

Program:	20-5										
Term:	August 1, 2017 to July 31, 2019										
Title:	2020 Census Printing and Mailing										
			CENVEO LOS ANGELES		R & R DONNELLEY		SEGERDAHL CORP/SG360		TAYLOR CORP/TAYLOR COMM		
		BASIS OF	LOS ANGELES, CA		CHEVY CHASE, MD		WHEELING, IL		GOSHEN, IN		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	<b>PRINTING, VARIABLE IMAGING, BINDING, AND CONSTRUCTION:</b>										
1.	<b>2018 Test Order:</b>										
(a)	Questionnaire (8-Page): Printing/imaging in black, including binding.....per questionnaire.....										
(1)	<b>Make-ready and/or Setup.....</b>	<b>1</b>		\$125,000.00		\$125,000.00	\$21,539.00	\$21,539.00	No Charge	\$0.00	\$1,759.57
(2)	<b>Running Per 1,000 Copies.....</b>	<b>197</b>	\$107.36	\$21,149.92	\$479.70	\$94,500.90	\$121.01	\$23,838.97	\$37.85	\$7,456.45	
(b)	Questionnaire (16-Page): Printing/imaging in black, including binding.....per questionnaire.....										
(1)	<b>Make-ready and/or Setup.....</b>	<b>2</b>		\$125,000.00		\$250,000.00	\$23,385.00	\$46,770.00	No Charge	\$0.00	\$2,075.26
(2)	<b>Running Per 1,000 Copies.....</b>	<b>132</b>	\$158.00	\$20,856.00	\$929.51	\$122,695.32	\$311.47	\$41,114.04	\$75.18	\$9,923.76	
(c)	Letter: Printing in black, including binding.....per letter.....										
(1)	<b>Make-ready and/or Setup.....</b>	<b>1</b>		\$500.00		\$500.00	\$1,491.00	\$1,491.00	No Charge	\$0.00	\$1,950.93
(2)	<b>Running Per 1,000 Copies.....</b>	<b>329</b>	\$10.60	\$3,487.40	\$12.50	\$4,112.50	\$32.14	\$10,574.06	\$18.91	\$6,221.39	
(d)	Letter: Printing/imaging in black, including binding.....per letter.....										
(1)	<b>Make-ready and/or Setup.....</b>	<b>1</b>		\$500.00		\$500.00	\$1,400.00	\$1,400.00	No Charge	\$0.00	\$1,950.93
(2)	<b>Running Per 1,000 Copies.....</b>	<b>515</b>	\$24.68	\$12,710.20	\$156.34	\$80,515.10	\$32.14	\$16,552.10	\$21.16	\$10,897.40	
(e)	Each Additional Color: Printing questionnaire or letters in an additional color not charged for under line items 1.1(a) through(d).....per color/per page.....										
(1)	<b>Make-ready and/or Setup.....</b>	<b>78</b>	\$500.00	\$39,000.00	\$100.00	\$7,800.00	\$200.00	\$15,600.00	No Charge	\$0.00	
(2)	<b>Running Per 1,000 Copies.....</b>	<b>6,670</b>	\$0.51	\$3,401.70	\$0.10	\$667.00	\$0.07	\$466.90	\$0.34	\$2,267.80	
(f)	Insert: Printing face only in black only including binding.....per insert.....										
(1)	<b>Make-ready and/or Setup.....</b>	<b>3</b>	\$500.00	\$1,500.00	\$295.00	\$885.00	No Charge	\$0.00	\$232.32	\$696.96	
(2)	<b>Running Per 1,000 Copies.....</b>	<b>456</b>	\$4.60	\$2,097.60	\$3.85	\$1,755.60	\$12.39	\$5,649.84	\$10.06	\$4,587.36	
(g)	Postcard (4-1/4 x 6"): Printing/imaging face and back in black only, including binding.....per postcard.....										
(1)	<b>Make-ready and/or Setup.....</b>	<b>3</b>	\$500.00	\$1,500.00	\$561.00	\$1,683.00	No Charge	\$0.00	\$572.22	\$1,716.66	
(2)	<b>Running Per 1,000 Copies.....</b>	<b>334</b>	\$49.64	\$16,579.76	\$8.49	\$2,835.66	\$53.19	\$17,765.46	\$24.78	\$8,276.52	
(h)	Postcard (8-1/2 x 5-1/2"): Printing/imaging face and back in black only, including binding.....per postcard.....										
(1)	<b>Make-ready and/or Setup.....</b>	<b>2</b>	\$500.00	\$1,000.00	\$577.00	\$1,154.00	No Charge	\$0.00	\$571.20	\$1,142.40	
(2)	<b>Running Per 1,000 Copies.....</b>	<b>135</b>	\$51.96	\$7,014.60	\$13.33	\$1,799.55	\$118.83	\$16,042.05	\$36.71	\$4,955.85	
(i)	Business Reply Envelope(5-11/16 x 9-7/6): Printing in face and back in black only including construction.....per envelope.....										
(1)	<b>Make-ready and/or Setup.....</b>	<b>1</b>	\$2,500.00	\$2,500.00	No Charge	\$0.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	<b>Running Per 1,000 Copies.....</b>	<b>328</b>	\$106.92	\$35,069.76	\$42.01	\$13,779.28	\$13.90	\$4,559.20	\$53.51	\$17,551.28	
(j)	Outgoing Envelope(4-1/8 x 9-1/2"): Printing in face only in black, including .....per color/per page.....										
(1)	<b>Make-ready and/or Setup.....</b>	<b>1</b>	\$2,500.00	\$2,500.00	No Charge	\$0.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	<b>Running Per 1,000 Copies.....</b>	<b>302</b>	\$47.20	\$14,254.40	\$18.16	\$5,484.32	\$10.28	\$3,104.56	\$47.62	\$14,381.24	
(k)	Outgoing Envelope (5-7/8 x 9-1/2"): Printing in face only in black, including construction.....per envelope.....										
(1)	<b>Make-ready and/or Setup.....</b>	<b>1</b>	\$2,500.00	\$2,500.00	No Charge	\$0.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	<b>Running Per 1,000 Copies.....</b>	<b>215</b>	\$71.52	\$15,376.80	\$25.48	\$5,478.20	\$27.14	\$5,835.10	\$41.67	\$8,959.05	
(l)	Outgoing Envelope (6-1/6 x 10-1/16"): Printing in face only in black, including construction.....per envelope.....										
(1)	<b>Make-ready and/or Setup.....</b>	<b>1</b>	\$2,500.00	\$2,500.00	No Charge	\$0.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	<b>Running Per 1,000 Copies.....</b>	<b>323</b>	\$68.32	\$22,067.36	\$24.59	\$7,942.57	\$25.17	\$8,129.91	\$30.24	\$9,767.52	
(m)	Envelope Additional Color: Printing outgoing envelopes in an additional color not changed for under line items 1.1(i),(j) and (k).....per color/per envelope.....										
(1)	<b>Make-ready and/or Setup.....</b>	<b>3</b>	\$500.00	\$1,500.00	\$150.00	\$450.00	\$50.00	\$150.00	No Charge	\$0.00	
(2)	<b>Running Per 1,000 Copies.....</b>	<b>629</b>	\$1.40	\$880.60	\$0.45	\$283.05	\$0.03	\$18.87	\$0.94	\$591.26	

Program:	20-S									
Term:	August 1, 2017 to July 31, 2019									
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		BASIS OF	LOS ANGELES, CA		CHEVY CHASE, MD		WHEELING, IL		GOSHEN, IN	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
2.	<b>Operational Testing Order:</b>									
(a)	Questionnaire (8-Page): Printing/imaging in black, including binding.....per questionnaire.....									
(1)	<b>Make-ready and/or Setup.....</b>	<b>1</b>	\$125,000.00	\$125,000.00	\$21,539.00	\$21,539.00	No Charge	\$0.00	\$1,759.57	\$1,759.57
(2)	<b>Running Per 1,000 Copies.....</b>	<b>350</b>	\$107.36	\$37,576.00	\$173.03	\$60,560.50	\$86.26	\$30,191.00	\$37.85	\$13,247.50
(b)	Questionnaire (16-Page): Printing/imaging in black, including binding.....per questionnaire.....									
(1)	<b>Make-ready and/or Setup.....</b>	<b>1</b>	\$125,000.00	\$125,000.00	\$23,385.00	\$23,385.00	No Charge	\$0.00	\$2,075.26	\$2,075.26
(2)	<b>Running Per 1,000 Copies.....</b>	<b>150</b>	\$158.00	\$23,700.00	\$380.55	\$57,082.50	\$281.70	\$42,255.00	\$75.18	\$11,277.00
(c)	Each Additional Color: Printing questionnaire or letters in an additional color not charged for under line items 1.2(a) and (b).....per color/per page.....									
(1)	<b>Make-ready and/or Setup.....</b>	<b>72</b>	\$500.00	\$36,000.00	\$100.00	\$7,200.00	\$200.00	\$14,400.00	No Charge	\$0.00
(2)	<b>Running Per 1,000 Copies.....</b>	<b>6,500</b>	\$0.51	\$3,315.00	\$0.01	\$65.00	\$0.07	\$455.00	\$0.34	\$2,210.00
(d)	Business Reply Envelope(5-11/16 x 9-7/6): Printing in face and back in black only including construction.....per envelope.....									
(1)	<b>Make-ready and/or Setup.....</b>	<b>1</b>	\$2,500.00	\$2,500.00	No Charge	\$0.00	No Charge	\$0.00	No Charge	\$0.00
(2)	<b>Running Per 1,000 Copies.....</b>	<b>400</b>	\$98.88	\$39,552.00	\$35.11	\$14,044.00	\$21.07	\$8,428.00	\$53.51	\$21,404.00



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		BASIS OF	LOS ANGELES, CA		CHEVY CHASE, MD		WHEELING, IL		GOSHEN, IN	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
II.	<b>PAPER: Per 1,000 Leaves:</b>									
1.	<b>2018 Test Order:</b>									
(a)	Questionnaire: White Opacified Offset Book (50-lb.).....	1,844	\$8.37	\$15,434.28	\$21.48	\$39,609.12	\$8.93	\$16,466.92	\$15.45	\$28,489.80
(b)	Letter: White Offset Book (50-lb.).....	844	\$7.86	\$6,633.84	\$3.86	\$3,257.84	\$6.79	\$5,730.76	\$11.10	\$9,368.40
(c)	Insert: White Offset Book (50-lb.).....	456	\$3.93	\$1,792.08	\$15.19	\$6,926.64	\$4.32	\$1,969.92	\$5.09	\$2,321.04
(d)	Postcard (4-1/4 x 6"): White and Colored Index (110-lb.).....	334	\$9.66	\$3,226.44	\$9.43	\$3,149.62	\$16.58	\$5,537.72	\$14.36	\$4,796.24
(e)	Postcard (8-1/2 x 5-1/2"): White and Colored Index (110-lb.).....	135	\$16.25	\$2,193.75	\$20.99	\$2,833.65	\$42.07	\$5,679.45	\$26.71	\$3,605.85
(f)	Business Reply Envelope: White Writing (or Wove) Envelope (24-lb.)...	328	\$10.35	\$3,394.80	\$6.90	\$2,263.20	\$8.98	\$2,945.44	\$14.80	\$4,854.40
(g)	Outgoing Envelope (4-1/8 x 9-1/2): White Writing(or Wove) Envelope (24-lb.).....	302	\$7.37	\$2,225.74	\$4.91	\$1,482.82	\$6.12	\$1,848.24	\$12.91	\$3,898.82
(h)	Outgoing Envelope (5-7/8 x 9-1/4): White Writing(or Wove) Envelope (24-lb.).....	215	\$10.16	\$2,184.40	\$6.77	\$1,455.55	\$8.90	\$1,913.50	\$14.11	\$3,033.65
(i)	Outgoing Envelope (6-1/6 x10-1/16): White Writing(or Wove) Envelope (24-lb.).....	323	\$11.16	\$3,604.68	\$7.44	\$2,403.12	\$9.33	\$3,013.59	\$10.02	\$3,236.46
2.	<b>Operational Testing Order:</b>									
(a)	Questionnaire: White Opacified Offset Book (50-lb.).....	2,600	\$8.37	\$21,762.00	\$10.26	\$26,676.00	\$8.62	\$22,412.00	\$15.45	\$40,170.00
(b)	Business Reply Envelope: White Writing (or Wove) Envelope (24-lb.)...	400	\$10.35	\$4,140.00	\$6.90	\$2,760.00	\$8.98	\$3,592.00	\$29.60	\$11,840.00
3.	<b>2020 Census Order:</b>									
(a)	Questionnaire: White Opacified Offset Book (50-lb.).....	710,556	\$7.70	\$5,471,281.20	\$7.13	\$5,066,264.28	\$6.09	\$4,327,286.04	\$15.45	\$10,978,090.20
(b)	Letter: White Offset Book (50-lb.).....	392,957	\$7.23	\$2,841,079.11	\$6.18	\$2,428,474.26	\$5.99	\$2,353,812.43	\$11.10	\$4,361,822.70
(c)	Insert: White Offset Book (50-lb.).....	286,147	\$3.61	\$1,032,990.67	\$5.95	\$1,702,574.65	\$2.89	\$826,964.83	\$4.83	\$1,382,090.01
(d)	Postcard (4-1/4 x 6"): White and Colored Index (110-lb.).....	176,955	\$8.88	\$1,571,360.40	\$5.64	\$998,026.20	\$7.09	\$1,254,610.95	\$11.65	\$2,061,525.75
(e)	Postcard (8-1/2 x 5-1/2"): White and Colored Index (110-lb.).....	32,579	\$14.94	\$486,730.26	\$10.55	\$343,708.45	\$9.79	\$318,948.41	\$20.66	\$673,082.14
(f)	Business Reply Envelope: White Writing (or Wove) Envelope (24-lb.)...	140,622	\$9.52	\$1,338,721.44	\$6.90	\$970,291.80	\$8.35	\$1,174,193.70	\$29.60	\$4,162,411.20
(g)	Outgoing Envelope (4-1/8 x 9-1/2): White Writing(or Wove) Envelope (24-lb.).....	139,756	\$6.77	\$946,148.12	\$4.91	\$686,201.96	\$5.47	\$764,465.32	\$25.82	\$3,608,499.92
(h)	Outgoing Envelope (5-7/8 x 9-1/4): White Writing(or Wove) Envelope (24-lb.).....	112,615	\$9.34	\$1,051,824.10	\$6.77	\$762,403.55	\$8.41	\$947,092.15	\$28.23	\$3,179,121.45
(i)	Outgoing Envelope (6-1/6 x10-1/16): White Writing(or Wove) Envelope (24-lb.).....	140,586	\$10.26	\$1,442,412.36	\$7.44	\$1,045,959.84	\$9.08	\$1,276,520.88	\$20.03	\$2,815,937.58
III.	<b>ASSEMBLING, PACKAGING, PACKING, AND DISTRIBUTION:</b>									
1.	<b>2018 Test Order:</b>									
(a)	Letter Package 1: Gathering, folding, and inserting letter and one insert into outgoing envelope.....per 1,000 packages	168	\$74.16	\$12,458.88	\$32.33	\$5,431.44	\$38.26	\$6,427.68	\$12.85	\$2,158.80
(b)	Letter Package 2: Gathering, folding, and inserting letter and one insert into outgoing envelope.....per 1,000 packages	16	\$74.16	\$1,186.56	\$32.33	\$517.28	\$41.69	\$667.04	\$12.85	\$205.60
(c)	Letter Package 3: Folding, and inserting letter into outgoing envelope.....per 1,000 packages	196	\$58.23	\$11,413.08	\$32.33	\$6,336.68	\$38.26	\$7,498.96	\$12.85	\$2,518.60
(d)	Letter Package 4: Folding, and inserting letter into outgoing envelope.....per 1,000 packages	75	\$58.23	\$4,367.25	\$32.33	\$2,424.75	\$38.26	\$2,869.50	\$12.85	\$963.75
(e)	Questionnaire Packages 1, 3, and 4: Gathering, folding, and inserting questionnaire, letter, one insert, and BRM envelope into outgoing envelope.....per 1,000 packages.....	206	\$92.73	\$19,102.38	\$65.27	\$13,445.62	\$45.33	\$9,337.98	\$12.85	\$2,647.10
(f)	Questionnaire Packages 2: Gathering, folding, and inserting questionnaire, letter, one insert, and BRM envelope into outgoing envelope.....per 1,000 packages.....	61	\$92.73	\$5,656.53	\$63.59	\$3,878.99	\$45.33	\$2,765.13	\$12.85	\$783.85
(g)	Overages: Packing and sealing shipping containers.....per containers.....	115	\$15.00	\$1,725.00	\$5.00	\$575.00	\$2.65	\$304.75	\$12.85	\$1,477.75
2.	<b>Operational Testing Order:</b>									
(a)	Packing and sealing shipping containers.....per container.....	740	\$5.00	\$3,700.00	\$5.00	\$3,700.00	\$2.65	\$1,961.00	\$12.85	\$9,509.00
3.	<b>2020 Census Order:</b>									
(a)	Letter Package 1: Gathering, folding, and inserting letter and one insert into outgoing envelope.....per 1,000 packages	89,430	\$37.08	\$3,316,064.40	\$32.23	\$2,882,328.90	\$28.75	\$2,571,112.50	\$12.85	\$1,149,175.50
(b)	Letter Package 2: Gathering, folding, and inserting letter and one insert into outgoing envelope.....per 1,000 packages	11,697	\$37.08	\$433,724.76	\$32.23	\$376,994.31	\$39.50	\$462,031.50	\$12.85	\$150,306.45
(c)	Letter Package 3: Folding, and inserting letter into outgoing envelope.....per 1,000 packages	108,010	\$29.12	\$3,145,251.20	\$32.23	\$3,481,162.30	\$28.75	\$3,105,287.50	\$12.85	\$1,387,928.50
(d)	Letter Package 4: Folding, and inserting letter into outgoing envelope.....per 1,000 packages	20,259	\$29.12	\$589,942.08	\$32.23	\$652,947.57	\$28.75	\$582,446.25	\$12.85	\$260,328.15
(e)	Questionnaire Packages 1, 3, and 4: Gathering, folding, and inserting questionnaire, letter, one insert, and BRM envelope into outgoing envelope.....per 1,000 packages.....	117,300	\$46.37	\$5,439,201.00	\$65.27	\$7,656,171.00	\$32.25	\$3,782,925.00	\$12.85	\$1,507,305.00
(f)	Questionnaire Packages 2: Gathering, folding, and inserting questionnaire, letter, one insert, and BRM envelope into outgoing envelope.....per 1,000 packages.....	11,799	\$46.37	\$547,119.63	\$63.59	\$750,298.41	\$32.25	\$380,517.75	\$12.85	\$151,617.15
(g)	Overages: Packing and sealing shipping containers.....per containers.....	48,804	\$2.40	\$117,129.60	\$5.00	\$244,020.00	\$2.65	\$129,330.60	\$12.85	\$627,131.40
	<b>CONTRACTOR TOTALS</b>			\$60,700,200.60		\$90,314,188.25		\$48,947,816.97		\$67,702,936.89
	<b>DISCOUNT</b>		0.00%	\$0.00	0.00%	\$0.00	2.00%	\$978,956.34	0.00%	\$0.00
	<b>DISCOUNTED TOTALS</b>			\$60,700,200.60		\$90,314,188.25		\$47,968,860.63		\$67,702,936.89
				<b>AWARDED</b>						



