Printer, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-61.

PRINTING/VARIABLE IMAGING: The following specifications apply to both Mailer 1 and Mailer 2 –

Form 1 (outer leaf) prints face and back. Form 2 (inner leaf) prints face only.

All static printing consists of text matter, line matter, and a screened area in black and Pantone 032 (red). All variable data imaging consists of text matter and barcode in black only.

Computerized imaging (jet spray or electrostatic) of variable data with a minimum of 240 x 240 dpi is required. “Electrostatic” means laser or ion-deposition.

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. Contractor must not change house numbers, street names, city, or state for addresses.

USPS BARCODING: The contractor will be required to reformat transmitted files, if necessary, to suit contractor’s equipment. The addresses will be furnished in ZIP code sequence and will be NCOA certified. A copy of the NCOA certification will be provided, via email, when the production files are transmitted. The contractor is required to use Coding Accuracy Support System (CASS), Presort Accuracy Validation and Evaluation (PAVE), and Carrier Route Information System (CRIS), or a certified software program licensed by USPS, to correct addresses, add ZIP+4 to the addresses, add the appropriate Intelligent Mail or POSTNET barcode to the addresses, and add any required mail sorting schemes to the top key line of the address label, in order to obtain maximum postage discount in accordance with the USPS’s latest First Class automated mail discount structure. The barcode must be positioned in an area specified by USPS in the address field. The contractor must not change any OPM-provided city and state information.

At contractor’s option, information required by the USPS for automation discounts and mailing may be imaged via computerized imaging or conventional printing.

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.

CONSTRUCTION: The following specifications apply to both Mailer 1 and Mailer 2 –

Perforations are to be slit or slot without ink.

Contractor’s standard instructions for extracting form must appear on exposed stub.

Perforate Form 2 (inner leaf) of each mailer horizontally in three places along the entire 8-1/2" dimension. Perforations are to be 3-1/2", 7" and 10-1/2" from top edge of sheet.

Perforate both forms of each mailer vertically in two places along the entire 14" dimension. Perforations are to be 1/2" from left and right edges of sheets.

Firm glue back of Form 1 (outer leaf) to face of Form 2 (inner leaf) of each mailer along the entire 14" dimension within both left and right 1/2" wide stubs.

Fold both forms (face-in) along the horizontal perforations of Form 2 (inner leaf) from 8-1/2 x 14" to 8-1/2 x 7" secured with an additional application of firm glue within both left and right 1/2 x 7" stubs.

Fold from 8-1/2 x 7" to 8-1/2 x 3-1/2 or 3-5/8", at contractor's option, with imaged mailing indicia panel up.

Wrap 1-1/8" sealing flap around at top edge of finished piece and seal with a temporary glue that will hold securely during mailing and handling but will permit easy opening without damage to the body of the mailer.

NOTE: At contractor's option, the width of both forms may be 8-3/8 to 8-1/2". The length of Form 1 (outer leaf) may be 10 to 14" plus sealing flap. The length of Form 2 (inner leaf) must be 14".

MAILING PREPARATION AND INSPECTION: All copies must be mailed as self-mailers.

All mailers must be sorted and prepared, as required by the USPS, to ensure maximum postal discounts.

Mailing preparation operations will be inspected at the contractor's plant for conformity to specifications.

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 of each order contains critical defects; that computerized printing is clear and legible; and that a copy of each mailer is distributed to all addresses contained in the Government-furnished production data files.

RANDOM SAMPLING: Random sampling is required. The contractor must generate two (2) random samples for each of the two mailers every 10,000 copies during the production run and at all press breaks/stops.

Samples must be duplicates of live pieces.

Samples must be pulled and marked to show date and time of sample.

Samples must be submitted to the on-site Government representative. At the request of the Government representative, the contractor may be required to ship/deliver the samples to: OPM, Attn: Cyrus Benson, Room 3316-L, 1900 E Street, NW, Washington, DC 20415-0001, within 24 hours of completion of the entire production run.

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: Mail f.o.b. contractor's city all self-mailers to domestic 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 (G-796) 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.

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 number (G-796). In the upper right corner of the mailing statement, the contractor must include GPO identification number(s), including the program, purchase order, jacket, and print order numbers.

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

The contractor must include copies of all verified mailing statements, including postage computations, with billing invoice for payment.

Upon completion of order, contractor must notify the ordering agency (on the same day the order mails) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 417-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, mailing method, and title of publication. Contractor must be able to provide copies of all mailing receipts upon agency request.

Upon completion of order, contractor must email an electronic file (Excel or PDF) that includes the total number of pieces mailed to each state by zip code to: Cyrus Benson at: cyrus.benson@opm.gov.

Upon completion of order, contractor must furnish 25 printed, non-imaged sample copies and 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. 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.

Validation test samples must be submitted to: U.S. Office of Personnel Management, Attn: Cyrus Benson, Room 3316-L, 1900 E Street, NW, Washington, DC 20415-0001, via overnight delivery, or email to: cyrus.benson@opm.gov.

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 five (5) workdays of receipt of notification of availability of print order and furnished material.
- Proofs will be withheld no more than three (3) 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 of the hold time.)
- If required, the contractor must submit revised proofs, due to author's alterations, within two (2) workdays of notification.
- Revised proofs will be withheld no more than two (2) workdays from receipt thereof until they are made available for pickup.

Validation Test Schedule –

The Government will facilitate the electronic transfer of test data.

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

- Validation test samples must be submitted within seven (7) workdays of receipt of test data.
(The validation test is an image proof showing the variable data in the exact position the data will be imaged on the final forms. At contractor's option, a PDF file may be submitted to the email address specified above.)
- 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 of the hold time.)

Production Schedule –

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 nine (9) workdays of receipt of production data.

The contractor must notify the U.S. GPO of the date and time the press sheet and mailing inspections can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours prior to the inspections. 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 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 or via telephone at: (202) 512-0520. Personnel receiving email or call 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 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	2,120
(b)	1	545

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city.

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.” Failure to submit invoices as required may result in delay of payment or rejection of invoice.

I. PRINTING/IMAGING, CONSTRUCTION, AND DELIVERY TO U.S. POST OFFICE: Prices offered must include the cost of all materials and operations necessary (including proofs, validation test samples, and stock/paper) for the complete printing/imaging, construction, and delivery to U.S. Post Office 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) Mailer 1 per mailer.....	\$ _____	\$ _____
(b) Mailer 2 per mailer.....	\$ _____	\$ _____

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. *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 Name) (GPO Contractor 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)

Print Tape Layout*This record layout is 450 characters.*

```
01 WS-PRINT-TAPE-LAYOUT.
05 WS-ZIP-CODE          PIC X(5)  VALUE SPACE.
05 WS-SSN.
   10 WS-SSN-X1         PIC X(3)  VALUE SPACE.
   10 FILLER            PIC X      VALUE '-'.
   10 WS-SSN-X2         PIC X(2)  VALUE SPACE.
   10 FILLER            PIC X      VALUE '-'.
   10 WS-SSN-X3         PIC X(4)  VALUE SPACE.

05 WS-SOC-NBR REDEFINES WS-SSN PIC X(11).

05 WS-TAX-WH           PIC X(9)  VALUE SPACE.
05 WS-GRS-ASK          PIC X      VALUE SPACE.
05 WS-GROSS            PIC X(9)  VALUE SPACE.
05 WS-STATE-CODE1     PIC XX     VALUE SPACE.
05 WS-STATE-AMT1      PIC X(8)  VALUE SPACE.
05 WS-HB-AMT          PIC X(8)  VALUE SPACE.
05 WS-ADDR1           PIC X(22) VALUE SPACE.
05 WS-STATE-CODE2     PIC XX     VALUE SPACE.
05 WS-STATE-AMT2      PIC X(8)  VALUE SPACE.
05 WS-ADDR2           PIC X(22) VALUE SPACE.
05 WS-CSA-CSF         PIC XX     VALUE SPACE.
05 WS-CLM-NBR         PIC X(9)  VALUE SPACE.
05 WS-ADDR3           PIC X(22) VALUE SPACE.
05 WS-ORIG-CONTRB     PIC X(9)  VALUE SPACE.
05 WS-ADDR4           PIC X(22) VALUE SPACE.
05 WS-DIST-CODE       PIC X(15) VALUE SPACE.
05 WS-ADDR5           PIC X(22) VALUE SPACE.
05 WS-ADDR6           PIC X(22) VALUE SPACE.
05 WS-NOTE1           PIC X(55) VALUE SPACE.
05 WS-NOTE2           PIC X(55) VALUE SPACE.
05 WS-NOTE3           PIC X(55) VALUE SPACE.
05 WS-TAX-FREE-AMT    PIC X(9)  VALUE SPACE.
05 WS-STATECODE-NUM1 PIC X(16) VALUE SPACE.
05 WS-STATECODE-NUM2 PIC X(16) VALUE SPACE.
05 FILLER             PIC X(14) VALUE SPACE.
```