August 1, 2017

This is Amendment No. 2. The specifications in our invitation for bids on Program 20-S-R1, scheduled for opening on August 2, 2017, at 11:00 am are amended as follows:

- 1. Page 18 of 55 Payment, NOTE: For the 2018 Test Order and the 2020 Census Order, partial billing will be allowed to the extent that the contractor will be allowed to bill for the complete production and distribution for each "Mailing" quantity, as specified on the schedule.  
Clarification: Complete Production can be billed after October 1, 2019 and each mailing quantity can be billed upon completion.***

All other specifications remain the same.

Acknowledge on bid or amend bid by letter to the U.S. Government Publishing Office, Bid Section, Room C-848, Stop: PPSGB, Washington, DC 20401, M/F: Jacket number, bid opening date and time. Facsimile amended bids/letters in response to this amendment are permitted. Facsimile bids/letters may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The jacket number and bid opening date and time must be specified with the amended bid/letter. Refer to Amendments to Solicitations in the Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered amended bids/letters 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. Follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

Failure to acknowledge receipt of this amendment, by amendment number, prior to bid opening date and time, may be reason for bid being judged nonresponsive.

Sincerely,

A handwritten signature in black ink that reads "Brian T. Coleman".

BRIAN T. COLEMAN  
Contracting Officer  
Customer Services – DC Team



July 28, 2017

This is Amendment No. 1. The specifications in our invitation for bids on Program 20-S-R1, scheduled for opening on July 31, 2017, at 11:00 am are amended as follows:

- 1. Change the bid opening date to August 2, 2017.**
- 2. On page 19 of 55, Under the 2018 Test Order, for the Outgoing envelopes, the quantity breakdown/description is:  
Total Qty: 840,000 Envelopes  
4-1/8 x 9-1/2" (No.10) Plus flap – Used for Trifold letter – Total Qty: 304,000  
5-7/8 x 9-1/4", Plus flap – Used for half fold letter – Total Qty: 207,000  
6-1/16 x 10-1/16", Plus flap – Used for ALL Questionnaire Pks – Total Qty: 329,000**
- 3. On page 20 of 55, Under the 2020 Census Order, for the Outgoing envelopes, the quantity breakdown/description is:  
Total Qty: 392,956,500 Envelopes  
4-1/8 x 9-1/2" (No.10) Plus flap – Used for Trifold letter – Total Qty: 141,094,500  
5-7/8 x 9-1/4", Plus flap – Used for half fold letter – Total Qty: 111,240,000  
6-1/16 x 10-1/16", Plus flap – Used for ALL Questionnaire Pks – Total Qty: 140,622,000**
- 4. Under SCHEDULE: Art files for the 2018 Test order will be supplied to contractor on or about January 5, 2018. Art files for the 2020 Census Order will be supplied to the contractor on or about June 1, 2019.**
- 5. On Page 19 of 55, Operational Testing Order, Clarification: The Questionnaires are folded and packaged in bulk with the BREs and shipped to location designated on print order.**
- 6. Page 18 of 55 Payment, NOTE: For the 2018 Test Order and the 2020 Census Order, partial billing will be allowed to the extent that the contractor will be allowed to bill for the complete production and distribution for each "Mailing" quantity, as specified on the schedule.  
Clarification: Complete Production can be billed after October 1, 2020 and each mailing quantity can be billed upon completion.**

All other specifications remain the same.

Acknowledge on bid or amend bid by letter to the U.S. Government Publishing Office, Bid Section, Room C-848, Stop: PPSGB, Washington, DC 20401, M/F: Jacket number, bid opening date and time. Facsimile amended bids/letters in response to this amendment are permitted. Facsimile bids/letters may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The jacket number and bid opening date and time must be specified with the amended bid/letter. Refer to Amendments to Solicitations in the Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered amended bids/letters are to be taken to: GPO

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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. Follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

Failure to acknowledge receipt of this amendment, by amendment number, prior to bid opening date and time, may be reason for bid being judged nonresponsive.

Sincerely,

A handwritten signature in black ink that reads "Brian T. Coleman".

BRIAN T. COLEMAN  
Contracting Officer  
Customer Services – DC Team

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*2020 Census Printing and Mailing*

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

U.S. Department of Commerce (DOC)/  
U.S. Census Bureau

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning August 1, 2017 and ending July 31, 2019, plus up to three (3) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on July 31, 2017.

**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 June, 2001. 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 Eastern 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.

**THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE. BIDDERS, PLEASE NOTE: These specifications have been EXTENSIVELY revised from the original solicitation; therefore, all bidders are cautioned to familiarize themselves with all provisions of the specifications before bidding.**



## 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. 6-01)) 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) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.  
GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf).

**SUBCONTRACTING:** The predominant production function is the printing and finishing of all items as required in these specifications. The printing, binding, and packaging processes are CRITICAL. The complex collation, assembly, and packaging of completely accurate sets of mail packages, and validated mailings are also CRITICAL and mandatory requirements of this program, but may be subcontracted. The required printing and construction of envelopes may also be subcontracted. Any bidder who cannot perform the predominant functions will be declared nonresponsive.

The contractor shall be responsible for enforcing all contract requirements outsourced to a subcontractor. If the contractor needs to add a subcontractor 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 must submit new subcontractor's information to the Government for approval 30 calendar days prior to the start of production at that facility.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications unless otherwise stated.

**Product Quality Levels (PQL):** For each attribute, QATAP indicates either a specified standard or a nominal value along with tolerances that specify the range of acceptability. The following PQL was chosen based on the reliability of reproduction required, the desired aesthetic appearance, and the intended durability of the final usage of the product:

Product Quality Levels:

- (a) Printing Attributes – Level II
- (b) Finishing Attributes – Level II
- (c) Exception – Exceptions as specified within.

Additional Quality Tolerances for Survey Forms, Envelopes, and Packages specified herein. 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 the Government waives inspection of press sheets, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. O.K. Prior To Production Samples; O.K. Proofs; Electronic Media; Average Type Dimension in Publication.
- P-9. Pantone Matching System.

**Acceptable Quality Levels:**

Questionnaires

Critical Defects – 1.0 defects per 100 items  
Major Defects – 4.0 defects per 100 items

Other Items

Critical Defects – 1.0 defects per 100 items  
Major Defects – 6.5 defects per 100 items

The most restrictive attribute or tolerance shall govern in all cases. Information loss (e.g., a cut off page number) shall be assessed a critical defect.

- P-7. O.K. Prior to Production Samples; O.K. Proofs; Furnished electronic media.

In addition to the stated GPO quality levels and other quality requirements in this contract, the contractor shall follow current industry practices for process control and quality control techniques of press and finishing lines, including all process steps. These best practices shall be included in the Quality Plan. The most restrictive attribute or tolerance shall govern in all cases.

**DEFINITIONS AND TOLERANCES:** Questionnaires will also be used in high-speed scanning equipment. The binding will be guillotined before inserting into scanning equipment. Questionnaires will be fed into scanning equipment with the Lead Edge first. The Lead Edge shall be defined as the right side of any odd numbered page and the left side of any even page.

**SPECIFICATIONS FOR COLOR MATCH:**

**Questionnaires Only:** The color match for Process Cyan, Pantone 320 (Teal), Pantone 368 (Green), and Pantone Purple ink is a specifically identifiable color termed a “dropout color” for these items only. The dropout ink shall not contain any black pigment.

The data capture system being used for the questionnaires is a highly efficient system using scanned images of completed census questionnaires and a combination of Optical Mark Recognition (OMR) and Optical Character Recognition (OCR) to tabulate entries. Questionnaires must be printed with strict adherence to specifications on color, halftone, and color-to-black registration.

**Density:** Measurements shall be made with a spectral response ISO/ANSI Status T, D50 illumination, following ANSI CGATS.4-1993 Graphic Technology - Graphic arts reflection densitometry measurements - Terminology, equations, image elements and procedures, and following manufacturer’s recommendations for calibration and operation of the instrument.

All density measurements shall be relative measurements (substrate excluded). All density measurements to determine conformance to specifications must be made to dry ink film. When measurements relative to wet ink films are made (e.g., for process controls), the correlation between wet and dry shall be established.

**Target Ink Densities:** Process Cyan, Pantone 320 (Teal), Pantone 368 (Green), and Pantone Purple ink status T density, cyan or magenta filter nominal value for questionnaires shall be set by measurements of the specified standard (O.K. press sheet). The target nominals will be set at the press sheet inspection.

The black solid status T density, visual filter, nominal value for questionnaires shall be set by measurements of the specified standard (O.K. press sheet). Solid black target nominals will be set at the press sheet inspection.

**ADDITIONAL QUALITY TOLERANCES:**

**Questionnaire Color Tolerances:** The tolerances shall apply to the nominal values that have been established at the press sheet inspection.

*For Information Only:* The densities are intended to be consistent with the *Specification of Web Offset Publication (SWOP)* Tone Value increase (Total Dot Gain) target value of 20%.

All colors have a plus/minus 0.05 tolerance.

*Classification of Defects:*

<b>Defect</b>	<b>Class of Defect</b>
Exceeding tolerance for Solid Process Cyan, Pantone 320 (Teal),Pantone 368 (Green), or Pantone Purple, or ink Measurements:  Cyan, Yellow or Magenta Density by less than 30%	Major
Exceeding tolerance for Solid Process Cyan, Pantone 320 (Teal), Pantone 368 (Green), or Pantone Purple, or ink Measurements:  Cyan, Yellow or Magenta Density equal to or more than 30%	Critical
Exceeding tolerance for black solid on Questionnaires.	Major
A visible density shift in a flat tone of Process Cyan, Pantone 320 (Teal), Pantone 368 (Green), or Pantone Purple ink on Questionnaires.	Major

- Any unspecified black, process cyan, or Pantone 320, Pantone 368, or Pantone Purple ink image bleed (i.e., bleeding of the page) shall be classified as a Critical defect.
- Image Size: The printed image on any page shall not vary more than 1/16” from the specified dimensions. Nonconformance with this requirement shall be classified as a critical defect.
- Damaged Questionnaires: There shall be no tears longer than 1/32”, no dog-ears, and no creased or folded over wrinkles. There shall be no wrinkles displacing the lead edge of the questionnaires more than 1/16” from a flat surface on which an unfolded sheet is laid. Nonconformance with this requirement shall be classified as a Major defect. Other wrinkles shall conform to GPO Publication 310.1, Attribute F-8., Product Quality Level II.
- Spots and Extraneous marks on questionnaires shall not exceed 0.20 square mm in size within the inside of variable content areas (check boxes and answer zones) and shall not exceed 0.40 square mm in size anywhere else on the item. This requirement does not supersede the barcode specification. Nonconformance with this requirement shall be classified as a Major defect. Strike-through (bleed through) shall be evaluated as spots or extraneous marks. When evaluating strike-through, questionnaires shall be placed printed side down on a black backing per ANSI CGATS.4-1993 and measured under standard viewing conditions.

**Spots and extraneous marks on items other than questionnaires** shall conform to GPO Publication 310.0, Attributes P-1. and P-2. with the exception that Category 2 extraneous marks shall be no larger than 5.00 square mm in total area. Nonconformance with this requirement shall be classified as a Major defect.

**NOTE: The contractor is responsible for excess processing costs incurred for furnishing products that do not meet specifications.**

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from August 1, 2017 through July 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 April 30, 2017, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of July 2017 will establish the base index.
3. There shall be no price adjustment for the first three production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

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

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

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

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

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

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

**SECURITY REQUIREMENTS: Protection of Confidential Information:**

- (a) The contractor shall restrict access to all confidential information obtained from the Census Bureau 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 the contract will be determined at the postaward conference between the Contracting Officer and the responsible contractor representative.
- (b) All information provided by the Census Bureau to the contractor is For Official Use Only (FOUO).
- (c) The contractor shall process all confidential information obtained from Census Bureau 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.

- (d) The contractor shall inform all personnel with access to the confidential information obtained from Census Bureau in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.
- (e) All confidential information obtained from Census Bureau for use in the performance of this contract shall be stored, at all times, in an area that is physically safe from unauthorized access.
- (f) The contractor shall not allow the transfer of Census Bureau FOUO information to laptop computers and/or personally assigned devices.
- (g) The contractor shall work with the Census Bureau to produce and maintain remedial plans that may be required to meet an acceptable level of risk.
- (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.
- (i) The contractor shall contact the Census Bureau CIRT at (301) 763-3333 (Option 1) within 24 hours whenever a system security violation is discovered or suspected.
- (j) If a subcontractor is used for the presorting and/or mailing of the questionnaires of this contract, the subcontractor must conform to all security requirements of the contract.
- (k) The contractor shall demonstrate their ability to protect the confidentiality, integrity, and availability of the information provided to or by the contractor. The contractor shall demonstrate such ability by providing the applicable documentation in the proposed plans described herein with particular attention to the contractor's backup Facility, computer System, and security.

For guidance on the preparation of these documents, please refer to the following National Institute of Standards and Technology (NIST) Special Publications:

- For the Security, reference NIST Special Publication 800-18 and 800-53 Revision 4 (baseline: LOW impact for Confidentiality, LOW impact for Integrity and LOW impact for Availability).
  - For the Backup Facility, reference NIST Special Publication 800-34, Revision 1.
- (l) The contractor must be in compliance with NIST 800-53. NIST 800-53 can be accessed at: <http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-53r4.pdf>. Guidelines for a NIST 800-53 assessment can be accessed at: <http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-53Ar4.pdf>, and in Attachment C (Census 800-53A spreadsheet).

**SECURITY WARNING:** It is the contractor's responsibility to properly safeguard FOUO from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss.

***All employees working on this contract must –***

- Be familiar with current information on security, privacy, and confidentiality as they relate to the requirements of this contract.
- Obtain pre-screening authorization before using sensitive or critical applications pending a final suitability determination as applicable to the specifications.
- Lock or logoff their workstation/terminal prior to leaving it unattended.

- Act in an ethical, informed, and trustworthy manner.
- Protect sensitive electronic records.
- Be alert to threats and vulnerabilities to their systems.
- Are prohibited from having any mobile devices or cameras in sensitive areas that contain confidential materials, including areas where shredding and waste management occurs.

***Contractor's managers working on this contract must –***

- Monitor use of mainframes, PCs, LANs, and networked facilities to ensure compliance with national and local policies, as well as the Privacy Act statement.
- Ensure that employee screening for sensitive positions within their department has occurred prior to any individual being authorized access to sensitive or critical applications.
- Implement, maintain, and enforce the security standards and procedures as they appear in this contract and as outlined by the contractor.
- Contact the security officer within 24 hours whenever a systems security violation is discovered or suspected.

***Applicability –***

The responsibility to protect FOUO information applies during the entire term of this contract and all option year terms, if exercised. All contractors must secure and retain written acknowledgement from their employees stating they understand these policy provisions and their duty to safeguard FOUO. These policy provisions include, but are not limited to, the following:

- Employees are required to have locking file cabinets or desk drawers for storage of confidential material, if applicable.
- Material is not to be taken from the contractor's facility without express permission from the Government.
- Employees must safeguard and protect all Government records from theft and damage while being transported to and from contractor's facility.

***The following list provides examples of situations where personally identifiable information is not properly safeguarded –***

- Leaving an unprotected computer containing Government information in a non-secure space (e.g., leaving the computer unattended in a public place, in an unlocked room, or in an unlocked vehicle).
- Leaving an unattended file containing Government information in a non-secure area (e.g., leaving the file in a break-room or on an employee's desk).
- Storing electronic files containing Government information on a computer or access device (flash drive, CD, etc.) that other people have access to (not password-protected).

This list does not encompass all failures to safeguard personally identifiable information (PII) but is intended to act as an alert to the contractor's employees to situations that must be avoided. Misfeasance occurs when an employee is authorized to access Government information that contains sensitive or personally identifiable information and, due to the employee's failure to exercise due care, the information is lost, stolen, or inadvertently released.

Whenever the contractor's employee has doubts about a specific situation involving their responsibilities for safeguarding personally identifiable information, they should consult the Contracting Officer or the contract administrator.

**TITLE 13 CLAUSES:**

*NOTE: Title 13 applies to the furnished address files.*

**CAR 1352.209-72 Restriction against Disclosure (March 2000):**

- a. The contractor agrees, in the performance of this contract, to keep the information furnished by the Government and designated by the Contracting Officer or Contracting Officer's Technical Representative in the strictest confidence. The contractor also agrees not to publish or otherwise divulge such information in whole or in part, in any manner or form, nor to authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to such information while in the contractor's possession, to those employees needing such information to perform the work provided herein, i.e., on a "need to know" basis. The contractor agrees to immediately notify the Contracting Officer in writing in the event that the contractor determines or has reason to suspect a breach of this requirement.
- b. The contractor agrees that it will not disclose any information described in subsection a to any person or individuals unless prior written approval is obtained from the Contracting Officer. The contractor agrees to insert the substance of this clause in any consultant agreement or subcontract hereunder.

**1352.209-75 Title 13 and Non-Disclosure Requirements:**

As prescribed in 48 CFR 1309.507-2(e), insert the following clause:

Title 13 and Non-Disclosure Requirements (APR 2010):

The Census Bureau's data are protected by Title 13 of the United States Code. The contractor may not use Title 13 data for any purpose other than the intended purpose for which it is supplied or obtained. All contractor personnel who will have access to Title 13 data must take an oath and complete the Census Bureau Form BC-1759 (Special Sworn Status) that requires nondisclosure of Title 13 data. An authorized Census employee or a Notary Public must administer the oath of nondisclosure.

(End of clause)

[75 FR 10570, Mar. 8, 2010; 75 FR 14496, Mar. 26, 2010]

**1352.237-72 Security Processing for Contractor/Subcontractor Personnel Working on a Department of Commerce Site (Low and Moderate Risk Contracts) (March 2000):**

*[Prescription: Use the following clause in all service contracts classified as low or moderate risk which will be performed on or within Government premises]*

- a. Security Processing Requirements
  - (1) U.S. Citizens Working on DOC Site:

All contractor (and subcontractor) personnel proposed to work on the premises of a Department of Commerce site for 180 days or more must undergo security processing by the Department's Office of Security (OSY) to be eligible to work on the site.
  - (2) Foreign Nationals (Non-U.S. Citizens) Regardless of anticipated length of on-site work, all foreign nationals to be employed under this contract must:
    - (a) Have legal visa status with the Immigration and Naturalization Service (INS);
    - (b) Have advance approval from the servicing Security Officer in consultation with the Office of Security.



b. Submittal Requirements – U.S. Citizens:

(1) Duration of Onsite Work: 180 to 364 days (between 6 months and 1 year):

For individuals who will be performing work on a DOC site between 180 and 364 days, the Department will perform a Special Agreement Check (SAC). The scope of the SAC will include checks of the Security/Suitability Investigations Index (SII), other agency files (INVA), Defense Clearance Investigations Index (DCII), FBI Fingerprint (FBIF), and the FBI Information Management Division (FBIN).

The contractor must complete and submit the following form to the Contracting Officer's Technical Representative (COTR):

- Form FD-258 (Fingerprint Chart).

Copies of this form can be obtained from the COTR. Upon receipt of the FD-258, the COTR will complete form OFI 86C (Special Agreement Check) and will forward both to the operating unit Security Officer. The security officer will advise the COTR whether work can commence prior to the suitability determination, based on the specifics of the situation. The COTR will notify the contractor of an approved contract start date as well as favorable findings of the suitability determination.

(2) Duration of Onsite Work: 365 days (1 year) or more Individuals proposed to perform work on a DOC site for 1 year (365 days) or more are required to have a NACI check (National Agency Check Plus Written Inquiries):

The contractor must complete and submit the following forms to the Contracting Officer's Technical Representative (COTR):

- Standard Form 85P (SF-85P, Questionnaire for Public Trust Positions), and
- FD-258 (Fingerprint Chart).

Copies of these forms can be obtained from the COTR. Upon receipt of the required forms, the COTR will forward the forms to the operating unit Security Officer. The security officer will advise the COTR whether work can commence prior to the suitability determination, based on the specifics of the situation. The COTR will notify the contractor of an approved contract start date as well as favorable findings of the suitability determination.

c. Submittal Requirements – Foreign Nationals:

All foreign nationals proposed to work on a DOC site will be subject to a Special Agreement Check (SAC) to determine whether the foreign national has official legal status in the United States.

The contractor must submit the following forms to the COTR for all foreign nationals proposed to work on a DOC site:

- FD-258 (Fingerprint Chart)
- Form OFI 86C (Special Agreement Check) with signature authorization for release of information

Copies of these forms can be obtained from the COTR. Upon receipt of the required forms, the COTR will forward the forms to the operating unit Security Officer. The COTR will notify the contractor of favorable findings and will notify the contractor regarding an approved date to commence work under the contract.

d. Suitability Updates:

Any individual (including foreign nationals) processed on the form OFI-86C (Special Agreement Check) who stays on the contract over 364 days will be required to have a NACI Complete suitability check to stay on the job site.

e. Notification of Disqualifying Information:

If OSY receives disqualifying information on a contract employee, the contractor, upon notification of such by the Contracting Officer, must immediately remove the employee from duties which require access to DOC facilities.

Individuals may be barred from working on the premises of a facility for any of the following:

- (1) Conviction of a felony or a crime of violence or of a misdemeanor involving moral turpitude.
- (2) Falsification of information entered on security screening forms or on other documents submitted to the Department.
- (3) Improper conduct once performing on the contract, including criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct or other conduct prejudicial to the Government regardless of whether the conduct directly related to the contract.
- (4) Any behavior judged to pose a potential threat to departmental personnel or property. Failure to comply with the requirements may result in termination of this contract. Compliance with these requirements shall not be construed as providing a contract employee clearance to have access to classified information.

***NOTE: The ordering agency will be responsible for the cost(s) for all security clearances.***

**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.

A preaward plan survey may be conducted by GPO and Census Bureau personnel to determine if the prospective contractor has adequate facilities and expertise to accomplish the requirements of these specifications. This preaward survey may include inspection of the equipment on which this product will be produced.

The preaward survey will include a review of: all subcontractors involved, along with their specific functions; and the contractor's/subcontractor's mail, material, personnel, production, quality control/recovery program, security, and backup facility plans, as required by this specification.

**PRODUCTION AND QUALITY CONTROL (QC) PLANS:** The contractor shall be responsible for the quality, technical, logistical, and financial accuracy of the work performed, and for the coordination of all aspects of performance. The contractor shall establish and maintain a Production Plan and a Quality Control (QC) Plan to ensure the requirements of the contract are met. The Plans shall be prepared in accordance with the requirements in this specification (see minimum requirements in the contractor's production and QC plans as specified below).

The contractor shall present to the Contracting Officer, within five (5) 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. **NOTE:** The contractor may submit the plans either electronically or as hardcopy (six (6) copies).

In the event that a change is required in the Production and/or QC Plans for any product after review of the plans, the contractor shall submit revised Production and QC plans to GPO, within three (3) workdays of notification.

**THE 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**

The contractor shall submit both a Production Plan and a Quality Control Plan for the prime contractor, each subcontractor, and for all phases of production.

**If the contractor intends to use multiple plants, the production plans must indicate which plants will be used and the quantity to be produced in each plant. This requirement applies to all Security requirements, tests, and live production.**

**Security Plan:** In conjunction with the required Production and Quality Control Plans, the prime contractor must submit a comprehensive Security Plan that meets the requirements found in NIST Special Publication 800-18. Additionally, the Security Plan must include the following, at a minimum:

- A detailed listing of the contractor's operating software platform.
- How the contractor shall use encryption for all electronic transmissions of address file information utilizing a Federal Information Processing Standard (FIPS) 140-2 compliant encryption package while in transit.
- How Government files (data) will be secured to prevent disclosure to a third party.
- How the disposal of waste materials will be handled and how printed material will be prepared for and maintained in post-print storage.
- How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).
- A floor plan detailing the area(s) to be used, showing existing walls, equipment to be used, and the printing and finishing locations.
- Controls that are as stringent baseline (LOW impact for Confidentiality, LOW impact for Integrity and LOW impact for Availability).
- Implementation statements for the following controls in the Security Plan:
  - AC-2 - Account Management
  - AC-3 - Access Enforcement
  - AC-7 - Unsuccessful Logon Attempts
  - SI-3 - Malicious Code Protection
  - SI-4 - Information System Monitoring
  - SI-12 - Information Handling and Retention
  - MP-6 - Media Sanitization
  - MA-2 - Controlled Maintenance
  - AC-14 - Permitted Actions without Identification or Authentication
  - AU-9 - Protection of Audit Information
  - AU-11 - Audit Record Retention
  - CA-6 - Security Authorization
  - IR-6 - Incident Reporting
  - PE-2 - Physical Access Authorizations
  - PE-3 - Physical Access Control
  - PE-8 - Visitor Access Records
  - RA-2 - Security Categorization
  - RA-5 - Vulnerability Scanning

- AC-17 - Remote Access
- CA-3 - System Interconnections

The security plan must address all systems and all areas that will process or handle Census address data and addresses material.

**Production Plan:** A production plan for the prime contractor and each subcontractor shall be submitted as part of the overall Production and Quality Control Plans. The minimum requirements to be included in the Production Plan are:

- A detailed schedule and flow chart containing the proposed step-by-step methods of production, including subcontractors, for all phases of production.
- The name and address of all facilities (including subcontractors) used for each phase of production.
- The company name, individual name, and title of person(s) in charge of or leading this project.
- The company name, individual name, and title of person(s) responsible for each production phase.
- Purchase and delivery dates for paper and ink supplies, and other raw materials.
- The proposed master schedule of all start-up dates of all phases of production for all items which will show the operation (i.e., printing, construction, folding, binding, computerized imaging, package assembly, storage, transportation, etc.), length of the production period for each operation, anticipated quantity, completion rate per production day for each item and operation.
- The proposed schedule of shifts and times to be worked to complete all phases of production (including days of the week and calendar dates to be worked).
- The number and types of printing presses and other equipment used for production of each item, including the hourly and daily output capacity of each press and/or machine.
- The proposed method of Variable Computerized Imaging as well as the proposed location for all questionnaire serialized barcodes on questionnaires (i.e., page location and page numbers).
- How the coordination will be handled from one production phase to the next.
- How the contractor intends to control contaminants or perceived contaminants from entering the mailstream (i.e., dust, paper fibers, etc.).
- How production phases performed by subcontractors will be coordinated and who (name, title, and company name) will be responsible for these phases.
- Transportation and storage of each product, including the storage of the final product until final shipment is made.
- How the final products will be staged/shipped and who is responsible for this phase.
- How contractor will replace spoiled/destroyed products and meet product delivery schedules.
- The plan for how production and purge information will be communicated to the Government.
- Any other special requirements that the contractor deems necessary to successfully perform the contract.

**Quality Control Plan:** A Quality Control Plan for the prime contractor and each subcontractor shall also be submitted as part of the overall Production and Quality Control Plans. The QC plan shall encompass all phases of production for all items in the contract. The minimum system elements to be included in the Quality Control Plan are:

- Identify the Government's primary point of contact (company name, individual name, and title of person(s)) on all quality matters during the life of the contract. The name of the official shall be provided in the plan along with title, position, and telephone number.
- The plan for QC staffing.
- The plan for how samples will be pulled and measured.
- The plan for how quality metrics are gathered and communicated to the Government.
- Evaluation of Government-furnished material.
- Assurance that materials (e.g., paper and ink) meet requirements.
- Assurance that components from different sources (subcontractors and subsidiary plants) will be compatible BEFORE the start of production.
- Process controls, inspections, and tests.