TO OPEN, FOLD ON THE PERFORATION & TEAR OFF THIS STUB

U.S. OFFICE OF PERSONNEL MANAGEMENT
RETIREMENT OPERATIONS
P.O. BOX 45
BOYERS, PA 16017-0045
OFFICIAL BUSINESS

2014
CSA FORM 1099R
IMPORTANT TAX
DOCUMENT ENCLOSED

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TO OPEN, FOLD ON THE PERFORATION & TEAR OFF THIS STUB

TO OPEN, FOLD ON THE PERFORATION & TEAR OFF THIS STUB

U.S. OFFICE OF PERSONNEL MANAGEMENT
RETIREMENT OPERATIONS
P.O. BOX 45
BOYERS, PA 16017-0045

OFFICIAL BUSINESS

2014
CSA FORM 1099R
IMPORTANT TAX
DOCUMENT ENCLOSED

WS-Addr1 (22)

WS-Addr2 (22)

WS-Addr3 (22)

WS-Addr4 (22)

WS-Addr5 (22)

WS-Addr6 (22)

"Data Mapping Guide: See Print File Format (Attachment A)"

TO OPEN, FOLD ON THE PERFORATION & TEAR OFF THIS STUB

PAID BY OFFICE OF PERSONNEL MANAGEMENT
RETIREMENT OPERATIONS
P.O. BOX 45
BOYERS, PA 16017-0045

STATEMENT OF ANNUITY PAID 2014
Copy B - File with Federal tax return

Form: 1099-R
Distributions From
Pensions, Annuities,
Retirement or Profit-
Sharing Plans, IRAs,
Insurance Contracts, etc.

Form: CSA 1099R (Rev. 1/2014)
This information is being furnished to the
Department of Treasury - Internal Revenue Service

PAYER's Federal Identification 52-6083699	Recipient's ID No. (Annuitant) <i>WS-Soc-Nbr (11)</i>	Account number (Retirement Claim No.) <i>WS-CSA-CSF (2) WS-CLM-NBR (9)</i>
5. Employee Contributions/ Designated ROTH Contributions or Insurance Premiums <i>WS-HB-Amt (8)</i>	PAID TO →	<i>WS-Addr1 (22)</i>
7. Distribution Code(s) <i>WS-Dist-Code (15)</i>		<i>WS-Addr2 (22)</i>
9b. Total Employee Contributions <i>WS-Orig-Contrib (9)</i>		<i>WS-Addr3 (22)</i>
		<i>WS-Addr4 (22)</i>

1. Gross distribution <i>WS-Org-Ask (1) WS-Gross (9)</i>
2a. Taxable amount <i>WS-Tax-Free-Amt (9)</i>
4. Federal Income Tax Withheld <i>WS-Tax-WH (9)</i>
12. State tax withheld <i>WS-State-Code1 (2) WS-State-Code-Num1 (16)</i> <i>WS-State-Amt1 (8)</i>
13. State/Payer's state no.
12. State tax withheld <i>WS-State-Code2 (2) WS-State-Code-Num2 (16)</i> <i>WS-State-Amt2 (8)</i>
13. State/Payer's state no.

WS-Note1 (55) "Data Mapping Guide: See Print File Format (Attachment A)"
WS-Note2 (55)
WS-Note3 (55)

To separate, tear on perforation

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RETIREMENT OPERATIONS
P.O. BOX 45
BOYERS, PA 16017-0045

STATEMENT OF ANNUITY PAID 2014
Copy 2 - To be filed with annuitant's
state or local return

OMB No. 1545-0119
Form: 1099-R
Distributions From
Pensions, Annuities,
Retirement or Profit-
Sharing Plans, IRAs,
Insurance Contracts, etc.

Form: CSA 1099R (Rev. 1/2014)
This information is being furnished to the
Department of Treasury - Internal Revenue Service

PAYER's Federal Identification 52-6083699	Recipient's ID No. (Annuitant) <i>WS-Soc-Nbr (11)</i>	Account number (Retirement Claim No.) <i>WS-CSA-CSF (2) WS-CLM-NBR (9)</i>
5. Employee Contributions/ Designated ROTH Contributions or Insurance Premiums <i>WS-HB-Amt (8)</i>	PAID TO →	<i>WS-Addr1 (22)</i>
7. Distribution Code(s) <i>WS-Dist-Code (15)</i>		<i>WS-Addr2 (22)</i>
9b. Total Employee Contributions <i>WS-Orig-Contrib (9)</i>		<i>WS-Addr3 (22)</i>
		<i>WS-Addr4 (22)</i>

1. Gross distribution <i>WS-Org-Ask (1) WS-Gross (9)</i>
2a. Taxable amount <i>WS-Tax-Free-Amt (9)</i>
4. Federal Income Tax Withheld <i>WS-Tax-WH (9)</i>
12. State tax withheld <i>WS-State-Code1 (2) WS-State-Code-Num1 (16)</i> <i>WS-State-Amt1 (8)</i>
13. State/Payer's state no.
12. State tax withheld <i>WS-State-Code2 (2) WS-State-Code-Num2 (16)</i> <i>WS-State-Amt2 (8)</i>
13. State/Payer's state no.

WS-Note1 (55) "Data Mapping Guide: See Print File Format"
WS-Note2 (55)
WS-Note3 (55)

To separate, tear on perforation

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RETIREMENT OPERATIONS
P.O. BOX 45
BOYERS, PA 16017-0045

STATEMENT OF ANNUITY PAID 2014
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This information is being furnished
to the U.S. Internal Revenue

OMB No. 1545-0119
Form: 1099-R
Distributions From
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Form: CSA 1099R (Rev. 1/2014)
This information is being furnished to the
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PAYER's Federal Identification 52-6083699	Recipient's ID No. (Annuitant) <i>WS-Soc-Nbr (11)</i>	Account number (Retirement Claim No.) <i>WS-CSA-CSF (2) WS-CLM-NBR (9)</i>
5. Employee Contributions/ Designated ROTH Contributions or Insurance Premiums <i>WS-HB-Amt (8)</i>	PAID TO →	<i>WS-Addr1 (22)</i>
7. Distribution Code(s) <i>WS-Dist-Code (15)</i>		<i>WS-Addr2 (22)</i>
9b. Total Employee Contributions <i>WS-Orig-Contrib (9)</i>		<i>WS-Addr3 (22)</i>
		<i>WS-Addr4 (22)</i>

1. Gross distribution <i>WS-Org-Ask (1) WS-Gross (9)</i>
2a. Taxable amount <i>WS-Tax-Free-Amt (9)</i>
4. Federal Income Tax Withheld <i>WS-Tax-WH (9)</i>
12. State tax withheld <i>WS-State-Code1 (2) WS-State-Code-Num1 (16)</i> <i>WS-State-Amt1 (8)</i>
13. State/Payer's state no.
12. State tax withheld <i>WS-State-Code2 (2) WS-State-Code-Num2 (16)</i> <i>WS-State-Amt2 (8)</i>
13. State/Payer's state no.