- Quality information, including records of process controls, inspections, tests, management reports, and defect elimination procedures. Records of process controls, inspections, and tests shall be maintained, dated and time stamped, and made available to the Government for six (6) months after the expiration of the warranty period of this contract. Copies of the forms used to record the inspections and test results shall be submitted with the Plan.
- Procedures for assuring that all variable data (e.g., serialized barcodes, addresses, and Postal barcodes) are accurately and completely imaged in the correct location, on the correct item, and that all addressed items are mailed or distributed accordingly. These procedures shall explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable imaging occurs (e.g., due to equipment malfunction).
- Methods for assuring that packages are complete and contain the correct item according to specified package descriptions. These procedures also shall explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable imaging occurs (e.g., due to equipment malfunction).
- The plan for identifying defective product, purging defective materials, and segregating defective materials so that it does not get mailed.
- The written plan shall also contain an outline description of how, where, and when in the production process each system element will be performed. The plan shall consist of sections in accordance with the elements described above.

**Special Characteristics:** The plan shall describe, for each of the Special Characteristics listed below for the questionnaires only, the method to be used for process controls, inspections, and tests.

The following includes a minimum number of characteristics (contractor may add more as necessary) –

- 1) Damaged Questionnaires
- 2) Offset Image Position
- 3) Spot Color and Cyan ink
- 4) Integrity of Questionnaires content. Page ID barcodes must be scanned to ensure that the barcode data matches the eye-readable HRIs on each page.
- 5) Variable Computerized Serial Numbers on Questionnaires. Unique serial numbers shall be generated and then printed on questionnaire pages to ensure that each questionnaire displays the same generated serial number on all of its designated pages and that no two or more questionnaires display the same serial number.

For each special characteristic, the plan shall include –

- 1) How and with what equipment the process controls, inspections, and tests will be performed.
- 2) Where, when, how often, and on how many components in the production process the process controls, inspections, and tests will be performed.
- 3) The name and title of the person(s) at the prime contractor and subcontractor(s) who will perform the process controls, inspections, and tests.

**NOTE:** Contamination of products with a material that is harmful, or may be perceived by recipients as harmful, poses a potentially significant risk to the success of the Census operations. Therefore, the use of any powders in printing and finishing processes is not permitted. The contractor also shall minimize excess dust and paper fibers through the control of dust causing agents from dull slitters, dull cutter knives, etc. The contractor shall change cutters and knives at regular intervals to ensure paper dust is not generated, and shall ensure all such measures are addressed in the contractor's Production and QC Plans.

**Dust and Paper Fibers on Questionnaires:** The plan shall contain methods for controlling dust and loose paper fibers on items due to causes such as dull slitter or cutter knives.

**Ink Quality Assurance:** The plan shall contain methods for assuring that the densitometer values of the ink on the specified paper are within tolerance. Density tests of ink shall conform to the requirements of the “SPECIFICATIONS FOR COLOR MATCH” specified herein.

**Defect Purging (ALL Products):** The contractor shall identify spoilage and/or incorrectly printed or constructed products, as well as perform a purge and replacement of purged pieces.

- All products containing one or more Critical and/or Major defect shall be classified as defective and shall not knowingly be delivered.
- If a defective product is found, the contractor shall inspect 20 copies before and 20 copies after the defective product. If a Critical/Major defect is found in any of these 40 copies, the contractor shall inspect all copies in production sequence before and after the defective product until 20 successive defect-free copies are found in each direction.

In no case shall the performance of defect purging relieve the contractor of its responsibility for conforming to the specified “Acceptable Quality Levels.”

The contractor will be required to inspect and record inspection results for each item. Comprehensive quality control records for all acceptance sampling that is performed must include machine stamped dates and times of exact time of when sampling was done. All QC samples are to be filed. At a minimum, the contractor shall inspect for:

Printing Attributes:

- Type quality and uniformity
- Solid and screen tint color match
- Image position
- Extraneous marks in the check boxes and answer zones

Finishing Attributes:

- Trim Size
- Missing, duplicate, or blank pages

The Government has the option of either: (1) having the contractor forward copies of the completed QC records to the appropriate Government office; or, (2) requiring the contractor to allow appropriate Government representatives to review these records during visits to the contractor’s site.

**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 contractor’s facility, immediately after award. At the Government’s option, the postaward conference may be held via teleconference. Contractor will be notified of the date and time of the postaward conference.

The purpose of the conference will be to discuss and review with the contractor’s production personnel all aspects of the contractor’s internal and external operations required to complete this contract. The contractor will conduct this conference during which time the contractor’s previously approved preaward Production and QC Plans will be reviewed in depth. Attending this meeting will be Government representatives to establish coordination of all required operations. A representative from each involved production area shall be present. **NOTE:** Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

**QUALITY SYSTEMS AUDIT:** Following the postaward conference, and after a review of the contractor's written quality control plan/procedures, the Government may conduct an in-depth audit of contractor's quality control methods, quality systems, and quality plans in a formal walk-through. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract.

Failure to maintain the quality systems in accordance with the contractor's plan approved by the Government may result in the Government's termination of the contract for default. Performance of all elements and functions of the Quality Systems shall not relieve the contractor of responsibility for meeting all requirements in this contract.

The contractor shall ensure that appropriate and effective controls are in place for all operations including, but not limited to, the following segments of operations, to control access and limit the possibility of contamination: printing and construction of items, operations, storage, staging and loading of materials for transport, actual transportation of materials regardless of distance or duration, and receipt of transported materials.

**GOVERNMENT ON-SITE REPRESENTATIVES:** One (1) or more Government representatives may be present at the contractor's production facility to provide oversight, surveillance, and coordination, for the duration of each shift, to monitor the production, reviewing quality of products, reviewing labeling and configuration of mailing packages, etc.

These representatives do not have contractual authority and cannot make changes in the specifications or contract terms but are to bring any and all defects they see to the contractor's QC official. It is the responsibility of the contractor to identify points of contact for the Government Representatives. These representatives shall have access to all production areas, escorted if necessary, where the Census work is being produced. The contractor/subcontractor(s) must provide office space for the Government representatives. The office must be in an enclosed secured area adjacent to the production operation(s).

Government Representatives must be furnished the following:

- Office space with a desk and 2 (two) work tables, telephone capable of receiving and making outside telephone calls including long distance capability. The contractor will be reimbursed for any charges/toll calls made by Government Representatives upon presentation of voucher and verifiable documentation. The office must be in an enclosed secured area adjacent to the production operation(s).
- Unlimited access to a nearby copier, fax machine, printer, and high-speed (T1, broadband) internet access.
- For PSIs, the contractor shall make available a space with standard lighting conditions for the Government Representatives to review product samples (i.e., PIA/GATF 5000K).

**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 August 1, 2017 through July 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/electronic 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:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the 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: <http://www.gpo.gov/finance/index.htm>.

**NOTE:** For the 2018 Test Order and the 2020 Census Order, partial billing will be allowed to the extent that the contractor will be allowed to bill for the complete production and distribution for each "Mailing" quantity, as specified in the schedule.

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

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of various printed products consisting of three different questionnaires, six different letters, one insert, two different postcards, and four different envelopes requiring such operations as electronic prepress, printing, computerized variable imaging, binding, construction, packing, and distribution.

**NOTE:** All products will have a bilingual (English/Spanish) version. One insert will contain multiple languages.

**TITLE:** 2020 Census Printing and Mailing.

**FREQUENCY OF ORDERS:** Three orders per contract, as follows:

**2018 Test Order:** Order will be issued in the first contract year. All products required for the Test will be ordered on this print order.

**Operational Testing Order:** Order will be issued in the first contract year. All products required for this order will be ordered on this print order.

**2020 Census Order:** Order will be issued in the second contract year. All products required for the Census will be ordered on this print order.

**NOTE:** *Unless otherwise specified, the requirements stated herein apply to the 2018 Test order, the Operational Testing ordering, and the 2020 Census order.*

**QUANTITY/NUMBER OF PAGES/TRIM SIZES:**

<u>Item</u>	<u>Approximate Quantity</u>	<u>Number of Pages</u>	<u>Trim Sizes</u>
<b>2018 Test Order:</b>			
Questionnaires (English)	197,000	8	9 x 11"
Questionnaires (Spanish)	132,000	16	9 x 11"
Letters (English only)	844,000	One leaf (face and back)	8-1/2 x 11"
Inserts	553,400	One leaf (face only)	5-1/2 x 8-1/2"
Postcards	469,000	Face and back	4-1/4 x 6" 8-1/2 x 5-1/2"
Business Reply Envelopes	328,000	Face and back	5-11/16 x 9-7/16", plus flap
Outgoing Envelopes	840,000	Face only	4-1/8 x 9-1/2" (No. 10), plus flap 5-7/8 x 9-1/4", plus flap 6-1/16 x 10-1/16", plus flap
<b>Operational Testing Order:</b>			
Questionnaires	350,000	8	9 x 11"
Questionnaires	150,000	16	9 x 11"
Business Reply Envelopes	400,000	Face and back	5-11/16 x 9-7/16", plus flap

<u>Item</u>	<u>Approximate Quantity</u>	<u>Number of Pages</u>	<u>Trim Sizes</u>
<b>2020 Census Order:</b>			
Questionnaires (English)	103,604,000	8	9 x 11"
Questionnaires (Spanish)	37,017,500	16	9 x 11"
Letters (English only)	392,956,500	One leaf (face and back)	8-1/2 x 11"
Inserts	286,146,500	One leaf (face only)	5-1/2 x 8-1/2"
Postcards	209,533,000	Face and back	4-1/4 x 6" 8-1/2 x 5-1/2"
Business Reply Envelopes	140,621,500	Face and back	5-11/16 x 9-7/16", plus flap
Outgoing Envelopes	392,956,500	Face only	4-1/8 x 9-1/2" (No. 10), plus flap 5-7/8 x 9-1/4", plus flap 6-1/16 x 10-1/16", plus flap

NOTE: The "number of pages" for envelopes (as specified as "face and back" or "face only" here and under "PRINTING") are after construction. All envelopes contain one window.

The Government reserves the right to increase or decrease the quantity stated by up to 25% for any of the products specified. NO SHORTAGES ALLOWED. The contractor is cautioned that they will be required to make up any shortages at no additional cost to the Government.

**BREAKDOWN OF QUANTITY PER MAILING:**

	<u>2018 Test Approximate Quantity</u>	<u>2020 Census Approximate Quantity</u>
<b>Initial Mailing –</b>		
Letter Package 1 (English):	167,800	89,430,373
Letter Package 2 (Spanish):	16,300	11,696,928
Questionnaire (8-page) Package 1 (English):	28,600	18,579,188 plus 8,763,377 for Census field delivery
Questionnaire (16-page) Package 2 (Spanish):	60,500	8,561,946 plus 3,236,623 for Census field delivery
<b>Second Mailing –</b>		
Letter Package 3 (English):	195,700	108,009,561
Letter Package 4 (Spanish):	75,400	20,258,875
<b>Third Mailing –</b>		
Postcard (4-1/4 x 6"):	180,100	91,808,127
Postcard (8-1/5 x 5-1/2"):	69,400	17,305,404
<b>Fourth Mailing –</b>		
Questionnaire (8-page) Package 3 (English):	146,800	75,606,693
Questionnaire (16-page) Package 4 (Spanish):	56,600	14,351,212

	<b>2018 Test Approximate <u>Quantity</u></b>	<b>2020 Census Approximate <u>Quantity</u></b>
<b><i>Fifth Mailing –</i></b>		
Postcard (4-1/4 x 6’):	117,400	59,405,258
Postcard (8-1/5 x 5-1/2’):	45,300	11,397,381
<b><i>Supplemental Mailings –</i></b>		
Postcard (4-1/4 x 6’):	5,000*	12,000,000**

\*For the 2018 Test Order, the Supplemental Mailing quantity will be mailed out over approximately six mailings.  
\*\*For the 2020 Census Order, the Supplemental Mailing quantity will be mailed out over approximately five or six mailings.

**GOVERNMENT TO FURNISH:**

Electronic Media (Print Files) will be furnished as follows:

Platform: Windows 7.

Storage Media: CD-ROM or email.

Software: Adobe Acrobat Professional 11.0 (or higher).

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

Fonts: All printer and screen fonts will be 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 PDF format.  
Laser composites of the furnished electronic files will be provided.  
GPO Form 952 (Desktop Publishing - Disk Information).

An item list, package assembly table, and mailing table (that includes the address delivery date, package/item to be mailed, and the in-home target or mail date) will be furnished with the print orders for 2018 Test Order and 2020 Census Order.

Address files to be sent as ASCII flat files using an approved secure file transfer (e.g., contractor-hosted SFTP or other approved alternative) as specified on the print order (see Attachments A and B for address layouts).

A formatted test address file with fictional addresses will be furnished if variable address imaging is required on the prior to production samples.

A PDF file for the Census shipping container label (size 8 x 5”).

Shipping document for Census Quality Assurance Random Copies (QARC).

GPO Form 892 proof label.

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

**EXHIBITS:** The facsimile of the sample page shown as EXHIBIT A is representative of the Business Reply Envelope which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits. (*NOTE: Exhibit A is to be used as a guide for the layout/shape of the envelope window only.*)

**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.

The contractor must be able to accept and send files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

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

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.

Output must be generated on high resolution image processors with minimum 2400 dpi and 150-line screen or finer.

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.

When required, the contractor shall return all final files via contractor-hosted SFTP.

**PROOFS (2018 Test, Operational Testing, and 2020 Census – All items as applicable to each order):**

Two (2) sets of digital color content proofs. 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, as applicable.

Envelope Proofs must have all elements in proper position (i.e., flap to size, window location, adhesive position indicated for flap and seams, and security tint area indicated).

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.”

**PRIOR TO PRODUCTION PAPER SAMPLES (Questionnaires Only for 2018 Test, Operational Testing, and 2020 Census):** Prior to commencement of any production of the contract production quantity and for each paper manufacturing run, the contractor shall submit to the Government not less than 50 blank paper samples in original, unaltered condition to be used in the production of the contract requirements for questionnaires: White Opacified Offset Book, basis weight 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80. Each sample shall be approximately 8-1/2 x 11" and must be of the kind and quality required by the specifications.

**NOTE:** Sampling shall be conducted in accordance with the current edition of the standard method described in TAPPI T-400, Sampling and Accepting a Single Lot of Paper, Paperboard, Containerboard, or Related Product.

A covering document shall accompany each sample set and must include the following information: a) the GPO Jacket Number; b) the mill or manufacturing run number; c) the manufacturer's test data obtained at regular intervals throughout the manufacturing run (for ALL properties in this specification including CIELAB measurements, a 3-dimensional coloring measurement system); d) a description of the paper; and, e) a statement certifying that sampling was conducted in accordance with TAPPI T-400. The cover document which includes the information required for b), c), and e) above requires a signature from the paper manufacturer's official who is responsible for sampling, quality control, and quality assurance.

Contractor to submit paper samples to: U.S. Government Publishing Office, Customer Services, DC Team 1, Attn: Contracting Officer, Room C-838, Stop CSAPS, 732 North Capitol Street, NW, Washington, DC 20401. The container and accompanying documentation shall be marked "PAPER SAMPLES AND INK DRAWDOWN SAMPLES," and shall include the GPO Purchase Order and Jacket Numbers.

Contractor to submit paper samples with the proofs (see "SCHEDULE" specified herein).

The Government will approve, conditionally approve, or disapprove these samples within five (5) 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 for disapproval.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples 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 samples required.