WS-Note1 (55) "Data Mapping Guide: See Print File Format"
WS-Note2 (55)
WS-Note3 (55)

To separate, tear on perforation

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RETIREMENT OPERATIONS
P.O. BOX 45
BOYERS, PA 16017-0045

STATEMENT OF ANNUITY PAID 2014
Copy 2A - To be filed with annuitant's state or
local tax return

OMB No. 1545-0119
Form: 1099-R
Distributions From
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Form: CSA 1099R (Rev. 1/2014)
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Department of Treasury - Internal Revenue Service

PAYER's Federal Identification 52-6083699	Recipient's ID No. (Annuitant) <i>WS-Soc-Nbr (11)</i>	Account number (Retirement Claim No.) <i>WS-CSA-CSF (2) WS-CLM-NBR (9)</i>
5. Employee Contributions/ Designated ROTH Contributions or Insurance Premiums <i>WS-HB-Amt (8)</i>	PAID TO →	<i>WS-Addr1 (22)</i>
7. Distribution Code(s) <i>WS-Dist-Code (15)</i>		<i>WS-Addr2 (22)</i>
9b. Total Employee Contributions <i>WS-Orig-Contrib (9)</i>		<i>WS-Addr3 (22)</i>
		<i>WS-Addr4 (22)</i>

1. Gross distribution <i>WS-Org-Ask (1) WS-Gross (9)</i>
2a. Taxable amount <i>WS-Tax-Free-Amt (9)</i>
4. Federal Income Tax Withheld <i>WS-Tax-WH (9)</i>
12. State tax withheld <i>WS-State-Code1 (2) WS-State-Code-Num1 (16)</i> <i>WS-State-Amt1 (8)</i>
13. State/Payer's state no.
12. State tax withheld <i>WS-State-Code2 (2) WS-State-Code-Num2 (16)</i> <i>WS-State-Amt2 (8)</i>
13. State/Payer's state no.

WS-Note1 (55) "Data Mapping Guide: See Print File Format"
WS-Note2 (55)
WS-Note3 (55)

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U.S. OFFICE OF PERSONNEL MANAGEMENT
RETIREMENT OPERATIONS
P.O. BOX 45
BOYERS, PA 16017-0045
OFFICIAL BUSINESS

2014
(CSF FORM 1099R)
IMPORTANT TAX
DOCUMENT ENCLOSED

WS-Addr1 (22)
WS-Addr2 (22)
WS-Addr3 (22)
WS-Addr4 (22)
WS-Addr5 (22)
WS-Addr6 (22)

"Data Mapping Guide: See Print File Format (Attachment A)"

TO OPEN, FOLD ON THE PERFORATION & TEAR OFF THIS STUB

PAID BY OFFICE OF PERSONNEL MANAGEMENT
RETIREMENT OPERATIONS
P.O. BOX 45
BOYERS, PA 16017-0045

STATEMENT OF SURVIVOR ANNUITY PAID
Copy B - File with Federal tax return

2014

OMB No. 1545-0119
Form 1099-R
Distributions From
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Retirement or Profit-
Sharing Plans, IRAs,
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Form CSF 1099R (Rev. 1/2015) This information is being furnished to the Department of Treasury Internal Revenue Service	PAYER's Federal Identification 52-6083699	Recipient's ID No. (Survivor) <i>WS-Soc-Nbr (11)</i>	Account number (Retirement Claim No.) <i>WS-CISA-CSF (2) WS-CLM-NBR (9)</i>	1. Gross distribution <i>WS-Ors-Ask (1) WS-Gross (9)</i>	
	5. Employee Contributions/ Designated ROTH Contributions or Insurance Premiums <i>WS-HB-Amt (8)</i>	PAID TO	<i>WS-Addr1 (22)</i>	2a. Taxable amount <i>WS-Tax-Free-Amt (9)</i>	
	7. Distribution Code(s) <i>WS-Dist-Code (15)</i>		<i>WS-Addr2 (22)</i>	4. Federal Income Tax Withheld <i>WS-Tax-WH (9)</i>	
	9b. Total Employee Contributions <i>WS-Orig-Contrb (9)</i>		<i>WS-Addr3 (22)</i>	12. State tax withheld <i>WS-State-Amt1 (5)</i>	13. State/Payer's state no. <i>WS-State-Code1 (2) /WS-State-Code-Num1 (10)</i>
			<i>WS-Addr4 (22)</i>	12. State tax withheld <i>WS-State-Amt2 (8)</i>	13. State/Payer's state no. <i>WS-State-Code2 (2) /WS-State-Code-Num2 (10)</i>
	<i>WS-Addr5 (22)</i>				
	<i>WS-Addr6 (22)</i>				

WS-Note1 (55) "Data Mapping Guide: See Print File Format (Attachment A)"
WS-Note2 (55)
WS-Note3 (55)

To separate, tear on perforation

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RETIREMENT OPERATIONS
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STATEMENT OF SURVIVOR ANNUITY PAID
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2014

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	5. Employee Contributions/ Designated ROTH Contributions or Insurance Premiums <i>WS-HB-Amt (8)</i>	PAID TO	<i>WS-Addr1 (22)</i>	2a. Taxable amount <i>WS-Tax-Free-Amt (9)</i>	
	7. Distribution Code(s) <i>WS-Dist-Code (15)</i>		<i>WS-Addr2 (22)</i>	4. Federal Income Tax Withheld <i>WS-Tax-WH (9)</i>	
	9b. Total Employee Contributions <i>WS-Orig-Contrb (9)</i>		<i>WS-Addr3 (22)</i>	12. State tax withheld <i>WS-State-Amt1 (5)</i>	13. State/Payer's state no. <i>WS-State-Code1 (2) /WS-State-Code-Num1 (10)</i>
			<i>WS-Addr4 (22)</i>	12. State tax withheld <i>WS-State-Amt2 (8)</i>	13. State/Payer's state no. <i>WS-State-Code2 (2) /WS-State-Code-Num2 (10)</i>
	<i>WS-Addr5 (22)</i>				
	<i>WS-Addr6 (22)</i>				

WS-Note1 (55) "Data Mapping Guide: See Print File Format"
WS-Note2 (55)
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	5. Employee Contributions/ Designated ROTH Contributions or Insurance Premiums <i>WS-HB-Amt (8)</i>	PAID TO	<i>WS-Addr1 (22)</i>	2a. Taxable amount <i>WS-Tax-Free-Amt (9)</i>	
	7. Distribution Code(s) <i>WS-Dist-Code (15)</i>		<i>WS-Addr2 (22)</i>	4. Federal Income Tax Withheld <i>WS-Tax-WH (9)</i>	
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			<i>WS-Addr4 (22)</i>	12. State tax withheld <i>WS-State-Amt2 (8)</i>	13. State/Payer's state no. <i>WS-State-Code2 (2) /WS-State-Code-Num2 (10)</i>
	<i>WS-Addr5 (22)</i>				
	<i>WS-Addr6 (22)</i>				

WS-Note1 (55) "Data Mapping Guide: See Print File Format"
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	5. Employee Contributions/ Designated ROTH Contributions or Insurance Premiums <i>WS-HB-Amt (8)</i>	PAID TO	<i>WS-Addr1 (22)</i>	2a. Taxable amount <i>WS-Tax-Free-Amt (9)</i>	
	7. Distribution Code(s) <i>WS-Dist-Code (15)</i>		<i>WS-Addr2 (22)</i>	4. Federal Income Tax Withheld <i>WS-Tax-WH (9)</i>	
	9b. Total Employee Contributions <i>WS-Orig-Contrb (9)</i>		<i>WS-Addr3 (22)</i>	12. State tax withheld <i>WS-State-Amt1 (5)</i>	13. State/Payer's state no. <i>WS-State-Code1 (2) /WS-State-Code-Num1 (10)</i>
			<i>WS-Addr4 (22)</i>	12. State tax withheld <i>WS-State-Amt2 (8)</i>	13. State/Payer's state no. <i>WS-State-Code2 (2) /WS-State-Code-Num2 (10)</i>
	<i>WS-Addr5 (22)</i>				
	<i>WS-Addr6 (22)</i>				

WS-Note1 (55) "Data Mapping Guide: See Print File Format"
WS-Note2 (55)
WS-Note3 (55)