In the event the additional samples 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 samples within the time specified, the CO shall automatically extend the shipping schedule in accordance with the procedures as indicated in Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the prior to production samples and final product prior to approval of the samples submitted is at the contractor's risk. Samples will not be returned to the contractor. Costs of all samples shall be included in the contract price for the applicable paper.

**INK DRAWDOWNS FOR ALL INKS:** Prior to commencement of any production of the contract production quantity and for each ink manufacturing run, the contractor shall furnish not less than five (5) ink drawdowns on the 8-1/2 x 11" paper stock required for the questionnaires. The contractor shall also furnish the manufacturer's CIELAB data from the lot of ink they are using on a cover sheet identifying the GPO Purchase Order and Jacket Number.

NOTE: Ink drawdowns must be submitted with the paper samples at the address specified under "PRIOR TO PRODUCTION PAPER SAMPLES."

**PRIOR TO PRODUCTION SAMPLES (2018 Test/2020 Census Questionnaires and Envelopes Only):** Prior to the commencement of production of the contract production quantity, the contractor shall submit not less than the number of samples specified below for the questionnaires and envelopes:

- 5,000 copies of the 8-page questionnaire
- 5,000 copies of the 16-page questionnaire
- 5,000 copies of the business reply envelope
- 500 copies of the mailout envelope (6-1/16 x 10-1/16")

The container and accompanying documentation shall be marked "PREPRODUCTION SAMPLES" and shall include the GPO Purchase Order, Jacket, Program, and Print Order Numbers.

All samples shall be printed and bound/constructed, as specified herein, and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested for conformance of materials and must comply with the specifications as to construction, kind, and quality of materials. All samples must be printed on the paper required for that item, as specified herein.

The contractor shall use chipboard on the top and bottom of the samples packed in each container. Samples shall be packed securely in the containers ensuring that they will not shift or be damaged during the delivery process.

Contractor must submit samples to: U.S. Census Bureau, Attn: Debbie Mockabee, Remote Delivery Facilities (RDF), Gate 9, Room HQ-3K420C, 4600 Silver Hill Road, Suitland, MD 20746. (Telephone: (301) 763-4447) NOTE: Prior to Production Samples must deliver via traceable means.

Contractor must submit samples within 30 workdays of receipt of furnished print files.

The Government will approve, conditionally approve, or disapprove the samples within five (5) 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 samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government. The Government will require the time specified above to inspect and test any additional samples required.

In the event that the samples 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 samples 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. 6-01)).

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

All samples shall be manufactured at the facilities and on the 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 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his/her opinion, materially differs from that of the color sample(s).

All text paper used in each questionnaire copy must be of a uniform shade.

*Questionnaires:* White Opacified Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80.

*Letters:* White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

*Inserts:* White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

*Postcards:* White and Colored Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

*ALL Envelopes:* White Writing (or Wove) Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

## **PRINTING:**

*Questionnaires:* Print head-to-head in black and Process Cyan; in black, Process Cyan, and Pantone 368 (Green); or, in black, Pantone 320 (Teal), and Pantone Purple. Contractor to match Pantone numbers specified. Printing consists of type and line matter flattones. Flattones must be generated on high resolution image processors with minimum 2400 dpi and minimum 150-line screen, 45 degree angels, elliptical dot halftone screen tints in 10%, 20%, and 50% color densities as indicated in the furnished electronic files. Variable image in black as specified under "VARIABLE COMPUTERIZED IMAGING."

All questionnaires **MUST** be produced using the offset lithographic process; flexographic printing is **NOT** acceptable. If questionnaires are produced on a web press, it must be a heat-set, or equivalent, process. The questionnaires must be printed on a press capable of printing all (two or three, as required) colors in a single pass through the press (minimum two or three printing units, as applicable). The Pantone inks used for the questionnaires **MUST NOT** contain any black pigment ink. Ink colors are tints, not tones, and are not built out of CMYK. Additionally, the use of automated color/density control on press (i.e., closed loop color control system) must be used for printing the questionnaires.



The data capture system being used for the questionnaires is a highly efficient system using scanned images of completed Census questionnaires and a combination of Optical Mark Recognition (OMR) and Optical Character Recognition (OCR) to tabulate entries. Questionnaires must be printed with strict adherence to specifications on size (no magnification or reduction), color, halftone, color density, color-to-black registration, and serialization.

*Letters:* Print face and back in black and Process Cyan; in black, Process Cyan, and Pantone 368 (Green); or, in black, Pantone 320 (Teal), and Pantone Purple. Contractor to match Pantone numbers specified. Printing consists of text and line matter.

Letters for the Letter Packages variable image in black as specified under “VARIABLE COMPUTERIZED IMAGING.” (NOTE: Letters for the Questionnaire Packages do not require variable imaging.)

*Inserts:* Print face only in black ink only. Printing consists of text and line matter. No variable imaging.

*Postcards:* Print face and back in black ink only. Printing consists of text and line matter. Variable image in black as specified under “VARIABLE COMPUTERIZED IMAGING.”

*Business Reply Envelopes:* Print face and back of envelope in black ink only. Printing consists of text and line matter. Print on the inside of envelope flap in black ink. Printing will consist of text matter (i.e., insertion instructions/thank you message) on the flap below the adhesive. Print inside of envelope with a security tint (lining is not acceptable) 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. NOTE: The security tint must not appear in the window area.

*Outgoing Envelopes:* Print face only in black ink only or black and one additional ink color. Contractor to match Pantone number as indicated on the print order. Printing consists of text and line matter.

No variable imaging on any of the envelopes.

Printing on 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 will 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; slur targets 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 ANSI PH2.30-1989; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

**VARIABLE COMPUTERIZED IMAGING (Questionnaires, Letters, and Postcards):** Variable computerized imaging required for this contract consists of: addressing questionnaires, letters, and cards; the application of serialized barcodes and corresponding Human Readable Interpretation (HRI); addressing and inserting an identification number on the front (English version) or front and back (Spanish version) of letters inside a designated block within the body of the letter.

NOTE: For the Operational Testing Order, the questionnaires will image with a serialized barcode and a dummy address.

Variable computerized imaging including barcodes, must be ink jet, ion deposition, laser, or equivalent quality.

Variable computerized images (barcodes, addresses, ID numbers, etc.) shall be of black, permanent (water resistant) medium, and shall not “run,” “smear,” or “bleed” when exposed to moisture (mist, rain, snow, or other adverse condition). The contractor shall avoid any unreasonable strike-through (bleed through) and barcode rub-off. The serialized barcode and HRI shall conform to specifications for variable image type quality, filled in characters, address voids, and other quality requirements.

Interleaved 2 of 5 barcodes shall conform to the following:

Imaging Addressability:	No fewer than 240 dots per inch
Nominal Element Width (X):	$0.015'' \leq X \leq 0.019''$
Wide to Narrow Ratio (N):	$2.2 \leq N \leq 3.0$
QuietZone:	10X minimum

Barcodes shall comply with ISO/IEC 16390:2007- “Information technology - Automatic identification and data capture techniques - Interleaved 2 of 5 barcode symbology specification” ISO/IEC 15416:2000 - “Barcode Print Quality Test Specification - Linear Symbols.” Symbol grades shall be at least C/10/660.

**QUESTIONNAIRE SERIALIZATION BARCODING:** A set of Interleaved 2 of 5 serialized barcodes shall be produced and shall be unique to each printed copy of a questionnaire. Additionally, to the serialized barcode, there will be the equivalent HRI (eye-readable serial number). The placement of serialized barcodes on designated pages is described below. All designated pages of each questionnaire printed shall display the same serialized barcode and HRI number.

The contractor shall not duplicate serialized barcoded numbers on various questionnaire types. The contractor shall use the same serial number (i.e., the serial number for that individual questionnaire) in the barcoded rendition of the serial number and the human readable rendition of the serial number on every designated page of the questionnaire. The serialized barcode number shall be 10 digits in length, consisting of a 9-digit sequential number and one check digit, calculated using the MOD10 Algorithm described herein.

The 10-digit serialized barcode shall have the following numerical format:

- Digits 1 through 9 shall represent the whole number of the serialized number.
- Digit 10 shall be the MOD10 check-digit.

The first serialized barcode shall be 0000000019. The whole number represented by digits 1 through 9 shall increase by increments of 1 for each new questionnaire (gaps in the sequence are acceptable). The 10-digit serialized number shall not be duplicated for or on any final questionnaire within the production of this contract.

The barcoded serial number shall have a height of at least 1/4” or at least 15% of the barcode width (excluding quiet zones - whichever is greater. The barcodes shall have a maximum width of 1-11/16” (excluding quiet zones). The bars shall be perpendicular to the 18” dimension of the page. A Human Readable Interpretation of the serial number shall be printed in a 10 point San Serif font.

NOTE: Sequencing does NOT roll over from the 2018 Test Order to the 2020 Census Order. Sequencing for the 2020 Census Order will start new as specified by the ordering agency. Additionally, sequencing will start over for each specific mailing for the 2018 Test Order and the 2020 Test Order.

**PLACEMENT OF SERIALIZED BARCODES AND HRIs ON DESIGNATED PAGES:** For the 16-page questionnaires, the serialized Interleaved 2 of 5 barcodes and equivalent HRI, shall be unique to each questionnaire and shall be printed on one side of each numbered page of the finished product (i.e.: pg.1 or pg. 2, and pg. 3 or pg. 4, up to pg. 15 or pg. 16). The barcoded serial number, including quiet zone, and the HRI serial number shall not overlap any printed text or images.

The serialized Interleaved 2 of 5 barcode shall be located in the BOTTOM margin of each odd or even page. The leading edge of this barcode shall measure 1-1/2" from the LEFT or the trailing edge of this barcode shall measure 1-1/2" from the RIGHT edge of the page. (The edge of the page is either the spine or finished edge.) The vertical position shall be 1/16" below the printed border line. The barcode must meet minimum height requirements (15% of width) after trimming.

The HRI shall be positioned in the TOP margin of the same page containing the serialized barcode. The location of the HRI shall measure 1-1/2" from the LEFT or RIGHT edge of the page, centered vertically within the top margin (or centered in the space above any printed text in the top margin) of the page. Serialized barcodes and HRI's shall align horizontally within each page.

The location of variable image for the serial barcode and HRI shall be within 1/8" horizontally and 1/16" vertically from the specified position.

NOTE: The contractor's selected pages and locations for the serialization are to be provided in the contractor's production plans (see "PRODUCTION AND QUALITY CONTROL (QC) PLANS, Production Plan," as specified in SECTION 1.)

**LINKING ADDRESS DATA TO SERIALIZED PAGES:** The contractor shall link the Questionnaire Census ID within the address block to the USPS Destination IMb Tracing™ content to each serialized page and the Origin IMb Tracing™ barcode. The contractor may use a Data Matrix 2D Barcode within the address block to accomplish the link. Alternative methods for linking MUST be approved by the Government.

The contractor will construct the unique serial number in accordance with these specifications. The requirement is to link the address record (ID) to the serialized bar code prior to mailing. It is NOT the requirement to pre-assign the serialization to the address. The contractor will be required to provide the postal bar codes and the serial numbers assigned to the questionnaires prior to mailing. Details for the file format will be provided with the print orders.

The data to be returned to Census will include the record ID, the postal bar codes assigned, and the serial number assigned to pages. The Census' address files do not contain names but will have a unique ID assigned to each address.

**OTHER BARCODE IMAGING:** On questionnaires that are not addressed, the contractor may be required to create an ID that meets format requirements as specified on the print orders. These ID's (and ID's provided by the Government) utilize the MAD97 Check Digit formula described herein.

**Formula for Mod10 Check-Digit:** The MOD10 algorithm will calculate a check digit for the serial number. The check digit is calculated using the LUHN's algorithm (MOD10 algorithm). The MOD10 check-digit is calculated as follows:

- 1) From the rightmost digit, which is the check digit, moving left, double the value of every second digit; if the product of this doubling operation is greater than 9 (e.g.,  $7 * 2 = 14$ ), then sum the digits of the products (e.g.,  $10: 1 + 0 = 1$ ,  $14: 1 + 4 = 5$ ).

- 2) Take the sum of all the digits.
- 3) If the total modulo 10 is equal to 0 (if the total ends in zero) then the number is valid according to the Luhn formula; else it is not valid.

Assume an example of a serial number “123456789” that will have a check digit added, making it of the form 123456789x:

- Double every other (starting with the first digit)  
2 2 6 4 10 6 14 8 18
- Sum of resulting digits  
 $2 + 2 + 6 + 4 + 1 + 6 + 5 + 8 + 9 = 43$

The check digit (x) is obtained by computing the sum of digits then computing 9 times that value modulo 10 (in equation form,  $(43 * 9 \text{ mod } 10)$ ). In algorithm form:

- 1) Compute the sum of the digits (43).
- 2) Multiply by 9 (387).
- 3) The last digit, 7, is the check digit.

**Alternative Method:** The check digit (x) is obtained by computing the sum of digits then subtracting the units digit from 10 ( $43 = \text{Units digit } 3; 10 - 3 = \text{check digit } 7$ ). In algorithm form:

- 1) Compute the sum of the digits (43).
- 2) Take the units digit (3).
- 3) Subtract the units digit from 10 (7).
- 4) The result, 7, is the check digit. In case the sum of digits ends in 0, 0 is the check digit.

For this example, the serial number with check digit is 1234567897.

**Formula for MAD97 Check-Digits:** The MAD97 algorithm will calculate check digits for any string of ASCII characters including numeric, alphabetic and special characters. The ASCII character set has a decimal equivalent of 0 through 255. The MAD97 algorithm is similar to the MOD97 algorithm but can accommodate all of the ASCII character set.

- 1) The decimal equivalent of the first character is multiplied by 1,000. The decimal equivalent of the second character is added to the above product. The result is divided by 97.
- 2) The remainder from that division is multiplied by 1,000 and the decimal equivalent of the third character is added to that product. The result is divided by 97. And so on.

For example, for the ASCII character string “9876”:

- The decimal equivalent of ASCII “9” is 57
- Multiply 57 by 1,000 = 57,000
- The decimal equivalent of ASCII “8” is 56
- Add 56 and 57,000 = 57,056
- Divide 57,056 by 97; the remainder is 20
- Multiply 20 by 1,000 = 20,000
- The decimal equivalent of ASCII “7” is 55
- Add 55 and 20,000 = 20,055
- Divide 20,055 by 97; the remainder is 73



**CONSTRUCTION (Envelopes):**

*Business Reply Envelopes (5-11/16 x 9-7/16"):* Envelope must be open side, with gummed fold-over flap for sealing with high-cut side. Envelopes shall be sufficiently high cut as to prevent flap adhesive from contacting envelope content. Square-cut flap is NOT acceptable.

Face of envelope to contain one (1) covered, die-cut window. Size of window is 8-3/8" length with varying height. Height from left edge of window to 4" from left edge of window is 3/4". Height from 4" from left edge of window to the right edge of window is 1-1/8". The bottom edge of the window shall be located 2-3/8" from the bottom edge of the envelope. The right edge of the window shall be located 7/16" from the right edge of the envelope. Die-cut with 1/8" radius rounded corners. (See Exhibit A.)

*Outgoing Envelopes (4-1/8 x 9-1/2"):* Envelope must be open side, with gummed fold-over flap for sealing with high-cut side. Envelopes shall be sufficiently high cut as to prevent flap adhesive from contacting envelope content. Square-cut flap is NOT acceptable.

Face of envelope to contain one (1) covered, die-cut window (1-5/8 x 5" in size). The bottom edge of window shall be located 5/8" from the bottom edge of the envelope, and the left edge of the window shall be located 3/4" from the left edge of the envelope. Die-cut with 1/4" radius rounded corners.

*Outgoing Envelopes (5-7/8 x 9-1/4"):* Envelope must be open side, with gummed fold-over flap for sealing with high-cut side. Envelopes shall be sufficiently high cut as to prevent flap adhesive from contacting envelope content. Square-cut flap is NOT acceptable.

Face of envelope to contain one (1) covered, die-cut window (1-5/8 x 5" in size). The bottom edge of window shall be located 1-5/8" from the bottom edge of the envelope, and the right edge of the window shall be located 1" from the right edge of the envelope. Die-cut with 1/4" radius rounded corners.

*Outgoing Envelopes (6-1/16 x 10-1/16"):* Envelope must be open side, with gummed fold-over flap for sealing with high-cut side. Envelopes shall be sufficiently high cut as to prevent flap adhesive from contacting envelope content. Square-cut flap is NOT acceptable.

Face of envelope to contain one (1) open, die-cut window (2-3/4 x 4-1/4" in size). The bottom edge of window shall be located 1" from the bottom edge of the envelope, and the right edge of the window shall be located 1" from the right edge of the envelope. Die-cut with 1/4" radius rounded corners.

*Flap Adhesive for ALL Envelopes:* All sealing flap adhesive shall be the water-activated type of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying. Adhesive shall be uniformly applied, have a minimum thickness of 0.0006", and shall be applied continuously along the length of the flap, extending almost to the envelope edge, with not more than 1/2" unapplied space at each end of the flap. The flaps shall be capable of being quickly and securely sealed using fingertips after moistening the adhesive. When opened 15 to 20 seconds after sealing, the flap shall pull fibers from the body of the envelope from not less than 75% of the adhesive area. The flap adhesive must cover at least 60% of the area of the flap beyond the throat. All adhesive shall be clean and free from offensive odor and/or ingredients that would discolor the paper.

*Side Seam Adhesive:* The side seam adhesive must extend almost the entire length of the seam, with not more than 1/2" unapplied space at the beginning of the top seam overlap and no more than 1/2" unapplied space at the bottom edge of the envelope. The width of the adhesive on the side seams must be no less than 3/16". Adhesive shall be applied so that it is continuous. All adhesive shall be clean and free from offensive odor and/or ingredients that would discolor the paper.

*Covered Windows:* Window is to be covered with a suitable transparent, low-gloss, poly-type 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 of contents. Window material must meet the current U.S. Postal Service's (USPS) readability standard/requirements.

**BINDING/CONSTRUCTION INSPECTION:** All binding (trimming, folding, and stitching) and construction operations may be inspected and approved at the contractor's plant for quality conformance and for the purposes of establishing specific standards that are to be maintained throughout the run. Upon approval, the contractor is charged with maintaining those standards throughout the binding/construction processes (within QATAP tolerances, when applicable). The contractor is also charged with discarding all products that preceded approval.

NOTE: A binding/construction inspection does not constitute a prior approval of the entire run. For questionnaires, the contractor must not perform stitching prior to receipt of an "O.K. to Fold."

**ASSEMBLING AND PACKAGING CONFIGURATIONS (2018 Test Order and 2020 Census Order):**

The 2020 Census mailing strategy requires the contractor to distribute printed materials to support the enumeration of the population. These mailings include Internet invitation letters (letter packages); questionnaire mailing packages; and reminder postcards or letters.

For the 2020 Census, the contact strategy includes time constrained questionnaire package mailings to ALL households in the mail universe that do not respond to the initial mailing.

All outgoing envelopes must be securely sealed prior to mailing and must be capable of remaining sealed under normal mailing conditions. It is the contractor's responsibility to assure that only one copy of each appropriate item required is inserted into the outgoing envelope and that only the mailing address is visible through the envelope window.

Unless otherwise specified, the assembling and packaging configurations for each mailing for the 2018 Testing Order and the 2020 Census Order are as specified below (the specific order of items in each package will be specified on the print order).

***Initial Mailing –***

*Letter Package 1:* Gather letter (with variable imaging on one side), fold, followed by one insert (flat), and insert into the outgoing envelope (5-7/8 x 9-1/4"). At contractor's option, letter may be folded in half or tri-folded.

*Letter Package 2:* Gather letter (with variable imaging on two sides), fold, followed by two (2) different inserts (flat), and insert into outgoing envelope (5-7/8 x 9-1/4"). At contractor's option, letter may be folded in half or tri-folded.

*Questionnaire (8-page) Package 1:* Gather 8-page questionnaire and letter, fold, followed by one insert (flat) and BRM envelope (flat), and insert into outgoing envelope (6-1/16 x 10-1/16"). Questionnaire and letter are to be folded separately. Questionnaire cross-folds to 9 x 5-1/2". At contractor's option, letter may be folded in half or tri-folded.

*Questionnaire (16-page) Package 2:* Gather 16-page questionnaire and letter, fold, followed by two (2) different inserts (flat) and BRM envelope (flat), and insert into outgoing envelope (6-1/16 x 10-1/16"). Questionnaire and letter are to be folded separately. Questionnaire cross-folds to 9 x 5-1/2". At contractor's option, letter may be folded in half or tri-folded.

NOTE: Letter Packages 1 and 2 and Questionnaire Packages 1 and 2 all share a common insert.

***Second Mailing –***

*Letter Package 3:* Tri-fold letter (with variable imaging on one side) and insert into outgoing envelope (4-1/8 x 9-1/2”).

*Letter Package 4:* Tri-fold letter (with variable imaging on two sides) and insert into outgoing envelope (4-1/8 x 9-1/2”).

***Third Mailing –***

*Postcard:* Postcard (4-1/4 x 6”).

*Postcard:* Postcard (8-1/5 x 5-1/2”).

***Fourth Mailing –***

*Questionnaire (8-page) Package 3:* Gather 8-page questionnaire and letter, fold, followed by one insert (flat) and BRM envelope (flat), and insert into outgoing envelope (6-1/16 x 10-1/16”). Questionnaire and letter are to be folded separately. Questionnaire cross-folds to 9 x 5-1/2”. At contractor’s option, letter may be folded in half or tri-folded.

*Questionnaire (16-page) Package 4:* Gather 16-page questionnaire and letter, fold, followed by one (1) insert (flat) and BRM envelope (flat), and insert into outgoing envelope (6-1/16 x 10-1/16”). Questionnaire and letter are to be folded separately. Questionnaire cross-folds to 9 x 5-1/2”. At contractor’s option, letter may be folded in half or tri-folded.

NOTE: Questionnaire Package 4 shares a common insert with Questionnaire Package 2. This insert is different from the common insert in Letter Packages 1 and 2 and Questionnaire Packages 1 and 2.

***Fifth Mailing –***

*Postcard:* Postcard (4-1/4 x 6”).

*Postcard:* Postcard (8-1/5 x 5-1/2”).

***Supplemental Mailings –***

*Postcard:* Postcard (4-1/4 x 6”).

**PACKING:** When a shipping container is not completely filled, the contractor must package with materials of sufficient strength and durability and in such a manner, which will guarantee that the product will not be damaged and the container will not open nor split during transit.

*2018 Testing and 2020 Census Orders:* Any overages (after completion of mailings) are to be packed suitable in shipping containers not to exceed 45 pounds when fully packed.

*Operational Testing Order:* Pack suitable the cross-folded 8-page questionnaire, cross-folded 16-page questionnaire, and BRM envelope in shipping containers not to exceed 45 pounds when fully packed. Each item is to be packed separately. Do NOT intermix items in shipping containers.

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



**ADDRESS AND BARCODE LAYOUTS (STATESIDE): See Attachment A for sample Census address file layouts.**

*NOTE: Barcoding is continuous (from one file to the next) with each mailing.*

The font for address text and Human Readable Interpretation (HRI) numbers shall be sans serif, 10-point (except where specified as 6-point), normal type (no bold).

*Character numbers are positioned in delivered address records and are described in tables below.*

**Mailing Address Layout for Questionnaire Packages:**

<b>LINE(S) TO BE IMAGED</b>	<b>DESCRIPTION</b>	<b>CHARACTERS (from provided address file records)</b>
1 - 4	Interleaved 2 of 5 barcode (16-digits)	1-12, 14-15, 17-18 (I 2/5 representation)
5	16-digit CID and sort code Number* (parsed)	1-12, 14-15, 17-18 (HRI)
6	Blank	
7	An optional endorsement line (blank if none)	
8	Intelligent Mail® Barcode	
9	The words "TO RESIDENT AT"	
10	Street Address	20-72
11	Unit designation (blank if none)	74-126
12	City, State, ZIP Code, or ZIP + 4 (if known)	128-155, 157-158, 160-164, 166-169 (if known)

**NOTE:** For All Questionnaire Packages, an IMB for Origin Confirm shall be applied on the questionnaire to the left of the address block, prior to insertion into the outgoing envelopes.

\*The Census ID and sort code will be combined for a 16-digit barcode. The HRI of the Census ID (CID) will be provided in 12-character and 4-character strings (all numeric). The 12-characters will be left justified on the line below the interleaved 2 of 5 barcode. The contractor shall parse the 12-digit number with hyphens into the following eye-readable format. The 4-digit sort code shall be right justified (to the 12-digit barcode) and in 6-point font.

Reading from left to right, as follows:

<left justified (below barcode)> <right justified, 6-point font>  
 4-digits, hyphen, 4-digits, hyphen, 4-digits, 4-digits

1234-4678-9012

3456

**Mailing Address Layout (Addressed Letters):**

<b>LINE(S) TO BE IMAGED</b>	<b>DESCRIPTION</b>	<b>CHARACTERS (from provided address file records)</b>
1	An optional endorsement line (blank if none)	
2	Intelligent Mail® Barcode	
3	The words "TO RESIDENT AT"	
4	Street Address	20-72
5	Unit designation (blank if none)	74-126
6	City, State, ZIP Code, or ZIP + 4 (if known)	128-155, 157-158, 160-164, 166-169 (if known)

The contractor shall place the 12-digit Census ID (characters 1 through 12 in the Address file), in a designated box within the addressed English-only letters. On addressed bilingual letters, the contractor shall place the Census ID in designated boxes on both sides of the letter. The contractor shall parse the 12-digit number(s) with hyphens into the following format.

Reading from left to right, as follows:

4-digits, 3-spaces, hyphen, 3-spaces, 4-digits, 3-spaces, hyphen, 3-spaces, 4-digits

1234 - 5678 - 9012

**Mailing Address Layout (Postcards):**

<b>LINE(S) TO BE IMAGED</b>	<b>DESCRIPTION</b>	<b>CHARACTERS (from provided address file records)</b>
1 - 3	Interleaved 2 of 5 barcode (12-digits)	1-12 (I 2/5 representation)
4	14-digit CID and sort code Number* (parsed)	1-12 (HRI)
5	Blank	
6	An optional endorsement line (blank if none)	
7	Intelligent Mail® Barcode	
8	The words "TO RESIDENT AT"	
9	Street Address	20-72
10	Unit designation (blank if none)	74-126
11	City, State, ZIP Code, or ZIP + 4 (if known)	128-155, 157-158, 160-164, 166-169 (if known)

\*The Census ID will be a 12-digit barcode. The HRI of the Census ID will be provided as a 12-character string (all numeric). The 12-characters will be left justified on the line below the barcode. The contractor shall parse the 12-digit number with hyphens into the following eye-readable format.

Reading from left to right, as follows:

4-digits, hyphen, 4-digits, hyphen, 4-

digits 1234-5678-9012

**CRITICAL:** The placement of the CID and postal barcodes, as well as the addresses on the questionnaires and letters, is critical. The CID and the entire address, including postal barcodes, must be visible through the window of the outgoing envelope regardless of the shifting of the contents within the envelopes. There must be a minimum of 1/8" clear space from the left and right edges of the postal barcode and a minimum of 2/10" from the left and right edges of the CID barcodes and the edges of the window when the inserts are jogged in those directions. A minimum of 1/25" clearance is required from the top and bottom edges of the IMB and the edges of the window, as well as other printing, when jogged in those directions. In addition, when the contents are jogged to the bottom of the envelope, there shall be a minimum of 1/25" clearance between the bottom line of the address and the bottom edge of the window.

For questionnaire packages, the CID must show through the window of the Business Reply Mail envelope when the contents are jogged to the flap score. In addition, the IMB must show through the specially designed window of the BRM envelopes while maintaining the required clear space (i.e., 1/25" from top and bottom edges of barcodes and 1/8" from the left and right edges of barcodes to edges of window).

**ADDRESS AND BARCODE LAYOUTS (PUERTO RICO): See Attachment B for sample Census address file layouts.**

***NOTE: Barcoding is continuous (from one file to the next) with each mailing.***

The structure of the addresses in Puerto Rico is different from Stateside. There are different rules for the label and composition. There are five primary versions of the Puerto Rico address label, as denoted below. The print vendor will apply a resident message, “*PARA EL RESIDENTE EN/TO THE RESIDENT OF,*” preceding the address lines on each mail piece.

***Puerto Rico Version 1:***

Line 1: Building/Condominium/Residencial Name  
Line 2: House Number and (Street Name or Carretera or Ramal) and Unit Designation  
Line 3: Preferred Municipio, “PR”, and ZIP Code

***Puerto Rico Version 2:***

Line 1: Urbanización Name  
Line 2: House Number and (Street Name or Carretera or Ramal) and Unit Designation  
Line 3: Preferred Municipio, “PR” and ZIP Code

***Puerto Rico Version 3:***

Line 1: House Number and (Street Name or Carretera or Ramal)  
Line 2: Unit Designation  
Line 3: Preferred Municipio, “PR”, and ZIP Code

***Puerto Rico Version 4:***

Line 1: Rural Route/Highway, Contract Number, and Box Number  
Line 2: Preferred Municipio, “PR”, and ZIP Code

***Puerto Rico Version 5:***

Line 1: Area Name and House Number  
Line 2: (Street Name or Carretera or Ramal) and KM/HM  
Line 3: Preferred Municipio, “PR”, and ZIP Code

Versions 1, 2, 3, or 5 could be filled with mailing or location address information as appropriate. The priority order for determining what address should be used is as follows:

1. Condominium/Residencial mailing address (Version 1)
2. Urbanización mailing address (Version 2)
3. City-style mailing address (Version 3)
4. Rural Route mailing address (Version 4)
5. Kilometer/Hectometer address (Version 5)
6. Condominium/Residencial location address (Version 1)
7. Urbanización location address (Version 2)
8. City-style location address (Version 3)



**Address Layout Postcards (PR)**

<b>LINE(S) TO BE IMAGED</b>	<b>DESCRIPTION</b>	<b>CHARACTERS (from provided address file records)</b>
1 - 3	Interleaved 2 of 5 barcode (12-digits)	1-12 (I 2/5 representation)
4	12-digit CID and sort code Number* (parsed)	1-12 (HRI)
5	Blank	
6	An optional endorsement line (blank if none)	
7	Intelligent Mail® Barcode	
8	The words “PARA EL RESIDENTE EN/TO THE RESIDENT OF,”	
9	Address File “LINE1”	20-72
10	Address File “LINE2”	74-126
11	Address File “LINE3”	128-180

\*The Census ID will be a 12-digit barcode. The HRI of the Census ID will be provided in 12-character string (all numeric). The 12-characters will be left justified on the line below the barcode. The contractor shall parse the 12-digit number with hyphens into the following eye-readable format.

Reading from left to right, as follows:

4-digits, hyphen, 4-digits, hyphen, 4-digits

1234-5678-9012

**PACKING/LABELING AND MARKING/MAILING INSPECTIONS:** Packing, labeling and marking, and mailing inspection(s) will be required at the contractor’s/subcontractor’s plant for the purpose of establishing that the packing, labeling and marking, and mailing is being accomplished in accordance with contract quality attributes and requirements. A production 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.

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

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

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list or to the largest consignment unless otherwise specified on the print order.

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

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

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), 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 on 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.

**CENSUS QUALITY ASSURANCE RANDOM COPIES:** After approval is received on the press sheet inspection and starting with the first day of printing, the contractor shall, during each day, randomly select one (1) sample every 5,000 copies, of each type of press sheet produced that day. Each sample shall have: 1) the date and time, stamped by machine, when the sample was pulled; 2) the shift noted on the sample; and, 3) the press number noted on the sample.

The contractor shall develop a method for selecting the press sheet samples that is acceptable to the Government. For example, if items are printed roll-to-roll, the samples may be selected from the tail of each output roll.

If binding is performed as a separate operation, one (1) random sample, 3,000 copies per day from each operation shall be selected. If the operations are combined into one continuous operation, one (1) random sample every 3,000 copies per day from each operation shall be selected. Each sample shall have: 1) the date and time, stamped by machine, when the sample was pulled; 2) the shift noted on the sample; and, 3) the press number noted on the sample.

The On-Site Government Coordinators will inspect the Census Quality Assurance Random Copies indicated above. After inspection, the contractor shall ship these samples (marked “Quality Samples”) overnight to the: US Census Bureau, NPC Quality Assurance Materials Section, Attn: Karen Evans, Building 61D, 1201 East Tenth Street, Jeffersonville, IN 47130. (Telephone: (812) 218-3757)

**DISTRIBUTION:**

***2018 Test Order:***

- Mail f.o.b. destination to domestic destinations nationwide, including the American Territories and APO/FPO addresses. Contractor is responsible for all costs associated with transporting mail packages to the USPS. (NOTE: No foreign mailing.)
- Ship/mail f.o.b. contractor’s city any overages after the mailing is completed as specified on the print order.

***Operational Testing Order:*** Deliver f.o.b. destination to one address in Jeffersonville, IN.

***2020 Census Order:***

- Mail f.o.b. destination to domestic destinations nationwide, including the American Territories and APO/FPO addresses. Contractor is responsible for all costs associated with transporting mail packages to the USPS. (NOTE: No foreign mailing.)
- Ship/mail f.o.b. contractor’s city any overages after the mailing is completed as specified on the print order.

Complete addresses and quantities will be furnished with the print orders (see “SCHEDULE”).

All mailing must go at the mail rate specified on the print order.

Contractor must mail using the furnished “Postage and Fees Paid” mailing indicia for all mailing.

Contractor to ship/mail via traceable means (reimbursable) all overages at the most economical means to the Government. Contractor will be reimbursed for all shipping/postage by submitting shipping receipts and/or properly completed postal service forms (or equivalent) with billing invoice for payment.

When applicable, the contractor is cautioned that the “Postage and Fees Paid” indicia may be used only for the purpose of mailing material produced under this contract. Orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the billing invoice for payment.

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

Certificate of Conformance: When using Permit Imprint Mail, the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 10-15), and the appropriate mailing statement or statements supplied by USPS. A fillable GPO Form 712 Certificate of Conformance can be found at <http://www.gpo.gov/vendors/sfas.htm>.

**USPS Requirements:** Postal barcodes, including the Intelligent Mail ® Barcode (IMB), shall conform to USPS postal regulations. The Census Bureau will use the IMB, and possibly other barcodes, as specified by the Postal Service Regulations, including compliance with the Full Service IMB requirements. The contractor shall demonstrate completion of the USPS IMB certification process if required by the USPS. Interfaces with the USPS regarding achieving any barcode certification shall be the responsibility of the contractor. The contractor shall keep the Census Bureau informed at every step of the process and shall immediately inform the Census Bureau of any issues regarding the certification process. The contractor shall also be responsible for ensuring compliance with Mail Evaluation Readability Lookup Instrument (MERLIN) requirements and other Domestic Mail Manual (DMM) requirements. The contractor shall provide images (unaddressed) of each type of mail piece to the Census Bureau prior to each mailing.

**Postal Address Services and Tracing:** The contractor shall comply with USPS requirements for introducing mail as a full service IMb mailer. The Census Bureau will provide the Mailer ID and associated return zip codes prior to delivery of the first address files.

The contractor shall process all address files using Coding Accuracy Support System (CASS) certified address matching software and make processed files as described below available to Census. The file formats will be jointly determined by the contractor and Census Bureau and finalized prior to delivery of a test address file.

The contractor shall inform the Government if a file contains addresses that cannot be delivered by the USPS. These addresses meet the following criteria:

- All address fields missing or invalid
- STREET field missing or invalid
- STATE field and ZIP field missing or invalid
- CITY field and ZIP field missing or invalid

At least two (2) workdays prior to each mailing, for each address record, the contractor shall provide to Census output file(s) from the postal coding software and contractor's address management. The contractor will only update the zip code fields in any address processing. These updates will be reflected in the "ERR\_STAT" field described below. The output file name(s) shall be appended with the file preparation date formatted "YYYYMMDD".

The file(s) shall contain the following output from DPV/CASS and other processing:

- 1) **SolicitationID** (Required for all records)
- 2) **Destination Imb** (31 char, Required for outbound tracking only),
- 3) **Origination Imb** (31 char, Required for Business Reply Mail, inbound tracking only)
- 4) The file may also be required to contact postal processing output including:
- 5) **ERR\_STAT** (6 char): During Address Correction, this field is updated with either an error code or a status code. The field receives an error code if the software could not match the address to an address in the directories. The field receives a status code if the software updated the record.
- 6) **DPV\_STAT** (1 char): Also referred to as DPV Return Code. Valid codes are:
  - Y The address is a confirmed delivery point. The primary range and secondary range (if present) are valid.
  - N The address is not a valid delivery point.
  - S The primary range is a valid delivery point but the secondary range is not valid in the DPV directory.
  - D The primary range is a valid delivery point but the secondary range data is not available on input.
  - L This address triggers DPV locking. Refer to the Delivery Point Validation Alert section of the Job Summary for details.
- 7) **DPV\_VACANT** (1 char): Contains the results of the call to the DPV Vacant table (dph.hsv). Valid codes are:
  - Y = Address was found in Vacant table
  - N = Address was not found in Vacant table
  - Blank = Address was not presented to hash table
- 8) **CASSRECTYP** (1 char): Software is required to return the record type in all ZIP + 4 matches that DPV confirms. The level match code facilitates identifying or confirming certain software matches when delivery point assignments are erroneous. Valid codes are:
  - F Firm
  - G General Delivery
  - H Highrise
  - P PO Box
  - R Rural Route
  - S Street
- 9) **DPV\_CMRA** (1 char): Field contains the results of the call to the DPV CMRA hash table (dph.hsc). Valid codes:
  - Y Address was found in the CMRA table,
  - N Address was not found in the CMRA table, and
  - Blank Address not presented to the hash table.



10) **DPV\_FTNOTE** (12 char): Detailed output of DPV Error Code [FT]. The following standard footnotes are returned based on the output from DPV and DSF2 tables.

- AA Input address matched to the ZIP + 4 product
- A1 Input address not matched to the ZIP + 4 product
- BB Input address matched to DPV (all components)
- CC Input address primary number matched to DPV but secondary number not matched (present but invalid)
- F1 Input address matched to a military address
- G1 Input address matched to a general delivery address
- N1 Input address primary number matched to DPV but address missing secondary number
- M1 Input address primary number missing
- M3 Input address primary number invalid
- P1 Input address PO, RR, or HC box number missing
- P3 Input address PO, RR, or HC box number invalid
- RR Input address matched to CMRA but PMB designator present (PMB 123 or # 123)
- R1 Input address matched to CMRA but PMB designator not present (PMB 123 or # 123)
- U1 Input address matched to a unique ZIP Code,

11) **DPV\_NOSTATS** (1 char): Contains the results of the call to the DPV SEASONAL table (dph.hss). Valid codes are:

- Y = Address was found in Seasonal table,
- N = Address was not found in Seasonal table, and
- Blank = Address was not presented to hash table.

The contractor shall use the proper codes or endorsements to employ requested services, as well as supplying any samples required by the USPS and filing all pre-shipment notifications. The contractor shall prepare mail and image (address) to employ IMb Destination Tracing, Address Correction Service type 2 - notice of non-delivery, Secure destruction of UAA's, and IMb Origin Tracing (questionnaire packages only). The contractor shall use the Mailer ID (and/or zip code(s) for origin confirm) provided by the Census Bureau for all IMBs. All assigned IMBs shall contain unique sequence numbers, which may not be reused throughout the duration of the project.

At least three (3) weeks prior to receiving the first address file, the contractor shall provide a test file of the postal processing output. The layout of the record will be provided in the print order.

**Verification of Mailing and Distribution:** The contractor shall maintain evidence sufficient to demonstrate successful preparation of all addressed material and/or completion of material for all areas of blanket (saturation) mailings. The contractor shall further verify that all this material was actually placed into the mail stream.

Upon completion of each 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 20-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.

All expenses incidental to picking up and returning materials, submitting proofs, prior to production samples, prior to production paper samples/ink drawdowns, and furnishing sample copies must be borne by the contractor.

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

Furnished material must be picked up from and delivered to U.S. Census Bureau, Attn: Deborah Mockabee, Room HQ-3K420C, Gate 9, Remote Delivery Facilities (RDF), 4600 Silver Hill road, Suitland, MD 20746. (Telephone: (301) 763-4447).

Proofs must be delivered to and picked up from: U.S. Census Bureau, Attn: Debbie Mockabee, Gate 9, Remote Delivery Facilities (RDF), Room HQ-3K420C, 4600 Silver Hill Road, Suitland, MD 20746. (Telephone: (301) 763-4447) NOTE: Proofs must deliver via traceable means. Approval/disapproval of proofs will come from the Suitland, MD address.

No definite schedule for pickup of material/placement of orders can be predetermined at this time. **NOTE: Contractor must be prepared to accept the first print order immediately after award.**

***Schedule for Proofs and Prior to Production Samples (as applicable) for ALL Orders:***

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

- No specific date is set for submission of proofs unless otherwise specified. Proofs must be submitted as soon as possible to allow for revised proofs if the contractor's errors are judged serious enough to require them.

(NOTE: Prior to production paper samples and all ink drawdowns must be submitted at the same time the proofs are delivered.)

- Proofs will be withheld no longer than five (5) workdays of receipt thereof before making available for pickup.
- Following approval of the paper, ink, and proofs, contractor must notify GPO at least three (3) workdays prior to press run of the prior to production samples. The contractor must not produce prior to production samples prior to receipt of an "O.K. to Print" for proofs, paper, and ink samples."
- Contractor must submit prior to production samples within 30 workdays of receipt of receipt of furnished print files.
- The Government will approve, conditionally approve, or disapprove the samples within five (5) workdays of the receipt thereof.

***Schedule for Mailing:***

NOTE: As applicable to each order, contractor to complete production of all items and complete distribution as follows:

**2018 Test Order:**

*Initial Mailing:* Address files will be furnished to the contractor on or around February 2, 2018. Contractor to complete mailing between March 16, 2018 and March 22, 2018.

*Second Mailing:* Address files will be furnished to the contractor on or around February 2, 2018. Contractor to complete mailing between March 20, 2018 and March 26, 2018.

*Third Mailing:* Address files will be furnished to the contractor starting March 23, 2018 and continuously through March 29, 2018. Contractor to complete mailing between March 30, 2018 and April 6, 2018.

*Fourth Mailing:* Address files will be furnished to the contractor starting March 30, 2018 and continuously through April 9, 2018. Contractor to complete mailing between April 9, 2018 and April 16, 2018.

*Fifth Mailing:* Address files will be furnished to the contractor starting April 12, 2018 and continuously through April 17, 2018. Contractor to complete mailing between April 19, 2018 and April 25, 2018.

*Supplemental Mailing:* Address files will be furnished to the contractor starting May 14, 2018 and continuously through June 25, 2018. Contractor to complete mailing between May 21, 2018 and July 2, 2018.

NOTE: The address files for the third, fourth, fifth, and supplemental mailings are conditional in that the address files for responding households, after each mailing, are removed.

**Operational Testing Order:**

Order will be issued on or around May 25, 2018. Contractor must complete distribution on or around August 8, 2018. (No assembly required.)

**2020 Census Order:**

*Initial Mailing:* Address files will be furnished to the contractor on or around November 1, 2019. Contractor to complete mailing between March 13, 2020 and March 19, 2020.

*Second Mailing:* Address files will be furnished to the contractor on or around November 1, 2019. Contractor to complete mailing between March 16, 2020 and March 23, 2020.

*Third Mailing:* Address files will be furnished to the contractor starting March 20, 2020 and continuously through March 26, 2020. Contractor to complete mailing between March 27, 2020 and April 3, 2020.

*Fourth Mailing:* Address files will be furnished to the contractor starting March 27, 2020 and continuously through April 6, 2020. Contractor to complete mailing between April 6, 2020 and April 13, 2020.

*Fifth Mailing:* Address files will be furnished to the contractor starting April 9, 2020 and continuously through April 14, 2020. Contractor to complete mailing between April 16, 2020 and April 22, 2020.

*Supplemental Mailing:* Address files will be furnished to the contractor starting May 11, 2020 and continuously through June 25, 2020. Contractor to complete mailing between May 18, 2020 and July 2, 2020.

NOTE: The address files for the third, fourth, fifth, and supplemental mailings are conditional in that the address files for responding households, after each mailing, are removed.

The contractor must notify the GPO of the date and time the press sheet, binding/construction, or other inspection can be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401, or telephone area code (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, prevailing Eastern Time. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection(s), or an unreasonable amount of time is required to produce satisfactory inspection results, (i.e., more than two (2) hours), 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 the date products ordered for shipping/ mailing f.o.b. contractor's city MUST be delivered to the USPS or picked up by small package carrier.

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

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto: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 inquires.

**SECTION 3. – DETERMINATION OF AWARD**

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

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

	(1)	(2)
I. 1. (a)	1	197
(b)	2	132
(c)	1	329
(d)	1	515
(e)	78	6,670
(f)	3	456
(g)	3	334
(h)	2	135
(i)	1	328
(j)	1	302
(k)	1	215
(l)	1	323
(m)	3	629
2. (a)	1	350
(b)	1	150
(c)	72	6,500
(d)	1	400
3. (a)	1	103,604
(b)	2	37,018
(c)	1	146,409
(d)	1	257,047
(e)	78	2,908,105
(f)	3	286,147
(g)	3	176,955
(h)	2	32,579
(i)	1	140,622
(j)	1	139,756
(k)	1	112,615
(l)	1	140,586
(m)	8	294,718
II. 1. (a)	1,844	
(b)	844	
(c)	456	
(d)	334	
(e)	135	
(f)	328	
(g)	302	
(h)	215	
(i)	323	

II. 2. (a) 2,600  
(b) 400

3. (a) 710,556  
(b) 392,957  
(c) 286,147  
(d) 176,955  
(e) 32,579  
(f) 140,622  
(g) 139,756  
(h) 112,615  
(i) 140,586

III. 1. (a) 168  
(b) 16  
(c) 196  
(d) 75  
(e) 206  
(f) 61  
(g) 115

2. (a) 740

3. (a) 89,430  
(b) 11,697  
(c) 108,010  
(d) 20,259  
(e) 117,300  
(f) 11,799  
(g) 48,804

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**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor’s city for all shipping/ mailing and f.o.b. destination for all deliveries.

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 nonresponsive.

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) or blank spaces for an item may be declared nonresponsive.

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 1,000 will be prorated at the per-1,000 rate.

Contractor’s billing invoice must be itemized in accordance with the line item on the “SCHEDULE OF PRICES.”

For products printing in more than one ink color, a charge under “Each Additional Color” or “Envelope Additional Color,” as applicable, will be allowed only for pages or envelopes actually printed with the additional color(s).

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

**I. PRINTING, VARIABLE IMAGING, BINDING, AND CONSTRUCTION:** Prices offered shall include the cost of all required materials and operations necessary (including proofs and prior to production samples) for the complete printing, variable imaging, binding, and construction of the products listed in accordance with these specifications.

**1. 2018 Test Order:**

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Questionnaire (8-Page): Printing/imaging in black, including binding ..... per questionnaire.....	\$ _____	\$ _____
(b) Questionnaire (16-Page): Printing/imaging in black, including binding ..... per questionnaire.....	\$ _____	\$ _____

\_\_\_\_\_  
(Initials)



	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(c) Letter: Printing in black, including binding ..... per letter..... \$ _____		\$ _____
(d) Letter: Printing/imaging in black, Including binding ..... per letter..... \$ _____		\$ _____
(e) Each Additional Color: Printing questionnaires or letters in an additional color not charged for under line items I.1.(a) through (d)..... per color/per page..... \$ _____		\$ _____
(f) Insert: Printing face only in black only, including binding ..... per insert..... \$ _____		\$ _____
(g) Postcard (4-1/4 x 6''): Printing/imaging face and back in black only, including binding ... per postcard..... \$ _____		\$ _____
(h) Postcard (8-1/2 x 5-1/2''): Printing/imaging face and back in black only, including binding ... per postcard..... \$ _____		\$ _____
(i) Business Reply Envelope (5-11/16 x 9-7/16): Printing in face and back in black only, including construction..... per envelope..... \$ _____		\$ _____
(j) Outgoing Envelope (4-1/8 x 9-1/2''): Printing in face only in black, including construction..... per envelope..... \$ _____		\$ _____
(k) Outgoing Envelope (5-7/8 x 9-1/4''): Printing in face only in black, including construction..... per envelope..... \$ _____		\$ _____
(l) Outgoing Envelope (6-1/16 x 10-1/16''): Printing in face only in black, including construction..... per envelope..... \$ _____		\$ _____
(m) Envelope Additional Color: Printing outgoing envelopes in an additional color not charged for under line items I.1.(i), (j), and (k)..... per color/per envelope..... \$ _____		\$ _____

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(Initials)

**2. Operational Testing Order:**

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Questionnaire (8-Page): Printing/imaging in black, including binding ..... per questionnaire..... \$ _____		\$ _____
(b) Questionnaire (16-Page): Printing/imaging in black including binding ..... per questionnaire..... \$ _____		\$ _____
(c) Each Additional Color: Printing questionnaires or letters in an additional color not charged for under line items I.2.(a) and (b)..... per color/per page..... \$ _____		\$ _____
(d) Business Reply Envelope (5-11/16 x 9-7/16): Printing in face and back in black only, including construction..... per envelope..... \$ _____		\$ _____

**3. 2020 Census Order:**

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Questionnaire (8-Page): Printing/imaging in black, including binding ..... per questionnaire..... \$ _____		\$ _____
(b) Questionnaire (16-Page): Printing/imaging in black, including binding ..... per questionnaire..... \$ _____		\$ _____
(c) Letter: Printing/imaging in black, including binding ..... per letter..... \$ _____		\$ _____
(d) Letter: Printing/imaging in black, Including binding ..... per letter..... \$ _____		\$ _____
(e) Each Additional Color: Printing questionnaires or letters in an additional color not charged for under line items I.3.(a) through (d)..... per color/per page..... \$ _____		\$ _____
(f) Insert: Printing face only in black only, including binding ..... per insert..... \$ _____		\$ _____
(g) Postcard (4-1/4 x 6"): Printing/imaging face and back in black only, including binding ... per postcard..... \$ _____		\$ _____

\_\_\_\_\_  
 (Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(h) Postcard (8-1/2 x 5-1/2"): Printing/imaging face and back in black only, including binding ... per postcard.....	\$ _____	\$ _____
(i) Business Reply Envelope (5-11/16 x 9-7/16): Printing in face and back in black only, including construction..... per envelope.....	\$ _____	\$ _____
(j) Outgoing Envelope (4-1/8 x 9-1/2"): Printing in face only in black, including construction..... per envelope.....	\$ _____	\$ _____
(k) Outgoing Envelope (5-7/8 x 9-1/4"): Printing in face only in black, including construction..... per envelope.....	\$ _____	\$ _____
(l) Outgoing Envelope (6-1/16 x 10-1/16"): Printing in face only in black, including construction..... per envelope.....	\$ _____	\$ _____
(m) Envelope Additional Color: Printing outgoing envelopes in an additional color not charged for under line items I.3.(i), (j), and (k)..... per color/per envelope.....	\$ _____	\$ _____

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

NOTE: Prices must include the cost of all required prior to production paper samples.

Computation of the net number of leaves will be based on the following:

Questionnaire, Letters, Inserts, Postcards – Each page-size leaf.

Business Reply Envelopes: One page-size leaf will be allowed for each envelope.

All Outgoing Envelopes: One page-size leaf will be allowed for each envelope.

**1. 2018 Test Order:**

	<u>Per 1,000 Leaves</u>
(a) Questionnaire: White Opacified Offset Book (50-lb.).....	\$ _____
(b) Letter: White Offset Book (50-lb.) .....	\$ _____

\_\_\_\_\_  
(Initials)

Per 1,000 Leaves

- (c) Insert: White Offset Book (50-lb.).....\$\_\_\_\_\_
- (d) Postcard (4-1/4 x 6"): White and Colored Index (110-lb.) .....\$\_\_\_\_\_
- (e) Postcard (8-1/2 x 5-1/2"): White and Colored Index (110-lb.).....\$\_\_\_\_\_
- (f) Business Reply Envelope: White Writing (or Wove) Envelope (24-lb.).....\$\_\_\_\_\_
- (g) Outgoing Envelope (4-1/8 x 9-1/2"): White Writing (or Wove) Envelope (24-lb.) .....\$\_\_\_\_\_
- (h) Outgoing Envelope (5-7/8 x 9-1/4"): White Writing (or Wove) Envelope (24-lb.) .....\$\_\_\_\_\_
- (i) Outgoing Envelope (6-1/16 x 10-1/16"): White Writing (or Wove) Envelope (24-lb.) \$\_\_\_\_\_

**2. Operational Testing Order:**

Per 1,000 Leaves

- (a) Questionnaire: White Opacified Offset Book (50-lb.).....\$\_\_\_\_\_
- (b) Business Reply Envelope: White Writing (or Wove) Envelope (24-lb.).....\$\_\_\_\_\_

**3. 2020 Census Order:**

Per 1,000 Leaves

- (a) Questionnaire: White Opacified Offset Book (50-lb.).....\$\_\_\_\_\_
- (b) Letter: White Offset Book (50-lb.) .....\$\_\_\_\_\_
- (c) Insert: White Offset Book (50-lb.).....\$\_\_\_\_\_
- (d) Postcard (4-1/4 x 6"): White and Colored Index (110-lb.) .....\$\_\_\_\_\_
- (e) Postcard (8-1/2 x 5-1/2"): White and Colored Index (110-lb.).....\$\_\_\_\_\_
- (f) Business Reply Envelope: White Writing (or Wove) Envelope (24-lb.).....\$\_\_\_\_\_
- (g) Outgoing Envelope (4-1/8 x 9-1/2"): White Writing (or Wove) Envelope (24-lb.) .....\$\_\_\_\_\_
- (h) Outgoing Envelope (5-7/8 x 9-1/4"): White Writing (or Wove) Envelope (24-lb.) .....\$\_\_\_\_\_
- (i) Outgoing Envelope (6-1/16 x 10-1/16"): White Writing (or Wove) Envelope (24-lb.) \$\_\_\_\_\_

\_\_\_\_\_  
(Initials)

**III. ASSEMBLING, PACKAGING, PACKING, AND DISTRIBUTION:** Prices must be all-inclusive, as applicable, and must include the cost of assembling, packaging, packing; shipping containers; all necessary wrapping and packing materials; addressing, labeling, and marking; and distribution, in accordance with these specifications, as applicable to each order.

**1. 2018 Test Order:**

- (a) Letter Package 1: Gathering, folding, and inserting letter and one insert into outgoing envelope ..... per 1,000 packages .....\$ \_\_\_\_\_
- (b) Letter Package 2: Gathering, folding, and inserting letter and two inserts into outgoing envelope ..... per 1,000 packages .....\$ \_\_\_\_\_
- (c) Letter Package 3: Folding and inserting letter into outgoing envelope..... per 1,000 packages .....\$ \_\_\_\_\_
- (d) Letter Package 4: Folding and inserting letter into outgoing envelope..... per 1,000 packages .....\$ \_\_\_\_\_
- (e) Questionnaire Packages 1, 3, and 4: Gathering, folding, and inserting questionnaire, letter, one insert, and BRM envelope into outgoing envelope ..... per 1,000 packages .....\$ \_\_\_\_\_
- (f) Questionnaire Package 2: Gathering, folding, and inserting questionnaire, letter, two inserts, and BRM envelope into outgoing envelope ..... per 1,000 packages .....\$ \_\_\_\_\_
- (g) Overages: Packing and sealing shipping containers ..... per container .....\$ \_\_\_\_\_

**2. Operational Testing Order:**

- (a) Packing and sealing shipping containers ..... per container .....\$ \_\_\_\_\_

**3. 2020 Census Order:**

- (a) Letter Package 1: Gathering, folding, and inserting letter and one insert into outgoing envelope ..... per 1,000 packages .....\$ \_\_\_\_\_
- (b) Letter Package 2: Gathering, folding, and inserting letter and two inserts into outgoing envelope ..... per 1,000 packages .....\$ \_\_\_\_\_
- (c) Letter Package 3: Folding and inserting letter into outgoing envelope..... per 1,000 packages .....\$ \_\_\_\_\_
- (d) Letter Package 4: Folding and inserting letter into outgoing envelope..... per 1,000 packages .....\$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

- (e) Questionnaire Packages 1, 3, and 4: Gathering, folding, and inserting questionnaire, letter, one insert, and BRM envelope into outgoing envelope ..... per 1,000 packages .....\$ \_\_\_\_\_
- (f) Questionnaire Package 2: Gathering, folding, and inserting questionnaire, letter, two inserts, and BRM envelope into outgoing envelope ..... per 1,000 packages .....\$ \_\_\_\_\_
- (g) Overages: Packing and sealing shipping containers ..... per container .....\$ \_\_\_\_\_

**LOCATION OF POST OFFICE:** All mailing will be made from the \_\_\_\_\_

Post Office located at Street Address \_\_\_\_\_,

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_.

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out “SECTION 4. – SCHEDULE OF PRICES,” initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the “SCHEDULE OF PRICES” with two copies of the GPO Form 910 “BID” form. Do not enter bid prices on GPO Form 910; prices entered in the “SCHEDULE OF PRICES” will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City – State)

By \_\_\_\_\_

(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

## ATTACHMENT A

### CENSUS FILE ADDRESS LAYOUT (DRAFT)

(final layouts will be provided with print orders)

Short Name	Start	End	Length	Legal Values	Column Descriptions
CENSUSID	1	12	12	Numeric	Survey Sponsor (Census) Case ID for the reporting unit.
spacer1	13	13	1		column separator
SORTKEY	14	15	2	Numeric	TBD
spacer2	16	16	1		
CheckDigit	17	18	2	Numeric	This is the MAD97 algorithm generated value that is generated by the Census Operational Control System.
spacer3	19	19	1		
Label Area					
Addr1	20	72	53	Alpha-Numeric	House Number/Street Name
spacer4	73	73	1		
Addr2	74	126	53	Alpha-Numeric	Unit Designation
spacer5	127	127	1		
CITY	128	155	28	Alpha-Numeric	City Name
spacer6	156	156	1		
STATE	157	158	2	Alpha-Numeric	State Abbreviation
spacer7	159	159	1		
MAILZIP	160	164	5	Alpha-Numeric	Zip Code
spacer8	165	165	1		
MAILPLUS4	166	169	4	Alpha-Numeric	Plus4
spacer9	170	170	1		
Package Creation and Postal Tracking Information					
PackageID	171	173	3	Alpha-Numeric	This identifies the mailing package associated with the reporting unit. Values will provide in the work order Gathering and Assembly tables.
spacer10	174	174	1		
Contact_Strategy	175	175	1	Numeric	TBD
spacer11	176	176	1		
SolicitationID	177	187	11	Numeric	Identifier assigned by the Operation Control System that represents each interaction with a reporting unit. An interaction may include sending a mail piece to the reporting unit, speaking with a reporting unit over the phone, visiting the reporting unit in person, the reporting unit logging into an Internet instrument, or a reporting unit mailing back a completed form.

## ATTACHMENT B

**CENSUS FILE ADDRESS LAYOUT (DRAFT)**  
**PUERTO RICO**  
 (final layouts will be provided with print orders)

Short Name	Start	End	Length	Legal Values	Column Descriptions
Barcode					
CENSUSID	1	12	12	Numeric	Survey Sponsor (Census) Case ID for the reporting unit.
spacer1	13	13	1		column separator
SORTKEY	14	15	2	Numeric	TBD
spacer2	16	16	1		
CheckDigit	17	18	2	Numeric	This is the MAD97 algorithm generated value that is generated by the Census Operational Control System.
spacer3	19	19	1		
Label Area					
Addr1	20	72	53	Alpha-Numeric	Puerto Rico Address Line 1 (See
spacer4	73	73	1		
Addr2	74	126	53	Alpha-Numeric	Puerto Rico Address Line 2 (See
spacer5	127	127	1		
Addr3	128	180	53	Alpha-Numeric	Puerto Rico Address Line 3 (See
spacer6	181	181	1		
Package Creation and Postal Tracking Information					
PackageID	182	184	3	Alpha-Numeric	This identifies the mailing package associated with the reporting unit. Values will provide in the work order Gathering and Assembly tables.
Spacer7	185	185	1		
Contact_Strategy	186	186	1	Numeric	TBD
Spacer8	187	187	1		
SolicitationID	188	198	11	Numeric	Identifier assigned by the Operation Control System that represents each interaction with a reporting unit. An interaction may include sending a mail piece to the reporting unit, speaking with a reporting unit over the phone, visiting the reporting unit in person, the reporting unit logging into an Internet instrument, or a reporting unit mailing back a completed form.



**EXHIBIT A**

**U.S. Department of Commerce**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
1201 E 10th Street  
Jeffersonville IN 47132

AN EQUAL OPPORTUNITY EMPLOYER



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

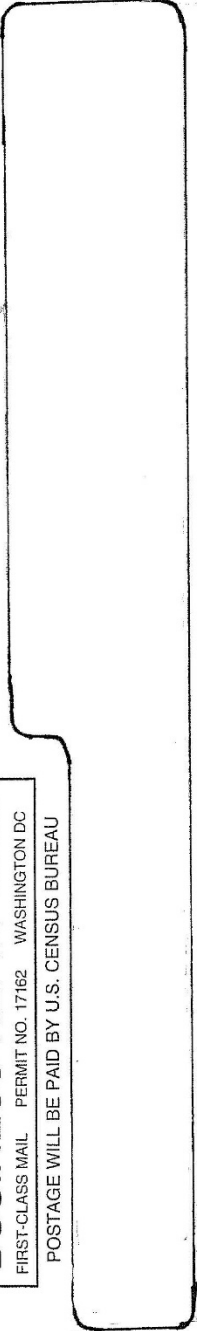
OFFICIAL BUSINESS  
Penalty for Private Use \$300

**DG-8A(E/S)** (10-2016)

**BUSINESS REPLY MAIL**

FIRST-CLASS MAIL PERMIT NO. 17162 WASHINGTON DC

POSTAGE WILL BE PAID BY U.S. CENSUS BUREAU



**US CENSUS BUREAU**  
**PO BOX 5500**  
**JEFFERSONVILLE IN 47199-5500**

